

Work-Based Placement Application

The University of Texas Steve Hicks School of Social Work

Student Information

Student Name: _____

Practicum Status:

☐ BSW ☐ MSSW First Practicum ☐ MSSW Clinical ☐ MSSW APP

Student email: _____

Student phone: _____

Semester(s) for proposed 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 individual 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 practicum placement for any reason, the SHSSW will use standard policies and procedures available in the BSW/MSSW Student Guides to Practicum to determine next steps for the student's continued practicum education. The Guides to Practicum can be found at <https://socialwork.utexas.edu/academics/field/forms/>.

E. Hours over breaks: Students in work-based placements are responsible for negotiating their employment hour commitments over fall, winter, spring, and graduation breaks. Students may not accrue internship hours over the winter break (the day fall semester grades are due to the first day of spring classes) above the 20-hour maximum allowed to all students. Students are entitled to a reduction in internship hours for fall and spring break and remain responsible for negotiating clear expectations with their employer for these schedules.

F. One work-based placement at SHSSW: Students are allowed one work-based placement while in the UT SHSSW undergraduate and graduate programs to facilitate learning in new and different environments with a variety of populations and professional colleagues.

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 Practicum instructor: _____

Proposed Practicum instructor email: _____

Proposed Practicum instructor phone: _____

**Additional to internship
responsibilities provide:**

**Correlating Educational
Competencies:**

Schedule

Work Schedule:

Internship Schedule of 110 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 Practicum Education.>

Student signature:

Educational practicum instructor signature and title

Employment supervisor signature and title

UT-SHSSW representative signature and title