



# Social Work Assistant Program

## Practicum Handbook

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# SECTION 1

## INTRODUCTION AND PROGRAM REVIEW

The Associate Degree of Applied Science in Human Services at Central Ohio Technical College received final approval from the Ohio Board of Regents to begin in the Fall of 1996. The degree name was changed to Associate Degree of Applied Science in Social Work Assistant in 2023 to better align with the program goals. The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social service settings. The Social Work Assistant program provides quality education in this field concerned with social welfare, social problems, family systems and interventions. The program provides a foundation in generalist social work, which will prepare students for challenging work in a variety of social service settings. Entry-level courses in the helping professions such as psychology, sociology, social welfare and mental health and wellness will be offered. Specialty classes will include chemical dependency, case management, direct practice skills, and group dynamics.

In practicum, students will be provided opportunities for personal and professional growth through knowledge-based learning, experiential processes, and community involvement through 280 hours of practical experience under direct supervision of professionals in local agencies.

The Social Work Assistant program has been designed to meet the course work standards of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board registry as a Social Work Assistant. Graduates will have also met the educational requirements for the Chemical Dependency Counselor Assistant and a portion of the educational requirements for the Chemical Dependency Counselor I certification through the Ohio Chemical Dependency Professionals Board. A representative sample of job titles which graduating students should be qualified to pursue includes: Social Work Assistant, Family Services Worker, Chemical Dependency Counselor, Case Manager, Victim Advocate Assistant, Disabilities Services Worker, Residential Treatment Facility Worker, Intake Specialist, and Job Coach.

### **Program Statement of Purpose**

The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social work assistant and human services settings serving individuals, families, groups, and communities by providing opportunities for personal and professional growth through knowledge-based learning, experiential processes, community involvement, and practical experience under direct supervision of professionals in local agencies.

### **Program Objectives**

To accomplish the stated purpose of the Social Work Assistant Program, the following student learning outcomes have been developed.

Upon successful completion of the Social Work Assistant Program, the students will be able to:

1. Demonstrate an understanding of the role of the human services and social work assistant in a variety of social service settings.
2. Examine current social issues and their impact on society, including substance use and dependence.
3. Compare and contrast a variety of family systems
4. Apply interpersonal skills in helping relationships, including crisis intervention and group dynamics.
5. Apply case management skills, including documentation, assessment, treatment planning, and the ability to make appropriate referrals.
6. Demonstrate the ability to adhere to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations and responsibility for professional growth

## PURPOSE OF THE PRACTICUM

The purpose of the Social Work Assistant Practicum at Central Ohio Technical College is to provide students with a supervised work experience at a community agency. Practicum students observe and actively participate in the operation of that particular community agency. This provides students with:

1. Direct knowledge of social service agencies and work requirements;
2. Professional growth and development;
3. Opportunity to transfer classroom learning to the work experience; and
4. Potential job placement and/or references.

The Practicum is a collaborative experience. Those persons involved include the Practicum Student; the Social Work Assistant Practicum Faculty, including the Practicum Coordinator and/or Program Director and assigned meeting Faculty, who are COTC faculty members and who act as liaisons between the Practicum Student and the Practicum agency personnel; and the person primarily responsible for supervising the student at the Practicum agency, who is referred to as the Site Supervisor.

Students must meet all prerequisites and obtain final permission from the Practicum Coordinator and/or Program Director in the Social Work Assistant program before placement at a particular community agency. The student, the Practicum Coordinator, and/or the Program Director work closely together to determine the student's career goals and appropriate location for the practicum experience which will best meet the student's needs. Although every effort will be made to place the student in the site he/she requests, there is no guarantee that this will be possible. Practicum Agencies are available based on which practicum course the student will be enrolled and site availability during any given semester. Furthermore, it may be in the judgment of the Practicum Coordinator and/or Program Director that a certain type of experience in a particular Practicum agency will best match the student's strengths and capabilities. Therefore, the final decision for placement will be made by the Practicum Coordinator and/or Program Director. It is the responsibility of the student to behave as a professional and obtain the most they can from the practicum experience in whatever placement they receive.

Generally, it is not recommended that a student complete a practicum experience at an agency in which they are employed. This can create confusion for the student, the student's co-workers and the clients served by the agency. However, a practicum placement will be allowed at a student's place of employment if the practicum activities and experiences are separate and different from the student's normal work activities. If a student would like a practicum experience at an agency where they are employed, they should let the practicum coordinator know and the Practicum at Place of Employment procedure as outlined in the Social Work Assistant Program Guide will be followed.

