

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

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

IDENTIFICATION OF PRACTICUM INSTRUCTORS

Practicum Instructors

The practicum instructor is the on-site social worker who has the responsibility for development, implementation, and evaluation of a student's educational experience in the practicum placement. The practicum instructor recommends a final grade for each student in placement. Practicum instructors are considered affiliated faculty of the University of Oklahoma and may make application for formal appointment through the OUSSW.

Required qualifications for Practicum Instructors

- A degree in social work from an accredited program. Those providing practicum instruction in the graduate program must have an MSW. Those providing practicum instruction in the undergraduate program may have a BSW only, but an MSW is preferred
- At least two years of supervised post-BSW experience in social work practice is required for practicum instructors with a BSW only
- At least six months and preferably two years post-MSW experience in social work practice is required for those providing instruction for MSW students
- At least six months experience in current social work position

Preferred qualifications for Practicum Instructors

- A license to practice social work in the State of Oklahoma
- Membership in NASW
- Evidence of continuing professional development through reading, workshops, courses, conference attendance, and participation in professional organizations
- A demonstrated interest in professional social work education and a willingness to work cooperatively with the OUSSW to accomplish educational objectives
- Demonstrated capacity for supervision or evidence of potential as an instructor
- Knowledge of the practice setting, the community within which the site functions, and the needs of the clientele served by the site
- Demonstrated knowledge of the current state of social work practice and its relation to the knowledge base of the profession
- Ability and sufficient time to carry out responsibilities of participation in the Practicum program

Verification of credentials

Credentials of social workers applying for practicum instructor status are verified using the Oklahoma State Board of Licensed Social Workers data base and the OUSSW alumni data base. Those applicants who do not carry an Oklahoma social work license and did not earn a social work degree from the OUSSW may be asked to provide additional documentation in support of their candidacy.

Procedure for selection and appointment of Practicum Instructors

Potential site-based practicum instructors may be recommended by the site administrator or director, other practicum instructors, practicum liaison faculty, or students who have been in placement at that site. In addition, social workers may submit their own application for Practicum Instructor status. To apply for practicum instructor status, each prospective practicum instructor must submit a Practicum Instructor Information Form and a professional vita. See the Practicum webpage for the Practicum Instructor Information Form. All materials are submitted to the Practicum Coordinator for approval.

Benefits for Practicum Instructors

Practicum Instructors who have been approved and are interested may apply for official appointment as affiliated faculty by completing and submitting a University of Oklahoma Personal Data Form. A link to this form is available on our webpage at www.ou.edu/socialwork. Click on Practicum and the Practicum Instructors' Page.

Completed Personal Data Forms should be mailed to the OUSSW Practicum Office on the Norman campus along with a copy of the most recent resume or vita. Send all materials to Practicum Program, 1005 South Jenkins, Norman, OK, 73019. For the purposes of the OUSSW Practicum Program, only persons holding MSW's may be appointed as affiliate faculty.

All applications for affiliate faculty status are approved by the Practicum Coordinator and sent to the OU Department of Human Resources and the Office of the Provost. Once approved at that level, a letter is sent back to the OUSSW and then on to the affiliated faculty member at the address on file. Appointments as affiliated faculty expire after two years.