Social Work Assistant Program

Practicum Handbook

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SECTION 1

INTRODUCTION AND PROGRAM REVIEW

The Associate Degree of Applied Science in Human Services at Central Ohio Technical College received final approval from the Ohio Board of Regents to begin in the Fall of 1996. The degree name was changed to Associate Degree of Applied Science in Social Work Assistant in 2023 to better align with the program goals. The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social service settings. The Social Work Assistant program provides quality education in this field concerned with social welfare, social problems, family systems and interventions. The program provides a foundation in generalist social work, which will prepare students for challenging work in a variety of social service settings. Entry-level courses in the helping professions such as psychology, sociology, social welfare and mental health and wellness will be offered. Specialty classes will include chemical dependency, case management, direct practice skills, and group dynamics.

In practicum, students will be provided opportunities for personal and professional growth through knowledge-based learning, experiential processes, and community involvement through 280 hours of practical experience under direct supervision of professionals in local agencies.

The Social Work Assistant program has been designed to meet the course work standards of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board registry as a Social Work Assistant. Graduates will have also met the educational requirements for the Chemical Dependency Counselor Assistant and a portion of the educational requirements for the Chemical Dependency Counselor I certification through the Ohio Chemical Dependency Professionals Board. A representative sample of job titles which graduating students should be qualified to pursue includes: Social Work Assistant, Family Services Worker, Chemical Dependency Counselor, Case Manager, Victim Advocate Assistant, Disabilities Services Worker, Residential Treatment Facility Worker, Intake Specialist, and Job Coach.

Program Statement of Purpose

The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social work assistant and human services settings serving individuals, families, groups, and communities by providing opportunities for personal and professional growth through knowledge-based learning, experiential processes, community involvement, and practical experience under direct supervision of professionals in local agencies.

Program Objectives

To accomplish the stated purpose of the Social Work Assistant Program, the following student learning outcomes have been developed.

Upon successful completion of the Social Work Assistant Program, the students will be able to:

1. Demonstrate an understanding of the role of the human services and social work assistant in a variety of social service settings.
2. Examine current social issues and their impact on society, including substance use and dependence.
3. Compare and contrast a variety of family systems
4. Apply interpersonal skills in helping relationships, including crisis intervention and group dynamics.
5. Apply case management skills, including documentation, assessment, treatment planning, and the ability to make appropriate referrals.
6. Demonstrate the ability to adhere to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations and responsibility for professional growth

PURPOSE OF THE PRACTICUM

The purpose of the Social Work Assistant Practicum at Central Ohio Technical College is to provide students with a supervised work experience at a community agency. Practicum students observe and actively participate in the operation of that particular community agency. This provides students with:

1. Direct knowledge of social service agencies and work requirements;
2. Professional growth and development;
3. Opportunity to transfer classroom learning to the work experience; and
4. Potential job placement and/or references.

The Practicum is a collaborative experience. Those persons involved include the Practicum Student; the Social Work Assistant Practicum Faculty, including the Practicum Coordinator and/or Program Director and assigned meeting Faculty, who are COTC faculty members and who act as liaisons between the Practicum Student and the Practicum agency personnel; and the person primarily responsible for supervising the student at the Practicum agency, who is referred to as the Site Supervisor.

Students must meet all prerequisites and obtain final permission from the Practicum Coordinator and/or Program Director in the Social Work Assistant program before placement at a particular community agency. The student, the Practicum Coordinator, and/or the Program Director work closely together to determine the student's career goals and appropriate location for the practicum experience which will best meet the student's needs. Although every effort will be made to place the student at an agency they request, there is no guarantee that this will be possible. Practicum Agencies are available based on which practicum course the student will be enrolled and site availability during any given semester. Furthermore, it may be in the judgment of the Practicum Coordinator and/or Program Director that a certain type of experience in a particular Practicum agency will best match the student's strengths and capabilities. Therefore, the final decision for placement will be made by the Practicum Coordinator and/or Program Director. It is the responsibility of the student to behave as a professional and obtain the most they can from the practicum experience in whatever placement they receive.

