



University of Nebraska at Omaha
Grace Abbott
School of Social Work
Practicum Manual
for the BSSW and MSW Programs

Address:

6001 Dodge Street
CPACS Building, Room 205/206
Omaha, NE 68182

Phone: 402-554-2797

Fax: 402-554-3788

Website: www.unomaha.edu/socialwork/

[Revised Fall 2021]

Students must follow the most current edition located on the UNO
GASSW Practicum website.

School of Social Work Mission Statement

The mission of the University of Nebraska at Omaha Grace Abbott School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research and to engage with diverse communities to promote socially just societies.

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The UNO Grace Abbott School of Social Work (GASSW) generally uses the term “Practicum” to describe the student’s professional internship or field education experience. Throughout this manual, you will read the word “practicum” as opposed to “field” however the meaning is the same. Additionally, the term “Practicum Supervisor” is used to indicate either the Educational or Task Supervisor.

According to the Council on Social Work Accreditation (CSWE), the practicum component to the school’s social work program is considered the “signature pedagogy” of student’s experience. The integration of theory into practice, e.g., academics to practicum, is paramount in the development of student to professional social worker. Practicum can be complex, and this manual is meant to assist you in successfully navigating your practicum experience.

I. Practicum Educational Course Objectives

The structured practicum program developed and implemented by the UNO GASSW Practicum Office, enables social work students at the undergraduate and graduate levels to experience social work practice in the community. At each social work program level, this is obtained through the following practicum identified objectives.

A. BSSW Practicum Course Objectives

The Baccalaureate student at the end of their BSSW level practicum should be able to:

1. Define, compare, and contrast Social Work theories, and concepts in social work practice and its changes in application over time.
2. Apply and practice the generalist social work perspective and skills when working with clients and families across the lifespan, within the agency structure and the community.
3. Recognize and examine cultural issues in social work practice, demonstrating skill in working with diverse populations across the lifespan.
4. Examine, interpret, and demonstrate skill in applying social work values and ethics as they relate to social work practice, adhering to the NASW Code of Ethics.
5. Practice and use effective oral and written communication within the agency system, including knowledge of and use of computer technologies.
6. Utilize supervision to advance knowledge of social work theories and skills, and as an opportunity for self-understanding in relationship to the client, agency, and community.
7. Identify and critically analyze social policies, social justice, and social change issues as they relate to social work practice with individuals, families, and communities.
8. Analyze, evaluate, discuss, and apply research as it pertains to agency activities and/or projects.

B. MSW Foundation Practicum Course Objectives

The Foundation MSW student at the end of their MSW Foundation practicum should be able to:

1. Define, compare, and contrast Social Work theories, and concepts in social work practice and its changes in application over time.

2. Apply and practice the generalist social work perspective and skills when working with clients and families across the lifespan, within the agency structure and the community.
3. Recognize and examine cultural issues in social work practice, demonstrating skill in working with diverse populations across the lifespan.
4. Examine, interpret, and demonstrate skill in applying social work values and ethics as they relate to social work practice, adhering to the NASW Code of Ethics.
5. Practice and use effective oral and written communication within the agency system, including knowledge of and use of computer technologies.
6. Utilize supervision to advance knowledge of social work theories and skills, and as an opportunity for self-understanding in relationship to the client, agency, and community.
7. Identify and critically analyze social policies, social justice, and social change issues as they relate to social work practice with individuals, families, and communities.
8. Analyze, evaluate, discuss, and apply research as it pertains to agency activities and/or projects.

C. MSW Advanced Practicum Course Objectives

The Graduate MSW student at the end of their Advanced MSW practicum should be able to:

1. Identify and apply the generalist social work knowledge, values, and skills to social work practice within the concentration practicum setting.
2. Identify and explain how current advanced level social work knowledge and theories of human behavior and social systems apply to practice within the concentration practicum setting.
3. Select, evaluate, and use appropriate intervention methods for bringing about change in individuals, families, groups, organizations, communities, and social policy.
4. Describe and use knowledge of human diversity and culturally sensitive interventions in services for diverse individuals and populations across the life cycle as relevant to the concentration practicum setting.
5. Identify and select multi-dimensional assessment methods appropriate for clients, services, and programs within the concentration practicum setting, with appropriate application of formal diagnostic classification when warranted.
6. Identify and apply methods for counteracting oppression, advocating for clients, and promoting social justice.
7. Demonstrate ability to work effectively in multi-disciplinary team settings using administrative, planning, and policy processes which are relevant to client issues, one's own practice, services, and programs within the concentration practicum setting.
8. Analyze, discuss, and apply social work values, ethics and legal mandates as it applies to complex situations seen in the concentration practicum setting and to the worker's own professional development.
9. Describe advanced level social work practice, roles, and functions in relation to multi-disciplinary contexts and how they have evolved over time.

10. Utilize supervision to self-evaluate, and to discuss the scientific basis for theory and intervention models as it applies to client issues and programs within the concentration practicum setting.

11. Apply research methods to compile, analyze and evaluate information regarding the effectiveness of one's own practice and/or of programs, services and policies within the concentration practicum setting.

II. Roles and Responsibilities of Practicum Participants

The GASSW has developed specific and clear criteria for selecting practicum settings, placing students, assigning, and maintaining practicum liaison contacts, supporting student safety, evaluating student learning and practicum setting effectiveness. The Practicum Office employs a wide array of methods and checklists to ensure that all aspects of the complexity of practicum development, instructor and liaison education and support, student safety, student evaluation, and adherence to the Educational Policy and Accreditation Standards (EPAS) competencies are followed.

A. UNO & Practicum Office Responsibility

The Practicum endeavor is a cooperative effort between the School, community agencies and their professional staff, and the students. If the endeavor is to be successful, it is important that the participants know and carry out their particular responsibilities as it relates to Practicum.

The School has the responsibility to:

1. Prevent discrimination regarding race, color, national or ethnic origin, disability, age, gender, gender identity, sexual orientation, class, or religion
2. Assign each student an academic advisor who works with the student in developing a plan of study, with careful consideration regarding the timing of practicum.
3. Support community partnerships and provide opportunities for further professional development of agency personnel.
4. Support termination of the student's practicum placement when the student or agency fail to meet the school's educational requirements.

The Practicum Office has responsibility for the following functions:

1. Recruit and maintain a community of professional relationships.
 - a. Develop Practicum placements with quality supervision.
 - b. Plan and implement Practicum Supervisors' meetings, trainings, and Practicum Fairs.
 - c. Provide educational opportunities for Practicum Supervisors.
 - d. Provide ongoing support, guidance, and consultation about practicum structure and conflict resolution.
2. Place students in appropriate practicum(s):
 - a. Consult with agencies regarding available learning experiences
 - b. Consult with agencies regarding the placement of students for their Practicum experience.
 - c. After consultation with the student and other persons as appropriate in each case, the practicum office makes the final placement decisions for

- each student in the program.
- d. Orient students to the practicum expectations, content, and processes.
- e. Make changes in placement where appropriate.
- 3. Coordinate supervision of student practicum(s):
 - a. Monitor all practicum placements.
 - b. After receiving recommendations and comments from the Practicum Supervisor(s) and Faculty Liaison, make final grade determinations for all practicum students.
- 4. Consult with the Practicum Committee
- 5. Develop and maintain necessary files and records related to agencies, Practicum Supervisors, Practicum students and Faculty Liaisons.
- 6. Assign a Faculty Liaison to each practicum student and agency/Practicum Supervisor. Notify all students and Practicum Supervisors via e-mail who their liaison will be each semester.
- 7. Coordinate and instruct Practicum seminars required of all students enrolled in SOWK 4410 and 8160. Topics include but are not limited to supervision, ethics, safety, and boundaries.
- 8. Provide feedback to Faculty Liaisons regarding liaison evaluations.

B. The Faculty Liaison Responsibility

The Faculty Liaison has the responsibility to:

1. Maintain channels of communication with the agency and Practicum Supervisors for the purpose of:
 - a. Coordinating practicum education with the School's total educational program.
 - b. Addressing student problems/issues regarding practicum.
 - c. Designing innovative approaches to enrich students' practicum learning with the Practicum Supervisor.
 - d. Assessing and documenting students' professional development and increasing competence.
 - e. Providing consultation in the development of contracts, evaluations and other processes related to practicum education.
2. Maintain channels of communication with students for the purpose of:
 - a. Coordinating practicum learning with students' total educational program.
 - b. Advising students regarding problems experienced in practicum learning, which cannot be resolved through direct communication with Practicum Supervisors.
 - c. Monitoring students' progress of the Learning Contract.
3. Perform the following administrative tasks:
 - a. Visit/virtually visit each agency by approximately midpoint of each 256 hours of practicum, (i.e., 130/400 hours).
 - b. Keep Practicum Office informed of liaison activities by documenting and returning Agency Visit forms at the end of the assigned students' 256 or 512 hours. Immediately notify Practicum Office of any problems or concerns existing in the placements to which they provide liaison services.

- c. Facilitate Practicum seminars required for all first semester undergraduate and foundation level practicum students (i.e., SOWK 4410 and 8160).

C. The Practicum Committee Responsibility

The Practicum Committee consists of the practicum coordinator, practicum specialists, two student representatives (undergraduate and graduate), faculty member(s) (appointed by the director of the school), and four-six community members who generally have experience as practicum supervisors (appointed by the director of the school and at the recommendation of the Practicum Coordinator). The Director of GASSW serves as an ex-officio member of the committee.

The Practicum Committee has the responsibility for both graduate and undergraduate practicum program-related policies. The purpose of the committee is to assist in practicum program development, address issues of concern to practicum, review special requests forwarded by the Practicum Office and present practicum policy issues to the Faculty Staff Roundtable of the GASSW for their endorsement. The committee meets regularly during the fall and spring semesters.

