



FIELD PLACEMENT

FAQ PACKET

Practicum education is the most exciting and challenging learning experience you will encounter as you pursue your degree and work alongside veteran social workers to learn how theory translates into practice. The experience is slightly different depending on where you live and whether you want to use your place of employment for credit. This document provides a list of frequently asked questions pertaining to Practicum.

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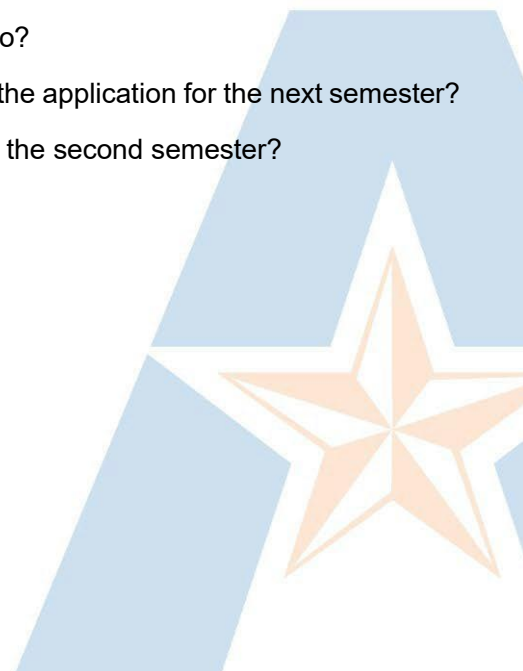
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GENERAL INFORMATION & TERMINOLOGY

How do I know if I am considered an In-Area or Out-of-Area student?

In-Area students live within one hour's drive of the UTA campus. Out-of-Area students live outside this perimeter and include in-state, out-of-state, and international students. The application process is different for each group so to find out more detailed information, go to the section dedicated to [In-Area](#) or [Out-of-Area](#) students on this page.

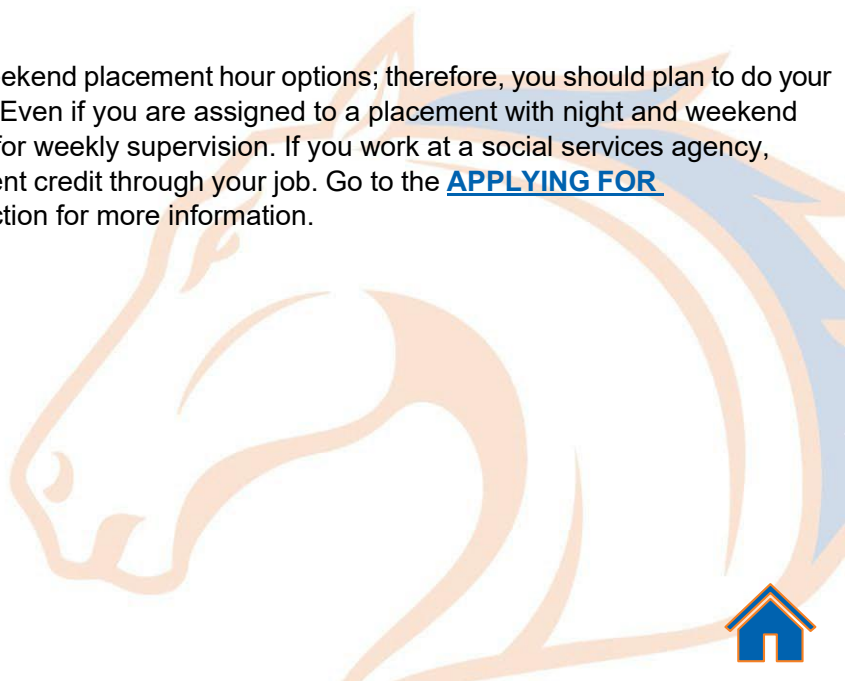
** You can apply to use your place of employment (POE) for placement credit if it meets the qualifications regardless of your location. For more information, go to the [Place of Employment](#) section on this page.*

Do I need to pay any fees for Practicum placement?

Yes. You will pay a placement database fee when you apply for Practicum. UTA uses a software program to facilitate the Practicum application and hour-logging processes.

If I work during the day, can I complete my Practicum placement hours at night or on the weekends?

The Practicum Office has minimal night/weekend placement hour options; therefore, you should plan to do your placement during regular business hours. Even if you are assigned to a placement with night and weekend hours, you will need some daytime hours for weekly supervision. If you work at a social services agency, you may be able to get Practicum placement credit through your job. Go to the [APPLYING FOR PRACTICUM | Place of Employment](#) section for more information.



