



**PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT**

**Place of Employment Accommodation:**

**Option 1 – Traditional Employment-based Field**

My proposed specialty is not the same as my current job role, but my place of employment is a social work agency and can provide opportunities for me in my proposed specialty to engage as a learner and opportunities for me to fulfill field education requirements. My regular work hours do not count towards my field placement.

**\*\*The student learner's place of employment may serve as their field placement setting provided the program can ensure that the employment-based setting provides new opportunities in the field placement which are significantly different in context from the employment position duties.** Programs must also ensure field education supervision of students either through a separate qualified supervisor or by the program assuming responsibility for reinforcing a social work perspective. In extenuating circumstances, students may have the same field instructor as employment supervisor with different supervision times.\*

**Option 2 - Student field assignments and employment tasks may be the same and counted toward required field hours.**

This option is sufficient if the tasks have clear linkages to the nine social work competencies and their concomitant behaviors as well as any competencies added by the program. There should be at least one project or learning opportunity that is separate from regular employment position duties.

For each option, the COA trusts that each program will do, professionally and ethically, what is best for them and their students as they develop these contingency/continuity plans. We reiterate our support and respect for the autonomy and diligence of programs to provide accommodations and flexibility for their students in extenuating circumstances.

Students that will start their field placement in the upcoming semester will have the ability to complete their field placement at their place of employment using one of the 2 options if the following can be verified:

1. The job aligns with the 9 CSWE Competencies
2. The job aligns with the students' level: BSW or MSW
3. The job aligns with the students' specialty-Advanced MSW students only-Aging, CAP, Children & Families, Health, or Mental Health/Substance Abuse
4. There is a qualified Field Instructor available and willing to supervise the student.
5. A Field Instructor must have a BSW or MSW degree. Individuals with a BSW degree can only supervise BSW students. Individuals with an MSW degree can supervise BSW and MSW students.
6. A Field Instructor must have 2 years of social work experience post-graduation. This applies to both individuals with a BSW and an MSW degree. An individual must have 2 years of social work experience after being awarded their latest degree.
7. The agency is affiliated with UTA SSW. If not, then please indicate such on your POE form.

**All students that opt to complete their field placement with their place of employment must complete a Place of Employment (POE) Form and email the completed form to their Field Advisor for approval from the Field Office.**

**Please note that if your agency is not affiliated with UTA, it must become affiliated prior to starting a POE field placement otherwise your POE application request will not be approved.**

**\*If you completed your Foundation placement at your place of employment under option 1 (Traditional POE) and was hired on as a staff member in the department you completed your placement, you cannot complete your Advanced placement at your place of employment under option 2.**



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



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

**SCHOOL of SOCIAL WORK**

**PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART I**  
**TO BE COMPLETED BY STUDENT**

1. Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. When do you plan to begin the placement? Semester: \_\_\_\_ Year: \_\_\_\_\_

3. Type of placement (Please tick the boxes that apply to you):

☐ BSW/Generalist/Micro and Macro

☐ Foundation MSW/Generalist/Micro and Macro

☐ Advanced MSW (Please select your specialty below.)

☐ Aging

☐ Children and Families

☐ Mental Health

☐ Health Services

☐ Community and Administrative Practice

4. Place of Employment: \_\_\_\_\_

Date Employment Started: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Employment Supervisor: \_\_\_\_\_

Employment Supervisor Phone and E-mail: \_\_\_\_\_

Student's Current Title: \_\_\_\_\_

Current Work Responsibilities: \_\_\_\_\_

Number of hours per week employed? \_\_\_\_\_



5. **\*\*Please Note: you are able to start counting your employment hours towards your field hours on the first day of class for the Semester you start your field placement. (Option 2 POE Applicants)**

New Department or Program Area: \_\_\_\_\_ (Option 1 POE Applicants)

Date to begin field assignment in agency: \_\_\_\_\_

6. Proposed Field Instructor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

7. Proposed educational objectives and learning activities to be achieved by student in the field placement position:

**PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART II TO  
BE COMPLETED BY EMPLOYMENT SUPERVISOR**

**\*\*Please Note: If your employment supervisor meets the Field Instructor requirements listed below then please have your employment supervisor complete this form with an attached resume.**

**A qualified Field Instructor must meet the following requirements:**

- There is a qualified Field Instructor available and willing to supervise the student.
- A Field Instructor must have a BSW or MSW degree. Individuals with a BSW degree can only supervise BSW students. Individuals with an MSW degree can supervise BSW and MSW students.
- A Field Instructor must have 2 years of social work experience post-graduation. This applies to both individuals with a BSW and an MSW degree. An individual must have 2 years of social work experience after being awarded their latest degree.

1. Describe how the agency is diverse enough to broaden the student's knowledge base and degree of expertise.

2. Is the agency affiliated with the School of Social Work? \_\_\_\_\_

Date of Affiliation: \_\_\_\_\_

If not, please have someone from the agency contact the Field Education Office to begin the process.



3. Does the agency employ a full-time employee qualified under the school's policies to provide field instruction who is not the employment supervisor? \_\_\_\_\_

Name of potential field instructor with MSW and at least two years of post-master degree experience:

\_\_\_\_\_

Name of potential field instructor with BSW and at least two years of social work experience:

\_\_\_\_\_

4. Date of student's reassignment of duties for field placement: \_\_\_\_\_ (Option 1 POE Applicants)

5. Date of student's initial employment: \_\_\_\_\_

6. **\*\*Please Note: student is able to start counting their employment hours towards their field hours on the first day of class for the Semester they start their field placement. (Option 2 POE Applicants)**

Date to begin field assignment in agency: \_\_\_\_\_

7. **\*\*The one hour of weekly supervision must be outside of work hours.**

If you qualify to also be this student's Field Instructor based on the requirements listed above, will you provide at least one hour per week of direct supervision?



**PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT PART III TO  
BE COMPLETED BY THE FIELD INSTRUCTOR**

**\*\*Please Note:** If your employment supervisor does not meet the Field Instructor requirements then please have your proposed Field Instructor complete this form with an attached resume.

**A qualified Field Instructor must meet the following requirements:**

- There is a qualified Field Instructor available and willing to supervise the student.
- A Field Instructor must have a BSW or MSW degree. Individuals with a BSW degree can only supervise BSW students. Individuals with an MSW degree can supervise BSW and MSW students.
- A Field Instructor must have 2 years of social work experience post-graduation. This applies to both individuals with a BSW and an MSW degree. An individual must have 2 years of social work experience after being awarded their latest degree.

8. Field Instructor Name: \_\_\_\_\_ Degree: \_\_\_\_\_

Field Instructor Phone and E-mail: \_\_\_\_\_

Years of experience: \_\_\_\_\_

Are you a full-time employee of the agency? \_\_\_\_\_

9. **\*\*The one hour of weekly supervision must be outside of work hours.**

Will you provide at least one hour per week of direct supervision? \_\_\_\_\_

10. All first time field instructors are required to attend training regarding field policies and procedures prior to supervising a student.

Are you willing to attend the orientation? \_\_\_\_\_

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employment Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of proposed Field Instructor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Request Approved by Title**

\_\_\_\_\_  
**Date**