The practicum experience involves a total of 280 contact hours during the final year before a student graduates. Thus, a student spends ten (10) hours per week during two semesters (hours may vary in summer semester) of practicum in this valuable work experience.

In addition to the time spent at a particular community agency, the Practicum Student spends two (2) hours per week participating in the Practicum Seminar, which is facilitated by Social Work Assistant program faculty. Course instruction will focus on a discussion of experiences encountered in the practicum setting. Students are required to complete a Practicum Journal and other exercises, which will outline experiences encountered at their Practicum agency and provide the basis for discussion of

topics related to the Practicum.

Final evaluation of the Practicum Student's progress is also a collaborative effort. The Site Supervisor completes a final evaluation form at the end of each semester and recommends a grade. This evaluation is reviewed by the student and the Site Supervisor as well as the Social Work Assistant Faculty. The assigned meeting Faculty also completes student evaluations that will be incorporated into the final grade. The student can self-evaluate his/her progress through the Practicum Course Assignments. The final grade is determined by the Faculty using the assessment and grading outlined in the course syllabus.

## RESPONSIBILITIES OF THE PRACTICUM STUDENT

It is understood and agreed that the student enrolled in the Social Work Assistant Program at COTC and participating in the practicum experience shall:

- A. Initiate positive and active participation in the practicum experience in accordance with the Practicum agency requirements and COTC's Social Work Assistant Program requirements, including but not limited to the following:
  - 1. Becoming familiar with the Practicum agency's policies, procedures, personnel, and clients.
  - 2. Cooperating with Practicum agency personnel in providing appropriate care and/or education to clients.
  - 3. Collaborating with the Site Supervisor and the Practicum Coordinator in arranging a viable work schedule prior to the beginning of the semester in which the practicum experience is to commence.
  - 4. Arranging transportation to and from the Practicum agency.
  - 5. Participating in required class meetings and completing required coursework in the Practicum Seminar Course at COTC, which is supervised by COTC faculty.
  - 6. Completing the required number of hours allotted for the practicum experience.
  - 7. Arranging meetings with assigned COTC Faculty twice during the semester.
- B. Abide by all policies and procedures of the Practicum agency.
- C. Maintain professional standards for health, safety, appearance, and ethical conduct in accordance with the requirements of COTC's Social Work Assistant Program; the Practicum agency; any applicable accrediting bodies; and the NASW Code of Ethics and NOHS Ethical Standards.
- D. Maintain confidentiality regarding information gained during the practicum experience or through seminar discussions to the extent dictated by federal and state law as well as the NASW Code of Ethics and the NOHS Ethical Standards.
- E. Notify the Site Supervisor in the event that the student, for reasons of emergency, will be late in arriving or not present on a scheduled placement day. The student is to contact the Site Supervisor directly to inform him/her of lateness or absence with as much advance notice as possible. The hours missed are to be rescheduled by the student in collaboration with the Site Supervisor and the Practicum Coordinator.
- F. Notify the Site Supervisor as well as the Practicum Coordinator of any concerns related to the practicum experience.

## RESPONSIBILITIES OF THE PRACTICUM AGENCY

It is understood and agreed that the Practicum agency shall:

- A. Assume full and final responsibility for the care of its clients.
- B. Work collaboratively with COTC in designating a qualified, appropriately credentialed Site Supervisor employed by the Practicum agency with authority for providing instruction, supervision, and evaluation of the student(s) during the practicum experience as required by COTC. Designated Site Supervisors at the Practicum Agency will have at least a bachelor's degree or higher, or an associate degree plus five or more years of work experience.
- C. Provide the student(s) with educationally appropriate practicum experiences, which will meet the student performance objectives as outlined in the practicum course syllabi.
- D. Provide the student(s) and Practicum Coordinator with reasonable use of the Practicum agency's facilities necessary to participate in the practicum experience. This includes but is not limited to the use of a private area for conferring with the student(s), as well as the use of the Practicum agency's kitchen, lounge, dressing room, lockers, restrooms, and/or other comfort facilities.
- E. Provide access to emergency medical care to a student enrolled in the Practicum agency for an injury sustained in the course of participation in the practicum experience. The student shall be responsible for payment of all costs of this care. The Practicum agency shall not have any further responsibilities for any injury or illness to a student/faculty, which may occur as a result of participation in the practicum experience.
- F. Notify the Practicum Coordinator and/or other authorized representative at COTC immediately of any incidents or accidents involving the student(s) in the course of participation in the practicum experience.
- G. Maintain the right to refuse access to the Practicum agency to COTC faculty, staff, and/or students who do not meet the Practicum agency's stated standards and policies for health, safety, appearance, and/or ethical conduct. This includes the right to dismiss current Practicum Students from the Practicum agency for the above-mentioned standards, policies, and/or conduct.
- H. Permit visitation of the Practicum agency by representatives of any accrediting bodies for purposes of evaluation of the Social Work Assistant program at COTC provided that advance notice of date and time is given.

