

FOUNDATION YEAR CONCURRENT PRACTICUM CALENDAR

Fall 2022 & Spring 2023 | SWK 5413/5423 | Norman Campus

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IMPORTANT INFORMATION:

Definition of Critical Deadline: Students are required to meet these deadlines if they plan to move forward into practicum this semester. Missing a critical deadline could result in delay of practicum, which could also cause a delay in graduation.

AUGUST

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/17 (11:30 – 1 PM) OR 8/22 (6–7:30 PM)	Practicum Orientation – MANDATORY	8/17 – Community Room 8/22 – Zoom	Critical Deadline: Student attendance is required to receive critical information on the placement process. Only need to attend ONE orientation session.
8/25 (9 AM – Noon)	Field Education Lab #1	Community Room	Attend Field Education Lab #1. Attendance is required . Hours count toward practicum.
8/25	Daily Log Book Documentation Begins	InPlace	Students must complete and submit daily documentation via InPlace every day in which they are in practicum. Students who do not submit timely documentation or are behind on their reports by 2 weeks will be at risk of suspension .
8/25	Asynchronous Lab Modules open	Canvas	Students are required to complete Asynchronous Lab Modules by respective deadlines. Students can count practicum hours for this learning.
8/29 (11:59 PM)	ALL STUDENTS • Student Detail Page (verify) • Planning Agreement • Upload Resume	InPlace (Home screen → To-Do List pane)	Critical Deadline: • Log into InPlace using your student 4x4. • In Student Detail Page, students must verify demographic details, preferred name and pronouns. • Complete Planning Agreement. • Upload current resume.
8/29 (11:59 PM)	Week #1 of Documentation Due (Week #1 = 8/22 12:00 AM – 8/28 11:59 PM)	InPlace	Students must submit all Daily Logs via InPlace by every Monday for the preceding week. Students who do not submit timely documentation or are behind on their reports by 2 weeks will be at risk of suspension .

SEPTEMBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
9/1 (9 AM – Noon)	Field Education Lab #2 • Student Professional Liability Insurance • HIPAA Training	Community Room • Liability Insurance • Instructions sent via Canvas	Attend Field Education Lab #2. Attendance is required . Hours count toward practicum. • Upload verification of insurance to InPlace (on the OUSSWK website there are links to 2 different sources, NASW or HPSO , from which to purchase your insurance). • HIPAA certificate must be uploaded to your InPlace account to verify you have completed the training.

9/2	Receive Site Referral	InPlace (Home screen → Confirmed pane)	Students will receive their agency referral for interview via InPlace.
9/5 – 9/15	Interview at recommended agency	Community-Based Agency	Contact and interview at recommended agency – provide resume and Field Calendar. Secure placement with signatures on the Student Placement Form . Inquire about requirements to be completed for agency and determine start date (some agencies require you to attend orientations prior to the start of the semester – if so, talk with the Field Office).
9/8 (9 AM – Noon)	Field Education Lab #3	Community Room	Attend Field Education Lab #3. Attendance is required . Hours count toward practicum.
9/9	All-Professions Day (Part 1 of 2)	Zoom	Mandatory attendance required. Details will be sent via OU e-mail. A 2-hour time slot will be assigned to you.
9/15 (9 AM – Noon)	Field Education Lab #4	Community Room	Attend Field Education Lab #4. Attendance is required . Hours count toward practicum.
9/15 (11:59 PM)	Secure Placement • Student Placement Form • Register for Field Training	<ul style="list-style-type: none"> • Student Placement Form • Canvas 	<p>Critical Deadline: Student Placement Form due. Failure to meet this deadline will result in a delay in starting your practicum.</p> <ul style="list-style-type: none"> • The Student Placement Form (located in calendar, Canvas, website and in InPlace under the “Shared Documents” tab) must be completed, signed (digital signatures are acceptable) and uploaded to InPlace. • Register yourself, Field Instructor, and Preceptor (if applicable) for Field Training. Link and instructions located in Canvas.
9/15 (11:59 PM)	Employment-Based/Paid Practicum Students: Final Practicum Proposal Final	InPlace	Critical Deadline: Practicum Proposal must be approved by the Field Education Coordinator and signed by student to move into practicum.
9/19	Agency-based Practicum 5413 begins this week per student’s agreed upon schedule	Community-Based Agency	Begin at Practicum Site (15 hours / week minimum recommended).
9/19 – 9/25	Employment-Based / Paid Practicum Students ONLY: Begin working on Practicum Proposal	InPlace (Home screen → To-Do List pane)	<ul style="list-style-type: none"> • Log into InPlace using your student 4x4. • If eligible and approved (by the Field Office) for completing an Employment-Based practicum, begin working on Practicum Proposal. • Liaison will provide feedback by 9/30.
9/19 (5:30 – 8:30 PM) OR 9/21 (9 AM – Noon)	Field Training with Field Instructor / Preceptor	Zoom	Critical Deadline: Attendance at this Zoom-based event is required to receive critical information about the Field Education Contract and Evaluation as well as other relevant Field Education information. Only need to attend one session.
9/25 (11:59 PM)	Employment-Based / Paid Practicum Students: Practicum Proposal Draft #1	InPlace	<p>Critical Deadline:</p> <ul style="list-style-type: none"> • Draft #1 due. Following the Practicum Proposal timeline sent via e-mail, complete the first draft by this deadline. A faculty member from the Field Office will review and provide comments no later than September 30th. • Current Job Description submitted with Practicum Proposal. • Recent Performance Evaluation submitted with Practicum Proposal.
9/28 and 9/29	Basic Interviewing Simulation	Zoom	Mandatory Virtual Simulation Event. Sign up in advance via e-mail. Link and case information will be available via Canvas. 30-minute time slots.

OCTOBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
October TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
10/4 (11:59 PM)	Employment-Based / Paid Practicum Students: Practicum Proposal Draft #2	InPlace	Critical Deadline: Draft #2 due. Following the Practicum Proposal timeline sent via e-mail, complete the second draft by this deadline (edits suggested by faculty liaison). The Field Education Coordinator will review and provide comments no later than October 7 th .
10/10 (11:59 PM)	SWK 5413 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Contract Work Plan must be completed and electronically signed via student tracking software by the student, Field Instructor, and Liaison. You will complete two separate Contract Work Plans during your Practicum – one at the middle of the fall semester (SKW 5413 due 10/11), and one at the beginning of the spring semester (SWK 5423 due 1/31).
10/10 (11:59 PM)	Employment-Based / Paid Practicum Students: Final Practicum Proposal Due	InPlace	Critical Deadline: Practicum Proposal must be approved by the Field Education Coordinator and signed in InPlace.
10/26 and 10/27	Home Safety Assessment Simulation	Simulation Center Zarrow Hall	Mandatory Live Simulation Event. Sign up in advance via e-mail. Link and case information will be available via Canvas. 30-minute time slot.

NOVEMBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
November TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
11/23 – 11/27	Thanksgiving Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.

DECEMBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
12/9	Typical last day of Practicum 5413		Final day of classes and practicum.
12/12 (11:59 PM)	<ul style="list-style-type: none"> SWK 5413 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Logs signed Hours Completed (230) 	InPlace	Critical Deadline: <ul style="list-style-type: none"> Contract Evaluation must be completed by the Field Instructor (step 1) and reviewed in supervision with student. The student will complete the Student Comments section (step 2) and electronically sign the contract. You will complete 2 separate evaluations during your Practicum – one at the end of the fall semester (SWK 5413 due 12/12 at 11:59 PM) and one at the end of the spring semester (SWK 5423 due 5/8). All Daily Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 230 by 12/9.

JANUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
1/17	Practicum 5423 Begins this Week	Community-Based Agency	Practicum 5423 begins for spring semester (15 hours / week minimum recommended)
1/30 (11:59 PM)	SWK 5423 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Critical Deadline: Contract Work Plan must be completed and electronically signed via InPlace by the student, Field Instructor, and Liaison. This is your 2nd Contract Work Plan.

FEBRUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
February TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
February TBA	SBIRT Didactic Training and Simulation	Simulation Center Zarrow Hall	Mandatory Live Simulation Event. Students are required to complete asynchronous modules and attend synchronous didactic training prior to simulation. Sign up in advance via e-mail. Link and case information will be available via Canvas. 30-minute time slots.
2/25	All-Professions Day (Part 1 of 2)	Zoom	Mandatory attendance required. Details will be sent via OU e-mail. A 2-hour time slot will be assigned to you.

MARCH

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
March TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.

APRIL

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
April TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
4/29	Foundation Year Curriculum Assessment Survey	Details will be sent via OU e-mail by Natalie O'Reilly	Complete Student Survey of Educational Experience.

MAY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/5	Typical last day of Practicum 5423		Practicum ends for spring semester.
5/8 (11:59 PM)	<ul style="list-style-type: none"> SWK 5423 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Logs Signed Hours Completed (460) Student Evaluation 	<ul style="list-style-type: none"> InPlace OU E-Mail 	<ul style="list-style-type: none"> Contract Evaluation must be completed by the Field Instructor (step 1) and reviewed in supervision with student. The student will complete the Student Comments section (step 2) and electronically sign the contract. This is your 2nd Evaluation built upon SWK 5413 and SWK 5423 (due 5/8 at 11:59 PM). All Daily Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 460 by 5/5. Student Evaluation of Practicum must be submitted before the final grade will be posted (you will be notified via e-mail).

FIELD OFFICE CONTACT INFORMATION

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