

## CONCENTRATION YEAR BLOCK PRACTICUM CALENDAR

Block Spring 2025 | SWK 5816/5826 | 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 a delay in practicum, which could also cause a delay in graduation.

JUNE			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
6/28	<ul style="list-style-type: none"> <li>Practicum Planning Canvas Course Opens</li> <li>Practicum Questionnaire</li> </ul>	Canvas	<ul style="list-style-type: none"> <li>Concentration Year Practicum Planning Canvas Course Opens. Accept invitation to course.</li> <li>Complete Practicum Questionnaire (located in “Practicum Questionnaire and Class Presentation” module). Questionnaire due by July 26<sup>th</sup> (sooner if possible).</li> </ul>
JULY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
7/26	Practicum Questionnaire	Canvas	Submit Practicum Questionnaire.
AUGUST			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/19	Orientation Video	Canvas	<b>Mandatory:</b> Students are required to view the entire Concentration Year Practicum Orientation video and submit the Orientation Quiz. Video available 8/19 – 9/3.
SEPTEMBER			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
9/3 (11:59 PM)	Submit Orientation Quiz	Canvas	<b>Critical Deadline:</b> Submit the Orientation Quiz in the Practicum Planning course.
9/3 or 9/5 (4:30 – 5:30 PM)	Student Check-In Meeting	9/3 – Zoom 9/5 – Community Room	<b>Critical Deadline:</b> Attend MANDATORY Student Check-In Meeting with the Field Education Coordinator.
9/5	Access to IPT	IPT Canvas	Access to IPT available. Temporary log-in information available via Canvas Module <b>IPT Resources</b> . Items due on September 16 <sup>th</sup> .
9/13 (12 – 3 PM)	Practicum and Career Fair	The Well Community Center <a href="#">210 James Garner Ave Norman</a>	Meet-n-Greet with local agencies for potential practicum placements and employment opportunities.
9/16 (11:59 PM)	<ul style="list-style-type: none"> <li>Complete Student Detail Page</li> <li>Planning Agreement</li> <li>Resume</li> <li>Photo</li> <li>Sign-Up for Group Planning</li> </ul>	IPT Sign-Up Genius	<ul style="list-style-type: none"> <li>Complete Student Detail Page per the instructions in the <b>IPT Resources</b> module.</li> <li>Complete Planning Agreement</li> <li>Upload Resume</li> <li>Upload Photo</li> <li>Sign up for Group Planning (link located in Canvas)</li> </ul>
9/16 – 9/20	Group Planning	Zoom / In Person	Sign up and attend Group Planning (Sign-Up Genius link located in Canvas). Attendance is mandatory. <b>Note:</b> Students placed at OKDHS do not need to attend.

9/16 – 9/20	Scholarship Interviews	Community-Based Agencies	Students applying for Scholarship positions will interview during this timeframe. Those not selected will receive agency referrals via e-mail on September 30 <sup>th</sup> .
9/17 – 9/23	<b>Employment-Based Students:</b> Begin working on Practicum Proposal	IPT	Begin working on Proposal with Field Instructor (document located in IPT). Follow EBPP Timeline posted in Canvas Module <b>Employment Based Practicum Placements</b> . <b>Note: DO NOT SIGN</b> – contact liaison when ready for review.
9/23 (11:59 PM)	<b>Employment-Based Students:</b> • Practicum Proposal Draft #1 • Job Description (current) • Recent Performance Evaluation	IPT	<ul style="list-style-type: none"> <li>• Draft #1 due. Following the Practicum Proposal timeline posted in Canvas, complete the first draft by this deadline and save in IPT. <b>Note: DO NOT SIGN</b> – contact liaison when ready for review. A liaison from the Field Office will review and provide comments no later than October 1<sup>st</sup>.</li> <li>• Current Job Description submitted with Practicum Proposal.</li> <li>• Recent Performance Evaluation submitted with Practicum Proposal.</li> </ul>
9/23	Submit Agency Preference List	Canvas	Rank available agencies in order of preference (more information will be provided during Group Planning and via Canvas). <b>Note:</b> Employments-Based, Scholarship, and students placed at OKDHS need not complete.
9/30 (5 PM)	Receive Site Referrals	OU E-Mail	Students will receive their agency referrals for interview via OU E-Mail.
<b>OCTOBER</b>			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
10/1 – 10/17	Interview at recommended agency	Community-Based Agencies	Contact and interview at recommended agency – provide resume and Field Calendar. Secure placement with signatures on the <a href="#">Student Placement Form</a> . 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).
10/7 (11:59 PM)	<b>Employment-Based Students:</b> 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). <b>Note: DO NOT SIGN</b> . The Field Education Coordinator will review and provide comments no later than October 14 <sup>th</sup> .
10/17 (11:59 PM)	FINAL DATE to Secure Placement. <b>Items listed are for ALL students regardless of Stipend, Employment-Based, or those placed at OKDHS:</b> • Student Placement Form • Student Liability Insurance • HIPAA Training Certificate • Register for Field Training	<ul style="list-style-type: none"> <li>• <a href="#">Student Placement Form</a></li> <li>• IPT</li> <li>• Canvas</li> </ul>	<p><b>Critical Deadline:</b> Student Placement Form, Student Liability Insurance, HIPAA Training Certificate, and Registration for Field training due. <b>Failure to meet this deadline may result in a delay in starting your practicum.</b> Detailed instructions located in Canvas.</p> <ul style="list-style-type: none"> <li>• Upload completed <a href="#">Student Placement Form</a> to IPT.</li> <li>• Upload verification of Student Professional insurance to IPT (see Canvas for suggestions of insurance).</li> <li>• HIPAA certificate must be uploaded to your IPT account to verify you have completed the training (see Canvas for more instructions).</li> <li>• Register yourself, your Field Instructor and Preceptor (if applicable) for Field Training following the instructions located in Canvas.</li> </ul>
10/17 (11:59 PM)	<b>Employment-Based Students:</b> Final Practicum Proposal Due	IPT	<b>Critical Deadline:</b> 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.

