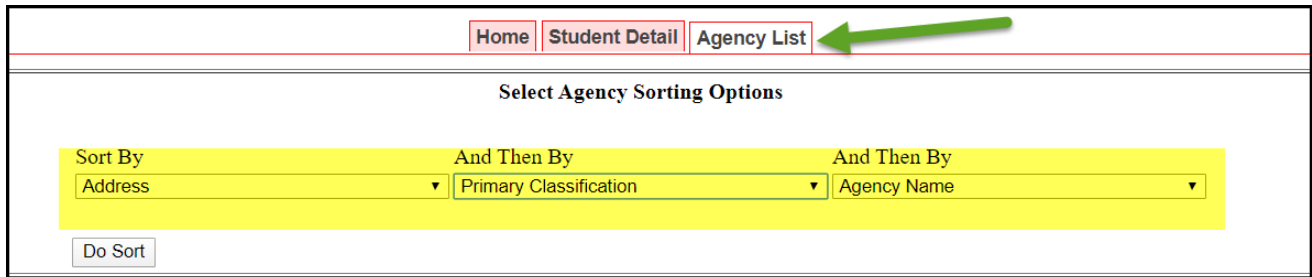


Designating Your Desired Agency, Field Instructor, and Preceptor

- How to Search for Agencies/Practicum Sites:..... 2
- When you officially know your Practicum Site and Field Instructor: 3
- How to designate a practicum site that is NOT in the IPT system 4
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- If your Field Instructor/Preceptor is new..... 8

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.



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.

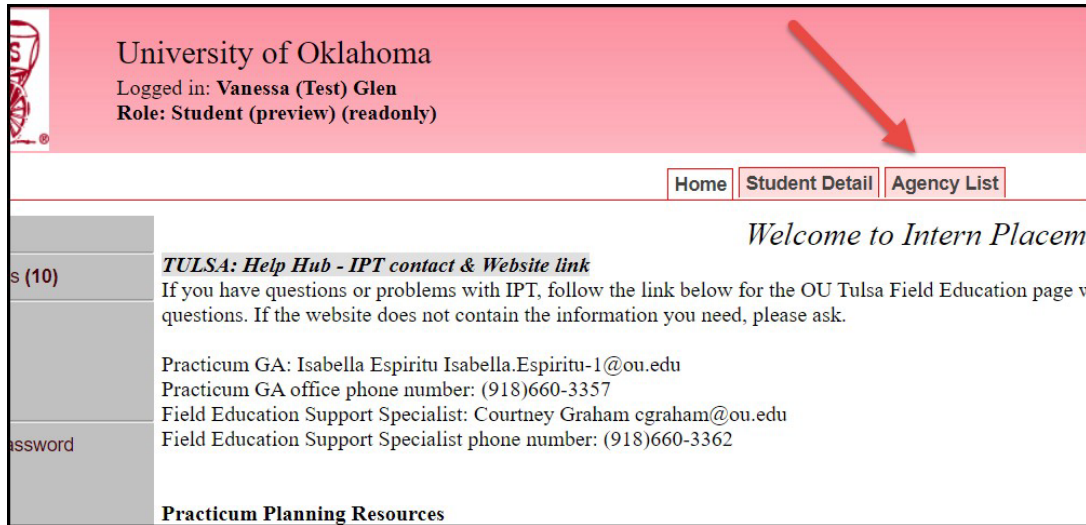
PRIMARY CLASSIFICATIONS:

Substance Abuse & Prevention
Child Welfare / Family
Admin/Policy/Macro
Legal/Justice
Health & Medical
Occupational
Mental Health and Crisis
Developmental Disabilities
K-12 School Based
Community-based
Military/Veteran Services

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



University of Oklahoma
Logged in: **Vanessa (Test) Glen**
Role: **Student (preview) (readonly)**

