

UNDERGRADUATE PRACTICUM CALENDAR

Fall 2024 – Spring 2025 | 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 a delay in practicum, which could also cause a delay in graduation.

JANUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
1/19	<ul style="list-style-type: none"> Practicum Planning Canvas Course Opens Orientation Video Sign Up for Check-In Meeting 	Canvas	<ul style="list-style-type: none"> Foundation Year Summer Block Practicum Planning Canvas Course opens. Students are required to view the entire Orientation video and submit the Orientation Quiz. Video available 1/19 – 1/29 at 11:59 PM. Sign up for the Mandatory Check-In meeting
1/29 (11:59 PM)	<ul style="list-style-type: none"> Submit Orientation Quiz Student Detail Page & Photo Planning Agreement Upload Resume 	Canvas IPT	<ul style="list-style-type: none"> Submit the Orientation Quiz in the Practicum Planning course. Complete Student Detail Page including uploading a profile photo (temporary log-in information located in the IPT Resources module). Complete Planning Agreement. Upload current resume.
1/30 (12-1 PM) OR 2/1 (4:30-5:30 PM)	Practicum Check-In Meeting – MANDATORY	Room 250 or Zoom	Critical Deadline: Student attendance is required to receive critical information on the placement process. Only need to attend ONE check-in meeting. The Field Office will provide a Zoom link if you are unable to attend this meeting in person.

FEBRUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
Week of 2/5	Scholarship Interviews (if applicable)	Community-Based Agency	Students interested in applying for a scholarship placement will likely interview this week. Refer to the scholarship packet for a list of items to submit as well as agency contact information.
2/5 – 2/9	Group Planning Session (Mandatory)	Zoom / In Person	Attend planning session with Carrie or Pam to discuss potential placements. Link to sign up will be posted in Canvas. Note: CW-PEP students will meet with Misty Stanberry for group planning.
2/12	Employment-Based Students ONLY: Begin working on Practicum Proposal	IPT	The Practicum Proposal will be released to you in IPT. Complete draft #1 per the instructions given in the Practicum Proposal Timeline.
2/16	Receive Site Referrals	OU E-Mail	Students will receive their agency referrals for interview via OU e-mail.
2/16 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #1 Due	IPT	Draft #1 due. Following the Practicum Proposal Timeline located in Canvas, complete the first draft by this deadline. A faculty member from the Field Office will review and provide comments no later than February 21 st .

2/19 – 3/7	Interview at recommended agency	Community-Based Agency	Contact and interview at recommended agencies – students must provide the agency with a resume and practicum calendar. It is recommended to take a Student Placement Form (located in calendar, Canvas, and the OUSSWK website) to your interview in the event you are offer placement. Inquire about additional onboarding requirements to be completed for the agency and determine the start date (some agencies have additional documentation requirements or orientations prior to the start of the semester – if so, talk with the Field Office).
2/26 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #2 Due	IPT	Draft #2 due. A faculty member from the Field Office will review and provide comments no later than February 29th.
MARCH			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
3/7 (5 PM)	Secure Placement	Student Placement Form IPT	Critical Deadline: The Student Placement Form (located in calendar, Canvas, and the OUSSWK website) must be completed, signed (digital signatures are acceptable) and uploaded to your IPT Student Detail Page.
3/7 (5 PM)	Register for Field Training	Canvas	Students are responsible for registering student, Field Instructor and Preceptor (if applicable) for Field Training via Canvas. Verify with Field Instructor which training works best for their schedule.
3/7 (5 PM)	Employment-Based Students: Final Practicum Proposal (Final)	IPT	Practicum Proposal must be submitted in IPT for final approval.
AUGUST			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/15 (5 PM)	<ul style="list-style-type: none"> Student Professional Liability Insurance HIPAA Training Certificate 	Recommended options are available on the OUSSWK website Canvas IPT	Purchase and upload verification of insurance to your Student Detail Page in IPT. Students may find suggested resources on OUSSWK website and practicum planning Canvas course. DO NOT PURCHASE before this date.
8/13 (9 AM – Noon) OR 8/15 (1 – 4 PM)	Field Training with Field Instructor / Preceptor MANDATORY	Zoom	Attendance at this mandatory 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. Note: Zoom link will be sent to student and Field Instructor 1-day prior to your scheduled training.
8/19	Practicum 4315 Begins (13 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student’s agreed upon schedule (13 hours / week for a total of 200 hours for SWK 4315).
8/19	Weekly Documentation Begins	IPT	Students must submit all Weekly Practicum Reports via IPT 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.
8/19	Stipend / Scholarship Practicum Students ONLY: Begin working on Practicum Proposal	IPT	The Practicum Proposal will be released to you in IPT. Complete draft #1 per the instructions given in the Practicum Proposal Timeline.

8/22 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #1 Due	IPT	Draft #1 due. Following the Practicum Proposal Timeline shared in Canvas, complete the first draft by this deadline. A faculty member from the Field Office will review and provide comments no later than August 27th.
8/26 (11:59 PM)	Week #1 Documentation due (Each week should include daily logs for Monday – Sunday of preceding week)	IPT	Students must submit their Daily Logs via IPT 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.
8/30 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #2 Due	IPT	Draft #2 due. A faculty member from the Field Office will review and provide comments no later than September 5th.
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.
9/2	Labor Day Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
9/9 (5 PM)	Stipend / Scholarship Students: Final Practicum Proposal (Final)	IPT	Practicum Proposal must be submitted in IPT for final approval.
9/9 (11:59 PM)	SWK 4315 Field Education Contract & Evaluation (WORK PLAN portion only)	IPT	Contract Work Plan must be completed and submitted via IPT by the student, Field Instructor, and Liaison. Student will complete two separate Contract Work Plans during your Practicum – one at the beginning of the summer semester (SKW 4315 due 9/11), and one at the beginning of the spring semester (SWK 4325 due 1/27).
NOVEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
11/27 – 12/1	Thanksgiving Break		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
DECEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
12/6	Typical Last Day of Practicum for fall semester		Final day of classes and practicum for fall semester.
12/9 (11:59 PM)	<ul style="list-style-type: none"> • SWK 4315 Field Education Contract & Evaluation (EVALUATION portion only) • All Weekly Logs signed • Hours Completed (200) 	IPT	<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 12/9 at 11:59 PM) and one at the end of the spring semester (SWK 4325 due 5/5). • All Weekly Logs are due. Must be signed by the student and the Field Instructor. • Students must have completed all required hours: 200 by 12/8.

JANUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
Week of 1/13	Practicum 4325 Begins (13 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student's agreed upon schedule (13 hours / week for a total of 200 hours for SWK 4325).
1/27 (11:59 PM)	SWK 4325 Field Education Contract & Evaluation (WORK PLAN portion only)	IPT	Contract Work Plan must be completed and electronically signed via IPT 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
3/17 – 3/21	Spring Break		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.

MAY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/2	Typical Last Day of Practicum		Practicum ends for spring semester
5/5 (11:59 PM)	<ul style="list-style-type: none"> SWK 4325 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Reports Signed Hours Completed (400) 	IPT	<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. All Weekly Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 400 by 5/4.

FIELD OFFICE CONTACT INFORMATION

Carrie Jankowski, MSSW, LCSW
 Field Education Coordinator
carriejank@ou.edu
 405-325-1395

Alicia Britt
 Field Education Support Specialist
abritt@ou.edu
 405-325-8569

Misty Stanberry, MSW
 CW-PEP Program Coordinator
misty.stanberry@ou.edu

Field Office Graduate Student
swknormanfieldoffice@ou.edu