

Practicum Student Checklist

- Contact the Practicum Office staff at any time for questions, information or support**
 - Contact your **Liaison/Seminar instructor** immediately to discuss any difficulties or special circumstances that arise. At the beginning of the semester you will be notified who the Practicum Office Field Coordinator is for your agency. This person is also available for additional support and will be consulting with your Liaison/Seminar Instructor regarding your progress over the semester.
 - Always keep the Practicum Office informed of any changes in practicum placement information (phone numbers, Field Instructors, your hours, etc.)

- Carefully review the [BSW Student Handbook](#) or [MSW Student Handbook](#) and Practicum Packet. These documents can answer many of the questions you will have over the year.**
 - Deliver the Field Instructor Practicum Packet to your Field Instructor the first week of Practicum.
 - Keep a blank copy of the Learning Contract Cover Page/Practicum Overview, Evaluation and Practicum Log forms* as these documents are used more than once.

- During the first few weeks of practicum, develop your semester Learning Contract**
 - Refer to Learning Contract Directions*. Your Seminar Instructor will assist you with the process at the start of your first semester.
 - Discuss your ideas and questions with your Field Instructor and Seminar Instructor
 - Sign/date and submit to your Seminar Instructor by the date set by her/him. Faxed practicum documents are not accepted
 - You are responsible for keeping a copy. The Department can not make copies for students and keeps only the signature page upon your graduation.

- It is expected that you will attend the mid-semester site visit made by your Liaison.** In collaboration with your Field Instructor, complete the Mid-Semester Evaluation prior to the visit and have it ready for the Liaison's review. Also have your Learning Contract and reflective log/process recording available for review.

- Any plans for continuing practicum past the end of the semester must be approved well in advance by your seminar instructor and the Director of Practicum**
 - You are required to be present in the Practicum during the entire semester, regardless of number of hours you accrue.
 - See Practicum Hours Exceptions memo* for details.

- Complete end of semester Evaluation with your Field Instructor and submit to Seminar Instructor/Liaison by the date indicated by her/him**
 - Check that both your signature and the Field Instructor's are present as well as total number of practicum and direct service hours achieved.
 - You are responsible for keeping a copy. The Department can not make copies for students and keeps only the signature page upon your graduation.
 - See Learning Contract Directions for further information about revisions and summaries.

* found in Practicum Packet