

**Request to Utilize Employment for Practicum
 Education**
 (Work Variance)

Student: _____ Date: _____

Agency: _____

Agency Address: _____

Current Employment Supervisor Name: _____

Practicum Supervisor/Field Instructor Name: _____

Academic Level: BSW MSW-GEN MSW-ADP MSW-AG MSW-PAC Internship

Start Date (Semester/Year): _____

Internship End Date (Semester/Year): _____

Required Materials:

1.	The "Request to Utilize Employment for Practicum Education" Form (Work Variance Form).
2.	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 request form.
3.	From Student: A current job description and current resume (6 months of employment required).
4.	From Practicum Supervisor: The resume of the professionally trained social worker who will serve as the Practicum Supervisor. Please note: The Practicum Supervisor must be different than the current supervisor.
5.	From Current Employment Supervisor or Agency Director: A letter of support from the current supervisor or agency director ensuring that the Practicum 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.
7.	Completed Internship Confirmation Form
<u>Policy</u>	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.
<u>Audit</u>	Audit: The Field/Practicum 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 in Sonia.

Action Taken by Reviewers (check one):

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

Reviewed by: _____ Date: _____

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Request to Utilize Employment for Practicum Education Schedule Information

<u>Work Schedule</u>		<u>Internship Schedule</u>	
Monday	_____	Monday	_____
Tuesday	_____	Tuesday	_____
Wednesday	_____	Wednesday	_____
Thursday	_____	Thursday	_____
Friday	_____	Friday	_____
Saturday	_____	Saturday	_____
Sunday	_____	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.
- Please identify the current employment supervisor and separately identify the internship practicum supervisor/field instructor - social worker (BSW, MSW, LMSW, LCSW) that will be providing supervision.
- 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 Practicum Committee make a decision.

Student Signature: _____ **Date:** _____

Current Employment Supervisor Signature: _____ **Date:** _____

Practicum Supervisor/Field Instructor Signature: _____ **Date:** _____

Submission Instructions:

Please submit the completed form and all required documents to the Practicum Education Office at least eight (8) weeks prior to the semester for which the request is being made. All documentation must be submitted together for consideration.

Approval Process:

The Practicum Committee has the authority to approve or deny Work Variance requests. All seven pieces of documentation must be submitted simultaneously for consideration.

Thank you for your attention to these requirements. If you have any questions, please contact the Practicum Education Office.