D. The Agency Responsibility

The selection of agencies and practicum supervisors is a critical component in educational planning. The GASSW carries the responsibility for determining an agency's and practicum supervisor's suitability for student training and works closely with interested agencies and potential practicum supervisors in this process.

An extensive set of policies, criteria, and procedures for selecting practicum agencies is detailed below. In establishing and maintaining affiliation with practicum agencies, the GASSW is guided by educational standards and criteria designed to ensure quality practicum education. The following criteria are used in the selection of agencies:

Philosophy of the agency: The agency's commitment to service should be compatible with the values and ethics of the social work profession as stated in the National Association of Social Work (NASW) Code of Ethics (see <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)

Structure and services of the agency:

- a. The organizational structure of the agency should be available in written form.
- b. The agency should have a clear and appropriate statement of its function, including objectives, areas of service and activity.
- c. Agency practice should meet the standards generally accepted in its particular field.
- d. Agency practice should incorporate the ethical standards of the social work profession.
- e. The agency should perceive itself as part of and cooperate with the community service network.

- f. The agency must ensure a continuous supply of learning experiences appropriate to the educational needs of students accepted for practicum.
- g. The agency must provide an appropriate plan for selection of service tasks to be suggested to Practicum Supervisors for assignment to students.
- h. The agency must provide an appropriate plan for reassignment of those tasks to permanent staff after students terminate practicum.

Agency categories: The GASSW categorizes agencies as either nonprofit (public, governmental, church-related, 501(c)(3)), or for-profit (private practice, non-governmental, not 501(c)(3)), although some for-profit agencies may provide contracted services for nonprofit agencies.

- a. The GASSW encourages placement in nonprofit agencies; however, it recognizes that in some situations (rural settings, hospitals) practicum in nonprofit agencies may not be as available. Placement in a for-profit or private practice agency will be considered when the Practicum Office determines no suitable or appropriate setting is available in a nonprofit agency. (If a nonprofit and a for-profit agency have similar practicum placements, a stipend will not be the only deciding factor to determine placement. Also, in similar circumstances, known or previously used agencies may have preference over new agencies).
- b. For-profit or private practice agencies must meet the criteria listed above and these additional criteria:
 - 1) The agency must be legally organized in some form such as a partnership or corporation.
 - 2) The agency must have a corporate board or entity that meets and determines policy and has collective accountability for the practice of its staff. The board must include diverse community representatives as voting members and policymakers for the agency.
 - 3) The agency must have a policy and procedure manual and an organizational chart, which is available for review by the Practicum Office.
 - 4) The agency must have a physical structure, which includes offices, meeting rooms, administrative services, etc., and the student must have space within the confines of this agency.
 - 5) For-profit agencies may be considered as special requests for practicum-in-place-of-employment. This is done on a case-by-case basis. However, these agencies may not be a part of our routinely used agencies.
 - 6) If the above criteria are not met, a general request may be reviewed by the Practicum Committee to determine if the agency is suitable as a practicum site

An Agency Profile must be filled out by each new agency, prior to a student beginning a practicum with the practicum setting. Through this profile, information is gathered regarding the agency, its location, contact information, mission statement, various

programs, types of activities available to students, populations served, and supervision provided. The Agency Profile contains a checklist of items students at each level may have the opportunity to do. Prior to a student's placement, the Practicum Office makes every effort to visit each new agency site, meet with potential Practicum Supervisors and/or agency contacts, and tour the agency.

E. Practicum Supervisor Responsibility

Practicum Supervisors proficient in supervision possess the following qualities:

1. Demonstrate respect for students and their learning styles
2. Have a desire to supervise and mentor students
3. Think analytically and conceptually
4. Articulate knowledge

Additionally, Practicum Supervisors must have permission from their agency to provide supervision to practicum students.

The Practicum Supervisors (Educational and Task Supervisors) have the responsibility to:

1. Orient the Practicum student to the agency, including policies and procedures for agency programs and safety protocol.
2. Provide students individualized learning experiences in a variety of social work practice roles.
3. Participate in scheduled liaison visits.
4. Facilitate acquisition of generalist practice skills for the BSSW and MSW foundation level practicum students.
5. Facilitate acquisition of advanced clinical and advanced generalist social work practice skills for the MSW Advanced students.
6. Notify both student and faculty liaison if student's performance is inadequate, and specify if applicable in writing steps, which must be taken to rectify deficiencies in performance.
7. Recommend to the Faculty Liaison and Practicum Office the termination of practicum students who do not demonstrate adequate capacity for social work practice in that agency.
8. Complete an evaluation of the Faculty Liaison at the conclusion of the student's 512 hours (emailed to Practicum Supervisors at end of students' practicum).
9. Attend or complete on-line the Practicum Supervisor Training, (mandatory for all first-time practicum supervisors and encouraged every 3-5 years as information may change).

In addition, Educational Supervisors have the responsibility to:

1. Provide students a regularly scheduled one-hour, weekly conference time in addition to informal supervision.
2. When possible, coordinate practicum teaching with classroom teaching by using class syllabi and assignments made available to the Educational Supervisor by the student.
3. Discuss with student any concerns regarding student's behavior, attitudes or other factors, which may be interfering with student's professional development. This should be done as soon as possible after the problem is first

observed and corrective help and suggestions given. If satisfactory progress does not occur, the Faculty Liaison should be consulted.

4. Ensure that regular communication is taking place between the Educational and Task Supervisors, particularly in those cases where the Educational Supervisor is not located at the Practicum site.
5. Ensure follow through of Learning Contract.
6. Provide a written evaluation of the student when the student has been at the agency for 130 hours (In-progress evaluation), 256 hours (first graded evaluation) and 512 hours (second graded evaluation).
7. Complete a Practicum Grade Evaluation Form at the conclusion of each 256 hours, review and discuss evaluation with student. Evaluations are due to the Practicum Office within two weeks of the 256 hour and 512 hour mark.

F. The Practicum Student Responsibility

Students have the responsibility to:

1. Use the practicum experience in a way that integrates practicum with their total social work learning.
2. Develop the Learning Contract within the first two weeks of Practicum, making sure to incorporate assignments that enhance the student's learning and contribute to the mission of the agency.
3. Put into practice agency policies and procedures. If a student's behavior is in violation of agency policy and procedures, a practicum/student action plan may be completed and/or a student review meeting may be held to resolve the issue, (see Student Handbook www.unomaha.edu/socialwork). Resolution may include termination from the student's practicum and/or from the social work program.
4. Act in a professional manner as a representative of the agency in their contacts with clients and other persons in the community as well as with other agency personnel. This includes respecting confidentiality regarding client information and client safety.
5. Comply with agency administrative routines, including background checks, immunizations, record keeping, etc. The cost of any background checks or testing is the responsibility of the student. If a student does not wish to complete the agency required background checks and/or immunizations, then the student may be asked to forfeit their placement.
6. Review with Practicum Supervisor(s) the agency's safety procedures and policies. Follow all guidelines and policies related to safety as instructed.
7. Review, understand and follow the agency chain of command if issues arise.
8. Discuss any problems/concerns with the Practicum Instructor(s), (Educational or Task Supervisors). Students' line of communication in resolution of practicum problems is first, the Practicum Instructor, second the Faculty Liaison, third, the Practicum Coordinator, and fourth, the Director of the School.
9. Discuss appropriate method of contact and communication with Supervisor(s) outside of normal practicum hours.
10. Attend Practicum lab/seminar, which occur during the first semester of the generalist level Practicum (i.e. 4410/8160).

11. Document amount and type of time spent in practicum, i.e. direct vs. indirect hours, supervision hours.
12. Supply Educational Supervisor with copies of class syllabi and assignments sheets, if requested.
13. Prepare for weekly one-hour educational supervision as directed by Practicum Instructor(s).
14. Complete the Student Evaluation of Practicum Placement Experience online at the end of the 512-hour Practicum course.
15. Contact the Accessibilities Services Center (<http://www.unomaha.edu/student-life/inclusion/disability-services/index.php>) if accommodations are necessary.
16. If a student is hospitalized for any reason, including medical/mental health concerns, the student must provide documentation from an appropriate medical professional before returning to Practicum.
17. Follow the GASSW Student Handbook (www.unomaha.edu/socialwork) at all times while in Practicum.
18. Follow the NASW Code of Ethics at all times while in practicum, www.socialworkers.org/pubs/code

III. Practicum Prerequisites

A. BSSW Practicum Prerequisites

Students in the BSSW program are required to register for two courses of Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Practicum, for a total of 512 hours. The following table outlines the courses, and their designated credits and prerequisites for the BSSW student:

**Table 1: Practicum Courses, Credit Hours, and Prerequisites
For BSSW Program**

Level	Course/Credits	Clock Hours	Prerequisites
BSSW	SOWK 4410, Practicum I 5 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 3020 HBSE II (prior to) • SOWK 3350 Social Work Practice II (prior to) • SOWK 2120 Race, Class & Gender (prior to) • SOWK 4360 Social Work Practice III (prior or concurrent) • Permission of the Practicum Office
BSSW	SOWK 4420, Practicum II 5 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 4360 Social Work Practice III (prior or concurrent) • SOWK 4410 Social Work Practicum I (prior or concurrent)

B. MSW Foundation Practicum Prerequisites

Students in the MSW Foundation program are required to register for two courses of Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Practicum, for a total of 512 hours. The following table outlines the courses, and their designated credits and prerequisites for the MSW Foundation student:

