

FOUNDATION YEAR CONCURRENT PRACTICUM CALENDAR

Fall 2024 & Spring 2025 | 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
8/1	<ul style="list-style-type: none"> Practicum Planning Canvas Course Opens Orientation Video 	Canvas	Critical Deadline: Foundation Year Concurrent Practicum Planning Canvas Course opens. Students are required to view the entire Orientation video and submit the Orientation Quiz. Video available 8/1 – 8/14 at 11:59 PM.
8/14 (11:49 PM)	Submit Orientation Quiz	Canvas	Critical Deadline: Submit the Orientation Quiz in the Practicum Planning course.
8/15	Access to IPT	IPT Canvas	Access to IPT available. Temporary log-in information available in Canvas Module IPT Resources . Items due on August 20 th .
8/15 – 8/22 (11:59 PM)	Employment-Based Students: Begin working on Practicum Proposal	IPT	Begin working on Proposal with Field Instructor (document located in IPT). Follow EBPP Timeline posted in Canvas Module Employment Based Practicum Placements Resources . Note: DO NOT SIGN – contact liaison when ready for review.
8/20 (9 AM – 4 PM)	Field Education Lab #1	Community Room	Attend Field Education Lab #1. Attendance is required . Hours count toward practicum.
8/20	Asynchronous Lab Modules open	Canvas	Asynchronous Lab Modules open in Canvas. Students can count practicum hours for this learning. Students are required to complete by 9/8.
8/20 (11:59 PM)	<ul style="list-style-type: none"> Student Detail Page & Photo Planning Agreement Upload Resume 	IPT	<ul style="list-style-type: none"> 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.
8/22 (11:59 PM)	Employment-Based Students: <ul style="list-style-type: none"> Practicum Proposal Draft #1 Job Description (current) Recent Performance Evaluation 	IPT	<ul style="list-style-type: none"> Draft #1 due. Following the Practicum Proposal timeline posted in Canvas, complete the first draft by this deadline and save in IPT. Note: DO NOT SIGN – contact liaison when ready for review. A liaison from the Field Office will review and provide comments no later than August 28th. Current Job Description submitted with Practicum Proposal. Recent Performance Evaluation submitted with Practicum Proposal.
8/26 (11:59 PM)	Week #1 of Documentation Due (Week #1 = 8/19 12:00 AM – 8/25 11:59 PM)	IPT	Students must complete and submit their logs via IPT every Monday at 11:59 PM 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	Receive Site Referral	OU E-Mail	Students will receive their agency referral for interview via OU E-Mail.

8/26 – 8/30	Scholarship Interviews	Community-Based Agency	Students applying for Scholarship positions will interview during this timeframe. Those not selected will receive an additional agency referral via e-mail on 9/3.
8/26 – 9/5	Interview at recommended agency	Community-Based Agency	Contact and interview at recommended agency – provide resume and Field Calendar. Secure placement with signatures on the <u>Student Placement Form</u> (electronic signatures accepted). 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).
8/27 (9 AM – 4 PM)	Field Education Lab #2 <ul style="list-style-type: none"> • Student Professional Liability Insurance • HIPAA Training 	Community Room	Attend Field Education Lab #2. Attendance is required . Hours count toward practicum. <ul style="list-style-type: none"> • Purchase and upload verification of insurance to IPT. Instructions presented during lab and located in Canvas. • Complete HIPAA training and upload completion certificate to IPT. Instructions presented during lab and located in Canvas.
SEPTEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
9/2 (11:59 PM)	Employment-Based Students: Practicum Proposal Draft #2	IPT	Draft #2 due. Following the Practicum Proposal timeline posted in Canvas, complete the second draft by this deadline (including edits suggested by faculty liaison). Note: DO NOT SIGN. The Field Education Coordinator will review and provide comments no later than September 4 th .
9/3 (9 AM – 4 PM)	Field Education Lab #3	Community Room	Attend Field Education Lab #3. Attendance is required . Hours count toward practicum.
9/5 (11:59 PM)	FINAL DATE to Secure Placement. Items listed are for ALL students, regardless of Scholarship or Employment-Based: <ul style="list-style-type: none"> • Student Placement Form • Register for Field Training 	<ul style="list-style-type: none"> • Student Placement Form • IPT • Canvas 	Critical Deadline: Student Placement Form due. Failure to meet this deadline may result in a delay in starting your practicum. <ul style="list-style-type: none"> • The <u>Student Placement Form</u> (located in calendar, Canvas, and website) must be completed, signed (digital signatures are acceptable) and uploaded to IPT. • Register yourself, Field Instructor, and Preceptor (if applicable) for Field Training following the instructions located in Canvas.
9/5 (11:59 PM)	Employment-Based Students: Final Practicum Proposal Due	IPT	Critical Deadline: Final Practicum Proposal due in IPT. Field Education Coordinator will notify you when approved and ready for signatures. Once approved, sign in IPT. Field Instructor will receive notification document is ready to sign in IPT.
9/6	All-Professions Day (Part 1 of 2)	Zoom	Mandatory attendance required. Details will be sent from an OUHSC IPE employee to your OU e-mail. A 2-hour time slot will be assigned to you.
9/9	Agency-based Practicum 5413 begins this week per student's agreed upon schedule	Community-Based Agency	Begin at Practicum Site (13 hours / week minimum recommended).
9/9 – 9/16	Scholarship Students ONLY: Begin working on Practicum Proposal	IPT	Begin working on Proposal with Field Instructor (document located in IPT). Follow Timeline posted in Canvas Module Employment Based Practicum Placement (EBPP) Resources – Scholarship Students ONLY. Note: DO NOT SIGN – contact liaison when ready for review.

