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

May 16, 17  Practicum begins: Field Education Seminar, Room 210, 9:00 am – 5:00 pm (7 hours x 2 days = 14 practicum hrs)

May 18  Begin at Site: Students report to field education placement sites

May 20  ATTEND REQUIRED TRAINING: Field Practicum Contract Training for Students, Field Instructors and/or Preceptors. Rhyne Community Room, 1st Floor Zarrow Hall, 2:00 – 4:00. 2 practicum hours & 2 CEUs for attendance. REGISTRATION REQUIRED!

May 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.
UNIVERSITY OF OKLAHOMA
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK
SUMMER SEMESTER Practicum Calendar
Foundation Year (Part-Time Norman) BLOCK Practicum 2016
NORMAN CAMPUS

June 10  
**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.)

June 28  
**DUE: Field Practicum Contract Evaluation (SWK 5413 – 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.**

July 4  
**Holiday:** Fourth of July; University closed. Students MAY NOT count this day UNLESS the practicum agency requires their attendance.

July 8  
**DUE: Field Practicum Contract Work Plans (SWK 5423 – Part 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.

Aug 5  
**Practicum ends:** Last 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.)

Aug 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.**

*We hope you had an eventful learning experience this Foundation Practicum Year!*