Work-based placement application

Name:

Specialization:

Email:

Phone number:

Semester(s) for proposed field placement: <spring/summer, etc.>

Agency:

Proposed begin date:

Proposed end date: <last day of field – please be specific>

Schedule

*Work*: <hours/specific days in which dept.>

*Internship*: <hours/specific days in which dept.>

Payment arrangement

It is UT-SSW’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-SSW’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 Council on Social Work Education (CSWE)’s specific guidelines for placing a student in internship with their employer. Those guidelines state that the agency agrees to:

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.

Current Employment responsibilities

Employment: <Agency Dept.>

Employment supervisor: <Name, title, email address, phone>

Employee title: <currently>

Employment responsibilities: <fill in your own – these are examples>

1. <Performs orientation function by describing to clients the general nature and goals of the program and the program’s specific rules, parameters, costs, and client rights.
2. Performs charting function; creating, printing and filing all necessary documentations to include but not limited to service begin/end, assessment, treatment plans, reviews discharging (discharge assessment, plan and summary) and progress notes (individual, group, educational and administrative)
3. **Performs assessment function** by identifying clients’ strengths, weaknesses, problems, and needs for the development of treatment plans. >

Proposed internship responsibilities

Current placement: <Agency Dept>

Proposed field instructor: <Name, title, degree, email address>

Proposed internship responsibilities: <fill in your own – these are examples>

1. <Work with clients individually and set up appointments in the community and on-site that foster self-sufficiency.
2. Develop and maintain a working relationship with community agencies that provide services to clients while in treatment and post discharge.
3. Performs orientation function by describing to clients the general nature and goals of the program and the program’s specific rules, parameters, costs, and client rights>.

How the roles and responsibilities of

the current employment and proposed internship differ.

<Be sure and address supervisory chain, client population and location. >

Ways to protect the student’s role as learner: <fill in your own – these are examples>

1. <The student will be working in different departments so minimal overlap is anticipated.
2. As outlined above, the responsibilities will be significantly different so minimal overlap is anticipated.
3. The student will switch out intern and employee badges as well as a “The Intern is IN” and “The Intern is OUT” sign at her cubicle.”
4. The student’s new role as an employee will be announced in team meeting and her hours in each role made known to enlist the support of her co-workers in respecting her boundaries.>

<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: <name>

Signed by field instructor: <name, title>

Signed by employment supervisor: <name, title>

Signed by UT-SSW faculty liaison: <name>