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### 1. What is an Employer Hosted Placement (EHP)?

An **Employer Hosted Placement (EHP)** allows students to fulfill their practicum requirements within their current workplace, integrating learning and work experiences.

**History:** Starting in 2022, the Council on Social Work Education (CSWE) has allowed students' places of employment to count towards practicum hours, aiming to enhance practical experience and support workforce development.

Employer-Hosted Placements (EHPs) function as traditional practicum sites, meaning students are still required to complete all course elements from the start date to the end date of the semester.

EHPs must be conducted in a social work or social work-adjacent setting. Placements outside of this scope will be declined by the UK CoSW field team as they do not meet the qualification requirements.

### **2. Basic Overview of Employer Hosted Placements (EHP's)**

To have your Employer-Hosted Placement (EHP) approved, your role at your agency must be directly related to the 9 social work competencies. For more information on these competencies, please follow the hyperlink.

Your agency must approve your participation in the Employer-Hosted Placement (EHP) as a practicum site, and the agency must not have a policy prohibiting this practice.

Students must submit and have their EHP Application approved by the UK CoSW Field Team prior to the start of the semester. Please refer to pages 56-57 for details on dates and deadlines.

Students may leverage their weekly practicum hour requirements from their employment.

Students should carefully evaluate their personal career goals and consider how an EHP may enhance or hinder their practicum experience. If a student is considering leaving their agency or position, an Employer-Hosted Placement may not be the best option.

### **3. Employer Hosted Placement Course Work Overview:**

Students can only start counting practicum hours during the start of the first week of the semester. Students can end practicum no sooner than 2 weeks before the semester ends.

Student's must have weekly social work supervision at a minimum of 1-hr a week by someone who meets the following CSWE requirements:

- BASW Students: meet with a BASW plus 2 years of post BASW practice experiences
- MSW Students: meet with a MSW plus 2 years of post MSW practice experience.
- If someone at the agency does not meet this requirement connect with your field advisor or contact the [coswfield@uky.edu](mailto:coswfield@uky.edu) inbox

Throughout the semester students must complete learning activities while at the agency that hit all 9 social work competencies at the individual, family, group, community and organizational level.

Throughout the semester students must participate and complete various course work including:

- Agency site visit
- Midterm and Final Evaluations
- Learning Plan
- Timesheets
- Course Assignments (discussion posts and FER's)
- Checklists



### 4. LEARNING SPACE TUTORIALS

Get acquainted with your home page in Tevera and review your Learning Space in Tevera.

The screenshot shows the Tevera Home page with the following sections and buttons:




- Welcome, Desha Student:** A blue button labeled "Learn the space" with a red arrow pointing to it.
- Timesheets:** A blue button labeled "Enter time".
- Assignments:** A blue button labeled "Complete assignments".
- Site Placements:** A blue button labeled "My site placements".

Click on the green arrow to see all tutorials listed in each section.

The screenshot shows the Tevera Learning Space page with the following sections and dropdown arrows:

- Getting Started:** A dropdown arrow on the right side, highlighted with a red arrow.
- Timesheets:** A dropdown arrow on the right side.
- Assignments:** A dropdown arrow on the right side.
- Site Placements:** A dropdown arrow on the right side.

### 5. COMMON SYMBOLS & FUNCTIONS

-  **PLUS icon**- Click on this symbol to open or add an activity, add a document or detail, or add an additional option to a form or field.
-  **EDIT FIELD icon** – Click on this symbol to add text to a field or other descriptor.
-  **REQUIRED FIELD icon** - Click on this symbol to add text to a field or other descriptor to a required item.

**SAVE** – Tevera saves your work as you go, so there is no button to click to save your work. The system automatically saves your entries.

### 6. COMPLETING YOUR PROFILE

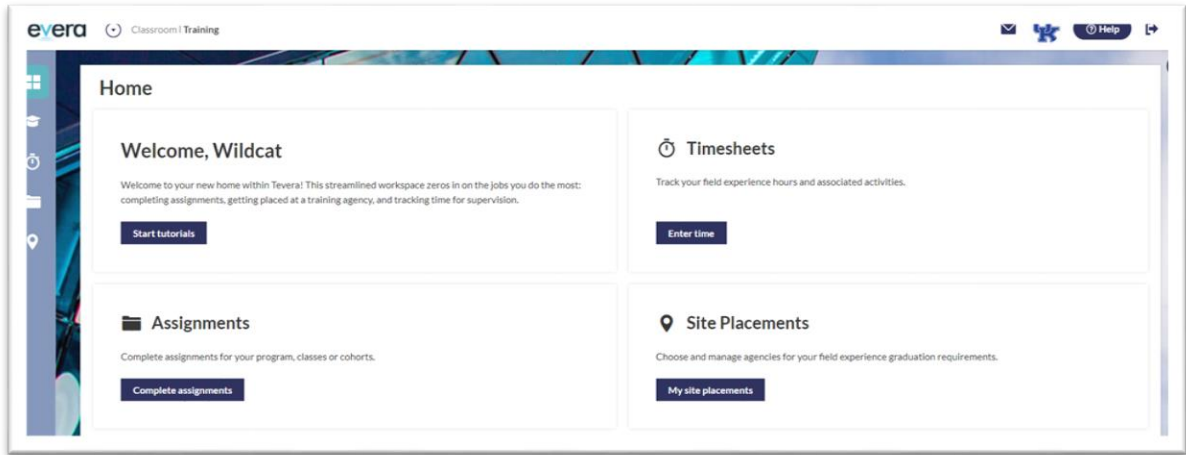
Take time to personalize your profile and include demographic, contact, and address details. This information is for your own use and only Field Office personnel can view. Add a picture, set your theme, and make your Tevera system reflective of your interests and style.



- a. Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.
- b. Click the **MY PROFILE** tab. Click on the circle with your initials to **Edit Picture**. You can enter or edit any of your personal information. Click on the **EDIT** icon next to any field to make a change\*.  
\*Note: if you are a current BASW student and plan to remain with us for your MSW program, do not confirm graduation date until you are in your MSW program and know when you plan to graduate.
- c. Click on the arrow to open further **Details**.
- d. Phone Numbers: Click the **PLUS (+)** icon to add a phone number. You can add as many phone numbers as you would like, label them appropriately, and select one as your [primary number](#).
- e. Demographics: Click on the **EDIT** icon next to any demographic information field that you would like to enter.
- f. Address: Click on the **EDIT** icon next to any address field for which you would like to enter information. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County, and Country** fields all at once.
- g. Languages (optional): Add any languages you would like to have listed as part of your profile. Click the **PLUS (+)** icon to the right. Language fields will appear. Select the **LANGUAGE, PROFICIENCY, and MODE** using the drop-down menus.

Note: do not click on "Add a track" as you will be connected to your correct track in your course.

### 7. COMPLETING PRE-APPLICATION TASKS



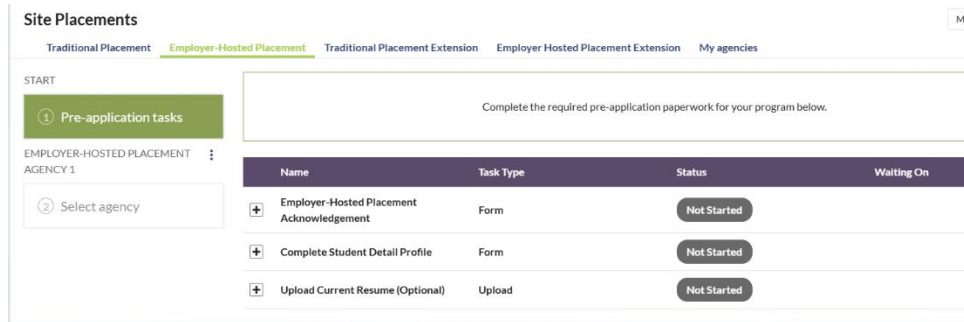
Click on the tab that represents your upcoming practicum Employer-Hosted Placement:

- **Employer-Hosted Placement:** click on this tab if you're planning on completing a placement connected to your employment agency.  
**Site Placements**

Traditional Placement   Employer-Hosted Placement   Traditional Placement Extension   Employer Hosted Placement Extension   My agencies

Go to pre-application paperwork, click **Pre-application tasks**. All students are required to complete 1) a Employer Hosted Placement Acknowledgement form and 2) a Student Detail Profile. Students can also submit a resume, though this step is optional.

Click **NOT STARTED**, then click **START**.



1. Review the **Employer-Hosted Placement Acknowledgement form** for your type of placement, sign, and submit.



### Employer-Hosted Placement Acknowledgement

By signing below, I acknowledge I intend to complete an EMPLOYER-HOSTED PLACEMENT.

This means I WILL leverage my working time towards my practicum hours and am required to complete an Employer-Hosted Placement Application.

I understand that if I do not fully complete this application, this placement will not be approved, and I cannot register for the practicum course.

I understand that if my employer does not approve of an employer-hosted practicum, this placement will not be approved, and I cannot register for the practicum course.

I understand that a signed legal agreement between UK and the agency is required if the agency does not currently partner with UK to host social work practicum students. I understand that until that process is complete, this placement will not be approved, and I cannot register for the practicum course.

