

York University  
School of Social Work  
FIELD EDUCATION OFFICE  
**MSW PRACTICUM (Year 2 & Part Time)**  
**Due Dates for Forms & Evaluations**

<u>Forms &amp; Evaluations</u>	<u>Due</u>	<u>Submission</u>
Student Agreement <b>(Experience York)</b> Declaration Form <b>(Experience York)</b>	2 <sup>nd</sup> week of placement	Complete the form online in Experience York  <i><u>Safety Checklist requires Field Instructor's signature &amp; upload on Experience York</u></i>
Health & Safety Checklist <b>(Experience York)</b>	2 <sup>nd</sup> week of placement	
Learning Contract <b>(Experience York)</b>	3 <sup>rd</sup> week of placement	Complete the form online in Experience York for Field Instructor approval
Log of Hours <b>(Experience York)</b>	To be completed daily or weekly. Send Request for Approval to Field Instructor at Midpoint (225 hours) AND at Final (450 hours)	Log hours & using Experience York to Email Field Instructor for approval at Midpoint & Final
Mid-Point Progress Review <b>(Experience York)</b>	Halfway of your placement (225 hours). <b><i>Copy &amp; paste learning goals, plans for goals from learning contract onto Midpoint Review, write self-evaluations and submits the form</i></b>	Complete online form in Experience York for Field Instructor's Rating/Feedback
Final Evaluation <b>(Experience York)</b>	At completion of your 450 placement hours <b>(no later than Apr 14, 2023 for a June convocation)</b>	Complete online form in Experience York for Field Instructor's Rating/Feedback
Student Placement and Program Questionnaire <b>(Experience York)</b>	At completion of your 450 placement hours <b>(no later than Apr 14, 2023 for a June convocation)</b>	Complete online form in Experience York to Field Office
Reflective Paper <b>(Experience York)</b>	At completion of your 450 placement hours <b>(no later than April 14, 2023 for a June convocation)</b>	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>