

**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
<b>12/24 – 1/1: WINTER RECESS; UNIVERSITY IS CLOSED AND NO STUDENTS MAY BE IN FIELD</b>				
			12/31 <b>No Field</b>	1/1 <b>Holiday- No Field</b>
1/4	1/5	1/6	1/7	1/8
1/11	1/12	1/13	1/14	1/15
1/18 <b>Holiday – No Field</b>	1/19 <b>Spring Semester Begins</b>	1/20	1/21	1/22

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