Cover form for Field Application

Field Application is due:

Fall placement – Due second Friday in February

Spring placement – Due first day of fall semester

Summer placement – Due first day of spring semester

Process to complete Employment Based Proposal

Name of agency:

First Draft of narrative (only). This word document is due to your advisor

* Fall placement – Due third Friday in February
* Spring placement – Due second Friday of fall semester
* Summer placement – Due first Friday of spring semester

Submission of Proposal to Advisor to obtain signature on checklist

* Fall placement – Due fourth Friday in February
* Spring placement – Due third Friday of fall semester
* Summer placement – Due second Friday of spring semester

**Employment Based Proposal Final Submission Deadline Dates**

**Submitted to Beth Deskins, edeskins@radford.edu**

BSW (SOWK 489) spring placement first Friday in October

BSW (SOWK 489) summer placement third Friday of spring semester

MSW Foundation (SOWK 641) fall placement first Friday in March

MSW Foundation (SOWK 641) spring placement first Friday in October

MSW (Foundation SOWK 641) summer placement third Friday of spring semester

MSW Concentration (SOWK 791) fall placement first Friday in March

MSW Concentration (SOWK 791) spring placement first Friday in October

I am interested to apply for an employment based proposal. I have read and understand the deadline dates as stated. I understand if I do not follow the deadline dates, my proposal will not be accepted. I understand my proposal must be completed at each stage in order to move on to the next stage in the process, which includes the final submission.

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Signature Date

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**(PRINT NAME)** Date

*All students interested to submit an employment based proposal, must complete this form and submit with their field application (field application due date above).*