

BSW Applying for Placement Orientation

Sept. 2021 & Jan. 2022
School of Social Work

**Applications for a Sept. 2021 Placement start DUE:
January 8th, 2021 by 4 PM**

**Applications for Placement for January 2022 start DUE:
August TBD**

Field Office Contacts

- Vina Sandher – Manager of Field Education
–vsandher@yorku.ca – 416-736-2100, ext. 39488
- Sahana Karunakaran –Field Education Coordinator (BSW)
–sahanak@yorku.ca, 416-736-2100 Ext. 66320
- Esther Ng – Field Education Program Assistant
–estherng@yorku.ca, 416-736-2100 ext. 20662
- Samar Hossain –Field Education Coordinator (MSW)
–samarhos@yorku.ca, 416-736-2100, ext. 33354
- Naylen Langin – Field Education Coordinator (BSW) (on leave)

Purpose of Practicum

- Significant learning
- Translating theory into practice
- Opportunity to engage in reflective practice
- Social Justice and Social Work
- Philosophy of Placement
- Teamwork
- (Start) Building networks/contacts
- Degree Requirement

Practicum Prerequisites

- You must **SUCCESSFULLY** complete the following **BEFORE** you begin placement in **September 2021 (for DE students) OR January 2022 (for PD students)**:
 - **SOWK Core Courses (listed below) and**
 - **57 Credits OUTSIDE of social work (this applies to direct entry students – post degree students typically already have 57+ transfer credits)**
- The core courses are:
 - SOWK 1011 – Critical Foundations of SOWK (for Direct Entry Students only)
 - SOWK 2060 – Social Justice Work with Groups, Communities and Social Movements
 - SOWK 2070 – Indigenous Understandings in Social Work Theory and Practice
 - SOWK 2050 – Identity, Diversity, and Anti-Discriminatory Practice
 - SOWK 3041 - Communication
 - SOWK 3060 – Integrated SOWK Practice
 - SOWK 3070 – Foundations of SOWK Research
 - SOWK 3110 – Policy Frameworks

The following course is to be completed CONCURRENTLY WITH PLACEMENT:
SOWK 4020 – Issues in the Study of the Welfare State (In Class Only)

Other Considerations About Eligibility For Placement

- Maintain active status in the Social Work program. The field office CANNOT work with students who get exited from our program due to their GPA falling below the minimum requirement for SOWK.
- Students are not guaranteed a placement simply because they have completed the academic portion of their degree
- Students are expected to demonstrate “readiness for placement” (ex. Cordial responses, professionalism, communication in a timely manner, etc.)

Timing, Length, and Specifics of Practicum

- The placement consists of **700 hours** remote or on site
- All students must attend **integrative seminars which are a total of 8 hours throughout the placement** – the sessions are facilitated by faculty advisor
- **3 FULL days per week** if Direct Entry (generally, Mondays, Wednesdays, and Fridays) – Can only start in September 2021
- **2-5 FULL days per week** if Post Degree (finding a placement to accommodate 5 days a week can be challenging) - Option to start on Sept 2021 OR Jan 2022
- Sept 2021 Students will have to put in additional hours/days if planning to graduate in June 2022, same goes for Jan 2022 students if they plan to be convoked in October 2022

About the Application/ Finding a Placement

- Applications are completed online via Experience York. After this orientation, you will be able to access the application as of today.
- **You will not be asked to give us agency choices, you will be asked to share your 4 areas of interest (client populations) and 4 skills you want to further develop.**
 - If want to do your placement in agency of current/past employment or volunteer work please connect with me by prior to the application deadline to discuss.
 - If you have an existing personal connection that is interested in providing you a placement please connect with me by prior to the application deadline to discuss.
 - International placements are not an option this September due to Covid-19 travel restrictions.
 - You will be sent a “placement match” based on what you have written in your application.

“Work” Placement proposal

- If you would like to do placement at your current or past place of employment/volunteer it **may** be possible - contact the Field Education Coordinator to discuss **ASAP**.
- Certain Criteria has to be met, for example:
 1. Learning has to be different
 2. Person supervising you for placement has to be different than previous/current supervisor (conflict of interest)
 3. Educational qualifications of the person supervising you
- Separate proposal to be e-mailed to Field Education Coordinator by **January 8th, 2021** (this is additional to the online application).
- All proposals must be approved by Field Education Office to ensure there it is new learning, adequate supervision and support

