

View your placement record

1. Log-in to [Experience York](#) under the “Students” tab.
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 the practicum course under “Current Experiences.”
4. On the left-hand side of the page, select “View Record.”
5. Your “Confirmation of Placement - Approved” is the landing page when you view your placement record. Review **all** the details listed on your placement record. If you notice any inaccuracies on your placement record, please connect with the Field Education Program Assistant, Esther Ng, at estherng@yorku.ca.
 - “Approved” signifies that the Field Education Office permits you to commence placement (e.g., all paperwork/Affiliation Agreement/Agency Questionnaire Form/insurance/immunization/pre-placement requirements have been verified).
 - You can **only** start placement if your Confirmation of Placement is marked as “Approved” by the Field Education Office.
 - Your 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 plan for your four (4) absences from placement in advance. Please note that attendance at Integrative Seminars does not count as placement time.

Creating record forms

Record forms encompass your Log of Hours, Learning Contract, Mid-point Progress Review, Final Evaluation, Student Placement & Program Questionnaire, and Reflective Paper & Faculty Advisor Summary.

1. Log-in to [Experience York](#) and view your placement record.
2. On the bottom right-hand corner, click on the red circle and select “Create Record.”
3. In the drop-down list, select the record form you would like to create.
 - Log of Hours
 - Learning Contract
 - Mid-point Progress Review
 - Final Evaluation
 - Student Placement & Program Questionnaire
 - Reflective Paper & Faculty Advisor Summary

Downloading resources

1. Log-in to [Experience York](#) under the “Students” tab.
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 the practicum course under “Current Experiences.”
4. On the right-hand side of the page, select “Resources” under “Options.”
5. Download the resource you would like to view/use.
 - Health & Safety Checklist
 - Overview of Field Placement Evaluation process
 - Learning Contract, Mid-Point Progress Review, and Final Evaluation (GENERAL)
 - Learning Contract, Mid-Point Progress Review, and Final Evaluation (RESEARCH)
 - Placement Extension & Grade Deferral Request Form
 - Experience York – Student Guide

Logging hours

Students record 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.

1. Select “Submit” under the “Log of Hours” step.
 - The steps prior to the Log of Hours step must be complete for this button to be visible.
2. In the “# of Hours:” field, input the # of hours completed.
3. In the “Date Completed” field, input the date the hours were completed.
 - If you are logging your hours weekly, please note the additional dates for this log in the “Description” field.
 - **Do not** log more than a week’s worth of hours in one log.
4. In the “Description” field, input the activities you completed.
5. Submit the log.
 - Logged hours are marked as “Pending” until approved by your Field Instructor(s) at mid-point or final.
 - You may continue logging your hours using the “Submit” function under the “Log of Hours” step.

E-mailing Log of Hours for approval

1. At mid-point and final, select “Email Pending Hours for Approval” under the “Log of Hours” step.
2. On the “Send Email” page, ensure the appropriate Field Instructor is selected and click “SEND EMAIL.”
 - You can verify that you have emailed your Log of Hours for approval successfully below each log.
3. Inform your Field Instructor that you have submitted your Log of Hours for approval.
 - Once your Field Instructor approves the Log of Hours on Experience York, the logs will change from “Pending” to “Approved.”

Submitting the 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.

Students initiate 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 submitting the form on [Experience York](#).

1. Create a "Learning Contract" record form.
2. Complete the **online** Learning Contract form (i.e., expected dates, supervision details, goals & plans for goal attainment under the **5 focus areas**, date of completion).
 - Copy the provided template into each textbox to outline your learning goals & plans for goal attainment under the **5 focus areas**.
--- 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 ---
 - Learning Goal examples are provided at the top of each focus area.
3. Input the "Student – Learning Contract date of completion" and click "Submit." Notify your Field Instructor(s) so they can review/approve the form on their end.
 - Only one Field Instructor needs to review/approve the Learning Contract on behalf of the other Field Instructor(s).
 - Once your Field Instructor reviews/approves the Learning Contract on Experience York, the Field Education Program Assistant will change the form's status from "Pending" to "Approved."

