

REQUEST FOR PRACTICUM-OUT-OF-THE-REGION

Name _____ Date Request Submitted _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ (day) _____ (eve) _____ e-mail _____

Since the Council on Social Work Education accredits us, we must meet their criteria for approval of practica in place of employment or other practica requests requiring special consideration. Please submit all information requested.

While the UNO School of Social Work encourages practica in sites other than the current place of employment in order to maximize student-learning experiences, we also attempt to meet particular student needs. Such requests may be considered provided that the student has not received academic credit for another practicum in the same setting. The request must be made for a site already approved as a practicum placement site by the School of Social Work or a site that has the potential to be approved. Such approvals will also follow the standards of the Council on Social Work Education and the School of Social Work at the University of Nebraska at Omaha. Submission of all requested material does not automatically qualify the student for placement; additional materials may be requested or the request may be denied. If such denial occurs, the student will be fully informed of the reason(s).

All special requests or requests for practicum-out of region must be approved by the Practicum Coordinator and the Practicum Committee that meets monthly from September through May.

Request for Practicum-Out-Of-Region requires: (Definition of a Practicum-Out-Of-Region is a practicum in an area where the student cannot drive to classes on a regular basis.)

General Requirements:

- 1. A reason for your special request.
- 2. A description of former social work employment, volunteer experiences and practica. (A current resume will suffice.)
- 3. A statement of your long-range goals.
- 4. An agency that meets the general guidelines for the School of Social Work found in the Practicum Manual.
- 5. A completed Practicum Learning Contract that contains a clear, succinct statement that shows how the proposed practicum meets the School's requirements for specific practicum levels. (See Practicum Manual, Section V.)

Additional Requirements:

- 6. The student is responsible for locating an agency and an accredited School in the proposed area and bringing them to the attention of the

Practicum Coordinator. There must also be a Faculty Field Liaison willing to make liaison visits to the student. If requested, the Practicum Coordinator may assist the student by giving the locations of accredited Schools.

- 7. The student is responsible to obtain the names, titles, addresses, phone numbers and e-mails of appropriate contacts of professional social workers willing to take a practicum student and a faculty liaison willing to make visits.
- 8. The student must show that he/she is able to finance a practicum out-of-region with all of the accompaniments [transportation, housing, food, etc.].
- 9. The student is responsible to keep in contact with the Practicum Coordinator by journaling weekly and e-mailing his/her journals to the Practicum Coordinator.

The Practicum Coordinator will make phone contact with the agency and local School of Social Work to ascertain that requirements can be met and affirm their willingness to provide a practicum and supervision for the student. If problems occur, the Practicum Coordinator will consult with the local Faculty Liaison to resolve the situation and, if necessary, before making a decision concerning the continuation of the practicum.

Submit all information to the Practicum Coordinator at least a semester in advance. The Practicum Committee does not meet during the summer. Your request must be **approved before** you begin the practicum. You will be informed by phone or in writing of the decision regarding your request as soon as possible after the Practicum Committee has met and reviewed it.

Date received by Practicum Coordinator _____
Date reviewed by Practicum Committee _____
Date approved _____ Not Approved _____
Date student notified by phone _____ e-mail _____ or letter _____.
Comments _____
