

York University  
School of Social Work  
FIELD EDUCATION OFFICE  
**BSW PRACTICUM**  
**Due Dates for Forms & Evaluations**

**Forms & Evaluations**

**Due**

**Submission**

Student Agreement  
**(Experience York)**  
Declaration Form  
**(Experience York)**

2<sup>nd</sup> week of placement

Complete the form online in Experience York

*Safety Checklist requires Field Instructor's signature & upload on Experience York*

Health & Safety Checklist  
**(Experience York)**

2<sup>nd</sup> week of placement

Learning Contract  
**(Experience York)**

3<sup>rd</sup> week of placement

Complete the form online in Experience York for Field Instructor approval

Log of Hours  
**(Experience York)**

To be completed daily or weekly. Send Request for Approval to Field Instructor at Midpoint (350 hours) AND at Final (700 hours)

Log hours & using Experience York to Email Field Instructor for approval at Midpoint & Final

Mid-Point Progress Review  
**(Experience York)**

Halfway of your placement (350 hours).  
***Copy & paste learning goals, plans for goals from learning contract onto Midpoint Review, write self-evaluations and submits the form***

Complete online form in Experience York for Field Instructor's Rating/Feedback

Final Evaluation  
**(Experience York)**

At completion of your 700 placement hours **(no later than Apr 14, 2023 for a June convocation)**

Complete online form in Experience York for Field Instructor's Rating/Feedback

Student Placement and Program Questionnaire  
**(Experience York)**

At completion of your 700 placement hours **(no later than Apr 14, 2023 for a June convocation)**

Complete online form in Experience York to Field Office

Reflective Paper  
**(Experience York)**

At completion of your 700 placement hours **(no later than April 14, 2023 for a June convocation)**

Upload reflective paper online using Experience York for Faculty Advisor's review

**Important:**

- If your placement hours extend beyond the term you are registered in for the practicum, please complete the Placement Extension/Grade Deferral Form

<http://practicum.sowk.laps.yorku.ca/files/2016/02/Deferral-Extension-Request-Form-Rev.pdf>