

Experience York STUDENT GUIDE

<https://experience.yorku.ca/>

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professional studies





Reviewing your Confirmation of Placement

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EXPERIENCE YORK – REVIEWING YOUR CONFIRMATION OF PLACEMENT

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Test Student 6

1

Dashboard
Career Centre
About Becoming YU
Experiential Learning
Liberal Arts & Professional Studies
Glendon College
SOCIAL WORK
Welcome to Practicum
FIELD PLACEMENT
Social Work Events

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 step(s). You are currently on step 14.

- ✓ Applying for Placement
- ✓ Field Placement
- ✓ Application Under Review
- ✓ Placement Confirmation Record

View your Confirmation of Placement record by selecting "View Record" in your current experience.

2

Confirmation of Placement: **Approved**

Log of Hours - No Record
Learning Contract - No Record
Mid-point Progress Review - No Record
Final Evaluation - No Record
Reflective Paper & Faculty Advisor Summary - No Record
Student Placement & Program Questionnaire - No Record

PLACEMENT DETAILS

- * Agency Name: Test Organization 1
- * Description: Test description of agency and placement activities.
- * Placement Site Address: Test address
- * Placement Start Date: January 01, 2021
- * Projected End Date: December 31, 2021
- * Placement Hours: # hours/# days a week
- Total Hours Completed: 40.0

FIELD INSTRUCTOR 1

- * Field instructor 1 Name: Test Field Instructor
- * Field instructor 1 Work phone: (123) 456-7891
- * Field instructor 1 E-mail address: testemployee1@test.com

FIELD INSTRUCTOR 2 (IF APPLICABLE)

- Field instructor 2 Name: N/A
- Field instructor 2 Work phone: N/A
- Field instructor 2 E-mail address: N/A

FACULTY ADVISOR

- * Faculty Advisor Name: Test Faculty Advisor
- * Faculty Advisor Phone: (123) 456-7891
- * Faculty Advisor E-mail address: testfaculty1@test.com

INTEGRATIVE SEMINARS

- * Integrative Seminars for Student:
 - 1. Date/Time
 - 2. Date/Time
 - 3. Date/Time
 - 4. Date/Time

Please note that attendance at Integrative Seminars does not count as placement time.

Review all the details listed on your Confirmation of Placement record.

**Placement Details
Field Instructor &
Faculty Advisor
contact information
Integrative Seminar
Schedule**

Creating record forms

Log of Hours

Learning Contract

Mid-point Progress Review

Final Evaluation

Reflective Paper & Faculty Advisor Summary

Student Placement & Program Questionnaire

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EXPERIENCE YORK – CREATING RECORD FORMS

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Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 step(s). You are currently on step 4.

- ✓ Applying for Placement
- ✓ Field Placement
- ✓ Application U
- ✓ Placement Confirmation Record

View your Confirmation of Placement record by selecting "View Record" in your current experience.

2

Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

Student

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 10 total hours

Overview Map

Confirmation of Placement - Approved

Log of Hours - No Record

Learning Contract - No Record

Mid point Progress Review - No Record

Final Evaluation - No Record

Reflective Paper & Faculty Advisor Summary - No Record

Student Placement & Program Questionnaire - No Record

PLACEMENT DETAILS

Agency Name: Test Organization 1

Description: Test description of

Placement Site Address: Test address

Placement Start Date: January 01, 2021

Actions

- EMAIL
- CREATE RECORD
- EDIT
- PRINT

In the bottom, right-hand corner of the Confirmation of Placement page, click on the blue circle and select "CREATE RECORD."

EXPERIENCE YORK – CREATING RECORD FORMS

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Test Student 6

Placement

Create Subrecords

Select the type of record you would like to create

- Log of Hours
- Learning Contract
- Mid-point Progress Review
- Final Evaluation
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire

Course: SUWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 10 total hours

Overview | Map

Confirmation of Placement - Approved

Log of Hours - No Record

Learning Contract - No Record

Mid-point Progress Review - No Record

Final Evaluation - No Record

Reflective Paper & Faculty Advisor Summary - No Record

Student Placement & Program Questionnaire - No Record

PLACEMENT DETAILS

Agency Name: Test Organization 1

Description: Test description of agency and placement activities

Placement Site Address: Test address

Placement Start Date: January 01, 2021

Projected End Date: December 31, 2021

Placement Hours: # hours/# days a week

Total Hours Completed: 10.0

In the drop-down list, select the record form you would like to create (e.g. Log of Hours, Learning Contract, Mid-point Progress Review, Final Evaluation, Reflective Paper & Faculty Advisor Summary, Student Placement & Program Questionnaire).

