

## **THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK PRACTICUM PROGRAM**

**The following information is excerpted from the Practicum Manual 2008-2009**

### **IDENTIFICATION OF PRACTICUM SITES**

Students in the Practicum Program at the OUSSW are placed at community sites across the state. Students may be placed only at sites that have a formal affiliation agreement with the OUSSW. The process of affiliation with the OUSSW Practicum Program for the purpose of student field placements may begin in one of three ways: 1) agencies and sites may indicate interest by contacting the Practicum Office at the OUSSW; 2) the OUSSW may initiate interest by contacting a prospective site and exploring the site as a possible placement for social work students; and 3) a student may recommend an agency or facility as a possible placement site. In that case, the site or the OUSSW makes contact with the other party and negotiations begin.

Staff from potential practicum sites must complete a Practicum Site Information Form, which is reviewed by the Practicum Coordinator or designated member of the faculty. See the Practicum webpage for the Practicum Site Information Form. Prior to placement of students, the site must sign a formal affiliation agreement with the OUSSW and the agreement must be on file with the OUSSW.

### **Criteria considered for approval of a practicum site**

- Mission of the site and the consistency of that mission with professional social work
- Availability of qualified social work staff to serve as practicum instructors
- Physical resources to assure that the student has necessary space, materials, and support to function in a manner conducive to effective practice and optimal learning
- Programs at the site that offer exposure to a range of clientele and current intervention methods
- Commitment of the site to professional education for social work practice
- Ability of the site to offer students professional social work learning opportunities that fit with the level of students considered for placement
- Creation and maintenance of a learning environment consistent with the educational expectations of the OUSSW
- Willingness to allow the students to function as independently as skills permit and to take part in site decision-making when appropriate
- Willingness on the part of the administration to permit additional learning experiences outside the site if areas of student need are identified that cannot be met within the programs and practices of the site
- Evidence of sensitivity to issues of cultural diversity and nondiscriminatory practices in staffing and service delivery
- Accreditation by appropriate organizations

### **Procedure for designation as affiliated Practicum site**

When a potential site has been reviewed and approved, the OUSSW develops an affiliation agreement using a standard University of Oklahoma Practicum/Internship Memorandum of Understanding to designate the site as a practicum affiliate of the OUSSW. Affiliation

agreements are reviewed every three years unless the site requests more frequent review. If a site requires that the OUSSW accept an agreement other than that developed at the University of Oklahoma, the site must submit the agreement to the Practicum Office for review by the OU legal division.

The OUSSW Practicum Program as part of the University of Oklahoma, subscribes to the provisions of the Civil Rights Act of 1964 (Titles VI and VII), Title IX of the Educational Amendments of 1072, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustments Assistance Act of 1974, and other federal laws and regulations which prohibit discrimination on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services and extends to all activities related to student practicum. In addition, by special action of the faculty of the OUSSW, discrimination against students or clients by reason of individual sexual orientation is prohibited. As extensions of the OUSSW for the purpose of educating social work students, all practicum sites must adhere to the aforementioned policies, practice, and procedures.

In addition, practicum sites are encouraged to promote opportunities for students to work with groups distinguished by age, religion, disability, sexual orientation, and culture.

Although the appointments are unsalaried, OU does grant the non-monetary benefits listed below to affiliated faculty members. To access any of these benefits, affiliated faculty must have an official OU faculty ID. After receiving an official appointment letter, affiliated faculty may obtain an ID at the One Source office at the OU Memorial Union on the Norman campus or in the Human Resources Office at the Schusterman Center in Tulsa.

- Faculty borrowing privileges at the University of Oklahoma Library. Present the faculty identification card at the library in order to utilize library facilities.
- Eligibility for membership in the Faculty Club (Norman), and the Faculty House (Oklahoma City). A membership fee is required, as is the case with regular, salaried faculty.
- Eligibility for special campus events open to the faculty. Affiliated faculty have the same privileges as regular, salaried faculty for cultural, athletic or entertainment events, including faculty discounts for admission, with presentation of the faculty ID card.

Other benefits for practicum instructors include continuing education opportunities and credits through the OUSSW at no expense.