**BSW Field Practicum Significant Dates**

**Fall 2023 (Wednesday, Sept. 6 – Monday, Dec 4, 2023)**

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| Week 1 | Wednesday-TuesdaySept. 6 - 12  | **Field Begins. Students begin practica.** Students are normally scheduled to be in practicum for **FOUR (4) days per week**. Students determine practicum schedule in consultation with their field instructor/agency mentor. Students are required to complete a minimum of 350 hours in practicum over a minimum of 11 weeks.If students have a later start date, please adjust due dates for the various requirements listed below accordingly.  |
| **Forms to complete and where to locate them:****Student Self-Assessment –** Retrieve form from [BSW Field Education website page](https://www.mun.ca/socialwork/field-education/bsw-field-education/students-fall-practicum/)**Learning Contract –** Completed by student in [IPT (Internship Placement Tracking) Database](https://www.runiptca.com/web/login.php)**Midterm Reflection –** Retrieve form from [BSW Field Education website page](https://www.mun.ca/socialwork/field-education/bsw-field-education/students-fall-practicum/)**Midterm Evaluation –** Completed by field instructor in [IPT database](https://www.runiptca.com/web/login.php)**Final Evaluation –** Completed by field instructor in [IPT database](https://www.runiptca.com/web/login.php)**Student’s Evaluation of the Field Practicum** - Completed by student in [IPT database](https://www.runiptca.com/web/login.php)**Field Instructor’s Evaluation of the Field Practicum -** Completed by field instructor in [IPT database](https://www.runiptca.com/web/login.php) |
| **Due Dates for Practicum Documentation** |
| Week 2 | Wednesday-TuesdaySept. 13 - 19 | **Student Self-Assessment form is DUE – Submitted by Student**Due prior to the first field instruction session with field instructor.Completed by the **Student** and submitted to the **Field Instructor/Agency Mentor** **prior** to first field instruction session.  |
| Week 3 | Wednesday-TuesdaySept. 20 - 26 | **Learning Contract is DUE – Submitted by Student**Due within 15 days of starting practicum.Completed in IPT by the **Student** in consultation with your **Field Instructor/Agency Mentor.**  |
| Week 4 | Wednesday-TuesdaySept. 27 - Oct. 3 | **Midterm Reflection is DUE – Submitted by Student**Completed by the **Student** and submitted to **Field Instructor/Agency Mentor** one week prior to midterm evaluation meeting, which usually happens in week five. |
| Week 5 | Wednesday-TuesdayOct. 4 - 10 | **Midterm Evaluation Meeting**Student and Field Instructor meet to discuss Midterm Evaluation |
| Week 6 | Wednesday-TuesdayOct. 11 - 17 | **Midterm Evaluation is DUE – Submitted by Field Instructor**Due at the end of week 6. Completed in IPT by **Field Instructor**. |
| Week 7 | Wednesday-TuesdayOct. 18 - 24 | **PLEASE NOTE**: Students in field **DO NOT** observe the **University Midterm Break.** |
| Week 8 | Wednesday-TuesdayOct. 25 – Oct. 31 | **Earliest Possible Date to Finish Practicum**Students must spend a minimum of 11 weeks in practicum **even if** they have already completed the 350 hours. The earliest possible date to finish (provided no days are missed) is the fourth day in practicum during the 11th week. For example: If the first day of practicum is Wednesday, Sept. 6th, the earliest possible date to finish is Friday, Nov. 17th. If starting the week of Sept. 11th, the earliest to finish would be Nov. 23rd or 24th. These end dates only apply if the student has met ALL requirements of practicum including completion of 1) at least 11 weeks and a minimum of 350 practicum hours at the agency and 2) the final evaluation is completed and signed by both student and field instructor(s) and agency mentor (if applicable).***NOTE:*** *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, the assigned field liaison should be made aware.* |
| Week 9 | Wednesday-TuesdayNov. 1 – 7 |
| Week 10 | Wednesday-TuesdayNov. 8 – 14 |
| Week 11 | Wednesday-TuesdayNov. 15 - 21 |
| Week 12 | Wednesday-TuesdayNov. 22 - 28 |
| Week13 | Wednesday-MondayNov. 29 – Dec. 4 | End of practicum, but **only** if all practicum requirements and a minimum of 350 hours are satisfactorily completed. **Final Evaluation is DUE – Submitted by Field Instructor*** Due at completion of the practicum.
* Completed in IPT by Field Instructor, then read and signed by the Student
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| **Other Evaluation Forms for completion once practicum is complete.** |
| **Student Evaluation of Field Practicum &****Field Instructor Evaluation of Field Practicum** | Completed in IPT following the end of the practicum. |

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| **Weeks ONE through SIX** |  | **Week Seven onward** |
| Wednesday | Sept. | 6 | Week 1 |  | Wednesday | Oct. | 18 | Week 7 |  |
| Thursday | Sept. | 7 | Week 1 |  | Thursday | Oct. | 19 | Week 7 |  |
| Friday | Sept. | 8 | Week 1 |  | Friday | Oct. | 20 | Week 7 |  |
| Saturday | Sept. | 9 | Week 1 |  | Saturday | Oct. | 21 | Week 7 |  |
| Sunday | Sept. | 10 | Week 1 |  | Sunday | Oct. | 22 | Week 7 |  |
| Monday | Sept. | 11 | Week 1 |  | Monday | Oct. | 23 | Week 7 |  |
| Tuesday | Sept. | 12 | Week 1 |  | Tuesday | Oct. | 24 | Week 7 |  |
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| Wednesday | Sept. | 13 | Week 2 |  | Wednesday | Oct. | 25 | Week 8 |  |
| Thursday | Sept. | 14 | Week 2 |  | Thursday | Oct. | 26 | Week 8 |  |
| Friday | Sept. | 15 | Week 2 |  | Friday | Oct. | 27 | Week 8 |  |
| Saturday | Sept. | 16 | Week 2 |  | Saturday | Oct. | 28 | Week 8 |  |
| Sunday | Sept. | 17 | Week 2 |  | Sunday | Oct. | 29 | Week 8 |  |
| Monday | Sept. | 18 | Week 2 |  | Monday | Oct. | 30 | Week 8 |  |
| Tuesday | Sept. | 19 | Week 2 |  | Tuesday | Oct. | 31 | Week 8 |  |
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| Wednesday | Sept. | 20 | Week 3 |  | Wednesday | Nov. | 1 | Week 9 |  |
| Thursday | Sept. | 21 | Week 3 |  | Thursday | Nov. | 2 | Week 9 |  |
| Friday | Sept. | 22 | Week 3 |  | Friday | Nov. | 3 | Week 9 |  |
| Saturday | Sept. | 23 | Week 3 |  | Saturday | Nov. | 4 | Week 9 |  |
| Sunday | Sept. | 24 | Week 3 |  | Sunday | Nov. | 5 | Week 9 |  |
| Monday | Sept. | 25 | Week 3 |  | Monday | Nov. | 6 | Week 9 |  |
| Tuesday | Sept. | 26 | Week 3 | LC Due | Tuesday | Nov. | 7 | Week 9 |  |
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| Wednesday | Sept. | 27 | Week 4 |  | Wednesday | Nov. | 8 | Week 10 |  |
| Thursday | Sept. | 28 | Week 4 |  | Thursday | Nov. | 9 | Week 10 |  |
| Friday | Sept. | 29 | Week 4 |  | Friday | Nov. | 10 | Week 10 |  |
| Saturday | Sept. | 30 | Week 4 |  | Saturday | Nov. | 11 | Week 10 |  |
| Sunday | Oct. | 1 | Week 4 |  | Sunday | Nov. | 12 | Week 10 |  |
| Monday | Oct. | 2 | Week 4 |  | Monday | Nov. | 13 | Week 10 |  |
| Tuesday | Oct. | 3 | Week 4 | MT Reflection Due | Tuesday | Nov. | 14 | Week 10 |  |
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| Wednesday | Oct | 4 | Week 5 |  | Wednesday | Nov. | 15 | Week 11 |  |
| Thursday | Oct | 5 | Week 5 |  | Thursday | Nov. | 16 | Week 11 |  |
| Friday | Oct | 6 | Week 5 |  | Friday | Nov. | 17 | Week 11 |  |
| Saturday | Oct | 7 | Week 5 |  | Saturday | Nov. | 18 | Week 11 | Earliest Possible Finish |
| Sunday | Oct | 8 | Week 5 |  | Sunday | Nov. | 19 | Week 11 |  |
| Monday | Oct | 9 | Week 5 |  | Monday | Nov. | 20 | Week 11 |  |
| Tuesday | Oct | 10 | Week 5 | MT Eval. Meeting | Tuesday | Nov. | 21 | Week 11 |  |
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| Wednesday | Oct | 11 | Week 6 |  | Wednesday | Nov. | 22 | Week 12 |  |
| Thursday | Oct | 12 | Week 6 |  | Thursday | Nov. | 23 | Week 12 |  |
| Friday | Oct | 13 | Week 6 |  | Friday | Nov. | 24 | Week 12 |  |
| Saturday | Oct | 14 | Week 6 |  | Saturday | Nov. | 25 | Week 12 |  |
| Sunday | Oct | 15 | Week 6 |  | Sunday | Nov. | 26 | Week 12 |  |
| Monday | Oct | 16 | Week 6 |  | Monday | Nov. | 27 | Week 12 |  |
| Tuesday | Oct | 17 | Week 6 | MT Eval. Due | Tuesday | Nov. | 28 | Week 12 |  |
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| NOTES: | Wednesday | Nov. | 29 | Week 13 |  |
| Thursday | Nov. | 30 | Week 13 |  |
| Friday | Dec. | 1 | Week 13 |  |
| Saturday | Dec. | 2 | Week 13 |  |
| Sunday | Dec. | 3 | Week 13 |  |
| Monday | Dec.  | 4 | Week 13 |  |
| Final Evaluation is Due upon Completion of Practicum.Must be signed in IPT by both Field Instructor and Student. |