

UNDERGRADUATE FIELD CALENDAR

Fall 2023 – Spring 2024 | SWK 4315 / 4325 | Norman Campus

Email: swknormanfieldoffice@ou.edu | Website: <http://www.ou.edu/cas/socialwork>

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.

FEBRUARY/ MARCH

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
2/14 (4:30 - 6 PM) OR 2/15 (12:130 PM)	Practicum Orientation – MANDATORY	Zoom	Critical Deadline: Student attendance is required to receive critical information on the placement process. Only need to attend ONE orientation session.
3/9 (11:59 PM)	ALL STUDENTS <ul style="list-style-type: none"> Student Detail Page (verify) Planning Agreement Upload Resume Upload Photo 	InPlace (Home screen → To-Do List pane) Canvas	<ul style="list-style-type: none"> 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. Upload photo to Canvas.
3/20 – 3/24	Group Planning Session (Mandatory)	Zoom / In Person	Attend planning session with Carrie or Sue to discuss potential placements. Information and link to sign will be posted in Canvas. Note: CW-PEP students will meet with Linda Smith and Misty Stanberry for group planning.
3/27 – 3/31	Stipend Interviews (if applicable)	Community-Based Agency	Students interested in applying for a stipend placement will interview this week. Refer to stipend packet for a list of items to submit as well as contact information.

APRIL

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
4/6 (12 – 3 PM)	Practicum and Career Fair	Norman Public Library	Meet representative from partner agencies for potential practicum placement or future employment.
4/10	Employment-Based Students ONLY: Begin working on Practicum Proposal	InPlace	View Mandatory Practicum Proposal Training Video if you are completing an Employment-Based practicum. The Practicum Proposal will be released to you in InPlace.
4/14 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #1 Due	InPlace	Critical Deadline: Draft #1 due. Following the Practicum Proposal Timeline shared in InPlace, complete the first draft by this deadline. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than April 19 th .
4/17	Receive Site Referrals	TBD	Students will receive their agency referrals for interview via InPlace or e-mail.
4/17 – 5/4	Interview at recommended agency	Community-Based Agency	Contact and interview at recommended agencies – students must provide agency with resume and practicum calendar. Inquire about additional onboarding requirements to be completed for agency and determine start date (some

			agencies have additional documentation requirements or orientations prior to the start of the semester – if so, talk with the Field Office).
4/24 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #2 Due	InPlace	Critical Deadline: Draft #2 due. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than April 27 th .
MAY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/4 (11:59 PM)	Secure Placement	Student Placement Form (Home screen → To-Do List pane)	Critical Deadline: 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.
5/4 (11:59 PM)	Register for Field Training	EventBrite Canvas	Students are responsible for registering student, Field Instructor and Preceptor (if applicable) for Field Training. See instructions and registration link in Canvas.
5/4 (11:59 PM)	Employment-Based Students: Final Practicum Proposal (Final)	InPlace	Critical Deadline: Practicum Proposal must be submitted in InPlace for final approval.
AUGUST			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/21 (11:59 PM)	<ul style="list-style-type: none"> Student Professional Liability Insurance HIPAA Training Certificate 	Recommended options are available on the OUSSWK website Canvas InPlace	<p>The Field Office will contact you in early August regarding purchasing Student Liability Insurance as well as completing HIPAA training. DO NOT purchase insurance prior to August.</p> <ul style="list-style-type: none"> Purchase and upload verification of insurance to InPlace. Students may find suggested resources to purchase this policy on OUSSWK website and practicum planning Canvas course. DO NOT purchase insurance prior to August. Instructions regarding where to locate and complete HIPAA training will be sent via Canvas. Once complete, upload to InPlace.
8/15 (9 AM – Noon) OR 8/17 (1 – 4 PM)	Field Training with Field Instructor / Preceptor MANDATORY	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 of the sessions.
8/21	Stipend / Scholarship Practicum Students ONLY: Begin working on Practicum Proposal	InPlace	View Mandatory Practicum Proposal Training Video if you are completing a Stipend / Scholarship practicum. The Practicum Proposal will be released to you in InPlace.
Week of 8/21	Practicum 4315 Begins (15 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student’s agreed upon schedule (15 hours / week for a total of 240 hours for SWK 4315).
8/21	Daily Log Book Documentation Begins	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.
8/24 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #1 Due	InPlace	Critical Deadline: Draft #1 due. Following the Practicum Proposal Timeline shared in InPlace, complete the first draft by this deadline. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than August 29 th .

8/28 (11:59 PM)	Daily Logs due for Week #1 (Each week should include daily logs for Monday – Sunday)	InPlace	Students must submit their Daily Logs via InPlace 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 . Instructions / samples will be provided during Field Training as well as located in Canvas.
SEPTEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
TBA	All-Professions Day (1 of 2)	Details will be sent via OU e-mail	Mandatory attendance required. Location: TBA. A 2-hour time slot will be assigned to you.
9/1 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #2 Due	InPlace	Critical Deadline: Draft #2 due. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than September 7 th .
9/4	Labor Day		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
9/11 (11:59 PM)	Stipend / Scholarship Students: Final Practicum Proposal (Final)	InPlace	Critical Deadline: Practicum Proposal must be submitted in InPlace for final approval.
9/11 (11:59 PM)	SWK 4315 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Critical Deadline: Contract Work Plan must be completed and submitted via InPlace by the student, Field Instructor, and Liaison. Students will complete two separate Contract Work Plans during your Practicum – one at the beginning of the fall semester (SKW 4315 due 9/12), and one at the beginning of the spring semester (SWK 4325 due 1/29).
NOVEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
11/22 – 11/26	Thanksgiving Break		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
DECEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
12/8	Last Day of Practicum for fall semester		Final day of classes and practicum for fall semester.
12/11 (11:59 PM)	<ul style="list-style-type: none"> SWK 4315 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Reports signed Hours Completed (240) 	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 4315 due 12/11 at 11:59 PM) and one at the end of the spring semester (SWK 4325 due 5/6). All Daily Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 240 by 12/8.
JANUARY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
Week of 1/17	Practicum 4325 Begins (15 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student’s agreed upon schedule (15 hours / week for a total of 240 hours for SWK 4325).

1/29 (11:59 PM)	SWK 4325 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Critical Deadline: Contract Work Plan must be completed and submitted via InPlace by the student, Field Instructor, and Liaison. This is your 2nd Contract Work Plan.
FEBRUARY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
TBA	All-Professions Day (2 of 2)	Details will be sent via OU e-mail	Mandatory attendance required. Location: TBA. A 2-hour time slot will be assigned to you.
MARCH			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
3/18 – 3/22	Spring Break		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
MAY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/3	Typical Last Day of Practicum		Practicum ends for spring semester.
5/6 (11:59 PM)	<ul style="list-style-type: none"> SWK 4325 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Logs Signed Hours Completed (480) 	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. This is your 2nd Evaluation built upon SWK 4315 and SWK 4325. All Daily Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 480 by 5/3.
5/10 – 11	Commencement		OU Commencement Weekend

FIELD OFFICE CONTACT INFORMATION

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