

Approval to Extend Field Placement Form

Chicago State University, Master of Social Work program does not require students to attend field practicum during University observed holidays or school breaks. There are 3 circumstances that may require a student to attend the field placement during the break for which an exception may be justified. The provision of client services to insure continuity of care, student is working to complete required field hours and to address training and or orientation prior to the start of the semester.

Please complete this form to insure coverage by the University's comprehensive liability insurance policy if you will be attending your field placement for the provision of client services to insure continuity of care or if you have been asked to participate in training and/or orientation prior to the start of the semester. **YOU DO NOT NEED TO COMPLETE THIS FORM IF YOU HAVE RECEIVED AN INCOMPLETE AND NEED TO COMPLETE FIELD HOURS AS LIABILITY INSURANCE REMAINS IN EFFECT DURING THIS TIME.**

Student must complete the Approval to Extend Field Placement form to indicate the understanding of the Extension of Field Policy. Students attending for training and/or orientation should not engage in the provision of services during this time because they are not covered by the University's comprehensive liability insurance during this time. Students attending placement for continuity of care purposes will be covered by the University's comprehensive liability insurance provided this form has been completed and submitted prior to the start of the extended time. The Approval to Extend Field Placement form is to be signed by the student, the field instructor, the field liaison and submitted to the director of field education.

Social Work Student:	Day Time Phone:	Email
Agency Field Instructor:	Email:	
Adjunct/Task Field Instructor (if applicable):		
Faculty Field Liaison:		
Practicum Agency:		
Practicum Address:		
Practicum Phone:	Fax:	Email:

Foundation() _Advanced() Post MSW()	Please check the semester and enter the year. () Fall Semester 20() () Spring Semester 20()
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Extended Placement Schedule:

Date extension of field practicum will begin:	Date extension of field practicum will end:	
Day of Week	Daily Start Time	Daily End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

We agree to the extended field placement schedule as describe above intended to:

_____ Provide service continuity

_____ Participate in training and/or orientation

 Student Signature Date Field Instructor Date Faculty Field Liaison Date