**Student Signature:**  03/19/2025 12:15 PM   
(9125812579) Sam Test

2. Complete all fields in the **Student Details Profile Form** to provide information about your field interests, and planning, and accommodation needs. *This includes Part 1: Field Planning and Part 2: Placement Exploration found within the Student Details Profile Form*



### Student Field Details Form

Hello! As part of your preparation for your upcoming field experience, we ask that students complete the following form, designed to assist the field office in better understanding the students going into field, while also encouraging students to reflect more on the agency types, populations, and learning opportunities that they may be interested in exploring. Please reach out to your advisor and/or the Field Office if you have further questions.

#### Part I: Field Planning

The following items are designed to help the Field Office prepare for and understand placement priorities of students gearing up for their field experiences. Thank you for sharing with us!

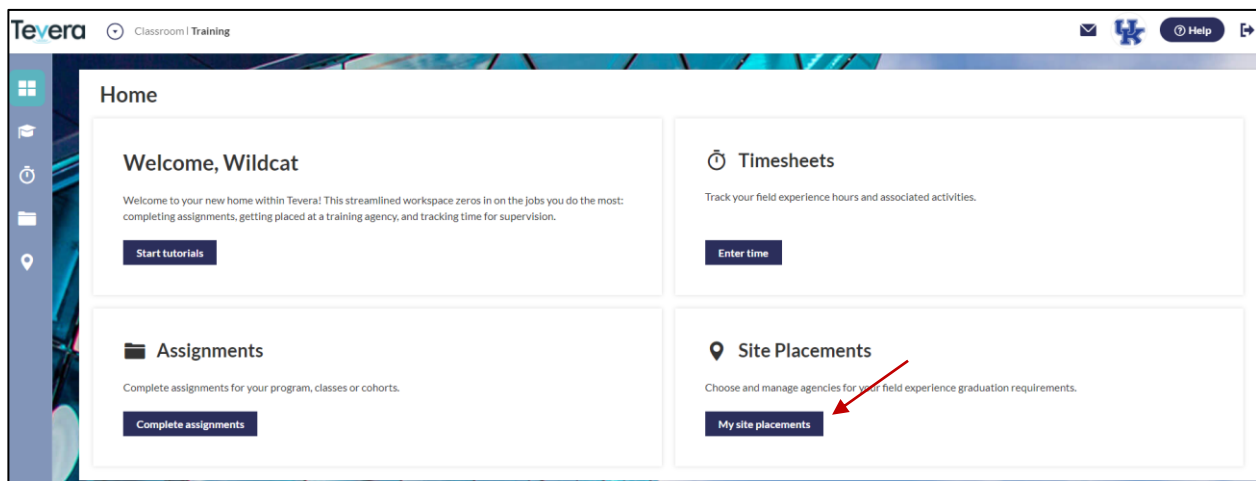
3. **OPTIONAL:** Upload a PDF file of your resume.

**You have completed your pre-application tasks!**

### **BROWSING APPROVED AGENCIES**

The UK College of Social Work has existing relationships and active agreements with many organizations across the U.S and the world. You can search for sites directly by name or do a zip code search to explore the agencies in your area. You can also filter sites using filter drop-down fields by populations served, practice areas, and other agency details. If you have specific interests in particular areas, you can also save your search criteria by clicking on the file icon.

To explore possible sites, first click **MY SITE PLACEMENTS**:



Next, click **My Agencies** header, and then **BROWSE all program agencies** button, which will open a new page.



Then, use the drop-down filters to search by name, location, filter option, etc.

**\*\*Note:** Searching by zip code first may exclude other filter options.

Agency List

name  area of service  scheduling options  remote/virtual learning  agency for  miles from  zip code  more  Saved filters

| Name ^                                     | City       | State |
|--|------------|-------|
| + 3C Counseling & Consulting Services, LLC | Lebanon    | OH    |
| + A Family for Every Child                 | Eugene     | OR    |
| + A New Hope Counseling Center             | Knoxville  | TN    |
| + A Peace of Mind Counseling Services, LLC | Richmond   | VA    |
| + A Precious Child                         | Broomfield | CO    |

Click on the PLUS (+) symbol to view additional details about each site, including the site contact details, site representative details, and site profile documents. Site profile documents will often include program details that outline the placement learning activities, details around onboarding requirements, as well as websites.

When hyperlinked address details are clicked, a new web browser will open with Google Maps and provide the sites specific location.

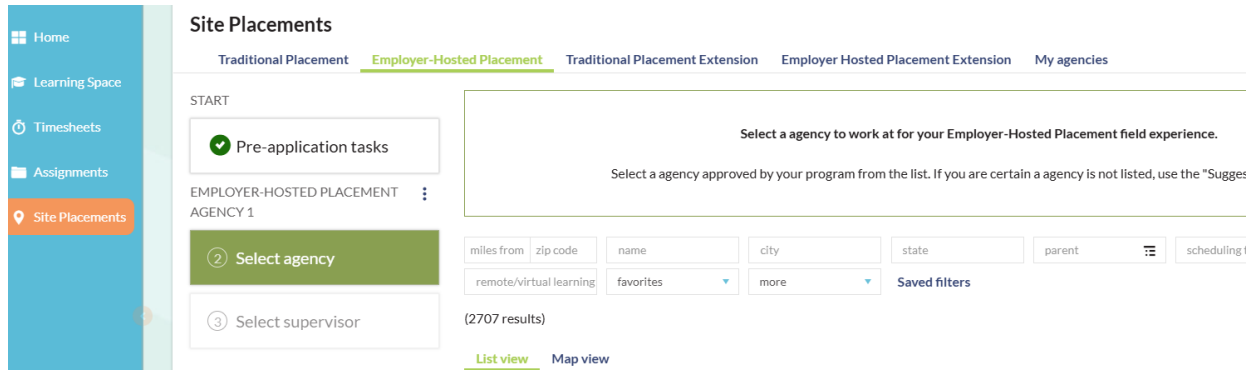
Aldine ISD - Hinojosa Primary School

**Site Contact Details**  
 (281) 985-4750 • Phone  
<http://aldineisd.org> • Website  
[1620 Lauder Rd.](#)  
[Houston, TX 77039](#) • Address

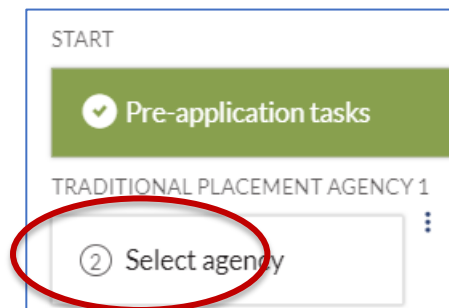


### 9. CONFIRMING YOUR AGENCY: Employer Hosted SITE PLACEMENT PROCESS

1. Once you have identified the agency where you want to complete your employer hosted placement practicum, you will need to confirm the site. Go back to the SITE PLACEMENTS tile.



2. Next, select your agency. Click on **Select Agency**



To select an agency there may be two different routes you will want to take.

- **Route One: Agency is already connected to Tevera.**
- **Route Two: Agency is not connected to Tevera.**

*The Employer Hosted Placement application steps for route one and route two are the same once the agency has been identified, selected, and the associated forms are completed.*

### Route One: Agency is already connected to Tevera.

Search for your agency by name. If your agency has an affiliation agreement with the University of Kentucky your agency will be found in Tevera.

1. **Search for your agency by name.** Remember, your agency might be called something different in Tevera. Be sure to search a few different ways to locate your agency.
2. Click **Start** next to your agency listing once you locate it.

The screenshot shows the 'Employer-Hosted Placement' section of the Tevera interface. A modal dialog box is open, asking 'Start paperwork?' with the text 'You will begin paperwork for University of Kentucky (UK) College of Social Work Field Education Office. Are you sure you want to do this?'. The 'Yes, I'm ready' button is circled in red.

3. Click on **Yes, I'm ready** to proceed.

You will now land on your agency's placement page and will need to complete the **Employer Hosted Placement application**.

## Site Placements

MSW ▼

[Traditional Placement](#) [Employer-Hosted Placement](#) [Traditional Placement Extension](#) [Employer Hosted Placement Extension](#) [My agencies](#)

START

Pre-application tasks

Complete your program's paperwork for Employer-Hosted Placement Agency 1: University of Kentucky (UK) College of Social Work Field Education Office.

