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 (this form).

2. From Student: A letter briefly describing the internship learning activities that are different from the student's employment. Include a schedule identifying the days and hours of the internship and the days and hours of 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 from the current supervisor.

6. A letter of support from the current supervisor or agency director ensuring that the Field Education requirements will be met.

Policy   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. (SWK 712: “Work Variances cannot be repeated for a second internship.”)

Audit   The Field 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 for review (SWK 712).

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. 03/21/2018 CD