

2020-2021 Request for Winter Recess Field Hours (For MSW Students Only)

Plan for field internship hours/assignments over winter break. Submit for approval by **December 4, 2020**

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 20-21

Please use the calendar below to enter the proposed hours each day, e.g., 1 PM-5 PM (4 hr)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12/24 – 1/1/19: WINTER RECESS: UNIVERSITY IS CLOSED AND NO STUDENTS MAY BE IN FIELD						
	1/4	1/5	1/6	1/7	1/8	1/9
1/10	1/11	1/12	1/13	1/14	1/15	1/16
1/17	1/18 Holiday-No Field	1/19	1/20	1/21 Instructions Begin		

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

Note: Your request can be considered to be approved if you do not receive notification of denial or request for clarification from the Field Coordinator.