

“Request to Utilize Employment for Field Education”
(Work Variance Form)

Requirements

The policy of the School of Social Work is that an employment setting may be used as a field placement if all the regular School requirements are met. Students must follow all requirements for Requests for Approval as outlined in the Field Manual Handbook, SWK 712.

A request for using employment for field education or (Work Variance Request) must follow the Council on Social Work Education’s requirements. According to the CSWE Policy and Accreditation Standards (EPAS M 2.2.11):

“...Field Education program develops policies regarding Field placements in an organization in which the student is also employed. To ensure the role of student as learner, student assignments and Field Education supervision are not the same as those of the student employment”.

The Work Variance Request should clearly demonstrate that the field practicum component differs from the student’s employment. Students must document the distinctions, **including separate supervision**, responsibilities, and appropriate learning experiences.

The Work Variance Request must include the following materials:

1. The “Request to Utilize Employment for Field Education” Form (Work Variance Form).
2. A formal letter describing the internship learning activities that are different from the student’s employment and following prompts listed on second page of request form.
3. A current job description and current resume (6 months of employment required).
4. The resume of the professionally trained social worker who will serve as the field instructor. Please note: The field instructor must be different than the current supervisor.
5. A letter of support from the current supervisor or agency director ensuring that the Field Education requirements will be met on agency letterhead.
6. Complete schedule information on the second page of request form detailing both your work and proposed internship schedule.

If the social service agency is not currently affiliated with the School, affiliation material must also be included.

All six pieces of the above documentation must be submitted at the same time in order to be accepted by the Field Education Office.

The proposal must be submitted at least **eight (8) weeks prior** to the semester for which the request is being made.