

BSW Employment Based Cover Form for Field Application

All students who plan to submit an employment-based proposal to complete their internship with their employment must complete this form and **submit with their field application.**

Spring 489 _____ Summer 489 _____

- Spring placement – Due same day as the *Field Application*
- Summer placement – Due same day as the *Field Application*

Process to complete Employment-Based Proposal:

Employment-Based Proposal completed and signed in the Fillable PDF file **(only)** is **due at least 45 days prior to the start of the semester:**

Employment-Based Proposal Final Submission:

Submitted to Diana Joyce, dsjoyce@radford.edu with all documents at one time labeled in the following way:

Last name, First name, the name of your document

Ex. Joyce, Diana EBP

Joyce, Diana Description

Joyce, Diana Letter of Approval

I plan to apply for an employment-based internship. I have read and understand the deadline dates as stated. I understand the importance of following deadlines, especially its importance as a social work student, and its impact on my professionalism. I understand if I do not follow the deadline dates, I may not receive approval for an employment-based internship. I understand my proposal must be completed at each stage in order to move on to the next stage in the process, to include the final submission.

Physical Signature

Date

(PRINT NAME)

Date