

Experience York STUDENT GUIDE

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

liberal arts &
professional studies



Reviewing your Confirmation of Placement

EXPERIENCE YORK – REVIEWING YOUR CONFIRMATION OF PLACEMENT

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1

Test Student 6

Dashboard

Career Centre

About Becoming UY

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

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

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

2

Confirmation of Placement

Log of Hours - No Record

Learning Contract - No Record

Mid-point Progress Review - No Record

Final Evaluation - No Record

Student Placement & Program Questionnaire - No Record

Reflective Paper & Faculty Advisor Summary - 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/9 days a week

Total Hours Completed: 0.0

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

Student Placement & Program Questionnaire

Reflective Paper & Faculty Advisor Summary

EXPERIENCE YORK – CREATING RECORD FORMS

Test Student 6

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Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 step(s). Y

✓

Applying for Plac

✓

Field Placem

✓

Application L

✓

Placement Confirmation Record

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

Test Student 6

2

BACK TO...

Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

Student

Test Organization 1 - Test Division 1 - Test Employer 1

Test Faculty

Course

Experience Type

Date Created

Last Updated

Hour Tracking

SOWK - Placement Test Course (WS 2021)

Placement

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

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

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

Student Placement & Program Questionnaire - No Record

Reflection Paper & Faculty & Advisor Feedback - No Record

PLACEMENT DETAILS

Agency Name:

Description:

Placement Site Address:

Placement Start Date

Test Org

Test div

Test add

January 01, 2021

Actions

Email

Create Record

Edit

Print

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

EXPERIENCE YORK – CREATING RECORD FORMS

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Test Student 6

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SOCIAL WORK

Welcome to Practicum

FIELD PLACEMENT

Social Work Events

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

Mentorship

Placement

Student

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 12:41 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, Student Placement & Program Questionnaire, Reflective Paper & Faculty Advisor Summary).

Logging hours

Daily or weekly

LOG OF HOURS PROCESS FLOW CHART



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

You are currently logged in as Test, your details for:

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 step(s). You've completed 8 of the 14 required step(s).

- ✓ Applying for Placement Orientation
- ✓ Field Placement Application
- ✓ Application Under Review
- ✓ Placement Confirmation Record
- ✓ Beginning Placement Orientation
- ✓ Student Practicum Agreement
- ✓ Student Declaration of Understanding
- ✓ Health & Safety Checklist

Current Step

9 Log of Hours

Students are responsible for logging hours daily or weekly. You must submit your Log of Hours to your Field Instructor(s) for approval twice in the placement: once at the Mid-point Progress Review and then at Final Evaluation.

Please do not include your lunch breaks in your Log of Hours.

Submit

Ensure the previous steps are complete.

Select "Submit" under the "Log of Hours" step.

2

You are currently logged in as Test, your details for:

SOWK - Placement Test Course (WS 2021)

Placement

Course

Experience Type

Date Created

Last Updated

Hour Tracking

SOWK - Placement Test Course (WS 2021)

Placement

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

November 16, 2020 01:57 PM (By Staff)

14 total hours

* # of Hours:

* Date completed:

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

Submit

Submit the log.

If you are logging your hours weekly, please note the additional dates for this log in the description box. **Do not** log more than a week's worth of hours in one log.

Your total log of hours will display here.

EXPERIENCE YORK – LOGGING HOURS

You are currently logged in as

EN FR

Dashboard

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Glendon College


SOCIAL WORK

Welcome to Practicum

FIELD PLACEMENT

Social Work Events


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

 Test, your details for:

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

 Record

View Record

STEPS

This experience has 14 step(s). You've completed 8 of the 14 required step(s).

✓ Applying for Placement Orientation

✓ Field Placement Application

✓ Application Under Review

✓ Placement Confirmation Record


✓ Beginning Placement Orientation

✓ Student Practicum Agreement

✓ Student Declaration of Understanding

✓ Health & Safety Checklist

Current Step

 Log of Hours

Your submission needs to be approved before you can move onto the next step. Please check again later.

Submit

View Track Hours (1.0)

Email Pending Hours for Approval

You may continue logging your hours using the "Submit" function.

E-mailing Log of Hours for approval

Once at mid-point and **again** at final

EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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The screenshot displays the Experience York web application interface. On the left is a dark sidebar with a navigation menu. The main content area is light gray and shows the user's profile, course details, and a list of steps for the placement experience. A red arrow points from a text box to the "Email Pending Hours for Approval" button.

