

**APPENDIX E Form: Field Instruction in Student's Place of Employment**

Field instruction in a student's place of employment is possible only if it can be verified that the student will receive a field instruction experience that is substantially and qualitatively different from the work experience that the student has had at the agency. The field instruction must be in a different division than the student's paid employment. The student's field instructor (and proctor if needed) must be different from the supervisors for their paid employment. Approval to pursue an internship at a student's employment place will not be given until this form is reviewed and signed by the field director.

Student Name \_\_\_\_\_ ID \_\_\_\_\_

**Job Position of Student**

Job Title \_\_\_\_\_ Circle: part time or full time

Name and Title of Supervisor \_\_\_\_\_

Division of Agency: \_\_\_\_\_

**Description of Main Job Responsibilities and Population Served:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Schedule for Student's Job**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

