**Field Extension Application for Employed students, Internationally-Bound students, and others who demonstrate need in their Concentration Year 2018-2019**

**Purpose**

The Extension program is designed to better service the needs of employed students entering their **Concentration Year Internship** (Field III & IV), and other concentration students with a documented need.

Beginning Field III in the summer prior to the academic year, so as to extend the internship field work over a longer period of time and therefore reduce the amount of time per week to complete the required 600 hours of Field Work.

**Description**

Concentration students who are approved for the extension program complete their field placements between July 2nd, 2018 and May 3rd 2019. During the summer months, students complete 15 hrs/week, accruing 120 hours and thus reducing their required field hours during the academic year to 16 hrs/week (for a total of 240 hours each semester). This will allow students to meet the required 600 hours during their concentration year placement.

Students going abroad would negotiate their hours focused on the need of their fall semester (add hours) and it would not affect their required 300 hour minimum abroad. By doing this they make themselves more marketable to the fall supervising organization since the student will leave that organization in the Spring Semester to go abroad. All students would need to get approval of the supervising organization

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 III 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 Homan Santa Maria, Director of Field Education at** [**chomann@dom.edu**](mailto:chomann@dom.edu) **or Sheila Yousuf-Abramson at** [**syousufabrmson@dom.edu**](mailto:syousufabrmson@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 rationale for your request for initial approval.**

**Feel Free to engage organizations that would be willing to cooperate with the extension program and provide Dr. Scherrer 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 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