Designating Your Desired Agency, Field Instructor, and Preceptor
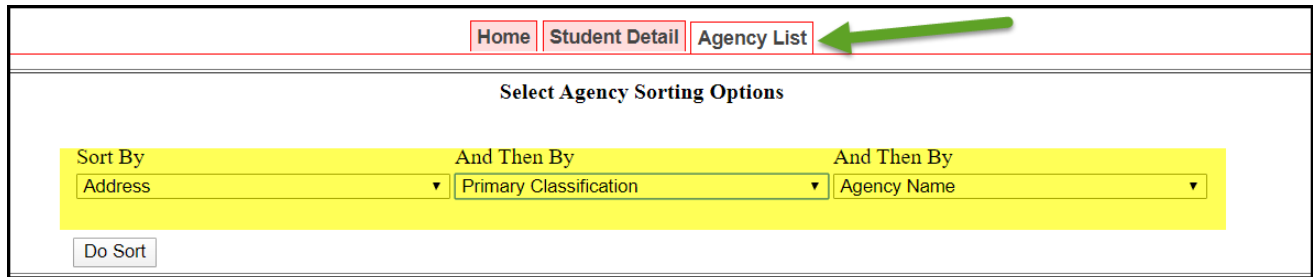
How to Search for Agencies/Practicum Sites:

➢ For general browsing, click the "Agency List" tab in IPT and you will be able to look through the list of currently active practicum sites.

➢ To search for agencies in certain cities or with certain primary classifications (classifications listed below):

1. Click the "Agency List" tab, and then click "Sort" on the left side of the screen. Choose how you want to sort. Selecting "Sort By Agency" will sort the agencies by city.

Home	Student Detail	Agency List
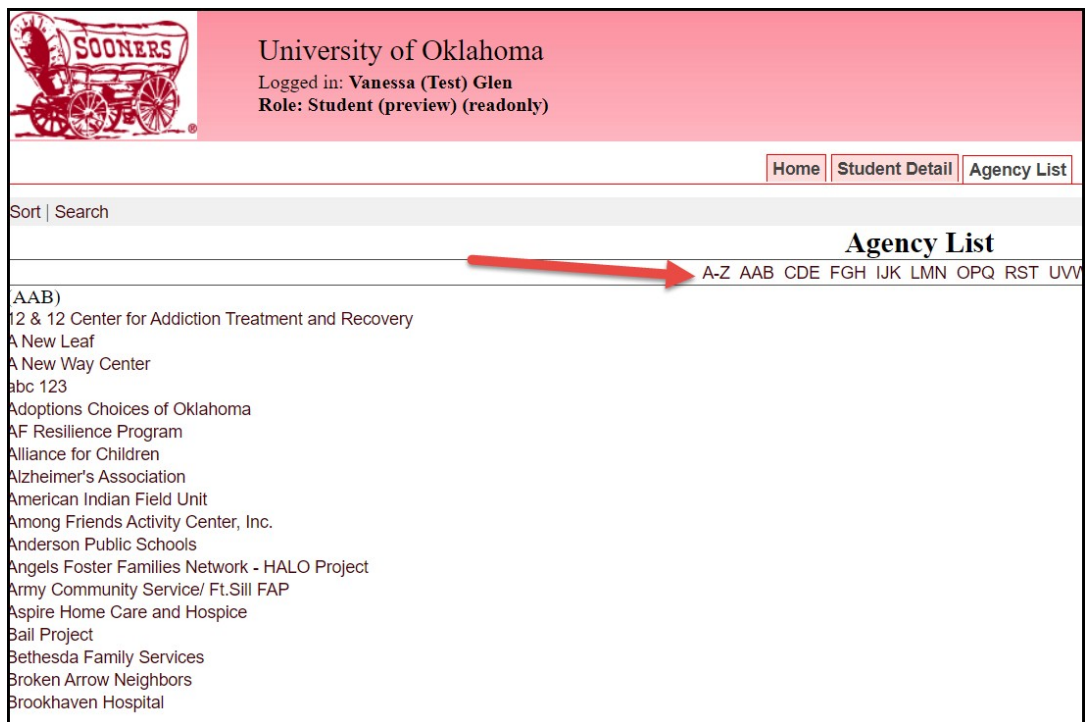
Select Agency Sorting Options

