

## BSW Field Practicum Significant Dates – Fall 2025

Tuesday, September 9 – Friday, December 5, 2025

Week 1	Tuesday – Monday September 9 - 15	<p><b>Students begin field practicum. The dates for the Fall term are September 9 - December 5, 2025. While the first day of class for the term is technically Tuesday, September 9th, students can start their practicum on Monday, September 8th, if that works better for the students, field instructor, and the agency.</b></p> <p>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 <u>minimum</u> of 350 hours in practicum over a <u>minimum</u> of 11 weeks.</p> <p><b>Student Self-Assessment form is DUE at the end of Week 1</b> – this form is completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b> <u>prior</u> to first field instruction session.</p> <p><b>If students have a later start date, please adjust due dates for the various requirements listed below accordingly.</b></p>
<p><b>Forms to complete and where to locate them:</b></p> <p><b>Student Self-Assessment</b> – Retrieve form from <a href="#">BSW Field Education Students SCWK 3300</a> – Forms and Templates section</p> <p><b>Learning Contract</b> – Completed by student in <a href="#">IPT (Internship Placement Tracking) Database</a></p> <p><b>Midterm Reflection</b> – Retrieve form from <a href="#">BSW Field Education Students SCWK 3300</a> – Forms and Templates section</p> <p><b>Midterm Evaluation</b> – Completed by field instructor in <a href="#">IPT database</a></p> <p><b>Final Evaluation</b> – Completed by field instructor in <a href="#">IPT database</a></p> <p><b>Student's Evaluation of the Field Practicum</b> – Completed by student in <a href="#">IPT database</a></p> <p><b>Field Instructor's Evaluation of the Field Practicum</b> – Completed by field instructor in <a href="#">IPT database</a></p>		
<b>Due Dates for Practicum Documentation</b>		
Week 2	Tuesday - Monday September 16 - 22	<p><b>Learning Contract is DUE at the end of Week 2 – completed in IPT</b></p> <p><b>Completed by the Student in IPT in consultation with Field Instructor/Agency Mentor. Students are strongly encouraged to add personal learning goals (additional learning activities) to each of the 5 outcomes in the learning contract.</b></p>
Week 3	Tuesday - Monday September 23 - 29	
Week 4	Tuesday - Monday Sept. 30 – Oct. 6	
Week 5	Tuesday - Monday October 7 - 13	<p><b>Midterm Reflection is DUE at the end of Week 5</b> – this form is completed by the <b>Student</b> and submitted to <b>Field Instructor/Agency Mentor</b> <u>one week prior</u> to midterm evaluation meeting.</p>
Week 6	Tuesday - Monday October 14 – 20	<p><b>Midterm Meeting and Evaluation is DUE – Submitted by Field Instructor</b></p> <ul style="list-style-type: none"> <li>• Due at the end of week 6. Completed in IPT by <b>Field Instructor</b>.</li> <li>• <b>Time Sheet and Field Instruction Record (IPT)</b> – midterm hours signed by field instructor and student.</li> </ul> <p><b>PLEASE NOTE:</b> Students in field <b>DO NOT</b> observe the <b>University Midterm Break</b>.</p>
Week 7	Tuesday - Monday October 21 - 27	
Week 8	Tuesday - Monday Oct. 28 – Nov. 3	<p><b><u>Earliest Possible Date to Finish Practicum</u></b></p> <p>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, September 9<sup>th</sup>, the earliest possible date to finish is <b>Friday, November 21, 2025</b>. This end date only applies if the student has met ALL requirements of practicum including completion of 1) a minimum of 350 practicum hours at the agency, 2) practicum requirements for SCWK 3300 as outlined in the BSW Field Education manual and 3) the final evaluation and time sheet is completed and signed by both student and field instructor(s) and agency mentor (if applicable).</p> <p><b>NOTE:</b> Students are expected to make up any missed time in field in consultation with their <i>Field Instructor/Agency Mentor</i>. If students are absent from field for three (3) consecutive days or longer, students are expected to notify their assigned <i>Field Liaison (Field Education Coordinator)</i>.</p>
Week 9	Tuesday - Monday November 4 – 10	
Week 10	Tuesday - Monday November 11 - 17	
Week 11	Tuesday - Monday <b>November 18 – 24 (earliest possible week to finish practicum)</b>	
Week 12	Tuesday - Monday Nov. 25 – Dec. 1	
Week 13	Tuesday - Monday December 2 - 8	<p>End of practicum, <b>but only</b> if all practicum requirements and a minimum of 350 hours are <b>satisfactorily completed</b>.</p>

		<b>Final Evaluation is DUE – Submitted by Field Instructor</b> <ul style="list-style-type: none"> <li>• Due at completion of the practicum.</li> <li>• Completed in IPT by Field Instructor, then read and signed by the Student</li> <li>• <b>Time Sheet and Field Instruction Record (IPT)</b> – final hours signed by field instructor and student.</li> </ul>
<b>Other Evaluation Forms for completion once practicum is complete.</b>		
<b>Student Evaluation of Field Practicum &amp; Field Instructor Evaluation of Field Practicum</b>		Completed in IPT following the end of the practicum.

<b>Fall 2025 – Weekly Schedule</b>		
<b>Week</b>	<b>Start Date</b>	<b>End Date</b>
Week 1	Tuesday, Sept. 9, 2025	Monday, Sept. 15, 2025 – Student Self-Assessment due
Week 2	Tuesday, Sept. 16, 2025	Monday, Sept. 22, 2025 – Learning Contract due
Week 3	Tuesday, Sept. 23, 2025	Monday, Sept. 29, 2025
Week 4	Tuesday, Sept. 30, 2025	Monday, Oct. 6, 2025
Week 5	Tuesday, Oct. 7, 2025	Monday, Oct. 13, 2025 – Midterm Reflection due
Week 6	Tuesday, Oct. 14, 2025	Monday, Oct. 20, 2025 – Midterm meeting and evaluation completed
Week 7	Tuesday, Oct. 21, 2025	Monday, Oct. 27, 2025
Week 8	Tuesday, Oct. 28, 2025	Monday, Nov. 3, 2025
Week 9	Tuesday, Nov. 4, 2025	Monday, Nov. 10, 2025
Week 10	Tuesday, Nov. 11, 2025	Monday, Nov. 17, 2025
Week 11	Tuesday, Nov. 18, 2025	Monday, Nov. 24, 2025 – <b>Earliest possible date to finish practicum is Friday, November 21, 2025</b>
Week 12	Tuesday, Nov. 25, 2025	Monday, Dec. 1, 2025
Week 13	Tuesday, Dec. 2, 2025	Friday, Dec. 5, 2025 is last day of classes for the fall semester.
<i>Final Examinations</i>	<i>Monday, Dec. 8, 2025</i>	<i>Sunday, Dec. 14, 2025</i>