

Training/Onboarding Prior to the Start of the Academic Year

It is not expected that students will or should have advance onboarding or training hours required for their practicum experience prior to the start of the academic year. However, some sites have indicated that this option can help students be ready when the placement formally begins at the start of the Fall semester.

If it would be beneficial for a student to participate in onboarding and/or training for their placement prior to the beginning of the academic year, organizations may invite (but not require) students to participate in advance **training/ onboarding in the week prior to the first week of Fall classes**, which is generally the last week in August. Students may complete up to 14-16 hours of onboarding/training during this week (20 hours if the student is Advanced Standing) and count these hours towards the student's minimum required practicum hours.

Exceptions to this policy allowing for one extra week of advance onboarding/training may be considered. In these instances, the Practicum Instructor and student must submit a written Advance Onboarding/Training Plan request to the Practicum Education Coordinator for approval. This plan should include a list of what the student will be participating in; by whom the training is sponsored; dates; times; locations; and how many total hours it is estimated that the student will accrue through the entirety of this process.

Students may not complete more than 30 (40 if Advanced Standing) *total* hours of advance training/onboarding prior to the formal start of the student's placement. **Students may not formally begin other work of the internship until the official start of their placement.**

The rationale for this policy is two-fold: first, UVM's Department of Social Work does not have liaison support available for student practicums prior to the beginning of the academic year, and second, student financial aid is not calculated or awarded in such a way as to cover weeks prior to the beginning of the Fall semester. Therefore, this policy is intended to limit any undue burdens that might be placed on students and/or the Practicum Education program with the request for a student's advance onboarding/training.