August 19 (2)  Practicum Orientation: Student attendance is required to receive critical information on the placement process and to sign-up for their Individual Planning Session.

Aug 25  Practicum Begins: Field Education Seminar, Rhyne Community Room, Sept 1, 8  9:00 AM – 5:00 PM (7 hours x 3 days = 21 practicum hrs)

Aug 26  DUE in IPT: Student Detail Page, Practicum Application ALSO DUE: Google Form Quiz.

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

August 31  Receive Site Referrals: from Field Education Office via OU email

Aug 31 – Sept 15  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!

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

Week of Sept 19  Begin at Site: Students report to field education placement sites

September 23  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 27  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 18  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
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 13  **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:** 18-20 hours x 12 weeks = 216 – 240 hours.

**SPRING HOURS:** 18-20 hours x 15 weeks = 270 – 300 hours

*Note: If a student plans for 18 hours both semesters they will accrue more than the required 460 hours (216 + 270 = 486).*  **Students who do not submit timely documentation may have their placement suspended.**

**Note:** At this mid-practicum point 220 hours should be completed

Dec. 19 – 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 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 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 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