

Experience York

FIELD INSTRUCTOR GUIDE

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

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Change or reset your password

EXPERIENCE YORK – CHANGE OR RESET YOUR PASSWORD

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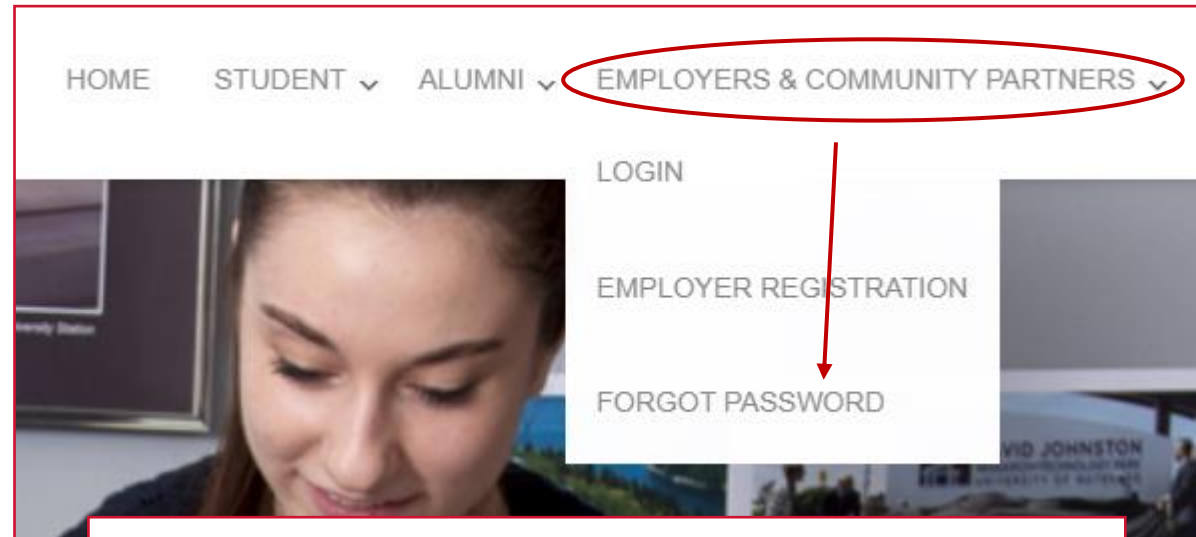


STEP 1

Go to Experience York's "[Forgot Password](#)" page under "Employers & Community Partners."

Follow the 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.

You will be e-mailed a reset code that you will need to enter on the next page to change your password.



Forgot Password

Resetting your forgotten password is a two step process. Please follow the instructions below.

Step 1. Email reset password link.

To reset your password you need to enter your login ID (Employers - use your email; Alumni - use your student number) and click on "EMAIL RESET CODE" button". You will be emailed a Reset code that you will need to enter below to change your password.

Your Login ID: *

Email Reset Password Link

Review and approve your student's Learning Contract

EXPERIENCE YORK – REVIEW & APPROVE YOUR STUDENT’S LEARNING CONTRACT

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STEP 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.

The screenshot shows the Experience York website interface. The URL in the browser is experience.yorku.ca/home/home.htm. The navigation menu includes: HOME, STUDENTS (with a dropdown arrow), EMPLOYERS & COMMUNITY PARTNERS (with a dropdown arrow), FACULTY & STAFF (with a dropdown arrow), and EVENTS & WORKSHOPS. The "LOGIN" link is circled in red. Below the navigation menu, there are links for "EMPLOYER REGISTRATION" and "FORGOT PASSWORD". The background of the website features a photograph of three students (two women and one man) smiling and working together at a table with pink blocks.

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.