Who is my Practicum Education Specialist and how can I contact them?

You can email the Practicum Education Specialist who is assigned to your area of study. Please refer to the list below:

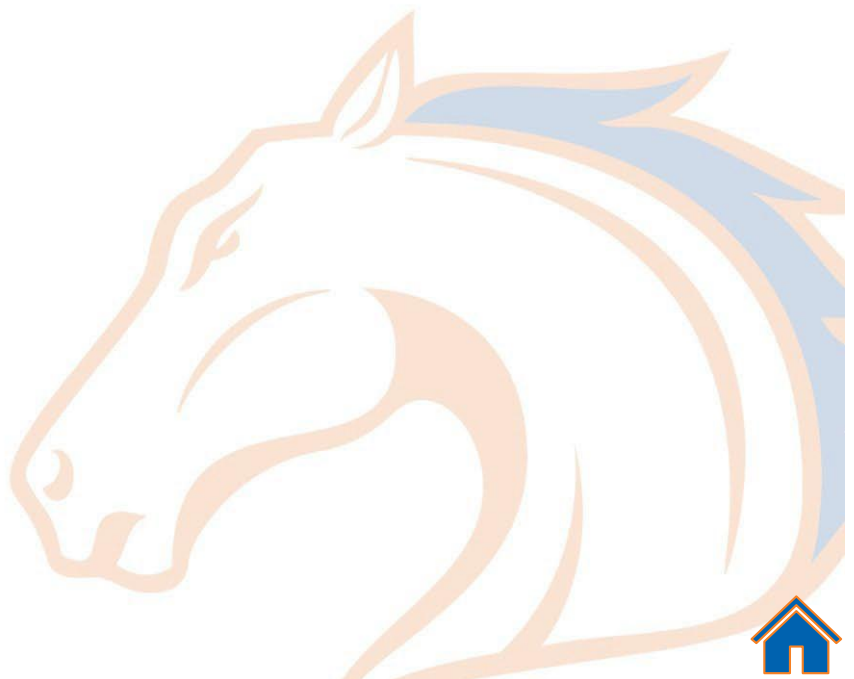
PRACTICUM EDUCATION SPECIALIST	PROGRAM	SPECIALTY
Armanya Pouges, MSW Armanya.pouges@uta.edu	BSW Students	All [BSW] Undergraduate Students
Monica Brown, MSW Monica.brown@uta.edu	MSW Students	Last Names Begin With: A-G
Cindy Bassey, MSW Cindy.bassey@uta.edu	MSW Students	Last Names Begin With: H-O
Sharon Martin, LMSW Sharon.martin@uta.edu	MSW Students	Last Names Begin With: P-Z

How many hours per week will I need to commit to completing my Practicum placement?

It depends on the semester you're taking Practicum and whether you choose to enroll in a Split or Block placement. Split is completed over two semesters. Block is when you complete your entire Practicum placement in one semester.



FALL (15 WEEK SEMESTER)	SPRING (16 WEEK SEMESTER)	SUMMER (14 WEEK SEMESTER)
BSW Block 27 hours/week Split 14 hours/week	BSW Block 25 hours/week Split 13 hours/week	BSW Block 29 hours/week Split 15 hours/week
Foundation MSW Block 27 hours/week. Split 14 hours/week	Foundation MSW Block 27 hours/week. Split 14 hours/week	Foundation MSW Block 29 hours/week. Split 15 hours/week
Advanced MSW Block 34 hours/week. Split 17 hours/week	Advanced MSW Block 32 hours/week. Split 16 hours/week	Advanced MSW Block 36 hours/week. Split 18 hours/week



What is a Task Supervisor and are they the same as a Practicum Instructor?

