

## FOUNDATION YEAR SUMMER BLOCK PRACTICUM CALENDAR

Summer 2025 | SWK 5413 / 5423 | Norman Campus

Email: [swknormanfieldoffice@ou.edu](mailto: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.

## PRACTICUM PLANNING: JANUARY 10 – MARCH 6, 2025

### – JANUARY –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
1/10	<ul style="list-style-type: none"> <li>Practicum Planning Canvas Course Opens</li> <li>Orientation Video</li> <li>Sign Up for Check-In Meeting</li> </ul>	Canvas	<ul style="list-style-type: none"> <li>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 1/10 – 1/20 at 11:59 PM.</li> <li>Sign up for the Mandatory Check-In meeting via Canvas</li> </ul>
1/20 (11:59 PM)	<ul style="list-style-type: none"> <li>Submit Orientation Quiz</li> <li>Student Detail Page &amp; Photo</li> <li>Planning Agreement</li> <li>Upload Resume</li> </ul>	Canvas IPT	<ul style="list-style-type: none"> <li>Submit the Orientation Quiz in the Practicum Planning course.</li> <li>Complete Student Detail Page including uploading a profile photo (temporary log-in information located in the IPT Resources module).</li> <li>Complete Planning Agreement.</li> <li>Upload current resume.</li> </ul>
1/22 (12 – 1 PM) OR 1/23 (4:30 – 5:30 PM)	<ul style="list-style-type: none"> <li>Practicum Check-In Meeting – <b>MANDATORY</b></li> </ul>	Community Room / Zoom	<ul style="list-style-type: none"> <li><b>Critical Deadline:</b> Student attendance is <b>required</b> 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.</li> </ul>

### – FEBRUARY –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
Week of 2/3	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 in Canvas Modules for a list of items to submit as well as agency contact information.
2/10	<b>Employment-Based Students ONLY:</b> 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 posted in Canvas.
2/17 (11:59 PM)	<b>Employment-Based Students ONLY:</b> 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 19 <sup>th</sup> .

2/17 (5 PM)	Receive Site Referrals	OU E-Mail	Students will receive their agency referrals for interview via OU e-mail.
2/18 – 3/13	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 <a href="#">Student Placement Form</a> (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).
2/24 (11:59 PM)	<b>Employment-Based Students ONLY:</b> 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 27 <sup>th</sup> .

– MARCH –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
3/13 (5 PM)	Secure Placement	<a href="#">Student Placement Form</a> IPT	<b>Critical Deadline:</b> The <a href="#">Student Placement Form</a> (located in calendar, Canvas, and the OUSSWK website) must be completed, signed (digital signatures are acceptable) and uploaded to your IPT Student Detail Page.
3/13 (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.
3/13 (5 PM)	<b>Employment-Based Students:</b> Final Practicum Proposal (Final)	IPT	Practicum Proposal must be submitted in IPT for final approval.

