January 12  First Day of Classes

January 30  Mandatory Practicum Planning Orientation*
   Friday, 8:30 am – 12:30 pm, 1B05

*ALL students planning to do a summer foundation year practicum MUST attend this orientation. Students will not be allowed to plan a practicum without attending an entire practicum planning orientation. If you cannot attend the entire orientation, do not attend. Instead, 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.

During February

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 Liaison 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
   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.)
      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.

February 27*

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

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 #17 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 #17

*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.
March 27

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.

April 10*

**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)

*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.*

May 11

**Practicum begins**

May 12

**Mandatory Pre-Practicum Orientation**
*Time & Location: 9:00 AM-1:00 PM/3J23

*All students must attend this Pre-Practicum Orientation. Students will not be allowed to move forward in this practicum without attending the entire orientation. If you cannot attend an entire orientation, do not attend at all. Instead, 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.*
**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 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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May 29  
**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 drafts of both contracts must be completed and available in IPT for liaison review & approval. Liaisons may request revisions before approving your contract. Students should **NOT** enter signatures until the liaison has reviewed and approved each contract and prompted the student to **SIGN**.

Students officially submit each contract to the school by entering their **SIGNATURE** to the contracts. Parts I and II of the contract are **OFFICIALLY** due on different dates (see below.) Students, instructors and liaisons will **OFFICIALLY** sign off on Part I during the first part of the practicum, and on Part II as part of the mid-practicum evaluation process. While Part II of the contract will remain only a DRAFT during the first half of the practicum, it is expected that the student complete Part II in full at the beginning of the practicum, and that few if any revisions will be needed at the mid-practicum evaluation checkpoint.

Again, students should **not** enter signatures until the liaison has reviewed and approved the contract and prompted the student to **sign**.

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May 29  
**Field Practicum Contract Drafts Parts I & II due** (via IPT) for **faculty field liaison REVIEW**. Your practicum will be suspended if this deadline is not met. Students should **NOT** sign the contract at this point.

June 1-5  
During this week, faculty field liaisons complete the field contract DRAFT review process, give final feedback to students, and **prompt students when to sign (officially submit)**. 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.

June 5  
**Final date for OFFICIAL SUBMISSION** of liaison approved contract (student IPT **SIGNATURE** in Part I of the contract)

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**Mid-Practicum Evaluation**

During the student evaluation process, students, instructors & liaisons should take time to review the contract draft for the second half of the practicum to 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. 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.

There are two documents which are due at this checkpoint, a completed and signed Evaluation for Part I of the practicum, and the Contract for Part II of the practicum.

Again, students should NOT enter signatures on Part II of the Contract until the liaison has reviewed and approved, and prompted the student to sign.

<table>
<thead>
<tr>
<th>June 19</th>
<th>Students MUST submit the following TWO documents by this date or risk the grade of Unsatisfactory for this course.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>SWK 5413 – Mid-Practicum Evaluation Due to liaison for review</td>
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<tr>
<td></td>
<td>Student Evaluation in Field Practicum Contract Part I (SWK 5413)</td>
</tr>
<tr>
<td></td>
<td>Completed and SIGNED by student and field instructor</td>
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<td></td>
<td>SWK 5423 – Field Practicum Contract Part II Due</td>
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<tr>
<td></td>
<td>Students should NOT sign the contract at this point. Liaison faculty will review and prompt you to sign. Your practicum will be suspended if this deadline is not met.</td>
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<tr>
<th>June 26</th>
<th>Last day of Summer Practicum SWK 5413</th>
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<td></td>
<td>Students MUST submit the following documents at this time or risk the grade of Unsatisfactory for this course.</td>
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<td></td>
<td>• All Weekly Logs &amp; Supervisory Conference Reports signed by student and field instructor are due, one for every week of the practicum</td>
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<td></td>
<td>• Final date for student IPT SIGNATURE (official submission)</td>
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<td></td>
<td>Field Practicum Contract II (SWK 5423)</td>
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All practicum documentation for Part I of the practicum is due at this checkpoint. 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 accumulate required practicum hours. If it is determined that the placement can resume, the student will resume accumulating practicum hours, but be delayed in completing the practicum course. In this practicum, such a delay would postpone graduation.

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<tr>
<th>June 29</th>
<th>Practicum resumes in Field Practicum Contract Part II (SWK 5423)</th>
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</table>

| July 4  | Independence Day; University closed; practicum students may NOT count this day for practicum hours unless their sites require attendance |

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<thead>
<tr>
<th>Last Day of Summer FY Practicum (SWK 5423)</th>
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<tbody>
<tr>
<td>The following deadlines involve the field instructor’s evaluation of the student in Part II of the practicum, the student’s completion of the Student Evaluation of Practicum Experience, and the completion and submission of all practicum documentation requirements.</td>
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<tr>
<th>August 14</th>
<th>SWK 5423 – Final Practicum Evaluation Due to liaison for review</th>
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<tr>
<td></td>
<td>Completed and SIGNED by both student and field instructor</td>
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</table>

Students MUST submit all final documentation, or risk the grade of Unsatisfactory or Incomplete 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 Evaluation of Educational Experience, Part I
- Student Evaluation of Educational Experience, Part II

* This calendar is based on a one semester, full time practicum. Students are enrolled in two courses concurrently during this practicum, SWK5413 (3 hours) and SWK5423 (3 hours.) Students must be in practicum for 14 weeks and complete a minimum of 460 practicum hours. Therefore, this means that students must be in practicum a minimum of 33 hours per week.