You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

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):
   □ 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.**
   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: ____________________________  
   ________________________________________________________________  
   ________________________________________________________________  
   ________________________________________________________________  
   ________________________________________________________________  
   ________________________________________________________________  

Signature of Student ___________________________ Date ___________________________  

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**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 ___________________________
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 __________