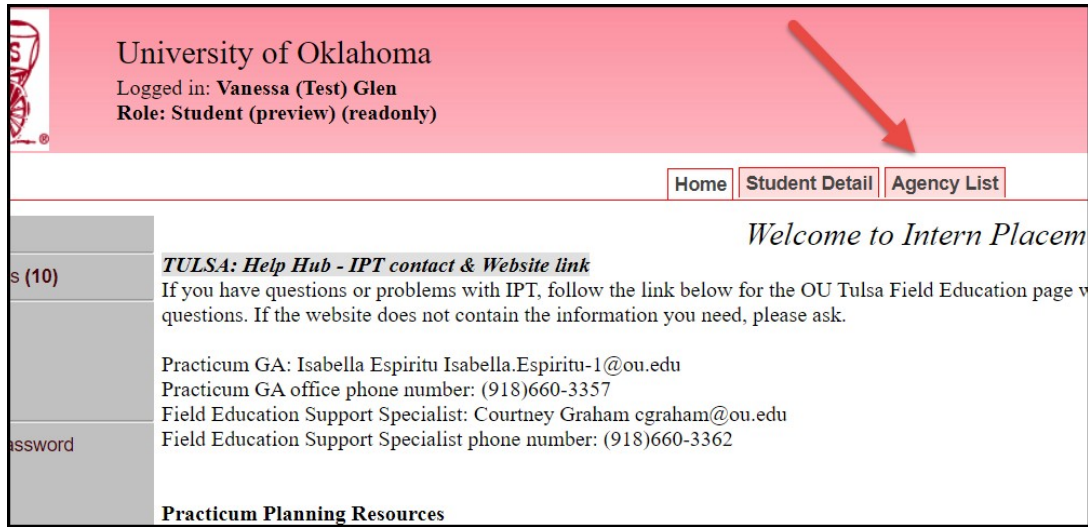| Sort By	And Then By	And Then By
Address ▼	Primary Classification ▼	Agency Name ▼

Do Sort

2. Then select "Do Sort". This will sort the agencies into the categories you chose and will help narrow down your search.

Primary Classifications:
Aging/Gerontological Social Work
Alcohol, Tobacco, and Other Drugs,
Child Welfare,
Advocacy and Community Organization
Justice and Corrections
Health Care
Occupational and EAP Social Work
Mental Health and Clinical Social Work
Developmental Disabilities
Public Assistance/Public Welfare
School Social Work
Politics
International
Research
Other
Not Yet Assigned/Not in Field Inst This Year

When you officially know your Practicum Site and Field Instructor:

Once you have completed your interviews and have made a final decision about your practicum placement site and your field instructor, follow the directions below to determine if the site is already in IPT:

➢ To see if your agency is in our current affiliated agency list, from your IPT homepage, click on the Agency List tab

➢ Click on A-Z to make the whole list appear or search for your agency alphabetically.

➢ If your site is listed on the agency list, skip to instructions on "**How to Designate your Practicum Site**"
➢ If your site is NOT listed on the agency list, follow the directions on the following page

