October 1, 2  Practicum Orientation:  11:30 – 1:30.  Student attendance is required to receive critical information on the placement process and to sign-up for their Individual Planning Session.

October 16  DUE in IPT:  Student Detail Page, Practicum Application, & upload resume & picture.

October 19 – Oct 30  Individual Planning Session:  Schedule (OPTIONAL) appointment with Field Education Program Office

DUE (If applicable):  Preliminary EBPP Application Part III (Application found on OUSSWK website) + Job Descriptions & Current Performance

Nov 4  Receive Site Referrals:  from Field Education Office via OU Email

Nov 4 – Dec 11  Interview:  Contact and interview at recommended agencies; provide resume & practicum calendar.  Secure placement with signatures on the Student Placement Form (found on OUSSWK website).  Inquire about requirements to be completed for agency & determine start date.

Apply:  for Professional Malpractice Liability Insurance.

STUDENTS MAY NOT BEGIN PRACTICUM UNTIL MALPRACTICE INSURANCE VERIFICATION HAS BEEN SUBMITTED TO IPT

To Do:  Complete additional requirements specific to your agency.  Most medical sites and some others have additional requirements PRIOR TO starting practicum, such as: immunizations, TB tests, HIPAA training and criminal background checks.  Start as early as possible because these take time!

December 11  Secure Placement:  by Field Education Coordinator

DUE:  1) Completed Student Placement Form (submit hard copy to Field Education office); and 2) Verification of Malpractice Insurance (upload into IPT).

December 11  DUE (If Applicable):  EBPP Application Part III, Job Description, Performance Evaluation & Schedule

STUDENTS MAY NOT BEGIN PRACTICUM UNTIL THE PLACEMENT FORM IS IN THE FIELD OFFICE AND VERIFICATION OF MALPRACTICE INSURANCE HAS BEEN SUBMITTED INTO IPT

Week of Jan 18  Begin at Site:  Students report to field education placement sites

January 22  ATTEND REQUIRED TRAINING:  Field Practicum Contract Training for Students, Field Instructors and/or Preceptors.  Ryne Community Room, Zarrow Hall, 2:00-4:00.  2 practicum hours & 2 CEUs for attendance.  REGISTRATION REQUIRED!

January 26  DUE:  Weekly Documentation Begins.  Students must submit their Supervisory Conference Report Form & Weekly Log of Practicum Activities with Timesheet via IPT each Tuesday for the preceding week.  Students who do not submit timely documentation may have their placement suspended.
February 16  
**DUE: Field Practicum Contract Work Plans (SWK 5816).** Contract work plans for Part I must be completed & electronically signed via IPT by Student, Field Instructor & Faculty Liaison. (SWK 5826 – Part II contract work plans may be developed now if parties choose to do so.)

March 11  
**DUE: Field Practicum Contract Mid-Practicum Evaluation (SWK 5816).** Contract mid-practicum evaluation must be completed by the Field Instructor & electronically signed via IPT by Student, Field Instructor & Faculty Liaison. **Students who do not submit their contract evaluation by the due date may receive an Unsatisfactory grade for practicum.**

*Note: At this mid-practicum point, 275 hours should be completed*

March 12 – March 20  
**HOLIDAY:** Spring Break Vacation; University closed. Students may negotiate practicum hours with their Field Instructor this week. **Subject to change**

April 5  
**DUE: Field Practicum Contract Work Plans (SWK 5826).** Contract work plans for Part II must be completed & electronically signed via IPT by Student, Field Instructor & Faculty Liaison. (Contract Part II work plans may include Part I work plans or be revised from the initial development.) **Students who do not submit timely documentation may have their placement suspended.**

May 6  
**Practicum ends:** Final day of classes and practicum

**Plus: Student Evaluation of Practicum Experience must be submitted before the final grade will be posted, which could delay the student’s transcript and diploma.** (The current available link, with a reminder, will be posted on IPT.)

May 10  
**DUE: All Final Documentation.** Students must submit all final **Supervisory Conference Report Forms & Weekly Log of Practicum Activities with Timesheet** via IPT with electronic signatures by Student & Field Instructor

**DUE: Field Practicum Contract Evaluation (SWK 5826) Contract final evaluation must be completed by the Field Instructor & electronically signed via IPT by Student, Field Instructor & Faculty Liaison. **Students who do not submit their contract evaluation by the due date may receive an Unsatisfactory grade for practicum.**

*Note: All hours (550) are due at this point*

*Congratulations on completing your social work degree!*