

# PRACTICUM EDUCATION

## FAQ's

*for practicum  
instructors*

**Q: What is my role regarding process recordings?**

**A:** *Practicum* instructors must review process recordings, add comments, and sign-off on process recordings. Process recordings are not complete until these tasks are fulfilled.

**Q: Does the practicum education calendar apply to practicum instructors?**

**A:** Yes. Practicum instructors should hold students accountable to the dates listed on the practicum calendar. This includes turning in documents that require practicum instructor review in a timely fashion in order to provide sufficient time to submit COMPLETE documents by each deadline. Additionally, students must complete all hours by the end of the semester (**BSW - 200, MSW -300**).

**Q: What are the credential requirements for practicum instructors?**

**A:** Practicum instructors supervising MSW students must hold an MSW degree from an accredited school of social work, be a licensed social worker, and hold a SIFI certification. Practicum instructors supervising BSW students must hold an MSW degree from an accredited school of social work.

**Q: What should I keep in mind throughout the duration of the internship and when completing the practicum evaluation?**

**A:** At the mid year evaluation, please evaluate the student based on their competency at that semester as opposed to the expected competency. Scoring a 1 or 2 results in a failing grade. If the student is underperforming, reach out to the practicum liaison for guidance. Practicum instructors are not encouraged to wait until the end of the semester evaluation to raise these concerns.

**Q: What if the practicum instructor is out of the office, leaves the agency, or is no longer supervising the student?**

**A:** If the practicum instructor is not in the office, please ensure that the student knows who to report to during that time. If the practicum instructor will be out for an extended period of time or if there is a change in role, please let the practicum liaison know.

**Q: Is there a central location for practicum instructor resources?**

**A:** Yes! Practicum instructors have access to the **Practicum Instructor Folder**. These resources are also posted on Tevera under "Learning Center."