

For MSW Students Only

Plan for field internship hours/assignments over winter break. Submit for approval by **December 11, 2015**

Student's Name: _____ Campus Email: _____

Field Placement: _____

CHECK ONE: NEED TO MAKE UP HOURS (specify how many hours needed): _____

HOURS FOR CONTINUITY (IN EXCESS OF REQUIRED NUMBER)

Total number of hours over break proposed (Maximum of 16 hours per week allowed): _____

WINTER RECESS 15-16

Please use the calendar below to enter the proposed hours each day, e.g., 1 PM-5 PM (4 hr):

Monday	Tuesday	Wednesday	Thursday	Friday
12/24 – 1/1: WINTER RECESS; UNIVERSITY IS CLOSED AND NO STUDENTS MAY BE IN FIELD				
				1/1 Holiday- No Field
1/4	1/5	1/6	1/7	1/8
1/11	1/12	1/13	1/14	1/15
1/18 Holiday – No Field	1/19 Spring Semester Begins			

I agree to the above plan: _____
Student Signature
Date

Request for Make-up Hours: I confirm that student has completed 2/3 of hours/assignments satisfactorily AND/OR has faced exceptional circumstances (documented in the field liaison reports) that warrant approval of the above plan.

Approved by: _____
Field instructor/Supervisor
Date

Approved by: _____
Field Liaison
Date

Approved by: _____
Field Coordinator
Date