EMPLOYER-HOSTED PLACEMENT  
AGENCY 1  
University of Kentucky (UK) College of  
Social Work Field Education Office

University of Kentucky (UK) College of Social Work Field Education  
Office

In Progress ▼

2 Select agency

3 Select supervisor

ADDITIONAL EMPLOYER-HOSTED  
PLACEMENT AGENCIES

Optional: Add another agency

Paperwork | Employer-Hosted Placement (MSW)

| Name   | Task Type | Status      | Waiting On |
|--|-----------|-------------|------------|
| + Employer Hosted Placement Application: (0) Official Job Description Upload | Upload    | Not Started |            |
| + Employer Hosted Placement Application: (1) Overview                        | Form      | Not Started |            |
| + Employer Hosted Placement Application: (2) Student Details                 | Form      | Not Started |            |
| + Employer Hosted Placement Application: (3) Employment Details              | Form      | Not Started |            |

Employer Hosted Placement

Route two: Agency is Note Connected in Tevera found on following page

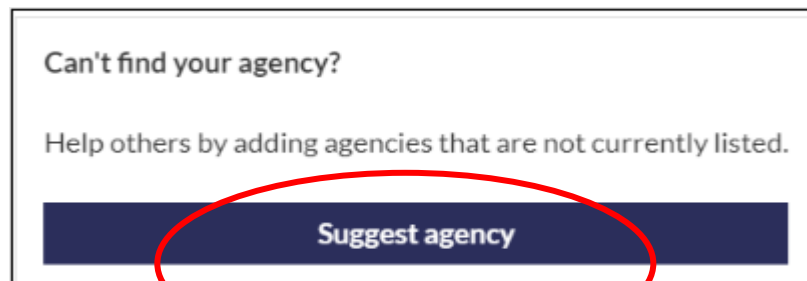
### Route Two: Agency is not connected in Tevera

**Suggest a new agency in Tevera.** If your agency is not listed in Tevera, it means your agency does not have an affiliation agreement with the University of Kentucky. In this case, you should suggest a new agency in Tevera. Please note that all agencies students are connected with must have an active affiliation agreement with the University of Kentucky.

1. Click the **Suggest Agency** button if you do not see your agency listed.
2. Add new agency. See the following *How to Add a New Agency to Tevera and Begin Approval Process*

### HOW TO ADD A NEW AGENCY TO TEVERA AND BEGIN THE APPROVAL PROCESS


As you type in the name of your agency, potential matches will populate. Please review the list carefully to ensure that your agency is not already listed. If not, click on **Suggest Agency** once you confirm that your agency is not listed in Tevera.



Write the full name in the field and review all potential matches in the system.

(Proceed to page 14)

- Click **My site is not listed** if you cannot locate it. Next, a new set of items will open on the screen. First, open **Initiate New Partnership Agreement** and click **START**:

| Name   | Task Type | Status      | Waiting On |
|--|-----------|-------------|------------|
|  Initiate New Partnership Agreement | Form      | Not Started |            |

Once the following task is complete, Field will contact the agency to begin onboarding them as a new partner within 1 to 3 business days.

Please provide a valid email address or this form will be returned to you for edits, which can delay the agreement process. You cannot register for the practicum course until the agency has a fully executed legal agreement on file between the agency and UK Legal.

(IMPORTANT: DO NOT complete this task unless you have been offered a placement by this agency UNLESS you need to start the agreement process early in anticipation of complexity.)

The task is a(n) online form: Site Contact Information (UKY-1028). It is required for all assignees.

Not Started

Start

- Complete all required fields on the form and sign:

The semester I intend to start this placement is (semester, year):

Full, Correct, and Complete Name of Agency:

Agency City:

Agency State:

Agency Website (indicate NA if none):

Agency Point of Contact Full Name (first and last):

Agency Contact Email Address:

Student Signature

Sign here

Select **SUBMIT** to send the request to the Field team

Your agency contact will receive a notification from Tevera prompting them to complete the Agency Profile form. Please give the agency you are planning to work for with notice to expect this task. Follow up and communicate this to your agency contact!

**Tip:** return to your site placement process in Tevera and check on the approval process. You can see who that specific item is waiting on for the next phase of approval in the “Waiting On” column.

Once the agency completes the form, the information will be reviewed by the Field team.

**Finally, complete the remaining Employer Hosted Placement application.**

**Site Placements** MSW

Traditional Placement **Employer-Hosted Placement** Traditional Placement Extension Employer Hosted Placement Extension My agencies

START

✓ Pre-application tasks

Complete your program's paperwork for Employer-Hosted Placement Agency 1: University of Kentucky (UK) College of Social Work Field Education Office.

EMPLOYER-HOSTED PLACEMENT AGENCY 1  
University of Kentucky (UK) College of Social Work Field Education Office In Progress

2 Select agency

3 Select supervisor

OPTIONAL: ADD ANOTHER AGENCY

Optional: Add another agency

Paperwork | Employer-Hosted Placement (MSW)

| Name   | Task Type | Status      | Waiting On |
|--|-----------|-------------|------------|
| Employer Hosted Placement Application: (0) Official Job Description Upload | Upload    | Not Started |            |
| Employer Hosted Placement Application: (1) Overview                        | Form      | Not Started |            |
| Employer Hosted Placement Application: (2) Student Details                 | Form      | Not Started |            |
| Employer Hosted Placement Application: (3) Employment Details              | Form      | Not Started |            |

### 18. Employer Hosted Placement Application Process Details (Quick Overview):

This overview is intended to describe the basic elements of the Employer Hosted Placement Application process found in Tevera. For more detailed, step by step instructions go to page BLANK.

*Italics denote necessary items to gather/prepare in advance of completing the corresponding task*

#### Step 1: Upload (0) Official Job Description

- o *Official job description*: an official job description is a detailed document outlining the responsibilities, duties, qualifications, and expectations for a specific position within an organization.

#### How to obtain an official job description:

1. Contact your supervisor and/or HR department requesting an official job description. Typically, jobs keep an official job description on file for various roles within the agency.
2. Contact the field office at [coswfield@uky.edu](mailto:coswfield@uky.edu) in case of difficulties in obtaining an official job description.

**YOUR JOB DESCRIPTION WILL BE REVIEWED FOR APPROPRIATENESS AND FIT WITHIN 1 TO 3 BUSINESS DAYS.**

**ONCE IT IS APPROVED, YOU CAN PROCEED**

---

**Step Two: Review (1) Overview**

**Step Three: Complete (2) Student Details.**

- o *UK Student ID Number*

**Step Four: Complete (3) Employment Details**

- o *Employment Start Date*
- o *Employer Address*

**Step Five: Complete (4) Connecting Social Work Competencies**

- o [9 Social Work Competencies](#)

**Step Six: Complete (5) Describe Stretch Project(s)**

- o *Stretch Plan Details* (you may need to discuss this with your supervisor in advance)

**Step Seven: Complete (6) Supervision Plan**

- o *Supervisor Name*
- o *Supervision Plan* (Frequency of weekly supervision meeting)

**Step Eight: Complete (7) Contingency Plan and Acknowledgement**

- o *Backup Plan* (in case of unexpected placement disruption or inability of UK and agency to form new partnership)

**Step Nine: Complete (8) Final Acknowledgement**

---

**YOUR APPLICATION WILL BE REVIEWED IN 3 TO 5 BUSINESS DAYS.**

**ONCE IT IS APPROVED, YOU CAN PROCEED.**

**IF IT IS NOT APPROVED, YOU WILL RECEIVE A NOTIFICATION TO MAKE CHANGES.**

---

**Step 10: Complete Employer Hosted Placement Confirmation**

**Step 11: Complete Select Supervisor Tasks**

- o *Supervisor Email Address*
-



### General Tips

1. Be descriptive throughout the application. Consider using the 5 w's, who, what, when, where, why, and how when connecting each social work competency to your selected job roles, responsibilities, and tasks.
2. Utilize at least 3 to 5 sentences when listing and describing and connecting each job task to its competency.
3. If a job role can be connected to more than one competency be sure to add it to each of the appropriate competencies listed.
4. The stretch project must be detailed and include descriptive actionable steps/plans.
5. The application will take anywhere from 1 to 3 hours to complete in one sitting. You can pause and return at any time, but you cannot skip tasks.

### **11. Employer Hosted Placement Application Steps:**

Once you have selected your agency, you should be able to complete the Employer-Hosted Placement Application. There are ten tasks/ forms that will need to be completed and approved by the field team.

### The tasks include:

1. Employer Hosted Placement Application: (0) Official Job Description
2. Employer Hosted Placement Application: (1) Overview
3. Employer Hosted Placement Application: (2) Student Details
4. Employer Hosted Placement Application: (3) Employment Details
5. Employer Hosted Placement Application: (4) Connecting Social Work Competencies
6. Employer Hosted Placement Application: (5) Describe Stretch Project
7. Employer Hosted Placement Application: (6) Supervision Plan
8. Employer Hosted Placement Application: (7) Contingency Plan and Acknowledgement
9. Employer Hosted Placement Application: (8) Final Acknowledgement
10. Employer Hosted Placement Application: Employer-Hosted Placement Confirmation

The screenshot displays the 'Site Placements' interface. On the left, there are buttons for 'Select agency' (highlighted with a green background and a circled '2') and 'Select supervisor' (with a circled '3'). Below these are options for 'ADDITIONAL EMPLOYER-HOSTED PLACEMENT AGENCIES' and 'Optional: Add another agency'. The main content area shows a table of tasks for 'MSW' under the 'University of Kentucky (UK) College of Social Work Field Education Office'. The table has columns for Name, Task Type, Status, and Waiting On. All tasks listed have a status of 'Not Started'.

| Name   | Task Type | Status      | Waiting On |
|--|-----------|-------------|------------|
| Employer Hosted Placement Application: (0) Official Job Description Upload     | Upload    | Not Started |            |
| Employer Hosted Placement Application: (1) Overview                            | Form      | Not Started |            |
| Employer Hosted Placement Application: (2) Student Details                     | Form      | Not Started |            |
| Employer Hosted Placement Application: (3) Employment Details                  | Form      | Not Started |            |
| Employer Hosted Placement Application: (4) Connecting Social Work Competencies | Form      | Not Started |            |
| Employer Hosted Placement Application: (5) Describe Stretch Project(s)         | Form      | Not Started |            |
| Employer Hosted Placement  | Form      | Not Started |            |

This graphic showcases what your page will look like after you have set up and selected your agency. This is the Employer-Hosted Placement Application

Pages **18 through 43** include detailed step-by-step directions in complete Employer Hosted Placement Application in Tevera.

