

CONCENTRATION FIELD: ANSWERS TO COMMON QUESTIONS

When does field begin and end?

- Summer Semester: June 8-August 10
- Fall Semester: August 23-December 6
- Spring Semester: January 22-May 7

What are the field placement hours requirements?

- 600 minimum (for entire year)
- For SW584 (3-semester field): 144 summer + 224 fall + 232 spring ○ Students will need to work 16 hours/week each semester. In the spring semester, students will need an additional 8 hours to reach 232
- For SW586 (2-semester field): 300 fall + 300 spring ○ Students will need to work at least 21 hours/week each semester. In both the fall and spring semesters, students will need to complete an additional 6 hours to reach 300 total.

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 understanding 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 field hours between semesters?

- Agencies may need you to work some between semesters for continuity of client care
- Students can complete up to 80 between semesters, with field instructor permission:
- Students cannot end field before April 22, even if they have achieved 600 field hours ○ You can only end field before May 7 with approval by Field Instructor and Field Liaison

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 UTCSW 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/semester via zoom and will review and sign your learning plans and timesheets.
- Your UTCSW 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.