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:_____

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. Please note: The field instructor must be different than the current supervisor.
6. A letter of support from the current supervisor or agency director ensuring that the Field Education requirements will be met.

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.

Rev. 1/30/17 LPF