1

Y... currently logged in as

Dashboard

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SOCIAL WORK

Welcome to Practicum

FIELD PLACEMENT

Social Work Events

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

Test, your details for:

SOWK - Placement Test Course (WS 2021)

Placement

PLACEMENT

Record

View Record

STEPS

This experience has 14 step(s). You've completed 8 of the 14 required step(s).

- ✓ Applying for Placement Orientation
- ✓ Field Placement Application
- ✓ Application Under Review
- ✓ Placement Confirmation
- ✓ Beginning Placement Orientation
- ✓ Student Practicum Agreement
- ✓ Student Declaration of Understanding
- ✓ Health & Safety Checklist

At mid-point and final, select "Email Pending Hours for Approval" under the "Log of Hours" step.

Current Step

Log of Hours

Your submission needs to be approved before you can move onto the next step. Please check again later.

Submit View Track Hours (1.0) **Email Pending Hours for Approval**

EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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The screenshot shows the 'SEND EMAIL' interface in the Experience York system. On the left is a dark sidebar with a menu. The main area is titled 'SEND EMAIL' and includes a 'From Address' field, a list of email recipients, and a 'SEND EMAIL' button. Annotations include a green circle with the number '2' around the user's name in the sidebar, a red circle around the 'SEND EMAIL' button, and a red circle around the selected recipient 'Test Student 6 to testemployer1@test.com'. A red arrow points from the text box to the selected recipient, and another red arrow points from the text box to the 'SEND EMAIL' button.

YU logged in as **Student 6**

2

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SOCIAL WORK
Welcome to Practicum
FIELD PLACEMENT
Social Work Events
T.A.S.T.E. Mentoring Program
Mentorship

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

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.

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

Sample "Approved" log.

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 **online** Learning Contract (e.g., goals, plans for goal attainment) and *submits* the form



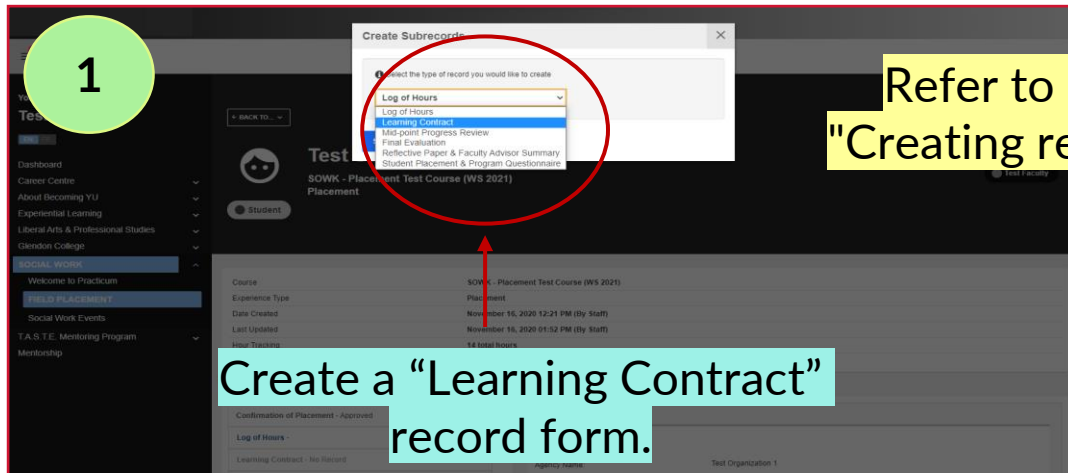
Field Instructor *reviews* and *approves* the **online** form on Experience York



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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Refer to slides 4-6
"Creating record forms"

Create a "Learning Contract"
record form.

2

About the Learning Contract

The Learning Contract is negotiated between the student and field instructor and provides the basis for evaluating the student's identified below. Students must develop 2-3 learning goals for each focus area. The Learning Contract should be completed no later than the end of the placement period.

FIELD INSTRUCTORS if you make any changes to your student's Learning Goals OR plans for goal attainment please

Student to complete this section after discussing with Field Instructor(s).

Expected date of Mid-point Progress Review: [Date Picker]

Expected date of Final Evaluation: [Date Picker]

SUPERVISION DETAILS

How many hours per week will the student and Field Instructor(s) be meeting for formal supervision?

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

☐ SELECT ALL

☐ Weekly reflective journals

☐ Share progress in weekly supervision

☐ Write monthly progress reports

☐ Weekly wrap-up email/report for supervisor

☐ Other:

Training, workshop, and/or conference attendance should not exceed 50 hours of the **entire** BSW placement or 30 hours of the **entire** MSW placement.