How to designate a practicum site that is NOT in the IPT system
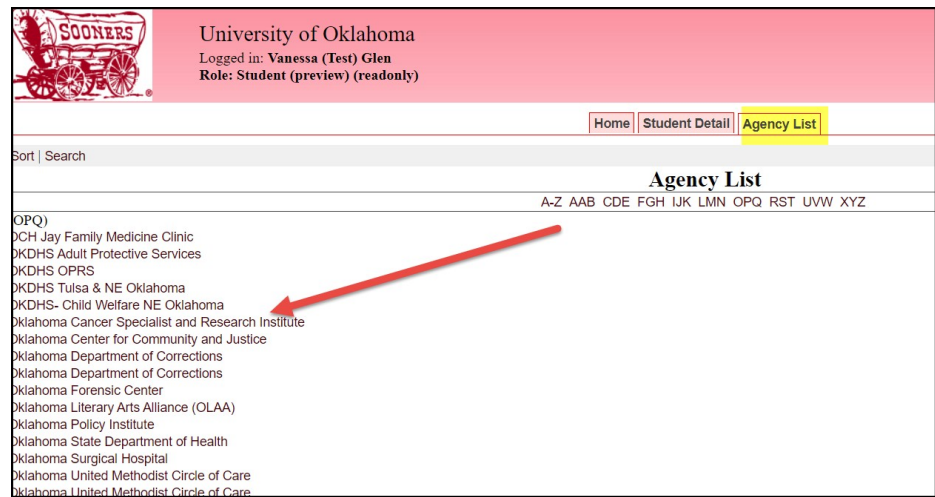
1. **If the agency that you will complete your practicum at is NOT on the list, please utilize the tutorial "[Practicum Site Applications and Practicum Site Affiliation Agreements](#)" (click on link). All details and links you will need are included in that resource.**
   - o **IN SUMMARY, there are two requirements:**
     1. The site application will need to be completed. It is found on the school's website under Field Education❼**How to Get Involved** (clickable link) or at https://outgradcollege.az1.qualtrics.com/jfe/form/SV_aVp3OBK8pgIWzJO
        - *The site application is sometimes completed by the field instructor and sometimes completed by someone else in the agency. Please discuss with the field instructor who in the agency would be the best to complete this form.*
        - *Once an agency completes a site application they will NOT have to complete one the next time they take a student because they will already be in the system.*
     2. Ensure your new agency completes an affiliation agreement. A blank affiliation agreement and further instructions can be found on the IPT home page or under "**Tulsa Forms & Reference Materials**" (clickable link) on the social work field education website
     3. **As soon as the agency completes the site application and is added to IPT, you will be able to add the site to your IPT page by following the directions below.**

How to designate a practicum site that is already in the IPT system

1. Go to the Agency List and click on the agency that is your practicum site.

2. Scroll down to the bottom of the agency's detail page

3. Click on Add as Placement Site

Type of Setting:
Policy, program administration, community based, home based, family services, adult protective services, services fo
Site Description:
The Department of Human services is the largest state agency in Oklahoma. OKDHS provides a wide range of assist
services for persons with developmental disabilities and persons who are aging; adult protective services; child welfa
licensing and monitoring. OKDHS also handles applications and eligibility for Sooner Care, the state's Medicaid prog

Graduate or Undergraduate Students:	Graduate
Foundation or Concentration Year:	Both
Practicum Placements Offered:	
Direct Practice or ACP Accepted :	Both
Spring & Fall Practicum Accepted:	Yes
Summer Block Practicum Accepted:	Yes
Fund Type:	Not for Profit
Loan forgiveness/repayment:	Yes
If yes, what is the waiting period? :	
Site allows for misdemeanor backgrounds:	Yes
If yes, what is the waiting period?:	
Paid Practicum:	
Site Specific Requirements:	background checks, domest
Learning Opportunities:	
Special Procedures :	
Agency Documents	

Agency Web Site: www.okdhs.org

View in printable form

Add as placement site

4. Placement Site will appear under Agency Preference on your Student Detail Page

Standing:	FT	EBPP Signature Page
EBPP:		Field Unit:
HIPAA Volunteer ID:	4x4	HIPAA training completion date:
Desired Field Instructor :		
Desired Primary Preceptor:		
Practicum Location(city, state, country):		
Placement Type:	Mental Health	
Preceptor Information (if applicable):		
Student Placement Form		

Agency Preferences
1 OKDHS Tulsa & NE Oklahoma

➢ While the field name "Agency Preferences" may be misleading, this field is not used to rank agency preferences. Please select only ONE agency as this field is used to notify us that you have secured a practicum at the listed agency and will conduct your practicum there.

