

### Change or reset your password

1. Go to Experience York's "[Forgot Password](#)" page under "Employers & Community Partners."
2. Follow the 2-step instructions on this page to reset your password—please note that **Your Login ID** is the e-mail address you use for correspondence with The Field Education Office.

### View your student's placement record

1. Log-in to [Experience York](#)
2. On the left-hand side bar, select "Social Work" followed by "Field Placement."
  - If you do not see the left-hand side bar, please select the icon next to the HOME button in the top-left corner of the page.
3. Select "Records."
  - If you are supervising more than one student, you will see more than 1 placement record listed here.
4. Select "View" under the appropriate student.
5. The student's "Confirmation of Placement - Approved" is the landing page when you view the student's placement record. Review **all** the details listed on your student's placement record. If you notice any inaccuracies on your student's placement record, please connect with the Field Education Program Assistant, Esther Ng, at [estherng@yorku.ca](mailto:estherng@yorku.ca).
  - "Approved" signifies that the Field Education Office permits the student to commence placement (e.g. all paperwork/Affiliation Agreement/Agency Questionnaire Form/insurance/immunization/pre-placement requirements have been verified).
  - Your student can **only** start placement if their Confirmation of Placement is marked as "Approved" by the Field Education Office.
  - Your student's placement record includes:
    - i. Placement Details
    - ii. Field Instructor contact information
    - iii. Faculty Advisor (Integrative Seminar leader) contact information
    - iv. Integrative Seminar Schedule—the Integrative Seminar schedule is shared with you so that you can accommodate your student's four (4) planned absences from placement in advance. Please note that attendance at Integrative Seminars does not count as placement time.

### **Review and approve your student's Learning Contract**

The Learning Contract is negotiated between the student and Field Instructor(s) and provides the basis for evaluating the student's progress in placement. The student's Learning Contract should be comprehensive with activities that fall under the 5 major learning objectives outlined on the form. The Learning Contract should be completed no later than the **third week** of placement. If necessary, students will have the opportunity to revise learning goals during the Mid-point Progress Review.

1. Once your student informs you that they have uploaded their negotiated Learning Contract, log-in to [Experience York](#) and view your student's placement record.
2. Select "Learning Contract - Pending" on the left-hand side of the student's placement record under "Overview."
3. Download your student's completed Learning Contract and review it.
4. On the bottom right-hand corner, click on the blue circle and select "EDIT."
5. In the drop-down list, select "Learning Contract."
6. Under "Field Instructor Approval" certify that you have reviewed and approved the attached Learning Contract by selecting "yes" from the drop-down list.
  - If you select "no," the student's Faculty Advisor will connect with you and/or your student to discuss why the Learning Contract was not approved.
  - If your student has more than one Field Instructor, only one Field Instructor needs to approve the Learning Contract on behalf of the other Field Instructor(s).
7. Click "Submit."
  - Once the student's Faculty Advisor reviews the Learning Contract on Experience York, the Field Education Program Assistant will change the form's status from "Pending" to "Approved."

### **Complete your student's Mid-Point Progress Review**

At the mid-point mark of the placement, students should have a formal meeting with their Field Instructor(s) to discuss achievements to date—based on the goals for placement outlined in the student's Learning Contract. The progress review should be used as a guide to ascertain achievements and clarify the student's critical path of focus for the remainder of the placement. The goals in the Learning Contract can be revised at this point to reflect new goals; addressing areas in need of further development. The revised learning goals are then used to guide the final evaluation process. Once the Mid-point Progress Review form is completed by the student and Field Instructor(s), it is electronically submitted to the Faculty Advisor for review via Experience York.

1. Once your student informs you that they have uploaded their self-evaluation for the Mid-Point Progress Review, go to [Experience York](#) and view your student's placement record.
2. Select "Mid-Point Progress Review - Pending" on the left-hand side of the student's placement record under "Overview."
3. Download your student's self-evaluation for the Mid-Point Progress Review, review it, and add your Rating and Comments for each Learning Goal under the "Mid-Point Progress Review" column of the document. Save this document as a new file for upload.
4. On the bottom right-hand corner of the "Mid-Point Progress Review - Pending" page, click on the blue circle and select "EDIT."
5. In the drop-down list, select "Mid-Point Progress Review."
6. Under "Field Instructor Mid-Point Progress Review Upload" upload the completed Mid-Point Progress Review. This document should include your student's self-evaluation for each learning goal alongside your rating and comments.
  - If your student has more than one Field Instructor, only one Field Instructor needs to upload the completed Mid-Point Progress Review on behalf of the other Field Instructor(s).
7. Click "Submit."
  - Once the student's Faculty Advisor reviews the Mid-Point Progress Review on Experience York, the Field Education Program Assistant will change the form's status from "Pending" to "Approved."