Placement Process – Other Considerations

- Covid-19 has created many challenges in finding a placement
- CAS placements are in high demand (must have **G license, access to vehicle, and previous experience with children, youth and/or families**)
- **Hospitals, most health centers, and School Boards are NOT for BSW students – they are advanced placements for MSW students**
- Meet with coordinator to discuss, ask questions if unclear
- The process of contacting agencies and sending out resumes can take from February to beginning of September
- The process can feel very long and stressful for students however constant communication with the coordinator might make it easier

BSW Practicum Road Map

Applying for Placement Orientation
(Nov.2020)



Application Due: January 8th, 2021



BSW Coordinator reviews
placement applications/ pre-req
checks/resumes and cover letters
early-mid January



As of February, matches start being sent to
Students once they become available (this
process will carry on through to August)

- Students have 3 business days to respond to match.
- If interested, Coordinator sends resume to agency.
- Placement is still not guaranteed → Tell the Field Office if contacted by the agency and the outcome of the interview.

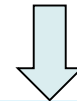


Field Office follows up with the Field
Instructor/Agency after placement offer

Confirmation of Placement
Package gradually sent as of July
2021



Mandatory Beginning Placement
Orientation – September 2021



Placement Starts September 8th
2021

liberal arts &
professional studies



Students Responsibilities in the Placement Process

- Informing the Field Education Office of any absences that might affect your availability for an interview during the placement process
- Updating cover letter and resume when needed
- Preparing for a successful interview
- Keeping the Field Education Coordinator informed about the outcome of the interview
- Obtaining any agency requirements in a timely manner (ex. Vulnerable sector screen police check, immunizations, COVID- 19 testing if requested, etc.)
- If you are offered a placement within your identified interests, you must accept the placement offer and your placement search is complete.
- Showing professionalism through communication with agency and Social Work office staff
- **Check voicemail/email (including junk mail) regularly and respond in a timely manner to Field Office and Agency.**

Cover Letter/Resume

- Cover letter:
 - Introduce yourself, make it **generic** (focus on current skills and experience) – no listing agency names OR areas of social work as this will limit you, length should be $\frac{3}{4}$ of a page (max).
- Resume:
 - Displays after the cover letter, 2 pages long, use social work catch words, prioritize experience that relates to social work when figuring out length.
 - Great sample format to mimic: <http://careers.yorku.ca/files/2017/05/Sample-Resume-BSW.pdf>
 - Note: if not enough space to fit your social work related experience you can cut the headings on objective, relevant courses, and any experience that go back more than 10 years.
- For further resources (including one-on-one or group support) contact the York University Career Centre: <https://careers.yorku.ca/students-and-new-grads/services-events/individual-appointments/>

Interviews

- Professional
 - Be prepared to discuss your skills
 - Be clear about your goals
-
- Know the agency and programs – complete thorough RESEARCH on the agency!
 - Ask questions about the opportunity
 - If a remote placement, ask about supervision and how work will be assigned. Inquire about requirements for placement (e.g. vulnerable sector police check, mask fitting, driving, TB test, COVID-19 testing, hours of operation for your placement, etc.)
 - For further resources (including one-on-one or group support) contact the York University Career Centre:
https://careers.yorku.ca/student_topic/develop-your-interview-skills/

Vulnerable Sector Screening

- **Police Reference Check**
 - If you live in Toronto: You need to submit your police check approximately two months in advance. Attend the social work office **the week of May 31st, 2021** to complete the form
 - If you live outside of Toronto – contact your local police station to inquire. If outside of Toronto they require a letter from the School, please let me know in advance and I will aim to have it ready within 48 business hours
 - ***A delay in getting your police check completed could mean a delay in starting your placement !!! Even if you have not been matched you may want to consider obtaining one as most social service agencies request this***
 - If you intend to work in an agency that serves vulnerable members they will REQUIRE you to obtain a CLEAR vulnerable sector police check
 - You cannot submit an outdated police check (no older than 3 -4 months from start of placement unless agency states otherwise)

Accommodations

- If you require any health-related accommodations for placement, this must be submitted in writing to the Field Office from your Student Accessibility Counsellor
- It is encouraged that you communicate your accommodation needs **before** the start of placement
- Academic (classroom) accommodations may present differently in a placement setting
- Refer to Student Accessibility Service office:
<http://www.yorku.ca/cds/>
- Speak to the Field Office



Online placement application instructions

Step 1: Go to <https://experience.yorku.ca/>

Step 2:
Select
“Students”

Experience York

Providing employers and community partners with an intuitive user experience for recruiting York students for a full range of career and experiential learning opportunities.