**Table 2: Practicum Courses, Credit Hours, and Prerequisites
For MSW Foundation Program**

Level	Course/Credits	Clock Hours	Prerequisites
MSW Foundation	SOWK 8160, Practicum I 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8070 HBSE I (prior or concurrent) • SOWK 8090 Social Welfare Policy (prior or concurrent) • SOWK 8130 Generalist Practice I (prior or concurrent) • No Deficiencies in Research and/or Statistics • Permission of the Practicum Office
MSW Foundation	SOWK 8170, Practicum II 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8080 HBSE II (prior or concurrent) • SOWK 8110 Institutional Oppression (prior or concurrent) • SOWK 8150 Generalist Practice II (prior or concurrent) • SOWK 8160 Social Work Practicum I (prior or concurrent)

C. MSW Advanced Practicum Prerequisites

Students in the MSW Advanced program are required to register for two courses of Practicum. Students will remain in the same agency for both courses. Each course requires 256 clock hours of Practicum, for a total of 512 hours. Students are permitted to complete their Practicum in two agencies only if they are in a Dual Degree Program. The following tables outline the courses, and their designated credits and prerequisites for the MSW Advanced student:

**Table 3: Practicum Courses, Credit Hours, and Prerequisites
For Advanced MSW Program**

MSW Program	Course/Credits	Clock Hours	Prerequisites
Advanced Standing	SOWK 8400, Practicum I 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8230 Social Work Practice with Groups (prior to) • Permission of the Practicum Office
Advanced Standing	SOWK 8410, Practicum II 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • SOWK 8290 Health/Mental Health Practice (prior or concurrent) • One of the Remaining Following Courses: SOWK 8510, 8540, 8650, 8940, 8950 (prior or concurrent)
Advanced Standing	SOWK 8420*, Practicum III 1-3 Credits	1 Cr = 85 Hrs 2 Cr = 170 Hrs 3 Cr = 256 Hrs	<ul style="list-style-type: none"> • SOWK 8410 Advanced Practicum II (prior or concurrent) • Permission of the Practicum Office

*Advanced students may take SOWK 8420 Advanced Social Work Practicum III for one to three credit hours as an elective. Students devote 85 hours in practicum for one credit hour, 170 hours for two credit hours and 256 hours for three credit hours. They may remain in the same practicum setting as Advanced Social Work Practicum I and II, or they may be placed in a different practicum setting. To consider this option, students consult with the Practicum Office and their academic advisor. The maximum number of credits a student can take in advanced level practicum is nine credits.

D. MSW Advanced Dual Degree Prerequisites

Students in the MSW Advanced program are required to register for two courses of Practicum. Each course requires 256 clock hours of Practicum, for a total of 512 hours. Dual Degree students have the option to complete their Practicum in two agencies

depending on their interests. The following table outlines the courses, and their designated credits and prerequisites for the MSW Advanced Dual Degree student:

**Table 5: Practicum Courses, Credit Hours, and Prerequisites
For MSW Dual Degree Program with Public Administration**

Dual Degree	Course/Credits	Clock Hours	Prerequisites
MSW/MPA** Social Work/ Public Administration	SOWK 8400, Practicum I 3 Credits	256 Hours	Prerequisites for Social Work portion of Practicum: <ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • SOWK 8510 Personnel Administration & Supervision (prior to) • One of the Following Courses: SOWK 8250, 8540, 8560 (prior or concurrent) • Permission of the Practicum Office
MSW/MPA Social Work/ Public Administration	SOWK 8410, Practicum II 3 Credits	256 Hours	Prerequisites for Public Administration portion of Practicum: <ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • PA 8100 Advanced Management & Leadership for Public & Nonprofit Professionals (prior to) • PA 8050 Intro to Public Administration (prior to) • PA 8090 Organizational Theory & Behavior (prior to)

**Table 6: Practicum Courses, Credit Hours, and Prerequisites
For MSW Dual Degree Program with Public Health**

Dual Degree	Course/Credits	Clock Hours	Prerequisites
MSW/MPH*** Social Work/ Public Health	SOWK 8400, Practicum I 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8290 SW Practice in Health/Mental Health (prior to) • CPH 500, CPH 506 (prior to) • Two of the Following Course Options: SOWK 8510 or CPH 539; SOWK 8540; SOWK 8650 or CPH 566 (prior to) • SOWK 8940 or CPH 565 (prior or concurrent) • Permission of the Practicum Office
MSW/MPH*** Social Work/ Public Health	SOWK 8410, Practicum II 3 Credits	256 Hours	Practicum hours completed toward SOWK 8410 will not be counted until the student's Supervisory Committee approves the capstone project proposal <ul style="list-style-type: none"> • SOWK 8400 Advanced Practicum I (prior or concurrent) • One of the Remaining Course Options: SOWK 8510 or CPH 539; SOWK 8540; SOWK 8650 or CPH 566 (prior or concurrent) • One of the Remaining Courses: SOWK 8940 or CPH 565 (prior or concurrent) • CPH 580 (prior or concurrent)

**Table 7: Practicum Courses, Credit Hours, and Prerequisites
For MSW Dual Degree Program with Criminology and Criminal Justice**

Dual Degree	Course/Credits	Clock Hours	Prerequisites
MSW/MCRCJ**** Social Work/ Criminal Justice	SOWK 8400, Practicum I 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8190 Research & Computer Applications (prior to) • SOWK 8220 Clinical Social Work with Individuals (prior to) • One of the Following Courses: SOWK 8250 or 8230 (prior or concurrent) • One of the Following Courses: SOWK 8510, 8540, 8560 (prior or concurrent) • CRCJ 8010 or CRCJ 8020 (prior or concurrent) • Permission of the Practicum Office
MSW/MCRCJ Social Work/ Criminal Justice	SOWK 8410, Practicum II 3 Credits	256 Hours	<ul style="list-style-type: none"> • SOWK 8400, Advanced Practicum I (prior or concurrent) • One of the Remaining Courses: SOWK 8230 or 8250 (prior or concurrent) • One of the Remaining Courses: SOWK 8510, 8540 or 8560 (prior or concurrent)

**The MSW/MPA Dual Degree Program consists of 57 credit hours. Practicum is 512 hours which may or may not be in the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work (direct service) setting, and 256 hours are required in a Public Administrative (indirect service) setting. Before the Public Administration portion (indirect service) of practicum is taken, the core Public Administrative courses (PA 8100, 8050, 8090) must be completed.

***MSW/MPH Dual Degree Program consists of 57 credit hours. Practicum is 512 hours which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work (direct service) setting, and 256 hours are required in a Public Health setting. Before the Public Health portion of practicum is taken, students must have the required courses and Supervisory Committee approval of their capstone project. The capstone project must meet the requirements of the MPH program and must be completed by the end of the second practicum (SOWK 8410).

****MSW/MCRCJ Dual Degree Program consists of 57 credit hours. Practicum is 512 hours which may or may not be at the same agency. Two hundred fifty-six (256) hours are required in an advanced level Social Work setting. Two hundred fifty-six (256) hours are required in a Criminal Justice setting, provided the student has not previously completed their MSW Foundation practicum in a Criminal Justice setting (if applicable). Either the Social Work or Criminal Justice portion of practicum may be completed first.

If a student wants to seek Nebraska licensure, extra direct service hours may be taken and the optional SOWK 8420 utilized, if necessary.

IV. The Practicum Process - 3 Steps

Practicum placements are set up through a three-step process and made by means of a series of consultations involving the student, academic advisor, Practicum Office, and agency staff. The purpose of these consultations is to ensure student readiness for practicum and to ensure that

the students' educational needs are met. Academic advisors help students decide when in their course of study to take practicum, making sure prerequisites for practicum courses are fulfilled. Special needs, career interests, past experiences, and professional readiness are considered when determining practicum placements.

The three-step practicum process includes:

- 1) Passport to Practicum orientation modules,
- 2) Practicum Fair, and
- 3) Practicum Advisement

Students begin the three-step practicum process at least one semester prior to when they plan to begin practicum.

- Students planning to begin practicum in the Spring semester will begin the practicum process in the prior Fall semester.
- Students planning to begin practicum in the Summer or Fall semester will begin the practicum process in the prior Spring semester.

Emails will be sent out notifying students of the process early in the Fall and Spring semesters. Additionally, practicum information will be posted on the GASSW website.

A. [Passport to Practicum Orientation Modules](#)

All students taking practicum are required to complete the Passport to Practicum orientation modules offered during the prior semester before starting practicum. The Passport to Practicum orientation modules include specific guidelines for a successful practicum, including instructions, reference materials, activities, and short quizzes. Students are required to complete activities such as the Agency Exploration assignment and a self-assessing professional development assignment, among others. The Passport to Practicum orientation modules must be completed in full by the due date of the Practicum Agreement Form. The due date of the Practicum Agreement Form is discussed with the student in Practicum Advisement and posted on Canvas each semester.

B. [The Practicum Fair](#)

The Practicum Fair is sponsored by the UNO Grace Abbott School of Social Work each Fall and Spring semester. Students planning to take practicum are required to attend the Practicum Fair. The Fair provides an opportunity where both students and agency representatives have a chance to meet, talk and learn what each can offer the other. Date, time and location information is available on the GASSW website. Students living outside of the Omaha area, who are not on campus the day of the Practicum Fair, may complete an Agency Exploration assignment in lieu of attending the fair. Students within the Omaha area who are unable to attend the fair due to a conflict, must contact the Practicum Coordinator.

Please note: Practicum placements are not made at the Practicum Fair. Specific information regarding approved practicum agencies is available through the UNO Grace

Abbott School of Social Work website. Students are encouraged to review the list of practicum agencies in their website Planning Packets and on the Agency Partners listing prior to attending the Practicum Fair.