## RESPONSIBILITIES OF COTC

It is understood and agreed that COTC shall:

- A. Assume primary responsibility for the Social Work Assistant Program inclusive of curriculum planning and selection of course content, coordination of didactic and practicum components, the appointment of faculty, processing admission applications, and awarding of degrees.
- B. Provide qualified instruction and guidance for students assigned to the Practicum agency for learning experiences in social work, including the assignment of a faculty liaison (hereafter referred to as the Practicum Coordinator) between the student and the person primarily responsible for supervising the student at the Practicum Agency (hereafter referred to as the Site Supervisor). The Practicum Coordinator's responsibilities will include but not be limited to the following:
  1. Assigning a Faculty who will participate in two meetings per semester with the Practicum agency Supervisor and student(s) to discuss progress on the prearranged practicum objectives.
  2. Providing the Site Supervisor with materials to be used for evaluating student progress at the Practicum agency.
  3. Assuming final responsibility for grade assignment.
- C. Ensure that all students are fingerprinted and a records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI). Copies of records check will be available upon request to the Practicum agency.
- D. Obtain the following signed statements from all students prior to participation in the practicum experience and provide a copy of each to the Practicum agency upon request:
  1. Student Information Release Authorization
  2. Statement of Confidentiality and Ethical Responsibility
  3. Statement Regarding Pending or Prior Arrest
  4. Drug Free/Criminal Charges Acknowledgement
  5. Statement Regarding Sobriety/Recovery
  6. Health Awareness Acknowledgement
  7. Emergency Contact and Health Information
  8. Practicum Agreement
- E. Provide in-service education relative to the COTC Social Work Assistant Program to the Site Supervisor. In-service education will include but not be limited to orienting the Site Supervisor to the philosophy, purpose, objectives, and general curriculum plans of the Social Work Assistant Program.



- F. Adhere to the Practicum agency's policies and procedures during the practicum experience.
- G. Agree to maintain confidentiality with regard to all client and site staff information gained during the educational experience, to the extent dictated by federal and state law.
- H. Provide general liability insurance with a one million dollar (\$1,000,000) per occurrence, and two million dollar (\$2,000,000) annual aggregate. COTC agrees to be responsible for verifying this insurance and will provide copies of insurance certificates upon request of the Practicum agency.
- I. Pay any fees charged by appropriate accrediting bodies relevant to Social Work Assistant Program at COTC.
- J. Inform all students/faculty of the risk of contracting Hepatitis B.

## COOPERATIVE RESPONSIBILITIES OF COTC AND PRACTICUM AGENCY

The Practicum agency and COTC will work cooperatively on the following matters:

- A. Following criteria established by COTC and any accrediting bodies with regard to:
  - 1. Assignment of students to assure adequate planning and coverage of sound educational objectives.
  - 2. Evaluation of student practicum assignments with results to be used by COTC in the overall evaluation of the student.
- B. Neither COTC nor the Practicum agency will discriminate against any student based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.
- C. Both parties agree to comply with all applicable federal and state provisions governing the privacy of student records.
- D. Both parties agree that as soon as reasonably possible disagreements between the Site Supervisor, Practicum agency personnel, Practicum Coordinator, clients, and/or students will be brought to the attention of the appropriate administrator at COTC and at the Practicum agency for the purpose of prompt resolution. The Practicum agency will maintain the privilege of resolving any problem situation in favor of the client's welfare and restricting the student's involvement until the incident can be clarified and resolved.
- E. The Practicum agency can impose temporary or permanent withdrawal of the student from the Practicum agency with just cause. If a student does not successfully complete a practicum experience due to performance, he/she will be placed on a Professional Conduct Agreement prior to their next practicum placement. If a student is dismissed from two practicum experiences due to performance, he/she may be dismissed from the Social Work Assistant Program.

