**UNIVERSITY OF OKLAHOMA  
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK  
FALL/SPRING SEMESTERS Practicum Calendar**  
**ACP Concentration Year Concurrent Practicum Fall/Spring 2016-2017**  
**NORMAN CAMPUS**

**July 16, 17**  
**Practicum Orientation:** Student attendance is required to receive critical information on the placement process and to sign-up for their Individual Planning Session.

**July 1**  
**DUE in IPT:** Student Detail Page, Practicum Application, & upload resume & picture.

**July 5-8**  
**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

**July 13**  
**Receive Site Referrals:** from Field Education Office via OU Email

**July 13 – Aug 5**  
**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!

**August 5**  
**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).

**August 5**  
**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 22**  
**Begin at Site:** Students report to field education placement sites

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

**September 6**  
**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 5**  
**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.
September 23  **DUE: Field Practicum Contract Work Plans (SWK 5836 – 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 23 – 27  **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 9  **Practicum ends:** Final day of classes and practicum

December 16  **DUE: Field Practicum Contract Evaluation (SWK 5836 – 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 receive an Unsatisfactory grade for practicum.**

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

Dec. 16 – Jan 17  **HOLIDAY: Winter Break *Subject to change*  
January 17  **Practicum resumes:** First day of classes.

February 17  **DUE: Field Practicum Contract Work Plans (SWK 5846 - 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 13 – 19  **HOLIDAY: Spring Break Vacation; University closed. Students may negotiate practicum hours with their Field Instructor this week. *Subject to change*  
May 5  **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 12  **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 5846 – 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 (550) should be completed at this point

*Congratulations on completing your social work degree!*