List any training/workshops that the student will attend (include event name, date, and/or details about its relevance to the placement):

Complete the **online Learning Contract form** (e.g., expected dates, supervision details, goals & plans for goal attainment under the **5 focus areas**, date of completion).

EXPERIENCE YORK – SUBMITTING THE LEARNING CONTRACT

FOCUS AREA #1: SOCIAL ISSUES ADDRESSED BY THE ORGANIZATION (GENERAL) OR THEORETICAL FRAMEWORKS (RESEARCH)

2.1

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 (qualitative, quantitative, grounded theory, participatory action research, and 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:

Source

StylesFormatFontSizeA- A+

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...

DATE OF COMPLETION/APPROVAL

Student - Learning Contract date of completion:

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

Submit

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

Copy this template into each textbox to outline your learning goals & plans for goal attainment under the 5 focus areas

Input the Student - Learning Contract date of completion.

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

3

Submitting the Mid-point Progress Review

MID-POINT PROGRESS REVIEW PROCESS FLOW CHART

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Student *initiates* the process by inputting information in the **online** Mid-point Progress Review (e.g., copying & pasting learning goals and plans for goal attainment from Learning Contract, writing self-evaluations for each learning goal) and *submits* the form



Field Instructor reviews the student's self-evaluations and offers their ratings & feedback on the **online** Mid-point Progress Review after having a discussion with the student about their progress



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

Refer to slides 4-6 "Creating record forms"

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

2

About the 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, it is electronically submitted to the Faculty Advisor for review.

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

☒ Yes
☐ No

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

EXPERIENCE YORK – SUBMITTING THE MID-POINT PROGRESS REVIEW

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3

Open your completed Learning Contract in a new tab to copy & paste your trainings, learning goals, and plans for goal attainment under the 5 focus areas into your Mid-point Progress Review*

SUPERVISION DETAILS

Training, workshop, and/or conference attendance should not exceed 50 hours of the **entire** BSW placement or 30 hours of the **entire** MSW placement.

List any trainings/workshops that the student has attended or will attend (include event name, date, and/or details about its relevance to the placement):

Student to complete this section after discussing with Field Instructor(s) during the Mid-point Progress Review.

Identify major projects that will guide the final evaluation:
i.e. writing a grant proposal, developing a new program, hosting a fundraiser, conducting a workshop etc.

FOCUS AREA #1: SOCIAL ISSUES ADDRESSED BY THE ORGANIZATION (GENERAL) OR THEORETICAL FRAMEWORKS (RESEARCH)

Student to copy over full response from corresponding section in Learning Goals.

1. Re-open your Learning Contract in a new tab.

OR

1. Right-click on the current browser tab and select "Duplicate".

2. Then navigate to the Learning Contract in one of the duplicated tabs.

2-3 Learning Goals and plans for goal attainment:

*You may change details copied over from your Learning Contract on your Mid-point Progress Review if needed (e.g., add new learning goals, plans, and trainings/projects; remove goals & plans that may not be attainable).

EXPERIENCE YORK – SUBMITTING THE MID-POINT PROGRESS REVIEW

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4

Copy this template into the space provided:

--- template starts ---

Self-evaluation of Learning Goal #1:

Self-evaluation of Learning Goal #2:

Self-evaluation of Learning Goal #3:

--- template ends ---

Copy & paste this template into the corresponding textbox to write your self-evaluation* for each learning goal under the **5 focus areas**

Self-evaluation of each learning goal:

*Write a summary for the self-evaluation portion of the form. **Do not** use the rating scale to write your self-evaluation—this should only be used by your Field Instructor(s).

DATE OF COMPLETION

Student - Mid-point Progress Review date of completion:



Field Instructor(s) - Mid-point Progress Review date of completion:



Submit

Input the Student – Mid-point Progress Review date of completion

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

5

Submitting the Final Evaluation

FINAL EVALUATION PROCESS FLOW CHART

Student *initiates* the process by inputting information in the **online** Final Evaluation (e.g., copying & pasting learning goals and plans for goal attainment from Learning Contract AND/OR Mid-point Progress Review, writing self-evaluations for each learning goal) and *submits* the form



