

BSW Practicum Tasks and Responsibilities

(Applies to both Fall and Spring semesters)

Kent School of Social Work, University of Louisville

Activity	Student Responsibility	Agency Practicum Supervisor Responsibility (BSW/MSW qualified official practicum supervisor)	Task Supervisor Responsibility (Non-BSW/MSW on-site supervisor; assistant to official practicum supervisor)	Practicum Faculty Responsibility
1. Field Education Handbook	1. Read Handbook thoroughly and sign Signature/Confirmation Sheet; Submit to the BSW Field Education Office via fax 502-852-0422 or email at bswpract@louisville.edu .	1. Review Handbook online; especially study the section on Policies; print the Practicum Calendar for future reference of due dates/deadlines; may also print the Handbook for easy reference.	1. Review Handbook online, especially study the section on Policies; print the Practicum Calendar for future reference of due dates/deadlines.	1. Follow the due dates/deadlines in Practicum Calendar.
2. Practicum Web Site and Blackboard	2. Review the practicum forms and documents in Blackboard.	2. Review the resources and forms on the BSW practicum web site, especially the forms for the Mid-Term and Final Evaluations, along with the Action Plan/Action Plan Follow-Up	2. Review the BSW practicum web site and contribute information as needed to the practicum supervisor.	2. Answer questions about the resources and forms posted to Blackboard for the students and the practicum website for supervisors
3. Syllabi	3. Provide supervisor a copy of practicum syllabus, seminar, research and practice syllabi for both Fall and Spring semesters; discuss with supervisors learning opportunities may augment or be needed for class assignments.	3. Request a copy of practicum, seminar, research and practice syllabi for each semester; review and plan activities that may augment or be needed for class assignments with task supervisor (if applicable).	3. Obtain copy of practicum, seminar, research and practice syllabi for each semester; review; plan activities that may augment or needed for class assignments with practicum supervisor.	3. Post syllabi on Blackboard for students; verify practicum and task supervisors have copies of the syllabi.

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4.Seminar and Lab	<p>4. Review the requirements of the capstone project as outline in the syllabus; Explore opportunities for a capstone project as related to placement site with practicum supervisor; obtain practicum supervisor's approval of topic and any other agency staff approval as needed; clarify with practicum supervisor and practicum faculty on time allowed in practicum for research (if any), usually no more than 15 hours total across the Fall semester and 10 hours total across the Spring semester.</p>	<p>4. Review the requirements of the capstone project as outline in the syllabus; Provide ideas for student's research project that will benefit the agency and simultaneously be of interest to the student; facilitate access to support and guidance throughout the year as needed for student to complete the capstone project assignments; clarify with practicum faculty on time allowed in practicum for research (if any) usually nor more than 15 hours total across the Fall semester and 10 hours total across the Spring semester; monitor time documented on Monthly Activity Report and consult with practicum faculty as needed.</p>	<p>4. Review the requirements of the capstone project as outline in the syllabus; Assist practicum supervisor on student's capstone project activities; support the decision of the practicum supervisor and practicum faculty on time allowance for capstone and research activities in practicum</p>	<p>4. Clarify with student, practicum supervisor, task supervisor on time allowed for research activities toward practicum, usually no more than 15 hours during the Fall semester and 10 hours during the Spring semester; monitor time documented on Monthly Activity Report and consult with practicum supervisor as needed; may consult with seminar faculty as needed.</p>

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5. Weekly Supervision	5. Prepare a written agenda and provide a copy to supervisor at start of each weekly supervision; keep notes of supervision discussions/decisions.	5. Encourage students to bring written agenda to each weekly supervision; utilize an agenda model from practicum web page or create your own version; maintain regular supervision time weekly; retain dates and notes from each supervision meeting; obtain feedback from task supervisor (if applicable).	5. Provide weekly feedback to practicum supervisor on student's performance to date, and/or actively participate in weekly supervision with practicum supervisor and student.	5. Promote use of written agenda to students and agency supervisors; may provide models of agendas as examples.
6. Monthly Activity Reports	6. Complete, sign, submit to supervisor for signature; retain copy for self and submit to practicum faculty by 7 th of each month, or forward to practicum faculty as requested.	6. Review for accuracy of time claimed and content; sign indicating approval; consult with practicum faculty if notice problems with student's performance; return to students <u>prior</u> to 7 th of each month, or forward to practicum faculty as requested.	6. May review and sign along with the BSW/MSW practicum supervisor to indicate approval of accuracy of content; discuss any concerns with student and practicum supervisor; return to student/practicum supervisor <u>prior</u> to 7 th of each month.	6. Review and provide comments/feedback to students; consult with supervisor as needed for time claimed in weekly supervision and/or time spent in other categories; sign and retain until the end of semester.

