**Employment and Extended Hours Field Plan**

**West Chester University – MSW Program**

**STUDENT’S NAME:** Click or tap here **SEMESTER/YEAR:**  Select semester, Select year

**FULL TIME EMPLOYMENT INFORMATION**

**Agency Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Job Supervisor’s Name:** Click or tap here to enter text.

**Supervisor Job Title:** Click or tap here to enter text.

**Work Schedule**

|  |  |  |
| --- | --- | --- |
| **Day of Week**  **(e.g. – Monday)** | **Hours of Day**  **(e.g. – 9am – 5pm)** | **Hours per Day**  **(e.g. – 8 hours)** |
| Select day | Click or tap here to enter text. | Click or tap here |
| Select day | Click or tap here to enter text. | Click or tap here |
| Select day | Click or tap here to enter text. | Click or tap here |
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| Select day | Click or tap here to enter text. | Click or tap here |
| Select day | Click or tap here to enter text. | Click or tap here |
| Select day | Click or tap here to enter text. | Click or tap here |
|  | **Total Hours/Week (e.g. - 35 hours):** | Click or tap here |

**Employee Responsibilities**

* Click or tap here to enter text.

**Title for Practicum Responsibilities:** Click or tap here to enter text.

**Field Instructor (must be an MSW) Name:** Click or tap here to enter text.

**Field Instructor Title:** Click or tap here to enter text.

**Field Instructor Email Address:** Click or tap here to enter text.

**Field Instructor Phone Number:** Click or tap here to enter text.

**Task Supervisor Name:** Click or tap here to enter text.

**Task Supervisor Email Address:** Click or tap here to enter text.

**Task Supervisor Phone Number:** Click or tap here to enter text.

**Practicum Schedule**

|  |  |  |
| --- | --- | --- |
| **Day of Week**  **(e.g. – Monday)** | **Hours of Day**  **(e.g. – 9am – 5pm)** | **Hours per Day**  **(e.g. – 8 hours)** |
| Select day | Click or tap here to enter text. | Click or tap here |
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| Select day | Click or tap here to enter text. | Click or tap here |
| Select day | Click or tap here to enter text. | Click or tap here |
|  | **Total Hours/Week\*:** | Click or tap here |

***\*MUST be at least 12 hours/week for Foundation students and 13 hours/week for Concentration students.***

***All fall hours must be completed before the beginning of the Spring Semester.***

**Student Practicum Responsibilities** *(Please give a brief summary of the proposed student activities/tasks for your learning and describe how they are DIFFERENT from your work responsibilities.)*

Click or tap here to enter text.

**IF YOU ARE REQUESTING AN EXTENDED HOURS PLAN IN ADDITION TO THE EMPLOYMENT BASED PLAN, PLEASE COMPLETE THE SECTION BELOW.**

**EXTENDED HOURS – MSW PRACTICUM**

I am requesting to complete my Select year year field practicum by extending the number of weeks to complete the required number of field hours for the Select semester semester of Select year. I proposed to work an average Enter number\* hours per week.

**Fall Semester**

I expect to begin my field placement on Click to enter a date. and complete my hours by Click to enter a date..

I will work Enter number\* per week over Enter number of weeks for a total of Enter total hours for semester hours by the end of the semester.

**Spring Semester**

I expect to begin my field placement on Click to enter a date. and complete my hours by Click to enter a date..

I will work Enter number\* hours per week over Enter number of weeks for a total of Enter total hours for semester hours by the end of the semester.

***\*Student may complete more but no fewer than 12 hours per week for Foundation and***

***12 hours per week for Concentration.***

***\*\* Students are not permitted to be in field during the week between Christmas and New Year’s***

Signatures below indicate knowledge of and agreement with the plan described above:

Student Date

Employment Supervisor Date

Field Instructor Date

WCU MSW Director of Field Education Date