

## PLACE OF EMPLOYMENT (POE) APPLICATION

### Option 2:

The student works at a social work agency, and their current role and responsibilities have clear linkages to the student's level of learning (BSW / MSW) and the 9 CSWE competencies. The student's place of employment can provide at least one new project or learning opportunity that is separate from the student's current role and responsibilities. Their place of employment will fulfill the following field education requirements:

- 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.
- Be affiliated with UTA's School of Social Work.

**\*\* The student's regular work hours 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.*

**Please note: If Option 2 (counting work hours) was completed in the BSW or Foundation MSW placement, Option 2 cannot be used for the Advanced placement at the same employer.**



**POE OPTION 2 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:

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

*\*Please complete the learning contract with your proposed field instructor.\**

*\*\*Write one task under each competency and submit with this form\*\*.*

**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](mailto:christopher.clark2@uta.edu) and our Administrative Assistant, Amanda Land: [amanda.land@uta.edu](mailto: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:

**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 during the 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:**

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**For Office Purposes ONLY:**

**Application Status:**

Reason for Denial:

Field Advisor Name:

Field Advisor Signature:

Date: