

**Foundation Practicum Process: Summer 2013 SW 5800**

<b>Step</b>		<b>Due Dates</b>
1.	Attend meeting with Office of Field Education to review process, obtain field manual and related materials, etc.	February 12, 2013
2.	Complete practicum application form. Meet with your faculty advisor to review and obtain his/her signature on application. <b>Be sure to also complete the Application to Use Agency of Current Employment as a practicum site if you are considering your employment site as a practicum site.</b>	
3.	Submit signed application to Office of Field Education. Once application is submitted student can begin interviewing.	March 1 or sooner
4.	Visit agencies and secure a placement site. All sites must be approved by the Office of Field Education before students can begin practicum. Supervisors must have an MSW with at least two years of post-master's experience.	March 2013
5.	Attend second practicum meeting.	April 30, 2013
6.	Draft learning agreement with agency supervisor.	April 30-May 21
7.	Submit draft learning agreement to the Office of Field Education.  Submit final learning agreement with student and agency field instructor signatures to the Office of Field Education. <b>STUDENTS WHO DO NOT HAVE AN APPROVED LEARNING AGREEMENT ON FILE BY THE DEADLINE DATE WILL NOT BE ALLOWED TO COUNT ANY HOURS ACCRUED PRIOR TO THE DEADLINE OR ANY SUBSEQUENT HOURS ACCRUED UNTIL AN APPROVED LEARNING AGREEMENT IS ON FILE WITH THE OFFICE OF FIELD EDUCATION.</b>	Draft due May 21, 2013.  <b>Final agreement due June 4, 2013.</b>
8.	Practicum begins for SW 5800. Seminar class begins.	Tuesday, May 21, 2013, 3:30-5:30

<b>Step</b>		<b>Due Dates</b>
9.	Agency supervisor completes mid term evaluation, reviews it with the student and submits it to the Office of Field Education.	June 28, or upon completion of 150 hours
10.	Agency supervisor completes final evaluation, reviews it with the student and submits it to the Office of Field Education.	August 5, 2013, or upon completion of 300 hours.
11.	Student submits Evaluation of Field Placement form and signed time sheets to the Office of Field Education.	August 5, 2013