

Social Work Practicum Checklist



Orientation to Practicum

- Members of the Field Education Team will attend SW350 and/or SW360 for a brief overview of practicum.
- Update your resume and bring to field orientation.
- Attend the mandatory, 2 hours Field Education Orientation. Student will receive an email invitation to the orientation.
- Prior to attending the orientation, read the Field Education Section in the Student Handbook and pay particular attention to the Practicum Policies and Procedures.

SONIA Practicum Software

- Keep an eye out for a Welcome to Sonia Email with your log on information.
- Once you receive your Sonia log on info, access your Sonia account and update your personal information.
- After attending the field orientation, submit your BSW Practicum Application on Sonia.

Acceptance to Practicum

- Students have to meet the following guidelines:
 - (1) an overall GPA of 2.75, which includes any transfer credits
 - (2) an overall GPA of 3.0 in SW 100, SW 200, 300, 350, and 360
 - (3) no incomplete grade in social work courses or required extra-departmental courses
 - (4) evidence of personal readiness to begin practicum
 - (5) evidence of professional readiness to begin practicum
- If all above guidelines have been met and the Practicum Application has been submitted, students will receive an email of provisional acceptance pending final GPA.

Practicum Agency Information

- Students utilize Sonia, the School website, and the field education team to identify 3-5 practicum agencies that offer learning opportunities in your area of interest and/or with the population of interest.
- Reach out to agency contact person ideally via email to inquire about practicum opportunities. Don't forget to attach your updated resume!
- Schedule a minimum of 2-3 interviews with the selected agencies.
- Prepare yourself for the interview – do your research, be on time, be ready to ask questions!
- After the interview, follow up with a handwritten thank you note.
- Once you have accepted a practicum inform the Field Education Team and then complete the necessary paperwork.

Practicum Paperwork

- Meet with your Agency Field Instructor (AFI) in order to complete the required practicum paperwork on Sonia
 - Practicum Plan
 - Memorandum of Understanding of Roles and Responsibilities (MOU)
- Be advised that you cannot start counting practicum hours until above forms are submitted!