**Work-Based Placement Application**

**The University of Texas Steve Hicks School of Social Work**

**Student Information**

|  |  |
| --- | --- |
| **Student Name:**  |   |
| **Field Status:**  | BSW                           MSSW First Field     MSSW Clinical          MSSW APP                 |
| **Student email:**  |   |
| **Student phone:**  |   |
| **Semester(s) for proposed field placement:**  |    |
| **Agency Name:**  |   |
| **Proposed begin date:**  |   |
| **Proposed end date:**  |    |

**Schedule**

|  |  |
| --- | --- |
| ***Work*:**  |   |
| ***Internship*:**   |   |

**Current Employment**

|  |  |
| --- | --- |
| **Agency Name**  |    |
| **Employment supervisor**:  |   |
| **Employment supervisor email:** |  |
| **Employment supervisor phone:** |  |
| **Employee/Student title**:  |     |
| **Employment responsibilities:**    | 1.

  |

**Proposed internship**

|  |  |
| --- | --- |
| **Proposed placement:**  |     |
| **Proposed field instructor**:  |      |
| **Proposed field instructor email** |  |
| **Proposed field instructor phone** |  |
| **Proposed internship responsibilities:**  | 1.
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**How will the roles and responsibilities of the current employment and proposed internship differ?**

**Ways to protect the student’s role as learner:**

1.

**Payment arrangement**

It is UT-SHSSW’s expectation that the student and agency will have clarified and differentiated the students’ educational and employment responsibilities and related remuneration. These discussions are strictly between the student/employee and the supervisor/agency; faculty liaisons are not to be involved.

**Dual roles**

It is UT-SHSSW’s expectation that the student and agency will have discussed potential dual roles and established communication channels for managing potential conflicts between the role of student learner and that of employee.  Faculty liaisons may provide appropriate guidance and consultation regarding dual roles.

**Accrediting requirements**

The agency agrees to abide by the following guidelines:

1. Place the student in a role/capacity that engages in social work practice and is separate from their role as an employee;
2. Provide supervision that is separate from the student’s supervision as an employee (e.g. different supervisors for each role); and
3. Keep separate and apart the hours, duties and roles of internship and employment without overlap, during the student’s scheduled internship hours.

*<Do not secure signatures until after the terms of the work-based placement are finalized between the student and the Assistant Dean for Field Education.>*

Signed by student:

Signed by field instructor: <name, title>

Signed by employment supervisor: <name, title>

Signed by UT-SHSSW faculty liaison: <name, title>