ROLE	RESPONSIBILITIES & TASKS
Agency [Instructor] Supervisor	This is your agency's point of contact, a social worker who has gone through Practicum Instructor training at UTA
	Oversees the student and signs off on required documents
	Requirements to be a Practicum Instructor: BSW or MSW Degree from CSWE Accredited Institution 2 years of post-degree social work experience
	Helps you with your learning contract
	Conducts mid-term site visits and end-of-semester evaluations
	You must meet with them for at least 1 hour/week for supervision
	Keeping you accountable will make sure your activities line up with the <u>9 social work competencies</u> (learning objectives)



ROLE	RESPONSIBILITIES & TASKS
Task Supervisor	The supervisor who is more of your day-to-day supervisor on-site (at the agency)
	Assigns you specific tasks to complete and opportunities to shadow
	Does not need to be a social worker
	Cannot sign any documentation, complete any evaluations, or provide official weekly supervision without the Practicum Instructor present
	Can participate in mid-term site visit meetings and evaluations but not required
Practicum Liaison	This is the professor of record for your Practicum class at UTA
	Provides guidance and oversight during Practicum placement
	Assigns your Practicum grade
	Can be the same person as your Practicum Education Specialist
Practicum Specialist	Your Primary UTA point of contact for all things Practicum
	Assist students with questions or concerns about placements
	Processes and approves Practicum applications and POE forms
	Assigns In-Area students to their Practicum placements
	Assists out of area students with locating placement locations if needed



BEFORE APPLYING ALL STUDENTS

What prerequisites do I need to complete before I can start my Practicum application?

Here is a reference for all requirements to start your Practicum placement.

** Please note that not all prerequisite courses are offered every semester so check with your Academic Advisor to ensure you're on track with your degree plan.*

UNDERGRADUATE

BSW PLACEMENT	BSSUT PLACEMENT
2.5 Cumulative GPA	2.25 Cumulative GPA
Earn a C or better in all SOCW courses	Earn a C or better in all BSSUT courses
COURSEWORK	COURSEWORK
SOCW 2361 Introduction to Social Work	SOCW 3315 Intro to Substance Use Disorders
SOCW 3300 Social Work Professionalism & Student Success	SOCW 3300 Social Work Professionalism & Student Success
SOCW 3307 Diverse Populations	SOCW 3307 Diverse Populations



COURSEWORK	COURSEWORK
SOCW 3305 Practice I	SOCW 3305 Practice I
MATH 1308 or Equivalent	MATH 1308 or Equivalent
SOCW 2302 Lifespan Development & Human Behavior	SOCW 3301 Theories of Human Behavior
SOCW 3303 Social Welfare Policy & Services	PSYC 3318 Abnormal Psychology Alternative: SOCW 3309 Practice II
	ECON 2337 Economics of Social Issues Alternative:
SOCW 3301 Theories of Human Behavior	SOCW 3303 Social Welfare Policy & Services
SOCW 3306 Practice III	SUT 3318 Screening, Assessment, & Engagement
	PSYC 3303 Drugs & Behavior Alternatives:
SOCW 3308 Social Work Research Methods	SOCW 4371 Inequities and Incarceration HEED 3303 Drugs & Behavior
SOCW 3309 Practice II	SOCW 3308 Social Work Research Methods
	SUT 3319 Treatment Planning, Collaboration, & Referral
	SUT 3321 Substance Use Treatment
	SUT 3322 Professional & Ethical Responsibility



SOCW 4344 Health
Insurance & Access to
Care

PRACTICUM REGISTRATION		PRACTICUM REGISTRATION	
Split Semester 1	SOCW 4451 & SOCW 4551 Split Practicum I	Split Semester 1	SUT 4451 & SUT 4551 Split Practicum I
Split Semester 2	SOCW 4452 & SOCW 4552 Split Practicum II	Split Semester 2	SUT 4452 & SUT 4552 Split Practicum II
Block Semester	SOCW 4455/ SOCW 4555 Block Practicum I & SOCW 4456/ SOCW 4556 Block Practicum II	Block Semester	SUT 4455/ SUT 4555 Block Practicum I & SUT 4456/ SUT 4556 Block Practicum II

GRADUATE

MSW – FOUNDATION PLACEMENT		MSW – ADVANCED PLACEMENT	
3.0 Cumulative GPA		3.0 Cumulative GPA	
		Earn a C or better in the following prerequisite courses	
COURSEWORK		COURSEWORK	
SOCW 5301 Human Behavior in the Social Environment		CAP	SOCW 5312 Community and Administrative Practice, SOCW 5320 Advanced Administrative Practice, and SOCW 5321 Advanced Community Practice



COURSEWORK	COURSEWORK	
SOCW 5304 Generalist Micro Practice	Children & Families	SOCW 5362 Direct Practice with Children and Families
		SOCW 5311 Advanced Micro Practice
SOCW 5306 Generalist Macro Practice	Aging	SOCW 5332 Direct Practice with Aging
		SOCW 5311 Advanced Micro Practice
	Health	SOCW 5342 Direct Practice with Health
		SOCW 5311 Advanced Micro Practice
	Mental Health & Substance Misuse	SOCW 5352 Direct Practice in Mental Health
		SOCW 5311 Advanced Micro Practice

What does “Practice Skill Area” mean in the Practicum Application?

