



COLLEGE OF
SOCIAL WORK

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



What and when is my field orientation and seminar?

- Your Field Coordinator will notify you about the dates/times of the required orientation.
- Orientation will be held at the start of the semester before you begin field and will focus on field policies and procedures.
- Field seminar is a critical part of your field experience and will be taught by your Field Faculty Liaison. In this class, you will process field experiences and link classroom learning and field experiences to the required course competencies.
- Seminar will be held for one hour & 15 minutes every other week via Zoom, so that you can easily fit this in with your field schedule. Your UTCSW Field Coordinator will notify you of the times. Participation is required.



When does field begin and end?

- Fall Semester: August 17-December 1 (Seminar starts in August, Practicum begins the week of September 14)
- Spring Semester: January 19-May 5



What are the field hours requirements?

- 160 hours fall + 240 hours spring = 400 minimum (for entire year)
- Students will need to complete 16 hours/week each semester at their field placement.



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 generalist field course canvas site. Your Agency Field Instructor will also have IPT access.



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 400 hours. Please see your syllabus for details.



What do I need before I can begin my placement?

- 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. Someone from the Field Team 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 field placement agency.
- Your Field Faculty Liaison provides support and problem-solving for students and Field Instructors. This person is an Adjunct Instructor who will teach your field seminar, visit with you once per semester via Zoom and will review and sign your learning plans and timesheets.
- Your UT Field Coordinator is a full-time UTCSW 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, Field Liaison, and students in field.



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