OUT-OF-AREA PLACEMENT GUIDE

By Isabella Hong
University of Texas at Arlington School of Social Work
Out-Of-Area Placement Rules

• Students located within one hour’s drive of the DFW Metropolitan Area are placed by the School of Social Work

• Students outside of the Metroplex will have to locate their own placements
  • Ellis/Collin/Denton County, Cleburne & Burleson, Rockwall are considered In-Area
  • Weatherford is considered Out-of-Area
Terms to Know

- **Site Supervisor**
  - Supervisor on site with whom student will shadow and complete tasks with
  - May or May Not be the same individual as Field Instructor

- **Field Instructor**
  - MSW supervisor that oversees student and signs off on required field documents
  - Requirements to be Field Instructor:
    - MSW Degree from CSWE Accredited Institution
    - 2 years post-degree social work experience

- **Field Liaison**
  - Field Class Professor associated with UTA SSW

- **Field Advisor at SSW**
  - Field Advisor on campus that assists student with questions or concerns about field placement

- **Split Placement**
  - 480 hours over 2 semesters; 240 hours per semester

- **Block Placement**
  - 480 hours in 1 semester
Fall vs Spring vs Summer Semester Hours

- **Fall**: 15 Week Semester
  - Block: 32 hours/week
  - Split: 16 hours/week

- **Spring**: 16 Week Semester
  - Block: 30 hours/week
  - Split: 15 hours/week

- **Summer**: 11 Week Semester
  - Block: 44 hours/week
  - Split: 30 hours/week
Materials Needed to Look for Placements:

- Cover Letter
- Resume
- Learning Contract
Cover Letters provide organizations with additional information about your skills and experience; it adds that personal touch to your resume.

Structure of Cover Letter:
- *Introduce yourself and intentions*
- *Share your background about why you’re pursuing professional social work education*
- *Mention your strengths and why you should be chosen to complete a field placement there*
Resume

■ State your objective in one sentence (what you want out of the placement)
■ Relevant skills for the placement
■ Education Section that includes:
  – MSW Concentration
  – Start Month/Year of Program
  – Relevant Coursework
Learning Contract

- A document that informs the agency/organization what competencies students are required to learn while completing their field placement.
- It is also to be completed by the student and field instructor at the beginning of the placement.
- Having this along with your cover letter and resume lets agencies/organizations know if they can fulfill the role of having UTA SSW students complete field placements at their location.
Securing the Placement after Agency/Organization has Agreed to Place Student

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<th>Have</th>
<th>Should</th>
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<td>Once the placement location has been secured, have the Agency/Organization contact Ms. Trinka Christensen if they need to create or update an affiliation agreement between their location and UTA.</td>
<td>The student should contact their Field Advisor to report where they have secured their placement; See last slide for Field Advisor Contact</td>
<td>Check your MyMavs email after completing the previous 2 steps for emails from the Field Office and/or InPlace</td>
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- Ms. Trinka Christensen
  - *Field Office Program Coordinator*
  - [Trinka.Christensen@uta.edu](mailto:Trinka.Christensen@uta.edu)
  - Phone: 817-272-3610
Important Dates

- **Spring 2021:**
  www.uta.edu/academics/schools-colleges/social-work/programs/field-education/calendars/spring-2021

- **Summer 2021:**
  www.uta.edu/academics/schools-colleges/social-work/programs/field-education/calendars/summer-2021
Out-of-Area Placement Tips

Start looking for locations the semester before you start placement (4+ months prior to start; affiliation process can take 2-6 months)

Send your Resume, Cover Letter, and Learning Contract to 10+ organizations/agencies in your area

Most organizations/agencies will already have students from programs in the area and will be limited on the number of student interns they can have

Few organizations will permit students to complete a Block placement
Field Advisors

- Natalie Mangham
  - Foundation MSW Students
  - natalie.mangham@uta.edu

- Monica Brown
  - Advanced Children & Families
  - Advanced CAP
  - monica.brown2@uta.edu

- Sharon Martin
  - Advanced Health
  - Advanced Aging
  - sharon.martin@uta.edu

- Hector Ramos
  - Advanced Mental Health & Substance Abuse
  - hector.ramosdeleon@uta.edu