Passport York Login

**Passport
YORK**

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username:

Password:

Login

☐ Click this box before logging in to change your Passport York password.

New to Passport York?

- [New Student Sign Up](#)
- [Employee Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

Forgot your Password or Username?

- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

**Step 3:
Log-in
using your
Passport
York
Account**

Dashboard

Career Centre

About Becoming YU

Experiential Learning

Liberal Arts & Professional
Studies

Social Work

T.A.S.T.E. Mentoring Program

Mentorship

Welcome Test Student 6

[Upload a Document](#) [Create Application Package](#) [Search Postings](#) [Book an Appointment](#) [Register for an Event](#) [Submit A Form](#)

[Dashboard](#) [Co-op & Internship](#) [Documents](#) [Postings / Applications](#) [Interviews](#) [Appointments](#) [Event Registration](#) [Experiential Record](#) [Outcome Campus Connect](#)

[Home](#) [My Account](#) [My Forms](#)

Step 4: Select "Social Work"

[Career Lounge](#)

Meeting password - 648797

- **Career Corner: Ask the pros** - Our in-house experts will be online on Zoom Monday to Friday. [Join them for a chat!](#)

[Career Corner: Ask the Pros](#)

Meeting password - 772309

- **1:1 appointments** are available over the phone or skype. Book online or email career@yorku.ca for further information.

LA&PS Internship Program COVID-19 Update:

The LA&PS Internship Program continues to offer program support to students and employers virtually via telephone, email and video conferencing. Where ever possible, internships are continuing with students and employers adapting to alternate arrangements that promote health and safety. For questions please contact lapsintr@yorku.ca.

Your Competency Development

You've recently built up the following competencies through your experiences

Upcoming Events / Workshops

Monday, May 25, 2020

10:30 AM - 12:00 PM
Career Centre Events &
Workshops

[Resume & Cover Letter Writing \(Webinar\)](#)

[Registration Required](#)

<https://yorku.zoom.us/j/917484044387>

[View](#)

10:30 AM - 12:00 PM
Liberal Arts & Professional
Studies Events Calendar

[Perfecting Your Internship Resume &
Cover Letter Workshop](#)

[Registration Required](#)

Webinar

[View](#)

Tuesday, May 26, 2020

10:00 AM - 11:00 AM
Career Centre Events &
Workshops

[Career Well-Being & COVID-19 Webinar](#)

[Registration Required](#)

<https://yorku.zoom.us/j/925413503747>

[View](#)

Wednesday, May 27, 2020

ALL DAY
Social Work Events

[Applying for Placement Orientation](#)

[Registration Required](#)

Zoom Link

[View](#)

10:30 AM - 12:00 PM
Career Centre Events &
Workshops

[On the Job Success webinar](#)

[Registration Required](#)

<http://connect.yulearn.yorku.ca/onthejobsuccess->

[View](#)

liberal arts &
professional studies

Dashboard

Career Centre

About Becoming YU

Experiential Learning

Osgoode Hall Law School

Liberal Arts & Professional
Studies

Social Work

Welcome to Practicum

Field Placement

Social Work Events

T.A.S.T.E. Mentoring Program

Mentorship

Welcome to Practicum



The School of Social Work seeks to prepare students to be critical practitioners and agents of change. As part of this preparation and as a requirement for graduation, each student completes a field placement. The practicum is intended to support the integration of theory and practice, preparing students to function as professional social workers. As such, the field placement becomes the culminating experience of each student's education at the School. The placement requirements are in accordance with The Canadian Association for Social Work Education's accreditation standards.

We look forward to working with you during this very exciting chapter of your social work education experience.

My Experience
Field Placement

1

Current Experiences

View your current experiences.

View

Pending Experiences

View

Inactive Experiences

View

Courses / Programs

Find new courses and programs.

View

Step 6: Select BSW
DE/PD for FW2021-
2022

CURRENT EXPERIENCES

FW 2021-2022

BSW Direct-Entry - SOWK 4000 & 4001

0 of 1 experiences completed

Current step

Applying for Placement Orientation

...

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professional studies

YORK

UNIVERSITÉ
UNIVERSITY

Placement

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 17 step(s). You've completed 0 of the 17 required step(s).

- 1

Current Step

Applying for Placement Orientation

Answer Questionnaire
- 2

Field Placement Application
- 3

Application Under Review
- 4

Placement Confirmation Record
- 5

Beginning Placement Orientation
- 6

Student Practicum Agreement
- 7

Student Declaration of Understanding

**Step 7: Select
"Answer
Questionnaire"
under "Applying for
Placement
Orientation"**

Your Course Progress

0 of 1 experiences completed

Course Options

Questionnaire Qualifiers

BSW Direct-Entry - SOWK 4000 & 4001 (FW 2021-2022)

[← Back to Your Enrollment](#)

APPLYING FOR PLACEMENT ORIENTATION

* Did you attend the Applying for Placement Orientation?

