



Anne and Henry Zarrow
School of Social Work

FOUNDATION YEAR PRACTICUM CALENDAR Summer Block 2024 – Tulsa Campus

Field Education Office Email: swktulsafieldoffice@ou.edu
 OU Field Office Website: <http://www.ou.edu/cas/socialwork>
 IPT Website: <https://www.alceasoftware.com/web/login.php>

MAY		
DATE	EVENT / ITEM DUE	DETAILS
5/15	Practicum Begins	Practicum begins
5/13 1:00pm-4:30pm	*MANDATORY Practicum Orientation <u>LOCATION: Zoom</u>	All students must attend this Practicum Orientation . This orientation includes 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.
<p style="color: #000080; text-decoration: underline;">DEVELOPMENT OF THE FIELD EDUCATION CONTRACT</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. 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. Your Faculty Liaison may request revisions before approving your contract. Students officially submit their contracts to the school by submitting in IPT.</p>		
5/24	SWK 5413 – Field Education Contract Part 1 due for Faculty Liaison approval	<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>
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

- ❖ 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.

JUNE

DATE	EVENT / ITEM DUE	DETAILS
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.		
6/14	SWK 5413 – Student Evaluation in Field Education Contract Part 1	Stage 4 and 5 of 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>
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
6/21	Last day of SWK 5413, part 1	<ul style="list-style-type: none"> <input type="checkbox"/> All Weekly Logs (including Supervisory Conference Reports within the log) submitted by Student, approved by Field Instructor, and finalized by Faculty Liaison. <input type="checkbox"/> Faculty Liaison approval on student evaluation in Contract Part 2
<i>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.</i>		
6/24	SWK 5423 – Practicum Resumes	Practicum resumes in Field Contract Part 2
7/1	SWK 5423 – Field Education Contract Part 2 due (via IPT) for Faculty Liaison approval	<p>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>

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

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

7/26	SWK 5423 – 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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August

DATE	EVENT / ITEM DUE	DETAILS
August 2 nd at 5pm!	SWK 5423 – Last Day of Summer 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 (including Supervisory Conference Reports within the log) submitted by Student, approved by Field Instructor, and finalized by Faculty Liaison. <input type="checkbox"/> Student Survey of Educational Experience, Part 1 (This comes from Qualtrics – watch your email!) <input type="checkbox"/> Student Survey of Educational Experience, Part 2 (This comes from Qualtrics – watch your email!) <input type="checkbox"/> Faculty Liaison approval 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 12 weeks and complete a minimum of 400 practicum hours. This means that students must be in practicum a minimum of 34 hours per week.

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