

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

REQUEST FOR CHANGE OF PLACEMENT

Student _____ E-mail address _____

Course # _____ Practicum Site _____

Practicum Instructor _____ Practicum Preceptor _____
(if applicable)

Faculty Liaison _____ Supervisory Day and Time _____

If student encounters problems at his or her site that cannot be resolved through a conference with the practicum instructor, the student or practicum instructor should contact the faculty liaison and request a visit and conference. In this conference, the student should state his or her concerns clearly and honestly, provide evidence to document these concerns, and be open to suggestions from both practicum instructor and faculty liaison. The faculty liaison may require that the practicum instructor and student develop a written contract to address the concerns. Only after a meeting with the faculty liaison may the student submit a Request for Change in Placement.

If a practicum instructor identifies difficulties with an assigned student and would like the student to be re-assigned, he or she should first request a conference with the assigned faculty liaison in order to discuss the concerns. Possible actions to support and maintain the current placement should be thoroughly discussed and considered. If the liaison finds the situation is untenable, he or she will advise the student to initiate a Request for Change of Practicum Placement

Procedure for Student Request of a Change of Practicum Placement

1. If after conferring with the faculty liaison the student believes that a change in field placement is the only suitable recourse, the student completes the student portion of the Request for Change of Field Placement Form.
2. The student seeks written comments from the practicum instructor. The practicum instructor reviews the form, completes the appropriate section, and returns the form to the student.
3. The student submits the form to the faculty liaison, who reviews and completes his or her section and submits the form to the Practicum Office. Both practicum instructor and faculty liaison must review this form whether or not the request is supported by either.
4. The Practicum Coordinator reviews the request, consults with the faculty liaison, and may request a meeting with any of the parties involved before making a determination that a change in placement is warranted. A decision to terminate the placement will be made primarily on the following factors: 1) the nature and severity of the problem; 2) the outcome of prior efforts to address the concerns; and 3) the willingness of the practicum instructor to continue to work with the student.
5. If a decision is made to change placements, the student is responsible for developing a plan with the practicum instructor and faculty liaison for appropriate termination with clients and site. The plan should address transfer of responsibilities and clients to other service providers and completion of documentation.
6. Only after the change of placement is approved will the Practicum Coordinator work with the student on a new practicum placement.
7. The student is required to make up any time missed from practicum during the re-assignment process. The length and scheduling of make-up must be negotiated with the new site in consultation with the Faculty Liaison. **Only under exceptional circumstances will any of the student's hours accumulated in the first placement count toward total practicum hours for the semester.**