### **Approve your student's Mid-Point Log of Hours**

Your student must submit their Log of Hours to you for approval twice in the placement: once at the Mid-point Progress Review and then at Final Evaluation.

1. Your student will send you an automated e-mail from Experience York to approve their Mid-Point Log of Hours that says, "Please click here to approve or decline all hours." When you click on this link, review the table that displays your student's Log of Hours.
  - If you would like to view the specific activities completed in each log prior to approving your student's Mid-Point Log of Hours, view your student's placement record and select "Log of Hours -" on the left-hand side of the page under "Overview."
2. Click "Approve."
  - If you select "Decline," the student's Faculty Advisor will connect with you and/or your student to discuss why the Mid-Point Log of Hours was not approved. Declined logs will require administrative support to be reversed.
  - If your student has more than one Field Instructor, only one Field Instructor needs to approve the Mid-Point Log of Hours on behalf of the other Field Instructor(s).
  - Once you approve the Mid-Point Log of Hours on Experience York, the logs will change from "Pending" to "Approved."

## **Complete your student's Final Evaluation**

The Final Evaluation is completed by the student and the Field Instructor(s) as the placement ends. It is intended to assess the student's level of achievement in meeting the goals for placement as identified by the School and the student's Learning Contract.

### ***EXPECTED LEVEL OF ACHIEVEMENT***

- The student has demonstrated growth across the time of placement (i.e., has demonstrated not only a conceptual grasp of theory and relevant understanding of policy and community development, but an ability to integrate theory into practice in a purposive way).
  - At the time of final evaluation, the student could function as a beginning social worker in a general service agency (i.e., capable of autonomous work in routine areas after a period of orientation with awareness; able to seek out and utilize consultation and help from supervisors and other Staff members).
1. Once your student informs you that they have uploaded their self-evaluation for the Final Evaluation, go to [Experience York](#) and view your student's placement record.
  2. Select "Final Evaluation - Pending" on the left-hand side of the student's placement record under "Overview."
  3. Download your student's self-evaluation for the Final Evaluation, review it, and add your Rating and Comments for each Learning Goal under the "Final Evaluation" column of the document alongside your summary of the student's learning process and achievements in placement. Save this document as a new file for upload.
  4. On the bottom right-hand corner of the "Final Evaluation - Pending" page, click on the blue circle and select "EDIT."
  5. In the drop-down list, select "Final Evaluation."
  6. Under "Field Instructor Final Evaluation Upload" upload the completed Final Evaluation. This document should include your student's self-evaluation for each learning goal alongside your rating and comments.
    - If your student has more than one Field Instructor, only one Field Instructor needs to upload the completed Final Evaluation on behalf of the other Field Instructor(s).
  7. Click "Submit."
    - Once the student's Faculty Advisor reviews the Final Evaluation on Experience York, the Field Education Program Assistant will change the form's status from "Pending" to "Approved."

### **Approve your student's Final Log of Hours**

Your student must submit their Log of Hours to you for approval twice in the placement: once at the Mid-point Progress Review and then at Final Evaluation.

1. Your student will send you an automated e-mail from Experience York to approve their Final Log of Hours that says, "Please click here to approve or decline all hours." When you click on this link, review the table that displays your student's Log of Hours.
  - If you would like to view the specific activities completed in each log prior to approving your student's Final Log of Hours, view your student's placement record and select "Log of Hours -" on the left-hand side of the page under "Overview."
2. Click "Approve."
  - If you select "Decline," the student's Faculty Advisor will connect with you and/or your student to discuss why the Final Log of Hours was not approved. Declined logs will require administrative support to be reversed.
  - If your student has more than one Field Instructor, only one Field Instructor needs to approve the Final Log of Hours on behalf of the other Field Instructor(s).
  - Once you approve the Final Log of Hours on Experience York, the logs will change from "Pending" to "Approved."