C. Practicum Advisement

Practicum Advisement is held during the semester before students begin practicum. Students sign up for a time to meet their Practicum Advisor through MavTrack. Students individually meet with Practicum staff to discuss Practicum options. During Practicum Advisement, discussion of the student's resume and preparedness for Practicum are taken into consideration before sending out letters of inquiry to agencies. A maximum of two letters of inquiry will be sent out to agencies at any given time. If a student is pursuing a Special Request, no letters of inquiry will be sent.

1. Interviewing Conduct

Students are expected to utilize professional interviewing skills when applying for a practicum position with the agency. As a resource, UNO Academic Career and Development Center (ACDC) has the "Big Interview" to assist with interviewing skills as well as other career development resources, (<https://www.unomaha.edu/news/2017/07/acdc-announces-addition-of-big-interview-to-career-resources.php>).

Community partners often communicate with the Practicum Office regarding placement openings, potential students and the student's professional behavior and academic readiness. The Practicum Office works hard to maintain positive relations with community partners in order to have a variety of placement options available for practicum students. If the Practicum Office or the GASSW receives more than two complaints of unprofessional interviewing skills or unprofessional behavior regarding a student during any part of the practicum process (including the Practicum Fair), the Practicum Office will discontinue the search for a practicum placement, and a Student Action Plan or Review Meeting will take place. Based on the student's past performance and review history, the Practicum Office will determine the type of meeting to be held or recommend the student's termination from the GASSW program.

2. Agreement Form

The Practicum Agreement Form is a contract between the agency and UNO GASSW regarding the student's practicum placement. It is the student's responsibility to ensure the Practicum Agreement Form is filled out correctly and submitted to the Practicum Office by the identified date. No practicum will begin without the student's Practicum Agreement Form first being on file with the Practicum Office.

The UNO Grace Abbott School of Social Work's relationship with its community partners is paramount to the success of the Practicum Program. Therefore, students who have interviewed and accepted a practicum with an agency, and

who have turned in a completed, signed Practicum Agreement Form to the Practicum Office, must honor that commitment to the agency. Implicit in this contract is an expectation that all three parties [the school, the student, and the agency] will keep the signed agreement. Exceptions to this policy may exist when keeping the commitment would present a hardship on the student, (i.e., death in the family, medical and mental health issues).

Final approval of the practicum placement is an educational decision and is retained by the Practicum Office.

3. Professional Behavior

Professional behavior is paramount to Practicum and goes beyond completing assignments. Development of Social Work professional skills involves critical thinking and demonstration of competencies to include both academic and behavioral indicators. In addition to successful completion of academic prerequisites, students will be evaluated by faculty members regarding their professionalism in the classroom. Students who fail to meet expectations regarding professional behavior will be requested to improve their demonstration of professionalism prior to being considered for a practicum placement.

Students should seek assistance to address any personal issues, which may interfere with professional and academic performance. A self-assessing professional development assignment will be used to assess the student's professionalism prior to and throughout Practicum. Students should refer to the GASSW Student Handbook for guidelines regarding professional behaviors for social workers as well as resources available to students, (see www.unomaha.edu/socialwork)

V. Special Requests In Practicum

All special requests are made to the Practicum Office and are acted on by the Practicum Committee. The Practicum Committee meets monthly during the Fall and Spring semesters and must approve all special requests (i.e., practicum in place of employment and practicum out-of-region). The process for submitting a special request is:

- 1) Submit all information to the Practicum Office no later than two weeks prior to the Practicum Committee Meeting during the semester prior to the student's practicum start date [e.g., submit information in spring for a summer or fall start in practicum, submit information in the fall for a spring start in practicum]
- 2) The request must be approved, and all conditions met before the practicum may begin
- 3) Students will be informed by phone or in writing/email of the decision regarding the proposed practicum as soon as possible after the Practicum Committee has met and reviewed the special request

A. Practicum at Place of Employment

The School does not encourage practicum in the student's place of employment; however, requests may be considered provided the student has not received academic credit for another practicum in the same setting. The request will be considered only if the agency can be approved according to the School's criteria for practicum agencies or is already an approved agency.

Students requesting to complete their practicum at their place of employment must create a voice over power point which includes the information listed below. The power point and all supporting documents must be submitted to the Practicum Office no later than two weeks prior to the Practicum Committee Meeting during the semester prior to the student's practicum start date. The Practicum Committee meets in September, October, November, February, March, and April. The Practicum Committee does not meet in December or January.

The following items must be met in order to apply for a practicum at the student's place of employment:

- 1) The specific reason for the special request including rationale for completing the practicum at the student's place of employment as opposed to any other agency
- 2) A statement of long-range professional and practice goals specifying how they relate to the proposed practicum
- 3) A description of former social work employment, volunteer experiences and practicum. Include a current resume
- 4) Proof that the agency of employment meets the general guidelines for the Grace Abbott School of Social Work found in the Practicum Manual. Identify if the agency is an agency the Practicum Office has worked with in the past or a new agency. If agency is new, a meeting will be held with the student, the Practicum Office, and the proposed supervisors to discuss the student's special request. Additionally, the Agency Profile must be completed and on file with the Practicum Office
- 5) A current job description with a chart specifying actual assignments and the student's role. If the student has been employed nine (9) months or less and their current responsibilities meet the requirements of the School, no change in responsibilities is needed. However, if the student has been employed for more than nine (9) months, practicum assignments must be different from current responsibilities. Therefore, both the current and proposed job descriptions are needed in the chart
- 6) If the student has been employed longer than nine (9) months, there must be different supervision from the current position
- 7) The Educational and Task Supervisor(s) must have completed the Application to be a Practicum Supervisor and gone through the Practicum Supervisor Training prior to the student beginning their practicum hours
- 8) A completed Practicum Learning Contract that contains a clear, succinct statement, which show how the proposed practicum meets the School's requirements for specific practicum levels.

- 9) The student's proposed practicum work schedule vs their employment schedule
- 10) A completed Practicum Agreement Form

Once the Practicum Office has reviewed the special request power point and supporting documents, the information is forwarded to the Practicum Committee for review. The Practicum Committee will meet to discuss the student's special request and a final decision will be made regarding whether the student's request has been approved.

B. Practicum Out of the Region

Students who would like to complete their Practicum out-of-region are encouraged to begin the Practicum process one year prior to their Practicum start date. The definition of a Practicum-Out-Of-Region is a practicum in an area where the student does not normally reside and/or where the Practicum Office typically does not have practicum sites. Check with the Practicum Office to verify if your proposed practicum meets criteria for out of the region. In order to meet particular student needs, a special request for practicum out of the region may be considered provided the student has not received academic credit for another practicum in the same setting. Students must create a voice over power point which includes the information listed below. The power point and all supporting documents must be submitted to the Practicum Office no later than two weeks prior to the Practicum Committee Meeting during the semester prior to the student's practicum start date. The Practicum Committee meets in September, October, November, February, March, and April. The Practicum Committee does not meet in December or January.

The following items must be met in order to apply for a practicum out of the region:

- 1) The specific reason for the special request including rationale for completing the practicum out of the region
- 2) A statement of long range professional and practice goals specifying how they relate to the proposed practicum
- 3) A description of former social work employment, volunteer experiences and practicum. Include a current resume
- 4) Proof that the agency meets the general guidelines for the Grace Abbott School of Social Work found in the Practicum Manual. Identify if the agency is an agency the Practicum Office has worked with in the past or a new agency. If agency is new, the Agency Profile must be completed and on file with the Practicum Office
- 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.
- 6) A completed Practicum Agreement Form

Additional Requirements for Practicum Out-of-Region Include:

- 1) The student is responsible for locating an agency, possibly through an accredited School in the proposed area, and bringing this to the attention of the Practicum Office. If requested, the Practicum Office may assist the student by giving the locations of accredited Schools.

- 2) All new agencies must fill out the Agency Profile
- 3) There must be an available form of communication with a Faculty Practicum Liaison via Zoom, Skype or other face-to-face technological venue through which visits can be held.
- 4) The student is responsible to obtain the names, titles, addresses, phone numbers and e-mails of appropriate contacts of professional social workers and practicum supervisors willing to take a practicum student.
- 5) All new Practicum Supervisors must complete the Application to be a Practicum Supervisor and the online Practicum Supervisor Training prior to the student beginning their practicum hours
- 6) The student must show that he/she is able to finance a practicum out of the region with all the accompaniments, (transportation, housing, food, etc.)
- 7) The student is responsible to keep in contact with the Practicum Office by journaling weekly and e-mailing his/her journals to the Practicum Office
- 8) The student must follow any additional University requirements for completing practicum outside the United States

The Practicum Office will contact the agency and the proposed practicum supervisor(s) to affirm their willingness to provide supervision according to the UNO GASSW practicum policies and to answer any questions the proposed site may have. If problems occur, the Practicum Office will consult with the agency and/or supervisor(s) to resolve the situation.

Once the Practicum Office has reviewed the special request power point and supporting documents, the information is forwarded to the Practicum Committee for review. The Practicum Committee will meet to discuss the student's special request and a final decision will be made regarding whether the student's request has been approved.

VI. The Practicum Learning Contract

The Learning Contract is the single most important document for the student in practicum. The Learning Contract is the student's "Road Map" while in practicum. It outlines the activities a student intends to do while completing their practicum. It informs the Practicum Office what activities the student will be doing in practicum, provides accountability so all parties are aware what the student will be doing in practicum and thereby minimizes any possibility of misunderstandings. In addition, the completed Learning Contract enables the student to plan their time at the agency accordingly.

Students known to plagiarize any or all parts of the Learning Contract and turn in the document as their own, regardless if the Learning Contract was given to the student by the Supervisor, will be requested to complete a Student Action Plan and/or participate in a Review meeting. If a supervisor offers a student a previously completed Learning Contract, the student may review the document, but then is expected to return the document back to the supervisor and complete their own work.