**12. Detailed Step-by-Step Directions in Completing Employer Hosted Placement Application**

**Task 1: Start with Employer Hosted Placement Application: (0) Official Job Description Upload**

**Step 1: Upload (0) Official Job Description**

- *Official job description:* an official job description is a detailed document outlining the responsibilities, duties, qualifications, and expectations for a specific position within an organization.

**How to obtain an official job description:** Contact your supervisor and/or HR department requesting an official job description. Typically, jobs keep an official job description on file for various roles within the agency. Contact the field office at [coswfield@uky.edu](mailto:coswfield@uky.edu) in case of difficulties in obtaining an official job description.

1. Go to the Employer-Hosted Placement Application: (0) Official Job Description Upload task
2. Click the “Not Started button”.



3. After the screen populates click the “Start” button

Paperwork | Employer-Hosted Placement (MSW)

| Name  | Task Type | Status      | Waiting On |
|---|-----------|-------------|------------|
| <input type="checkbox"/> Employer Hosted Placement Application: (0) Official Job Description Upload | Upload    | Not Started |            |

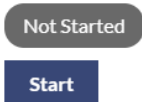
An official job description is a detailed document outlining the responsibilities, duties, qualifications, and expectations for a specific position within a

The job description is used to cross-reference the EHP application, the job description, and the CSWE (the Council of Social Work Education) standards ensures employment tasks and activities are directly linked to the nine social work competencies and all system levels of practice. By doing so, we ensure EHP serves as an appropriate placement for completing a social work practicum

How to obtain an official job description:

1. Contact your supervisor and/or HR department requesting an official job description. Typically, jobs keep an official job description on file for various roles within the agency.
2. Contact the field office at [coswfield@uky.edu](mailto:coswfield@uky.edu) in case of difficulties in obtaining an official job description.

The task is a(n) upload. It is required for all assignees.



4. Upload an official Job Description in PDF format by either dropping the file or selecting the blue Browse button a locating a PDF version of you job description



Drop file here

or

 Browse

File size is limited to 61.0 MB

5. Once uploaded click Submit.

Attachments:



 Upload

Finish later

Submit

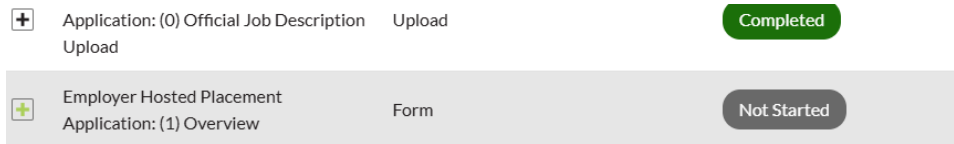
Once submitted you will be taken back to the application screen. Before you will be able to start Task Two: Employer-Hosted Placement Application: (1) Overview your job description will have to be reviewed and approved by the field team. Your job description will be reviewed for appropriateness and fit within 1 to 3 business days. Once it is approved, you can proceed.

## Task Two: Employer Hosted Placement Application: (1) Overview

Once your Official Job description has been approved by the UK CoSW field team. You will be able to move on to the other elements of the application.

### Step Two: Review (1) Overview

1. Go to the Employer-Hosted Placement Application: (1) Overview task
2. Click “Not Started”



3. Click the blue “Start”



Students, please review these instructions prior to starting the Employer Hosted Placement Application tasks.

The task is a(n) online form: Employer Hosted Placement Application (1) Overview (UKY-1065). It is required for all assignees.





(Proceed to page 21)



4. Complete the “Overview of Steps to Complete EHP Application in its entirety.”



### Overview of Steps to Complete EHP Application

Please review the eight application steps you will complete to submit your application successfully.

You will be prompted to indicate that you have uploaded your job description and to sign the form, indicating that you have reviewed all steps.

**Step One:** Complete the *Official Job Description Upload* task directly preceding these instructions.

Have you uploaded an official job description into Tevera?

- Yes  
 No

**Step Two:** Complete the *Student Details* task.

**Step Three:** Complete the *Employment Details* task.

**Step Four:** Complete the *Connecting Social Work Competencies* task.

This should be the most detailed task. If you do not provide enough detail, this task will be returned to you for edits.

**Step Five:** Complete the *Describe Stretch Project(s)* task.

Please submit a detailed plan for at least one stretch project. If your place of employment is not significantly aligned with social work, you may be asked to complete more than one stretch project.

**Step Six:** Complete the *Supervision Plan* task.

**Step Seven:** Complete the *Contingency Plan and Acknowledgement* task.

**Step Eight:** Complete the *Final Acknowledgement* task.

### General Tips

1. Be descriptive throughout the application. Consider using the 5 W's: who, what, when, where, why, and how when connecting each social work competency to your selected job roles, responsibilities, and tasks.
2. Utilize at least 3 to 5 sentences when listing, describing, and connecting each job task to its competency.
3. If a job role can be connected to more than one competency, be sure to add it to each of the appropriate competencies listed.
4. The stretch project must be detailed and include descriptive actionable steps/plans following the SMART format (specific, measurable, attainable, relevant, and time indicated).
5. Have your Student ID number available, along with any relevant details about your employer, employment, and supervisor, as you will be asked to provide these.

### Student Signature

5. Read the overview, complete the tasks, **be sure to sign** and **hit submit** once completed.



**Student Signature:**

Sign here

Finish later

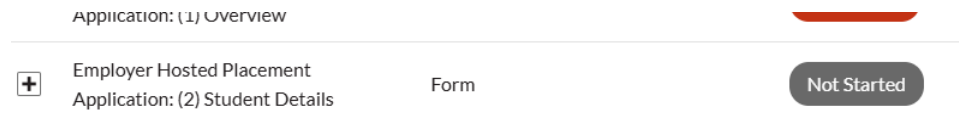
Submit

Once submitted you will be sent back to the Employer-Hosted Placement Application and will be able to start the Employer Hosted Placement: (2) Student Details task.

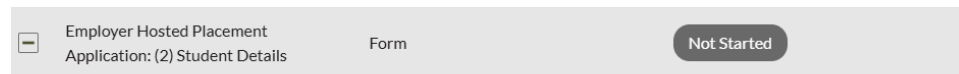
**Task Three: Employer Hosted Placement Application: (2) Student Details**

### Step Three: Complete (2) Student Details

1. Be sure to have access to your UK student ID Number
2. Go to Employer Hosted Placement Application: (2) Student Details
3. Click “Not Started”



4. Click the blue “start”



The task is a(n) online form: Employer Hosted Placement Application: (2) Student Details (UKY- 1067). It is required for all assignee:




(Continue to Page 24)

5. Complete the Employer Hosted Placement Application Student Details form in its entirety




### Employer Hosted Placement Application

#### Student Details

Student Name 

Student ID 

Student Email 


##### Course Title


- SW 444 (BASW Foundation I)     SW 740 (MSW Advanced I)     SW 745 (MSW Advanced Block, Regular Standing)  
 SW 445 (BASW Foundation II)     SW 741 (MSW Advanced II)     SW 746 (MSW Advanced Block, Advanced Standing)  
 SW 640 (MSW Foundation)


##### Semester and Year

- Spring 2025     Summer 2025     Fall 2025  
 Spring 2026     Summer 2026     Fall 2026  
 Spring 2027     Summer 2027     Fall 2027

If this is an Advanced Placement, please complete the below pertaining to your first practicum placement

Agency Name 

Agency City 

Agency State 

6. Be sure to sign and select the blue button to submit the form once it is completed.

**Student Signature** Sam Test 03/20/2025 9:1

(9125812579) Sam Test

Finish later

Submit

Once this task is completed you will be brought back to the Employer Hosted Placement Application and can start the Employment details form.

**Task Four: Employer Hosted Placement Application: (3) Employment Details**

### Step Four: Complete (3) Employment Details

1. Have access to your *Employment Start Date*
2. Have access to your *Employer Address*
3. Go to Employer Hosted Placement Application: (3) Employment Details
4. Click “Not Started”



5. Click the blue “start”

The task is a(n) online form: Employer Hosted Placement Application: (3) Employment Details (UKY-1068). It is required for all assignees.



