

MEMORANDUM

TO: MSSW Students Anticipating Graduation This Semester

RE: Permanent Record Information

If you plan to graduate this semester, please complete and return the following items to your campus records office at least two weeks prior to the last day of classes.

- (1) Descriptive Summary: The Descriptive Summary will allow us to accurately report degree, field placement, concentration, and/or course verification to your future employers.

Please note that the Descriptive Summary is the only record we will have of your field placement experience. As your permanent record will be on microfilm, the Descriptive Summary should be typed or written in black ink. You may have your major professor review your summary if you wish.

- (2) Permanent Information (see below): This information will allow us to contact you after you graduate.

You should have completed your Admission to Candidacy form and your application for a diploma last semester. You will pay the graduation fee and order your cap and gown this semester.

Thank you.

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Name:

Permanent Home Address (parent's address if you plan to relocate upon graduation):

Permanent Home Telephone Number:

Upcoming Position (if known):

Agency Name and Address:

THE UNIVERSITY OF TENNESSEE COLLEGE OF SOCIAL WORK
DESCRIPTIVE SUMMARY

Student's Name: _____

Concentration: EBPAS/MCP _____ EBIP/Clinical _____

First-Year Placement--enter name of agency and number of hours at this placement:

Agency _____ Dates _____

Second-Year Placement--enter name of agency and number of hours at this placement:

Agency _____ Dates _____

You may attach a brief narrative that describes (a) each of your field placement experiences and (b) any other significant experience not reflected on your transcript or previous descriptions (for example, seminars or independent study courses for which the subject matter is not sufficiently identified by the course title listed on the transcript). Field placement descriptions should include number of clients, types of client problems, client characteristics (age, socio-economic status, etc.), intervening methods used, interdisciplinary experiences, community or organizational tasks carried out at the agency, etc.).

Please indicate whether or not a narrative is attached: Yes _____ No _____

Please complete the following release statement: I, _____
(please print), give _____ do not give _____ permission to The University of Tennessee College of Social Work to release my Descriptive Summary to prospective employers and/or to graduate schools upon their request. If I checked "do not give," I will inform the College in writing when I want my summary released and to whom it should be released.

Student's Signature

Date

For Office Use Only

Date Comprehensive Examination Passed: _____

Date of Graduation: _____

Location: _____