Generally, it is not recommended that a student complete a practicum experience at an agency in which they are employed. This can create confusion for the student, the student's co-workers and the clients served by the agency. However, a practicum placement will be allowed at a student's place of employment if the practicum activities and experiences are separate and different from the student's normal work activities. If a student would like a practicum experience at an agency where they are employed, they should let the practicum coordinator know and the Practicum at Place of Employment procedure as outlined in the Social Work Assistant Program Guide will be followed.

The practicum experience involves a total of 280 contact hours during the final year before a student graduates. Thus, a student spends approximately ten (10) hours per week during two semesters (hours per week may increase in shortened summer semester) of practicum in this valuable work experience.

In addition to their hours at the assigned community agency, practicum students participate in a two-hour weekly Practicum Seminar led by Social Work Assistant program faculty. This seminar provides a structured space to explore and apply concepts from the classroom to real-world practice experiences. Course discussions center on situations students encounter in their practicum settings, encouraging critical reflection and integration of theory with practice. Students also complete a

Practicum Journal and related assignments that document their experiences, support self-assessment, and serve as a foundation professional skill development.

Final evaluation of the Practicum Student's progress is also a collaborative effort. The Site Supervisor completes a final evaluation form at the end of each semester and recommends a grade. This evaluation is reviewed by the student and the Site Supervisor as well as the Social Work Assistant Faculty. The assigned meeting Faculty also completes evaluations that will be incorporated into the final grade. The student can self-evaluate his/her progress through the Practicum Course Assignments. The final grade is determined by the Faculty using the assessment and grading outlined in the course syllabus.

RESPONSIBILITIES OF THE PRACTICUM STUDENT

It is understood and agreed that the student enrolled in the Social Work Assistant Program at COTC and participating in the practicum experience shall:

A. Initiate positive and active participation in the practicum experience in accordance with the Practicum agency requirements and COTC's Social Work Assistant Program requirements, including but not limited to the following:
    1. Become familiar with the practicum agency's policies, procedures, personnel, and client populations.
    2. Work cooperatively with practicum agency personnel to support the delivery of appropriate services, care, and/or client education.
    3. Collaborate with the Site Supervisor and the Practicum Coordinator to establish an approved practicum schedule prior to the start of the practicum semester.
    4. Arrange and maintain reliable transportation to and from the practicum agency.
    5. Attend all required practicum seminar class meetings and complete all assigned coursework as instructed by COTC faculty.
    6. Complete 140 practicum hours during both of the 2 required practicum courses.
    7. Schedule and participate in two required meetings with assigned COTC faculty during the semester.

B. Abide by all policies and procedures of the Practicum agency.

C. Maintain professional standards for health, safety, appearance, and ethical conduct in accordance with the requirements of COTC's Social Work Assistant Program; the Practicum agency; any applicable accrediting bodies; and the NASW Code of Ethics and NOHS Ethical Standards.

D. Maintain confidentiality regarding information gained during the practicum experience or through seminar discussions to the extent dictated by federal and state law as well as the NASW Code of Ethics and the NOHS Ethical Standards.

E. Notify their Site Supervisor directly if, due to an emergency or unforeseen circumstance, they will be late or absent on a scheduled practicum day. Communication should occur as early as possible. Any missed hours must be rescheduled in collaboration with the Site Supervisor and the Practicum Coordinator. When the COTC campus is closed (e.g., holidays, academic breaks, or inclement weather), students are not required to attend practicum. However, students may use their professional judgment, in consultation with their Site Supervisor, to determine whether attending practicum on these days is appropriate and beneficial to their learning experience.

