**University of Oklahoma-Tulsa**  
Anne & Henry Zarrow School of Social Work

**Concentration Year ACP: SWK 5836/5846**  
2015-2016 Fall-Spring Practicum  
Calendar Syllabus Appendix A

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| May 5    | ACP Student Practicum Planning Orientation**  
Tuesday, 9:00pm – 1:00pm  
Location: 3J23 |
| May 14   | ACP Student Practicum Planning Orientation**  
Thursday, 4:30pm – 8:30pm  
Location: 3J23 |

**ALL concentration year, ACP students** 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.

**During May-June**  
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*

- Complete top part of Detail tab
- Complete Application for Field Instruction (Forms)
- Information Sharing Agreement (This requirement was met when you signed the form during admissions. We have this form on file)
- Apply for student Liability Insurance (Instructions on website)
- Attend Field of Practice Information Meetings (Fall only; not mandatory, notices will be sent)
- 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)
- Explore and Interview at potential practicum sites (if applicable)
- If known, check to see if your desired practicum site is in the IPT database
- If known, enter the name of your desired field instructor in IPT (for instructions, see below)
- Practicum Proposal (Forms) Begin developing if agency & instructor are known
- 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.

**June 5**  
Final date for submission of all APPLICATION material:  
- Application for Field Instruction (Forms)  
- Student Detail tab completion  
- Upload updated résumé (Application Form)  
- Upload a picture to IPT (optional, Student Detail)

If you are applying for an Employment Based Placement  
- Upload Job Description to Proposal Form  
- Upload Job Performance Review to Proposal Form  
- **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 hit save.  
Stipend recipients do not need to complete the EBPP section of the proposal.  
Stipend recipients do NOT answer “yes” to question #1

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*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*
July 2

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!

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

- 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”

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

- 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.

July 17*

Final date for submission of all PLACEMENT material:

- Practicum Proposal & Approval (Forms)
  *Signatures Are Required* Proposals will be reviewed and approved by designated faculty liaisons and by Barbara Bramble

- 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”

- 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

- HIPAA Training completion via OUHSC (Student Detail; instructions on website)

- Request for Modification of Practicum, if applicable, contact field office to request form

- 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)

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August 14 or 21

Field Instructor Orientation & Lunch 9:00am-4:00 pm
Instructor must attend ONE of these dates unless she/he has attended an orientation in August 2011 or later. An invitation will be sent to instructors after the July 2 deadline. Primary Preceptors are required to attend this orientation as well.

August 24

Practicum begins

August 25
Mandatory Pre-Practicum Orientation* Tuesday, 9:00am – 1:00pm, Location: TBA

August 26
Mandatory Pre-Practicum Orientation* Wednesday, 4:30pm – 8:30pm, Location: TBA

August 27
Mandatory Pre-Practicum Orientation* Thursday, 2:00pm – 6:00pm, Location: TBA

*All students must attend one of these Pre-Practicum Orientation. 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 arrangement to attend at a time when you can be present for the entire orientation.
Other Required Practicum Meetings

- All ACP students are required to set up planning meetings with Doctor Karen Gray immediately after their planning orientation.

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

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>September 7</td>
<td>Labor Day, University Holiday; students may NOT count this day for Practicum unless sites require attendance</td>
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<tr>
<td>September 25</td>
<td>CSWE statistics completion</td>
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<tr>
<td></td>
<td>o Located in IPT on the Student Detail page</td>
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<td>o Click “CSWE Statistics”</td>
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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.

- September 25 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.

- September 25-October 2 During this week, faculty field liaisons complete the contract review process and give final feedback and approval to students.

- October 2 Liaison signature deadline

Nov 25-27 Thanksgiving break; University closed; students may NOT count these days for practicum unless their sites require attendance.

Students in two-semester placements are permitted to take a break from practicum during the remainder of this holiday week (Monday, 23 and Tuesday, 24) if their field instructor/field unit agrees. This is because the two-semester practicum spans an extended period of time, and also because fewer missed hours will need to be incorporated into other weeks of the practicum in order to fulfill the minimum required hours per semester.

However, the student’s field practicum contract, the needs of clients, the instructor and the site MUST dictate the instructor’s decision regarding these additional days, and the student may not appeal the instructor’s decision to the school. If the field instructor/field unit requires the student’s attendance during this week, please follow normal policies and procedures regarding site attendance, practicum hours, supervision, and weekly logs.

Students taking a break for the entire Thanksgiving week are NOT required to make up a supervision conference for this week, but ARE required to complete a weekly log listing “Thanksgiving week break” as the activity with zero hours, as well as the week number.
Mid-Pacticum 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. The student’s mid-pacticum 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. The second part of the contract is developmentally more challenging. Revisions at this time might 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-pacticum evaluation, or a Performance Improvement Plan (PIP).

December 4

SWK 5836 – Student Evaluation in Field Practicum Contract Part I (SWK 5836)

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.

December 11

Last day of Fall Practicum SWK 5836 - 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 5846)
- 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.

January 19

Practicum resumes in Field Practicum Contract Part II (S WK 5486)

March 14-18

Spring Break Week; University holiday; Students in two-semester placements are permitted to take a spring break if their field instructor/field unit agrees. This is because the two-semester practicum spans an extended period of time, and also because fewer missed hours will need to be incorporated into other weeks of the practicum in order to fulfill the minimum required hours per semester.

However, the field practicum contract, the needs of clients, the instructor and the site MUST dictate the instructor’s decision regarding Spring Break, and the student may not appeal the instructor’s decision to the school. If the field instructor/field unit requires the student’s attendance during the week of Spring Break, please follow normal policies and procedures regarding site attendance, practicum hours, supervision, and weekly logs.

Students taking a spring break are NOT required to make up a supervision conference for this week, but ARE required to complete a weekly log and list “spring break” as the activity for this week with zero hours, as well as the week number.

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 5846 – Student Evaluation in Field Practicum Contract Part II (SWK 5846)

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 5846) - 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 5846)

**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 two-semester practicum; students are enrolled in this practicum two times, SWK 5836 (6 hours) in the Fall semester (16 weeks) and SWK 5846 (6 hours) in the Spring semester (16 weeks). Students must complete a minimum of 275 practicum hours each semester. Therefore, this calendar assumes a practicum of 18 hours a week in both the fall and spring semester.