

# 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: \_\_\_\_\_

### Work-based placement expectations

The agency agrees to abide by the following guidelines in establishing a work-based placement for a student who is employed by the agency:

- A. Support the student in completing 100% of their required internship hours engaged in social work practice that allows the student to demonstrate all of the Council on Social Work Education competencies over the course of the internship
  1. Demonstrate Ethical and Professional Behavior
  2. Engage Diversity and Difference in Practice
  3. Advance Human Rights and Social, Economic, and Environmental Justice
  4. Engage In Practice-informed Research and Research-informed Practice
  5. Engage in Policy Practice
  6. Engage with Individuals, Families, Groups, Organizations, and Communities
  7. Assess Individuals, Families, Groups, Organizations, and Communities
  8. Intervene with Individuals, Families, Groups, Organizations, and Communities
  9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
- B. To maximize their education in a work-based placement, the intern is expected to deepen their learning by connecting CSWE competencies to their existing social work employment responsibilities. In addition, the intern is expected to broaden their learning beyond the scope of their employee position by adding new and different opportunities. For example, interning in a different program within the agency or attending task meetings or specialized trainings not typically included in the employee role. Students are required to commit eight hours/week for a two-semester internship or 16 hours/week for a one-semester internship

to new and different experiences that are separate and apart from their existing job responsibilities.

- C. Provide one hour/week of individualized educational social work supervision that is separate from the student's supervision as an employee.

## **Considerations**

### **A. 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.

### **B. Student/employee pay:**

It is UT-SHSSW's expectation that the student and agency will have agreed upon the pay expectations for the student/employee. These discussions are strictly between the student/employee and the supervisor/agency; faculty liaisons are not to be involved.

### **C. Frequency:**

Students are allowed one work-based placement over the course of their enrollment at the SHSSW to allow a broader base of educational experience.

### **D. Loss of internship:**

If the student is not allowed to continue in their field placement for any reason, the SHSSW will use standard policies and procedures available in the BSW/MSSW Student Guides to Field to determine next steps for the student's continued field education. The Guides to Field can be found at <https://socialwork.utexas.edu/academics/field/forms/>.

## **Current Employment**

Agency Name: \_\_\_\_\_

Employment supervisor: \_\_\_\_\_

Employment supervisor email: \_\_\_\_\_

Employment supervisor phone: \_\_\_\_\_

Employee/Student title: \_\_\_\_\_

**Employment responsibilities that  
provide educational opportunities:**

**Correlating Educational  
Competencies**

### **Additional Internship Responsibilities**

**Proposed field instructor:** \_\_\_\_\_

**Proposed field instructor email:** \_\_\_\_\_

**Proposed field instructor phone:** \_\_\_\_\_

**Additional to internship  
responsibilities provide:**

**Correlating Educational  
Competencies:**

**Schedule**

Work Schedule:

Internship Schedule of 120 hours total per complete internship.

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

*<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.>*

\_\_\_\_\_  
Student signature:

\_\_\_\_\_  
Educational field instructor signature and title

\_\_\_\_\_  
Employment supervisor signature and title

\_\_\_\_\_  
UT-SHSSW representative signature and title