



# The University of Texas at Austin

## Steve Hicks School of Social Work

### Field Placement Expectations

*What follows are the basic expectations for generalist BSW and MSSW First Field interns as well as specialized, advanced MSSW Final Field interns. More information including requisite forms may be found in The University of Texas at Austin Steve Hicks School of Social Work guides to field available online at <https://socialwork.utexas.edu/field/forms/>.*

1. All parties agree to support the educational needs of the Intern and the mission of the Agency in service to the clients or constituents of the Agency over the course of the academic internship.
2. The Field Instructor and Intern commit to advancing anti-racism efforts by upholding the National Association of Social Workers 10 Standards and Indicators of Cultural Competence found at <https://www.socialworkers.org/LinkClick.aspx?fileticket=PonPTDEBrn4%3D&portalid=0>.
3. The Agency will provide sufficient access to agency resources to sustain and integrate student activities including but not limited to office space, phones, computers and communication systems including databases and/or electronic record-keeping systems.
4. The Agency will orient the Intern to the learning environment and provide training specific to agency policies including but not limited to safety and sexual harassment including COVID practices.
5. The Field Instructor for a BSW intern should have a BSW degree from an accredited school of social work and at least two years post-graduate experience or an MSSW. The Field Instructor for an MSSW intern should have an MSW/MSSW degree from an accredited school of social work and at least two years post-graduate experience. Licensure is preferred but not required.
6. The Field Instructor will provide at least one hour of individualized supervision weekly with the Intern. For students interning for at least 32 hours per week: Field Instructor will provide an additional hour of supervision weekly, through small group sessions, team meetings, staffings, etc.
7. The Field Instructor is also responsible for creating an educational environment within the Agency including cultivating staff support for academic endeavors, securing space and resources including secure data systems and hardware, and advocating for educational opportunities beyond the role of an employee position.
8. The Field Instructor and Intern understand that supervision supports the administrative priorities of the Agency as well as educational goals and student reflection.
9. The Intern will complete and provide documentation for 480 hours for BSW and MSSW First Field and 540 hours during their internship for MSSW Final Field.
10. The Intern is entitled to university holidays or the equivalent, including fall, winter, and spring breaks, with a week off around graduation if the internship extends beyond that date. The Intern is responsible for initiating professional communication with the Agency regarding planned time off that respects the responsibilities of the Intern's position.
11. The Intern is not allowed to transport clients or handle bodily fluids in their internship.
12. The Intern is not allowed to be the only agency or host agency representative in the building.

13. Agencies are encouraged to provide a stipend and/or cover mileage costs incurred by the student.
14. The Intern and Field Instructor will work together to develop a learning contract, submit process recordings as assigned, initiate the mid-term and final evaluation forms. The Field Instructor is ultimately responsible for the content of the final evaluation. The student completes a self-reflective narrative each semester and submits that to both the Field Instructor and the Faculty Liaison. All materials will be submitted to the Faculty Liaison for review.
15. For generalist BSW and MSSW First Field: The Intern will be responsible for actual direct practice, not simply observation. The Intern will have direct contact with clients and/or constituencies remotely and/or onsite. The Intern is responsible for facilitating or co-facilitating a group experience approved by their Faculty Liaison. The Intern will also be responsible for significant macro-level work.
16. For advanced specialized MSSW Final Field: The majority of the Intern's responsibilities will be within their specialization, whether Clinical or Administration and Policy Practice. The Intern will have direct contact with clients and/or constituencies remotely and/or onsite. The Intern's assignments will provide challenges commensurate with their more advanced preparation including responsibilities with more complex cases and macro-practice assignments.
17. The Faculty Liaison is a resource for the Field Instructor and the Intern. Field Instructors and Interns are expected to initiate problem solving and internship capacity building with the active input from their Faculty Liaison early and often.
18. The Field Instructor understands and acknowledges the responsibility to protect confidential student information as defined by the Family Education Rights and Privacy Act. The Field Instructor agrees to share FERPA related information with agency and internship related staff solely for the purposes of administering student internships, protecting client well-being, and reviewing student performance. The Intern and Field Instructor understand and acknowledge the need to share educationally related information with the Faculty Liaison.
19. The Field Instructor and Faculty Liaison are both mandated reporters of Title IX related information that might be disclosed by the Intern. Title IX infractions include any discrimination or incident of harassment or violence that has occurred in the intern's life related to gender, sexual orientation or identity (<https://titleix.utexas.edu/>). Reports are to be made to the SHSSW Assistant Dean for Field Education who is also the SHSSW Title IX Liaison.
20. The Field Instructor and/or Faculty Liaison may terminate the internship at any point. Both parties are expected to share concerns as soon as they arise in order to avoid that outcome whenever possible.

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Student Intern Name	Student Intern Signature	Date
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Anticipated internship semesters (please check all that apply):

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

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Field Instructor Name	Field Instructor Signature	Date
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Agency name	Program name
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