## SECTION 2

### PRACTICUM POLICIES & EXPECTATIONS

#### Practicum Prerequisites:

- Student is enrolled in the Social Work Assistant Program
- Student has received a C grade (2.00) or better in each of the following courses:
  - ENG-100: Composition I
  - ENG-101: Composition II
  - SWA-100: Principles of Social Work
  - SWA-110: Chemical Dependency I
  - SWA-121: Direct Practice Skills
  - SWA-141 Therapeutic Group Practice Skills
  - SWA-131: Case Management

#### Student Requests for Practicum Placement:

- Student must contact the Practicum Coordinator during the first four weeks of the semester prior to the semester in which the student intends to enroll in Practicum.
- Student must meet with the Practicum Coordinator to establish readiness for practicum prior to moving forward with the placement process. Meetings must be completed by Week 11 of the semester prior to the semester in which the student intends to enroll in Practicum.
- At that time, the student will receive the “Important Information” handout for that specific semester which will include exact dates and deadlines for paperwork, registration and placement.
- Student is required to communicate with the practicum coordinator, sign all required paperwork and provide a copy of a BCI background check by week 11 of the semester prior to the requested practicum.
- Students not meeting these requirements cannot be guaranteed a practicum placement for the following semester.

#### Practicum Guidelines:

- Students must complete 140 hours at their practicum agency, for each of 2 semesters.
- Students may complete 10 hours prior to the official start date of the semester (all paperwork and course registration must be complete prior to any hours being completed).
- Primarily, students’ hours should comprise time spent physically at the practicum agency. In the event that practicum hours are to be completed from a remote location, students should email the Practicum Coordinator for approval. This may include attending meetings/working with clients via zoom, conducting research, project planning or any other assigned task not done at the agency.
- Students may not exceed 20 hours a week at the practicum agency, without permission from the Practicum Coordinator unless they are making up for previously missed hours or planning for upcoming missed hours and this plan has been approved by their Site Supervisor.
- It is required that the student is actively participating in scheduled hours at the practicum agency for a minimum of 14 weeks in the semester (12 weeks for summer semester). Students may stay at the same agency for both semesters of practicum or request a new placement agency for the second practicum.

## Bureau of Criminal Investigation (BCI) Records Check:

- In order to begin the placement process for practicum, the student must have a BCI Records check on file. It is recommended that student complete this process well in advance due to long processing time.
- It is the student responsibility to obtain the BCI and provide it to the Practicum Coordinator by the 11th week of the semester prior to when they would like to enroll in practicum(Exact dates will be provided on the “Important Information” Handout for each specific semester).
- Student understands that official registration for practicum cannot occur until the Practicum Coordinator receives their BCI report.
- Student understands that a new BCI records check is required if more than 1 year has elapsed since the date on the initial BCI.

## Instructions/Options for Obtaining BCI Records Check:

*\*\*IF ASKED FOR A CODE FOR THE BCI, USE: “Other-Social Work Practicum”, OR 5153-111.*

- On Newark Campus:
  - Students should pay for the BCI background check online by logging into their MyCOTC portal, then under the Menu (top left of the screen), go to College Finances > Paying for College then under the "NEW Quick Pay Links" . Select the BCI Background Check link and pay using a credit/debit card.
  - Student will receive an email confirmation that can be taken to Security to verify payment. Take a copy of the email (showing it electronically is permitted) and a valid Driver’s License or State ID to the security office located at 105 Warner Center for fingerprinting. No appointments are necessary.
  - At the security office, complete the fingerprinting & paperwork and confirm that they will send the BCI to your student record when it is returned. You will receive an email from Student Records when your BCI has been added to your file.
- Off Campus:
  - Student can secure a BCI background check from another private or public agency, but they are responsible for making sure it is a BCI Background Check authenticated by the Ohio Bureau of Criminal Identification and Investigation, using the code above.
  - The BCI should be mailed to student’s home address and then the student should scan and email it to the Practicum Coordinator at [arny.2@mail.cotc.edu](mailto:arny.2@mail.cotc.edu).

