Practicum Site Applications & Practicum Site Affiliation Agreements (MOU)

- There are 2 ways that all practicum sites must plug into the School
  - IPT Practicum Site Application
  - Practicum Site Affiliation Agreement (a legal MOU) with the School

- You may not begin the practicum without both being in effect
- Once you are certain about your practicum site ("Agency") go to IPT and check the Affiliate Agreement Expiration Date for your intended practicum site
- If the site is in IPT, the expiration date will be available there
- If there is a date, and the date will not expire while you are in your practicum, you are done!

**Practicum Site Application**

*If the site is not in IPT*

- If the site is not IPT active, i.e. it isn’t listed, this means that the site needs to fill out a Practicum Site Application in order to be entered into IPT
- You are the person who will start this process by guiding your practicum site to the school website
- The Practicum Site Application link can be found on the Field Education tab of the school’s website (How do I Get Involved on the Tulsa Campus)
- Be aware that this site may have had lots of students before IPT
- In other words, the school could possibly have an ACTIVE Practicum Site Affiliation Agreement on file for this site
- Josh Majed or the practicum GA will know if the school has an agreement on file
- Once your practicum site has been entered into IPT, follow the Designating Agency & Field Instructor in IPT Tutorial to designate this newly entered site as your practicum site

**Practicum Site Affiliation Agreement**

*If the site is a brand new site to the school*  
*Or, if the site is in IPT and shows an affiliate agreement which has expired or will expire during your placement*  
*Or, if you find out from Josh Majed or a practicum GA that the school has an expired agreement for your site which is not yet in IPT*

- In each of these instances, the site needs to sign a new Practicum Site Affiliation Agreement with the School
- With the exception of medical sites (these are initiated by Gena Massey), YOU are the person who will start this process
- Contact Josh Majed and he will send you a copy of the Practicum Site Affiliation Agreement
- Take (2 copies) (or send) to your prospective field instructor, and ask that this social worker route this agreement to the person who has the authority to sign (this might possibly be the field instructor)
- The site should keep one copy; you will return the other signed in ink copy to 3J37, the Practicum Graduate Assistant’s office. (If the door is locked, please slide the signed agreement under the door.)

*IF your chosen site requires that their own affiliation agreement be signed*

- These contracts must be sent to Norman to be reviewed by OU’s legal department
- In order to do this, we must have an ELECTRONIC COPY sent to Josh Majed
- This can take a lot of time!! Students have had placements vanish on the start date because either the school or the site could not agree to terms
- Example: the site may want all of your medical records; or, they may want you to cover their facility with your own malpractice insurance!!
- When the school does sign the site’s own affiliation agreement, that agreement is used in place of the school’s MOU