For detailed instructions, please visit socialwork.ou.edu → Field Education → Tulsa Forms & Reference Materials

You are responsible for notifying the Field Education Office of any changes to your practicum. Be aware that SWK 5826 (the second half of the practicum) is your comprehensive exam. Because of this, the implications of any changes you make will have to be thoroughly discussed with the Graduate Coordinator.

August 24
First Day of Classes

August 25
OKDHS Placement Meeting, Tuesday, 9:00 am – 2:00 pm {OR}

August 26
OKDHS Placement Meeting, Wednesday, 2:00 pm – 5:00 pm

September 1
Mandatory Practicum Planning Orientation*
Tuesday, 9:00 am – 1:00 pm, LC231

September 3
Mandatory Practicum Planning Orientation*
Thursday, 1:00 pm – 5:00 pm, LC145

September 10
Mandatory Practicum Planning Orientation*
Thursday, 4:30pm – 8:30 pm, LC145

* ALL students planning to do a spring or spring-summer extended practicum MUST attend one of these orientations. If you cannot attend an entire orientation, do not attend. Instead, make arrangements to attend at a time when you can attend the entire orientation. Students will not be allowed to plan a practicum without attending an entire practicum planning orientation.

Mandatory Health & Medical Placement Information Meeting
Any student wishing to be placed in a health or medical practicum (excluding the VA) is required to attend one of these meetings. Do not contact Gena Massey about placement until both of these meetings have taken place.

September 17
Health & Medical Placement Meeting (required for all health & medical placements)
Thursday, 8:30am – 10:00am, LC 223

September 17
Health & Medical Placement Meeting (required for all health & medical placements)
Thursday, 12:00pm – 1:30pm, LC 223

During September
IPT notice → Create IPT login (Practicum Office will send IPT notice after ALL orientations are complete)

Begin the planning process
*You do not need to know where you will be placed in order to complete the following
  o Complete top part of Detail tab
  o Complete Application for Field Instruction (Forms)
  o Information Sharing Agreement (This requirement was met when you signed the form during admissions. We have this form on file)
  o Apply for student Liability Insurance (Instructions on website)
  o Attend Field of Practice Information Meetings (Fall only; not mandatory, notices will be sent)
  o Mandated Faculty Liaisons Meetings Some students will be required to meet with a faculty liaison in order to be placed in that liaison’s area of social work practice (Massey, White, Gray, Brandt)
  o Explore and Interview at potential practicum sites (if applicable)
  o If known, check to see if your desired practicum site is in the IPT database (for instructions, see below)
  o If known, enter the name of your desired field instructor in IPT (for instructions, see below)
  o Practicum Proposal (Forms) Begin developing if agency & instructor are known
  o Practicum Planning Office Hours (see IPT Bulletin home page for schedule. First come first served – no appointment necessary. Note: If you have a newly admitted Field Instructor and/or Primary Preceptor to the program, you must attend office hours)

Make use of these office hours with Barbara Bramble as needed to keep your planning process moving: for ongoing questions, referral to sites, verification of site appropriateness, consultation about practicum proposal development, etc.
October 2*  Final date for submission of all APPLICATION material:
*You do not need to know where you will be placed in order to complete the following
  o  Student Detail tab completion
  o  Application for Field Instruction (Forms)
  o  Upload updated résumé (Application Form)
  o  Upload a picture to IPT

If you are applying for an Employment Based Placement
  o  Upload Job Description to Proposal Form
  o  Upload Job Performance Review to Proposal Form
  o  Be aware, the Proposal Form is NOT due at this time
    In order to access the EB portion of the Proposal form, you must answer “yes” to question #1 on the Proposal Form, and click “save work.”
    Stipend recipients do not need to complete the EBPP section of the proposal.
    Stipend recipients do NOT answer “yes” to question #1

*Students who fail to meet this deadline will not be allowed to move forward with a practicum at this time. These students will be advised of their next available opportunity to plan a practicum and will restart the planning process at that time, beginning with a Practicum Planning Orientation. If you have missed this deadline, please pay attention to, and consult a future Practicum Newsletter (website) for the next available opportunity to complete the two courses involved in this practicum.