(Continue to page 26)

6. Complete the Employer Hosted Placement Application Employment Details form in its entirety



## Employer Hosted Placement Application

### Employment Details

Employer Name

Employer Address

City  State  Zip

Job Title  Start Date in Employment

Typical Hours Worked Per Week

0-10  11-20  21-30  31-40  40+

Typical Weekly Schedule

Morning  Afternoon  Evening  Overnight

Typical Days Worked Each Week

Monday  Thursday  Saturday  
 Tuesday  Friday  Sunday  
 Wednesday

Agency Practice Setting(s)/Area(s) (select all that apply)

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Adult Protection                       | <input type="checkbox"/> Emergency Assistance                         | <input type="checkbox"/> Parenting Support                |
| <input type="checkbox"/> Adoption/Foster Care                   | <input type="checkbox"/> Employment Services                          | <input type="checkbox"/> Policy/Advocacy/Legislation      |
| <input type="checkbox"/> Aging Services                         | <input type="checkbox"/> Gender Based Violence (IPV, SA, Trafficking) | <input type="checkbox"/> Refugee Services                 |
| <input type="checkbox"/> Children's Advocacy/Protection/Welfare | <input type="checkbox"/> Health Care                                  | <input type="checkbox"/> Residential Treatment/Group Home |
| <input type="checkbox"/> Community-Based Services               | <input type="checkbox"/> Home Based Family Services                   | <input type="checkbox"/> Schools/Preschools               |
| <input type="checkbox"/> Community Education/Outreach           | <input type="checkbox"/> Immigration Services                         | <input type="checkbox"/> Social Action/Social Justice     |
| <input type="checkbox"/> Community Mental Health                | <input type="checkbox"/> Housing Instability/Services                 | <input type="checkbox"/> Social Enterprise                |
| <input type="checkbox"/> Corrections/Probation/Justice System   | <input type="checkbox"/> Legal Aid/Legal Services                     | <input type="checkbox"/> Substance Use Recovery/Treatment |
| <input type="checkbox"/> Death/Bereavement/Grief                | <input type="checkbox"/> Mediation Services                           | <input type="checkbox"/> Support Groups                   |
| <input type="checkbox"/> Disability Services                    | <input type="checkbox"/> Palliative Care                              | <input type="checkbox"/> Other <input type="text"/>       |

Describe your job, including your current duties and responsibilities. Please be sure to include any tasks not included in the formal job description upload.



PLEASE NOTE: If you are required to transport clients in your personal vehicle as part of your employment, please review and understand the College of Social Work's policy regarding this practice to ensure you are in compliance.

Student Signature

7. Be sure to sign and select the blue button to submit the form once it is completed.



**Student Signature** Sam Test 03/20/2  
(9125812579) Sam Test

Finish later

Submit

Once this task is completed you will be brought back to the Employer Hosted Placement Application and can start the Connecting Social Work Competencies form

**Task Five: Employer Hosted Placement Application: (4) Connecting Social Work Competencies**

### General Tips for Completing the Connecting Social Work Competencies Form

1. Have access to your official job description. Think of any and all job roles and duties you complete at your agency. Utilize your job description while completing the Connecting Social Work Competencies form
2. Have access to the [9 Social Work Competencies](#). Students will utilize the social work competencies and connect them to related job roles/ duties.
3. When completing the Employer Hosted Placement be sure to be descriptive throughout. Utilize the 5 W's, who, what, when, where, why, and how when connecting each social work competency to your selected job roles, responsibilities, and tasks
4. Utilize at least 3 to 5 sentences when listing and describing and connecting each job task to its competency.
5. If a job role can be connected to more than one competency be sure to add it to each of the appropriate competencies.

### Step Five: Complete (4) Connecting Social Work Competencies

1. Go to Employer Hosted Placement Application: (2) Student Details
2. Click "Not Started"

|   |  |      |             |
|---|--|------|-------------|
| + | Employer Hosted Placement<br>Application: (4) Connecting Social<br>Work Competencies | Form | Not Started |
|---|--|------|-------------|

3. Click the blue "Start"

|   |  |      |             |
|---|--|------|-------------|
| - | Employer Hosted Placement<br>Application: (4) Connecting Social Work<br>Competencies | Form | Not Started |
|---|--|------|-------------|

The task is a(n) online form: Employer Hosted Placement Application: (4) Connecting Social Work Competencies (UKY-1069). It is required for all assignees.

|             |
|-------------|
| Not Started |
| Start       |

### 4. Complete the Employer Hosted Placement Application Connecting Social Work Competencies form



## Employer Hosted Placement Application Connecting Social Work Competencies

### INSTRUCTIONS

**Step 1:** Review the nine Social Work Competencies found here - <https://www.cswe.org/accreditation/policies-process/2022epas/>

**Step 2:** Review your official job description.

**Step 3:** Take the job roles, duties, tasks, etc. from the official job description and identify how the job responsibilities align with the social work competencies.



**Step 4:** Complete the table below.

The first column lists the nine Social Work Competencies. In the second column, please describe how you will gain experience related to each competency at your Employer Hosted Placement (EHP). This may include specific learning opportunities, tasks, job roles, job duties, job responsibilities, or experiences that relate to each competency.

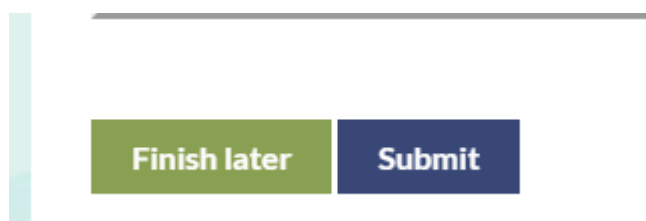
Additionally, if your current job role, tasks, or responsibilities align with any of the competencies, you may include these as part of your plan. The focus should be on outlining specific, concrete actions or activities to help you build skills through the nine social work competencies during your practicum.

List the job roles and activities as descriptively as possible, utilizing the who, what, when, where, why, and how details.

| Nine Social Work Competencies  | Current Job Roles and Activities |
|--|----------------------------------|
| Competency 1: Demonstrate Ethical and Professional Behavior                                | <input type="checkbox"/>         |
| Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice | <input type="checkbox"/>         |
| Competency 3: Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice   | <input type="checkbox"/>         |
| Competency 4: Engage in Practice-Informed Research and Research Informed Practice          | <input type="checkbox"/>         |
| Competency 5: Engage in Policy Practice  | <input type="checkbox"/>         |
| Competency 6: Engage with Individuals, Families, Groups, and Environmental Justice         | <input type="checkbox"/>         |
| Competency 7: Assess Individuals, Families, Groups, Organizations and Communities          | <input type="checkbox"/>         |

|   |   |
|---|---|
| Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities        |  |
| Competency 9: Evaluate Practice with Individual, Families, Groups, Organizations, and Communities |  |

5. Be sure to select the blue button to submit the form once it is completed.



Once this task is completed you will be brought back to the Employer Hosted Placement Application and can start the Describe Stretch Projects form.

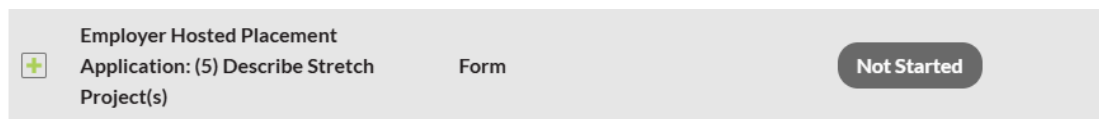
**COMPETENCIES WILL BE REVIEWED IN 3 TO 5 BUSINESS DAYS.  
IF IT IS NOT APPROVED, YOU RECIEVE A NOTIFCATION TO MAKE CHANGES.**

**For examples of Connecting Social Work Competencies go to page BLANK**

### Task Six: Employer Hosted Placement Application: (5) Describe Stretch Projects

#### Step Six: Complete (5) Describe Stretch Projects

1. Go to Employer Hosted Placement Application: (2) Student Details
2. Click “Not Started”



3. Click the blue “Start”



The task is a(n) online form: Employer Hosted Placement Application: (5) Describe Stretch Project(s) (UKY-1070). It is required for all assignees.

Not Started

Start



(Proceed to page 32)

4. Complete at least one stretch project for one competency in the Employer Hosted Placement Application Describe Stretch Project form.



### Employer Hosted Placement Application

#### Describe Stretch Project(s)

UK CoSW requires each Employer Hosted Placement (EHP) student to complete at least one stretch project while in practicum placement. A stretch project is an additional project or activity the student completes that is beyond their typical job responsibilities.

Stretch projects ensure students engage in continual learning while gaining competency skill building at their Employer Hosted Placement (EHP). The stretch project can take various forms but must be directly related to social work and focus on developing at least one of the nine core social work competencies. It is recommended that students select a specific competency they feel requires further development as the focus for their stretch project. This approach ensures a targeted and meaningful enhancement of social work skills while in placement.