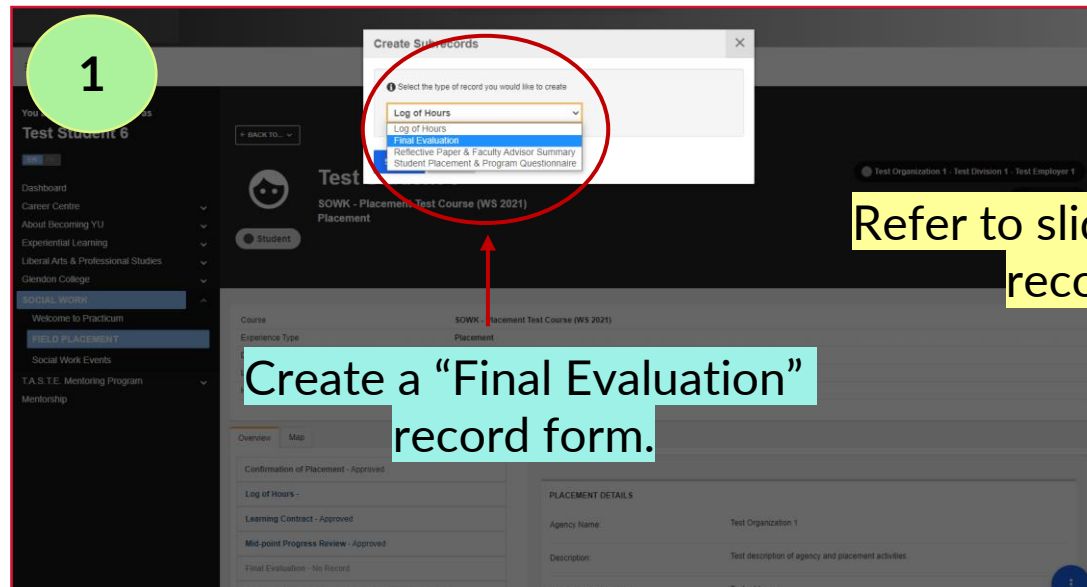
Field Instructor reviews the student's self-evaluation and offers their ratings & feedback on the **online** Final Evaluation after having a discussion with the student about their cumulative experience



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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2

About the 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).

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

☒ Yes
☐ No

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

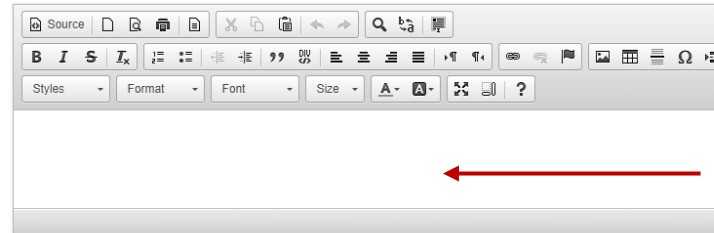
EXPERIENCE YORK – SUBMITTING THE FINAL EVALUATION

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SUPERVISION DETAILS

List any trainings/workshops that the student has attended or will attend (include event name, date, and/or details about its relevance to the placement):

Training, workshop, and/or conference attendance should not exceed 50 hours of the **entire** BSW placement or 30 hours of the **entire** MSW placement.



Open your completed **Learning Contract AND/OR Mid-point Progress Review** in a new tab to copy & paste your trainings, learning goals, and plans for goal attainment under the **5 focus areas** into your Final Evaluation*

FOCUS AREA #1: SOCIAL ISSUES ADDRESSED BY THE ORGANIZATION (GENERAL) OR THEORETICAL FRAMEWORKS (RESEARCH)

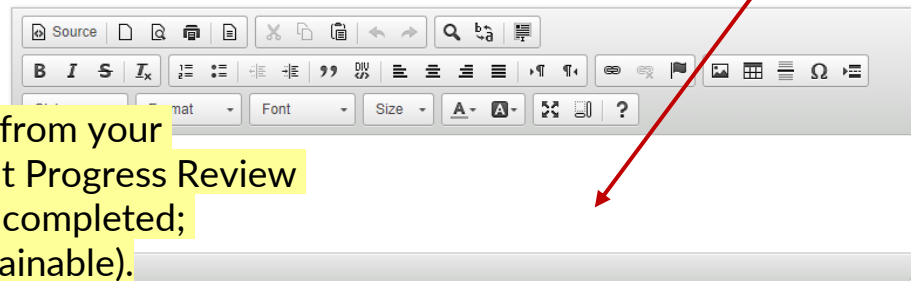
Student to copy over full response from corresponding section in Learning Goals.

1. Re-open your Learning Contract AND/OR Mid-point Progress Review in a new tab.

OR

1. Right-click on the current browser tab and select "Duplicate".
2. Then navigate to the Learning Contract AND/OR Mid-point Progress Review in one of the duplicated tabs.

