February 23  **Practicum Orientation:** Student attendance is required to receive critical information on the placement process and to sign-up for their Individual Planning Session.

March 9  **DUE in IPT:** Student Detail Page, Practicum Application, & upload resume & picture.

March 23 - April 3  **Individual Planning Session:** Schedule appointment with Field Education Program Office

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

April 8 - 10  **Receive Site Referrals:** from Field Education Office via OU Email

April 8 – May 6  **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!

May 6  **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).

May 6  **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 Aug 24  **Begin at Site:** Students report to field education placement sites

August 28  **ATTEND REQUIRED TRAINING:** Field Practicum Contract Training for Students, Field Instructors and/or Preceptors. Rhyne Community Room, Zarrow Hall, 8:00-12:00. 5 practicum hours & 5 CEUs for attendance. **REGISTRATION REQUIRED!**

September 1  **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.**

September 7  **Holiday: Labor Day: University closed.** Students MAY count as long as both university and agency are closed, and it is a regularly scheduled practicum day.
UNIVERSITY OF OKLAHOMA
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK
FALL/SPRING SEMESTERS Practicum Calendar
Undergraduate Field Education Fall/Spring 2015-2016
NORMAN CAMPUS

September 25  DUE: Field Practicum Contract Work Plans (SWK 4315 – Part I). Contract work plans for Part I must be completed & electronically signed via IPT by Student, Field Instructor & Faculty Liaison. (SWK 4315 – 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 4315 – Part I). 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 have their placement suspended.

Note: At this mid-practicum point 240 hours should be completed

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 4325- 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 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 4325 – 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 (480) should be completed at this point

We hope you had an eventful learning experience this Undergraduate Practicum Year! Congratulations on a great year!