October 30  Final date to submit PLACEMENT CHOICE information to IPT
It is critical that you meet this deadline. Agencies and Instructors that are new to IPT must complete applications, and these applications must be entered in IPT. Also, your instructor must be notified about required instructor training dates (see “Field Instructor Orientation & Lunch” below) at this time!

  o  If Agency is in IPT →
    Follow IPT Tutorial for “Designating Desired Field Instructor and Agency Preference”

  o  If agency is not in IPT →
    Follow directions on website for “Practicum Site Applications & Practicum Site Affiliation Agreements.” Once the agency is in IPT, follow IPT Tutorial for “Designating Desired Field Instructor and Agency Preference”

  o  Enter name of “Desired Field Instructor” (Student Detail)
    Practicum GA will let you know if your instructor is NOT in the IPT database

  o  If Field Instructor is not in IPT → Field Instructor Application
    Student must initiate a “Field Instructor Application” (found on school website “How do I get involved on the Tulsa Campus?”) by bringing this requirement to the attention of the field instructor and guiding them to the website.

November 13*  Final date for submission of all PLACEMENT material:
  o  Practicum Proposal & Approval (Forms)
    Signatures Are Required
    Proposals will be reviewed and approved by designated faculty liaisons and by Barbara Bramble
    EBPP Signature Page must be completed and uploaded to the proposal if conducting an employment based practicum proposal
  o  Affiliation Agreement (Check IPT Agency List for existing agreement → Agency Detail)
    If there is not an agreement that will cover the entire span of your practicum, follow instructions on website for “Practicum Site Applications & Practicum Site Affiliation Agreements”
  o  Verification of Professional Liability Insurance (Student Detail)
    Instructions on website. 60-Hour Program students must renew insurance to secure coverage for the duration of this practicum
  o  HIPAA Training completion via OUHSC (Student Detail; instructions on website)
  o  Request for Modification of Practicum, if applicable, contact field office to request form
    If you answer yes to question 24 you must submit a request for a modified practicum. Contract the Field Education Office so this form can be issued to you.
  o  Begin or Continue Completing Site-Specific Requirements (See IPT Agency, Special Procedures, for sites already in IPT. Always confirm current site requirements with field instructor)

*Students who fail to meet this deadline will not be allowed to move forward with a practicum at this time. These students will be advised of their next available opportunity to plan a practicum and will restart the planning process at that time, beginning with a Practicum Planning Orientation. If you have missed this deadline, please pay attention to, and consult a future Practicum Newsletter (website) for the next available opportunity to complete the two courses involved in this practicum.
January 8 or 15  **Field Instructor Orientation & Lunch** 9:00am-4:00 pm  
Instructor must attend ONE of these dates unless she/he has attended an orientation in January 2013 or later. An invitation will be sent to instructors after the October 30 deadline. Primary Preceptors are required to attend this orientation as well.

January 19  **Practicum begins** (You may begin your practicum on this day even if you have not yet attended the pre-practicum orientation. You must attend one of the pre-practicum orientations listed below during the first week of the semester or the practicum will be stopped)

January 19  Mandatory Pre-Practicum Orientation*  
Tuesday, 4pm-8pm, Location: LC 231

January 21  Mandatory Pre-Practicum Orientation*  
Thursday, 9am-1pm, Location: LC 222

January 22  Mandatory Pre-Practicum Orientation*  
Friday, 1pm-5pm, Location: LC 231

*All students must attend one of these pre-practicum orientations. These orientations include training in field practicum contract development. See: Field Practicum Contract Development policy in the Field Practicum Manual. Students will not be allowed to move forward in this practicum without attending an entire orientation. If you cannot attend an entire orientation, do not attend at all. Instead, make arrangements to attend at a time when you can be present for the entire orientation.

**Other Requirements**

- **All Practicum students must attend field practicum contract development help sessions with their faculty field liaison at the beginning of the semester. Your liaison will contact you with further instructions.**

- **All Practicum students are required to work with their faculty field liaisons and field instructors to schedule practicum site visits as needed throughout the course of the practicum**

- **All Practicum students whose liaison is Tiffany Adamson are required to attend Tiffany Adamson’s Student-Liaison Group Meetings**

  **Meeting 1 (Choose one)**
  - Saturday, Feb. 6th noon-1:00pm LC 222
  - Wednesday, Feb. 10th noon-1:00pm LC 223
  - Thursday, Feb. 11th 4:20-5:20pm LC 220

  **Meeting 2 (Choose one)**
  - Wednesday, March 9th noon-1:00pm LC 223
  - Thursday, March 10th 4:20-5:20pm LC 220
  - Saturday, March 12th noon-1:00pm LC 222

  **Meeting 3 (Choose one)**
  - Saturday, April 9th noon-1:00pm LC 222
  - Wednesday, April 13th noon-1:00pm LC 223
  - Thursday, April 14th 4:20-5:20pm LC 220

