

**For MSW Students Only**

Plan for field internship hours/assignments over winter break. Submit for approval by **December 9, 2016**

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 16-17**

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 – 1/2: WINTER RECESS; UNIVERSITY IS CLOSED AND NO STUDENTS MAY BE IN FIELD</b>				
1/2 <b>Holiday-No Field</b>	1/3	1/4	1/5	1/6
1/9	1/10	1/11	1/12	1/13
1/16 <b>Holiday-No Field</b>	1/17 <b>Instruction Begins</b>	1/18	1/19	1/20

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