Logging hours

Daily or weekly

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LOG OF HOURS PROCESS FLOW CHART

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Student records their Log of Hours on a daily or weekly basis via Experience York—submitting their hours to their Field Instructor(s) for approval *prior* to submitting their Mid-point Progress Review/Final Evaluation



Field Instructor approves or requests a change to the Log of Hours



Faculty Advisor *reviews* the Log of Hours on Experience York

EXPERIENCE YORK – LOGGING HOURS

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1

Create Subprocess

Select the type of record you would like to create

- Log of Hours
- Learning Contract
- Mid-point Progress Review
- Final Evaluation
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire

Create a "Log of Hours" record form.

Your total log of hours will display here.

2

You are currently logged in as

T 6

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SOCIAL WORK

Welcome to Practicum

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

Mentorship

SOWK - Placement Test Course (WS 2021)

Placement

November 16, 2020 12:21 PM (By Staff)

November 16, 2020 4:52 PM (By Staff)

14 total hours

* # of Hours:

* Date completed: ?

* Description: ?

Max. 1000 characters

Submit

Input the # of hours, date, and description of activities completed.

If you are logging your hours weekly, please note the additional dates for this log in the description box.

Submit the log.

E-mailing Log of Hours for approval

Once at mid-point and again at final

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EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 steps

- ✓ Applying for Placement
- ✓ Field Placement Application
- ✓ Application Under Review
- ✓ Placement Confirmation Record

At mid-point and final, view your Confirmation of Placement record by selecting "View Record" in your current experience.

2

Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

Student

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 10 total hours

Overview Map

Confirmation of Placement - Approved

Log of Hours -

Placement Details

Agency Name: Test Organization 1

Description: Test description of agency and placement activities.

Placement Site Address: Test address

Placement Start Date: January 01, 2021

Select "Log of Hours -" on your Confirmation of Placement record.

EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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You are currently logged in as **Test Student 6**

3

Confirmation of Placement - Approved

Log of Hours -

Learning Contract - No Record

Mid-point Progress Review - No Record

Final Evaluation - No Record

Reflective Paper & Faculty Advisor Summary - No Record

Student Placement & Program Questionnaire - No Record

Log of Hours - 1

Pending

* # of Hours: 7.0

* Date completed: January 13, 2021

* Description: Test description.
Max: 1000 characters

Log of Hours - 2

Pending

* # of Hours: 7.0

* Date completed: January 14, 2021

* Description: Test description.
Max: 1000 characters

Actions

EMAIL

Email All Hours for Approval

Email Selected Hours for Approval

© 2020 York University - Orbis Career / Co-op Portal Professional

MyAccount | Log Out

Logged hours are marked as pending until approved by your Field Instructor(s) at mid-point or final.

In the bottom, right-hand corner of the Log of Hours - page, click on the blue circle and select "EMAIL" > "Email All Hours for Approval."

You are currently logged in as **Test Student 6**

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SEND EMAIL

Fields with * are required.

* From Address: Student6@noemail.com

Email Recipients (1):

Filter:

☒ SELECT ALL 1 selected

☒ Test Student 6 to testemployer1@test.com (testemployer1@test.com)

SEND EMAIL CANCEL

Ensure the appropriate Field Instructor is selected and click "SEND EMAIL."

EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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Log of Hours - 1

Pending

* # of Hours: 7.0

* Date completed: ? January 13, 2021

* Description: ? test
Max: 1000 characters

11/18/2020 : Hours emailed to testemployer1@test.com for approval by Test Student 6

Log of Hours - 2

Pending

* # of Hours: 7.0

* Date completed: ? January 14, 2021

* Description: ? test
Max: 1000 characters

11/18/2020 : Hours emailed to testemployer1@test.com for approval by Test Student 6

You can verify that
you have emailed
your Log of Hours
for approval
successfully below
each log.

Sample "Approved"
log.

Log of Hours - 1

Approved

* # of Hours: 7.0

* Date completed: ? January 13, 2021

* Description: ? Test description.
Max: 1000 characters

11/18/2020 : Hours emailed to testemployer1@test.com for approval by Test Student 6
11/18/2020 : Hour tracking updated from Pending to Approved by Test Field Instructor

Submitting the Learning Contract

LEARNING CONTRACT PROCESS FLOW CHART

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Student *initiates* the process by collaborating with their Field Instructor(s) to input information in the Learning Contract (e.g., goals, plans for goal attainment) and *uploads* the form



Field Instructor *reviews* and *approves* the form on Experience York



Faculty Advisor *reviews* the form on Experience York



Field Education Program Assistant changes the form's status from *Pending* to *Approved* on Experience York

EXPERIENCE YORK – SUBMITTING THE LEARNING CONTRACT

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1

Create Subrecord

Select the type of record you would like to create

- Log of Hours
- Log of Hours
- Learning Contract
- Mid-point Progress Review
- Final Evaluation
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire

Test Organization 1 - Test Division 1 - Test Employer 1

Test Faculty

SOWK - Placement Test Course (WS 2021)

Placement

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 14 total hours

Confirmation of Placement - Approved

Log of Hours -

Learning Contract - No Record

Mid-point Progress Review - No Record

Agency Name: Test Organization 1

You are currently logged in as Test Student 6

Dashboard

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SOCIAL WORK

Welcome to Practicum

FIELD PLACEMENT

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

Mentorship

Create a "Learning Contract" record form.

2

STUDENT LEARNING CONTRACT UPLOAD

* Upload your Learning Contract. ?

Upload New File

Please upload a .DOC or .DOCX file format.

FIELD INSTRUCTOR APPROVAL

I have reviewed and approved the attached Learning Contract.

FACULTY ADVISOR APPROVAL

I have reviewed the attached Learning Contract. ?

Submit

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 14 total hours

You are currently logged in as Test Student 6

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SOCIAL WORK

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

Mentorship

Upload your Learning Contract.

Submit the form and inform your Field Instructor(s).



Submitting the Mid-point Progress Review

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MID-POINT PROGRESS REVIEW PROCESS FLOW CHART

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Student updates their Learning Contract if required and inputs a self-evaluation on their progress—uploading the form for review to the Field Instructor(s) via Experience York



Field Instructor downloads the student's self-evaluation and offers their ratings & feedback after having a discussion with the student about their progress—submitting the form for review to the Faculty Advisor via Experience York



Faculty Advisor *reviews* the Mid-point Progress Review on Experience York



Field Education Program Assistant changes the form's status from *Pending* to *Approved* on Experience York

EXPERIENCE YORK – SUBMITTING THE MID-POINT PROGRESS REVIEW

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1

Create Subrecords

Select the type of record you would like to create

- Log of Hours
- Log of Hours
- Mid-point Progress Review
- Final Evaluation
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire

SOWK - Placement Test Course (WS 2021)

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 18, 2020 04:31 PM (By Staff)

Create a "Mid-point Progress Review" record form.

*You should be building on the **Learning Contract** to complete the Mid-point Progress Review process.

2

You are currently logged in as

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Nyree Mahadeo)

Last Updated: November 18, 2020 04:31 PM (By Samar Hossain)

Hour Tracking: 14 total hours

STUDENT MID-POINT PROGRESS REVIEW UPLOAD

* Upload your self-evaluation for the Mid-point Progress Review: ?

Upload New File

Please submit a PDF or .DOCX file format.

* I have submitted my Mid-point Log of Hours for approval to my Field Instructor(s):

-select-

FIELD INSTRUCTOR MID-POINT PROGRESS REVIEW UPLOAD

Upload your student's self-evaluation for the Mid-Point Progress Review alongside your ratings and comments: ?

File upload not found.

FACULTY ADVISOR APPROVAL

I have reviewed the attached Mid-point Progress Review. ?