A. BSSW & MSW Foundation Programs

BSSW and MSW Foundation students complete Generalist Practicum I & II at one agency. Therefore, one Learning Contract is created for the total 512 hours in practicum. A copy of the student's proposed Learning Contract must be submitted to the Practicum Office two weeks after the start of the student's practicum. The Practicum Office will review the student's Learning Contract, and may suggest changes or additions, with a copy being resubmitted once the updates are incorporated.

The BSSW and MSW Foundation generalist level practicum courses should provide opportunities for direct and indirect practice experiences that involve different types and sizes of human systems. Students must complete assignments in each of the following Learning Contract Goal areas:

- (1) Agency/Systems Framework,
- (2) Communication,
- (3) Assessment,
- (4) Intervention,
- (5) Research & Evaluation,
- (6) Professional Conduct, Values, & Ethics, and
- (7) Performance as Learner

There are five objectives for each Learning Contract Goal. Students must identify a minimum of 3-5 specific, measurable and time centered activities they plan to complete in practicum to meet each objective. The only objective students may leave blank or put a "NA" in is objective #18 (Goal 4) which states: "Provide direct services to groups with a treatment, educational or developmental purpose." If an agency does not offer groups and does not plan to implement any groups while the student is in practicum, the "NA" is permissible. However, if the agency offers groups for clients or wants to create a group then the student is expected to indicate this as an activity for objective #18.

B. MSW Advanced & Dual Degree Programs

MSW Advanced students complete Advanced Practicum I & II at one agency. Therefore, one Learning Contract is created for the total 512 hours in practicum.

Dual Degree students in our MSW Advanced program may complete 512 hours at one agency, completing one Learning Contract. Alternatively, dual degree students may opt to complete 256 hours in a social work setting and 256 hours in a public administration, public health or criminal justice setting depending on the dual degree program. Two Learning Contracts are completed if the student is at two separate agencies (i.e., Learning Contract for social work portion and Learning Contract for MPA, MPH or MCRCJ portion).

A copy of the student's proposed Learning Contract must be submitted to the Practicum Office two weeks after the start of the student's practicum. The Practicum Office will review the student's Learning Contract, and may suggest changes or additions, with a copy being resubmitted once the updates are incorporated.

The MSW Advanced level practicum courses should provide opportunities for direct and indirect practice experiences that involve different types and sizes of human systems. Students must complete assignments in each of the following Learning Contract Goal areas:

- (1) Agency/Systems Framework,
- (2) Communication,
- (3) Assessment,
- (4) Intervention,
- (5) Research & Evaluation,
- (6) Professional Conduct, Values, & Ethics,
- (7) Performance as Learner,
- (8) Clinical Practice, and
- (9) Administrative/Policy/Advocacy Practice

There are five objectives for each Learning Contract Goal. Students must identify 3-5 specific, measurable and time centered activities they plan to complete in practicum to meet each objective. The only objectives students may leave blank or put a “NA” in are objective #18 (Goal 4) which states: “Provide direct services to groups with a treatment, educational or developmental purpose,” and objective #39 (Goal 8) which states: “Lead/co-lead therapy or psycho-educational group.” If an agency does not offer groups and does not plan to implement any groups while the student is in practicum, the “NA” is permissible. However, if the agency offers groups of any kind or wants to create a group, then the student is expected to indicate this as an activity for the objective.

VII. Evaluation In Practicum

Students are evaluated three times throughout their 512 hours in practicum:

1. 130 Hour In Progress Evaluation (non-graded),
2. 256 Hour Grade Evaluation, and
3. 512 Hour Grade Evaluation

In addition to these formal evaluation mechanisms, informal verbal evaluations take place in the weekly, one-hour supervisory conferences with the Educational Supervisor as well as in day-to-day contacts between the student and the Practicum Supervisor(s).

Please note: Academic credit for life experience and previous work experience will not be given, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas.

A. Non Graded Evaluations

The GASSW provides a non-graded evaluation tool to be used by the Practicum Supervisor to assess the student’s progress early in the practicum. Additionally, Practicum Supervisor(s) are encouraged to have conversations during supervision or other similar type meetings in order to offer routine feedback regarding the student’s progress in practicum.

1. 130 Hour In Progress Evaluation

The 130-Hour In-Progress Review is a non-graded evaluation and a brief review of the student early in placement. The purposes of this progress review are to:

- a. Assess progress on attaining goals and objectives stated in the Learning Contract
- b. Identify strengths and growth areas of students' knowledge, values, skills, and competencies
- c. Determine whether students' performance meets expectations for their educational level
- d. Determine if the student is progressing in their skill development in their practicum placement
- e. Determine if the student is meeting the expectations of the agency and if the agency is meeting the expectations of the practicum program

If practicum skill performance is not acceptable or there are concerns in areas of student performance, the Practicum Supervisor(s) must specify, in writing, what the student needs to do to bring their performance up to an acceptable standard and must inform the Faculty Liaison immediately of any problem areas. The Practicum Supervisor(s) must provide a signed copy of the 130-Hour In-Progress Review to the Faculty Liaison and student.

B. Graded Evaluations

The GASSW provides an evaluation tool based on the Learning Contract and EPAS competencies to be used by the Practicum Supervisor to assess student learning. Practicum Supervisors are trained in the use of this tool prior to supervising students. Practicum Supervisors are responsible for giving a suggested grade to the Practicum Office; the GASSW Practicum Coordinator assigns the final grade.

Grades are due within the first two weeks following the completion of each 256 hours in practicum. If this is not possible, students must contact the Practicum Coordinator as soon as possible. Specific processes for submitting grades are available in the student's Practicum Planning Packet and on the School's website. The evaluation process is also reviewed during Faculty Liaison visits with the student and Practicum Supervisor(s) prior to the submission of the suggested grade.

The Practicum Instructor should indicate on the Evaluation Tool the suggested grade level of performance at 256 hours and at 512 hours. Grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. The level of performance and grading scale is located on the Practicum Evaluation Tool. The grade recommendation is generally the grade submitted by the Practicum Coordinator, assuming there have been no problems during the practicum. In practicum courses, a student must receive a grade of B or higher. If a student receives a grade in practicum that is lower than a B, the Practicum Coordinator will notify the GASSW Program Chair, and a Student Action Plan and/or Review meeting will be held.

The levels of the rating scale in the Practicum Evaluation Tool describe expectations for a student in training, with the understanding that a student may be at various stages of development of professional behaviors and skills in each area. The scale shown in the following table is used to evaluate students in their practicum setting.

Practicum Student Grades

Level of Performance	Description of Performance	Letter Grade
9.5–10 Outstanding Level	Student's efforts and skills in this competency are excellent.	A+
7.5–9.4 Exceeds Expectations	Student's efforts and skills in this competency are above expectations.	A = 8.5 – 9.4 A- = 7.5 – 8.4
5.5–7.4 Meets Expectations	Student's efforts and skills in this competency are satisfactory.	B+ = 6.5 – 7.4 B = 5.5 – 6.4
2.5–5.4 Below Expectations	Student makes some effort and/or has some skills in this competency, improvement is needed.	B-
1.0–2.4 Unacceptable	Student makes little effort and has little skill in this competency.	F, D-, D, D+, C-, C, C+

The evaluation of students' practicum performance is a necessary, continuous process engaged in by both students and the agency Practicum Supervisor(s). All evaluations are based on:

- The Practicum Learning Contract, which has been completed and signed by the student and the Practicum Supervisor(s) and reviewed by the Practicum Office; and
- The Practicum Supervisor's recommended letter grade based on the rating scale in the Practicum Grade Evaluation Tool. Students are invited to become familiar with this form early in practicum and at intervals throughout the practicum as it will be the basis for their semester grade.

1. [The 256 Hour Grade Evaluation](#)

The grade evaluation at the completion of 256 hours is based on the Learning Contract. The Practicum Supervisor must rate the student's progress toward activities established on the Learning Contract, write comments in each goal area, review and discuss the evaluation report with the student as part of the supervisory process.

2. [The 512 Hour Grade Evaluation](#)

The grade evaluation at the completion of 512 hours is based on the Learning Contract. The Practicum Supervisor must rate the student's progress toward activities established on the Learning Contract, write comments in each goal area, review and discuss the evaluation report with the student as part of the supervisory process.

3. The Grading Process

The method and timing of the oral discussion of the Grade Evaluation Tool differs, based on the style of the Practicum Supervisor and the needs of the student. The essential point is that students read the evaluation and have an opportunity to discuss it with the Practicum Supervisor(s). The student's signature on the Practicum Grade Evaluation Tool is required as evidence they have read it.

Should a student disagree with the Practicum Supervisor's evaluation after discussion, the student may present their comments in a written addendum to the Practicum Grade Evaluation Tool. Both the Grade Evaluation Tool prepared by the Practicum Supervisor(s) and the addendum by the student are signed by both parties to indicate these statements have been discussed with each other.

The Practicum Supervisor prepares and signs the Grade Evaluation Tool and submits it by email to the Practicum Office within two weeks after the completion of 256 hours and 512 hours in practicum. Students should retain copies of their graded Evaluation Tool. It is the student's responsibility to ensure the grade is turned in to the Practicum Office at the appropriate time frame.

Students who have a grievance regarding a practicum grade, must first speak with the Practicum Coordinator. If the meeting does not yield a satisfactory agreement, the student should arrange a meeting with the BSSW or MSW Coordinator (depending on the student program) and follow the GASSW Student Handbook, (see School's website: www.unomaha.edu/socialwork).

