



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*

15 Week Semester

- Block: 32 hours/week
- Split: 16 hours/week

Fall

16 Week Semester

- Block: 30 hours/week
- Split: 15 hours/week

Spring

11 Week Semester

- Block: 44 hours/week
- Split: 30 hours/week

Summer

Fall vs Spring vs Summer Semester Hours

Materials Needed to Look for Placements:

- Cover Letter
- Resume
- Learning Contract

Cover Letter

- 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

Have

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.

- Ms. Trinka Christensen
 - *Field Office Program Coordinator*
 - Trinka.Christensen@uta.edu
 - [u](tel:817-272-3610)
 - *Phone: 817-272-3610*

Should

The student should contact their Field Advisor to report where they have secured their placement; *See last slide for Field Advisor Contact*

Check

Check your MyMavs email after completing the previous 2 steps for emails from the Field Office and/or InPlace

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



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

Out-of-Area Placement Tips

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