

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

Requirements

The policy of the School of Social Work is that an employment setting may be used as a Practicum placement if all the regular School requirements are met. The Work Variance Request should **clearly demonstrate that the Practicum component differs from the student's employment.** Students must document the distinctions, including separate supervision, responsibilities, and appropriate learning experiences.

Students review and complete the [Work Variance Request Form](#) to apply for a work variance. 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.

The Work Variance Request must include the following materials:

- 1) The "Request to Utilize Employment for Practicum 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 Practicum Supervisor. Please note: The Practicum Supervisor must be different than the current supervisor.
- 5) 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

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.

Audit Notice: The Practicum Education Office will conduct a minimum of two random audits per internship semester to ensure the integrity of the internship. Failure to submit a Work Variance Request may result in the invalidation of the internship.

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.