

## BSW Field Practicum (SCWK 4302) Significant Dates – Winter 2026

Tuesday, January 6 – Wednesday, April 8, 2026

### Documents and Forms to Complete During Practicum

Document/Form	Completed by	Location
<i>Timesheet and Field Instruction Record</i>	Student	<a href="#">IPT Database</a>
<i>Initial Student Self-Assessment</i>	Student	<a href="#">BSW Field Education Students SCWK 4302</a> – Forms and Templates section
<i>Learning Contract Development and Beginning of Practicum Critical Reflection Journal</i>	Student	<a href="#">BSW Field Education Students SCWK 4302</a> – Forms and Templates section
<i>Learning Contract</i>	Student	<a href="#">IPT Database</a>
<i>Critical Reflection Journal</i>	Student	<a href="#">BSW Field Education Students SCWK 4302</a> – Forms and Templates section
<i>Student Midterm Self-Assessment and Reflection</i>	Student	<a href="#">BSW Field Education Students SCWK 4302</a> – Forms and Templates section
<i>Midterm Evaluation</i>	Field Instructor (and Agency Mentor)	<a href="#">IPT Database</a>
<i>Student Final Self-Assessment and Reflection</i>	Student	<a href="#">BSW Field Education Students SCWK 4302</a> – Forms and Templates section
<i>Final Evaluation</i>	Field Instructor (and Agency Mentor)	<a href="#">IPT Database</a>
<i>Student's Evaluation of the Field Practicum</i>	Student	<a href="#">IPT Database</a>
<i>Field Instructor's Evaluation of the Field Practicum</i>	Field Instructor (and Agency Mentor)	<a href="#">IPT Database</a>

### Winter 2026 – Detailed Weekly Schedule ([Simplified version below](#))

Week 1	Tuesday – Monday January 6 - 12	<ul style="list-style-type: none"> <li>Students begin field practicum. The dates for the Winter term are January 6 – April 8, 2026. While the first day of class for the term is technically Tuesday, January 6<sup>th</sup>, students can start their practicum on another date if that works better for the student, field instructor, and agency.</li> <li>If students have a <b>later start date</b>, please <b>adjust due dates</b> for the various requirements listed below accordingly.</li> <li>Students are normally scheduled to be in practicum for <b>four (4) days per week</b>. Students determine practicum schedule in consultation with their field instructor/agency mentor. Students are required to complete a <b>minimum of 350 hours</b> in practicum over a <b>minimum of 11 weeks</b>.</li> <li>The <b><i>Initial Student Self-Assessment</i></b> is due at the <b>end of Week 1</b>. This document is completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b> <b>prior</b> to first field instruction session.</li> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> </ul>
Week 2	Tuesday - Monday January 13 - 19	<ul style="list-style-type: none"> <li>The <b><i>Learning Contract Development and Beginning of Practicum Critical Reflection Journal</i></b> is due at the <b>end of Week 2</b> – this document is completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b> <b>prior</b> to second field instruction session.</li> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> </ul>
Week 3	Tuesday - Monday January 20 – 26	<ul style="list-style-type: none"> <li>The <b><i>Learning Contract</i></b> with added individualized learning objectives and learning activities is due at the <b>end of Week 3</b>. Completed by the <b>Student</b> in IPT in consultation with <b>Field Instructor/Agency Mentor</b>. <ul style="list-style-type: none"> <li>For each of the five learning outcomes, students must develop: <ul style="list-style-type: none"> <li>a minimum of one Individualized Learning Objective</li> <li>a minimum of two Additional Learning Activities</li> </ul> </li> </ul> </li> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> <b>prior</b> to the field instruction session.</li> </ul>

Week 4	Tuesday - Monday January 27 – February 2	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 5	Tuesday - Monday February 3 – 9	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 6	Tuesday - Monday February 10 - 16	<ul style="list-style-type: none"> <li>The <b><i>Student Midterm Self-Assessment and Reflection</i></b> is due prior to the midterm evaluation meeting; typically one week prior to the midterm evaluation meeting, or an agreed upon time with the Field Instructor/Agency Mentor. This document is completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b>.</li> <li>The <b>Midterm meeting</b> takes place by the <b>end of Week 6</b>.</li> <li>The <b><i>Midterm Evaluation</i></b> is completed by the <b>Field Instructor</b> in IPT by the <b>end of Week 6</b>. The <b><i>Midterm Evaluation</i></b> is signed by the <b>Field Instructor</b> (and Agency Mentor) and the <b>Student</b>.</li> <li><b>Student</b> update the <b><i>Time Sheet and Field Instruction Record</i></b> in IPT and <b>add up</b> the total number of practicum hours and field instruction hours. The Midterm hours are signed in IPT by the <b>Field instructor</b> (and Agency Mentor) and the <b>Student</b>.</li> <li><b>Please Note:</b> Students in field <b>do not</b> observe the <b>University Midterm Break</b>.</li> </ul>
Week 7	Tuesday - Monday February 17 – 23	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 8	Tuesday - Monday February 24 – March 2	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 9	Tuesday - Monday March 3 - 9	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 10	Tuesday - Monday March 10 - 16	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 11	Tuesday - Monday March 17 - 23	<ul style="list-style-type: none"> <li><b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li><b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Students must spend a <b>minimum of 11 weeks</b> in practicum <b>even if</b> they have completed the 350 hours. The earliest possible date to finish (provided no days are missed) is the fourth day in practicum of week 11. For example, if the first day of practicum is Tuesday, January 6<sup>th</sup>, the earliest possible date to finish is <b>Friday, March 27, 2026</b>. This end date only applies if the student has met <b>all</b> requirements of practicum including completion of 1) a minimum of 350 practicum hours at the agency, 2) practicum requirements for SCWK 4302 as outlined in the BSW Field Education Manual and 3) the <b><i>Final Evaluation</i></b> and <b><i>Time Sheet and Field Instruction Record</i></b> is completed and signed by both the <b>Student</b> and <b>Field Instructor</b> (and Agency Mentor).</li> <li>Students are expected to make up any missed time in field in consultation with their Field Instructor/Agency Mentor. If students are absent from field for three (3) consecutive days or longer, students are expected to notify their assigned Field Liaison (Field Education Coordinator).</li> </ul>		
Week 12	Tuesday - Monday March 24 – 30 ( <b>Earliest possible date to finish practicum is Friday, March 27, 2026</b> )	<p>*If completing practicum:</p> <ul style="list-style-type: none"> <li>The <b><i>Student Final Self-Assessment and Reflection</i></b> is due prior to the final evaluation meeting; typically one week prior to the final evaluation meeting, or an agreed upon time with the Field Instructor/Agency Mentor. This document is completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b>.</li> <li><b>Final Evaluation meeting</b> takes place at the end of the practicum.</li> </ul>

