OKDHS Individual Placement Meetings with Amy White, contact Amy White, amy.white@ou.edu, to schedule your individual meeting

Mandatory Practicum Planning Orientation*
Tuesday, 8:30am – 12:30pm Location: 3104

Mandatory Practicum Planning Orientation*
Thursday, 1:00pm – 5:00pm Location: 3102

Mandatory Practicum Planning Orientation*
Friday, 8:30am – 12:30pm Location: 3102

*All foundation year 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.

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 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.*
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 Proposed 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)

*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.

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
# FIRST WEEK Practicum Schedule

Along with your classes, you will attend a Pre-Practicum Orientation, as well as participate in your first field unit seminar and pre-practicum LABs which span the entire first week. This schedule will require 22 hours of your time in addition to being in class. The First Week schedule has been designed to eliminate conflict with course schedules; you will attend all classes.

- **All Full Time students are required** to be in attendance for all First Week activities.
- **All Part Time students in field units** are required to be in attendance for all First Week activities.
- **Part Time students who are not** in field units are required to attend a Pre-Practicum Orientation, and are welcome in all of Amie Koehn’s Labs, and strongly encouraged to attend.

### Tuesday, August 25; Lab; Location: LC 138

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 12:00pm</td>
<td>Amie Koehn, LCSW</td>
</tr>
<tr>
<td>2:00pm – 5:00pm</td>
<td>Family &amp; Children’s Services field unit students only</td>
</tr>
<tr>
<td></td>
<td>Mandatory clinical orientation @ F&amp;CS, the practicum site</td>
</tr>
</tbody>
</table>

### Wednesday, August 26; Lab; Location: LC 145 (labs); LC Perkins Auditorium (orientation)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 12:00pm</td>
<td>Amie Koehn, LCSW</td>
</tr>
<tr>
<td>1:00pm – 4:00pm</td>
<td>Amie Koehn, LCSW</td>
</tr>
<tr>
<td>4:30pm – 8:30pm</td>
<td>Required pre-practicum orientation</td>
</tr>
</tbody>
</table>

### Thursday, August 27; Lab & Orientation; Locations: LC 145 (labs); LC Perkins Auditorium (orientation)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 1:00pm</td>
<td>Amie Koehn, LCSW</td>
</tr>
<tr>
<td>2:00pm – 6:00pm</td>
<td>Required pre-practicum orientation</td>
</tr>
</tbody>
</table>

### Friday, August 28; Seminar; Locations: See your liaison for location of seminar

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm – 1:15pm</td>
<td>First field unit SEMINAR with faculty liaison*</td>
</tr>
</tbody>
</table>

*ALL FIELD UNIT STUDENTS, REGARDLESS OF FULLTIME OR PARTIME, MUST ATTEND

**You must also attend ONE of the following Orientations:** Barbara Bramble, Field Education Coordinator

- **Wednesday, August 26, Pre-Practicum Orientation, 4:30pm-8:30pm, Location: LC Perkins Auditorium**
- **Thursday, August 27, Pre-Practicum Orientation, 2:00pm-6:00pm, Location: LC Perkins Auditorium**

**Note:** Below you will see a full schedule listing three options for Pre-Practicum Orientations. However, as you will notice, the first option conflicts with the Labs schedule above. Therefore, for all full time students, as well as all part time students in field units, the second (evening) and third (afternoon) orientation options are your only options.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Mandatory Pre-Practicum Orientation* Tuesday, 9:00am – 1:00pm, Location: LC Perkins</td>
</tr>
<tr>
<td>August 26</td>
<td>Mandatory Pre-Practicum Orientation* Wednesday, 4:30pm – 8:30pm, Location: LC Perkins</td>
</tr>
<tr>
<td>August 27</td>
<td>Mandatory Pre-Practicum Orientation* Thursday, 2:00pm – 6:00pm, Location: LC Perkins</td>
</tr>
</tbody>
</table>

*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 arrangement to attend at a time when you can be present for the entire orientation.
**Other Required Practicum Meetings**

- **All Practicum Students:** All students are required to attend field practicum contract development help sessions with their faculty field liaison. These meetings will be scheduled at the beginning of the semester.

- **All Practicum Students:** All 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.**

- **All foundation year students are required to attend Pre-practicum LABs during the first week of the Fall semester.**

- **All foundation year field unit students are required to attend field unit seminar.**

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**September 7**  
Labor Day, University Holiday; students may NOT count this day for Practicum unless their sites require attendance

**September 25**  
CSWE statistics completion  
- Located in IPT on the Student Detail page  
- Click “CSWE Statistics”

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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. Students in rotation field units should secure specific instructions from their liaison about contract development for all rotations.

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

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**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-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. 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. 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-practicum evaluation, or a Performance Improvement Plan (PIP).

December 4
SWK 5413 – Student Evaluation in Field Practicum Contract Part I (SWK 5413)
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 5413 - 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 5423)
- 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.

January 19
Practicum resumes in Field Practicum Contract Part II (SWK 5423)

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.

April 29
SWK 5423 – Student Evaluation in Field Practicum Contract Part II (SWK 5423)
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 5423) - 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 5423)

This calendar assumes a two-semester practicum; students are enrolled in this practicum two times, SWK 5413 (3 hours) in the Fall semester (16 weeks) and SWK 5423 (3 hours) in the Spring semester (16 weeks). This calendar assumes a practicum of 15 hours a week in both the Fall and Spring semesters. Students must be in practicum every week of the two practicum semesters.