4. Termination in Practicum

Due to the unique and complex nature of practicum, when a student is terminated from practicum, the Practicum Office will make case-by-case decisions in consultation with the Program Chair, Practicum Coordinator, the MSW or BSSW Coordinator and the Academic Advisor. Students who are terminated and/or receive a grade of "F" in Practicum will have a Student Review Meeting to determine next steps and/or the student's status within the social work program and university. If the student has previously had a Student Review Meeting, a Practicum Advancement Meeting will be held to determine if the student is eligible to continue in the Grace Abbott School of Social Work program.

5. Grade Appeals

Students who do not receive a passing grade in practicum or feel their grade evaluation is prejudice or capricious, may appeal their grade by following the Grace Abbott School of Social Work Student Handbook guidelines for grade appeals. Graduate students may appeal their grade through the graduate

college for reinstatement only after appealing to the Grace Abbott School of Social Work first as directed by the Student Handbook guidelines, (see School's website: www.unomaha.edu/socialwork).

6. Evaluation of the Practicum Experience

At the end of the total 512 hours in practicum, students will have an opportunity to evaluate their practicum experience, the practicum agency, and their faculty liaison. Students will be emailed an Evaluation of the Practicum Experience near the end of their 512 hours in practicum. This evaluation must be completed and submitted in order for the student's final grade to be posted.

Practicum Supervisors will receive an Evaluation of the Faculty Liaison near the end of the student's 512 hours in practicum. Practicum Supervisors are encouraged to complete the evaluation on each faculty liaison they may have worked with throughout the student's practicum. The Practicum Office will keep this information on file at the School for feedback regarding performance of Faculty Liaisons.

VIII. Practicum Particulars

A. Supervision In Practicum

1. Educational Supervisor

The type of Practicum Supervisor who is responsible for meeting with the student a minimum of one hour per week, assists the student in incorporating academic studies into Practicum experiences, completes necessary paperwork, and is responsible for the student's suggested grade. Educational Supervisors must attend the Practicum Supervisor Training prior to supervising a student for the first time.

Students must meet with their identified Educational Supervisor for a minimum of one hour per week throughout their practicum. If the Educational Supervisor is unavailable for the scheduled weekly supervision at any point during the student's practicum, and there is no other qualified social worker available at the agency, the student should contact their Faculty Liaison for supervision.

If the student is a BSSW student, then the Educational Supervisor must be a MSW with two years of experience or a LCSW, LICSW, LISW or a Licensed Master Social Worker.

If the student is a MSW Foundation or MSW Advanced student then the Educational Supervisor must be a LCSW, LICSW, or a LISW.

2. Task Supervisor

The type of Practicum Supervisor who is responsible for teaching and transmitting knowledge to the student regarding the day-to-day tasks at the agency. The Task Supervisor may be from any discipline, i.e., psychology,

counseling, nursing, etc. Students may or may not have a Task Supervisor depending on their practicum placement.

Task Supervisors must attend the Practicum Supervisor Training prior to supervising a student for the first time. If the Educational Supervisor is not located at the practicum site, then the student must have a Task Supervisor, who therefore, may have an increased responsibility in supervising the student. Task Supervisors are not responsible for the one-hour supervisory sessions with the student but may hold meetings with the student and offer input as far as the student's practicum grade.

B. Practicum Hours

1. Record of Practicum Hours

Students are required to keep a Record of Practicum Hours to document time spent at practicum. The Record of Practicum Hours spreadsheet can be located on the GASSW website (www.unomaha.edu/socialwork), or online in the student's Practicum Planning Packet. Categories listed on the worksheet include documentation of direct and indirect hours as well as weekly one-hour supervisory sessions. Students must share the Record of Practicum Hours with their Practicum Supervisors and their Faculty Liaison for periodic review to ensure they are on track with their required hours. The Record of Practicum Hours is submitted at the end of the student's 512 hours.

2. Block/Full Time & Concurrent/Part Time Practicum Hours

Students are required to complete a minimum of 512 hours of practicum for each social work program level: BSSW, MSW Foundation, and MSW Advanced. Therefore, MSW students who begin their educational program at the Foundation level and continue to the Advanced level will complete two 512-hour practicum experiences (MSW Foundation practicum + Advanced MSW practicum) totaling 1,024 practicum hours.

Students may choose a block/full-time format (32-40 hours per week) or a concurrent/part-time format (16-20 hours per week). There is no variation of these two formats. Students choosing the block/full-time format complete the full 512 hours in one semester. Students choosing the concurrent/part-time format complete 512 hours over two semesters. See chart below:

Type of Practicum	Hours	Semesters
Block / Full Time	32-40 hours per week	1
Concurrent / Part Time	16-20 hours per week	2

While students have the choice of a block or concurrent practicum, one model may work best for a particular agency. Many hospitals or short-term, crisis-type agencies prefer the block/full time format, while most agencies specializing in counseling and other clinical-type services prefer the concurrent/part time

format. Some agencies will take students utilizing either model. The Practicum Office can help students in making this decision.

3. Direct & Indirect Practicum Hours

Students are responsible for keeping track of time spent in practicum. Practicum Supervisors share responsibility for reviewing the student's time spent in practicum. Agencies should not expect students to extend their time beyond the 512 hours, unless there is a need for students to bring some part of their practicum up to standards, or the student requests the additional time. Requests to exceed 512 hours must be discussed with the Faculty Liaison and approved by the Practicum Office. Students must keep a Record of Practicum Hours, which tracks their time spent in practicum.

In general, any completion of practicum activities from home including readings, research or other practicum related activities does not count toward practicum hours. However, there may be circumstances (i.e., COVID) that would permit students to complete practicum activities from home. These circumstances should be discussed with the Practicum Office for approval.

The Practicum Office differentiates between direct and indirect hours in the students' practicum setting as shown in the following table. For a complete listing of what constitutes Direct and Indirect Hours in practicum, please refer to the handout on direct hours in the Practicum Planning Packet materials or contact the Practicum Office.

Table of Direct and Indirect Hours

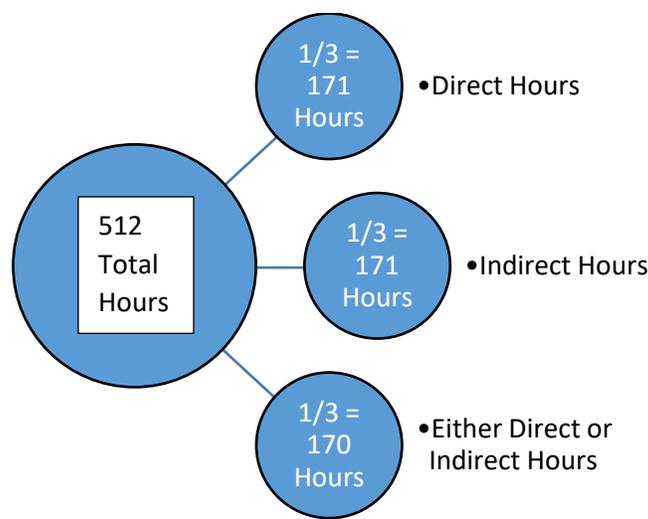
Direct Hours	Indirect Hours
Face-to-face, phone, and other contacts that support the provision of direct services/interventions for clients or client systems, such as:	Time spent at the practicum agency gaining knowledge and skill in:
<ol style="list-style-type: none"> 1. Case management 2. Crisis services 3. Assessment 4. Individual client sessions 5. Couples and family sessions 6. Client group sessions 7. Client centered staff/team meetings 8. Personal advocacy and brokering 	<ol style="list-style-type: none"> 1. Agency policy, procedures, and orientation 2. Professional trainings and conferences 3. Networking 4. Strategic planning and budgeting 5. Research and evaluation 6. Program development 7. Organizing for social and political action 8. Documentation

4. Minimum Practicum Hour Requirements

All practicum students are required to obtain a minimum of one-third (171 hours) of their total practicum hours in direct practice, and a minimum of one-third (171 hours) of their total practicum hours in indirect practice. The

remaining one-third of their required hours can be in either category of direct or indirect practice depending on the student's interest and availability at the practicum setting (Figure #1). This policy ensures students engage in practicum activities, which will prepare them for generalist social work practice, and allows students to identify, engage in, and develop skills related to their area of interest (e.g., micro vs. macro) depending on their practicum setting.

Figure #1 Direct and Indirect Hours



5. Direct Hours for Nebraska State Licensure

MSW Advanced students often obtain roughly two-thirds of their total hours in direct practice due to the Nebraska state mandate requiring social workers to have a minimum of 300 direct hours of MSW practicum experience under the supervision of a LCSW to qualify for their provisional license in the state of Nebraska. According to the state, 150 of the 300 direct hours must be face-to-face contact.

6. Practicum Days, Evenings & Weekends

A "Practicum day" is defined similar to an "agency administrative working day." Students are required to work a consistent weekly schedule in practicum throughout each semester. The student's weekly practicum schedule must be indicated on the cover page of the student's Learning Contract. Students may work partial days if their schedule is approved by their Practicum Supervisor and the Practicum Office.

Students are encouraged to be at their practicum site/agency for increments of no less than three (3) – four (4) hours per day. Additionally, students are required to work at least one-third (1/3) of their total weekly practicum hours between the hours of Monday – Friday 7am-7pm.

When an agency's workday extends to evenings and weekends, and the student would like to take advantage of those hours, the following must occur:

- a. Students must spend time at the agency during the day to experience the normal functioning of the agency and be available for any staff, treatment team meetings, client referrals, etc. held during the day, see table below.
- b. Students must continue to have the one hour per week supervision from a qualified Educational Supervisor.
- c. An agency-designated supervisor must be present at all times during practicum hours on evenings and weekends, (i.e., Task or Educational Supervisor).
- d. Students are not to be on call 24 hours and carry beepers or agency cell phones after their scheduled practicum hours.
- e. Students must have a meaningful role in the agency.
- f. Student's weekly practicum schedule must be completed on the Learning Contract and approved by the Practicum Office.
- g. Students are to keep the Practicum Office aware of any schedule changes.
- h. Students must complete their practicum hours at the practicum agency. Exceptions include attending a workshop or a training for the agency, or visiting other agencies for the purpose of networking, and home visits done with co-workers. Practicum Supervisors and students must submit in writing and receive approval from the Practicum Office any other assignments taking place outside the agency or practicum site. Practicum assignments completed at home will be considered homework, and therefore will not count as practicum time. Exceptions may exist due to circumstances outside of the student's or agency's control, (i.e., COVID).

