



The University of Texas at Arlington

**School of Social Work**  
*Office of Field Education*

**How to Apply for Field:  
Undergraduates**



# Welcome!

- The Office of Field Education is happy to help you as you begin your new learning experience.
- You can reach the Field Office by emailing [sambo.klauth@uta.edu](mailto:sambo.klauth@uta.edu) or calling 817.272.6854



# Your Mavs E-mail

- Please check your mavs account often.
- The Office of Field Education communicates with you ***exclusively*** through this account.
- You will receive notifications of deadlines, your acceptance or rejection from agencies, and any changes in dates or procedure.



# Prerequisites

- You are ready to apply for your **first-semester** field placement if you have successfully completed:
  - SOCW 2311 Intro to Social Work
  - SOCW 2313 Practice I
  - SOCW 3301 HBSE I
  - SOCW 3302 HBSE II
  - SOCW 3304 Practice II

*Be sure that your undergraduate advisor has informed you that you are eligible for field.*



# Prerequisites

- You are ready to apply for your **second-**semester field placement if you have successfully completed:
  - SOCW 3303 Policy
  - SOCW 3306 Practice III

*Be sure that your graduate advisor has informed you that you are eligible for field.*



# GPA Requirement

You *must* have a Grade Point Average of

**2.5 or better**

when you apply for field courses

and

before being matched to a placement.



# Personal Requirements

- Please begin planning for your field learning experience when you enter the program.
- While some placements offer hours at night and on weekends, almost none allow students to work exclusively at these times. All require that students attend supervision meetings during regular work hours.
- Think: How will you balance this time commitment with other demands in your life?
  - Do you have the support of family and friends?
  - Are you able to make necessary arrangements at work?
  - Can you maintain a healthy life balance in the process?



# Personal Requirements

- Undergraduates must complete **240** hours of field education in **each of two consecutive semesters** AND must enroll in the field seminar class.
- So in your first semester,  
you will enroll in SOCW 4451 (Field Placement)  
*and* SOCW 4251 (Field Seminar class).
- The field seminar class will occur on-campus one evening per week for three hours. These classroom hours do not count toward the placement requirement.



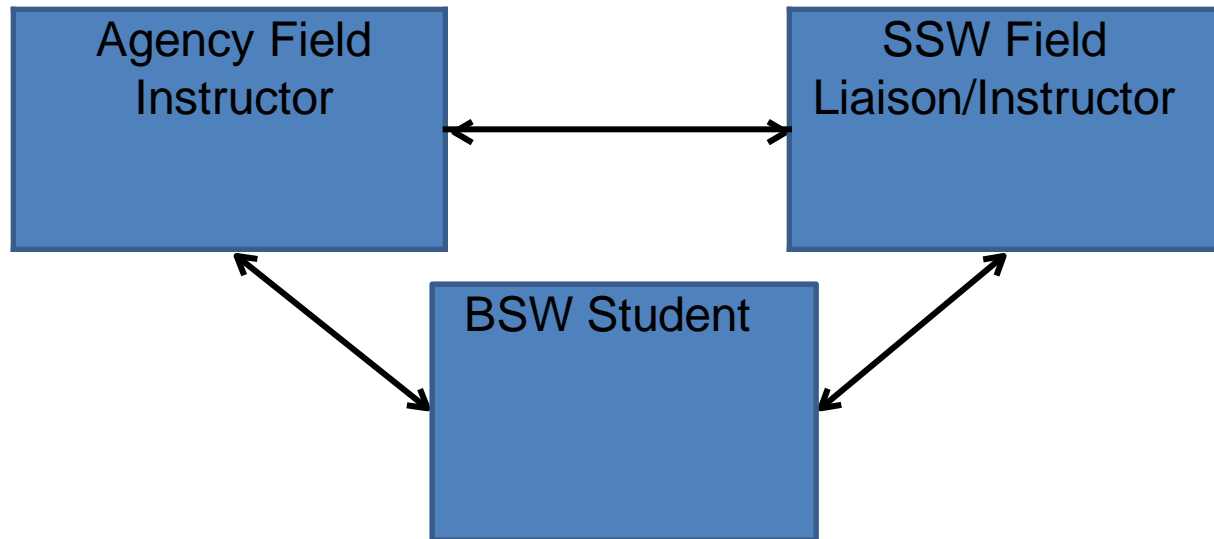


# Personal Requirements

- In your second semester, you will enroll in SOCW 4452 (Field Placement) *and* SOCW 4252 (Field Seminar class).
- The field seminar class will occur on-campus one evening per week for two hours. These classroom hours do not count toward the placement requirement.



