

PLACE OF EMPLOYMENT (POE) APPLICATION

Option 1: Traditional

The student works at a social work agency, but their role does not align with the student's level of learning (BSW / MSW). The student's place of employment can provide new opportunities significantly different from the student's current roles and responsibilities. The student's place of employment will allow the student to engage as a learner in a new department or area and fulfill the following field education requirements:

- Activities align with the 9 CSWE Competencies.
- Activities align with the student's BSW or MSW learning contract.
- Activities align with student specialty if an Advanced MSW student: Aging, CAP, Children and Families, Health, or Mental Health/Substance Abuse.
- Provide the student with a qualified Field Instructor who will supervise the student and provide 1-hour weekly supervision outside of the student's work hours.
- Be affiliated with UTA's School of Social Work.

**** The student's regular work hours do not count toward their field placement hours. ****

Qualified Field Instructor Requirements:

1. The individual holds a BSW or MSW degree from a CSWE - accredited school and has two years of post-degree Social Work experience.
2. Individuals with a BSW can only supervise BSW students.
3. Individuals with an MSW can supervise BSW and MSW students.
4. The agency must provide a qualified field specialist.

Disclaimers:

All students opting into a POE option must complete the POE Form, which must be returned to the student's Field Education Specialist for review to determine whether the request should be approved or denied.

If the agency is not affiliated with UTA, the affiliation process must be completed before the start of the respective field semester. Otherwise, your POE request will be denied.

If you are separated from your placement of employment (voluntarily or involuntarily) during your internship, your field placement will be put on hold, and you must reapply for field for the following semester.



POE OPTION 1 APPLICATION
TO BE COMPLETED BY THE STUDENT

Student Name:

Student MAVS ID:

Student UTA Email:

Field Placement Type:

Student Current Title:

Hours Per Week:

Employment Start Date:

Name of Place of Employment:

Employment Address:

Direct Supervisor Name:

Direct Supervisor's Work Email:

Direct Supervisor's Work Phone:

Description of Students Current Work Responsibilities:

New Department or Program Area:

Start Date for Field Assignment:

Description of the proposed educational objectives and learning activities to be achieved by the student in their field placement position:

Student Signature:

Date:



TO BE COMPLETED BY THE STUDENT'S EMPLOYMENT DIRECT SUPERVISOR

Describe how the agency can broaden the student's knowledge base and degree of expertise:

Is the agency currently affiliated with UTA's School of Social Work:
Date of Affiliation:

**If your agency is not affiliated with UTA Schools of Social Work, please have the agency contact our Field Coordinator, Chris Clark: christopher.clark2@uta.edu and our Administrative Assistant, Amanda Land: amanda.land@uta.edu to begin the process.*

Qualified Field Instructor Requirements:

1. The individual holds a BSW or MSW degree from a CSWE-accredited school and has two years of post-degree Social Work experience.
2. Individuals with a BSW can only supervise BSW students.
3. Individuals with an MSW can supervise BSW and MSW students.
4. The agency must provide a qualified field specialist.

Does the agency have a full-time employee who will serve as a Qualified Field Instructor?

Is the intended Qualified Field Instructor also the student's direct supervisor?

Student's employment initial start date:

Start date of student reassignment of duties for field assignment:

Direct Supervisor Signature:

Date:



TO BE COMPLETED BY THE FIELD INSTRUCTOR

Qualified Field Instructor Requirements:

1. The individual holds a BSW or MSW degree from a CSWE-accredited school and has two years of post-degree Social Work experience.
2. Individuals with a BSW can only supervise BSW students.
3. Individuals with an MSW can supervise BSW and MSW students.
4. The agency must provide a qualified field specialist.

Qualified Field Instructor Name:

Work Email:

Work Phone:

Degree(s) Held:

Has at least 2 years of post-degree Social Work experience:

Holds an LCDC:

Years of Social Work Experience:

Are you a full-time employee of the agency?

Will you provide 1-hour per week of direct supervision outside of student's work hours?

****First-time Field Instructor for UTA's School of Social work are required to attend Field Instructor Academy to learn about our policies and procedures prior to supervising students and submit a resume.****

Are you willing to attend the orientation?

Field Instructor Signature:

Date:

For Office Purposes ONLY:

Application Status:

Reason for Denial:

Field Advisor Name:

Field Advisor Signature:

Date: