

# PROCEDURES FOR OBTAINING A PRACTICUM PLACEMENT

The procedure for obtaining a practicum placement is one of matching the needs and learning goals of the student with learning opportunities provided by collaborating practicum agencies. Placement in areas close to the student's residential area is possible. Students should review the list of available agencies in the Practicum Agency Roster at <http://louisville.edu/kent/programs/Practicum/> and indicate the preferred geographic area and prospective agency on the practicum application form. The student may want to explore possibilities with their faculty advisor and with other students who have completed a practicum in a particular agency of interest. The student may also review the collection of written comments by prior students about their prospective placement, located in a binder in the Practicum Office.

The student then submits the completed Practicum Application to the Director of Field Education. The student may also contact the Director of Field Education to discuss the student's preferences and any special needs or concerns about their practicum placement. The Practicum Office then notifies the student to interview with one or more prospective agency practicum supervisor(s). Final assignments are confirmed by the Director of Field Education and then the student, agency practicum supervisor and practicum faculty are notified by mail of her/his confirmed practicum placement approximately 3 weeks prior to the start of the practicum. The revised *MSSW Field Education Handbook* is the required text for each practicum and is available online each August for the current academic year.

## **THE STUDENT IS NOT TO INITIATE CONTACT WITH ANY PRACTICUM AGENCY WITHOUT PRIOR APPROVAL OF THE DIRECTOR OF FIELD EDUCATION**

### THE AGENCY INTERVIEW

1. Dependent upon the agency's willingness and ability to accept students in a given semester, the Director of Field Education will coordinate an interview between the student and a representative of an agency in which the student has expressed an interest.
2. The agency interview is a mechanism by which *both* the student and the agency obtain information and impressions.
3. The student and the agency practicum supervisor each makes a decision about the match. A report from each party is provided to the Director of Field Education about the respective decisions, on the Placement Agreement Form.
4. If *either* party decides that the match is not a suitable one, then this procedure begins again and continues, within reason, until a suitable match is achieved.
5. Students experiencing significant concerns expressed by the prospective agency following the interview, or students experiencing repeated unsuccessful interviews may not be allowed to continue with the practicum placement process. Students may be allowed to make some adjustments before attempting any further practicum interviews, and/or students may be referred to the Academic and Professional Standards Review Committee to clarify what supports the student needs to succeed and to develop a plan of action.