## Placing Students in Practicum with Criminal Backgrounds

In SWA-100 Principles of Social Work, students are provided with a List of Prohibited Offenses and sign a Criminal Background Acknowledgement Letter related to potential barriers to practicum & licensure based on criminal history. In addition, students are provided with the list of Medicaid Disqualifying Offenses and the process for obtaining the Certificate of Qualification of Employment (CQE) through the Department of

Rehabilitation and Corrections. More information can be found at on the [Ohio Department of Rehabilitation & Correction Website](#)

If you have charges listed on your BCI background check, the Practicum Coordinator will make contact with agencies that may potentially accept you as a practicum student based upon previous experience with the agency or by recognizing state law requirements. Students may only contact new agencies for him/herself to assist with the process if the Practicum Coordinator is unsuccessful with the agencies with which COTC has a contract. (See policy in [COTC Social Work Assistant Program Guide](#) for additional details)

#### Practicum at Place of Employment

Practicum placement can occur at the student's place of employment if the job responsibilities differ from the student learner role. If the student requests practicum at the place of employment, the Practicum Coordinator will provide the student with a copy of the policy and a form to complete prior to beginning any practicum hours. The form requires written documentation outlining the specific tasks of the student's employment and the specific tasks of their practicum placement. The statement should be signed by the student and their practicum Site Supervisor and emailed to the Practicum Coordinator prior to the first day of the practicum placement. Ideally, the job supervisor and the student site supervisor are two different people.

The student may not be paid for any practicum hours at the agency. The Practicum Coordinator has the right to deny the request if there is not adequate differentiation between the two roles or supervision. (See policy in [COTC Social Work Assistant Program Guide](#) for additional details)

#### Professional Conduct in Practicum

It is expected that students will demonstrate professional conduct in the Practicum Agencies at all times. This includes, but is not limited to following the NASW Codes of Ethics, the NOHS Ethical Standards, the Practicum Handbook, the Social Work Assistant Program Guide, and the COTC Code of Student Conduct.

Please note that a Practicum Agency has the right to dismiss a student from their practicum placement at any time, for any reason. If this occurs, the student will need to withdraw from the practicum course for that semester and meet with the Practicum Coordinator to discuss plans for future practicum.

Any behaviors by a student that are considered Prohibited Conduct under the Professional Standards and Expectations (located in [COTC Social Work Assistant Program Guide](#)) and/or the [COTC Code of Student Conduct](#) may constitute the development of a Professional Conduct Agreement. Should there be concerns about your performance or behavior in practicum, the Practicum Coordinator will communicate with you. If necessary, the procedure for implementing a Professional Conduct Agreement will be followed. Subsequent Practicum agencies must be informed that the student has withdrawn, failed, and/or been dismissed from a previous Practicum agency and receive a copy of the Professional Conduct Agreement.

The Practicum Coordinator will work with the student with a Professional Conduct Agreement to make a reasonable attempt to place the student at a practicum agency. Should a reasonable number of Practicum agencies be contacted and none be willing to supervise the student in a Practicum experience, the student

will have to wait an unspecified amount of time until a site becomes available. (See policy in [COTC Social Work Assistant Program Guide](#) for additional details)

### Legal Charges During Practicum

If a student is charged with any new legal offense at any time after completion of their BCI and before completion of all practicums, they must notify the Practicum Coordinator immediately. Students should not complete any additional hours at their Practicum Agency until they have talked with the Practicum Coordinator. The Practicum Site Supervisor will be notified by the Practicum Coordinator and will decide if the student can be allowed to continue their practicum at the Practicum Agency. If a student is dismissed from their Practicum Agency, they will need to drop the Practicum Seminar Course for that semester as no new placement agencies will be available. Also, any new legal charges could necessitate the development of a Professional Conduct Agreement, in which case the procedure outlined above would be followed.

### Practicum Placement Process: Contacting & Interviewing

- The Practicum Coordinator will facilitate all student practicum placements. Students should NOT contact any Practicum agencies themselves, without prior approval from the Practicum Coordinator.
- Practicum agency placement is done by priority. Practicum II students will be placed in agencies first. For Practicum I students, once paperwork is signed and the BCI report has been completed, the placement process will begin.
- Student's practicum agency assignment will be emailed to their COTC email address on or before a specified date for each semester. (Exact dates will be provided in the Important Information handout each semester)
- Student understands that the Practicum agency may have additional requirements such as; CPR certification, TB testing, drug testing, additional background check, specific vaccinations and other orientations. Some of these requirements may incur student costs. The student will be informed of such requirements at the time of placement and can choose to accept or decline the placement at that time.
- After receiving the placement information, students will need to make contact with their practicum agency supervisor to set up an interview. All students must successfully interview and be selected for placement by the agency Site Supervisor.
- If an agency representative declines to provide a placement for the student after an interview, if the student declines an offer for a placement, or if both the agency and the student do not believe that the placement would be a good "fit", the student should contact the practicum coordinator immediately to discuss the reasons that the placement was not workable. Additional agencies will be identified by the practicum coordinator based on limited placement availability.

