

# Practicum Hours Exception Request

## Washburn SW Practicum Office

I, \_\_\_\_\_ am requesting permission to continue in my practicum placement during the \_\_\_\_\_ break.

The reason for the request (check all that apply):

- To make up hours for the semester
- To maintain continuity in the work with clients
- To work additional hours for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request is made with the knowledge and support of my field instructor. In addition, clear and specific arrangements have been made for the supervision of my work at the agency during the time(s) requested below.

Work schedule\* (including dates and hours):

Date: _____, # of hours: _____	Date: _____, # of hours: _____
Date: _____, # of hours: _____	Date: _____, # of hours: _____
Date: _____, # of hours: _____	Date: _____, # of hours: _____
Date: _____, # of hours: _____	Date: _____, # of hours: _____
Date: _____, # of hours: _____	Date: _____, # of hours: _____

\* If additional days are scheduled, please attach a separate sheet of paper with the additional days and hours, initialed by student and field instructor.

During the times above, I will be supervised at the agency by (check as applies):

- My assigned field instructor
- The following social worker licensed at the appropriate level:

\_\_\_\_\_  
Name (print) SW license level

\_\_\_\_\_  
Student (print) Student (signature) Date

\_\_\_\_\_  
Field Instructor (print) Field Instructor (signature) Date

\_\_\_\_\_  
Seminar Instructor / Liaison Date

\_\_\_\_\_  
Practicum Director Date