

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

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

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

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

Agency Telephone No: \_\_\_\_\_

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

Two Semesters  Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  Summer: \_\_\_\_\_  
Year Year Year

**Required Materials:**

1.	The "Request To Utilize Employment for Field Education" Form (Work Variance Request Form)
2.	From Student - A letter briefly describing the internship learning activities that are different from the student's employment.
3.	From Student - A current job description and current resume (6 months of employment required).
4.	From Student – A completed Proposed Abbreviated Field Learning Contract.
5.	The resume of the professionally trained social worker who will serve as the field instructor. <i>Please note: The field instructor must be different than the current supervisor.</i>
6.	A letter of support from the current supervisor or agency director ensuring that the Field Education requirements will be met.
Audit	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.**