

UNO GRACE ABBOTT SCHOOL OF SOCIAL WORK REQUEST FOR PRACTICUM-OUT-OF-THE-REGION

In order to remain in compliance with the Council on Social Work Education (CSWE) our accrediting body, we must meet their criteria for approval of practicum requests requiring special consideration. Please submit all information requested. The UNO Grace Abbott School of Social Work (GASSW) encourages practicum at sites we currently partner with, however, exceptions can be made by special request. The definition of a Practicum-Out-Of-Region is a practicum in an area where the student cannot drive to classes on a regular basis. Students must meet the following:

- The student has not received academic credit for another practicum in the same setting
- The site has been or has the potential to be approved as a practicum placement site by the GASSW
- The site follows the standards of the Council on Social Work Education and the UNO GASSW.

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-the-Region must be approved by the Practicum Committee and the Practicum Office. The Practicum Committee meets monthly from September through April excluding December and January.

Request for Practicum-Out-Of-Region requires a voice-over PowerPoint outlining the following information. The presentation should be no longer than 5 minutes. If you require assistance in creating a voice-over PowerPoint, the UNO Library has resources to assist you [UNO Criss Library](#):

1. The reason for your special request.
2. A statement of your long-range professional and practice goals.
3. An identified agency which meets the guidelines for the GASSW in the [Practicum Manual](#).
4. Identify your Educational/Task supervisor(s), whether or not they have completed Practicum Instructor Training, and date of training (contact practicum office if unknown).
5. Be able to show finance stability for a practicum out-of-region with all the accompaniments (transportation, housing, food, etc.).
6. If completing practicum outside of the United States, students must follow any additional University requirements.

Additional Requirements:

- 1. A current resume.
- 2. A copy of the [Agency Profile](#) if requesting a new practicum agency.
- 3. A completed [Practicum Instructor Application](#) from Educational and Task supervisor(s) if not already on file with the practicum office.
- 4. A completed [Practicum Learning Contract](#)
- 5. A completed [Practicum Agreement Form](#)
- 6. If approved for an out-of-region practicum placement, the student is responsible to keep in contact with the Practicum Office by journaling weekly and e-mailing their journals to the Practicum Coordinator.

The Practicum Office will make contact with the agency 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 office will consult with the agency and/or supervisor(s) to resolve the situation.

**UNO GRACE ABBOTT SCHOOL OF SOCIAL WORK
REQUEST FOR APPROVAL OF PRACTICUM OUT OF THE REGION**

Student Name _____
 Address _____
 Phone _____
 UNO Email _____
 Program Level _____

Proposed Practicum Start Date Semester _____ Year _____
 Block Concurrent

Proposed Practicum Agency _____
 Address _____
 Phone _____

Proposed Educational Supervisor and Credentials _____
 Agency Address _____
 Phone _____
 Email _____

Has this person supervised you before? _____
 Has this person completed the PI Training? _____ Date of training _____
 (Contact Practicum Office if Unknown)

Proposed Task Supervisor _____
 Address _____
 Phone _____
 Email _____

Has this person supervised you before? _____
 Has this person completed the PI Training? _____ Date of training _____
 (Contact Practicum Office if Unknown)

Practicum Office Use Only

| | | |
|--|-------------------------|--------------|
| Date received by Practicum Office _____ | | |
| Date reviewed by Practicum Committee _____ | | |
| Date approved _____ | Date Not Approved _____ | |
| Date Student Notified: phone _____ | e-mail _____ | letter _____ |
| Comments: _____ | | |
| _____ | | |