

FOUNDATION YEAR SUMMER BLOCK PRACTICUM CALENDAR

Summer 2023 | SWK 5413 / 5423 | Norman Campus

Email: swknormanfieldoffice@ou.edu | Website: <http://www.ou.edu/cas/socialwork>

IMPORTANT INFORMATION:

Definition of Critical Deadline: Students are required to meet these deadlines if they plan to move forward into practicum this semester. Missing a critical deadline could result in delay of practicum, which could also cause a delay in graduation.

FEBRUARY / MARCH

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
2/15 (6-7:30 PM) OR 2/16 (4-5:30 PM)	Practicum Orientation – MANDATORY	2/15 – Zoom 2/16 – Community Room	Critical Deadline: Student attendance is required to receive critical information on the placement process. Only need to attend ONE orientation session.
3/9 (11:59 PM)	ALL STUDENTS <ul style="list-style-type: none"> Student Detail Page (verify) Application for Field Instruction Upload Resume Upload Photo 	InPlace (Home screen → To-Do List pane) Canvas	<ul style="list-style-type: none"> Log into InPlace using your student 4x4 In Student Detail Page, students must verify demographic details, preferred name and pronouns. Complete Planning Agreement. Upload current resume. Upload photo to Canvas.
3/27 – 3/31	Stipend Interviews (if applicable)	Community-Based Agency	Students interested in applying for a stipend placement will interview this week. Refer to stipend packet for a list of items to submit as well as contact information.

APRIL

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
4/6 (12 – 3 PM)	Practicum and Career Fair	Norman Public Library	Meet representative from partner agencies for potential practicum placement or future employment.
4/10	Employment-Based Students ONLY: Begin working on Practicum Proposal	InPlace	View Mandatory Practicum Proposal Training Video if you are completing an Employment-Based practicum. The Practicum Proposal will be released to you in InPlace.
4/14 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #1 Due	InPlace	Draft #1 due. Following the Practicum Proposal Timeline shared in InPlace, complete the first draft by this deadline. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than April 19 th .
4/17	Receive Site Referrals	TBD	Students will receive their agency referrals for interview via InPlace or e-mail.
4/17 – 5/4	Interview at recommended agency	Community-Based Agency	Contact and interview at recommended agencies – students must provide agency with resume and practicum calendar. Inquire about additional onboarding requirements to be completed for agency and determine start date (some agencies have additional documentation requirements or orientations prior to the start of the semester – if so, talk with the Field Office).

4/24 (11:59 PM)	Employment-Based Students ONLY: Practicum Proposal Draft #2 Due	InPlace	Draft #2 due. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than April 27 th .
MAY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
5/4 (11:59 PM)	Secure Placement	Student Placement Form (Home screen → To-Do List pane)	Critical Deadline: The Student Placement Form (located in calendar, Canvas, website and in InPlace under the “Shared Documents” tab) must be completed, signed (digital signatures are acceptable) and uploaded to InPlace.
5/4 (11:59 PM)	Register for Field Training	EventBrite Canvas	Students are responsible for registering student, Field Instructor and Preceptor (if applicable) for Field Training. See instructions and registration link in Canvas.
5/4 (11:59 PM)	Employment-Based Students: Final Practicum Proposal (Final)	InPlace	Critical Deadline: Practicum Proposal must be submitted in InPlace for final approval.
5/15 – 5/17 (9 AM – Noon)	Foundation Year Summer Block Practicum Labs	Community Room	Student attendance is MANDATORY for labs. These hours count towards practicum. Synchronous Labs (via Zoom – link in Canvas course) will be attended on dates listed. Students may begin asynchronous Lab Modules which are posted in both SWK 5413 and 5423 Canvas course and will be due by posted deadlines.
5/15	Student Professional Liability Insurance	Recommended options are available on the OUSSWK website (To-Do List pane)	Purchase and upload verification of insurance to InPlace. Students may find suggested resources to purchase this policy on OUSSWK website and practicum planning Canvas course.
5/15	Daily Log Book Documentation Begins	InPlace	Students must submit all Daily Log Books via InPlace by every Monday for the preceding week. Students who do not submit timely documentation or are behind on their reports by 2 weeks will be at risk of suspension.
5/16	HIPAA Training Certificates	Canvas InPlace (To-Do List pane)	Instructions regarding where to locate and complete HIPAA training will be sent via Canvas. Once complete, upload to InPlace.
5/18	Practicum 5413 Begins (39 hours / week)	Community-Based Agency	Agency-based practicum begins this week per student’s agreed upon schedule (39 hours / week for a total of 240 hours for SWK 4315). Begin at practicum site (230 hours per practicum course with a total of 460 hours).
5/18	Stipend / Scholarship Practicum Students ONLY: Begin working on Practicum Proposal	InPlace	View Mandatory Practicum Proposal Training Video if you are completing a Stipend / Scholarship practicum. The Practicum Proposal will be released to you in InPlace.
5/19 (9 AM – Noon) OR 5/22 (1 – 4 PM)	Field Training with Field Instructor / Preceptor MANDATORY	Zoom	Critical Deadline: Attendance at this Zoom-based event is required to receive critical information about the Field Education Contract and Evaluation as well as other relevant Field Education information. Only need to attend one of the sessions.
5/22 (11:59 PM)	Daily Logs due for Week #1 (Each week should include daily logs for Monday – Sunday)	InPlace	Students must submit their Daily Logs via InPlace every Monday for the preceding week. Students who do not submit timely documentation or are behind on their reports by 2 weeks will be at risk of suspension . Instructions / samples will be provided during Field Training as well as located in Canvas.
5/23 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #1 Due	InPlace	Critical Deadline: Draft #1 due. Following the Practicum Proposal Timeline shared in InPlace, complete the first draft by this deadline. Note: DO NOT SUBMIT, save as a