The skills you are interested in learning at your Practicum placement (i.e., case management information, and referral, needs assessment).

Are there any activities I can complete now?

Make time to go through the “Map for the Journey” and “SSW Practicum Orientation” modules on Canvas.

** There is a mandatory quiz at the end of the Practicum Orientation module that you must pass with a 100%. There are unlimited attempts allowed, and the quiz must be completed before the first day of the semester when you intend to start your Practicum placement.*



APPLYING FOR PRACTICUM IN- AREA STUDENTS

How does placement work for In-Area students?

In-area students are not responsible for finding their own placements. They complete the application and are placed with an agency by the UTA Practicum Education team. They may need to complete additional tasks determined by the agency like interviews and background checks.

Where can I find the Practicum Application?

Once Practicum applications have opened for the semester, you will receive an email with a direct link to the application as well as detailed instructions about how to complete your application. If the email does not show up in your inbox, please check your spam folder.

I am an In-Area student. Can I look for my own Practicum placement?

It depends on *In-area students who live within an hour of the UTA campus are placed in their Practicum placements by their Practicum Education Specialist. However, if you are an Advanced level in-area student and are interested in pursuing your own Practicum placement, you are permitted to do so ***if it is within your specialty, and you communicate with your Practicum Education Specialist prior to securing the placement.** If you work at a social services agency, you may be able to get Practicum placement credit through your job. Go to the [APPLYING FOR PRACTICUM | Place of Employment](#) section for more information.

I have submitted my Practicum application. Do I need to do anything else?

Yes. Please complete the following 4 steps to complete the process:

1. When registration opens for the semester make sure you register in MyMav for the course that corresponds to your Practicum placement. You can reference the table in the [“BEFORE APPLYING”](#) section or go to the advising page to make sure you are registering for the correct course number.



2. Complete the Practicum Orientation Quiz on Canvas before you start your placement. The orientation course is "SSW Practicum Orientation" in Canvas. If you are not already enrolled in the course, you can search for it and self-enroll.
3. Wait for the email confirming your Practicum placement for the semester.
4. Attend the "First day of Practicum Orientation" This is held virtually within the first couple of days of the semester. You will be sent information before time to let you know how to attend.

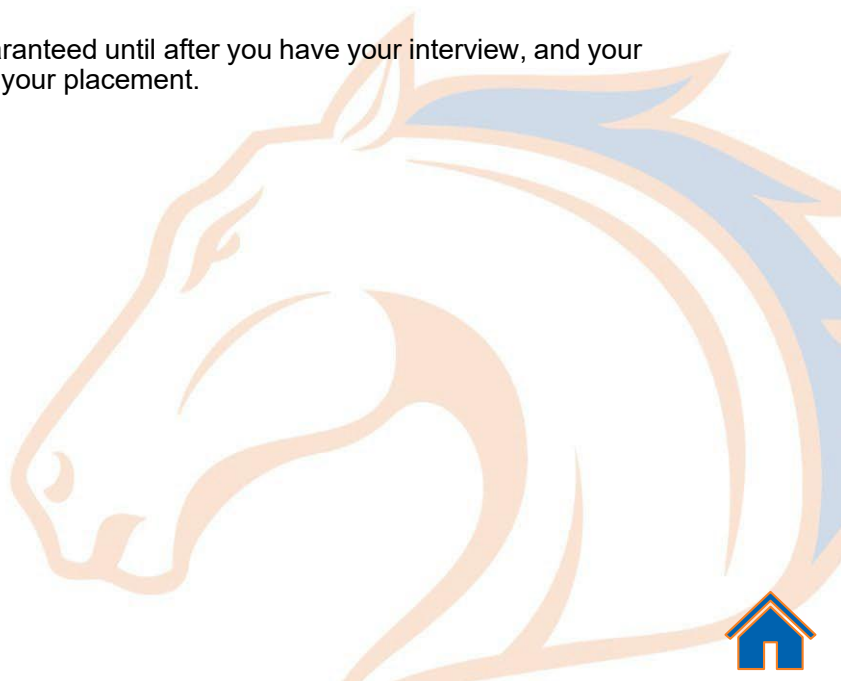
What if I have been assigned to a placement and I want to change it?

