

How An Agency May Apply for Affiliation with UTA to Receive Social Work Interns

**Please complete the application the semester before you hope to have students in your agency.*

To apply to become a field-affiliated agency, please designate a “main contact.” This person will be our point of contact for all information, announcements, and policy changes. In addition, the main contact will appoint and approve the Field Instructor(s) for your agency.

Step 1. Log-on to e-intern.com. E-intern a robust online data system that includes agency and field instructor applications, student applications, and online evaluation forms for students, field instructors, and field liaisons.

<https://www.uta.edu/ssw/eintern>

Step 2. Enter your user name, designate yourself as a new user, and create your password. This will lead you to a menu where you can select that you want to make application as an agency.

Step 3. Complete the application.

Step 4. Be sure to include the name of the person(s) who will serve as the Field Instructor(s) for your student interns.

Step 5. Save and submit your application.

Step 6. We will review the application and make an appointment to speak with you about what type of students can work best in your agency.

Step 7. Once we approve your application, we will send you the UTA “Affiliation Agreement.” Most agencies find this agreement to be acceptable while others want to add or change some wording. The UTA administrative office that oversees contracts will review and sign the affiliation agreement once your agency has done the same.

Once the above steps are complete, your agency is listed in e-intern as an affiliated agency. Each semester, you will receive an email from our office notifying you that it is time to request students for the upcoming semester. We need to know how many and what classification of students you want (BSW, First-year MSW students, Second-year MSW students, split/block, DP/CAP).

Do not respond to this notice via email. Once you receive this notice, please go to e-intern to make your official request for the upcoming semester. If you are able to project the number and classification of students you need for an entire year, please do so.

We look forward to working with you!