Submitting 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.

Students initiate the process by inputting information in the online Mid-Point Review (e.g., copying & pasting learning goals and plans for goal attainment from Learning Contract, writing self-evaluations for each learning goal) and submitting the form for review/completion to their Field Instructor(s) on [Experience York](#).

1. Create a “Mid-point Progress Review” record form.
2. Confirm that you have submitted your Mid-point Log of Hours for approval.
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.
 - 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).
4. Copy & paste the provided template into the corresponding textbox to write your self-evaluation for each learning goal under the **5 focus areas**.
--- template starts ---
Self-evaluation of Learning Goal #1:

Self-evaluation of Learning Goal #2:

Self-evaluation of Learning Goal #3:
--- template ends ---
 - *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).
5. Input the “Student – Mid-point Progress Review date of completion” and click “Submit.” Notify your Field Instructor(s) so they can complete their end of the Mid-Point Progress Review.
 - Only one Field Instructor needs to complete & submit the Mid-point Progress Review on behalf of the other Field Instructor(s).
 - Once your Field Instructor completes & submits the Mid-point Progress Review on Experience York, the Field Education Program Assistant will change the form's status from “Pending” to “Approved.”

Submitting 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.

Students initiate 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 submitting the form for review/completion to their Field Instructor(s) on [Experience York](#).

1. Create a "Final Evaluation" record form.
2. Confirm that you have submitted your Final Log of Hours for approval.
3. 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.
 - You may change details copied over from your Learning Contract AND/OR Mid-point Progress Review on your Final Evaluation if needed (e.g., add new trainings that you completed, remove goals & plans that were unattainable).
4. Copy & paste the provided template into the corresponding textbox to write your self-evaluation for each learning goal under the **5 focus areas**.
--- template starts ---
Self-evaluation of Learning Goal #1:

Self-evaluation of Learning Goal #2:

Self-evaluation of Learning Goal #3:
--- template ends ---
 - *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).
5. Input the "Student – Final Evaluation date of completion" and click "Submit." Notify your Field Instructor(s) so they can complete their end of the Final Evaluation.
 - Only one Field Instructor needs to complete & submit the Final Evaluation on behalf of the other Field Instructor(s).
 - Once your Field Instructor completes & submits the Final Evaluation on Experience York, the Field Education Program Assistant will change the form's status from "Pending" to "Approved."

Completing the Student Placement & Program Questionnaire

The Student Placement & Program Questionnaire is an opportunity for you to provide feedback about the placement process, your placement, and your overall experience of York University's Social Work program. For program evaluation purposes, your feedback will only be seen by Field Education Office Staff. With your consent, we can share your feedback with your Field Instructor(s), Faculty Advisor, and/or Academic leaders at the School of Social Work.

We recommend that you complete this questionnaire via [Experience York](#) after submitting your Reflective Paper.

1. Create a “Student Placement & Program Questionnaire” record form.
2. Complete the survey and click “submit.”

Submitting the Reflective Paper

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, organizational procedures, challenges with a policy, community organizing, social action or direct practice with an individual client, family, or group.

Each Faculty Advisor will provide a detailed outline of the requirements for this paper during the Integrative Seminars. Students should consult with their Faculty Advisor if they have questions about this assignment and upload the document for review via [Experience York](#).

1. Create a “Reflective Paper & Faculty Advisor Summary” record form.
2. Under “Student Reflective Paper Upload” upload your Reflective Paper (*max. 1000-1200 words*).
3. Click “Submit” and inform your Faculty Advisor that you have submitted the Reflective Paper for their review and approval.
 - Please note that although your Current Experience will be marked as “Completed” at the end of your placement, the Registrar’s Office will only release your grade once the course term is complete.