UNIVERSITY OF OKLAHOMA  
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK  
FALL/SPRING SEMESTERS Practicum Calendar  
Undergraduate Field Education Fall/Spring 2016-2017  
NORMAN CAMPUS

February 22, 24  
**Practicum Orientation:** Student **attendance is required** to receive critical information on the placement process and to sign-up for their Individual Planning Session.

March 11  
**DUE in IPT:** Student Detail Page, Practicum Application,  
**ALSO DUE:** Google Forms Quiz

March 21 - April 1  
**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 6  
**Receive Site Referrals:** from Field Education Office **via OU Email**

April 6 – 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 22  
**Begin at Site:** Students report to field education placement sites

August 26  
**ATTEND REQUIRED TRAINING: Field Practicum Contract Training** for Students, Field Instructors and/or Preceptors. Rhyne Community Room, Zarrow Hall, 2:00pm-4:00pm. 2 practicum hours & 2 CEUs for attendance. **REGISTRATION REQUIRED!**

August 30  
**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.
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September 23  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 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 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 receive an Unsatisfactory grade for practicum.

Note: At this mid-practicum point 240 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 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 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 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!