



PROPOSED CONTRACT FOR FIELD AT PLACE OF EMPLOYMENT (POE)
(COVID-19 Accommodation)

Place of Employment Accommodation:

Recommendation 1 – Employment-based Field

Can the employment count toward field practice hours?

Yes: It is already acceptable in the current COA interpretation of the standards for student learners to be able to have their place of employment serve as their field placement setting provided that programs can ensure that the employment-based setting provides opportunities for the student to engage as a learner and opportunities for the student to fulfill field education requirements. 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.*

During the COVID-19 pandemic, through May 31, 2022, field hours in a student's place of employment may be counted toward required field hours. Temporarily, student field assignments and employment tasks may be the same and counted toward required field hours as long as the tasks have clear linkages to the nine social work competencies and their concomitant behaviors as well as any competencies added by the program. 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.

In response, to the employment-based field recommendation, UTA SSW has decided to adopt the recommendation through the Spring 2022 semester. Students that will start their field placement in Summer 2021 will have the ability to complete their field placement at their place of employment as long as 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 COVID-19 Place of Employment (POE) Form and email the completed form to their Field Advisor for approval from the Field Office.



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):
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.
6. Proposed Field Instructor: Telephone: Email:
7. Proposed educational objectives and learning activities to be achieved by student in the field placement position:

Signature of Student

Date



**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 click this [link](#) to be directed to our registration form.

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 initial employment: _____

5. ****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.**

Date to begin field assignment in agency: _____

6. ****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? _____

Signature of Employment Supervisor

Date



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

Please attach a resume.

****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.

7. Field Instructor Name: _____ Degree: _____

Field Instructor Phone and E-mail: _____

Years of experience: _____

Are you a full-time employee of the agency? _____

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

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

9. 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 proposed Field Instructor

Date

Request Approved by

Title

Date