

## BSW Field Practicum Significant Dates

### Winter 2024 (Thursday, Jan. 4, 2024 – Thursday, Apr. 5, 2024)

Week 1	Thursday-Wednesday Jan. 4 - 10	<p><b>Field Begins. Students begin practica.</b> 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 style="background-color: yellow;">If students have a later start date, please adjust due dates for the various requirements listed below accordingly.</p>
<p><b>Forms to complete and where to locate them:</b>  <b>Student Self-Assessment</b> – Retrieve form from <a href="#">BSW Field Education website page</a>  <b>Learning Contract</b> – Completed by student in <a href="#">IPT (Internship Placement Tracking) Database</a>  <b>Midterm Reflection</b> – Retrieve form from <a href="#">BSW Field Education website page</a>  <b>Midterm Evaluation</b> – Completed by field instructor in <a href="#">IPT database</a>  <b>Final Evaluation</b> – Completed by field instructor in <a href="#">IPT database</a>  <b>Student's Evaluation of the Field Practicum</b> - Completed by student in <a href="#">IPT database</a>  <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	Thursday-Wednesday Jan. 11 - 17	<p><b>Student Self-Assessment form is DUE – Submitted by Student</b> Due prior to the first field instruction session with field instructor. Completed by the <b>Student</b> and submitted to the <b>Field Instructor/Agency Mentor</b> <b>prior</b> to first field instruction session.</p>
Week 3	Thursday-Wednesday Jan. 18 - 24	<p><b>Learning Contract is DUE – Submitted by Student</b> Due within 15 days of starting practicum.  <span style="background-color: yellow;">Completed in IPT by the <b>Student</b> in consultation with your <b>Field Instructor/Agency Mentor</b>.</span></p>
Week 4	Thursday-Wednesday Jan. 25 - 31	<p><b>Midterm Reflection is DUE – Submitted by Student</b> Completed by the <b>Student</b> and submitted to <b>Field Instructor/Agency Mentor</b> <u>one week prior</u> to midterm evaluation meeting, which usually happens in week five.</p>
Week 5	Thursday-Wednesday Feb. 1 - 7	<p><b>Midterm Evaluation Meeting</b> Student and Field Instructor meet to discuss Midterm Evaluation</p>
Week 6	Thursday-Wednesday Feb. 8 - 14	<p><b>Midterm Evaluation is DUE – Submitted by Field Instructor</b> Due at the end of week 6. Completed in IPT by <b>Field Instructor</b>.</p>
Week 7	Thursday-Wednesday Feb. 15 - 21	<p><b>PLEASE NOTE:</b> Students in field <b>DO NOT</b> observe the <b>University Midterm Break</b>.</p>
Week 8	Thursday-Wednesday Feb. 22 - 28	<p><b>Earliest Possible Date to Finish Practicum</b> Students must spend a <span style="background-color: yellow;">minimum of 11 weeks</span> in practicum <b>even if</b> 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 11<sup>th</sup> week. For example: If the first day of practicum is Thursday, Jan. 4<sup>th</sup>, the earliest possible date to finish is day four of Week 11 (Mar. 17<sup>th</sup> or 18<sup>th</sup>). If starting on Monday, Jan. 8<sup>th</sup>, the earliest to finish would be Friday, Mar. 22<sup>nd</sup>. These end dates only apply if the student has met ALL requirements of practicum including completion of <b>at least 11 weeks</b> and <b>at least 350 practicum hours</b> at the agency and ensuring the <b>final evaluation is completed and signed</b>.  <b>NOTE:</b> <i>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.</i></p>
Week 9	Thursday-Wednesday Feb. 29 – Mar. 6	
Week 10	Thursday-Wednesday Mar. 7 - 13	
Week 11	Thursday-Wednesday Mar. 14 - 20	
Week 12	Thursday-Wednesday Mar. 21 - 27	
Week 13	Thursday-Friday Mar. 28 – Apr. 5	<p>End of practicum, <span style="background-color: yellow;">but <b>only</b> if all practicum requirements and a minimum of 350 hours are satisfactorily completed.</span>  <b>Final Evaluation is DUE – Submitted by Field Instructor</b></p> <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> </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.