The following tables outline the minimum amount of time students must work at an agency during the hours of 7am – 7pm Monday – Friday depending on whether the student is completing a Concurrent/Part time or Block/Full time practicum:

CONCURRENT/PART TIME:

One-third of the student's weekly practicum hours must be completed Monday - Friday 7am to 7pm. Hours must be completed in at least 3-4 hour increments.

Total Number of Weekly Practicum Hours	Total Number of Hours Must Be Done M-F 7am -7pm
16 hours/week	*5 hours/week M-F 7am-7pm <i>*Hours must be done all at the same time</i>
17-19 hours/week	6 hours/week M-F 7am-7pm
20 hours/week	7 hours/week M-F 7am-7pm

BLOCK/FULL TIME:

One-third of the student's weekly practicum hours must be completed Monday - Friday 7am to 7pm. Hours must be completed in at least 3-4 hour increments.

Total Number of Weekly Practicum Hours	Total Number of Hours Must Be Done M-F 7am -7pm
32-34 hours/week	11 hours/week M-F 7am-7pm
35-37 hours/week	12 hours/week M-F 7am-7pm
38-40 hours/week	13 hours/week M-F 7am-7pm

7. **Absences from Practicum, Change in Hours, Holidays & Medical Leave**
Continuity of service to clients is important and will be considered if it is necessary for the student to be absent from practicum. Absences caused by illness or other reasons except educational workshops or conferences, are not counted toward required time and must be made up. Professional conferences or workshops may count toward practicum time, if approved by the Practicum Supervisor.

Students are required to keep a consistent weekly practicum schedule throughout each semester in practicum. If the student is completing a concurrent/part time practicum, their weekly schedule may change at the end of the semester due to course scheduling. Students are requested to notify their Faculty Liaison if there is a change in their weekly practicum schedule. The Practicum Office must preapprove changes in the student's weekly practicum schedule that are not due to the semester break.

- a) **Vacations:** Vacations may be taken while in Practicum only if approved by the Practicum Supervisor(s) and Practicum Office. Other necessary time off must be pre-approved by the agency and the Practicum Office.
- b) **Holidays:** If a student is scheduled to work on a holiday, and the agency is open, the student must keep their weekly practicum schedule. If the student is scheduled to work on a holiday, and the agency is closed, the student must make up the hours not worked due to the holiday.
- c) **Hospitalizations:** If a student is hospitalized for any reason, including medical/mental health concerns, the student must provide documentation from an appropriate medical professional before returning to Practicum.
- d) **Other:** Students are expected to discuss with their supervisor(s) time away from the agency to attend Practicum Seminar/Lab.

C. Placement Changes & Withdrawal from Practicum

Practicum is designed to be an educational learning experience for students. However, there may be situations where the practicum and the student are not a good match. In those cases, the Practicum Office will look at all factors impacting the student's practicum and decide on the course of action. Students are not permitted to leave an agency placement due to type of work, population served, or other reasons which may be worked out with the assistance of the Faculty Liaison.

Although students are expected to complete both practicum courses in the same agency, if the student and/or agency present sound reasons to the Practicum Office, a change of placement may occur at the completion of the first course. However, careful consideration should be made before requesting such a move.

Students requesting a change in their Practicum Agency assignment need to consult with their Faculty Liaison and the Practicum Office. The Practicum Office will consider all factors and make the final decision. Time spent in the first practicum may or may not be transferred into the next placement. Consultation with the Practicum Committee may be sought in these situations, and the following criteria will be taken into consideration:

- a. The learning environment of the practicum student
- b. The number of hours the student has completed
- c. The party initiating the move or change in practicum placement
- d. The School, agency and/or student's attempts to resolve issue

Dropping Practicum is the same as dropping any other Social Work course, therefore if a situation arises that prohibits a student from fulfilling their commitment, students must:

1. Contact the Practicum Office
2. Contact their Academic Advisor
3. Contact the agency only after arrangements have been made with the Practicum Office
4. Disenroll in Practicum (if applicable)

Cases will be dealt with on an individual basis and discussed with the Practicum Committee when necessary.

D. Student Safety in Practicum

Safety in practicum may not be in the forefront of the student's mind when beginning practicum. However, it must be considered as students embark on their new role with the agency and the population they may or may not be familiar with. Safety videos are available on Passport to Practicum and should be viewed by students prior to beginning their practicum placement. During their Practicum, students are encouraged to spend time with supervisors discussing the Practicum Safety Checklist found online in the Practicum Planning Packet, to ensure they are knowledgeable and prepared regarding agency safety and protocol. Students may also review the University's policies and procedures regarding student safety through the following link:

<http://www.unomaha.edu/student-life/student-safety/index.php>

The Practicum Office has a few policies regarding safety in practicum:

- No home visits without a supervisor or coworker accompanying the student; exceptions include when students are completing their practicum at their place of employment or when a student has been to the home with the supervisor 5-6 times, has been given permission by the agency, and is comfortable with doing home visits alone with the client/family system
- No transporting clients: exceptions include when students are completing their practicum at their place of employment
- No driving agency vehicle: exceptions include when students are completing their practicum at their place of employment

E. Agency Records

Students are reminded to exercise strict confidentiality when handling agency clinical records and to follow all agency policies and procedures regarding confidentiality. Students are not permitted to keep client records or documentation on their personal computer. All client documentation must be kept at the agency. The Practicum Supervisor must first clear any client centered agency-related identifiable information used in class.

As a part of the Learning Contract, students are required to keep a weekly practicum journal to process practicum activities and events. Students are requested to refrain from using identifying client information when journaling.

F. The Faculty Liaison

Students will have a Faculty Liaison throughout their time in practicum; the primary role of the Faculty Liaison is to support the student. The Faculty Liaison is a member of the UNO GASSW Practicum Office and is available to the student and the Practicum Supervisor(s) at the agency to answer questions or mediate any problems, and offer encouragement during the time the student is in practicum.

The Faculty Liaison makes a minimum of two (2) visits to the agency to meet with the student and the Practicum Supervisor(s) but is available for more visits as needed or requested by the student or Practicum Supervisor(s). The Faculty Liaison is also available for supervision with the student in the occasional absence of the student's Educational Supervisor.

G. Practicum Lab/Seminar

Students enroll in Practicum Lab/Seminar their first semester of practicum. The Practicum Lab/Seminar is required of all undergraduate students (SOWK 4410) and foundation level MSW students (SOWK 8160). Practicum Lab/Seminar is a series of seven, two-hour seminars. The seminars are counted as 14 indirect hours toward the required 256 hours of the practicum course. Practicum Lab/Seminar is synchronous and

held remotely. Students are notified in writing, typically via e-mail, of the date and time of the labs/seminars at the beginning of each semester. The labs/seminars are led by a member of the Practicum Office and give students a chance to share and analyze practicum experiences; to discuss issues and ethical dilemmas confronted in practice, as well as issues related to supervision, safety, and boundaries. Students' practicum should begin at least two weeks prior to the start of Practicum Lab/Seminar to allow enough time at the agency to complete seminar assignments.

H. Accommodations In Practicum

Students who have a disability and use accommodations in the classroom, are encouraged to make an appointment with the Accessibilities Services Center, phone (402) 554-2872, website: <https://www.unomaha.edu/student-life/inclusion/disability-services/index.php>, H & K 104, as soon as reasonably practicable prior to the first day of the placement in the field to ensure that reasonable accommodations can be made for the practicum placement.

In addition to accommodations in the classroom, the Accessibility Services Center (ASC) helps coordinate accommodations for students with disabilities at any practicum, internship, service learning experience or other field placement. Students requiring such an accommodation should speak with an ASC representative early in the site selection process. Students must make an appointment with the ASC, phone: (402) 554-2872, e-mail: unoaccessibility@unomaha.edu, well in advance of the placement to ensure that reasonable accommodations can be made for the placement.

IX. Other Administrative Practicum Policies

A. Liability Insurance

The University of Nebraska provides insurance covering all students who are required by their concentrations to provide services to clients. Agencies needing assurance that students are covered can request a copy of the letter from the Practicum Office. Students are encouraged to obtain additional liability insurance coverage through NASW NE Chapter for a minimal fee.

B. Discrimination & Sexual Harassment

The University has a policy regarding discrimination and sexual harassment. It applies to all students in practicum. A statement of the policy is located on the UNO website: <http://www.unomaha.edu/student-life/student-conduct-and-community-standards/index.php>

C. Transportation

Unusual or excessive travel or other expenses should be reimbursed partially or totally by the agency. Students will be expected to follow agency policy regarding transportation for self and others during work hours. Students are not permitted to transport agency clients or drive an agency vehicle unless the student is completing

their practicum at their place of employment. Students who may be completing their practicum at their place of employment and are transporting agency clients in their vehicles are advised to check with their personal insurance agency policies pertaining to this practice as well as ascertain the extent of their automobile liability insurance. Safety issues and policies must be reviewed by the agency with students.

