**Social Work: Field Practicum Checklist and Timeline:**

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

* \_\_\_\_\_ Declare major
* \_\_\_\_\_ Apply to MBU 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
* \_\_\_\_\_ A copy of student’s unofficial transcript must accompany the Field Practicum Application

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

* \_\_\_\_\_ Completion of the ***mandatory*** SOWK 405 Introduction (to field) Blackboard course (You will be enrolled in this module upon receipt of your application.)
* 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 (Online and Adult Program students may schedule a phone “meeting”; within the first two weeks of fall semester)
* \_\_\_\_\_ Complete ***mandatory*** “mock” interview; if feedback warrants, an additional interview might be required (Online and Adult Program 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 Online and Adult Program 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; Online and Adult Program 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 (This may vary if you are taking Field Seminar off campus.)
* 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!**