Tips: Think creatively, provide details, include any actionable steps needed and be sure to connect the project to at least one of the nine social work competencies.

| Nine Social Work Competencies                               | Proposed Stretch Project |
|---|--------------------------|
| Competency 1: Demonstrate Ethical and Professional Behavior | <input type="checkbox"/> |

|   |                                     |
|---|-------------------------------------|
| Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice        | <input checked="" type="checkbox"/> |
| Competency 3: Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice          | <input checked="" type="checkbox"/> |
| Competency 4: Engage in Practice-Informed Research and Research Informed Practice                 | <input checked="" type="checkbox"/> |
| Competency 5: Engage in Policy Practice   | <input checked="" type="checkbox"/> |
| Competency 6: Engage with Individuals, Families, Groups, and Environmental Justice                | <input checked="" type="checkbox"/> |
| Competency 7: Assess Individuals, Families, Groups, Organizations and Communities                 | <input checked="" type="checkbox"/> |
| Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities        | <input checked="" type="checkbox"/> |
| Competency 9: Evaluate Practice with Individual, Families, Groups, Organizations, and Communities | <input checked="" type="checkbox"/> |

5. Once at least one stretch project is added be sure to hit submit.

**Finish later**

**Submit**

**YOUR APPLICATION WILL BE REVIEWED IN 3 TO 5 BUSINESS DAYS.**

**ONCE IT IS APPROVED, YOU CAN PROCEED.**

**IF IT IS NOT APPROVED, YOU RECIEVE A NOTIFCATION TO MAKE CHANGES.**

**For examples of stretch projects go to page BLANK**



### Task Seven: Employer Hosted Placement Application: (6) Supervision Plan

#### Step Six: Complete (6) Supervision Plan

- *You will need your supervisor's name*
- *Touch base with your supervisor to create and discuss weekly supervision meeting (refer back to page 2 for more details on weekly supervision requirement)*

1. Go to Employer Hosted Placement Application: (6) Supervision Plan

2. Click “Not Started”



3. Click the blue “Start”



The task is a(n) online form: Employer Hosted Placement Application: (6) Supervision Plan (MSW) (UKY-1071A). It is required for all assignees.

Not Started

Start

(Proceed to page 35)

4. Complete the Employer Hosted Placement Application Supervision Plan in its entirety.



### Employer Hosted Placement Application Supervision Plan

Students are required to have at least one hour of educational supervision per week while completing any practicum placement. The person providing this supervision must meet specific educational background and qualifications requirements. This may be your current supervisor, but you must meet for a specific hour each week for educational supervision.

For MSW students, their supervisor must hold an MSW degree from an accredited social work program and have at least two years of social work-related experience post-graduation.

Educational supervision may be provided by a qualified individual at the agency (see above), an outside stakeholder (for example, a board member, community partner, etc.), or your practicum course instructor.

Please contact the CoSW Field Inbox if you have further questions about who can provide educational supervision.

|   |   |
|---|---|
| <p><b>Please selection who will be providing weekly educational supervision for this practicum:</b></p> <p><input type="radio"/> Someone at the agency with a MSW plus two years of social work experience post graduation</p> <p><input type="radio"/> Someone outside of the agency with a MSW plus two years of social work experience post graduation</p> <p><input type="radio"/> My practicum Course Instructor</p> <p><input type="radio"/> Not sure at this time. I acknowledge I am required to have educational supervision that is distinct from my employment supervision</p> |   |
| <p><b>Anticipated Supervisor's Name</b> <input checked="" type="checkbox"/></p>   |   |
| <p>When do you plan to receive weekly educational supervision (i.e. Mondays from 2-3pm)? Please indicate the planned supervision meeting day and time:</p>  | <p><b>Supervision Meeting Day/Time</b> <input checked="" type="checkbox"/></p>  |
| <p>In the fields below, please indicate your planned practicum schedule (which may be the same as or different from your employment schedule):</p>  |   |
| <p><b>Days Worked</b></p> <p><input type="checkbox"/> Monday      <input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Tuesday      <input type="checkbox"/> Saturday</p> <p><input type="checkbox"/> Wednesday      <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Thursday</p>  | <p><b>Times Worked</b></p> <p><input type="checkbox"/> Mornings</p> <p><input type="checkbox"/> Afternoons</p> <p><input type="checkbox"/> Evenings</p> <p><input type="checkbox"/> Overnight</p> |
| <p><i>**Please note students participating in an Employer Hosted Placement (EHP) may be required to submit notes/further details about these educational supervision meetings, as requested.</i></p>  |   |

**Student Signature**

5. Be sure to sign and click the blue “Submit” button once form is completed in its entirety.

**Student Signature** Sam Test 03/20/2025 11:27 AM   
(9125812579) Sam Test

Finish later

Submit

Once this task is completed you will be brought back to the Employer Hosted Placement Application and can start the Contingency Plan and Acknowledgement Form

### Task Eight: Employer Hosted Placement Application: (7) Contingency Plan and Acknowledgement

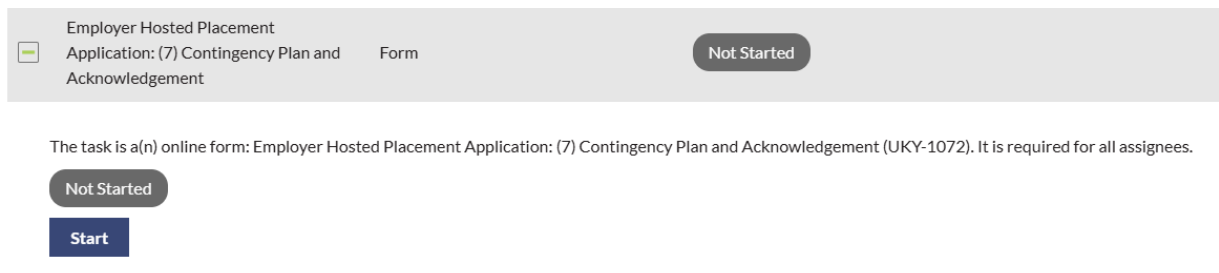
#### Step Eight: Complete (7) Contingency Plan and Acknowledgement

1. This is your *Backup Plan* (in case of unexpected placement disruptions or inability of UK and agency to form a new partnership).
2. Go to Employer Hosted Placement Application: (6) Supervision Plan

3. Click “Not Started”



4. Click the blue “Start”



(Proceed to page 38)

5. Complete the Contingency Plan and Acknowledgement form in its entirety.




### Employer Hosted Placement Application

#### Contingency Plan and Acknowledgement

I acknowledge I must adhere to the policy regarding placement disruptions, as outlined in the UK College of Social Work's Field Education Manual, if this occurs during my practicum.


This includes completing the following steps, in chronological order:

1. Contacting my course instructor.
2. Completing the Placement Support Request (PSR) assignment, found in the assignments section of Tevera.
3. Meeting with a member of the Field Office to discuss appropriate next steps.

Student Initials 


Until this application is approved and a partnership agreement is on file with UK Legal, this placement is not guaranteed for your practicum.

A contingency plan is required for Employer Hosted Placements. If the Employer-Hosted Placement is not approved, the agency cannot agree to partner with the UK, you are terminated from your employment, or you experience any other sort of placement disruption, please describe your contingency plan:

Contingency Plan 

Student Signature

6. Be sure to sign and click blue "submit" button once completed

**Student Signature** Sam Test 03/20/2025 11:28 AM 

(9125812579) Sam Test

Finish later

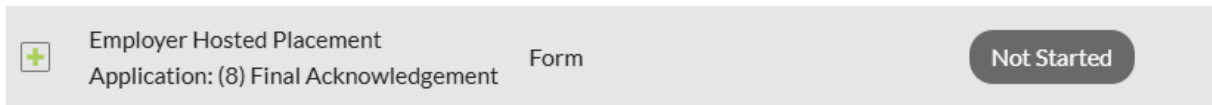
Submit

Once this task is completed you will be brought back to the Employer Hosted Placement Application and can start the Final Acknowledgement Form

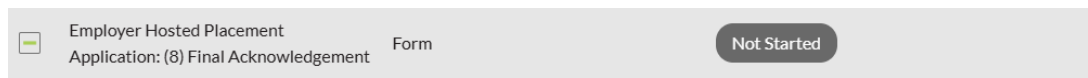
### Task Nine: Employer Hosted Placement Application: (8) Final Acknowledgement

#### Step Nine: Complete (8) Final Acknowledgement

1. Go to Employer Hosted Placement Application: (6) Supervision Plan
2. Click "Not Started"



3. Click the blue "Start"



The task is a(n) online form: Employer Hosted Placement Application: (8) Final Acknowledgement (UKY-1073). It is required for all assignee



(Proceed to page 40)



4. Complete the Final Acknowledgement form in its entirety.

### Employer Hosted Placement Application

#### Final Acknowledgement

*I understand that I am indicating I will be completing my field education practicum at my place of employment which can contribute to an elevated risk if my position or employment was altered or terminated. If my employment is altered or terminated my practicum will be terminated as well.*

Student Initials

*I acknowledge that I am required to be supervised for a minimum of one hour weekly by someone who meets the CSWE qualifications outlined in this application. If this is not available at the agency, it is my responsibility to follow the UK CoSW policies around supervision to ensure I have adequate supervision.*

Student Initials


*I acknowledge I can leverage some or all of my working hours toward my field practicum requirements. If any changes arise in my employment status or supervision arrangements, I must submit a Placement Support Request form to communicate these changes to the College of Social Work as soon as possible.*

Student Initials

**Student Signature**

**Field Office Signature**

5. Be sure to sign and submit form.

**Student Signature** Sam Test 03/20/2025 11:30 AM   
(9125812579) Sam Test

**Field Office Signature**

Finish later

Submit

6. Your application will be reviewed in 3 to 5 business days and once approved, you can proceed to task 10  
Complete Employer hosted Placement Confirmation

### Task Ten: Employer-Hosted Placement Confirmation

#### Step 10: Complete Employer Hosted Placement Confirmation form

*This task will not be able to be completed until Task 9 Employer-hosted Placement Application: (8) Final Acknowledgement is signed and approved by UK CoSWField this can take 3 to 5 business days.*

1. Once the Final Acknowledgement form is approved by UK CoSWField you will be able to start and complete task ten “Employer-Hosted Placement Confirmation”
2. Go to Complete Employer Hosted Placement Confirmation
3. Click “Not Started”



4. Click the blue “Start”



The task is a(n) online form: Employer-Hosted Placement Confirmation Form (UKY-1060). It is required for all assignees.

