

Hawai'i Pacific University School of Social Work
Request to Terminate/Change MSW Student Practicum Assignment

(Please attach additional documentation if necessary)

Please turn in completed forms to Ms. Jessica Garlock, Field Education Director for the School of Social Work
Email forms to: jgarlock@hpu.edu or deliver to: Hawai'i Loa Campus, Room AC 118

I, _____ am currently assigned to a practicum at _____
Student Name Agency Name
under the auspices of _____ Field Instructor Name _____.

I am requesting to leave this practicum for the following reason(s):

I understand that I **may not** leave my current practicum until the following has taken place:

- I have received written permission by the Practicum Coordinator.
- I have met with and discussed my situation with my field instructor and practicum instructor, and I have completed problem resolution activities as required by the School of Social Work.
- I have completed the necessary documentation and termination activities in order to fulfill my ethical requirements set forth by the practicum site.

Student Signature: _____ Date: _____

Official Use

_____ Request received Signature: _____ Date: _____

_____ Permission granted Signature: _____ Date: _____

_____ Permission denied Signature: _____ Date: _____

Explanation/Notes:

Signature: _____ Date: _____

HPU Practicum Coordinator