

PRACTICUM SEMINAR INSTRUCTOR CHECKLIST

- Contact Practicum Office staff at any time for questions, information or support**
 - You are the Department's primary observer of a student's practicum experience. The Practicum Office staff and Program Directors understand the pressures inherent in that role and are always available for information and support.
 - Always contact the **Field Coordinator** for the student's agency immediately to discuss any difficulties or special circumstances that might arise. Please familiarize yourself with the Handbook sections material on Remediation and Dismissal.
 - Please keep the Practicum Office informed of any changes in practicum placement information (phone numbers, Field Instructors, student hours, etc.)

- If you plan to use administrative support in the production of your syllabus, please submit your final draft at least 2 weeks before the semester begins.** (785) 670-1616 or steve.spyres@washburn.edu
 - Please follow the Master syllabus to strengthen curricular coherence across seminar sections.

- Distribute and review Practicum Packets at first class session. It is the student's responsibility to deliver materials to their Field Instructor.** (See "Practicum Packet Contents" for list of contents.)

- Monitor Learning Contract Development**
 - Describe the process and provide guidance as needed, beginning at the first class
 - Help students understand the positive aspects of continuous evaluation and it's parallel to similar activities expected of clients
 - Set a date for collecting contracts from students and announce to your class. Allow yourself time to review contracts before submitting to the Practicum Office. Official practicum documents can not be faxed.
 - Review contracts for completeness and relevance. Return to student for editing as needed.
 - Sign/date the contract and submit to Director of Practicum's mailbox no later than Friday of the fourth week after the semester begins please. Contact the Director if you expect delays. A good learning tool is more important than a timeline.
 - Students are responsible for keeping a copy - the Social Work Department does not make copies for students.
 - All documents related to a students' practicum are kept in a secured file cabinet in the Director of Practicum's office. The Director will show you how to access the files.
 - Take the student's contract with you on site visits. Please leave written notification that you have removed a file and return it as soon as possible.

- Make a direct contact with Field Instructors within the first two weeks of the first semester to check-in and provide support. Our Department has a strong reputation for personal attention to Field Instructors and Agencies – please help us maintain it.**

- Make site visit appointments early (minimum one per semester)**
 - Purpose is to support Field Instructor and student and the early identification of problems
 - Preferably at a time when student can be present (scheduled supervision time)
 - Preferably during the first two weeks of October (Fall), the first two weeks of March (Spring) or last week of June (Summer) - no later than the end of those months, please.
 - Utilize Mid-Semester Evaluation form as an interview guide. Some Liaisons schedule both semesters at one time.

PRACTICUM SEMINAR INSTRUCTOR CHECKLIST

- If you have any reason to believe you can not make your site visits, please notify the Director as soon as possible - a Practicum Office alternate will go in your place. Prior to the visit you will review with the alternate the Alternate Site Visitor Summary form you have completed about the student and their progress.

- Submit signed Mid-semester Evaluation to the Director of Practicum as soon as possible after visit. Brief, handwritten notes on the form is all that is required unless you believe a more formal summary needs to be placed in the student's file.

- Attend Field Instructor Workshops if possible (usually the week prior to the start of Fall and Spring Semester)**

- At the end of each calendar month, submit a brief summary to the Director reporting student progress and relevant seminar issues. This report can be emailed if preferred.**

- Any student plans for continuing practicum during semester break must be approved in advance by the seminar instructor and the Director of Practicum**
 - See Handbook and Practicum Hours Exception Memo

- Collect Evaluations and submit to Director of Practicum**
 - Carefully check Field Instructor's computations for accuracy
 - Check that signatures of both Field Instructor and Student are present as well as total number of practicum hours achieved
 - Submit to the Director of Practicum no later than noon on the last day of the classes.

- Submit grades**
 - All students must pass Practicum with a score of 3.0 higher and Seminar with a C (BSW), B (MSW) or better to continue on to the final semester.
 - For BSWs, the integrative seminar class is worth 8 credits toward the student's GPA. Please apply fair but rigorous grading criteria throughout the year.
 - For MSWs, the seminar grade is assigned by the Practicum Office based on feedback from you and the Evaluation scores.
 - Assign an incomplete only in unusual circumstances; please consult with the Director if you anticipate this situation. Incompletes must be discharged before the start of the next semester.

- Grades are due to the Registrar by noon on December _____, May _____, and July _____.