

Inclement Weather and Holidays

When inclement weather or holidays impact practicum attendance, the following guidelines should be observed when determining whether or not missed practicum hours must be made up. Holidays occurring during the practicum semester are designated in all Practicum Calendars, along with the appropriate guideline for practicum observance.

- 1) If the University is closed and the agency is closed, students may count any regularly scheduled hours they would have acquired had they been in attendance on that day.
- 2) If the University is open but the agency is closed, students may count any regularly scheduled hours they would have acquired had they been in attendance on that day.
- 3) If the University is closed but the agency is open, students may opt not to attend, but will have to make up any regularly scheduled hours they would have acquired if they had been in attendance on that day.
- 4) If the University is open and the agency is open, students may opt not to attend, but will have to make up any regularly scheduled hours they would have acquired if they had been in attendance on that day.

The School expects students to be in their practicum placements on the days and at the times agreed upon by the student and field instructor, and designated and outlined in the student's Field Practicum Contract. Students who will be absent due to holidays, semester break or inclement weather are responsible for communicating these absences to the field instructor in a timely manner and, when possible, preparing clients for the absence. **Students must make up any supervision conferences they have missed due to any absence.** Students are responsible for and expected to do whatever is necessary to successfully complete all tasks within the Field Practicum Contract, regardless of missed hours due to holidays or weather.

Some sites may require that students be present during part or all of the University recognized holidays as a condition of placement at that site. Such requirements and arrangements must be stated in the Field Practicum Contract. Students who are required by their sites to be in their placements over Winter Break must submit a *Request for Modified Practicum*. See: Modified Practicum.

All Undergraduate students are allowed to take Spring Break. Graduate students in two semester placements may approach their field instructors about the possibility of taking Spring Break. This decision is completely up to the field instructor and is based on instructor and site needs. Students may not appeal the instructor's decision to the School.

Students who celebrate religious holidays not observed by the site may be granted leave time by the field instructor, but time granted for such observances may have to be made up. Plans for such leave time must be negotiated with the field instructor and addressed in the Field Practicum Contract.