



Instructions: The student and agency personnel need to complete this form. It must be submitted to the Practicum Administrator for approval (Note: The School has posted a deadline for completion). New practicum instructors need to submit a resume in order to approve the placement. **If this is an employment-based placement, please also complete the Employment-Based Placement form.**

Date:

Student Information:

Center: IC DM SC Online

Student Name (please print)

Student ID#

UI E-mail

Phone

Type of Placement:

BA Generalist

MSW Generalist

MSW Specialist

Placement Information:

Agency Name

Address

Practicum Instructor

E-mail

Phone

SW Credentials

License #

Address (if outside agency)

The agency cannot provide a Practicum Instructor. Student is requesting off-site practicum instruction from the School. The agency is providing a Site Supervisor (below) who will collaborate with the School.

Site Supervisor

(the day-to-day supervisor that does not meet practicum instructor requirements; not every student has a site supervisor)

E-mail

Phone

Acceptance of a student placement with this agency indicates the practicum instructor and/or site supervisor agrees to:

- Provide a **minimum** one hour per week of supervision with a qualified practicum instructor.
 - Qualified practicum instructor for BASW students: has BSW or MSW in social work from CSWE-accredited program plus two years post-degree practice experience; for MSW students: has MSW plus two years post-degree experience.
 - The instructor should have demonstrated competency in the practice area and/or supervisory experience.
- Complete practicum supervisor orientation with the School of Social Work.
- Assist the student in development of the learning plan
- Facilitate opportunities to allow student to demonstrate the nine social work competencies.
- Provide a learning environment that reinforces the nine competencies, including ethics, social justice, and ADEI.
- Participate in scheduled student evaluations and submit student assessments in a timely manner.
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- Discuss the following expectations with the student, including:
 - a) Completion of background check, health screenings, drug screenings and immunizations, if required
 - b) Completion of agency trainings, if required
 - c) Agency policies, rules, regulations, safety protocols, and standards of conduct related to the practicum
 - d) How the student and practicum instructor wish to handle differences or conflicts
 - e) Expectations regarding client transportation. The University of Iowa's liability policy does not cover transportation of clients. If the student will be transporting clients, discuss with the student how to register with the insurance coverage the agency provides and if the student is expected to use their own vehicle or a company vehicle. Also discuss mileage reimbursement if the student must use their personal vehicle.

The University of Iowa School of Social Work agrees to provide a practicum liaison that will coordinate activities between the agency, student and School. All students in practicum are covered by professional liability insurance through the University.

Beginning Date

Ending Date

- BA Generalist: 8-11 s.h.; 1 s.h. = 50 hours in placement (min. 400 hrs)
- MSW Generalist: 3 s.h.; 1 s.h. = 100 hours in placement (300 hrs)
- MSW Specialist: 3 s.h. per semester; 1 s.h. = 100 hours (min. 600 hrs)

of Semester Hours Registered for Practicum Course

Total Number of Weeks Student Will Be in Practicum

Average Hours per Week in Placement

Time periods when student does not plan to be at placement (include vacation):

Tentative plan (day/time) for one-hour-per-week social work supervision:

SIGNATURES: Signature guarantees knowledge of above stated criteria to be met while providing a practicum placement for University of Iowa social work students. Additionally, signature indicates the student, practicum instructor and site supervisor (as needed) have discussed placement dates, hours and expectations.

Practicum Instructor

Date

Site Supervisor (if needed)

Date

Student

Date

UISSW Practicum Administrator

Date