**PRE-PRACTICUM (SW 440) REQUIREMENTS CHECKLIST**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use this checklist to be sure you complete all the requirements for your Pre-Practicum planning. Forms required for submission are available on the social work web site at http://www.wiu.edu/coehs/social\_work/practicum.php

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Done

Due

Requirement

1.

Meet with academic advisor within first two weeks of semester.

2.

Attend Pre

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practicum course sessions, complete readings and assignments per syllabus.

3.

Submit Application for Practicum.

4.

Submit Practicum Special Permission Request Form if needed.

5.

Submit Personal Resume.

6.

Submit Personal Assessment Paper.

7.

Submit Field of Practice Paper.

8.

Submit Field Setting Preference form.

9.

Arrange individual interview with Director of Field Education.

10.

At interview

Submit Student Statement of Understanding and Statement of Insurance

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11.

Schedule interviews with approved potential placement agencies.

12.

Notify Director of Field Education of interview dates.

13.

Give Interview Packet to each agency at interview.

14.

W/in 48 hrs.

Write thank

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you note to all agencies interviewed.

15.

Complete interviews and notify Director of Field Education of agency preference.

16.

Receive confirmation of placement and

assignment to field seminar section.

17.

Notify accepting agencies of placement decision.

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