You are required to set up the interview and discuss your concerns with the agency before reassignment can be considered. Acceptable reasons for placement changes include emergencies and if the student has moved and can no longer access the agency.

I have been placed. What do I do?

Congratulations! Follow these steps to be ready to successfully start your placement.

- Make sure you are registered for your Practicum placement classes – see the "Before Applying" chart for the prerequisites.
- Contact your agency Practicum Instructor. Prep for your interview and research your Agency. During your Interview, prepare to ask questions about the Agency and what placement there would be like.
 - *If you do not hear back from the Agency within two weeks of your initial contact, please contact your Practicum Education Specialist and they will look at the next steps.
 - *Your placement is still not guaranteed until after you have your interview, and your Practicum Instructor approves your placement.



Apply to an agency already affiliated with UTA. You can choose from affiliated remote placements or affiliated agencies in your area. To find out if an agency is affiliated with UTA, write an email to christopher.clark2@uta.edu and/or amanda.land@uta.edu.

OR

Find a non-affiliated agency in your area and ask them if they are taking social work interns. Specify your level and specialty. If they are interested, send them to the UTA [agency information](#) webpage to start the affiliation process.

OR

Find a remote placement and ask them if they are taking social work interns. Specify your level and specialty. If they are interested, send them to the UTA [agency information](#) webpage to start the affiliation process.

Unlike students living in the UTA area, out-of-area students are not placed with agencies and need to complete additional steps to secure a placement. They are also listed below:

1. Complete the Practicum Orientation on Canvas.
2. Start researching agencies for potential Practicum placement sites. Contact them and ask if they are taking interns.
3. Complete the Practicum Application.

** You do NOT need to know where you will be completing your Practicum placement before you complete the application. They are processed in the order they are received. Get this done soon*



*after
the application period opens.*

4. You will be contacted by your Practicum Education Specialist once your application is processed.
5. Continue researching agencies. Make a list of 3-5 agencies you want to apply to.

If the agency isn't affiliated with UTA yet, ask their representative to go to the [UTA agency webpage](#) and initiate the affiliation process. If you have questions, email christopher.clark2@uta.edu. *You will have access to generated list of agencies already registered with UTA through the Practicum office. You must let your Practicum Specialist know you would like a list and what zip code area you are looking at. If there are any affiliated locations in your area, a list can be provided to you.*

** If you're still having trouble finding an agency, make an appointment with your Practicum Education Specialist.*

** The affiliation process takes time, so please do not procrastinate in looking for your placement. You will need to have your agency fully affiliated by the time you start your Practicum placement, or your hours will not count.*

6. Send the agencies your cover letter, resume, and/or anything else they request.
7. Complete interviews at agencies if requested.
8. When registration opens for the semester, you are taking Practicum, make sure you register in My Mav for the course that corresponds to your Practicum placement. You can reference the table in the "[BEFORE APPLYING](#)" section to ensure you are registering for the correct course number.
9. Once you are accepted by an agency and you choose to complete your placement there, inform your Practicum Education Specialist and provide them with the agency name and Practicum Instructor contact information.
10. If you want to check about the status of the agency affiliation process, you can contact the agency via email and send a separate inquiry email to sswpracticum@uta.edu.
11. Take the Canvas Practicum Orientation Quiz before the first day of the semester when you intend to start your Practicum placement.

BSW

What requirements does an agency need to meet to qualify for a Practicum placement site?

Your agency must provide you with a Practicum Instructor who is a social worker. This is the most important thing to look for in your placement search. This person must have a BSW and/or MSW degree from a CSWE-accredited school and two years of post-degree work experience. This person will be your Practicum Instructor for the duration of your internship.



What if the agency I found does not have a social worker on staff?

Who can be my Practicum Instructor?

It is important that you are learning from an actual social worker. LPC's, LMFT's, LCDC's, and other licensed professionals are adjacent to our Practicum and often perform many of the same work functions in agencies as social workers. However, they are not social workers and have been trained under different professional standards.

1. Students can find another agency to pursue that does have a social worker on staff.
2. Stay at the agency but find a qualified Practicum Instructor within the local community that is able to volunteer their time to act as your Practicum Instructor.
3. If no one can be found in your area, please let your Practicum Specialist know ASAP. UTA has a few Adjunct Professors that can act as a Practicum Instructor for students who cannot find one in the agency or community.

When do I complete Practicum?

BSW degree plans state Practicum is one of the last courses you complete in your degree. Please follow up with your Academic Advisor in regard to eligibility for Practicum.

