BSW PRACTICUM FAQ’s

1) What’s in the Practicum Manual?
   - policies & procedures
   - faculty and agency roles
   - hour requirements
   - evaluation and grading information
   - all forms, including the competency exam questions
   - 99% of your questions are answered in this valuable resource
   - all the forms!

2) Where can I get a Practicum Manual?
   - view on-line at

3) Who is my faculty advisor?
   - your faculty advisor will be assigned by the 2nd week of the semester and will be announced in your seminar

4) Paperwork? What paperwork?
   - Your practicum file must contain:
     - Application for Admission
     - Memorandum
     - Practicum Plan
     - Learning Agreement
     - Evaluation (at the end of each semester)

5) Insurance? I have to have insurance?
   - Yes - but due to a recent change, you are now covered by UM’s liability policy so you no longer need to buy your own!

6) Is a Learning Agreement required?
   - Yes! It will help you establish productive and reasonable goals for your practicum experience and will serve as a reference during the evaluation process. You can and should involve your Agency Field Instructor, your Faculty Supervisory and your seminar instructor in the design of your Learning Agreement.

7) Do we communicate by email?
   - Yes! We will, indeed, communicate with you by email – using your university address ONLY. Here’s why: We have in excess of 100 practicum students on this journey and we want to make sure not to miss any of them. Tracking personal email accounts for all of them is next to impossible. The good news is that you can link your personal account to your university account. Call the help desk @ 243-HELP or visit IT Central in SS 120 to find out how.
8) What support is provided to my practicum agency?
   - we offer a Field Instructor Training each fall
   - we offer a Practicum and Career Fair each spring
   - your Faculty Supervisor will visit your agency twice per semester
   - there is unlimited access to the Practicum Office and agency personnel are encouraged to call or email with any questions or concerns

9) Why seminar?
   - seminar provides support and discussion for students who have entered (or who are about to enter) the practicum world
   - you will receive assistance in writing a Learning Agreement
   - you write drafts of three Competency Exam questions – an opportunity you will truly appreciate when the exam deadline looms before you

10) Did you say “competency exam workshops?”
   - Yes! We provide this workshop each semester. It is optional but we promise you will find it helpful. Dates and times will be announced.

11) What is the role of a Faculty Supervisor?
   - assistance with your Learning Agreement
   - editing of your Comp Exam questions
   - liaison with your practicum agency
   - help with any problems you encounter along the way

12) What if I have problems in my practicum agency?
   - immediately notify your Faculty Supervisor, who will involve the Practicum Coordinator

13) How do I apply?
   - fill out a practicum application (forms are online or at the office)

14) How do I find a practicum?
   - review the Practicum Agency Guide at: http://www.health.umt.edu/schools/sw/students/bsw/practicum_agencies.htm
   - after your practicum application is accepted, set up an interview with Tondy. A practicum will be selected based on your interests and needs

15) When in doubt, who do I ask?
   - Contact the Practicum Office at any time. We are here to help you!

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