

**Concentration Practicum Process: Spring 2013
SW 6800**

Step		Due Dates
1.	Attend meeting with Office of Field Education to review process, obtain field manual and related materials, etc.	September 10, 2012
2.	Read field manual and other materials. Consult the database of approved practicum sites to identify potential placement sites.	Practicum Fair Wednesday, October 9 from 2:30-5:00 MSC Century Rooms
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.	September 24 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-master's experience.	October-November
6.	Draft learning agreement with agency supervisor	December 2012
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	February 4, 2013 Final agreement due February 18, 2013

Step		Due Dates
	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.	
8.	Practicum begins for SW 6800	January 22, 2013
9.	Agency supervisor completes mid term evaluation, reviews it with the student and submits it to the Office of Field Education.	March 15, 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.	May 10, 2013
11.	Student submits Evaluation of Field Placement form and signed time sheets to the Office of Field Education.	May 10, 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

Kathleen Nigro- Gender Studies