Submit

Submit the form and inform your Field Instructor(s) so they can complete their end of the Mid-Point Progress Review.

Upload your self-evaluation for the *Mid-point Progress Review.

Confirm that you have submitted your Mid-point Log of Hours for approval.

Submitting the Final Evaluation

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FINAL EVALUATION PROCESS FLOW CHART

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Student updates their Learning Contract if required and inputs a self-evaluation on their placement experience—uploading the form for review to the Field Instructor(s) via Experience York



Field Instructor downloads the student's self-evaluation and offers their ratings & feedback after having a discussion with the student about their cumulative experience—submitting the form for review to the Faculty Advisor via Experience York



Faculty Advisor *reviews* the Final Evaluation on Experience York



Field Education Program Assistant changes the form's status from *Pending* to *Approved* on Experience York

EXPERIENCE YORK – SUBMITTING THE FINAL EVALUATION

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1

Create Sub Records

Select the type of record you would like to create

- Log of Hours
- Log of Hours
- Final Evaluation
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire

Test Organization 1 - Test Division 1 - Test Employer 1

SOWK - Placement Test Course (WS 2021)

Placement

Test Faculty

Create a "Final Evaluation" record form.

*You should be building on the **Field Instructor Mid-Point Progress Review Upload** to complete the Final Evaluation process.

Submit the form and inform your Field Instructor(s) so they can complete their end of the Final Evaluation.

2

You are currently logged in as

Course: SOWK - Placement Test Course (WS 2021)

Experience Type: Placement

Date Created: November 16, 2020 12:21 PM (By Staff)

Last Updated: November 16, 2020 01:52 PM (By Staff)

Hour Tracking: 14 total hours

STUDENT FINAL EVALUATION UPLOAD

* Upload your self-evaluation for the Final Evaluation: ?

Upload New File

Please upload a .DOC or .DOCX file format.

* I have submitted my Final Log of Hours for approval to my Field Instructor(s):

-select-

FIELD INSTRUCTOR FINAL EVALUATION UPLOAD

Upload your student's self-evaluation alongside your ratings and comments: ?

File upload not found.

FACULTY ADVISOR APPROVAL

I have reviewed the attached Final Evaluation. ?

Submit

Upload your self-evaluation for the *Final Evaluation.

Confirm that you have submitted your Final Log of Hours for approval.

Submitting the Reflective Paper

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EXPERIENCE YORK – SUBMITTING THE REFLECTIVE PAPER

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1

Create a "Reflective Paper & Faculty Advisor Summary" record form.

2

Upload your Reflective Paper.

Submit the form and inform your Faculty Advisor.

Submit



Completing the Student Placement & Program Questionnaire

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EXPERIENCE YORK – COMPLETING THE SP&P QUESTIONNAIRE

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1

Create Sub Records

Select the type of record you would like to create

- Log of Hours
- Log of Hours
- Reflective Paper & Faculty Advisor Summary
- Student Placement & Program Questionnaire**
- STPLT

SOWK - Placement Test Course (WS 2021)

Placement

Course

Experience Type

Placement

Log of Hours -

Learning Contract - Approved

Mid-point Progress Review - Approved

Final Evaluation - Approved

Reflective Paper & Faculty Advisor Summary

PLACEMENT DETAILS

Agency Name:

Test Organization 1

Create a "Student Placement & Program Questionnaire" record form.

2

You are logged in as

DISCLOSURE OF EVALUATION DATA

* This evaluation can be shared with:

Check all that apply

☐ SELECT ALL

Filter

☐ Field Instructor(s) and/or the agency

☐ Faculty Advisor

☐ Academic leaders at the School of Social Work for program promotion and evaluation

☐ None of the above

PRACTICUM PARTICULARS

* Which program are you in?

-select-

* Agency Name:

* Field Instructor(s):

* Faculty Advisor:

THE PLACEMENT

* What type of placement did you complete?

-select-

Check all that apply

☐ SELECT ALL

Filter

☐ Direct/Clinical Practice

☐ Community Development/Outreach

☐ Policy/Research/Program Development

*We recommend that you complete this questionnaire *after* submitting your Reflective Paper.

Complete the survey and submit the form.