



The  
UNIVERSITY  
of  
OKLAHOMA

Anne and Henry Zarrow  
School of Social Work

# CONCENTRATION YEAR PRACTICUM CALENDAR

## Spring-Extended 2024 – Tulsa Campus

Field Education Office Email: [swktulsafieldoffice@ou.edu](mailto:swktulsafieldoffice@ou.edu)

SWK Website:

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

### JANUARY

DATE	EVENT / ITEM DUE	DETAILS
<p><b>1/5</b> 9:00am- 12:00pm</p> <p><b>1/12</b> 1:00pm-4:00pm</p>	<p>Field Instructor and Preceptor Training <b>Location:</b> 1/5 – Zoom</p> <p>1/12 – On Campus, Learning Center, Room 136</p>	<p>Due to the new field software program, IPT, <b>all Field Instructors and Preceptors must attend ONE of these dates</b> (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. <b>Students do not attend.</b></p>
<b>1/16</b>	SWK 5816 - Practicum Begins	Practicum begins
<p><b>(Choose 1)</b></p> <p><b>1/16;</b> 1:00pm - 4:30pm</p> <p><b>1/18;</b> 5:30pm - 9:00pm</p> <p><b>1/19;</b> 9:00am - 12:30pm</p>	<p><b>*MANDATORY Practicum Orientation LOCATIONS:</b></p> <p>1/16: <b>on Campus</b>, Learning Center, Room 136</p> <p>1/18: <b>Zoom</b>, link sent via OU email</p> <p>1/19: <b>on Campus</b>, Learning Center, Room 136</p>	<p>All students must attend <b>one</b> of these <b>Practicum Orientation</b> options. These orientations include training in field education contract development. <b>See: Field Education Contract Development policy in the Field Education Manual.</b> Students will not be allowed to move forward in practicum without attending an entire orientation.</p>

- ❖ 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 Concentration Year Practicum Students must attend one session of each Concentration Year Field Session (see February – April dates)
- ❖ 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.

## CONCENTRATION YEAR FIELD SESSIONS (FEBRUARY-APRIL)

**MANDATORY:** All concentration year students must attend **one** session of each meeting

<b>Meeting 1 (Choose 1)</b>	Saturday, February 3 <sup>rd</sup> , 12-1pm, Location: Zoom
	Monday, February 5 <sup>th</sup> , 4:20pm-5:20pm, Location: Zoom
	Wednesday, February 7 <sup>th</sup> , 4:20-5:20pm Location: On Campus, Learning Center, Room 137
<b>Meeting 2 (Choose 1)</b>	Saturday, March 2 <sup>nd</sup> , 12-1pm. Location: Zoom
	Monday, March 4 <sup>th</sup> , 4:20pm-5:20pm, Location: Zoom
	Wednesday, March 6 <sup>th</sup> , 4:20pm-5:20pm, Location: On Campus, Learning Center, Room 137
<b>Meeting 3 (Choose 1)</b>	Saturday, April 6 <sup>th</sup> , 12-1pm, Location: Zoom
	Monday, April 8 <sup>th</sup> , 4:20-5:20pm, Location: Zoom
	Wednesday, April 10 <sup>th</sup> , 4:20pm-5:20pm, Location: On Campus, Learning Center, Room 137

## FEBRUARY

DATE	EVENT / ITEM DUE	DETAILS
<u><a href="#">DEVELOPMENT OF THE FIELD EDUCATION CONTRACT</a></u>		
<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>		
<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	SWK 5816 – Field Education Contract Part 1 due for Faculty Liaison approval	<p>IPT located under “MY FORMS” Completed by <b>BOTH</b> the Student and Field Instructor.</p> <p><b>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.</b></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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## APRIL

### 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.

DATE	EVENT / ITEM DUE	DETAILS
4/26	SWK 5816 – Student Evaluation in Field Education Contract Part 1	<p>In IPT, located under “MY FORMS” - Contract/Evaluation form <b>submitted</b> 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>

## MAY

DATE	EVENT / ITEM DUE	DETAILS
5/3	SWK 5816 – Last Day of Spring Practicum	<p><i>Students MUST submit the following documents at this time or risk a grade of Incomplete and practicum suspension.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Daily Logs (including Supervisory Conference Reports within the log) submitted by Student, approved by Field Instructor, and finalized by Faculty Liaison.</li> </ul>

Faculty Liaison approval of 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.*

5/13	SWK 5826 – Practicum Resumes	Practicum resumes in Field Contract Part 2
5/24	SWK 5826 – Field Education Contract Part 2 due (via IPT) for Faculty Liaison approval	<p>IPT located under "MY FORMS" Completed by <b>BOTH</b> the Student and Field Instructor.</p> <p><b>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.</b></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>
5/27	Memorial Day; University Holiday	See Weather, Holiday, and Personal Time policy where resources are stored on the field software, and in the field education manual

## JUNE

6/19	Juneteenth Holiday; University Holiday	See Weather, Holiday, and Personal Time policy where resources are stored on the field software, and in the field education manual
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## JULY

DATE	EVENT / ITEM DUE	DETAILS
7/4	Independence Day: University Holiday	See Weather, Holiday, and Personal Time policy where resources are stored on the field software, and in the field education manual

## AUGUST

DATE	EVENT / ITEM DUE	DETAILS
<p><b>FINAL PRACTICUM EVALUATION</b></p> <p>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</p>		
<b>7/26</b>	SWK 5826 – Student Evaluation in Field Education Contract Part 2	Completed and SIGNED by student and field instructor. This must be submitted by this date for liaison review, or your practicum may be suspended.
<b>August 2<sup>nd</sup> at 5pm!</b>	SWK 5826 – Last Day of Summer Practicum	<p><i>Final day to submit remaining requirements. Students <b>MUST</b> submit final documentation and complete student surveys or risk a grade of Incomplete/Unsatisfactory for this course (See <b>Grading Policy</b>).</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Daily Logs (including Supervisory Conference Reports within the log) submitted by Student, approved by Field Instructor, and finalized by Faculty Liaison.</li> <li><input type="checkbox"/> Student Survey of Educational Experience, Part 1 (This comes from Qualtrics – watch your email!)</li> <li><input type="checkbox"/> Student Survey of Educational Experience, Part 2 (This comes from Qualtrics – watch your email!)</li> <li><input type="checkbox"/> Faculty Liaison approval on student evaluation in Contract Part 2</li> </ul> <p style="color: red; font-style: italic;"><i>Due to comprehensive exam requirements, students who do not successfully meet this deadline <u>will</u> delay their degree posting.</i></p>

The Spring-Extended calendar assumes a two-semester practicum. Students are enrolled in practicum over two consecutive semesters, SWK 5816 (6 hours) in the spring (16 weeks) and SWK 5826 (6 hours) in the summer (12 weeks). Students must complete a total of 500 hours. This means completing a minimum of 250 practicum hours each semester. This calendar assumes a practicum of 16 hours in the spring semester and 21 hours per week in the summer semester. Students must be in practicum every week of the two practicum semesters.

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