Appendix L: Student Request for Change of Field Hours: Advanced

COLLABORATIVE MSW PROGRAM
UW GREEN BAY AND UW OSHKOSH

STUDENT REQUEST FOR CHANGE OF FIELD HOURS: ADVANCED

Students are expected to work 15 hours per week for 15 weeks each semester at their assigned field placement site (225 hrs.). Students typically begin their Field Hours the week prior to the Beginning of the Spring semester and work continuously until the last Friday in August. In some cases students may want to begin their hours earlier. Students may not begin their Advanced Year Field hours earlier than January 2nd. Students are not required to complete Field hours during Spring break, Memorial Day or July 4th. Field hours must be completed at the rate of no less than 12/week. Students and Field Educators need to be aware that Evaluations will not be completed until the student has essentially completed all of their required Field hours for the semester. If the evaluation does not occur prior to the deadline for submitting Semester grades and the student has an approved change of hours form on file the student may receive an Incomplete grade until the Field hours and the evaluation are completed. No contracts will be established during the month of January. **The deadline for submitting a change of hours request is within two weeks of submitting the Field Placement Agreement Form**. **Students may not end their field placement early unless an approved plan is in place for doing so.**

Student Name: _____ Date: _____

Date student expects to begin Advanced Field Placement: _____

The Interim Faculty Field Liaison will be available during this period to resolve any urgent needs of the student and/or Field Educator.

Number of hours student is requesting to work per week (circle one):
12 13 14 15 Other_____

Date total semester hours (225) are expected to be completed: _____

Provide a brief explanation for the request to change field hours and a plan for completing the required Advanced Field Hours.

_____

_____

_____

_____

Signatures/Date:

_____	_____
Student	Collaborative MSW Field Coordinator
_____	_____
Current Field Liaison	Agency Field Educator

CC: Student, MSW Field Coordinator, Interim Field Liaison, Agency Field Educator