**Field Extension Application for Foundation Year Students 2018-2019**

**Purpose**

The Extension program is designed to better service the needs of employed students entering their **Foundation Year Internship** (Field I & II), and other foundation students with a documented need.

Continuation of Field I & II into the summer is provided for Field Placement/Internship, so as to extend the internship field education over a longer period of time and therefore reduce the amount of time per week to complete the required 480 hours of Field Education for employed students or others who demonstrate a need.

**Description**

Foundation students who are approved for the extension program complete their field placements between August 27, 2018 and June 29, 2019. The extension program allows students to reduce their field placement hours by as many as four hours per week during the academic year (leading to a minimum total of 12 hours per week). During the summer, students make up the hours that remain in order to reach the minimum requirement of 480

hours. For a student who completes 12 hrs/ week during each 15 week semester, the outstanding hours will be 120, and the student would need to complete 15 hours per week during the summer months. Students’ proposed schedules for field placement completion must be approved by their agency Field Instructor and provided to the DU Field Faculty and the Field Education office.

Students who are accepted into the extension program will be given an Incomplete for each semester of field, which will be changed to a letter grade when semester hours are completed and submitted. Field Faculty and Advisors will be notified of students’ acceptance into the program, so that Incompletes will not affect students’ academic standing.

During the summer extension, students are required to attend field meetings every other week (there will be a total of four meetings, and students must attend three of the four). Field journals will be due during weeks when there are no field meetings. An additional journal will be due in lieu of a missed meeting. The summer Field Faculty will also contact the student’s Field Instructor for a check-in on the student's initial adjustment to the agency. A final report regarding the student’s participation (meetings and journals), agency Field Instructor feedback and accrued hours, will be provided by the summer extension Field Faculty to the student’s assigned Field II Field Faculty.

An administration fee may apply for the summer extension program.

**DOMINICAN UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK APPLICATION FOR FIELD EXTENTION**

**Please fill out Parts I and II of the following application, and submit to Carina H. Santa Maria, Director of Field Education at chomann@dom.edu. A meeting will be arranged with the student.**

**Acceptance to this program is not automatic and will depend on space available and information provided. Please submit your application as soon as possible and provide an ample detailed rational for your request for initial approval.**

**Feel free to engage organizations that would be willing to cooperate with the extension program and provide Carina H. Santa Maria with proposals as to how this would work. The Director of Field Education is available to assist the student in the development of the proposal and presenting this option to organizations.**

**Part III of the application must be completed once a field agency is secured. Final**

**approval is contingent on completion of Part III.**

Part I:

**Academic Advisor:**

Date of Application:

Student ID #

**STUDENT NAME**

Last First Middle

MAILING ADDRESS:

Street

City State Zip

PHONE #:

Home Work Cell

E-Mail: DOMINICAN \_

E-Mail: PERSONAL

Part II:

**RATIONALE AND DESCRIPTION OF NEED AND PROPOSAL:** (Application and Rationale to be electronically typed and emailed as an attachment to the Director of Field Education, Carina H. Santa Maria ([chomann@dom.edu](mailto:chomann@dom.edu)).

Proposals describing the internship that is willing to work with you would obviously accelerate the process. The field directors will assist the student in developing proposals and engaging the organizations.

Part III:

Submit a calendar that clearly outlines student’s plans to complete the field placement (e.g. number of hours per week, proposed internship hours during school breaks (if applicable), proposed internship completion date.

Signature below denotes agreement with the proposed placement schedule

Field Agency Instructor:

Print Sign Date

Student:

Print Sign Date

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Field Office:

Signature below denotes final approval into extension program

Print Sign Date