F. Notify the Site Supervisor as well as the Practicum Coordinator of any concerns related to the practicum experience.

RESPONSIBILITIES OF THE PRACTICUM AGENCY

It is understood and agreed that the Practicum agency shall:

A. Assume full and final responsibility for the care of its clients.

B. Work collaboratively with COTC in designating a qualified, appropriately credentialed Site Supervisor employed by the Practicum agency with authority for providing instruction, supervision, and evaluation of the student(s) during the practicum experience as required by COTC. Designated Site Supervisors at the Practicum Agency will have at least a bachelor's degree or higher, or an associate degree plus five or more years of work experience.

C. Provide the student(s) with educationally appropriate practicum experiences, which will meet the student performance objectives as outlined in the practicum course syllabi.

D. Provide the student(s) and Practicum Coordinator with reasonable use of the Practicum agency's facilities necessary to participate in the practicum experience. This includes but is not limited to the use of a private area for conferring with the student(s), as well as the use of the Practicum agency's kitchen, lounge, dressing room, lockers, restrooms, and/or other comfort facilities.

E. Provide access to emergency medical care to a student enrolled in the Practicum agency for an injury sustained in the course of participation in the practicum experience. The student shall be responsible for payment of all costs of this care. The Practicum agency shall not have any further responsibilities for any injury or illness to a student/faculty, which may occur as a result of participation in the practicum experience.

F. Notify the Practicum Coordinator and/or other authorized COTC representative immediately of any incidents or accidents involving a student during the practicum experience.

G. Maintain the right to deny or revoke access to the practicum agency for COTC faculty, staff, and/or students who do not meet the agency’s established standards and policies related to health, safety, appearance, and ethical conduct. This includes the right to dismiss current practicum students from the agency for failure to comply with these standards or policies.

H. Permit visitation of the Practicum agency by representatives of any accrediting bodies for purposes of evaluation of the Social Work Assistant program at COTC provided that advance notice of date and time is given.

RESPONSIBILITIES OF COTC

It is understood and agreed that COTC shall:

A. Assume primary responsibility for the Social Work Assistant Program inclusive of curriculum planning and selection of course content, coordination of didactic and practicum components, the appointment of faculty, processing admission applications, and awarding of degrees.

B. Provide qualified instruction and oversight for students assigned to the practicum agency to ensure appropriate learning experiences in social work. A Practicum Coordinator will be designated to serve as the official liaison between the student and the Site Supervisor. The Practicum Coordinator's responsibilities shall include, but are not limited to, the following:
   1. Advising students on readiness for practicum, providing orientation to practicum expectations and requirements, and coordinating placement at an approved practicum agency.
   2. Assigning a faculty representative who will participate in two meetings per semester with the Site Supervisor and student(s) to review progress toward established practicum objectives.
   3. Providing the Site Supervisor with materials to be used for evaluating student progress at the Practicum agency.
   4. Collaborating with practicum seminar course instructors to determine and assign the student's final practicum grade.

C. Ensure that all students are fingerprinted and a records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI). Copies of records check will be available upon request to the Practicum agency.

D. Obtain the following signed statements from all students prior to participation in the practicum experience and provide a copy of each to the Practicum agency upon request:

   1. Student Information Release Authorization
   2. Statement of Confidentiality and Ethical Responsibility
   3. Statement Regarding Pending or Prior Arrest
   4. Drug Free/Criminal Charges Acknowledgement
   5. Statement Regarding Sobriety/Recovery
   6. Health Awareness Acknowledgement
   7. Emergency Contact and Health Information
   8. Practicum Agreement

E. Provide relevant resources to the Site Supervisor regarding the COTC Social Work Assistant Program. This shall include, but is not limited to, orientation and continued reference to the program's philosophy, purpose, objectives, and overall curriculum framework.

F. Adhere to the Practicum agency's policies and procedures during the practicum experience.

G. Agree to maintain confidentiality with regard to all client and site staff information gained during the educational experience, to the extent dictated by federal and state law.

