



## COLLEGE OF SOCIAL WORK

### Field Placement Procedures for UTCSW MSSW Certificate Programs

Each certificate program in the MSSW curriculum has specific field placement requirements. Students must follow the procedure below in order to assure that their field placement will meet certificate requirements.

Please note that field requirements are only one component of the certificate programs. Students should review and comply with all certificate program requirements.

- 1. Students should familiarize themselves with the field-related requirements of the particular certificate program you plan to complete. Certificate-specific field requirements are below:**

**Trauma Certificate (must be the student's concentration placement)**

- It is expected that a majority of the field agency's client population must have been affected by trauma;
- It is expected that the field agency should provide a Field Instructor with trauma-informed, evidence-based practice training and experience working with clients impacted by trauma
- When the above two recommendations are not possible, the field agency must be willing to allow the student to engage in trauma-focused projects at the field agency.
- Both the field agency and Field Instructor must support the student's trauma-specific learning goals and allow the student to apply knowledge of trauma to placement activities.

**Veterinary Social Work Certificate (must be the student's concentration placement)**

- The field agency must be willing to allow the student to develop and/or implement a VSW-related intervention or project within the agency.
- The student must include in the field learning plan activities from the *Veterinary Social Work Seminar Competencies and Rubrics*.
- The Field Instructor must be informed of and supportive of these requirements.

**Gerontology Certificate (may be the student's foundation or concentration placement)**

- It is expected that the student is expected to spend a majority of their field time working with or on behalf of adults age 50 and older at their field agency.
- When it is not possible for a student to spend a majority of their time working with or on behalf of adults age 50 and older, the field agency must be willing to allow the student to engage in gerontology-focused projects at the field agency.

**Forensic Social Work Certificate (must be the student's concentration placement)**

- It is expected that the student should have ONE field experience where they have some exposure to law/justice systems/corrections/policy etc.
- When it is not possible for a student to have at least one field practicum in the area of forensic social work, the field agency must be willing to allow the student to engage in forensic social

work-focused projects at the field agency.

- Note: there are generalist course requirements associated with the Forensic Certificate. Full time/extended study students who did not take those generalist course requirements will not be eligible for the Forensic Social Work Certificate.

- 2. Students should notify their Field Coordinator of their intent to complete a specific certificate program on the Field Planning application, and work with the Field Coordinator to identify and discuss field placement options that meet certificate program requirements.**
- 3. During field placement interviews, students must inform each prospective field instructor of their participation in the certificate program and discuss if/how the student will be able to complete the field requirements for the certificate.**

Some important questions to ask during a field placement interview could include:

- Who is the population being served by the agency?
- What types of evidence-based interventions are provided by the agency?

**Trauma Certificate specific questions:**

- What percentage of clients has a history of trauma? What types of trauma have they experienced?
- What type of trauma-informed interventions is the agency using?
- What types of trauma-informed interventions would be taught to the student during the duration of the field placement?
- Is there a field instructor available in the agency who has experience working with clients affected by trauma? Does this instructor have training in specific trauma-informed, evidence-based practices? If so, what are they?
- Will I be permitted to integrate learning activities and/or projects related to trauma into my field learning plan?

**Veterinary Social Work Certificate specific questions:**

- Does the agency currently use any animal-assisted interventions?
- Is the human-animal bond reflected in client assessment and intervention?
- Does the agency work with the link between violence toward animals and violence toward humans?
- Will I be permitted to integrate learning activities and/or projects related to veterinary social work into my field learning plan?

**Gerontology Certificate specific question:**

- Are at least 51% of the agency's clients senior adults?
- Will I be permitted to integrate learning activities and/or projects related to gerontology/working with older adults into my field learning plan?

**Forensic Certificate specific questions:**

- Will this field placement give me an opportunity to see the US legal system in action?
- Will I be able to interact with persons who have been involved with the justice system?
- Will I be able to engage with the legislative process in any way?
- Is there a chance for me to engage, assess, provide interventions with persons who have been victims of crime/oppression?

- Will there be opportunity to be involved in child welfare system or the protection of vulnerable persons from injustice?
  - Will I be permitted to integrate learning activities and/or projects related to forensic social work into my field learning plan?
4. **After they have secured a placement, students must submit the completed *Confirmation of Field Placement* form to the Field Coordinator for approval. On that form, students must check which certificate program they have been accepted to.**
  5. **When students develop the field Learning Plan in IPT with their Field Instructor at the beginning of the semester, they must have assignments that are specific to the certificate program entered into their field Learning Plan.**
    - Note: Students in the VSW Certificate Program must refer to the VSW Certificate Competency Rubric to identify learning activities for their field Learning Plans.
  6. **Students are to document completion of certificate learning activities in their Learning Plan in IPT in the column titled *Evidence of Plan Completion*.**
  7. **Students must receive a competency rating of at least 3 on each of the Practice Behaviors related to the certificate program in order to satisfactorily complete field requirements for their certificate program.**