

## BSW Practicum Tasks and Responsibilities

(Applies to both Fall and Spring semesters) Activity	Student Responsibility	Practicum Supervisor Responsibility (MSW qualified official practicum supervisor; or BSW qualified practicum supervisor)	Task Supervisor Responsibility (Non-MSW or non-BSW onsite supervisor; assistant to official practicum supervisor)	Practicum Faculty Responsibility
<p><b>1. Field Education Handbook</b></p> <p><b>&amp;</b></p> <p><b>Web Page</b></p>	<p>1. Read thoroughly and sign the Signature/Confirmation Sheet; by due date listed in the syllabi</p> <p>2. Familiarize self with the information and forms available on the web page at <a href="http://louisville.edu/kent/program/bsw/bswpracticum">http://louisville.edu/kent/program/bsw/bswpracticum</a></p>	<p>1. Review Handbook, especially study the section on Policies; print the Practicum Calendar for future reference of due dates/deadlines</p> <p>2. Familiarize self with the information and forms available on the web pages</p>	<p>1. Review Handbook, especially study the section on Policies; print the Practicum Calendar for future reference of due dates/deadlines</p> <p>2. Familiarize self with the information available on the web pages</p>	<p>1. Be thoroughly familiar with the Handbook, especially the section on Policies; follow due dates/deadlines in Practicum Calendar</p> <p>2. Familiarize self with the information and forms available on the web pages</p>
<p><b>2. Syllabi SW470/SW471</b></p>	<p><b>2. Ensure supervisor has current copy of practicum</b></p>	<p>2. Obtain copy of practicum and practice; review for assignments; discuss and plan assignments with task supervisor (if applicable)</p>	<p>2. Obtain copy of practicum; review for assignments; discuss and plan assignments with practicum supervisor; address concerns with practicum supervisor</p>	<p>2. Provide copy of practicum syllabi to student, practicum supervisor and task supervisor (if applicable or needed)</p>
<p><b>3. Weekly Supervision</b></p>	<p>3. Prepare a written agenda and provide a copy to supervisor before or at the start of each weekly supervision; keep notes of supervision discussions/decisions</p>	<p>3. Encourage students to bring written agenda to each weekly supervision; maintain regular supervision time weekly; keep notes from each supervision meeting; obtain feedback from task supervisor (if applicable)</p>	<p>3. Provide weekly feedback to practicum supervisor on student's performance to date, and/or actively participate in weekly supervision with practicum supervisor and student as needed</p>	<p>3. Promote use of written agenda to student and agency supervisor</p>

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<b>4. Monthly Activity Reports</b>	4. Complete, sign, submit to supervisor for signature; retain copy for self; submit by due date listed in the practicum syllabi	4. Review for accuracy of time claimed and content; review for awareness of student's growth; sign indicating approval; consult with practicum faculty if problems with student's performance are noted; return to students prior to due date listed in the practicum syllabi	4. Review and initial to indicate approval of accuracy of content; discuss any concerns with student and practicum supervisor	4. Review and provide comments/feedback to student; consult with supervisor as needed for time claimed in weekly supervision and/or time spent in other categories; sign and retain until end of semester
<b>5. Learning Objectives</b>	5. Prepare a draft of learning goals for each semester utilizing online forms, following guidelines online for this document; discuss with supervisor and obtain supervisor's signature; tie each Educational Objective goal to the final evaluation objectives; final versions must be approved by the due date as indicated in the course syllabus; sign final version retain copy for self and review during supervision	5. Review draft with student and offer suggestions that will challenge student's professional development; ensure goals are written for skill development (knowledge and values will automatically be incorporated with skill based goals); ensure learning goals correlate to the final evaluation objectives; may consult with practicum faculty; sign to show full support retain copy for review during weekly supervisory conferences	5. Follow instructions of practicum supervisor in assignments that support the student's learning objectives	5. Review draft and offer suggestions to challenge student's growth; may consult with supervisor; may request rewrite; ensure student's learning objectives are finalized by the due dates as indicated in the course syllabus; sign to show final approval

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<b>6. Critical Reflection Paper</b>	<b>6.</b> Complete one reflection each month as per the syllabus; submit to practicum faculty by the due date in the syllabus	<b>6. N/A</b>	<b>6. N/A</b>	<b>6.</b> Review and provide students with feedback; may consult with supervisor, if needed
<b>7. Mid-Term Evaluations</b>	<b>7.</b> Prepare a summary of self-assessment based on the course objectives and educational objectives and share with supervisor; review and discuss the supervisor's evaluation prior to mid-term and final conference with practicum faculty; retain copy of evaluation for self	<b>7.</b> Complete the mid-term and final evaluation of the student's performance; meet and review the evaluation with the student prior to the mid-term and final conference; obtain student's signature; retain copy for self; submit the original copy with original signatures to practicum faculty at time of conference; if performance is marginal, then complete a Corrective Action Plan; involve practicum faculty in all Action Plan conferences	<b>7.</b> Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student-practicum supervisor-practicum faculty; help practicum supervisor to implement a Corrective Action Plan if performance is marginal	<b>7.</b> Participate in conference with student and practicum and task supervisors; sign and retain final copy; ensure total hours to date are documented; ensure all signatures are documented and dated; participate in Corrective Action Plan if performance is marginal

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<b>8. Corrective Action Plan/Action Plan Follow-Up</b>	8. Participate in development of Corrective Action Plan and Corrective Action Evaluation, as needed; retain copy for self	8. Complete the Corrective Action Plan form when problems are identified; include the practicum faculty in such conferences with student; sign; retain copy for self	8. Provide feedback to practicum supervisor, and/or actively participate in Corrective Action Plan and Corrective Action Evaluation	8. Participate in development of Corrective Action Plan and Corrective Action Evaluation ; sign; retain original copies
<b>9. Final Evaluation</b>	9. Prepare a summary of self-assessment based on the course objectives and educational objectives and share with supervisor; review and discuss the supervisor's evaluation prior to mid-term and final conference with practicum faculty; retain copy of evaluation for self	9. Complete the mid-term /final evaluation of the student's performance; meet and review the evaluation with the student prior to the mid-term and final conference; obtain student's signature; retain copy for self; submit the original copy with original signatures to practicum faculty at time of conference; if performance is marginal, then complete a Corrective Action Plan; involve practicum faculty in all Action Plan conferences	9. Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student-practicum supervisor-practicum faculty; help practicum supervisor to develop Corrective Action Plan (if needed); may initial Evaluation Form	9. Participate in conference with student and supervisor; participate in Corrective Action Plan as needed; sign and retain final copy; ensure total hours to date are documented; ensure all signatures are documented and dated; submit all practicum materials to the Assistant Field Director by due date at end of the semester

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**Student Print and Sign Name Date**

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**Practicum Supervisor Print and Sign Name Date**

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**Task Supervisor Print and Sign Name Date**

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**Practicum Faculty Print and Sign Name Date**