Concentration Practicum Process: Fall 2013
SW 6800

Step		Due Dates
1.	Attend meeting with Office of Field Education to review process, obtain field manual and related materials, etc.	February 11, 2013
2.	Read field manual and other materials. Consult practicum files located in social work office to identify potential placement sites.	
3.	Complete practicum application form. Meet with your faculty advisor to review and obtain his/her signature on application. **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. If you are obtaining a certificate in gerontology, non profit management and leadership, or women and gender studies, you must also have the application signed by the respective directors of those programs.**	
4.	Submit signed application to Office of Field Education. Once application has been submitted student can begin setting up interviews.	March 1 or sooner
5.	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 Masters experience.	March 2013
6.	Draft learning agreement with agency supervisor	
7.	**Submit learning agreement draft to faculty advisor.** Submit final learning agreement with student, advisor, and agency practicum instructor signatures to Office of Field Education. Students enrolled in certificate programs must also have their learning agreements signed by the directors of those programs. **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**	**September 3, 2013** **Final agreement due September 17, 2013**

Step		Due Dates
	ANY SUBSEQUENT HOURS ACCRUED UNTIL AN APPROVED LEARNING AGREEMENT IS ON FILE WITH THE OFFICE OF FIELD EDUCATION.	
8.	Practicum begins for SW 6800	August 19, 2013
9.	Agency supervisor completes mid term evaluation, reviews it with the student and submits it to the Office of Field Education.	October 18, 2013 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.	December 6, 2013
11.	Student submits Evaluation of Field Placement form and signed time sheets to the Office of Field Education.	December 6, 2013

Concentration Coordinators
Lois Pierce-Family Practice
Margaret Sherraden-Social Work Leadership and Management
Joe Pickard-Gerontology

Certificate Programs

Nancy Kinney- Non-profit management and leadership
Tom Meuser- Gerontology
Kathy Gentile- Gender Studies