



**Request To Utilize Employment for Field Education**  
(Work Variance Request Form)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Field Instructor Name: \_\_\_\_\_

Academic Level:     BSW     MSW-FND/OL     MSW-ADP     MSW-AG     MSW-PAC

Internship Start Date (Semester/Year): \_\_\_\_\_

Internship End Date (Semester/Year): \_\_\_\_\_

**Required Materials:**

<b>1.</b>	The "Request To Utilize Employment for Field Education" Form (this form).
<b>2.</b>	From Student: A formal letter describing the internship learning activities that are different from the student's employment and following prompts listed on second page of this form.
<b>3.</b>	From Student: An official job description and current resume (6 months of employment required).
<b>4.</b>	The resume of the professionally trained social worker who will serve as the field instructor. Please note: The field instructor must be different from the current supervisor.
<b>5.</b>	A letter of support from the current supervisor or agency director ensuring that the Field Education requirements will be met on agency letterhead.
<b>6.</b>	Complete schedule information on the second page of this form detailing both your work and proposed internship schedule.
<b><u>Policy</u></b>	By submitting this form and supporting documents, the student acknowledges their awareness that only one work variance can be approved during their social work program. (SWK 712: "Work Variances cannot be repeated for a second internship.")
<b><u>Audit</u></b>	The Field Education Office will conduct a minimum of two random audits per internship semester to assure that the integrity of the internship is maintained. Students are required to maintain weekly attendance and supervision records for review (SWK 712).

**Action Taken by Reviewers (check one):**

- Request Approved.
- Request Denied.
- Decision Delayed Pending Further Information.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: Eight (8) WEEKS PRIOR to the semester for which the request is being made.**

**Request to Utilize Employment for Field Education Schedule Information**

Work Schedule

Internship Schedule

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Date of hire: \_\_\_\_\_

Prompts for student letter:

- A brief description of the agency's primary mission and population served.
- Current employment responsibilities- clearly specify roles, tasks and activities.
- Proposed internship roles and responsibilities- specify activities that will produce new learning.
- Discussion on how you plan to keep the proposed internship separate from your position as an employee to avoid dual relationships.
- Please review the learning contract and detail how you plan to complete the activities outlined.
- Any additional information you feel will help the Field Team make a decision.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Field Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_