			draft. A faculty member from the Field Office will review and provide comments no later than May 26 th .
5/29	Memorial Day Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
5/31 (11:59 PM)	Stipend / Scholarship Students ONLY: Practicum Proposal Draft #2 Due	InPlace	Critical Deadline: Draft #2 due. Note: DO NOT SUBMIT, save as a draft. A faculty member from the Field Office will review and provide comments no later than June 1 st .
JUNE			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
June – Time TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
6/5 (11:59 PM)	SWK 5413 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Critical Deadline: Contract Work Plan must be completed and submitted via InPlace by the student, Field Instructor, and Liaison. Student will complete two separate Contract Work Plans during your Practicum – one at the beginning of the summer semester (SKW 5413 due 6/5), and one at the middle of the summer semester (SWK 5423 due 7/11).
6/5 (11:59 PM)	Stipend / Scholarship Students: Final Practicum Proposal (Final)	InPlace	Critical Deadline: Practicum Proposal must be submitted in InPlace for final approval.
6/19	Juneteenth Holiday Observed		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
6/26 (11:59 PM)	<ul style="list-style-type: none"> SWK 5413 Field Education Contract & Evaluation (EVALUATION portion only) All Daily Reports signed Hours Completed (230) 	InPlace	Critical Deadline: <ul style="list-style-type: none"> Contract Evaluation must be completed by the Field Instructor (Stage 4) and reviewed in supervision with student. The student will complete the Student Comments section (Stage 5) and electronically sign the contract. You will complete 2 separate evaluations during your Practicum – one at the middle of the summer semester (SWK 5413 due 6/26 at 11:59 PM) and one at the end of the summer semester (SWK 5423 due 8/7). All Daily Reports are due. Must be signed by the student and the Field Instructor. Students must have completed all required hours: 230 by 6/25.
6/26	Practicum 5423 Begins		
JULY			
DATE	EVENT / ITEM DUE	LOCATION	DETAILS
July – Time TBA	Field Unit Meeting	Zoom	Monthly Field Unit meeting. Meeting time and Zoom link will be communicated by Faculty Liaison at a later date.
7/4	4 th of July Holiday		Refer to “Holiday Guidelines” policy in Field Education Manual – discuss with Field Instructor.
7/10 (11:59 PM)	SWK 5423 Field Education Contract & Evaluation (WORK PLAN portion only)	InPlace	Critical Deadline: Contract Work Plan must be completed and electronically signed via InPlace by the student, Field Instructor, and Liaison. This is your 2nd Contract Work Plan.

AUGUST

DATE	EVENT / ITEM DUE	LOCATION	DETAILS
8/4	Typical Last Day of Practicum		Practicum ends for summer semester
8/7 (11:59 PM)	<ul style="list-style-type: none"> • SWK 5423 Field Education Contract & Evaluation (EVALUATION portion only) • All Daily Reports Signed • Hours Completed (460) 	InPlace	<p>Critical Deadline:</p> <ul style="list-style-type: none"> • Contract Evaluation must be completed by the Field Instructor (Stage 4) and reviewed in supervision with student. The student will complete the Student Comments section (Stage 5) and electronically sign the contract. This is your 2nd Evaluation built upon SWK 5413 and SWK 5423. • All Daily Reports are due. Must be signed by the student and the Field Instructor. • Students must have completed all required hours: 460 by 8/6.

FIELD OFFICE CONTACT INFORMATION

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