Practicum Protocol at a Glance

✓ Accepted major successfully completes all social work courses with a grade of C+ or better including SWK 346 Pre-Practicum taken concurrently with SWK 345

✓ Attend the Creighton University Volunteer Fair in the fall semester concurrent with SWK 345 to identify three agencies of interest for field placement

✓ For admission into senior practicum I & II the student and Faculty complete the practicum admission assessment after the student concludes SWK 345 and 346

✓ Formal practicum orientation by Field Coordinator in the spring of the student’s junior year
  • Students presented all practicum material and informed of the protocol
  • In preparation for the orientation students:
    o Shadow a senior in practicum for minimum of one half day
    o Explore list of available practicum agencies on the program website
    o Students may suggest an agency not on the website
    o Students select three social work agencies to interview

✓ Agency selection
  o Students interview with identified agencies as arranged by the Field Practicum Coordinator
  o Students send a letter to the agency accepting the placement and provide their contact information to the agency
  o Field Coordinator sends an acknowledgment of placement and provides link to all practicum documents including the Field Practicum Manual and completes Field Practicum Placement Agreement

✓ Before beginning practicum the Field Agency Instructor, Student and Field Practicum Coordinator sign the Field Practicum Agreement including student practicum job description

✓ Practicum supervisors and students attend practicum orientation prior to the second week of the fall semester

✓ First semester mid-term evaluation of the student
✓ First semester site visit after midterm grades
✓ First semester final evaluation of the student
✓ Second semester site visit prior to midterm grades
✓ Second semester midterm evaluation of the student
✓ Second semester final evaluation
✓ Student evaluation of practicum
✓ Field practicum supervisor evaluation of the field practicum coordinator at the end of the spring semester

✓ The student is required to maintain a copy of all records regarding practicum