

APPENDIX E Form: Field Instruction in Student's Place of Employment

Field instruction in a student's place of employment is possible only if it can be verified that the student will receive a field instruction experience that is substantially and qualitatively different from the work experience that the student has had at the agency. The field instruction must be in a different division than the student's paid employment. The student's field instructor (and proctor if needed) must be different from the supervisors for their paid employment. Approval to pursue an internship at a student's employment place will not be given until this form is reviewed and signed by the field director.

Student Name _____ ID _____

Job Position of Student

Job Title _____ Circle: part time or full time

Name and Title of Supervisor _____

Division of Agency: _____

Description of Main Job Responsibilities and Population Served:

Work Schedule for Student's Job

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Internship Position

Internship Primary Social Work Field Instructor

Name: _____ Credentials: _____

Job Title: _____

Internship Proctor (non-social work staff, if applies)

Name: _____ Credentials: _____

Job Title: _____

Division of the Agency of **Intern's Responsibilities** and **primary population served**

Work Schedule for Student Internship

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

I agree that the above information is accurate to the best of my knowledge.

Signature of Student Signature of Employment Supervisor

Signature of Internship Field Instructor Signature of SAC Field Director