Not Started

Start

(Proceed to page 42)

5. Complete the Employer-Hosted Placement Confirmation Form in its entirety.



### Employer-Hosted Placement Confirmation Form

|  |   |   |
|--|---|---|
| The first semester of this placement is <i>(please indicate below)</i> :   |   |   |
| Semester<br><input type="radio"/> Spring<br><input type="radio"/> Summer<br><input type="radio"/> Fall   | Year <input type="text"/>                                 |   |
| PLEASE SELECT ONE OF THE BELOW OPTIONS   |   |   |
| <input type="radio"/> This is my place of employment and I was required to interview for this practicum position with:   | Who (Agency Point of Contact Name)? <input type="text"/>  | When? (Month, Year): <input type="text"/> |
| <input type="radio"/> This is my place of employment but I was not required to interview. Instead, the person indicated here confirmed I am able to do an employer hosted placement: | Who? (Agency Point of Contact Name): <input type="text"/> |   |



NEW AGENCY PARTNERS ONLY: I intend to interview or otherwise secure a placement with this agency but need to initiate a legal agreement process prior to my interview/confirmation.

PLEASE READ AND INITIAL NEXT TO EACH STATEMENT TO CONFIRM YOUR UNDERSTANDING

I understand that an active partnership agreement must exist between the University of Kentucky and the agency before I can be registered for the practicum course. **Student Initials**

I am aware that if I am terminated from my place of employment, it is incredibly unlikely I will be able to continue my practicum with this agency. **Student Initials**

I acknowledge I am responsible for representing the University of Kentucky College of Social Work. **Student Initials**

I confirm that I will adhere to the policies and procedures of the College of Social Work and my agency. **Student Initials**

I agree to complete assignments on time. **Student Initials**

**Student Signature:**

6. Be sure to sign and click the blue "Submit" button once the form is completed.

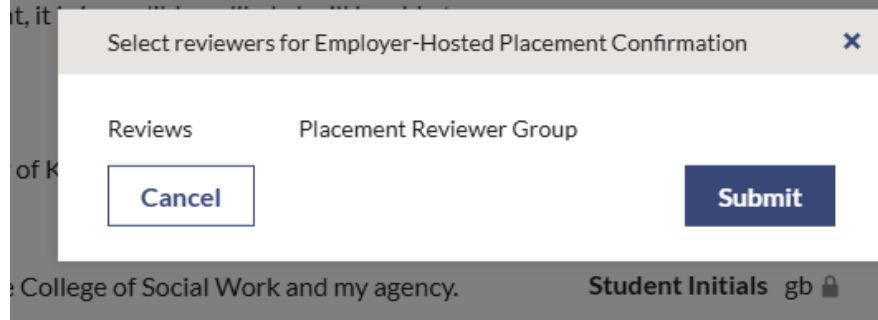
**Student Signature:**

Sign here

Finish later

Submit

7. Once you click submit a "Select reviewers for Employer-Hosted Placement Confirmation" box will pop up. Click the blue "Submit" button to proceed.



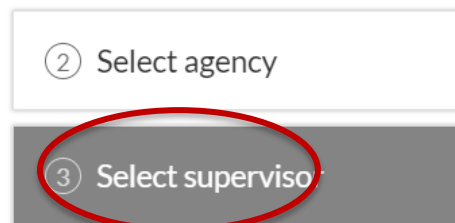
Your next step in this process is to Complete the Select Supervisor Tasks. These tasks are separate from the Employer Hosted Placement Application.

### 13. Complete Select Supervisor Tasks

**The final step in the site placement process is to confirm your supervisor from your agency in Tevera.**

- This person is the person that will be completing and signing off on your course work. This includes tasks like the agency site visit, timesheets, checklists, Learning Plan, and midterm/ final evaluations.

Finally, to confirm your Supervisor in Tevera. Click on **Select Supervisor**:



Previously approved supervisors are listed in connection with the agency. You do not need to select these supervisors. Only select one of these supervisors if they are the person that will be completing Tevera elements with you throughout the semester.

- **Already Listed Supervisor:** If your supervisor is already listed, click on the **Start** button next to the name of your supervisor.

A Precious Child Supervisors

Add Field Instructor

| Name             | License | Supervisor Status | My Placement |
|------------------|---------|-------------------|--------------|
| + Elisa Lemack   |         | Approved          | Start        |
| + Yvette Redwood |         | Approved          | Start        |

Can't find your supervisor?

Help others by adding supervisors that are not currently listed.

[Suggest a supervisor](#)

- **Suggest a Supervisor** if supervisor is not found/ listed. Click on **Suggest a Supervisor** if you do not see your supervisor listed.

A Precious Child Supervisors

Add Field Instructor

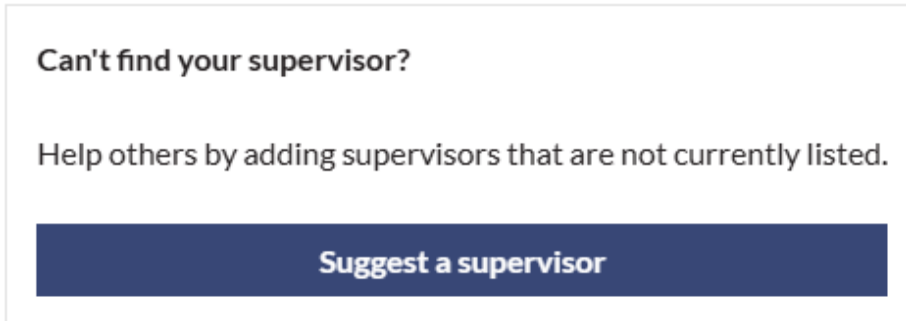
| Name             | License | Supervisor Status | My Placement |
|------------------|---------|-------------------|--------------|
| + Elisa Lemack   |         | Approved          | Start        |
| + Yvette Redwood |         | Approved          | Start        |

Can't find your supervisor?

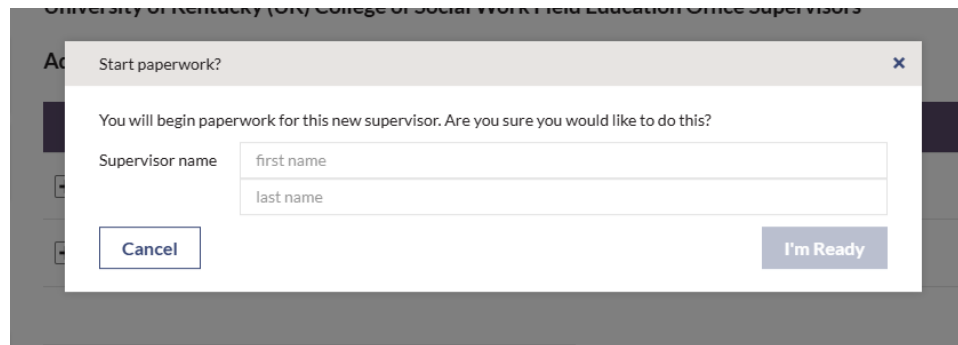
Help others by adding supervisors that are not currently listed.

[Suggest a supervisor](#)

### 1. Click Suggest a Supervisor



- Start Paperwork form will populate. Fill out your suggested supervisors first and last name.



- Click I'm ready, once you have typed in the suggested supervisor's first and last name.

- Tasks to complete for a new supervisor will populate

University of Kentucky (UK) College of Social Work Field Education Office Supervisors

Sam Cee (Field Instructor) In Progress ▼

Paperwork | Employer-Hosted Placement (MSW)

| Name   | Task Type | Status      | Waiting On |
|--|-----------|-------------|------------|
| <span style="font-size: 0.8em;">+</span> Request Field Instructor/Task Supervisor Application                | Form      | Not Started |            |
| <span style="font-size: 0.8em;">+</span> Confirm Placement Dates   | Form      | Not Started |            |
| <span style="font-size: 0.8em;">+</span> Optional: Request Upload of Field Instructor/Task Supervisor Resume | Upload    | Not Started |            |

- Complete the Request Field Instructor/ Task Supervisor task by selecting the gray "Not Started" button



Request Field Instructor/Task  
Supervisor Application

Form

Not Started

- Click the blue “Start” button



Request Field Instructor/Task  
Supervisor Application

Form

Not Started

You must click START below to send an application to your supervisor.

This application is for anyone supervising you at your practicum agency.

Someone from the agency MUST be connected to you via Tevera to finish your site placement process.

The task is a(n) online form: Field Instructor/Task Supervisor Application (UKY-1061). It is required for all assignees.

Not Started

Start

(Proceed to page 47)

- Complete the outlined in red and click the blue submit button. Your supervisor at your agency will be prompted via email to complete Supervisor Application

**Congratulations, you have confirmed your supervisor!**

**Tevera Success Tip:** We encourage you to check in with your agency supervisor to make sure they have received emails from Tevera. Ask them to check their junk/spam folder to confirm receipt. They may need to consult IT at the agency if any issues arise.