EXPERIENCE YORK – REVIEW & APPROVE YOUR STUDENT’S LEARNING CONTRACT

STEP 2

Select “Learning Contract - Pending” on the left-hand side of the student’s placement record under “Overview.”

experience.yorku.ca/myAccount/socialWork/experientialEducation.htm

Logged in as Test Employer 1

HOME

Student Name: Test Student 6
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 06:23 PM (By Staff)
Hour Tracking: 0 total hours

Overview | Map

Confirmation of Placement - Approved
Log of Hours - No Record
Learning Contract - Pending
Mid-point Progress Review - No Record
Final Evaluation - No Record

PLACEMENT DETAILS
Agency Name: Test Organization 1
Description: Test description of agency and placement activities.
Placement Site Address:
Placement Start Date:
Projected End Date:

Learning Goal examples are provided at the top of each focus area

Focus Area #1 Learning Goal examples:

- General**
 - Demonstrate a clear understanding of who the agency supports and who is impacted by the work of the organization.
 - Demonstrate an understanding of the organization's mission as it relates to macro/mezzo/micro perspectives.
 - Recognize social policies that affect the organization and its services.
- Research**
 - Demonstrate an understanding of a range of research designs and methods (e.g. qualitative, quantitative, grounded theory, participatory action research, and other research methods).
 - Recognize and discuss where applicable the strengths and limitations of methods in relation to knowledge production and/or knowledge translation.
 - Demonstrate knowledge about types of literature reviews (e.g. critical reviews, narrative reviews, scoping reviews, interpretive synthesis, and qualitative systematic reviews).

Copy this template into each of the spaces provided:

--- template starts ---
Learning Goal #1:
Plan for goal attainment:

Learning Goal #2:
Plan for goal attainment:

Learning Goal #3:
Plan for goal attainment:
--- template ends ---

Develop 2-3 Learning Goals and outline your plans for goal attainment.

Learning Goal #1: Recognize social policies that affect the organization and its services.
Plans for goal attainment: read CYFSA, review Ministry Standards...

Learning Goal #2: Develop direct practice skills in counselling.
Plans for goal attainment: shadow supervisor during counselling sessions, attend trainings...

STEP 3

Review your student’s completed Learning Contract.

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STEP 4

On the bottom right-hand corner, click on the red circle and select “EDIT.”

Overview | Map

Confirmation of Placement - Approved

Log of Hours - No Record

Learning Contract - Pending

Mid-point Progress Review - No Record

Final Evaluation - No Record

About the Learning Contract

The Learning Contract is negotiated between the student and field instructor and pro identified below. Students must develop 2-3 learning goals for each focus area. The

FIELD INSTRUCTORS if you make any changes to your student's Learning Goals O

Expected date of Mid-point Progress Review:

Expected date of Final Evaluation:

SUPERVISION DETAILS

How many hours per week will this student (and inter(2021)) be meeting for formal supervision?

How will the student reflect on their learning with their Field Instructor(s)?

Actions

Email ▾

Create Record

Edit

Print

STEP 5

In the drop-down list, select “Learning Contract.”

HOME

Student Name

Course

Experience Type

Date Created

Last Updated

Hour Tracking

Test

SOV

Plac

Nov

Nov

0 to

Overview | Map

Confirmation of Placement - Approved

Log of Hours - No Record

Learning Contract - Pending

Edit records and subrecords

Select the records you would like to edit below

Learning Contract

Learning Contract

SELECT CLOSE

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STEP 6

DATE OF COMPLETION/APPROVAL

Student - Learning Contract date of completion:

Field Instructor(s) - Learning Contract date of approval:

Input the Field Instructor(s) – Learning Contract date of approval.

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).

Student Name	Test Student 6
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 06:23 PM (By Staff)
Hour Tracking	0 total hours

Overview **Map**

Confirmation of Placement - Approved

Log of Hours - No Record

Learning Contract - Approved

Mid-point Progress Review - No Record

Final Evaluation - No Record

PLACEMENT DETAILS

Agency Name: Test Organization 1

Description: Test description of agency and placem

Placement Site Address: Test address

Placement Start Date: January 01, 2021

Projected End Date: December 31, 2021

The Field Education Program Assistant will change the form’s status from “Pending” to “Approved” shortly after you submit the form. Do not be alarmed if it still says “Pending.”