What kinds of placement agencies should I be looking for?

For BSW we suggest you look at nonprofit and social services agencies, schools, Communities in Schools, WIC and TANF offices, military bases, mental health facilities, hospice and home health agencies, rehab, or long-term care facilities, DFPS programs, police department victim services, and shelters.

We encourage you to remain open-minded when searching for your BSW Practicum placement. BSW placements are required to offer experiences at the micro, mezzo, and macro levels.

How do I start the conversation with agencies about Practicum placement?

Start with an introductory email and treat it like an informational interview. Here is a sample introduction with a list of important questions to get you started:

Hi, my name is, __ and I am a BSW student at UTA. I am interested in exploring a potential Practicum internship at your agency during the upcoming (spring/summer/fall) semester. I'd like to verify the following items to make sure this is a good fit.



- Does your agency have a BSW and/or MSW on staff to serve as a Practicum Instructor (supervisor) with 2+ years of Practicum experience?
- Can your agency provide learning experiences on the micro, mezzo, and macro levels?
- Have you had bachelor-level social work interns from UTA at your agency before?
- If you have not hosted BSW UTA interns at your agency before, would you be open to it?
- Do you have placement opportunities for a BSW?
- Are you able to provide learning experiences that align with the BSW Learning Contract?
- Are you currently looking to fill internship positions for the (spring/summer/fall) semester?
- Are you able to accommodate a split placement (240 hours/semester) or block placement (480 hours/semester)?
- What are the hours your agency is open, and do you think there will be enough tasks for me to meet this weekly hour goal?
- Tell me what a typical day is like in the life of a BSW intern at your agency. What kinds of tasks, projects, and experiences should I expect?
- Tell me about your client population. What groups are you serving most in your agency?
- What qualities are you looking for in an intern? What are your expectations?

What if I'm still having trouble finding agencies in my area?

If you are having trouble finding an agency with a BSW and/or MSW on staff to supervise you, then you can search for another way. Find the social workers in your area first and see if they can bring you on at their agency as an intern, and if so, they can get their organization affiliated with UTA. Also, consider searching for remote placements. If you're still having trouble, contact your Practicum Education Specialist.

BSSUT

What requirements does an agency need to meet to qualify for a Practicum placement site?

Your agency must provide you with a Practicum Instructor who is a Licensed Chemical Dependency Counselor (LCDC) and has two years' post licensing experience. A Social Work degree is preferred but not required. This person will be your Practicum Instructor for the duration of your internship.

What if the agency I found does not have a Licensed Chemical Dependency Counselor on staff. Who can be my Practicum Instructor?

Find another agency to pursue that does have a Licensed Chemical Dependency Counselor on staff. It is important that you are learning from an actual LCDC. LPC's, LMFT's, and other licensed professionals are adjacent to our Practicum and often perform many of the same work functions in



agencies as Licensed Chemical Dependency Counselors. However, they are not LCDC's and have been trained under different professional standards.

How early should I get started?

BSSUT degree plans state Practicum is one of the last courses you complete in your degree. Please follow up with your Academic Advisor in regard to eligibility for Practicum.

What kinds of placement agencies should I be looking for?

For BSSUT placements, we suggest you look at rehab/substance misuse treatment facilities.

How do I start the conversation with agencies about Practicum placement?

Start with an introductory email and treat it like an informational interview. Here is a sample introduction with a list of important questions to get you started:

Hi, my name is, __ and I am a BSSUT student at UTA. I am interested in exploring a potential Practicum internship at your agency during the upcoming (spring/summer/fall) semester. I'd like to verify the following items to make sure this is a good fit.

- Does your agency have LCDC on staff to serve as a Practicum Instructor (supervisor) with 2+ years of Practicum experience?
- Have you had Bachelor of Science in Substance Use and Treatment (BSSUT) interns from UTA at your agency before?
- If so, is your Affiliation Agreement with UTA still current? You can find out more on the UTA Agency webpage.
- If you have not hosted BSSUT UTA interns at your agency before, would you be open to it?
- Are you able to provide learning experiences that align with the Learning Contract?
- Are you currently looking to fill internship positions for the (spring/summer/fall) semester?
- Are you able to accommodate a split placement (240 hours/semester) or block placement (480 hours/semester)?
- What are the hours your agency is open, and do you think there will be enough tasks for me to meet this weekly hour goal?
- Tell me what a typical day is like in the life of a BSSUT intern at your agency. What kinds of tasks, projects, and experiences should I expect?
- Tell me more about your client population. What groups are you serving most in your agency?
- What qualities are you looking for in an intern? What are your expectations?



