**Practicum Calendar**

**DP Concentration Year BLOCK**  Fall/Spring 2016-2017

**NORMAN CAMPUS**

October 5, 6  **Practicum Orientation:** Student attendance is required to receive critical information on the placement process and to sign-up for their Individual Planning Session.

October 21  **DUE in IPT:** Student Detail Page, Practicum Application, & Google Forms Quiz.

October 24 – Nov 4  **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 9  **Receive Site Referrals:** from Field Education Office via OU Email

Nov 9 – Dec 9  **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 9  **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 9  **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 17  **Begin at Site:** Students report to field education placement sites

January 20  **ATTEND REQUIRED TRAINING:** Field Practicum Contract Training for Students, Field Instructors and/or Preceptors. Rhynie Community Room, Zarrow Hall, 2:00-4:00. 2 practicum hours & 2 CEUs for attendance. **REGISTRATION REQUIRED!**

January 24  **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 17  
**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 10  
**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 13 – March 19  
**HOLIDAY: Spring Break Vacation; University closed. Students may negotiate practicum hours with their Field Instructor this week. *Subject to change***

April 7  
**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 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 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!*