



The
UNIVERSITY
of
OKLAHOMA

Anne and Henry Zarrow
School of Social Work

BSW PRACTICUM CALENDAR

Fall Spring 2023-2024 – Tulsa Campus

Field Education Office Email: swktulsafieldoffice@ou.edu

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

Students who fail to meet these deadlines will not be allowed to move forward with a practicum at this time. These students will be advised of their next available opportunity to plan a practicum and will restart the planning process at that time, beginning with a Practicum Planning Orientation. If you have missed a deadline, please pay attention to, and consult a future Practicum Newsletter (website) for the next available opportunity to complete the two courses involved in this practicum.

AUGUST

DATE	EVENT / ITEM DUE	DETAILS
8/11 9:00am-3:00pm	Field Instructor and Preceptor Training Location: On-Campus (details will be sent to Field Instructors/Preceptors closer to date)	All Field Instructors must attend ONE of these dates unless they have attended this training in August 2023 or later. An invitation will be sent to Field Instructors after the July deadline. Preceptors are required to attend this orientation as well. Students do not attend.
8/21	SWK 4315 – Practicum Begins	Practicum begins
8/22 5:30pm-9:30pm	MANDATORY Practicum Orientation Location: ZOOM (info sent via email)	All students must attend this Practicum Orientation . 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.

SEPTEMBER

DATE	EVENT / ITEM DUE	DETAILS
9/4	Labor Day; University Holiday	See Weather, holiday and personal time policy where resources are stored on the field software, and also in the field education manual

DEVELOPMENT OF THE FIELD EDUCATION CONTRACT

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 the field software 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 via field software.

9/8	SWK 4315 – Field Education Contract Part 1 due (via field software system) for Faculty Liaison approval	<p>This will be assigned to you via the field software system.</p> <p>Your work plans and your field instructor’s approval of those work plans must be completed by this due date. This is how you complete the “contract”.</p> <p><i>Your practicum will be suspended if this deadline is not met. Once the student has signed, the field software system will notify the Field Instructor to sign. Once the Field Instructor has signed, system will notify the Faculty Liaison to sign.</i></p>
9/15	SWK 4315 – Faculty Liaison Approval due for Field Practicum Contract Part 1	Liaisons will work with students and field instructors on possible revisions.

NOVEMBER

DATE	EVENT / ITEM DUE	DETAILS
11/22-11/26	Thanksgiving Break: University Holiday	See Weather, holiday and personal time policy where resources are stored on the field software, and also in the field education manual

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.

12/1	SWK 4315 – Student Evaluation in Field Education Contract Part 1 due	<p>Your field instructor completes the evaluation in the field software system.</p> <p><i>They receive training on how to complete this during field instructor training.</i></p> <p>Field Instructors complete the evaluation, and students complete their student comments, by this date.</p>
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DECEMBER

DATE	EVENT / ITEM DUE	DETAILS
12/8	SWK 4315 – Last Day of Fall 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"> <input type="checkbox"/> All Logs (including Supervisory Conference Reports within the log) submitted by Student, approved by Field Instructor, and finalized by Faculty Liaison.

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.

JANUARY

DATE	EVENT / ITEM DUE	DETAILS
1/15	Martin Luther King Jr Day; University Holiday	See Weather, holiday and personal time policy where resources are stored on the field software, and also in the field education manual. <i>Semester has not started, so hours will <u>not</u> count if you go into site on 1/15.</i>
1/16	SWK 4325 – Practicum Resumes	Practicum resumes in Field Education Contract Part 2. Resume hours at practicum site.
1/26	SWK 4325 – Field Education Contract Part 2 due for Faculty Liaison approval	This will be assigned to you via the field software system. Your work plans and your field instructor's approval of those work plans must be completed by this due date. This is how you complete the "contract". <i>Your practicum will be suspended if this deadline is not met. Once the student has signed, the field software system will notify the Field Instructor to sign. Once the Field Instructor has signed, system will notify the Faculty Liaison to sign.</i>

FEBRUARY

DATE	EVENT / ITEM DUE	DETAILS
2/2	SWK 4325 – Faculty Liaison Signature due for Field Practicum Contract Part 2	Liaisons will work with students and field instructors on possible revisions.

MARCH

3/18-3/22	Spring Break	You are NOT required to be in Practicum this week unless your site requires it. If your site requires that you attend Practicum during Spring Break, you will submit logs for this week.
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APRIL

DATE	EVENT / ITEM DUE	DETAILS
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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

4/26	SWK 4325 – Student Evaluation in Field Education Contract Part 2	Your field instructor completes the evaluation in the field software system. <i>They receive training on how to complete this during field instructor training.</i> Field Instructors complete the evaluation, and students complete their student comments, by this date.
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MAY

DATE	EVENT / ITEM DUE	DETAILS
May 3 rd at 5pm!	SWK 4325 – Last Day of Spring 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 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 two-semester practicum. Students are enrolled in practicum over two consecutive semesters, SWK 4315 (5 hours) in the fall (16 weeks) and SWK 4325 (5 hours) in the spring (15 weeks). Students must complete a total of 400 hours. This means completing a minimum of 200 practicum hours each semester. This calendar assumes a practicum of 13 hours a week in the fall semester and 14 hours per week in the spring semester. Students must be in practicum every week of the two practicum semesters.

<p>Austin McCoy Field Education Coordinator Austin.mccoy@ou.edu</p>	<p>Student Support Specialist and Graduate Assistant: swktulsafielldoffice@ou.edu</p>
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