H. Provide general liability insurance with a one million dollar ($1,000,000) per occurrence, and two million dollar ($2,000,000) annual aggregate. COTC agrees to be responsible for verifying this insurance and will provide copies of insurance certificates upon request of the Practicum agency.

I. Pay any fees charged by appropriate accrediting bodies relevant to Social Work Assistant Program at COTC.

J. Inform all students/faculty of the risk of contracting Hepatitis B.

COOPERATIVE RESPONSIBILITIES OF COTC AND PRACTICUM AGENCY

The Practicum agency and COTC will work cooperatively on the following matters:

A. Following criteria established by COTC and any accrediting bodies with regard to:
   1. Assignment of students to assure adequate planning and coverage of sound educational objectives.
   2. Evaluation of student practicum assignments with results to be used by COTC in the overall evaluation of the student.

B. Neither COTC nor the Practicum agency will discriminate against any student based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

C. Both parties agree to comply with all applicable federal and state provisions governing the privacy of student records.

D. Both parties agree that as soon as reasonably possible disagreements between the Site Supervisor, Practicum agency personnel, Practicum Coordinator, clients, and/or students will be brought to the attention of the appropriate administrator at COTC and at the Practicum agency for the purpose of prompt resolution. The Practicum agency will maintain the privilege of resolving any problem situation in favor of the client's welfare and restricting the student's involvement until the incident can be clarified and resolved.

E. The Practicum Agency reserves the right to impose temporary or permanent withdrawal of a student from the practicum site for just cause, as determined by the agency's policies and professional standards. If a student does not successfully complete a practicum placement due to performance-related concerns, COTC will require the student to enter into a Professional Conduct Agreement prior to assignment to a subsequent practicum. A student who is dismissed from two practicum placements due to performance may be subject to dismissal from the Social Work Assistant Program.

SECTION 2

PRACTICUM POLICIES & EXPECTATIONS

Practicum Prerequisites:

- Student is enrolled in the Social Work Assistant Program
- Student has received a C grade (2.00) or better in each of the following courses:
    - ENGL-100: Composition I
    - ENGL-101: Composition II
    - SWA-100: Principles of Social Work
    - SWA-111: Addictions Studies I
    - SWA-121: Direct Practice Skills
    - SWA-141 Therapeutic Group Practice Skills
    - SWA-131: Case Management

Student Requests for Practicum Placement:

Students must initiate contact with the Practicum Coordinator within the first four weeks of the semester preceding the term in which they intend to enroll in Practicum.

- Upon initial contact, students will receive the semester-specific *Important Information* handout outlining required deadlines for paperwork submission, registration, and placement.
- Students are required to meet with the Practicum Coordinator to assess readiness for practicum prior to proceeding with placement. This meeting must be completed no later than Week 11 of the semester preceding the intended practicum term.
- By Week 11, students must submit and sign all required paperwork, and provide a copy of a current BCI background check.
- Students who do not meet these requirements by the stated deadlines cannot be guaranteed a practicum placement for the following semester.

Practicum Guidelines:

- Students must complete 140 hours at their practicum agency, for each of the 2 semester practicum courses.
- Students may complete a maximum of 10 hours prior to the official start date of the semester (all paperwork and course registration must be complete prior to any hours being completed).
- Primarily, students' hours should comprise time spent physically at the practicum agency. In the event that practicum hours are to be completed from a remote location, students should email the Practicum Coordinator for approval. This may include attending meetings/working with clients via zoom, conducting research, project planning or any other assigned task not done at the agency.
- Students may not exceed 20 hours a week at the practicum agency, without permission from the Practicum Coordinator unless they are making up for previously missed hours or planning for upcoming missed hours and this plan has been approved by their Site Supervisor.
- It is required that the student is actively participating in scheduled hours at the practicum agency for a minimum of 14 weeks in the semester (11 weeks for summer semester).

- Students may stay at the same agency for both semesters of practicum or request a new placement agency for the second practicum.

