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

April 3  DUE in IPT: Student Detail Page, Practicum Application   ALSO DUE: Google Forms Quiz.

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

April 13  Receive Site Referrals: from Field Education Office via OU email

April 13 – May 11  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 11  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 11  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

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

Sept 1, 8  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
Liaison. (SWK 5423 – 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 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. 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 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