



University of Washington  
School of Social Work  
PhD in Social Welfare

## STEP-BY-STEP PROCEDURES FOR THE RESEARCH PRACTICUM [Revised Aug 2004]

COURSE FORMAT: Two-quarter sequence (SWL 582-583, 6 credits); a minimum of 8 hours per week including 2 to 4 hours direct supervision by the faculty preceptor. [NOTE: This is a required course and must be completed before or during the quarter in which the student plans on taking the General Exam.]

### PRACTICUM COURSE PLANNING AND REQUIREMENTS

1. During the winter quarter, the Program Office sends out surveys to faculty to assess practicum opportunities with specific faculty mentors.
2. Faculty fill out this survey indicating research opportunities they have available for a practicum that they are prepared to supervise during the following school year.
3. The Program Director reviews the surveys and is available to students to discuss options and make recommendations regarding matches of students and faculty projects. These discussions are intended to facilitate students' initiation of discussion with faculty members.
4. Students review the project offerings and begin contacts with faculty whose projects are of the greatest interest.  
Students are free to review all of the opportunities submitted by faculty and to investigate additional opportunities. However, all research opportunities must be described in writing (e.g., using the forms sent to faculty by the Director), and all practica assignments must be approved by the Program Director (via signature on the registration form) before a student will be officially registered for the course.
5. Students initiate meetings with faculty to discuss practica opportunities including both the students' educational objectives and the faculty needs for the research project.
6. Students and faculty preceptors agree upon matches and determine in which quarters the practicum will take place. The 2 quarters must be completed by the end of the second year. (Exceptions must have permission of the director.) The practicum decision should be communicated to the Director as soon as possible to avoid confusion (e.g., students often talk with more than one faculty member and at times, more than one student may be interested in the same project.)

### REGISTRATION PROCEDURES/CONTRACT

7. Student and preceptor meet to develop the research practicum learning contract and complete the registration form, which serves as the contract.  
[The form is on the Student Services section of the School website: on the drop-down menu, choose "Student Services References Documents," then choose "PhD Procedures and Forms" to access downloadable registration forms.]
  - a. The student may type the required information on a separate sheet and attach it to the form.
  - b. The contract should include the following.
    - Inclusive dates of the research practicum.

- √ Days and hours the student will regularly devote to the practicum.
  - √ Research skills the student will learn.
  - √ Research tasks the student will perform.
  - √ Research training the faculty preceptor will provide.
  - √ Time and frequency of supervisory meetings between the student and preceptor.
  - √ A brief description of the written product that will issue from the two-quarter practicum.
- c. The required authorizations must be obtained.
- √ Student: Save template form to personal computer and name file “lastname-course#-quarter. Meet with course instructor to complete form, then forward file via email to instructor.
  - √ Instructor: Enter your name on the Instructor line and check the box indicating instructor approval. Then email this file to the Program Office (kwilham@u) noting in the email what student and course this form is for (600 or 800 tutorial). Student and Faculty member should fill out the form together if possible. However, the email to the Program Office must come from the faculty instructor.
  - √ Program Office: Prints out form, obtains Program Director Approval; then emails the student with entry codes.

#### OUTCOMES/EVALUATION

8. One objective of the research practicum is to obtain hands-on experience, in applied research skills prior to undertaking the dissertation research. It is normative that the practicum involves some type of data analysis and written interpretation. [See Appendix B of the Program and Policy Manual: Guidelines for Research and Teaching Skills Competencies.]
9. The Student writes an Integrative Paper on the practicum activities, a copy of which is submitted at the end of the practicum to the preceptor for evaluation and to the Program Director for review.
  - a. The purpose of the paper is to gain and demonstrate skills in writing research reports in a publishable format. The paper synthesizes the substantive, methodological, and statistical components of the study and practicum.
  - b. Professional writing style should be used (in APA format).
10. Evaluation: The faculty preceptor and student should discuss the strengths and limitations of the practicum experience. The faculty preceptor assigns credit/no credit for the course. In cases of no credit or incomplete, the faculty preceptor should notify the Program Office and indicate the plan for resolution. The student fills out the Research Practicum Evaluation form (available in PhD Office and on the website).
11. Students and preceptors are encouraged to pursue publishable work stemming from the practicum. However, these activities are beyond the practicum requirements and would be pursued independently by faculty and students. Students may be asked to develop a poster session with an abstract of their work.

TIMELINE FOR PLANNING THE RESEARCH PRACTICUM [Dates may overlap]

WHEN	WHAT
Winter Quarter	Faculty complete surveys distributed by Program Office.
Winter	Students review surveys (available in Program Office and make appointments with faculty or Program Director to discuss options.
Winter/Spring	Students and faculty meet to discuss practica opportunities and notify Director of selections (all Practica courses must be reviewed and approved by the Director).
At Least 2 Weeks Before Start of First Practicum Quarter	Student completes the Research Practicum Registration Form (i.e., Contract); routes form through instructor to Program Office.
10 <sup>th</sup> Week of Practicum Second Quarter	The student and preceptor discuss strengths and limitations of the experience.
10 <sup>th</sup> Week of Practicum Second Quarter	Preceptor is responsible for evaluating the student for credit/no credit. (The Director must be notified in cases of an incomplete or no credit.)
End of Second Quarter of Practicum	Student writes an integrative report of practicum activities in the style of a publishable manuscript. [Copy must be submitted to Program Director by 2 weeks after end of practicum.]
Within 2 Weeks after End of Practicum	Student is responsible for submitting an evaluation of the practicum to the Program Director