9/9 (5:30 – 8:30 PM) OR 9/11 (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.
9/13	Practicum and Career Fair	TBA	
9/16 (11:59 PM)	Scholarship Students: Practicum Proposal Draft #1	IPT	Draft #1 due. Following the Practicum Proposal timeline posted in Canvas, complete the first draft by this deadline and save in IPT. Note: DO NOT SIGN – contact liaison when ready for review. A liaison from the Field Office will review and provide comments no later than September 20 th .
9/23 (11:59 PM)	Scholarship Students: Practicum Proposal Draft #2	IPT	Draft #2 due. Following the Practicum Proposal timeline posted in Canvas, complete the second draft by this deadline (including edits suggested by faculty liaison). Note: DO NOT SIGN. The Field Education Coordinator will review and provide comments no later than September 25 th .
9/25 and 9/26	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.
9/30 (11:59 PM)	SWK 5413 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. You will complete two separate Contract Work Plans during your Practicum – one at the middle of the fall semester (SKW 5413 due 9/30), and one at the beginning of the spring semester (SWK 5423 due 1/27).
9/30 (11:59 PM)	Scholarship Students: Final Practicum Proposal Due	IPT	Critical Deadline: Final Practicum Proposal due in IPT. Field Education Coordinator will notify you when approved and ready for signatures. Once approved, sign in IPT. Field Instructor will receive notification document is ready to sign in IPT.
OCTOBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
10/16 and 10/17	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
TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
11/27 – 12/1	Thanksgiving Holiday		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 5413		Final day of classes and practicum.
12/9 (11:59 PM)	<ul style="list-style-type: none"> SWK 5413 Field Education Contract & Evaluation (EVALUATION portion only) All Practicum Reports signed Hours Completed (200) 	IPT	<p>Critical Deadline:</p> <ul style="list-style-type: none"> Contract Evaluation must be completed by the Field Instructor and reviewed in supervision with student. The student will complete the Student Comments section 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 12/9 at 11:59 PM) and one at the end of the spring semester (SWK 5423 due 5/5 at 11:59 PM). All Practicum Reports 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 5423 Begins this Week	Community-Based Agency	Practicum 5423 begins this week per the student's agreed-upon schedule (13 hours / week for a total of 200 hours for SWK 5423).
1/27 (11:59 PM)	SWK 5423 Field Education Contract & Evaluation (WORK PLAN portion only)	IPT	Contract Work Plan must be completed and electronically signed via Field Software Program by the student, Field Instructor, and Liaison. This is your 2 nd Contract Work Plan.

FEBRUARY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
TBA	All-Professions Day (Part 2 of 2)	Zoom	Mandatory attendance required. Details will be sent from an OUHSC IPE employee to your OU e-mail. A 2-hour time slot will be assigned to you.

MARCH

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

MAY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/2	Typical last day of Practicum 5423		Practicum ends for spring semester.
5/5 (11:59 PM)	<ul style="list-style-type: none"> • SWK 5423 Field Education Contract & Evaluation (EVALUATION portion only) • All Practicum Reports Signed • Hours Completed (200 for the semester, 400 total) • Student Evaluation 	<ul style="list-style-type: none"> • IPT • OU E-Mail 	<ul style="list-style-type: none"> • Contract Evaluation must be completed by the Field Instructor and reviewed in supervision with the student. The student will complete the Student Comments section and electronically sign the contract. This is your 2nd Evaluation built upon SWK 5413 and SWK 5423 (due 5/5 at 11:59 PM). • All Practicum Reports are due. Must be signed by the student and the Field Instructor. • Students must have completed all required hours: 400 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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