Home Student Detail **Agency List**

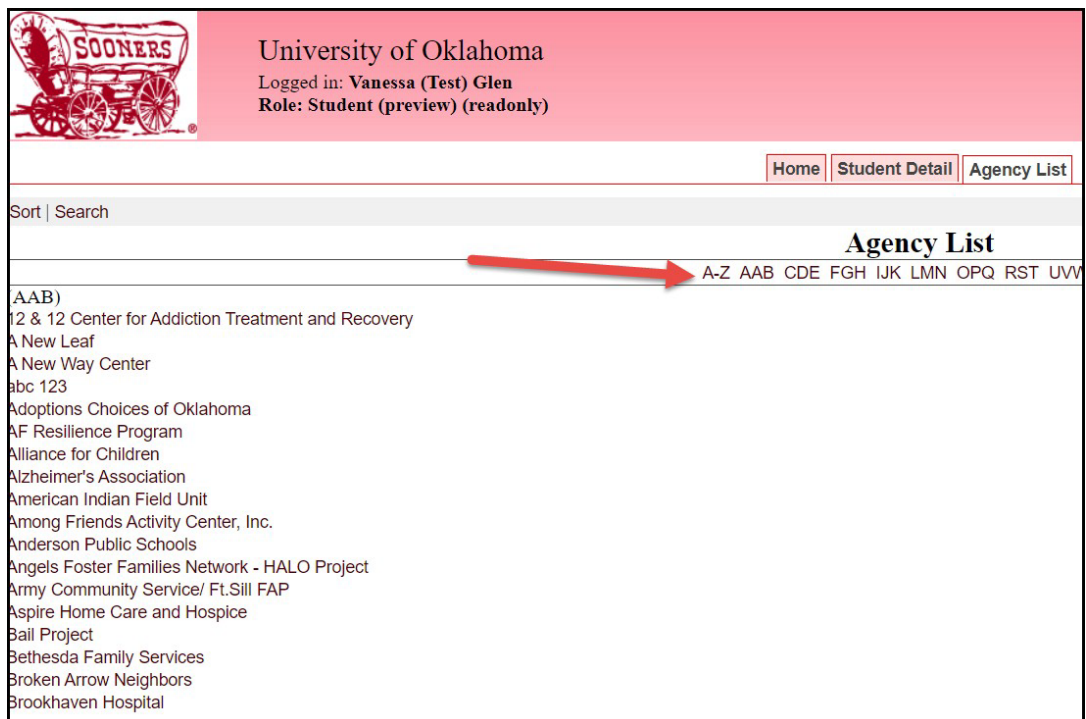
Welcome to Intern Placem

TULSA: Help Hub - IPT contact & Website link
If you have questions or problems with IPT, follow the link below for the OU Tulsa Field Education page v questions. If the website does not contain the information you need, please ask.

Practicum GA: Isabella Espiritu Isabella.Espiritu-1@ou.edu
Practicum GA office phone number: (918)660-3357
Field Education Support Specialist: Courtney Graham cgraham@ou.edu
Field Education Support Specialist phone number: (918)660-3362

Practicum Planning Resources

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



University of Oklahoma
Logged in: **Vanessa (Test) Glen**
Role: **Student (preview) (readonly)**

Home Student Detail Agency List

Sort | Search

Agency List

A-Z AAB CDE FGH IJK LMN OPQ RST UVW

AAB)
12 & 12 Center for Addiction Treatment and Recovery
A New Leaf
A New Way Center
abc 123
Adoptions Choices of Oklahoma
AF Resilience Program
Alliance for Children
Alzheimer's Association
American Indian Field Unit
Among Friends Activity Center, Inc.
Anderson Public Schools
Angels Foster Families Network - HALO Project
Army Community Service/ Ft.Sill FAP
Aspire Home Care and Hospice
Bail Project
Bethesda Family Services
Broken Arrow Neighbors
Brookhaven Hospital

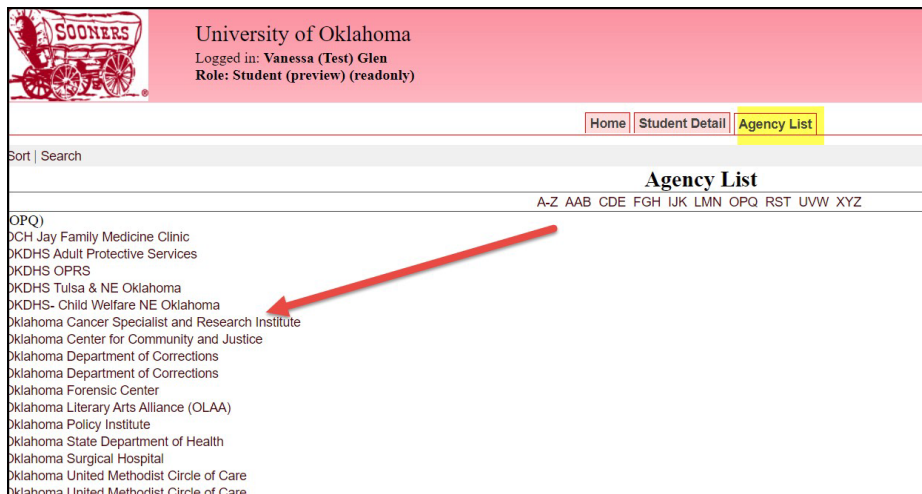
- If your site is listed on the agency list, skip to instructions on **“How to Designate your Practicum Site”**
- If your site is NOT listed on the agency list, follow the directions on the following page