# Model for Field Instruction and Supervision



- Field Instructor is your on-site supervisor.
- Liaison is your UTA instructor of record and the teacher of your seminar class.



# Personal Requirements

- You must accrue all field placement hours within the academic semester (i.e., when classes are meeting).
- To accrue 240 hours in fall and spring, you will need to spend about 16 hours per week at your field agency or performing tasks related to your field education.
- To accrue 240 hours in summer, you will need to spend about 22 hours per week at your field agency or performing tasks related to your field education.



# Applying: E-intern.com

- To apply for Field Education, go to [e-intern.com](http://e-intern.com).
- Log-in as a “new user,” and request a password.
- Your password will be sent to your mavs email where you can change it to a password of your choice.
- Now, you can log in as a student user.
- Please fill out all sections of the application.
- Once the application is complete, submit it.
- The field office will review your application for accuracy and completeness.



# Applying: Liability Insurance

- Your application will not be activated until the Field Office receives the “certificate of insurance” proving that you have purchased “Professional Liability Insurance.”
- This insurance provides coverage for you for one year in case you are named as responsible for harm to a client.
- The cost is typically around \$15-\$50.
- Please check our website for a list of vendors:  
<http://www.uta.edu/ssw/field/liability-insurance.php>

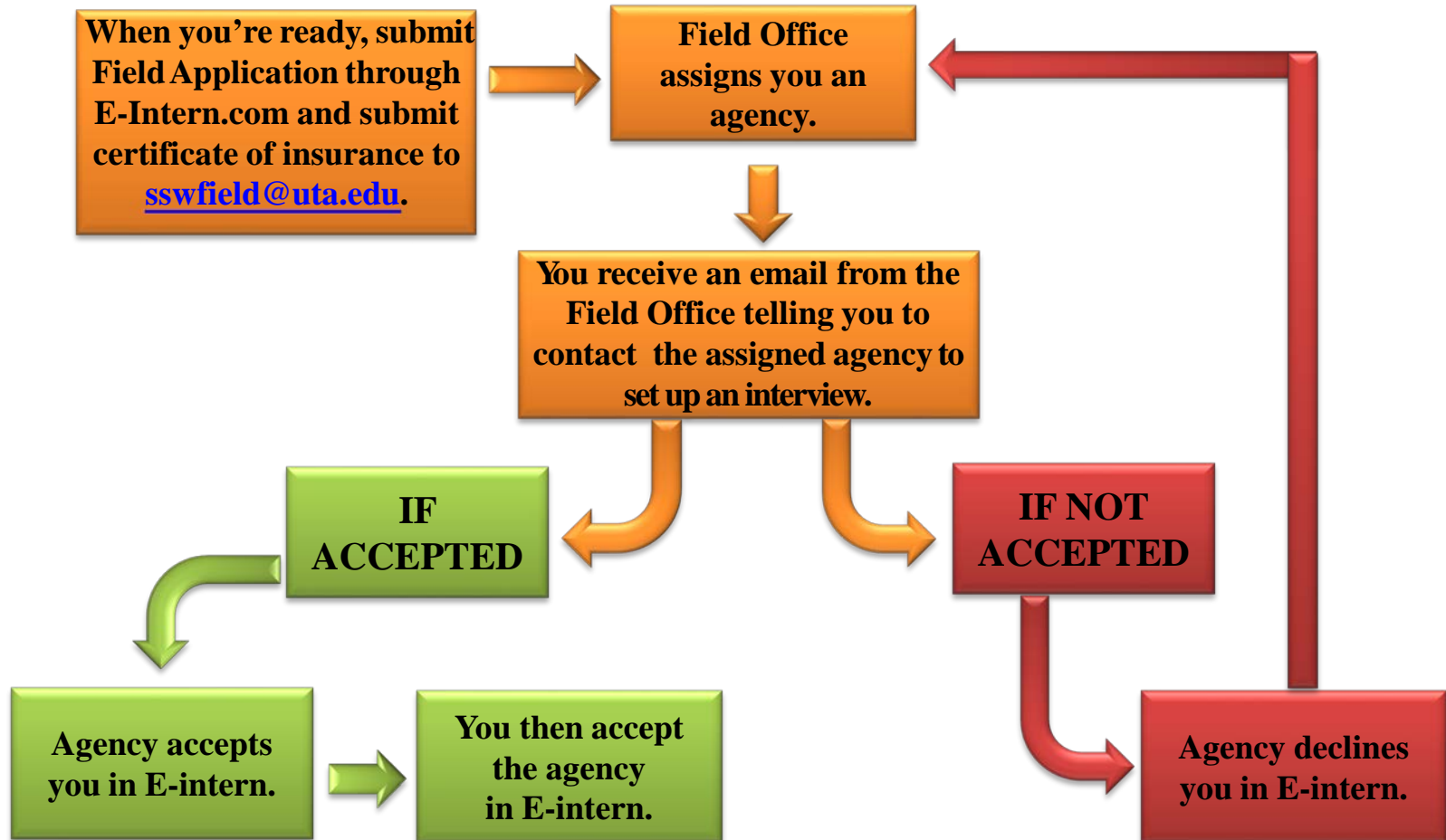


# Your Agency Match

- Personnel in the Office of Field Education review your application and match your needs with agency requests for students.
- Please know that while we are affiliated with over 300 agencies, not every agency requests students every semester.
- You will be matched with an agency that can provide you a solid micro/macro experience as the basis for your field education.



# Field Assignment & Placement Process





# Roles/Responsibilities of Students

- Assist in developing and implementing ***the learning contract***
- Have the learning contract signed by field instructor and submitted on time to the field liaison
- Follow agency policies and procedures, especially confidentiality
- Adhere to standards of the agency's licensing or accrediting bodies





# The Learning Contract

- You will find the Learning Contract on the Field website.
- The Learning Contract includes the Educational Policy and Accreditation Standards (EPAS) as established by the Council on Social Work Education.
- You and your Field Instructor will decide what tasks will best measure the EPAS Core Competencies.