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7. Educational Plan	<p>7. Prepare a draft of competency learning tasks for each semester utilizing Final Evaluation form, following guidelines in the syllabus for this document; discuss with supervisor and obtain supervisor's signature; students submit draft to practicum faculty by due date; final versions must be approved no later than mid-term for Fall semester and no later than third week for Spring semester; sign final version (may sign online if allowed by practicum faculty); retain copy for self and review during weekly supervisory conferences.</p>	<p>7. Review drafts with students and offer suggestions that will challenge student's professional development; ensure tasks are written for skill development (knowledge and values will be automatically incorporated with skill-based tasks); ensure learning tasks correlate to the final evaluation competencies; may consult with practicum faculty; sign to show full support (may sign online if allowed by practicum faculty); retain copy for review during weekly supervisory conferences.</p>	<p>7. Follow instructions of practicum supervisor in assignments that support the student's learning tasks.</p>	<p>7. Review draft and offer suggestions to challenge student's growth; may consult with supervisor; may request rewrite; ensure student's learning tasks are finalized no later than mid-semester for Fall and no later than third week of the semester for Spring; sign to show final approval; retain final copy until the end of the semester.</p>

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8. Mid-Term Evaluation	8. Complete self-assessment and provide copy to practicum supervisor; discuss with practicum supervisor <u>prior</u> to mid-term conference with practicum faculty; give copy with original signatures to practicum faculty at time of conference; if performance is marginal, then participate in development of Action Plan with practicum supervisor and practicum faculty; retain copy of Plan for self; retain copy of Mid-Term Evaluation for self.	8. Complete assessment of student utilizing online form and discuss/compare with student's own self-assessment <u>prior</u> to conference with faculty; determine final assessment comments and sign supervisor's copy; obtain student's signature; retain copy for self; give copy with original signatures to practicum faculty at time of conference; if performance is marginal, then complete a Action Plan utilizing the online form; involve student and practicum faculty in all Action Plan conferences.	8. Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student, practicum supervisor, and practicum faculty; help practicum supervisor to implement Action Plan (if needed).	8. Participate in conference with student and supervisor; add own written comments and observations to evaluation form; ensure total hours to date are documented; ensure all signatures are documented and dated; participate in Action Plan and Follow-Up, if performance is marginal; sign and retain final copy until end of semester.
9. Action Plan/Action Plan Follow-Up	9. Participate in development of Action Plan and Action Plan Follow-Up, as needed; retain copy for self.	9. Initiate an Action Plan and schedule a follow up as needed; include the practicum faculty in such conferences with student; sign; retain copy for self.	9. Provide feedback to practicum supervisor, and/or actively participate in Action Plan and Action Plan Follow-Up.	9. Write/Participate in development of Action Plan and Action Plan Follow-Up; sign; retain copy.

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10. Final Evaluation	10. Complete a self-assessment and the Reflection on Practice; then provide copy to supervisor and discuss <u>prior</u> to final conference with practicum faculty; retain copy of final version of evaluation for self; participate in Action Plan (if needed); if Action plan is utilized then the final evaluation is postponed until completion of Action Plan.	10. Complete assessment of student and discuss/compare with student's own self-assessment <u>prior</u> to final conference with practicum faculty; determine final assessment comments; develop Action Plan (if needed); if Action plan is utilized then the final evaluation is postponed until completion of Action Plan; sign supervisor's copy; obtain student's signature; retain copy for self; give copy with original signatures to practicum faculty at time of final conference.	10. Provide feedback to practicum supervisor, and/or actively participate in evaluation session with student, practicum supervisor and practicum faculty; help practicum supervisor to develop Action Plan (if needed); may also sign Evaluation Form along with the practicum supervisor.	10. Participate in evaluation conference with student and supervisor; add own written comments and observations to evaluation form; participate in 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 Field Director by due date at end of the semester.

Student Print and Sign Name

Date

Practicum Supervisor Print and Sign Name

Date

Task Supervisor Print and Sign Name

Date

Practicum Faculty Print and Sign Name

Date

07/2013