# Social Work: Field Practicum Checklist and Timeline:

**Prior to completion of Practice I course:**

- ✓ _____ Declare major
- ✓ _____ Apply to MB social work program (see social work website for application and guidelines)

**Prior to application for Field Practicum:**

- ✓ _____ Acceptance into social work program
- ✓ _____ Completion of all course work (general education requirements as well as major courses; however, students can still opt to take a May-term course after completing field; students must earn a minimum of a "C" in all social work major courses)

**Spring Semester prior to Spring Field Practicum (the year prior to completion of field):**

- ✓ _____ Submit application for Field Practicum (see social work website for application and guidelines; applications must be submitted electronically via email by the **end of May-Term**)
- ✓ _____ A current resume must accompany your Field Practicum Application

**Fall Semester prior to Spring Field Practicum:**

- ✓ _____ Meet with Field Director to review field application including the resume which is required as an attachment to the application; discuss "mock interviews" and potential field placements (ADP students may schedule a phone "meeting"; within the first two weeks of fall semester)
- ✓ _____ Attend the ***mandatory*** Student Field Orientation Part I (by mid-September; orientations will be held individually with ADP students, as needed, and/or in their regions)
- ✓ _____ Complete ***mandatory*** "mock" interview; if feedback warrants, an additional interview might be required (ADP students will be completing this requirement in their region; by early October)
- ✓ _____ Attend Rally in the Valley (***mandatory***; first Thursday and Friday in October; exceptions for ADP students; scholarships may be available based on financial need; transportation can be coordinated through the Social Work Department)
- ✓ _____ Complete ***two*** required pre-placement interviews (by mid-October)
- ✓ _____ Finalize field practicum plans (request information on possible clearances, driving record and/or training required prior to field; by late October/early November)
- ✓ _____ Register for SOWK 400 Field Instruction
- ✓ _____ Completion of social work comprehensive exam (administered through Blackboard at the end of fall semester prior to field; results count 10% toward SOWK 317 Research and SOWK 375 Practice III final grades; ADP students will be provided a 24-hour time period within which to take the exam); **you must pass the exam with at least 70% or a C**

**Spring/Field Practicum Commences:**

- ✓ _____Attend the mandatory Student Field Instruction Orientation Part II on the ***first*** day of the spring semester (This may vary depending on where you will be attending Field Seminar.)
- ✓ Field begins the ***second*** day of the spring semester
- ✓ Attend Field Instruction/Field Seminar course
- ✓ _____ Students are responsible for timely completion of all assignments associated with Field Instruction/Field Seminar
- ✓ _____ Participate in two site visits with Field Instructor and Field Director
- ✓ _____ Participate in Mid-Term and Final Evaluation of Field Experience
- ✓ **_____ Make a copy of the final field evaluation for your records; you will need it for graduate school!**