

**Texas A&M University – Commerce
Social Work Program**

**Petition for MSW Field Internship
At Place of Employment**

Date of Application _____ Semester enrolled in Field _____
(Semester) - (Year)

Student Name: _____ SS # _____

Home Address _____
(Street or PO Box) City Zip

Current Employer: _____
(Name of Organization)

Program (if applicable) _____

Address: _____
(Street or P.O.Box) City Zip

Phone: _____ E-mail: _____

Your Current Title or Position: _____

Length of Time in this position: _____

Name of supervisor _____ Phone _____

Title of supervisor _____ Degree(s) and License(s) _____

PROPOSED FIELD PLACEMENT:

Agency/Program _____

Address: _____
(Street or P.O.Box) City Zip

Name of Proposed Field Instructor: _____

Address of Field Instructor (if different from Agency) _____

Phone: _____ E-mail: _____

Please respond to each of the following areas. Attach typed copy of responses (re-state question before responding to each area).

- I. Describe your job duties (and attach a job description) in detail:
- II. Describe why you need to complete your internship at your place of employment:
- III. What arrangements have you made for your field experiences to be different from your paid work responsibilities?
- IV. Describe how your paid employment responsibilities will be handled as you complete 24 hours per week for field experiences:
- V. Describe who will be responsible for supervising your field internship and how this relationship is different than your current supervisor of your employment:

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By signing below, I verify that I understand the requirements of completing my field internship at my place of employment. After review of this petition, the Director of Field Education is responsible for approving the placement at the student's place of work. If the petition is not approved, the Director of Field Education will provide a written explanation for denial, and the student will be placed at another field agency.

Student Name **Date**

To be Completed by Director of Field Education

- Field Placement Approved at Place of Employment
- Field Placement Disapproved at Place of Employment
Reasons for disapproval:
- Conditional Approval, based upon the following:

Director of Field Education **Date**

Privacy Policy

State law requires that you be informed of the following:

- (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) You are entitled to receive and review that information; and
- (3) You are entitled to have the information corrected at no charge to you