**END OF PRACTICUM PLANNING SECTION. SEE NEXT SECTIONS FOR SWK 5413 (PRACTICUM 1) AND SWK 5423 (PRACTICUM 2).**

## SWK 4315 (PRACTICUM 1): MAY 12 – JUNE 23, 2025

– MAY –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
May – TBA	Simulation	Simulation Room	Mandatory Simulation Event. Sign up in advance via e-mail. Link and case information will be available via Canvas.
5/12 – 5/14 (9 AM – Noon)	Foundation Year Summer Block Practicum Labs	Community Room	Student attendance is <b>MANDATORY</b> for labs. These hours count towards practicum. Synchronous Labs will be attended on dates listed. Students may begin asynchronous Lab Modules which are posted in both SWK 5413 and 5423 Canvas course and will be due by posted deadlines.
5/12	<ul style="list-style-type: none"> <li>• Student Professional Liability Insurance</li> <li>• HIPAA Training Certificates</li> </ul>	<a href="#">OUSSWK website</a> Canvas IPT	<ul style="list-style-type: none"> <li>• 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. <b>DO NOT PURCHASE</b> before this date.</li> <li>• Instructions regarding where to locate and complete HIPAA training will be announced via Canvas. Once complete, upload to Completion Certificate to your Student Detail Page in IPT.</li> </ul>
5/12	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.
5/15	Practicum 5413 Begins (34 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student's agreed upon schedule (34 hours / week for a total of 200 hours for SWK 5413).
5/15	<b>Scholarship Practicum Students ONLY:</b> 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 posted in Canvas.
5/16 (9 AM – Noon) <b>OR</b> 5/19 (1 – 4 PM)	Field Training with Field Instructor / Preceptor <b>MANDATORY</b>	Zoom	Attendance at this <b>mandatory</b> 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. <b>Note:</b> Zoom link will be sent to student and Field Instructor 1-day prior to your scheduled training.
5/19 (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.
5/20 (11:59 PM)	<b>Scholarship Students ONLY:</b> 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 May 23 <sup>rd</sup> .
5/26	Memorial Day Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
5/28 (11:59 PM)	<b>Scholarship Students ONLY:</b> Practicum Proposal Draft #2 Due	IPT	Draft #2 due. A faculty member from the Field Office will review and provide comments no later than May 30 <sup>th</sup> .

- JUNE -

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
June – Time TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
6/2 (5 PM)	<b>Stipend / Scholarship Students:</b> Final Practicum Proposal (Final)	IPT	Practicum Proposal must be submitted in IPT for final approval.
6/2 (11:59 PM)	SWK 5413 Field Education Contract & Evaluation ( <b>WORK PLAN</b> 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 ( <b>SKW 5413 due 6/3</b> ), and one at the middle of the summer semester (SWK 5423 due 7/7).
6/19	Juneteenth Holiday Observed		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
6/23 (11:59 PM)	<ul style="list-style-type: none"> <li>• SWK 5413 Field Education Contract &amp; Evaluation (<b>EVALUATION</b> portion only)</li> <li>• All Weekly Logs signed</li> <li>• Hours Completed (200)</li> </ul>	IPT	<ul style="list-style-type: none"> <li>• 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 middle of the summer semester (SWK 5413 due 6/23 at 11:59 PM) and one at the end of the summer semester (SWK 5423 due 8/4).</li> <li>• All Weekly Logs are due. Must be signed by the student and the Field Instructor.</li> <li>• Students must have completed all required hours: 200 by 6/22.</li> </ul>

**END OF SWK 5413 (PRACTICUM 1) SECTION. SEE NEXT SECTIONS FOR SWK 5423 (PRACTICUM 2).**

## SWK 5423 (PRACTICUM 2): JUNE 23 – AUGUST 4, 2025

### – JUNE –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
6/24	Practicum 5423 Begins (34 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student's agreed upon schedule (34 hours / week for a total of 200 hours for SWK 5423).

### – JULY –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
July – Time TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
7/4	4 <sup>th</sup> of July Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
7/7 (11:59 PM)	SWK 5423 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.

### – AUGUST –

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/1	Typical Last Day of Practicum		Practicum ends for spring semester
8/4 (11:59 PM)	<ul style="list-style-type: none"> <li>• SWK 5423 Field Education Contract &amp; Evaluation (<b>EVALUATION</b> portion only)</li> <li>• All Daily Reports Signed</li> <li>• Hours Completed (400)</li> </ul>	IPT	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All Weekly Logs are due. Must be signed by the student and the Field Instructor.</li> <li>• Students must have completed all required hours: 400 by 8/3.</li> </ul>

**END OF SWK 5423 (PRACTICUM 2).**

## FIELD OFFICE CONTACT INFORMATION

Carrie Jankowski, MSSW, LCSW | Field Education Coordinator | [carriejank@ou.edu](mailto:carriejank@ou.edu) | 405-325-1395

Valerie Butler-McDaniel, MSW, LCSW | Field Education Faculty Liaison | [Valerie.L.ButlerMcdaniel-1@ou.edu](mailto:Valerie.L.ButlerMcdaniel-1@ou.edu)

Misty Stanberry, MSW | CW-PEP Program Coordinator | [misty.stanberry@ou.edu](mailto:misty.stanberry@ou.edu)

Alicia Britt | Field Education Support Specialist | [abritt@ou.edu](mailto:abritt@ou.edu) | 405-325-8569