		<ul style="list-style-type: none"> <li>• The <b><i>Final Evaluation</i></b> is completed by the <b>Field Instructor</b> in IPT at the <b>end of the practicum</b>. The <b><i>Final Evaluation</i></b> is signed by the <b>Field Instructor</b> (and Agency Mentor) and the <b>Student</b>.</li> <li>• <b>Students</b> update the <b><i>Time Sheet and Field Instruction Record</i></b> in IPT and <b>add up</b> the total number of practicum hours and field instruction hours. Final hours signed in IPT by the <b>Field instructor</b> (and Agency Mentor) and the Student.</li> </ul> <p>*If <b>not</b> completing practicum:</p> <ul style="list-style-type: none"> <li>• <b>Students</b> update the <b><i>Timesheet and Field Instruction Record</i></b> in IPT.</li> <li>• <b>Students</b> complete the <b><i>Critical Reflection Journal</i></b> and submit to the <b>Field Instructor/Agency Mentor</b> prior to the field instruction session.</li> </ul>
Week 13	Tuesday - Monday March 31 – April 6	<p>*If completing practicum:</p> <ul style="list-style-type: none"> <li>• The <b><i>Student Final Self-Assessment and Reflection</i></b> is due prior to the final evaluation meeting, typically one week prior to the final evaluation meeting with the Field Instructor/Agency Mentor. This document is completed by the <b>Student</b> and submitted to <b>Field Instructor/Agency Mentor</b>.</li> <li>• <b>Final Evaluation meeting</b> takes place at the end of the practicum.</li> <li>• The <b><i>Final Evaluation</i></b> is completed by the <b>Field Instructor</b> in IPT at the <b>end of the practicum</b>. The <b><i>Final Evaluation</i></b> is signed by the <b>Field Instructor</b> (and Agency Mentor) and the <b>Student</b>.</li> <li>• <b>Students</b> update the <b><i>Time Sheet and Field Instruction Record</i></b> in IPT and <b>add up</b> total number of practicum hours and field instruction hours. Final hours signed in IPT by the <b>Field instructor</b> (and Agency Mentor) and the Student.</li> </ul>
<b>Other Evaluation Forms for completion once practicum is complete</b>		
<b><i>Student Evaluation of Field Practicum</i></b>		Completed in IPT by the <b>Student</b> following the end of the practicum.
<b><i>Field Instructor Evaluation of Field Practicum</i></b>		Completed in IPT by the <b>Field Instructor</b> (and Agency Mentor) following the end of the practicum.

## Winter 2026 – Simplified Weekly Schedule

Week	Start Date	End Date	Practicum Requirements
Week 1	Tuesday, January 6, 2026	Monday, January 12, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li><i>Initial Student Self-Assessment</i> due</li> </ul>
Week 2	Tuesday, January 13, 2026	Monday, January 19, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Learning Contract Development and Beginning of Practicum Critical Reflection Journal</i></li> </ul>
Week 3	Tuesday, January 20, 2026	Monday, January 26, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li><i>Learning Contract</i> with added ILOs and learning activities due</li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 4	Tuesday, January 27, 2026	Monday, February 2, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 5	Tuesday, February 3, 2026	Monday, February 9, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 6	Tuesday, February 10, 2026	Monday, February 16, 2026	<ul style="list-style-type: none"> <li>Update and sign <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Student Midterm Self-Assessment and Reflection</i></li> <li>Midterm evaluation meeting</li> <li><i>Midterm Evaluation</i> due</li> </ul>
Week 7	Tuesday, February 17, 2026	Monday, February 23, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 8	Tuesday, February 24, 2026	Monday, March 2, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 9	Tuesday, March 3, 2026	Monday, March 9, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 10	Tuesday, March 10, 2026	Monday, March 16, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 11	Tuesday, March 17, 2026	Monday, March 23, 2026	<ul style="list-style-type: none"> <li>Update <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i></li> </ul>
Week 12	Tuesday, March 24, 2026	Monday, March 30, 2026 <b>(Earliest possible date to finish practicum is Friday, March 27, 2026)</b>	<ul style="list-style-type: none"> <li>Update (and sign) <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Critical Reflection Journal</i> (if not finishing practicum)</li> <li>Complete <i>Student Final Self-Assessment and Reflection</i> (if finishing practicum)</li> <li>Final evaluation meeting (if finishing practicum)</li> <li><i>Final Evaluation</i> due (if finishing practicum)</li> </ul>
Week 13	Tuesday, March 31, 2026	Wednesday, April 8, 2026 (Last day of classes for the Winter semester)	<ul style="list-style-type: none"> <li>Update and sign <i>Timesheet and Field Instruction Record</i></li> <li>Complete <i>Student Final Self-Assessment and Reflection</i></li> <li>Final evaluation meeting</li> <li><i>Final Evaluation</i> due</li> </ul>