How to designate a practicum site that is NOT in the IPT system

- 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” on the [Field Education webpage](#). All details and links you will need are included in that resource.
 - IN SUMMARY, there are two requirements:**
 - The site application will need to be completed. It is found on the school’s website under Field Education – how to get involved:
 - 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.*
 - Ensure your new agency completes an affiliation agreement. A blank affiliation agreement and further instructions can be found on the social work field education website
 - 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

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



- 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 for
Site Description:	The Department of Human services is the largest state agency in Oklahoma. OKDHS provides a wide range of assista 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 :	<input type="text"/>	
Desired Primary Preceptor:	<input type="text"/>	
Practicum Location(city, state, country):	<input type="text"/>	
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.

How to Designate Desired Field Instructor and Preceptor

1. On your Student Detail tab in IPT, type the name of your desired Field Instructor and desired Preceptor into the appropriate fields.

HIPAA training completion date:	HIPAA Certificate Upload	View 
Desired Field Instructor :	<input type="text"/>	
Desired Primary Preceptor:	<input type="text"/>	
Info provided is true and accurate:	<input type="checkbox"/>	Proof of Vaccine OR CAS SWK Declination 
Practicum Location(city, state, country):	<input type="text"/>	
Practicum Waiver Upload	View 	Student Placement Form 
Placement Type:		

2. Don't forget to SAVE
 3. The Field Office will review your Field Instructor/Preceptor designation. If they have not served as a Field Instructor or Preceptor previously you will be sent an application to forward to them.
- Preceptors are not required for all practicums. Review the [Field Education Manual](#) (pages 55-56) and talk to your Field Instructor to determine whether a Preceptor will be required for your practicum. If you are still unsure, contact the Field Education Coordinator for further guidance.
 - Please note, typing their name into IPT indicates that they have agreed to serve as your Field Instructor and/or Preceptor. Do NOT enter your desired Field Instructor/Preceptor until you have obtained their agreement to serve in that capacity. **This information should match what is on your STUDENT PLACEMENT FORM.**

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 <i>(print name)</i>					Check All that Apply	
Practicum Agency <i>(full name)</i>					<input type="checkbox"/> BASW	<input type="checkbox"/> MSW FY
Program / Unit / Dept. <i>(if applicable)</i>					<input type="checkbox"/> CWPEP	<input type="checkbox"/> MSW CY
Specific Placement Address <i>(street address, city)</i>					<input type="checkbox"/> Norman	<input type="checkbox"/> Tulsa <input type="checkbox"/> Online
Agency Phone Number <i>(please write legibly)</i>		Practicum Dates <i>(see Practicum Calendar)</i>	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 <i>(print name)</i>			<input type="checkbox"/> BSW <input type="checkbox"/> MSW
Education / Licensure / Credentials			
Field Instructor E-Mail <i>(please write legibly)</i>		Field Instructor Phone <i>(include area code)</i>	

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. 55-56) 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 <i>(print name)</i>		Education / Licensure / Credentials	
Preceptor E-Mail <i>(please write legibly)</i>		Preceptor Phone <i>(include area code)</i>	

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 <i>(Employment-Based Practicum only)</i>	Date
Field Instructor Signature	Date	Authorized Agency Representative <i>(if different than FI)</i>	Date
Preceptor Signature <i>(only if applicable)</i>	Date	Field Education Coordinator	Date

7. Once the Student Placement Form has been uploaded it will be reviewed by the Field Education team and you will be alerted if any changes are needed.

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

You will receive an email from the Field Office if your desired Field Instructor or Preceptor is new and needs to complete these applications. It is important to meet planning deadlines so that there is time for Field Instructors and Preceptors to complete these applications and for the applications to be reviewed.

Information for Field Instructors/Preceptors can be found on 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 Preceptors must complete a **Preceptor Application**:
 - http://outgradcollege.az1.qualtrics.com/jfe/form/SV_e4ilF5FmofwNKEB

Reminders/Checklist

- ✓ Designate your Agency in IPT
- ✓ Designate your Desired Field Instructor/Preceptor 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