- **All Practicum students are required to submit a supervision report and activity logs weekly. These reports are due the Monday following the week being reported.**

February 16  Presidents’ Day; NOT a University holiday; students may count practicum hours even if site is closed, provided this is a regularly scheduled practicum day

February 5  **CSWE statistics completion**
  - Located in IPT on the Student Detail page,
  - Click “CSWE Statistics”
Development of the Field Practicum Contract

The Field Practicum Contract is comprised of two courses and is developed for both practicum courses at the beginning of the practicum. There is a due date by which both contracts must be completed and submitted and available in IPT for final liaison review & approval. However, students should begin communicating with their liaisons about their contracts well before this due date. If needed, your liaison can assist you with the development of your contract.

Your liaison may request revisions before approving your contract. Contract part II may require revisions later, at mid practicum. Your liaison will notify you if any revisions are needed at that time.

Students officially submit their contracts to the school by entering their electronic SIGNATURE via IPT to the contracts.

February 5
Field Practicum Contract Part I & II due (via IPT) for faculty field liaison APPROVAL. Your practicum will be suspended if this deadline is not met. Once the student has signed, IPT will notify the field instructor to sign. Once the field instructor has signed, IPT will notify the liaison to sign.

February 8-12
During this week, faculty field liaisons complete the contract review process and give final feedback and approval to students.

February 12
Liaison signature deadline

Mid-Practicum Evaluation

During the student evaluation process, students, instructors & liaisons should take time to review the contract for the second half of the practicum and identify revisions which need to be made. Revisions would include assignments that need to be transferred from Part I to Part II, or Part II assignments that have already been completed in Part I, or work plans that should be modified in Part II based on the student’s mid-practicum evaluation or a Performance Improvement Plan (PIP). The second part of the contract is developmentally more challenging. The student’s mid-practicum evaluation in Part I should reveal the student’s readiness to proceed to the next part of the field contract, and work plans in Part II should reflect this readiness.

March 4
SWK 5816 – Student Evaluation in Field Practicum Contract Part I (SWK 5816)
Completed and SIGNED by student and field instructor. This must be submitted by this date for liaison review or your practicum will be suspended. See below.

March 11
Last day of Spring Practicum SWK 5816 - Students MUST submit the following documents at this time or risk the grade of Incomplete and practicum suspension.
  • All Weekly Logs & Supervisory Conference Reports signed by student and field instructor are due, one for every week of the practicum
  • Any needed revisions for Contract Part II (SWK 5826)
  • Liaison signature on evaluation

All practicum documentation for Part I of the practicum is due at the above dates. Documentation is audited. When a documentation audit reveals incomplete requirements, placements are suspended and a grade of “I” is awarded until documentation requirements are met. When a placement is suspended, the student does not participate in practicum or accumulate required practicum hours. If it is determined that the placement can resume, the student will return to the site and resume accumulating practicum hours, but may be delayed in completing the practicum course. In this practicum, such a delay would postpone graduation.

March 12-20
University Spring Vacation - In order to graduate in May, you must be in practicum this week.

March 14
Practicum resumes in Field Practicum Contract Part II (SWK 5826)
The following deadline involves the field instructor’s evaluation of the student in Part II of the practicum, the completion and submission of all practicum documentation requirements, and the student’s completion of the Student Survey of Practicum Experience.

**See below for important information pertaining to this deadline**

**April 29**

SWK 5826 – Student Evaluation in Field Practicum Contract Part II (SWK 5826)  
Completed and SIGNED by both student and field instructor. This must be submitted by this date for liaison review.

**May 6**

Last Day of Spring Semester Practicum (SWK 5826) - Final Day to Submit Remaining Requirements  
Students MUST submit final documentation and complete student surveys, or risk the grade of Incomplete/Unsatisfactory for this course. (See grading policy)

- Weekly Logs & Supervisory Conference Reports signed by student and field instructor, one for every week of the practicum
- Student Survey of Educational Experience, Part I
- Student Survey of Educational Experience, Part II
- Liaison signature on evaluation (SWK 5826)

**Due to comprehensive exam requirements, students who do not successfully meet this deadline will delay their degree posting until at least May of 2017**

This calendar is based on a one semester, full time practicum. Students are enrolled in two courses concurrently during this practicum, SWK5816 (6 hours) and SWK5826 (6 hours.) Students must be in practicum for 16 weeks and complete a minimum of 550 practicum hours. Therefore, this means that students must be in practicum a minimum of 35 hours per week.