Request for Exception to Policy  
(Repeat Internship Placement Policy, SWK 711-04)

Student: ___________________________ Date: ___________________________

Agency: ____________________________

Academic Level (check one): □ FND □ AG □ ADP □ PAC

Internship Semesters: Fall: ______ Year Spring: ______ Year Summer: ______ Year

Required Materials:

1. Letter from student describing reason(s) for request, outlining the differences between the two internship placements and noting the name of the field instructor from the first internship

2. Letter of support from either of the two field instructors or an agency representative differentiating between field opportunities

3. Resume of the new field instructor

4. Internship confirmation form (does not indicate approval of request)

5. Updated IPT Student Form to confirm eligibility for field placement

Student should review Learning Contract requirements and culminating project requirements (if applies) in Blackboard – to ensure the internship placement will meet needs for the AG and PAC portfolios or the ADP capstone project.

Action Taken by Reviewers (check one):
□ Request Approved
□ Request Denied
□ Decision delayed pending further information: __________________________________________________________

Reviewed by: ___________________________ Date: __________________________

Reviewed by: ___________________________ Date: __________________________

Confirmation Email Sent: ___________________________ Date: __________________________

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