### Practicum Hours and Chemical Dependency Licensure Requirements

Students who have obtained licensure from the Ohio Chemical Dependency Professionals Board may choose to use their practicum hours as supervised work experience to fulfill licensure requirements. Central Ohio Technical College and the Social Work Assistant Program will have no responsibility and/or liability for maintaining these supervision records. The sole responsibility for following required processes is on the licensee/student. Additionally, practicum agencies are not required to provide this type of supervision to Social Work Assistant practicum students but may do so if they choose, on an individual basis. Forms and additional information can be found at the [Ohio Chemical Dependency Professionals Board](#).

### Prior Work Experience Credit

Per COTC College Policy and the [Social Work Assistant Program Guide](#), Social Work Assistant students may apply for prior learning and work experience for credit equivalency for courses and/or practicum. If criteria are met, students will only be granted approval for one practicum experience. Students may not be given approval for both Practicum I and II.

If you are currently employed (or have been in the past) in a position where you are performing social services skills, you may be eligible for the Portfolio Assessment Review Process in the [Prior Learning Assessment Policy](#). If you think this may apply to your situation, please contact the Practicum Coordinator immediately for more information.

## SECTION 3

### PRACTICUM FORMS

The following forms are required to be signed by the student prior to beginning practicum.

- Student Information Release Authorization
- Statement of Confidentiality and Ethical Responsibility
- Statement Regarding Pending or Prior Arrests
- Drug-Free/Criminal Charges Agreement
- Statement Regarding Sobriety/Recovery
- Health Awareness Acknowledgement
- Emergency Contact and Health Information
- Practicum Agreement

Forms are to be completed by the student online, at this link: [Practicum Handbook and Forms](#)

- Signed forms will be retained by the college in the student's academic record.
- All Practicum Forms will be made available to practicum agencies upon request.



## SECTION 4

### PRACTICUM SEMINAR COURSE

The Practicum Seminar Course is considered a “hybrid” course, which means class meets synchronously on zoom three times during the semester & the rest of the work is completed in Canvas.

- Student will be provided with the classroom meeting dates at the time they receive their practicum agency placements (class always meets the first week of the semester).
- The student is responsible for actively participating in the practicum seminar course each week. Failure to attend/complete a minimum of 70% of the practicum seminar weekly discussions will result in a failing grade in the course. This is regardless of the evaluation the student receives from their site.
- Special permission must be granted for enrollment in Practicum courses. Students will not be able to register for the practicum seminar course until they have completed all necessary paperwork and their BCI has been received by the Practicum Coordinator. The courses typically opens for enrollment about 1 month prior to the start of the semester. (Exact dates will be provided to students each semester)
- If a student has received notification of practicum placement at an agency, they are guaranteed enrollment in the Practicum Seminar course, but should still register as soon as possible.
- Students must be enrolled in the Practicum Seminar course prior to completing any hours at the practicum agency.
- Course registration information:
  - SWA-285 Practicum I
  - SWA-286 Practicum II
  - If you have problems registering and it is after the date the course should be available for enrollment, please email me the Practicum Coordinator immediately.
- The seminar course will open in Canvas approximately 1 week prior to the start of the semester. At that time, students will be able to review the course, access resources, and start working on assignments.

## Required Faculty Meeting Instructions

- During each practicum semester, a faculty member, designated by the Practicum Coordinator will meet with you and your Site Supervisor at your practicum agency or remotely via Zoom.
- The name and contact information for your assigned Faculty will be posted on Canvas by the end of the first week of the semester.
- The student is responsible for contacting the assigned Faculty and scheduling the meeting. The deadlines for completing the meetings will be provided by your practicum course instructor and outlined on your practicum course syllabus.
- It is **required** that you meet with your assigned Faculty two times throughout the semester. Failure to complete meetings will result in you not getting points as indicated in your course syllabus.
- Please give your faculty adequate notice using their preferred method of contact should you need to reschedule a meeting. Also, please be flexible in scheduling your meetings as your assigned Faculty are often trying to accommodate a large number of student visits into their schedules.
- The faculty will send zoom links prior to the meeting if it is planned to occur via Zoom.
- The faculty will bring the agenda for the meeting and will enter your grade following the meeting.
- The student is responsible for providing a copy of their Learning Objectives at both meetings.