

BSW Practicum 3-Quarter Field Practicum Calendar for the 2023-2024 Academic Year

EVENT	Fall 2023	Winter 2024	Spring 2024
BSW Field Practicum Orientation (full day)	Sept. 20, 2023		
First Day at Field Practicum	Sept. 25, 2023	Jan. 3, 2024	Mar. 25, 2024
Education Plan due in Student's Tevera® Account <i>Completed and signed by student and PI.</i>	Oct. 11, 2023	Revisions are due by the 2nd week of each quarter.	
Veteran's Day – Fall Quarter	Nov. 10, 2023		
Thanksgiving Break – Fall Quarter <i>No Field that Wednesday</i>	Nov. 22-25, 2023		
Martin Luther King Jr. Holiday- Winter Quarter <i>No Field</i>	Jan. 15, 2024		
Presidents Day- Winter Quarter <i>No Field</i>	Feb. 19, 2024		
Easter Break- Spring Quarter <i>No Field that Monday</i>	Mar. 29-Apr. 1, 2024		
Memorial Day- Spring Quarter <i>No Field that Monday</i>	May 27, 2024		
Last Day at Field Practicum	Dec. 4, 2023	Mar. 15, 2024	June 5, 2024
Quarterly Evaluation due in PI's Tevera® account and Log of Hours due in Student's Tevera® account by 6:00 p.m. <i>Must be signed by PI and student. All hours must be completed by the end of each quarter</i>	Dec. 8, 2023	Mar. 15, 2024	June 7, 2024
Final Examination week: <i>Can make-up field practicum hours this week</i>	Dec. 4-9, 2023	Mar. 12-16, 2024	June 4-8, 2024

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Students in the BSW Program are required to complete **450** hours of field for the academic year. A total of **150** hours of field is required for each Quarter of the academic year. All field hours must involve social work practice at the field agency site and occur under the supervision of a Practicum Instructor (PI).

Students are typically in field on Mondays and Wednesdays and intern a total of 15 hours per week.

Students are permitted to accrue field hours during the course of their field practicum. Accruing extra hours in field is not a requirement, but an option to plan for absences that may occur due to illness, religious observances, or inclement weather. **Students in the BSW program may accrue a total of no more than 15 hours for the entire academic year.**

Accrued hours are recorded on the Field Practicum Log of Hours in Tevera®, which must be approved by the PI. Students may request use of accrued hours any time during the Fall, Winter, or Spring quarters. The PI should be notified before having to be absent from field. If a student is absent and does not have accrued hours, the student is encouraged to confer with the Practicum Instructor to identify a plan for making up the hours at a future date.