

CONCENTRATION YEAR CONCURRENT PRACTICUM CALENDAR

Fall 2024 – Spring 2025 | SWK 5816 / 5826 | 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.

JULY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
7/16	<ul style="list-style-type: none"> SWK 5816 Concurrent Canvas Course Opens Orientation Video Access to IPT 	Canvas	<ul style="list-style-type: none"> SWK 5816 Concurrent Canvas Course opens. Student is required to view the entire Orientation video and submit the Orientation Quiz. Video available 7/15 – 7/22 at 11:59 PM. Access to IPT
7/22 (11:59 PM)	Submit Orientation Quiz	Canvas	Submit the Orientation Quiz in the SWK 5816 Canvas Course.
7/23	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.
7/29 (11:59 PM)	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 August 2 nd .

AUGUST

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/5 (11:59 PM)	<ul style="list-style-type: none"> Student Detail Page & Photo Planning Agreement Upload Resume Student Professional Liability Insurance HIPAA Training Certificate 	IPT	<ul style="list-style-type: none"> Complete Student Detail Page including uploading a profile photo (temporary log-in information sent via e-mail). Complete Planning Agreement in IPT. Upload current resume in IPT. Purchase and upload verification of insurance to your Student Detail Page in IPT. Students may find suggested resources on OUSSWK website and Canvas course. Complete HIPAA Training and upload Certificate to Student Detail Page in IPT.
8/5 (11:59 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.
8/7 (11:59 PM)	Practicum Proposal Draft #2 Due	IPT	Draft #2 due. A faculty member from the Field Office will review and provide comments no later than August 8 th .
8/8	Review Field Training Slides	Canvas	Deadline for review of Field Training slides with Field Instructor. Questions will be answered at the 8/14 Check-In Meeting.

8/14 (1 PM)	Practicum Check-In Meeting – MANDATORY	Zoom	Critical Deadline: Student and Field Instructor attendance is required to receive critical information regarding practicum.
8/15 (11:59 PM)	Final Practicum Proposal (Final)	IPT	Practicum Proposal must be submitted in IPT for final approval.
Week of 8/19	Practicum 5816 Begins (16 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student’s agreed upon schedule (16 hours / week for a total of 250 hours for SWK 5816).
Week of 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.
8/26 (11:59 PM)	Week #1 Documentation due (Each week should include logs from 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.

SEPTEMBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
September TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.
9/2	Labor Day Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
9/9 (11:59 PM)	SWK 5816 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 5816 due 9/9), and one at the beginning of the spring semester (SWK 5826 due 1/27).

OCTOBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
October TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.

NOVEMBER

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
November TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.
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 5816 Field Education Contract & Evaluation (EVALUATION portion only) 	IPT	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

	<ul style="list-style-type: none"> All Weekly Logs signed Hours Completed (250) 		<p>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 5816 due 12/9 at 11:59 PM) and one at the end of the spring semester (SWK 5826 due 5/4).</p> <ul style="list-style-type: none"> All Weekly Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 250 by 12/8.
JANUARY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
Week of 1/13	Practicum 5826 Begins (16 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student's agreed upon schedule (16 hours / week for a total of 250 hours for SWK 5826).
1/27 (11:59 PM)	SWK 5826 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
February TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.
MARCH			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
March TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.
APRIL			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
April TBD	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time will be communicated at a later date by the faculty liaison.
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 5826 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Reports Signed Hours Completed (500) 	IPT	<p>Critical Deadline:</p> <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 5816 and SWK 5826. All Weekly Logs are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 500 by 5/4.
5/9 – 5/11	Commencement Weekend		OU Commencement Weekend

FIELD OFFICE CONTACT INFORMATION

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