Send your agency contact [here](#) to learn how to whitelist Tevera if they are not receiving emails from Tevera.

### 14. Next Step: Complete the Confirm Placement Dates Form

Sam Cee (Field Instructor) In

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Paperwork | Employer-Hosted Placement (MSW)

| Name  | Task Type | Status      | Waiting On      |
|---|-----------|-------------|-----------------|
| + Request Field Instructor/Task Supervisor Application                | Form      | Waiting On  | sbch224@uky.edu |
| + Confirm Placement Dates   | Form      | Not Started |                 |
| + Optional: Request Upload of Field Instructor/Task Supervisor Resume | Upload    | Not Started |                 |

1. Click the “Not Started” button next to the Confirm Placement Dates form



Confirm Placement Dates

Form

Not Started

2. To confirm placement dates click start. Note that your Employer Hosted Placement Application will need to be approved prior to completing the Confirm Placement Dates form



Confirm Placement Dates

Form

Not Started

The task is a(n) online form: Confirmation of Placement Dates (UKY-1005). It is required for all assignees.

Not Started

Start

3. Input your placement start and end dates based on the dates within the chart on the form. Select **Submit**.

**YOU'RE ALL DONE, CONGRATULATIONS!**

### 15. Connecting Social Work Competencies Examples

- Do not copy word for word the examples. These examples should be utilized to help you come up with generate your own ideas based on your employment client population, general job description, and any related duties, roles, and tasks completed at your place of employment.

**Competency 1:** I work with a treatment team consisting of psychiatrists, therapists, and case managers. I will professionally engage with members of my treatment team through email and maintain confidential case records of discussions that occur during the treatment team. I collaborate with the treatment team to discuss and determine client eligibility and need for services. In all interactions with clients, treatment team, systems, and board members, I will adhere to the NASW Code of Ethics to guide my conduct and decision-making.

**Competency 2:** As a case manager for a residential facility in the Midwest, I manage an ongoing caseload of 8 adult male clients who are experiencing first time psychosis. When interviewing and assessing this population, I will ensure my communication is inclusive and tailored to their individual needs. I recognize due to possible differences related to their diagnoses, I may need to adjust my approach and communication style to best support clients. I will keep up to date on policies that affect my client population on the state and federal level. I complete yearly diversity and inclusion training.

**Competency 3:** I utilize self-reflection daily to think about how my personal identities show up in practice while engaging with clients from differing backgrounds and identities. I work with a predominately Latino population and have noticed systemic barriers for this population in terms of representation with the judicial system. I ensure clients have access to legal representation. I am in the process of creating a community partnership with a local translator's office, that clients can utilize while working with the court system as needed.

**Competency 4:** I work as a Suicide Prevention Coordinator at the VA Medical Center. I conduct client assessments utilizing validated assessments tools, such as the Columbia Suicide Severity Rating Scale Screener. I tailor interventions to meet the unique needs of each client and their family, drawing on research and evidence-based practices. These interventions address specific conditions, including but not limited to trauma, head trauma, substance use disorder (SUD), and PTSD. I coordinate client care to attend EMDR therapy.

**Competency 5:** I prepare monthly court reports for the Domestic Violence Prevention Coalition in Lexington, Kentucky, and testify in court hearings as needed, in compliance with the NASW Code of Ethics. These hearings are focused on domestic violence cases. I advocate for survivors of domestic violence in court and attend advocacy group meetings to help organize campaigns and petitions aimed at addressing gaps in policy. For example, I was involved in the creation of Senate Bill 70 in 2019, which made non-fatal strangulation a felony in Kentucky.



**Competency 6:** I will perform intakes for clients coming into shelter or utilizing shelter services. While providing intakes for clients I utilize active listening skills, empathy, and reflection with clients to build initial trust and rapport. Through positively engaging with clients, I will be able to understand their needs and connect them with different entities such as the local food pantry. I will work with clients to develop goals for their service plans.

**Competency 7:** I complete intakes with clients receiving court ordered, substance use disorder (SUD) therapy services. I utilize a biopsychosocial assessment created at my agency touching on client background, recent substance use history, family background/ history, screen for Suicidal Ideation (SI), and discuss initial goal for treatment. Every client completes an initial PHQ-9 questionnaire. Clients will revisit the PHQ-9 questionnaire monthly to assess any change in depression levels. Safety plans are created as needed.

**Competency 8:** I provide weekly parenting education classes. I help parents set up and utilize a behaviors chart to practice healthier discipline practices. I advocate for client's access to services on the school base level helping children obtain free and reduced lunch, provide free lunches for students during breaks, and provide students with various groups such as a bereavement group.

**Competency 9:** Each month, I maintain and review current and confidential case records to track the progress of the interventions I have used with my clients (ages 18 to 25 with developmental disabilities). I will then evaluate each client's progress and make changes on individual case plans based on client need and progress. This will be reviewed and changed as needed.

### 16. Stretch Project Examples

- Do not copy word for word the examples. These examples should be utilized to help you come up with generate your own ideas based on your employment client population, general job description, and any related duties, roles, and tasks completed at your place of employment.
- The stretch project must be detailed and include descriptive actionable steps/plans.
- Be sure to include who, what, when, where, why, and how details.

#### **Examples:**

I will attend a training/ conference/ summit on trauma informed practiced on 3/2 through 3/6 I will attend 3 sessions and utilize new learning while working with my client population and while at my agency. I will discuss details with my supervisor during supervision

I will create a list of agency stakeholders and invite them to a meeting to discuss client needs and discuss potential opportunities for growth.

I will revise the DCBS training manual for new hires. I will identify new hire needs by sending out surveys to new hires. Based on the information I will create a new training manual.

I will implement a self-care practice initiative at my work, collaborating with members of the wellness team, utilizing research informed methods. I will identify a variety of self-care practices that support a variety of interests and ways to self-care. I will research the history of self-care practice.

I will create a literature to review with my supervisor on best practices for engaging with and supporting LGBTQ youth.

I will explore local, state, and federal policies that impact my organization. I will explore ways to advocate for my clients based on these findings.

I will attend Social Work Lobby Day in Frankfort, KY on February 28, 2026. I will meet with my representatives and discuss bills that are important to me and my client systems. I will follow up with the Kentucky board of social work and participate in discussions around important bills and discuss ways to act.



I will attend and complete training (insert list of trainings here) by May 1 and discuss my findings with my supervisor. My goal with these trainings is to learn better skills in (insert list of skills and desired outcomes)

As a case manager, I will shadow a therapist and learn how to write therapy notes, develop a treatment plan, and learn various therapy billing codes throughout the semester. I understand that I am not a therapist, and I am acting as a student learning when participating in this activity. I will interview therapists on my treatment team and ask them what the process is to start to learn how to become a therapist and ask them any useful tips and tricks they may have.

My agency lacks a structured approach to tracking client outcomes, I will execute a project that develops a system to evaluate and track the effectiveness of services provided. This would help me develop skills in evaluation (Competency 9).

### 17. Employer-Hosted Placement Application Deadlines:

|               |  |  |
|---------------|--|--|
|               | <p>To be eligible for priority registration, students should aim to meet the EHP application target deadline listed below. Using Tevera, students must 1) upload an official job description, 2) complete the Employer Hosted Placement application process, and 3) receive approval from the UK CoSW field office to be eligible for priority registration.</p> | <p>To be eligible for an Employer Hosted Placement for an upcoming semester, students must submit the application in Tevera by the deadline listed below. In Tevera, students must 1) upload an official job description, 2) complete the Employer Hosted Placement application process, and 3) receive approval from the UK CoSW field office.</p> <p>Applications submitted after the deadline will be considered on a case-by-case basis.</p> |
| <b>Spring</b> | <b>November 1</b>  | <b>December 1</b>  |
| <b>Summer</b> | <b>April 1</b>   | <b>May 1</b>   |
| <b>Fall</b>   | <b>June 1</b>  | <b>August 1</b>  |

### Employer Hosted Placement Deadline Policy

**Purpose:**

This policy outlines the deadlines and requirements for the Employer Hosted Placement (EHP). Students should meet these deadlines and follow policy to ensure priority registration and course enrollment.

**Target Deadlines:**

Students should identify their planned semester for practicum and aim to complete EHP applications by the following preferred target deadlines:

- **Spring Term:** November 1
- **Summer Term:** April 1
- **Fall Term:** June 1

The following steps must be completed in Tevera by the preferred target deadlines:



1. Upload an official job description into Tevera
2. Complete the EHP application in Tevera
3. Receive approval from the field team in Tevera

### Final Deadlines:

The final deadlines for completing the Employer Hosted Placement Process are as follows:

- **Spring Term:** December 1
- **Summer Term:** May 1
- **Fall Term:** August 1

By these final deadlines, students must:

1. Upload an official job description into Tevera.
2. Complete the EHP application in Tevera.
3. Receive approval from the field team in Tevera.

### Policy Exceptions:

Approvals after the deadline are rare and will be considered on a case-by-case basis. Practicum hours completed in an EHP will not count unless the EHP application has been approved by the field team.

### Note:

Failure to meet the target or final deadlines may affect eligibility for priority registration and placement approval. Students are strongly encouraged to complete the process well before the final deadline.