2-3 Learning Goals and plans for goal attainment:



*You may change details copied over from your Learning Contract AND/OR Mid-point Progress Review if needed (e.g., add new trainings you completed; remove goals & plans that weren't attainable).

EXPERIENCE YORK – SUBMITTING THE FINAL EVALUATION

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4

Copy this template into the space provided:

--- template starts ---
Self-evaluation of Learning Goal #1:

Self-evaluation of Learning Goal #2:

Self-evaluation of Learning Goal #3:
--- template ends ---

Copy & paste this template into the corresponding textbox to write your self-evaluation* for each learning goal under the **5 focus areas**

Self-evaluation of each learning goal:

*Write a summary for the self-evaluation portion of the form. **Do not** use the rating scale to write your self-evaluation—this should only be used by your Field Instructor(s).

DATE OF COMPLETION

Student - Final Evaluation date of completion:

Field Instructor(s) - Final Evaluation date of completion:

Input the Student – Final Evaluation date of completion

Submit

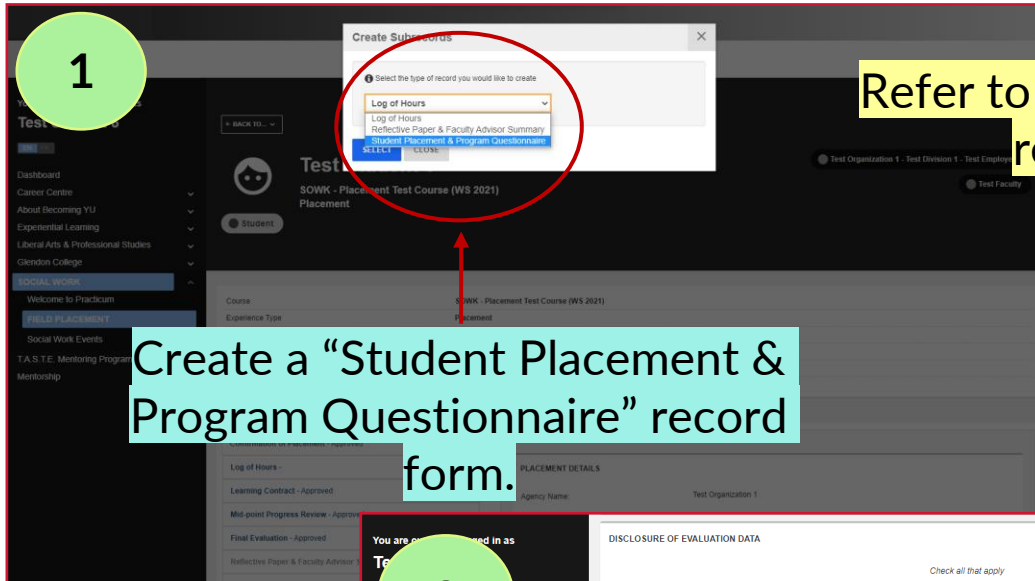
Submit the form and notify your Field Instructor(s) so they can complete their end of the Final Evaluation

5

Completing the Student Placement & Program Questionnaire

EXPERIENCE YORK – COMPLETING THE SP&P QUESTIONNAIRE

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Refer to slides 4-6 "Creating record forms"

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

DISCLOSURE OF EVALUATION DATA

* This evaluation can be shared with:

Check all that apply

☐ SELECT ALL

☐ 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?

* Agency Name:

* Field Instructor(s):

* Faculty Advisor:

THE PLACEMENT

* What type of placement did you complete?

* Select your placement focus:

Check all that apply

☐ SELECT ALL

☐ Direct/Clinical Practice

☐ Community Development/Outreach

☐ Policy/Research/Program Development

Complete the survey and submit the form.

Submitting the Reflective Paper

EXPERIENCE YORK – SUBMITTING THE REFLECTIVE PAPER

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1

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

Refer to slides 4-6 "Creating record forms"

2

Upload your Reflective Paper.

Submit the form and inform your Faculty Advisor.

Field	Value
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 REFLECTIVE PAPER UPLOAD

The Reflective Paper is an important part of the practicum because it provides a medium for reflection and consolidation of the student's learning experience(s). The Reflective Paper usually describes significant learning which occurred during the placement process. This learning could include observations and challenges around understanding bureaucracies or direct practice with an individual client, family or group.

* Upload your Reflective Paper: ?

Upload New File

Max. 1000000 words

FACULTY ADVISOR SUMMARY

I have reviewed and approved the attached Reflective Paper. ?

Check all that apply

Student attendance at Integrative Seminars:

Submit