Bureau of Criminal Investigation (BCI) Records Check:

To initiate the practicum placement process, students must have a current BCI records check on file. Students are strongly encouraged to begin this process well in advance due to potential processing delays.

- Students are responsible for obtaining the BCI records check and submitting the report to the Practicum Coordinator no later than **Week 11** of the semester preceding the term in which they intend to enroll in practicum.
- Official registration for practicum will not be permitted until the Practicum Coordinator has received and verified the student's BCI records check.
- A new BCI records check is required if more than one year has elapsed since the date of the previously submitted report.

Instructions/Options for Obtaining BCI Records Check:

Students are required to obtain a BCI (Ohio) criminal background check for the purpose of education/practicum placement in accordance with ORC 109.572. Students should select the option that best matches their fingerprinting site's available categories. If asked for a BCI code, use: *"Other-Social Work Practicum", OR 5153-111.*

- On Newark Campus:
  - Students should pay for the BCI background check online by logging into their MyCOTC portal, then under the Menu (top left of the screen), go to College Finances > Paying for College then under the "NEW Quick Pay Links" . Select the BCI Background Check link and pay using a credit/debit card.
  - Student will receive an email confirmation that can be taken to Security to verify payment. Take a copy of the email (showing it electronically is permitted) and a valid Driver's License or State ID to the security office located at 105 Warner Center for fingerprinting. No appointments are necessary.
  - At the Security Office, complete the fingerprinting and required paperwork, and confirm that the BCI results will be forwarded to your student record upon completion. You will receive an email notification from Student Records once the BCI has been added to your file. After receiving this confirmation, notify the Practicum Coordinator.Off Campus:
  - Student can secure a BCI background check from another private or public agency, but they are responsible for making sure it is a BCI Background Check authenticated by the Ohio Bureau of Criminal Identification and Investigation, using the options described above.
  - The BCI should be mailed to student's home address and then the student should scan and email it to the Practicum Coordinator.

Placing Students in Practicum with Criminal Backgrounds

In SWA-100 Principles of Social Work, students are provided with a List of Prohibited Offenses and sign a Criminal Background Acknowledgement Letter related to potential barriers to practicum & licensure based on criminal history. In addition, students are provided with the list of Medicaid Disqualifying Offenses and the process for obtaining the Certificate of Qualification of Employment (CQE) through the Department of Rehabilitation and Corrections. More information can be found at on the Ohio Department of Rehabilitation & Correction Website

If charges appear on a student's BCI background check, the Practicum Coordinator will contact practicum agencies that may be willing to accept the student, based on prior experience with the agency and applicable state law requirements. Students may independently contact additional agencies to assist with placement only if the Practicum Coordinator is unable to secure placement through agencies with which COTC has an existing agreement. The College does not guarantee practicum placement for any student. While COTC will make good-faith efforts to assist students in securing an appropriate practicum placement, acceptance decisions rest solely with the practicum agency, and placement availability may be limited by agency policies, legal requirements, and background check results (See policy in COTC Social Work Assistant Program Guide for additional details)

Practicum at Place of Employment

Practicum placement can occur at the student's place of employment if the job responsibilities differ from the student learner role. If the student requests practicum at the place of employment, the Practicum Coordinator will provide the student with a copy of the policy and a form to complete prior to beginning any practicum hours. The form requires written documentation outlining the specific tasks of the student's employment and the specific tasks of their practicum placement. The statement should be signed by the student and their practicum Site Supervisor and emailed to the Practicum Coordinator prior to the first day of the practicum placement. Ideally, the job supervisor and the student site supervisor are two different people.

The student may not be paid for any practicum hours at the agency. The Practicum Coordinator has the right to deny the request if there is not adequate differentiation between the two roles or supervision. (See policy in COTC Social Work Assistant Program Guide for additional details).

