Dear Practicum Instructor:

According to our records, you have a practicum student who is in your agency and under your supervision this semester.

Enclosed is the information you will need for practicum in order to assist the student in meeting the 512 hour practicum requirement. If however, you find yourself in need of any other documents, please contact the practicum office and we will forward the requested information to you.

We would also like to clarify some possible areas of confusion for Practicum Instructors and/or your student(s):

1. **CONCURRENT (Part Time) or BLOCK PRACTICUM (Full Time):**
   - **Concurrent/Part Time**: Students complete 512 hours @ 16-20 hours per week over two semesters or approximately 32 weeks.
   - **Block/Full Time**: Students complete 512 hours @ 32-40 hours per week over one semester or approximately 16 weeks.
   - Students must stay within the listed time frames throughout their practicum

2. **SUPERVISION:**
   - **Educational Supervision**: According to UNO School of Social Work guidelines and CSWE Accreditation standards, all MSW students must be supervised a minimum of one hour per week by a Licensed Clinical Social Worker while completing their practicum. All BSSW students must be supervised a minimum of one hour per week by either an MSW or a LCSW. The School of Social Work regards the supervision of our practicum students as paramount to their learning and education, and require all Educational Supervisors who provided the one hour per week supervisory sessions to attend a Practicum Instructor Training.
   - **Task Supervision**: Task Supervisors do not need to be social workers, but must know the job well and be able to transmit this information to the practicum student. Task Supervisors are not required to meet with the student one hour per week, but may if they would like. Task Supervisors often contribute to the evaluation process of the student.

   If you are providing supervision for a student, and have not completed our training, please contact the Practicum Office to register for our next training. I have also enclosed a list of suggested topics to discuss in supervision with your practicum student.

3. **LEARNING CONTRACT:**
   We encourage you to meet with your student(s) early in their practicum to assist them in developing the Learning Contract. Please speak with your student(s) regarding available activities and opportunities at your agency in addition to student interests in practicum. You may also want to give the student a job description of tasks they might complete in practicum. A
A copy of this Learning Contract must be submitted to the Practicum Office within the first 2 weeks of the student’s practicum with you.

4. EVALUATION:

   There are three (3) evaluations to complete during the student’s practicum:
   - There is one 130 Hour In-Progress Evaluation to be completed at approximately 130 hours in practicum. The form is included in your packet. The purpose of this evaluation is to provide students with feedback on their progress throughout the initial weeks of their practicum and to ensure the student is on track with your expectations. Please keep a copy of the document for yourself and for the student, with the original sent to the Practicum Office.
   - The first grade takes place at 256 hours in practicum. Students should inform you when they are approaching the time frame for their first grade. The electronic version of the grading tool is included with this packet of information. Please follow the instructions tab at the bottom of the spreadsheet and contact the Practicum Office with any questions. Students are evaluated on the specific activities they have listed on their Learning Contract, as opposed to the objective. Comments must be typed in the gray shaded box after each goal area. The Cover page, 256 Hours and Summary page tabs must be printed, reviewed with the student and signed, prior to giving the forms to the student to submit to the Practicum Office.
   - At 512 hours the same process is followed.

If you have any questions or concerns regarding practicum or the supervision of the student, please feel free to contact me at (402) 554-2797. We hope that you will have a successful and satisfying practicum experience this semester.

Sincerely,

Konnie Kirchner, LCSW
Practicum Coordinator