What if I'm still having trouble finding agencies in my area?

If you are having trouble finding an agency with a Licensed Chemical Dependency Counselor on staff to supervise you, then you can search for another way. Find LCDC's in your area first and see if they can bring you on at their agency as an intern, and if so, they can get their organization affiliated with UTA. Also consider searching for remote placements. If you're still having trouble, contact your Practicum Education Specialist.

MSW

How early should I get started?

Most degree plans will recommend you start your foundation and advanced placement in your second semester at UTA, which means you will be applying during your first semester! That's why we recommend you start thinking about where you might want to intern as early as possible.

What kinds of placement agencies should I be looking for?

For Foundation placements, we suggest you look at nonprofit and social services agencies, schools, Communities in Schools, WIC and TANF offices, hospitals, military bases, mental health facilities, hospice and home health agencies, rehab or long-term care facilities, DFPS programs, police department victim services, and shelters.

We encourage you to remain open-minded when searching for your Foundation practicum placement. Foundation MSW Practicum placements are required to offer experiences at the micro, mezzo, and macro levels. Your Foundation placement may not directly correlate to your specialty track. However, your Advanced placement must correlate to your specialty track.

What requirements does an agency need to meet to qualify for a Practicum placement site?

Your agency must provide you with a Practicum Instructor who is a social worker. This is the most important thing to look for in your placement search. This person must have an MSW degree from a CSWE-accredited school and two years of post-MSW degree work experience. This person will be your Practicum Instructor for the duration of your internship.



What if the agency I found does not have a social worker on staff. Who can be my Practicum Instructor?

It is important that you are learning from an actual social worker. LPC's, LMFT's, LCDC's, and other licensed professionals are adjacent to our Practicum and often perform many of the same work functions in agencies as social workers. However, they are not social workers and have been trained under different professional standards.

1. Students can find another agency to pursue that does have a social worker on staff.
2. Stay at the agency but find a qualified Practicum Instructor within the local community that is able to volunteer their time to act as your Practicum Instructor.
3. If no one can be found in your area, please let your Practicum Specialist know ASAP. UTA has a few Adjunct Professors that can act as a Practicum Instructor for students who cannot find one in the agency or community.

How do I start the conversation with agencies about Practicum placement?

Start with an introductory email and treat it like an informational interview. Here is a sample introduction with a list of important questions to get you started:

Hi, my name is, _and I am a first year MSW student at UTA. I am interested in exploring a potential Practicum internship at your agency during the upcoming (spring/summer/fall) semester. I'd like to verify the following items to make sure this is a good fit.

- Does your agency have an MSW on staff to serve as a Practicum Instructor (supervisor) with 2+ years of Practicum experience?
- Can your agency provide learning experiences on the micro, mezzo, and macro levels?
- Have you had graduate-level social work interns from UTA at your agency before?
- If so, is your Affiliation Agreement with UTA still current? You can find out more on the UTA Agency webpage.
- If you have not hosted MSW UTA interns at your agency before, would you be open to it?
- What types of placements are offered? BSW (Bachelor of Social Work), MSW (Master of Social Work – Foundation year), or MSW Advanced (specialization in Children & Families, Mental Health, Aging, CAP, or Health)?
- Are you able to provide learning experiences that align with the Learning Contract?
- Are you currently looking to fill internship positions for the (spring/summer/fall) semester?
- Are you able to accommodate a split placement (240 hours/semester) or block placement (480 hours/semester)?
- I am planning to do a split placement internship, meaning I would be there for two consecutive semesters for about 15-18 hours per week (akin to a part-time schedule). What are the hours your agency is open, and do you think there will be enough tasks for me to meet this weekly hour goal?
- Tell me what a typical day is like in the life of an MSW intern at your agency. What kinds of tasks, projects, and experiences should I expect?



- Tell me more about your client population. What groups are you serving most in your agency?
- What qualities are you looking for in an intern? What are your expectations?

What if I'm still having trouble finding agencies in my area?

If you are having trouble finding an agency with an MSW on staff to supervise you, then you can search for another way. Find the social workers in your area first and see if they can bring you on at their agency as an intern, and if so, they can get their organization affiliated with UTA. Also consider searching for remote placements. If you're still having trouble, contact your Practicum Education Specialist.



APPLYING FOR PRACTICUM PLACE OF EMPLOYMENT

Can I complete my Practicum placement hours where I work?