Using the Student Placement Form

1. Download the [Student Placement Form](#) and open in Adobe. This form can be found on the [Tulsa Forms & Reference Material](#) page.

2. Complete the student section. You can either type directly into the document (preferred) or print it, fill it out by hand, and then scan and upload it. Please be sure to fill out all sections of the form.

STUDENT PORTION: To be filled out by the student				
Student (print name)			**Check All that Apply**	
Practicum Agency (full name)			☐ BASW	☐ MSW FY
Program / Unit / Dept. (if applicable)			☐ CWPEP	☐ MSW CY
			☐ Norman ☐ Tulsa	☐ Online
Specific Placement Address (street address, city)				
Agency Phone Number (please write legibly)		**Practicum Dates** (see Practicum Calendar)	**Begin:** **End:**	**Total Hours:**

3. The student or field instructor can complete the field instructor portion of the form.

FIELD INSTRUCTOR PORTION: Can be filled out by student OR Field Instructor		
Field Instructor (print name)		☐ BSW ☐ MSW
Education / Licensure / Credentials		
Field Instructor E-Mail (please write legibly)	**Field Instructor Phone** (include area code)	

4. The student or field instructor can complete the preceptor portion of the form. This is only required if a preceptor will be assigned during your practicum. Please review the [Field Education Manual](#) (p. 56) located on the [Policies and Procedures](#) page to learn more about the role of the preceptor and if one may be required for your practicum. Reach out to the Field Education Coordinator if you have any questions.

PRECEPTOR PORTION: Can be filled out by student OR Field Instructor			
Preceptor (print name)		**Education / Licensure / Credentials**	
Preceptor E-Mail (please write legibly)		**Preceptor Phone** (include area code)	

5. If you are completing an employment-based practicum fill out the six employment-based questions. If your practicum is not employment-based leave this section blank.

EMPLOYMENT-BASED PRACTICUM STUDENTS: To be filled out by student					
Total average number of hours you work in your current position:		Number of hours you will be released from job duties to do practicum:		Number of job hours that will also qualify as practicum hours:	
Number of hours you will be performing job duties only:		Number of practicum hours only:		Total number of hours each week you will dedicate to job + practicum:	

6. The student placement form must be signed by the student and the field instructor. If applicable, the preceptor must also sign. For employment-based practicums, the current work supervisor signature is required. **If you are having problems signing the form digitally, be sure that it is opened in Adobe and not in the web browser**

REQUIRED SIGNATURES: Placement cannot begin until form is completed and signed by all parties.			
Student Signature	Date	Current Work Supervisor (Employment-Based Practicum only)	Date
Field Instructor Signature	Date	Authorized Agency Representative (if different than FI)	Date
Preceptor Signature (only if applicable)	Date	Field Education Coordinator	Date

7. Once the Student Placement Form has been uploaded it will be reviewed by the Field Education team and, if approved, you will be connected to your field instructor and preceptor in IPT.

If your Field Instructor/Preceptor is new or has never taken an OU student before:

Direct them to the "How to Get Involved" web page under "Field Education"
http://www.ou.edu/cas/socialwork/field-education/get-involved

- All new field instructors must complete a **Field Instructor Application:**
  - This can be found on the "How to Get Involved" web page
  - Or at https://outgradcollege.az1.qualtrics.com/jfe/form/SV_8IY7buytxEvcRfe?Q_JFE=qdg

- All new primary preceptors must complete a **Primary Preceptor Application**:
  - http://outgradcollege.az1.qualtrics.com/jfe/form/SV_e4ilF5FmofwNKEB

Reminders/Checklist

- ✓ Designate your Agency in IPT
- ✓ Complete Student Placement Form including all necessary signatures and upload to IPT
- ✓ If completing an employment-based practicum, ensure that you have answered the six questions on the Student Placement Form