

For MSW Students Only

Plan for field internship hours/assignments over winter break. Submit for approval by **December 8, 2017**

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 17-18

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
12/23 – 1/1: WINTER RECESS; UNIVERSITY IS CLOSED AND NO STUDENTS MAY BE IN FIELD				
1/1	1/2	1/3	1/4	1/5
1/8	1/9	1/10	1/11	1/12
1/15 Holiday-No Field	1/16 Instruction Begins	1/17	1/18	1/19

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