# CSWE EPAS Core Competencies

1. Professional identity
2. Ethical Practice
3. Critical thinking
4. Diversity in practice
5. Human rights and justice
6. Research-based practice
7. Human behavior
8. Policy practice
9. Practice contexts
10. Engage, assess, intervene, evaluate



# Roles/Responsibilities of Students

- Abide by NASW and state of Texas Codes of Ethics
- Accept supervision and feedback from the Field Instructor and agency staff
- Consult *first* with the Field Instructor if problems occur
- Consult with Field Liaison if problems are not resolved
- Submit completed time sheets and supervision logs to the Field Liaison



# Documentation

Students are responsible for completing documentation and ensuring that the documents are submitted to the field liaison.



# Required Supervision Documentation

- **Weekly Supervision Log**

Completed during weekly supervision by field instructor or student and signed by both

- **Time Sheet**

Cumulative record of hours completed. May use UTA SSW template or agency time record. It is imperative that Field Instructors be fully aware of students' accuracy in recording hours. This document must also be signed by both the student and the Field Instructor.



# Additional Supervisory Documents

- Corrective Action Contract
- Interruption of Field Placement by the Field Instructor
- Student request to withdraw from Field
- Student Request to Transfer

**Interruption, request to withdraw, and request to transfer are signed by the student, FI, and the Liaison**



# Role of the Field Liaison/Instructor

- Instructor of record with UTA
- To initiate contact with the FI and student by mid-term
- To review the mid-term evaluation of the student and address any corrections
- To assess and monitor the students' supervision throughout the semester
- To be consistently available to both the student and the FI for questions or concerns



## Role of the Field Liaison, Con't

- Review and sign the learning contract
- To review the mid-term evaluation of the student and address any corrections
- To review, approve, and sign the final eval
- To assign the course grade
- To submit all paperwork to the Office of Field Education





## Evaluations through E-intern

- Both mid-term and final evaluations are completed through Qualtrics, an online survey application.
- Students must help Field Instructors remember to complete and submit these documents on or before the deadline.



# Field Calendar

- All important dates are posted on the field calendar.
- Please check the field calendar at this site:  
<http://www.uta.edu/ssw/field/field.php>



# Good Luck!!

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