

MSSW Request to complete field hours between semesters

Instructions: Complete this form in collaboration with your field instructor to request to complete field hours between semesters. Submit the signed form to your Field Coordinator by the date specified by your Field Coordinator. You may consider your request approved upon submission of a completed, signed form unless your Field Coordinator notifies you otherwise.

- Students in fall generalist field (SW542) may complete a maximum 60 additional hours (over 125) for a grand total of 185 hours before the start of the spring semester. This includes hours completed within the semester and hours completed between semesters.
- Students enrolled in concentration field SW586 may complete a maximum of 80 additional hours (over 300) for a grand total of 380 hours before the start of the following semester.
- Students enrolled in concentration field SW584 may complete a maximum of 80 additional hours (over 250) for a grand total of 330 hours before the start of the following semester.

Regardless of hours earned, students are not permitted to end their field placement before April 1 for students ending field in Spring or November 1 for students ending in Fall. Please refer to the MSSW Field Manual for additional information.

Student Name:

Date:

Field Agency:

Field Liaison:

Field Instructor:

Please identify at least one competency and practice behavior that you will work on between semesters:

Expected schedule:

Expected total number of additional hours (include any hours that were worked over the required amount during the previous semester):

Student signature

Field Instructor signature

Field Coordinator completes this section

Approved

Not Approved