FIELD EDUCATION
OUT-OF-STATE PLACEMENT REQUESTS

Students interested in out-of-state placements must receive approval from the Director of MSW Field Education. It is preferred that students complete internships within the State of Illinois. Out-of-state placements that are "cutting edge" learning experiences in national social work, government organizations, or experiences within public and private agencies are encouraged. Out-of-state placement means any placement over the border of Illinois, more than 200 miles from the Urbana-Champaign Campus.

Students interested in an out-of-state placement must complete an application process, which includes:
- Application (attached)
- Letter of recommendation by a faculty member who can speak to the student’s performance in the classroom.

The application and faculty letter of recommendation are submitted to the Director of MSW Field Education for approval.

Requests for out-of-state placements are due December 5, 2014. Students are responsible for researching potential placement sites and making initial contact with the site to clarify the site’s ability/interest to take an intern. The student should NOT send the site their cover letter and resume – the Field Office will follow up with the site to ensure they meet the School’s requirements.

Factors to be considered prior to approval of the request include the following:

- Academic and professional performance in the classroom
- Educational rationale for requesting an out-of-state placement
- Student’s maturity
Out-of-State Internship
Application

Name

Concentration

Semester of Anticipated Start of Internship

GPA

Geographic Areas of Interest

List completed coursework

Rationale for requesting an out-of-state placement

Learning interests/experiences you would like to engage in during the internship:
(Provide as much detail as possible)
Provide a list of agencies you contacted, including agency information such as agency name, address and website. Also include the person to contact regarding an internship, as well as their email address and phone number.

Other considerations we should be aware of when considering your request

Student Signature_________________________ Date_____________________

Office Use:

Request Approved
Request Denied

Director of MSW Field Education

Date______________________