

University at Buffalo
The State University of New York
SCHOOL OF SOCIAL WORK

**REQUEST TO COMPLETE REMOTE FIELD HOURS/
INDIVIDUALIZED WORK PLAN**

Students have a right to safety within their field education experience, and it is our hope that we can assist students in being successful in their field placement while also meeting the CSWE accreditation standards. Please review the full [Protocol for requesting an individualized work plan](#) and submit this completed form to sw-field@buffalo.edu

Student/ Placement Information

Student Name: _____

Current field placement: _____

Name of Field Educator/ Task Supervisor (if applicable): _____

Name of faculty liaison: _____

Current Date: _____

Number of hours completed at placement to date: _____

Number of hours left to complete at placement: _____

Have you had a focused learning agreement during your current placement (Y/N)? _____

Student Portion: The following section is to be completed by the student (in collaboration with the field educator)

1. Provide a brief rationale for your request to complete field tasks remotely:

2. Length of time you are requesting to work remotely?

3. Please summarize activities that you will complete:

4. What is the plan for weekly supervision from the field instructor/task supervisor?

5. How will you report on your progress? _____

Field Educator: The following section is to be completed by the Field Educator and/or Task Supervisor

1. If an assessment of the student's attainment of competencies were to be completed today, would the student receive a rating of Competence on each required competency? If not, which competencies still need to be developed?
2. If Field Educators need additional time with the student to ensure ratings of Competence on any of the competencies, a grade of "I" (incomplete) may be assigned for the field course. Students may be given additional time in field to be able to demonstrate competency. Do you anticipate needing additional time with the student?
3. How will the student terminate relationships with clients/work groups, if needed? What will be the plan for completing the final field visit? Competency assessment?

Faculty Liaison: The following section is to be completed by the Field Faculty Liaison

Do you have any concerns with the student's individualized work plan (If yes, explain)?

Additional Comments:

Signatures: All (Electronic signatures are fine)

I agree to the work plan as laid out above and will communicate any obstacles or challenges in completing the plan to the Field Department:

Student Signature

Date

Request for remote field work, 2020

Field Educator Signature Date

Faculty Liaison Signature Date

Field Department Signature Date

Please return this form to: UBSSW Field Department; sw-field@buffalo.edu