PRACTICUM PLACEMENT PROCESS

STEP 1 – PRACTICUM PLACEMENT AGREEMENT

- *This Microsoft Form introduces students to the placement process policies*
- *Submitting your agreement allows us to get a sense of what all students are looking for and be able to assign students a practicum advisor.*
- Agreement Form Deadlines
  -EXISTING STUDENTS: November 1 – December 15
  -INCOMING MSW STUDENTS: Within 10 days of acceptance

STEP 2 – MEET WITH YOUR ADVISOR

- *Practicum advisors will send emails to schedule to meet to go over your application and discuss your specific practicum needs.*
- *Students should be meeting with their advisor from Late January – early March (for established students)*
- *Practicum Advisors will initiate scheduling these – but cannot do so without your agreement*
- *Ongoing and consistent communication with practicum advisor throughout process is required*

STEP 3 – RESUMES SENT

(EMPLOYMENT-BASED PRACTICUMS, SKIP TO BOTTOM CIRCLE)

- *In collaboration with students, practicum advisors will identify a placement option and forward student resumes to one agency for review. That agency will review and decide if they want to proceed with an interview.*
- *Resumes are sent, depending on when students meet with their advisors, but usually anytime from late February to early May (we can still place during the summer, but it is not preferred and options are limited)*

STEP 4 – INTERVIEW WITH AGENCY

- Student should contact site to schedule an interview within 2 days of being notified by their practicum advisor (unless agency contacts student first, then their response should occur within 2 days)
- Follow up interview with a brief thank you note to interviewer
- Notify practicum advisor within 2 days how interview went and if student is interested in proceeding with placement if o=ered
- Student must discuss with practicum advisor prior to accepting or rejecting any placement.

STEP 5 – FOLLOW UP AFTER PLACEMENT

- Student must discuss with agency work hours, start dates, and onboarding requirements within 1-2 weeks of accepting placement (Students must meet their required hours and are interning from September – May. Hours requirements available in flyer & manual)
- Student should contact agency in Early – Mid August to confirm start date, hours, and supervisor with agency. Confirm onboarding is all set and notify advisor of any changes
- Once a student commits to an agency, they are not permitted to switch placement unless approved by practicum department (which only occurs in rare and extreme circumstances)

EMPLOYMENT-BASED PLACEMENTS

- Student must discuss requirements with employer and present the practicum advisor with a proposal including duties and proposed placement supervisor
- Practicum advisor reviews proposal and provides feedback for any necessary changes or clarification.
- Student completes modifications in proposal and obtains wet signatures from employment supervisor & manger, proposed supervisor, and submits for practicum department signature.
- Practicum Advisor reviews and sends approval email with signed contract to student & proposed supervisor