☒ Yes



Step 8: Select “Yes”

☐ No

If you **did not** attend the Applying for Placement Orientation please connect with your Field Education Coordinator.

Submit



Step 9: Select
“Submit”

Placement

PLACEMENT

You haven't been placed yet.

Step 10: Select
“Answer
Questionnaire”
under “Field
Placement
Application”

STEPS

This experience has 17 step(s). You've completed 1 of the 17 required step(s).



Applying for Placement Orientation

2



Current Step

Field Placement Application

Answer Questionnaire

3

Application Under Review

4

Placement Confirmation Record

5

Beginning Placement Orientation

6

Student Practicum Agreement

7

Student Declaration of Understanding

Your Course Progress

0 of 1 experiences completed

Course Options

0

Resources

Questionnaire Qualifiers

BSW Direct-Entry - SOWK 4000 & 4001 (FW 2021-2022)

[Back to Your Enrollment](#)

Step 11: Fill out the Field Placement Application

FIELD PLACEMENT APPLICATION

* I am applying for a:

-select-

* How many days per week:

2

STUDENT PREFERENCES

* Preferred e-mail address:

* Preferred pronouns:

CURRENT EMPLOYMENT

* Are you currently employed?

-select-

If you are **not** currently employed, you may leave this section blank.

Place of Employment:

NOTE: We advise that you formulate your answers on a Word document and complete this e-form when you are ready to apply & submit as it does not let you save your answers without submitting – once you submit you can change your answers until I process the application.

Geographic regions

Please list each city in each Region you are able to travel to. Do NOT write kms, quadrants, intersections, neighbourhoods, etc.



Note: you can do your placement outside of the GTA, please connect with me regarding this.

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professional studies



City of Toronto District Areas

To do your placement in Toronto please write in the application the district(s) of Toronto shown on this map you can travel to (Old Toronto is Downtown so you can write Downtown instead if preferred)



PRACTICUM REQUIREMENTS

Please be clear about your geographical boundaries. DO NOT list kilometres, intersections, or a time frame for your travel.

* Which geographical regions can you complete your placement in? [?](#)

* Please indicate the type of licence you possess:

* Will you have access to a car for placement purposes?

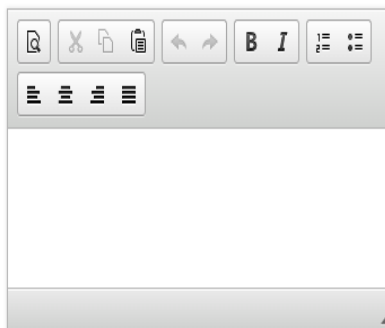
- ☐ Yes
☒ No

* Do you speak any languages other than English?

- ☐ Yes
☒ No

List languages, if applicable:

Some agencies require students to self-identify their gender identity, sexuality, ethnicity, and/or Indigeneity to work alongside a specific population of service users. If you wish to self-disclose any of the aforementioned items, please do so here:



Max. 1000 characters

STUDENT INTEREST

* Please select 4 critical social work skills you would like to develop:

Please note that this is **NOT** a ranked list. Options with two asterisks ** are **ONLY** applicable to MSW students applying for their final placement.

You can only select 4 options.

☐ SELECT ALL

Filter

☐ Formal Long-Term Counselling **
☐ Formal Short-Term Counselling **
☐ Informal Short-Term Counselling
☐ Group Facilitation
☐ Case Management
☐ Crisis Intervention

* Please select 4 areas of critical social work practice interest:

Please note that this is **NOT** a ranked list. Options with two asterisks ** are **ONLY** applicable to MSW students applying for their final placement.

You can only select 4 options.

☐ SELECT ALL

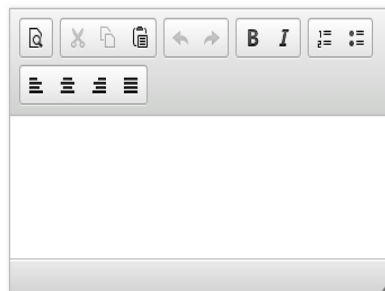
Filter

☐ Seniors
☐ Families
☐ Women
☐ Men
☐ Children
☐ Youth

* Please provide a short personal statement about your 4 identified areas of critical social work practice interest:

The details you provide here will guide us during the matching process. Please note that we are **NOT** asking you to name agencies.

