



COLLEGE OF
SOCIAL WORK

CONCENTRATION FIELD '26-'27: ANSWERS TO COMMON QUESTIONS



When does field begin and end?

- Summer Semester: June 22-August 11
- Fall Semester: August 17-December 1
- Spring Semester: January 19-May 5



What are the field placement hours requirements?

- 500 minimum (for entire year)
- For SW584 (3-semester field): 100 summer + 200 fall + 200 spring.
- Students will need to complete around 14 hours/week each semester.
- For SW586 (2-semester field): 250 fall + 250 spring. Students will need to complete around 18 hours/week each semester.



When does our field seminar class meet?

- Your Field Coordinator will notify you about the required field seminar class session dates and times. There is a Canvas site for field (584/586) where course materials will be posted. Please review this site carefully, as you are responsible for following field policies.



How do I access Learning Plans and Timesheets?

- You will be given access to Alcea Intern Placement Tracking (IPT), and can find links and a tutorial in your concentration field course canvas site. Your agency Field Instructor will also have access to IPT.



Can I earn additional field hours?

- Agencies may need you to work some during breaks and between semesters for continuity of client care.
- Please see your syllabus for details on this, and note that Field Instructor permission is required.
- There are limits on how early you can end field, even if you have reached 500 hours. Please see your syllabus for details.



What do I need before I can begin my practicum?

- You will need to work with your Field Agency to complete the Confirmation of Field form.
- You may also need to complete agency prerequisites such as background checks and drug screens. Your UTCSSW Field Coordinator will follow up with you about these requirements.
- You should review the course Canvas site and the Field Manual to be sure you are clear on all field policies and UT's expectations around professional behavior.
- Reach out to your Agency Field Instructor, the MSSW supervisor at your agency, to talk about your start date, orientation, and where to go on your first day.



Who do I go to if I have questions or concerns related to my field placement?

- If questions are related to your agency placement, you should contact your Agency Field Instructor, who is the MSSW who will supervise you at your agency.
- Your Field Liaison provides support and problem-solving for students and Field Instructors. Your liaison is an UT Adjunct Instructor who will visit with you once per semester via Zoom, and will review and sign your learning plans and timesheets.
- Your UTCSSW Field Coordinator is a full-time faculty member who is responsible for oversight of your field practicum experience and coordination of field activities. Among other things, this person provides support and guidance to the Agency Field Instructor, the Field Liaison and students in field.



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