D. Cell Phones & Electronic Communication

Students may not engage in personal use of their cell phone during practicum hours. The school recommends students discuss appropriate cell phone/electronic communication with their Practicum Supervisors. Each agency has different protocol regarding cell phone/electronic communication and students are expected to adhere to the agency policies. Students may not carry beepers, be on call or carry an agency cell phone for the agency outside of set practicum hours. If the agency would like the student to be on call, special permission must be obtained through the Practicum Office. The request must be signed by the student and Practicum Supervisor. The request will then be reviewed by the Practicum Office.

E. Social Media

The use of social media and networking has become an increasingly important method to stay connected and communicate with people. Students are expected to adhere to the following communication criteria while involved in the Practicum experience, (i.e., Practicum Fair, Practicum Orientation, Practicum Advisement, interviewing with Practicum agencies, and completing Practicum hours at the agency):

- No derogatory language should be used, including via technological media when discussing client or Practicum related issues, (i.e., a defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slur; a comment/image that would offend on the basis of race, gender, gender identity, national origin, sexual orientation, religion, age, political beliefs, disability, or any other category protected by law).

In addition, students are expected to follow the agency policies and guidelines regarding communication with clients via e-mail, telehealth, and phone use, including cell phone use, and texting, (correspondence via phone may need to be utilized in cases of client emergencies in order to ensure message is reaching individual).

Infractions to these policies will be dealt with on a case by case basis and could result in the student being removed from Practicum or the Social Work Program. In addition, appropriate sanctions may be imposed by the Grace Abbott School of Social Work.

1. Cell Phones

- a) Students are encouraged to refrain from use of loud music and slang language when establishing their voice messaging system or when leaving a message for agency co-workers or other professionals. (Students may not receive a call back if their message is unprofessional)
- b) The student must follow agency guidelines and protocol regarding cell phone use, texting, etc. during Practicum time, (including driving to and from appointments for Practicum). The school requires no personal cell phone use during practicum time; however cell phone use is permitted during identified breaks when clients are not present or as directed by the Practicum Supervisor(s)
- c) Students should refrain from taking photos of clients or sending photos to clients via cell phone
- d) Engaging in sexually explicit behavior via cell phone, or engaging in illegal or gambling behavior via cell phone is forbidden while in Practicum

2. Computer Use

- a) Students should use their UNO email account in their correspondence with the Practicum Office and the practicum agency.
- b) Refrain from using provocative or inappropriate language when establishing their e-mail address
- c) Students are encouraged to watch their use of grammar, spelling and punctuation when sending e-mails; be professional
- d) Students must refrain from engaging in sexually explicit behavior via computer or engaging in illegal or gambling behavior via computer
- e) Students should refrain from using agency computers for personal use and personal use of computers on practicum time

3. Facebook, Twitter, etc.

- a) Personal use of any social media and internet browsing should not take place during Practicum time. Exceptions are use of internet to complete research or other agreed upon activities for Practicum
- b) Facebook, Twitter, and other forms of social media should not be used to discuss Practicum experiences or Practicum relationships, i.e., with clients, co-workers, supervisors, etc.
- c) Students should not be “friends” with clients on Facebook, Twitter, and other forms of social media
- d) Students are encouraged to use good judgment when uploading private information, photos or videos on Facebook or other internet/social media sites, i.e. no client photos (confidentiality issues) or “party photos” (ethical issues)

F. Dual Relationships In Practicum

Dual relationships should be avoided when possible. The Practicum Office reserves the right to prohibit a student from interning at an agency where issues of dual roles, or other conflicts of interest may be problematic.

G. UNO Code of Conduct

The UNO code of Conduct will be followed at all times while students are in practicum. Students are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice, and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student's prior or current academic performance. As stated in the code of conduct:

<http://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php>

H. Student Statutory Leave

Students may be called for mandatory community services such as jury duty, testifying, etc. Students should contact the Practicum Office within five days of receiving the written notice from the city, state, or federal government. The policy on student statutory leave can be found here:

<http://www.unomaha.edu/registrar/students/after-enrollment/civil-leave.php>

I. NASW Code of Ethics

Students are expected to comply with university policies, the NASW Code of Ethics (www.socialworkers.org/pubs/code), policies and procedures identified in the Practicum Manual as well as agency policies at all times. A breach of the NASW Code of Ethics by a student while in practicum may result in a Student Action Plan or Student Review Meeting, up to and including termination from practicum and/or the program.

X. Glossary of Practicum Terms

Advanced MSW Program: The Advanced MSW Program refers to a combination of clinical and administrative/policy/advocacy knowledge, values, and skills. This program allows students flexibility in designing their educational program to address social service delivery system needs for advanced knowledge and skill in both direct and indirect practice.

BSSW Program: The BSSW program is the undergraduate educational program which emphasizes basic social work knowledge, values and skills preparing students for a generalist social work position.

BSSW Student: A student in the Undergraduate Program at the UNO Grace Abbott School of Social Work.

Block/Full Time Practicum: Students complete 32-40 hours per week over one semester.

Concurrent/Part Time Practicum: Students complete 16-20 hours per week over two semesters.

Direct Hours/Services: These include face-to-face and other contacts that support the provision of direct services/interventions for clients or client systems. Examples are case management, crisis services, assessment, brokering, personal advocacy, and education, counseling, or therapy in various formats (individual, couple, family, group, etc.), aftercare and follow-up. The student should complete a minimum of one-third (171) hours in direct client services during their total 512 hours in practicum. A complete listing of Direct and Indirect hours is included in the students Practicum planning packet.

Dual Degree Programs: Three Dual Degree Programs are offered by the UNO Grace Abbott School of Social Work (MSW/MPA, MSW/MPH, MSW/MCRCJ). These dual degree programs consist of 57 credit hours.

- The MSW/MPA program prepares students to provide a variety of advanced direct and indirect social work services and assume leadership in the public service sector, specifically administrative and policy work with governmental units and non-profit organizations.
- The MSW/MPH program prepares students to provide the range of advanced social work services and assume leadership in the public health sector to promote and protect physical and mental health, with a focus on population-based services, prevention, collaboration, and strategies and policies grounded in basic science.
- The MSW/MCRCJ program prepares students to provide the range of advanced social work services within the criminal justice sector, promoting collaboration between the Social Work and the Criminal Justice System in order to better serve the client/inmate populations.

Practicum hours will be divided evenly between direct practice and indirect practice, i.e., 256 hours Social Work Practicum and 256 hours in Public Administration, Public Health, or Criminology/Criminal Justice Practicum.

Educational Supervisor: The type of Practicum Supervisor who is responsible for meeting with the student a minimum of one hour per week, assists the student in incorporating academic studies into Practicum experiences, completes necessary paperwork, and is responsible for the student's suggested grade. If the student is a BSSW student, then the Educational Supervisor can be a MSW with two years of experience or a LCSW, LICSW, LISW or a Licensed Master Social Worker. If the student is a MSW Foundation or MSW Advanced student then the Educational Supervisor must be a LCSW, LICSW, or a LISW.

EPAS Standards: Educational Policy and Accreditation Standards put forth by the Council on Social Work Education (CSWE); the UNO Grace Abbott School of Social Work accrediting body.

Faculty Liaison: The individual employed by UNO Grace Abbott School of Social Work who is available to the student and the Practicum Supervisor(s) at the agency to answer questions or mediate any problems during the time the student is placed at the agency. The Faculty Liaison makes a minimum of two (2) visits to the agency to meet with the student and the Practicum Supervisor(s) but is available for more visits as needed or requested by the student or Practicum Supervisor(s).

Indirect Hours/Services: These include assignments that provide knowledge of agency policy and procedures; supervision and staff management. Examples are work on task groups and staff

development, staff meetings, training, and conferences; planning process including assessment of community problems/needs; developing and implementing plans and programs; administration such as committee/board work and communication, policy issues, accountability, budgeting, etc.; organizing for social and political action; other agency research and client notes, documentation, or paperwork. The student should complete a minimum of one-third (171) hours in indirect services during their total 512 hours in practicum. A complete listing of Direct and Indirect hours is included in the students Practicum planning packet.

MSW Advanced Student: A student who has their BSSW and returns to obtain their master's degree in Social Work or a student who has completed the MSW Foundation program.

MSW Foundation Program: The MSW Foundation program is our first year MSW educational program which emphasizes basic social work knowledge, values and skills preparing students for the Advanced (Standing) MSW program.

MSW Foundation Student: A student who has a bachelor's degree in another field and is returning to school to obtain their master's degree in Social Work. This student will take core Social Work courses before moving into the Advanced Master's Program.

Practicum Advancement Meeting: A special meeting that may include the following: Practicum Coordinator, Program Chair, MSW or BSSW Coordinator, MSW or BSSW Academic Advisor, and student. The purpose of the meeting is to address issues when a student has experienced a termination in Practicum or other significant Practicum related difficulties.

Practicum Supervisor: Either the Educational or Task Practicum Supervisor.

Task Supervisor: The type of Practicum Supervisor who is responsible for teaching and transmitting knowledge to the student about the day-to-day tasks at the agency. The Task Supervisor may be from any discipline, i.e., psychology, counseling, nursing, etc. Students may or may not have a Task Supervisor depending on the agency and if the Educational Supervisor is on site.

Nebraska Licensure: Students who wish to qualify for Nebraska licensure must have 300 clock hours of tasks supporting direct client services that encompass mental health services under the supervision of a licensed MSW, (e.g., LCSW, LICSW). One hundred fifty (150) of the required 300 direct hours, must be face-to-face contact with clients. In order to meet this requirement, students may need to have as much as two thirds of their practicum assignments focused on direct services. If necessary, up to 100 of these hours may be met by direct client services provided during the UNO Social Work graduate foundation level practicum (SOWK 8160 and 8170). The Practicum Office makes every effort to hold information seminars regarding Nebraska Social Work Licensing regulations 1-2 times per academic year.