ASU School of Social Work
Arizona State University

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

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.

☐ **PART A:** Before starting this process, check with your Practicum Coordinator to ensure that the agency is an appropriate placement for your academic level and able to be affiliated with ASU. **NOTE:** Current SWG 540 students, please connect with your Co-Instructor.

**PART B:**

**The Work Variance Request MUST include the following Required Materials.**

**Click boxes below as you gather the information for your packet:**

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| ☐ 1. | ☐ The "Request to Utilize Employment for Practicum Education" Form (Work Variance Form). ***(All materials must be submitted in one packet no later than eight weeks prior to the start of the semester.)*** <br> ☐ Complete schedule information detailing both your work and proposed internship schedule. <br> ***Note: Schedule must have dedicated dates and times between work and internship start and stop times to include transitions for travel to and from separate sites, lunch, etc.** |
| ☐ 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. <br> Here are some helpful prompts for your letter: <br> • A brief description of the agency's primary mission and population served. <br> • Current employment responsibilities- clearly specify roles, tasks and activities. <br> • 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. <br> • Proposed internship roles and responsibilities- specify activities that will produce new learning. <br> • Discussion on how you plan to keep the proposed internship separate from your |

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| | position as an employee to avoid dual relationships.<br>• Please review the learning contract and detail how you plan to complete the activities outlined in each competency .<br>Any additional information you feel will help the Practicum Committee make a decision |
| ☐ 3. | From Student:<br>☐ A current job description<br>☐ A current resume (***6 months of employment required***).<br>☐ An internship description, if exists from HR dept.<br>☐ **Date of Hire:** |
| ☐ 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, Agency Director, Practicum Supervisor, HR Director, or agency representative.<br>• A letter of support from the current supervisor or agency director ***ensuring*** that the Practicum Education r***equirements will be met*** on agency letterhead. |
| ☐ 6. | Completed Internship Confirmation Form (Found in Important Documents) |
| ☐ 7. | **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.<br>**Initials of acknowledgement:** |
| ☐ 8. | If agency is not affiliated with ASU or found in Sonia, a New Agency Affiliate Agreement packet should be submitted with WV Request, (Found in Important Documents) |

**Submission Instructions:** Please submit the completed form and all required documents to your assigned Practicum Coordinator ***eight (8) weeks*** prior to the semester for which the request is being made.
**NOTE:** All ***Required Materials*** 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.

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

Student:_____ Student ID Number: _____

Academic Level: □ BSW □ GEN □ ADP ■ AG ◪ PAC

Internship Start Date (Semester/Year): _____

Internship End Date (Semester/Year):_____

Agency: _____

Agency Address: _____

Current Employment Supervisor Name:_____

☐On Site☐ Off Site

Practicum Supervisor Name:_____

☐On Site ☐Off Site ☐BSW ☐ MSW ☐ASW ☐ LMSW ☐ LCSW ☐LICSW

**Work Schedule**

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

**Internship Schedule**

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

**Note: Schedule must have dedicated dates and times between work and internship start and stop times to include transitions for travel to and from separate sites, lunch, etc.*

**Signature of all respective parties REQUIRED:**

Student Signature:_____ Date: _____

Current Employment Supervisor Signature:_____ Date: _____

Practicum Supervisor Signature:_____ Date: _____

**REVIEWERS SIGNATURE PAGE, PLEASE DO NOT SIGN BELOW THIS LINE:**

**Action Taken by Reviewers (check one):**

- ○ Request Approved.
- ○ Request Denied.
- ○ Decision Delayed Pending Further Information.
- ○ Request Approved pending new agency affiliation agreement and additional paperwork completion.

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____