

Student Request for Change of Field Hours: Foundation

**COLLABORATIVE MSW PROGRAM
UW GREEN BAY AND UW OSHKOSH**

STUDENT REQUEST FOR CHANGE OF FIELD HOURS: FOUNDATION

Students are expected to work 16 hours per week for 15 weeks each semester at their assigned field placement site (240 hrs.). Students are not typically scheduled to work during the end of December and the month of January. However, for some agencies this is a problem and arrangements need to be made to accommodate Field Agency needs. In such cases students must formally request a change in their field hours. 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 will receive an Incomplete grade until the Field hours and the evaluation are completed. Students who have completed less than 200 Field hours by the end of the fall semester will have their Field Evaluations conducted by the Interim Faculty Field Liaison during winter break. **The deadline for submitting a change of hours request is the 6th week of the semester.**

Student Name: _____ Date: _____

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

Date total semester hours (240) are expected to be completed: _____

Will student complete Field hours during January? Yes [] No []

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

Provide a brief explanation for the request to change field hours and a plan for completing the required Foundation 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