

**University of Oklahoma School of Social Work
Tulsa Summer 2009 Practicum Calendar
Foundation Year Block Practicum
Social Work 5413/5423**

January 28 **Practicum Planning Orientation**, Wednesday, 12:30 – 4:00 pm
January 30 **Practicum Planning Orientation**, Friday, 8:00 – 12 noon
 *All FY students must attend one of these orientations

February-March **Begin the planning process**
 Complete application material
 Set up student conference with Practicum Coordinator
 Explore and interview at potential practicum sites
 Apply for professional malpractice insurance
 Complete any site-specific requirements

March 2 Final date for submission of all application material
 Submit **PRIOR** to student conference
 Application Part I & II
 Application Part III (EBP)
 Job Description
 Job Performance Review
 Updated Resume
 Updated Professional Statement

April 17 Final date for submission of all placement material
 Student Placement Form
 Practicum Roles & Activities
 Attachment A
 Memorandum of Understanding – MOU
 Or, Verification of Active MOU
 Verification of professional liability insurance
 EBPP insurance coverage letter, if applicable
 HIPAA training certificate – for medical/health sites
 Request for Modification of Practicum, if applicable
 Practicum Application & Planning Checklist

Student files will be audited. All forms must be submitted before permission will be given to enroll in practicum.

- May 15 **Practicum Instructor Orientation** 1-5 pm
- May 18 **Practicum begins**
 ***Begin scheduling Faculty Liaison Site Visits**
- May 18 **Pre-Practicum Orientation** 9-5 pm
 ***All students must attend this orientation**
 Practicum credit given for these hours
- June 8 **Teaching & Learning Agreement due**
- June 30 **Mid-Term Evaluation & Cumulative Time Sheet (to date) both due**
- July 4 Independence Day; University closed; practicum students may NOT count this day for practicum hours unless their sites require attendance

In the Summer Block placement, grades are due before the end of the practicum. This is because there is not a span of 12 weeks between finals in the Spring and the date grades are due at the end of the Summer. For this reason final documentation is due prior to the end of the practicum.

- July 27 **Final Documentation due; students MUST submit all final documents or risk the grade of Unsatisfactory for this course; student files will be audited.**
 Final Evaluation of Student
 Student Evaluation of Practicum
 Weekly Logs to date
 Supervisory Report Forms to date
 Cumulative Time Sheet to date
 Practicum Reporting & Evaluation Checklist
- August 7 **Last day of practicum**
- August 11 Remaining documentation **due** in Practicum Office
 All Remaining Weekly Logs
 All Remaining Supervisory Report Forms
 Completed Cumulative Time Sheet

This calendar assumes a Practicum of 38-40 hours a week for 12 weeks. The minimum requirement for this practicum is 460 hours