Please let us know if there is an area of critical social work practice that you cannot or do not want to work in for whatever reason here:



Max. 1000 characters

PERSONAL CONNECTION

* Do you have a personal connection you would like to explore a placement opportunity with?

- ☐ Yes
☒ No

If you **do not** have a personal connection, you may leave this section blank.

If you are looking to complete your placement at a specific agency where you have a personal connection, you **must** discuss this with your Field Education Coordinator **BEFORE** pursuing the potential opportunity (please provide the details of your personal connection below to facilitate this process). Note that placements via a personal connection cannot be approved until the Field Education Office has ensured the opportunity meets accreditation requirements.

Agency Name:

Contact Person's Name:

Contact Person's E-mail Address:

Contact Person's Telephone and Extension:

ATTACHMENT

Please ensure your generalized cover letter (page 1) and resume (pages 2 and 3) are saved in ONE document (only .DOC, .DOCX, or .PDF file formats are accepted). Please ensure the file name is in this format: First Name LAST NAME 20XX (e.g. John SMITH 2020)

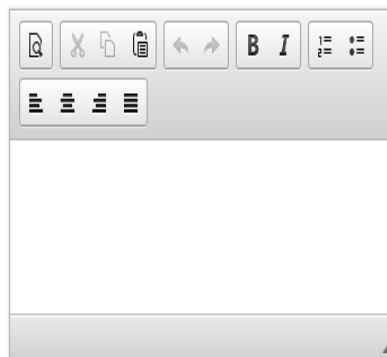
* Generalized cover letter and resume:

Upload New File

ACCOMMODATIONS

If you would like to inform the Field Education Office of any further support or accommodations you may need during the placement process and/or in placement, please do so here:

This information will be kept confidential.

A rich text editor interface. The top toolbar contains icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and a text color picker. Below the toolbar is a large, empty text area for input.

Max. 1000 characters

Please let us know if there are any dates when you will not be in Ontario during the placement process:

Max. 1000 characters

Please let us know if there are any dates when you will not be in Ontario during the placement process:

TERMS OF THE PLACEMENT PROCESS

The practicum is a **mandatory** requirement of the Social Work program at York University and an accreditation standard set out by the Canadian Association for Social Work Education. The Field Education Office has a very strict placement process—we are securing placements for many students and there is an element of competition involved. Given the complexities of securing placements for so many students, the School requires a structured process.

Student responsibilities during the placement process:

- Completing course pre-requisites for the placement (as outlined in the Practicum Manual).
- **NOT** independently outreaching to agencies—please have a discussion with your Field Education Coordinator first.
- Checking voice-mail and e-mail regularly (e.g. 2-3 times a week) to avoid missing the deadline to accept a match.
- Acknowledging that if you do not respond to your Field Education Coordinator about an opportunity by the specified deadline, they will move on with the opportunity.
- Informing the Field Education Office of any absences that might affect your availability for orientations and interviews during the placement process.
- Preparing for a successful interview.
- Informing your Field Education Coordinator of the date and outcome of your interview so they can follow up with the agency on your behalf in a timely manner.
- If required, obtaining a Vulnerable Sector Screening/Criminal Record Check and any other agency requirements (e.g. immunizations, N95 Mask Fit Testing) prior to the start of placement.
- Accepting a placement offer if it is within your identified area(s) of critical social work practice interest—only under extenuating circumstances will the Field Education Office consider exploring alternative options.

* I have read and agree to the placement process:

Submit

Step 12: Submit your application only when you are absolutely ready to

****YOU CANNOT SAVE AS YOU GO****

Placement

PLACEMENT

You haven't been placed yet.

**Your
application has
been submitted
& is under
review**



STEPS

This experience has 14 step(s). You've completed 2 of the 14 required step(s).



Applying for Placement Orientation



Field Placement Application



Current Step

Application Under Review

Thank you for submitting your Field Placement Application. Your application is under review by your Field Education Coordinator. If and when your Field Education Coordinator finds a suitable placement opportunity for you, they will connect with you via e-mail.



Placement Confirmation Record



Beginning Placement Orientation



Student Practicum Agreement

Thank You!

Questions/Comments?

We're here to help!

Refer to our website:

<http://practicum.sowk.laps.yorku.ca/>

- Updates on Practicum Events
- Orientations (PowerPoint Presentations)
- Resume and Interview Resources
- Practicum Manual