

APPENDIX D

School of Social Work
University of Nevada, Las Vegas

Petition Form

Check One:
MSW Program []
BSW Program []

Name _____ Phone _____ SS# _____
Last First

Address _____
Street City State Zip code

First UNLV enrollment: Semester _____ Year _____ Current GPA _____

Total hours completed _____ Semester hours in progress _____ Grad. Date _____

Semester for which you are requesting: Fall _____ Spring _____ 20_____

Check one:

Request: _____ Requesting to conduct field practicum at place of employment
_____ Requesting to continue 429 (BSW) placement at current site
_____ Requesting to continue 2nd year MSW placement at current site

Justification: **For place of employment**, practicum tasks/activities, agency field instructor and schedule are different from work description (tasks), work supervisor and work schedule (see opposite page).

For continuing practicum, justify a variety of different activities to enhance generalist social work practice (see opposite page).

I hereby authorize the Registrar's Office to release my academic records to the appropriate UNLV faculty.

Student Signature

Date

SIGNATURE VERIFYING ACTION TAKEN

Approved Disapproved Date

Field Director _____

DIRECTIONS: Petition memo must include the following information and be submitted with original signatures

1. **TO:** Field Director
FROM: _____, BSW/MSW Student
SUBJECT: Petition to conduct Field Practicum at place of employment *OR*
Petition to continue 429 Field Practicum at current site *OR*
Petition to continue MSW 2nd year Practicum at current site
DATE:

2. **If an employment petition**, provide a paragraph including the following information:
 - Agency name, address and telephone number. Provide employment position and description (tasks), work supervisor and work schedule (hours/days).
 - Description of **practicum** tasks/activities, agency field instructor and practicum schedule (hours/days).
 - Practicum description, agency field instructor and schedule **must be different** from your job.

- Petition must include the following statement:
“If there is a change in employment status, student will notify the UNLV School of Social Work Field Department immediately.”

3. **If petitioning to continue practicum at current site**, provide a paragraph including the following information:
 - Describe the practicum tasks/activities that will provide a variety of new experiences to enhance the learning of the generalist social work practice.

4. Petitions must include signatures from the student, Agency Field Instructor and Work Supervisor (if an employment petition).