Professional Conduct in Practicum

It is expected that students will demonstrate professional conduct in the Practicum Agencies at all times. This includes, but is not limited to following the NASW Codes of Ethics, the NOHS Ethical Standards, the Practicum Handbook, the Social Work Assistant Program Guide, and the COTC Code of Student Conduct.

A Practicum Agency reserves the right to remove a student from the practicum placement for just cause, as determined by the agency's policies and professional standards. In the event of removal, the student is required to meet with the Practicum Coordinator to review the circumstances and determine appropriate academic and programmatic next steps, which may include withdrawal from the practicum course for that semester and planning for a future practicum placement.

Any behaviors by a student that are considered Prohibited Conduct under the Professional Standards and Expectations (located in COTC Social Work Assistant Program Guide) and/or the COTC Code of Student Conduct may constitute the development of a Professional Conduct Agreement. Should there be concerns about your performance or behavior in practicum, the Practicum Coordinator will communicate with you. If

necessary, the procedure for implementing a Professional Conduct Agreement will be followed. Subsequent Practicum agencies must be informed that the student has withdrawn, failed, and/or been dismissed from a previous Practicum agency and receive a copy of the Professional Conduct Agreement.

The Practicum Coordinator will work with a student who is under a Professional Conduct Agreement to make a good-faith, reasonable effort to secure placement at an appropriate practicum agency. If a reasonable number of practicum agencies are contacted and none are willing to provide supervision for the student, the student may be required to delay practicum enrollment until a suitable placement becomes available (See policy in COTC Social Work Assistant Program Guide for additional details).

Legal Charges During Practicum

If a student is charged with a new legal offense at any time after completion of the BCI background check and prior to completion of all practicum requirements, the student must notify the Practicum Coordinator immediately. The student must not complete additional practicum hours until they have consulted with the Practicum Coordinator.

The Practicum Coordinator will notify the Practicum Site Supervisor, and the practicum agency will determine whether the student may continue at the practicum site in accordance with agency policies and applicable law. If a student is removed from the practicum agency as a result of new legal charges, the student may be required to withdraw from the Practicum Seminar course for that semester, as alternate placements are not available mid-semester. New legal charges may also require the development of a Professional Conduct Agreement, in which case the procedures outlined above will be followed.

Practicum Placement Process:

- The Practicum Coordinator is responsible for facilitating all practicum placements. Students must not contact practicum agencies independently without prior approval from the Practicum Coordinator.
- Practicum placements are assigned based on program priority. Students enrolled in Practicum II will be placed before students enrolled in Practicum I. For Practicum I students, the placement process will begin only after all required paperwork has been completed and a current BCI background check has been received.
- Students will be notified of their practicum agency assignment via their COTC email address on or before a semester-specific date. Exact notification dates will be provided in the *Important Information* handout each semester.
- Practicum agencies may require additional clearances or prerequisites, including but not limited to CPR certification, TB testing, drug screening, additional background checks, vaccinations, or agency-specific orientation. Some requirements may involve additional costs to the student. Students will be informed of any such requirements at the time of placement and may accept or decline the placement at that time.
- Upon receipt of placement information, students are responsible for contacting the assigned practicum agency Site Supervisor to schedule an interview. Placement is contingent upon successful completion of the interview and final approval by the Site Supervisor.
- If an agency declines to offer placement following an interview, if a student declines a placement offer, or if both parties determine that the placement is not an appropriate fit, the student must notify the Practicum Coordinator immediately. The Practicum Coordinator will determine next steps and identify additional placement options, subject to agency availability.

Practicum Hours and Chemical Dependency Licensure Requirements

Students who have obtained licensure from the Ohio Chemical Dependency Professionals Board may choose to use their practicum hours as supervised work experience to fulfill licensure requirements. Central Ohio Technical College and the Social Work Assistant Program will have no responsibility and/or liability for maintaining these supervision records. The sole responsibility for following required processes is on the licensee/student. Additionally, practicum agencies are not required to provide this type of supervision to Social Work Assistant practicum students but may do so if they choose, on an individual basis. Forms and additional information can be found at the Ohio Chemical Dependency Professionals Board.

