



The
UNIVERSITY
of
OKLAHOMA

Anne and Henry Zarrow
School of Social Work

FOUNDATION YEAR PRACTICUM CALENDAR

Please be sure to check your homepage in IPT for helpful documents and resources, such as instructions for completing weekly logs.

Spring Block 2024 – Tulsa Campus

Field Education Office Email: swktulsafieldoffice@ou.edu

Website: <http://www.ou.edu/cas/socialwork>

IPT website: <https://www.alceasoftware.com/web/login.php>

JANUARY

DATE	EVENT / ITEM DUE	DETAILS
1/5 9:00am-12:00pm	Field Instructor and Preceptor Training	Field Instructors and Preceptors must attend ONE of these dates (unless they attended in Fall 2023). An invitation will be sent to Field Instructors and Preceptors after the October/November placement deadline. Preceptors are required to attend this orientation as well. Students do not attend.
1/12 1:00pm-4:00pm	Location: 1/5: Zoom 1/12: OU-Tulsa Campus, Learning Center, Rm.136	

1/16	SWK 5816-Practicum Begins	Practicum begins
(Choose 1)	<p>*MANDATORY Practicum Orientation LOCATIONS:</p> <p>1/16; 1-4:30pm 1/16 - On Campus, Learning Center, Rm.136</p> <p>1/18; 5:30-9pm 1/18 - Zoom (link sent via OU email)</p> <p>1/19; 9-12:30pm 1/19 - On Campus, Learning Center, Rm.136</p>	All students must attend one of these Practicum Orientation options. These orientations include training in field education contract development. See: Field Education Contract Development policy in the Field Education Manual. Students will not be allowed to move forward in practicum without attending an entire orientation.

- *All Practicum Students are required to work with their Faculty Liaisons and Field Instructors to schedule Practicum Site Visits as needed throughout the course of the practicum.*
- *All Practicum Students are required to submit a weekly practicum log in IPT. All reports for the week are due by 5:00pm each Friday at the end of the week being reported.*

FEBRUARY

DATE	EVENT / ITEM DUE	DETAILS
<p><u>DEVELOPMENT OF THE FIELD EDUCATION CONTRACT</u></p> <p>The Field Education Contract is comprised of two parts and is developed at the beginning of each practicum course. There are due dates by which each contract must be complete and submitted in IPT for field instructor and final Faculty Liaison review and approval at the beginning of each practicum course.</p> <p>However, students should begin communicating with their Faculty Liaisons and Field Instructors about their contracts well before this due date. If needed, your Faculty Liaison can assist you with the development of your contract.</p>		

Your Faculty Liaison may request revisions before approving your contract. Students officially submit their contracts to the school by submitting in IPT.

<p>2/2</p>	<p>SWK 5816 – Field Education Contract Part 1 due (via IPT) for Faculty Liaison approval</p>	<p>IPT located under “MY FORMS” Completed by BOTH the Student and Field Instructor.</p> <p>Revisions can occur after submission. Please check IPT regularly for revisions sent back to your to-do list and check email for revisions sent via email.</p> <p><i>Your practicum may be suspended if this deadline is not met. Once the student has signed, IPT will notify the Field Instructor to sign. Once the Field Instructor has signed, IPT will notify the Faculty Liaison to sign.</i></p>
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MARCH

DATE	EVENT / ITEM DUE	DETAILS
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MID-PRACTICUM EVALUATION

The student’s mid-practicum evaluation in Part 1 should reveal the student’s readiness to proceed to the more developmentally challenging activities that will be part of the field contract and work plans in Part 2.

<p>3/1</p>	<p>SWK 5816 – Student Evaluation in Field Education Contract Part 1 Due</p>	<p>In IPT, located under “MY FORMS” - Contract/Evaluation form submitted by Field Instructor and student. <i>These stages must be submitted by this date for Faculty Liaison review, or your practicum may be suspended.</i></p>
<p>3/8</p>	<p>SWK 5816 – Last Day of Practicum Part One</p>	<p>Students MUST submit the following documents at this time or risk a grade of Incomplete and practicum suspension:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All Weekly Logs & Supervisory Conference Reports completed and SIGNED by Student Field Instructor, and Faculty Liaison. One log must be submitted for every week of the practicum. <input type="checkbox"/> Faculty Liaison signature on student evaluation in Contract Part 1

All practicum documentation for Part 1 of the practicum is due on the above dates. Documentation is audited. When a documentation audit reveals incomplete requirements, placements are suspended and a grade of "I" is awarded until documentation requirements are met. When a placement is suspended, the student does not participate in practicum or accumulate required practicum hours. If it is determined that the placement can resume, the student will return to the site and resume accumulating practicum hours but may be delayed in completing the practicum course.

3/11	SWK 5826 – Practicum Resumes	Practicum resumes in Field Contract Part 2
3/22	SWK 5826 – Field Education Contract Part 2 due (via IPT) for Faculty Liaison approval	<p>In IPT, located under “MY FORMS” Completed by BOTH the Student and Field Instructor.</p> <p>Revisions can occur after submission. Please check IPT regularly for revisions sent back to your to-do list and check email for revisions sent via email.</p> <p><i>Your practicum may be suspended if this deadline is not met. Once the student has signed, IPT will notify the Field Instructor to sign. Once the Field Instructor has signed, IPT will notify the Faculty Liaison to sign.</i></p>

APRIL

FINAL PRACTICUM EVALUATION

The following deadline involves the Field Instructor’s evaluation of the Student in Part 2 of the practicum, the submission of ALL practicum documentation requirements, and the Student’s completion of the Student Survey of Practicum Experience

DATE	EVENT / ITEM DUE	DETAILS
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4/26	SWK 5826 – Student Evaluation in Field Education Contract Part 2	<p>In IPT, located under “MY FORMS” Contract/Evaluation form submitted by Field Instructor and student.</p> <p><i>These stages must be submitted by this date for Faculty Liaison review, or your practicum may be suspended.</i></p>
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MAY

DATE	EVENT / ITEM DUE	DETAILS
May 3rd at 5pm!	SWK 5826 – Last Day of Practicum	<p><i>Final day to submit remaining requirements. Students MUST submit final documentation and complete student surveys or risk a grade of Incomplete/Unsatisfactory for this course (See Grading Policy).</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> All Weekly Logs & Supervisory Conference Reports completed and SIGNED by Student, Field Instructor, and Faculty Liaison. One log must be submitted for every day of the practicum. <input type="checkbox"/> Student Survey of Educational Experience, Part 1 <input type="checkbox"/> Student Survey of Educational Experience, Part 2 <input type="checkbox"/> Faculty Liaison signature on student evaluation in Contract Part 2

This calendar assumes a one-semester, full-time practicum. Students are enrolled in the two practicum courses concurrently, SWK 5413 (3 hours) and SWK 5423 (3 hours). Students must be in practicum for 16 weeks and complete a minimum of 400 practicum hours. This means that students must be in practicum a minimum of 25 hours per week.

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