

Office of Field Education Unaffiliated Match Guidelines

Students who wish to complete their internship outside of the Central Texas area will need to collaborate with the Office of Field Education to secure an internship. The Office of Field Education considers **Out of Area** to be outside of the Central Texas corridor, which is ***San Antonio, New Braunfels, San Marcos, Kyle, Buda, Austin, Bastrop, and Round Rock.***

If a student's preferred internship location falls outside of these boundaries, students are required to complete an **Unaffiliated Match Form**. Students are required to complete the form and identify a minimum of three agencies, contact information, and geographic locations of the agencies. Out of area students will be required to identify a field instructor, appropriate for the students' given level of education, to provide supervision in the agency.

Students are not expected to secure or finalize their own internships but are expected to collaborate with the Office of Field Education throughout the process.

Students completing the unaffiliated match form must **ALSO** complete the field application.

Student Responsibilities:

- Obtain the information requested on the form
- Inform the agency that a field faculty office will contact them to provide additional information and detail
- Submit the **required information via the provided Qualtrics link prior to the due date**

Field Faculty Responsibilities:

- Vet the agencies for appropriateness and scope of work
- Narrow down the 3 potential agency options provided by the student to 1-2 potential agencies
- Facilitate a Zoom meeting with 1-2 agencies to assess goodness of fit for the intern
- Complete the Agency Partner Confirmation form
- Secure the placement on your behalf
- Provide detailed information about practicum and the School's requirements
- Secure required documentation
- Refer you to the appropriate person for interview
- Obtain interview feedback from the agency

What you are NOT responsible for:

- Securing a field placement
- Securing an interview prior to field advisor referring you for interview.

- Getting the agency to accept you as an intern
- Asking information about the agency that is not required on the form, or that you need to decide if you would like the agency considered.

When Contacting a Prospective Agency Partner

If making inquiry calls to agencies - Script:

Hello, my name is: _____ and I am a social work student/faculty member at Texas State University School of Social Work. I am contacting agencies in the area open to hosting social work student interns (or those who are open to utilizing social work interns). I'm gathering information on behalf of the Field Education Office at my University and would like to ask you a few questions.

- What type of service is provided to the community (e.g. medical, child welfare, substance recovery, aging services, etc....)? You can usually find this information out by reviewing the website and forgo asking this question. If no website, please call and ask about this information.
- Do you currently have a social work internship program? If so ask - "who is the primary contact person? Can I have their contact information?" (name, number and e-mail if possible) - reiterate that this information is for the Field Team who will follow up with the contact person.
- If not ask – "who is the primary person in charge of interns at the agency that I can speak with about possibly partnering with this agency?" (name, number and e-mail if possible)?
- Does your agency have either BSW's or MSW's available to provide supervision to social work interns? If you are asked for detailed information about supervision, please let the agency know that Field Education team will contact them and provide all details regarding supervision criteria.
- If not ask – "Do you currently have social work interns at the agency? What is the contact information for the person who supervises social work interns?" (name, number and e-mail if possible)?

Thank you for your time and information about the agency. The Field Education team at Texas State University School of Social Work will contact the agency about developing a partnership.

Types of Agencies to Consider:

- Foster Family Agencies
- Hospice
- Hospitals with social workers on staff
- Domestic violence services and shelters
- Drug recovery programs
- Family Services Agency
- County and State Social Services (CPS or APS)
- School Districts
- Criminal Justice Programs
- Non-Profits

Placement at these agencies is contingent on whether the agency can demonstrate that they have adequate supervision for social work students. The field team will address this with the agency. You should not have a discussion with any agency about supervision or schedules. Remember that you are not trying to secure a placement with these agencies, rather you are gathering information for the Field Education team, so we can determine if the agency meets the required criteria set by CSWE and the School of Social Work.



Titles of People in an Agency ask questions from:

- ✓ Director of Social Services
- ✓ Agency Supervisor
- ✓ Intern Coordinator
- ✓ Managing Supervisor
- ✓ Clinical Director
- ✓ Social Work Supervisor
- ✓ Human Resource Director
- ✓ Social Worker Supervisor
- ✓ School Counselor
- ✓ Chief Executive Officer (CEO)
- ✓ Executive Director