



**The End of Term Paperwork Checklist**

Year	201__
Semester	<input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Spring
Internship options	<input type="checkbox"/> Split <input type="checkbox"/> Block
Student's Name	
Field Liaison's Name	

Please initial your first name and last name to verify that each item below is included in the packet before you submit it.

Paperwork Items	Verified by		
	Student	Field Liaison	Field Office
1-The End of Term Paperwork Checklist			
2-Learning contract			
3-Time Sheets			
4-Supervision Logs			

**Submission Instructions (for Students)**

1. Verify the End of Term Paperwork items.
2. Place those items in a 9"x12" envelope.
3. Submit your envelope with the correct recipient.

**Where and How to Submit (for students)**

Submit in Person	Submit by Mail
Attn: Name of Your Field Liaison Field Education Box outside Suite 301G School of Social Work Building A 211 S Cooper St. Arlington, Texas 76019-0129	Office of Field Education Attn: Name of Your Field Liaison Box 19129 Arlington, Texas 76019-0129

**Note:**

- **The Office of Field Education is unable to track your mail. Therefore, always keep a copy of your paperwork to have on hand in case it gets misplaced.**
- **Please be aware that campus mail takes longer than expected. We do NOT recommend you to send your paperwork through campus mail.**
- **It is your responsibility to ensure the paperwork reaches the Office of Field Education by the due date.**