JANUARY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
1/9 (9 AM – Noon) or 1/14 (5:30 – 8:30 PM)	Field Training with Field Instructor / Preceptor	Zoom	<b>Mandatory:</b> Attendance at this Zoom-based event is <b>REQUIRED</b> 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.
Week of 1/13	Practicum 5816 Begins	Community-Based Agencies	Begin at Practicum Site (32 hours / week minimum recommended for a total of 250 hours for SWK 5816).
1/13	<b>Scholarship Students ONLY:</b> Begin working on Practicum Proposal	IPT	Begin working on Proposal with Field Instructor (document located in IPT). Follow EBPP Timeline posted in Canvas Module <b>Employment Based Practicum Placements</b> . <b>Note: DO NOT SIGN</b> – contact liaison when ready for review.
1/20 (11:59 PM)	Week #1 of Documentation Due (Week #1 = 1/13 12:00 AM – 1/19 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 <b>will be at risk of suspension</b> .
1/20 (11:59 PM)	<b>Scholarship Students:</b> 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. <b>Note: DO NOT SIGN</b> – contact liaison when ready for review. A liaison from the Field Office will review and provide comments no later than January 27 <sup>th</sup> .
1/29 (11:59 PM)	<b>Scholarship Students:</b> 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). <b>Note: DO NOT SIGN</b> . The Field Education Coordinator will review and provide comments no later than January 31 <sup>st</sup> .
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.
2/3 (11:59 PM)	SWK 5816 Field Education Contract & Evaluation ( <b>WORK PLAN</b> 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 beginning of the spring semester ( <b>SKW 5816 due 2/3</b> ), and one at the middle of the spring semester (SWK 5826 due 3/24).
2/3 (11:59 PM)	<b>Scholarship Students:</b> Practicum Proposal (Final)	IPT	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.
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.
3/10 (11:59 PM)	<ul style="list-style-type: none"> <li>SWK 5816 Field Education Contract &amp; Evaluation (<b>EVALUATION</b> portion only)</li> <li>All Practicum Reports signed</li> <li>Hours Completed (250)</li> </ul>	IPT	<b>Critical Deadline:</b> <ul style="list-style-type: none"> <li>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 middle of the spring semester</li> </ul>

			(SWK 5816 due 3/10 at 11:59 PM) and one at the end of the spring semester (SWK 5826 due 5/5 at 11:59 PM). <ul style="list-style-type: none"> <li>All Practicum Reports are due. Must be signed by the student and the Field Instructor.</li> <li>Students must have completed all required hours: 250 by 3/9.</li> </ul>
Week of 3/10	Practicum 5826 Begins	Community-Based Agencies	Begin at Practicum Site (32 hours / week minimum recommended for a total of 250 hours for SWK 5826).
3/24 (11:59 PM)	SWK 5826 Field Education Contract & Evaluation ( <b>WORK PLAN</b> 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.

### 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.

### MAY

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/2	Last Day of Practicum	Community-Based Agencies	Practicum ends for spring semester.
5/5	<ul style="list-style-type: none"> <li>SWK 5826 Field Education Contract &amp; Evaluation (<b>EVALUATION</b> portion only)</li> <li>All Practicum Reports signed</li> <li>Hours Completed (250 for the semester, 500 total)</li> <li>Student Evaluation of Practicum</li> </ul>	<ul style="list-style-type: none"> <li>IPT</li> <li>OU E-Mail</li> </ul>	<p><b>Critical Deadline:</b></p> <ul style="list-style-type: none"> <li>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. This is your 2nd Evaluation built upon SWK 5816 and 5826 (<b>due 5/5 at 11:59 PM</b>).</li> <li>All Practicum Reports are due. Must be signed by the student and the Field Instructor.</li> <li>Students must have completed all required hours: 500 by 5/4.</li> <li>Student Evaluation of Practicum must be submitted before final grade will be posted, which could delay confirmation of your degree (you will be notified via OU E-Mail).</li> </ul>
5/10	Commencement		OU Commencement Weekend

## FIELD EDUCATION CONTACTS

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