Prior Work Experience Credit

Per COTC College Policy and the Social Work Assistant Program Guide, Social Work Assistant students may apply for prior learning and work experience for credit equivalency for courses and/or practicum. If criteria are met, students will only be granted approval for one practicum experience. Students may not be given approval for both Practicum I and II.

If you are currently employed (or have been in the past) in a position where you are performing social services skills, you may be eligible for the Portfolio Assessment Review Process in the Prior Learning Assessment Policy. If you think this may apply to your situation, please contact the Practicum Coordinator immediately for more information.

SECTION 3

PRACTICUM FORMS

The following forms are required to be signed by the student prior to beginning practicum.

- Student Information Release Authorization
- Statement of Confidentiality and Ethical Responsibility
- Statement Regarding Pending or Prior Arrests
- Drug-Free/Criminal Charges Agreement
- Statement Regarding Sobriety/Recovery
- Health Awareness Acknowledgement
- Emergency Contact and Health Information
- Practicum Agreement

Forms are to be completed by the student online, at this link: Practicum Handbook and Forms

- Signed forms will be retained by the college in the student's academic record.
- All Practicum Forms will be made available to practicum agencies upon request.

SECTION 4

PRACTICUM SEMINAR COURSE

The Practicum Seminar Course is considered a "hybrid" course, which means class meets synchronously on zoom three times during the semester & the rest of the work is completed in Canvas, similar to an online class.

- Students will receive practicum seminar classroom meeting dates at the time their practicum agency placement is confirmed. The practicum seminar course always meets during the first week of the semester.
- Students are responsible for active participation in the practicum seminar course each week. Failure to attend or complete at least **70% of required weekly seminar discussions** will result in a failing grade in the course, regardless of the student's evaluation at the practicum site.
- Enrollment in practicum courses requires special permission. Students may not register for the practicum seminar course until all required paperwork has been completed and a current BCI background check has been received by the Practicum Coordinator. Practicum courses typically open for enrollment approximately one month prior to the start of the semester; exact dates will be communicated each term.
- Students who have received confirmation of a practicum agency placement are assured access to enrollment in the Practicum Seminar course; however, students are responsible for registering as soon as registration becomes available.
- Students must be officially enrolled in the Practicum Seminar course **before** beginning any practicum hours at their assigned agency.
- Course registration information:
    - SWA-285 Practicum I
    - SWA-286 Practicum II
    - If you have problems registering and it is after the date the course should be available for enrollment, please email the Practicum Coordinator immediately.
- The seminar course will open in Canvas approximately 1 week prior to the start of the semester. At that time, students will be able to review the course, access resources, and start working on assignments.

Required Faculty Meeting Instructions

During each practicum semester, a COTC faculty member designated by the Practicum Coordinator will meet with the student and the Site Supervisor, either at the practicum agency or remotely via Zoom, as mutually agreed upon. The assigned faculty member's name and contact information will be posted in Canvas by the end of the first week of the semester.

- Students are responsible for contacting their assigned faculty member to schedule the required meetings. Meeting deadlines will be established by the practicum course instructor and outlined in the practicum course syllabus.
- Students are required to complete **two faculty meetings** during the semester. Failure to complete the required meetings will result in loss of points as specified in the course syllabus.
- Students must provide adequate notice using the faculty member's preferred method of communication if a meeting needs to be rescheduled and are expected to remain flexible in scheduling, as faculty coordinate visits for multiple students each term.
- For meetings conducted via Zoom, the faculty member will provide the meeting link in advance.
- The faculty member will prepare the meeting agenda and submit the student's evaluation or grade following the meeting.
- Students are responsible for providing a copy of their Learning Objectives at each scheduled faculty meeting.