UNIVERSITY OF OKLAHOMA
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK
FALL/SPRING SEMESTERS Practicum Calendar
Foundation Year (Full-Time Norman) Fall/Spring CONCURRENT 2015-2016
NORMAN CAMPUS

August 21
Practicum Orientation (Room 105/110) 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.

Aug 27
Practicum Begins: Field Education Seminar, Rhyne Community Room, 9:00 AM – 5:00 PM (7 hours x 3 days = 21 practicum hrs)

Aug 28 (NOON)
DUE in IPT: Student Detail Page, Practicum Application, & upload resume & picture.

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

September 1
Receive Site Referrals: from Field Education Office via OU email

Sept 1 – Sept 14
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!

Week of Sept 14
Begin at Site: Students report to field education placement sites

September 15
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).

September 15
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

September 17
ATTEND REQUIRED TRAINING: Field Practicum Contract Training for Students, Field Instructors and/or Preceptors. Rhyne Community Room, Zarrow Hall, 1:00 – 5:00. 4 practicum hours & 4 CEUs for attendance. REGISTRATION REQUIRED!

September 29
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.

October 22
DUE: Field Practicum Contract Work Plans (SWK 5413 – Part I). Contract work plans for Part I must be completed & electronically signed via IPT by Student, Field Instructor & Faculty
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Liaison. (SWK 5423 – Part II contract work plans may be developed now if parties choose to do so.)

Nov 25 – 29    Holiday: Thanksgiving Vacation; University closed. Students MAY count as long as both university and agency are closed, and it is a regularly scheduled practicum day.

December 11    Practicum ends: Final day of classes and practicum

December 18    DUE: Field Practicum Contract Evaluation (SWK 5413 – Part I). Contract mid-practicum evaluations must be completed by the Field Instructor & electronically signed via IPT by Student, Field Instructor & Faculty Liaison.
FALL HOURS: 16-18 hours x 12 weeks // ALLOWABLE: 200-220
SPRING HOURS: 16-18 hours x 15 weeks // ALLOWABLE: 240-260
Note: If a student plans for 18 hours both semesters they will accrue more than the required 460 hours (18 x 27 weeks = 486 hours).
Students who do not submit timely documentation may have their placement suspended.

Dec. 18 – Jan 18    HOLIDAY: Winter Break *Subject to change*

January 18    HOLIDAY: Students MAY count as long as both university and agency are closed, and it is a regularly scheduled practicum day.

January 19    Practicum resumes: First day of classes.

February 12    DUE: Field Practicum Contract Work Plans (SWK 5423- Practicum II). 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.

March 14 – 18    HOLIDAY: Spring Break Vacation; University closed. Students may negotiate practicum hours with their Field Instructor this week. *Subject to change*

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 remaining 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 5423 – Part II). 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 (460) should be completed at this point