Place of Employment (POE) Practicum placement requirements have recently been amended by the Practicum Office. Please read the POE forms and review the POE options information below. If you think you qualify, complete the POE application, and submit it to your Practicum Education Specialist as early as possible. They will inform you if your application has been approved or denied. Try to do this before Practicum applications open to ensure you have enough time to look for an alternative placement if your POE is not approved.

[POE Option 1](#)

We can continue to offer traditional Place of Employment Practicum placements. In a traditional POE you will need to be placed in a separate department from your employment department. Your place of employment must be a social work agency that can provide opportunities for you to learn in your proposed specialty area to engage you as a learner with opportunities to fulfill all Practicum education requirements. Your proposed specialty must not be the same as your current job role. In POE option 1, your regular work hours **do not count** towards your Practicum placement.

[POE Option 2](#)

You can now count your work hours for Practicum if your job tasks meet the competencies required by your chosen specialty. This means student Practicum assignments and employment tasks may be counted toward required Practicum hours if approved. This option is sufficient if the tasks have a clear connection to the [nine social work competencies](#) and their behaviors and any competencies added by the program. There should be at least one project or learning opportunity that is separate from regular employment position duties. **If you qualify for option 2, you will need to complete a learning contract with your proposed Practicum Instructor, which lists the tasks you will complete and how each one corresponds to each competency.

When is the POE application due and how should I submit it?

Please fill out the completed POE form as quickly as possible and submit it to your Practicum Education Specialist for possible approval. This ensures you will have enough time to look for an alternative placement if your POE is not approved.



What do I do if I think I qualify for POE?

If you think you will qualify for a Practicum placement with your current place of employment, you must complete one of the POE forms plus the learning contract if applying for POE option 2. Please email your POE paperwork to your Practicum Education Specialist for review and approval from the Practicum Office. They will help guide you through next steps.

Where can I find more information about the Council on Social Work Education (CSWE) policies regarding place of employment placements?

If you or your place of employment would like to read further about the policies that determine place of employment placements, please reference p.23 of the CSWE 2022 [Educational Policy and Accreditation Standards](#) (EPAS).



AFTER APPLYING

How and when will I be notified about my placement?

IN-AREA STUDENTS

You will be placed on a rolling basis after the application deadline.

You will be contacted by the Practicum Office via email when you are officially placed with an agency.

OUT-OF-AREA STUDENTS

You will need to check with your agency to see if they have accepted your application for placement. If they have confirmed your placement, you must **inform your Practicum Education Specialist** and provide them with the **agency name** and the agency **Practicum Instructor's contact information** so they can update their system.

POE STUDENTS

You will be contacted by your Practicum Education Specialist via email once your application has been processed and they will inform you whether your POE has been approved.

Do I need to purchase my own liability insurance for my Practicum placement?

No. You can email christopher.clark2@uta.edu, amanda.land2@uta.edu or sswpracticum@uta.edu for a copy of the liability insurance certificate to share with your agency.

When is the deadline for having my placement secured before I can start Practicum?

The hard deadline for having your placement secured is two weeks before the semester when your Practicum placement is scheduled to start. This includes informing your Practicum Education Specialist of your placement location and who your qualified Practicum Instructor will be. The agency must be affiliated with UTA by this hard deadline.



DURING PRACTICUM PLACEMENT

How do I log, edit, or delete my hours?

You can access a video tutorial and visual guide on the Canvas Orientation website.

How do I complete a learning contract?

You will complete your learning contract with your Practicum Instructor during the semester of placement UNLESS you are applying for **POE Option 2**. The learning contract is based on the [9 social work competencies](#).

I keep getting emails that I need to sign up for Practicum, what do I do?

If you haven't completed all the pre-requisites yet, do not worry. The email is system generated and is automatically sent to all students. If you are unsure about when you are supposed to start your Practicum placement, email your Practicum Education Specialist and Academic Advisor.

If I am already in a split placement right now, do I still need to fill out the application for the next semester?

No. You will be at the same agency for both halves of your split placement. So, if you're continuing into the second semester of your Practicum placement, you do not need to re-apply for Practicum.

What if I didn't like my Practicum placement? Can I change it during the second semester?

You will need to complete a transfer request form and submit it to the Practicum office for review. The Practicum Education Specialist will review your request, and the Director of Practicum Education will make the final decision regarding a transfer request. **Transfers are usually only granted for emergency reasons.** Reference CSWE.

