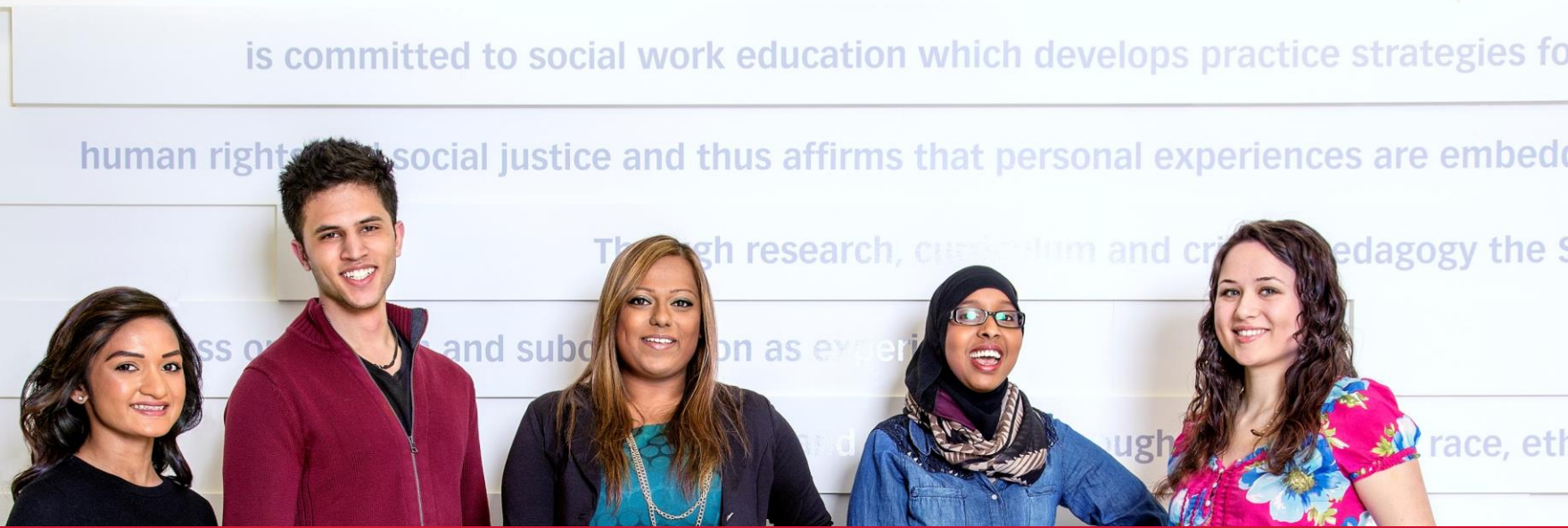


BSW Beginning Placement Orientation

September 2022 • BSW



liberal arts &
professional studies



Check In

- What are you looking forward to?
- What concerns you?

Field Office Contacts

- Vina Sandher – Manager of Field Education
– vsandher@yorku.ca – 416-317-1923
- Naylen Langin – Field Education Coordinator (BSW)
– nayleng@yorku.ca – 416-736-2100, ext. 66320
- Esther Ng – Field Education Program Assistant
– estherng@yorku.ca, 416-736-2100 ext. 20662
- Samar Hossain – Field Education Coordinator (MSW)
– samarhos@yorku.ca, 416-736-2100, ext. 33354

Purpose of Practicum

- Significant learning
- Translating theory into practice
- Opportunity to engage in reflective practice
- Social Justice and Social Work
- Philosophy of Placement
- Teamwork
- (Start) Building networks/contacts

Social Justice and Social Work

- Integrating critical theory into the practicum experience
- Reflective practice is the essence of Social Work practice
- You are representing York U – School of Social Work and the perspectives you have learned here

Pre-placement agency requirements

- Vulnerable Sector Screening—it is your responsibility to show the placement site the results of your screening
- Driver's license and access to a car
- Health documentation:
 - **10-year booster shot (MMR, TdP)
 - **Chickenpox (Varicella) vaccine
 - **Hepatitis B vaccine
 - **Flu shot
 - TB Two-Step Tuberculin Skin Testing
 - N95 Respirator Mask Fit
 - COVID-19 Screening or vaccine (if requested by the agency)

Practicum Particulars

- **MUST** register for practicum courses W/S SOWK 4000 and F/W SOWK 4001 (Total 12 credits) **As Soon As Placement is Confirmed** (Permission has already been granted) – **YOU WILL NOT GET A GRADE OR BE COVERED FOR WSIB IF NOT ENROLLED IN THESE COURSES!**

Your In-Person Integrative Seminar details will be listed in your Confirmation of Placement on Experience York

- **MUST** complete **700** hours at the placement site or remotely by **April 28th, 2023** and submit your placement documentation by **April 14th, 2023 (with Post-Degree students this will vary depending on how many days at placement)** in order to convocate in June of 2023.
 - REMEMBER TO **APPLY TO GRADUATE** THROUGH THE REGISTRAR'S WEBSITE:
<http://registrar.yorku.ca/>
- If you will not complete all hours by **April 28th**, you **must** contact your **Faculty Advisor** and the **Field Office** to request a **deferral**. The form must be completed by the student, field instructor, faculty advisor and approved by Field Education Manager. IF YOU DO **NOT** SUBMIT THIS FORM YOU WILL NOT BE COVERED BY WSIB.

Practicum Particulars

- Calculate your hours carefully
 - Lunch, Sick Time or Statutory Holidays are **NOT** included in placement hours
 - Placement hours completed on statutory holidays are **NOT** considered time and a half.
 - Integrative Seminars are **NOT** counted as hours
 - Attending this orientation cannot be counted in your hours
 - Make a schedule with your Field Instructor – try to plan for unforeseen circumstances

Practicum Particulars

- **Direct Entry** Students are required to be in placement **3 FULL** days per week
- **Post Degree** Students are required to be in placement **2 - 5 FULL** days per week
- Placement days are 8 hours long including breaks - lunch can be 1 hour or 30 mins (don't count lunch time as placement time).
- **Familiarize yourself with the BSW Practicum Manual:**
 - [Click Here](#) for the Manual
 - * **Please Carefully Review the Placement Breakdown Policy (Pages 48-54)**

Hours for Placement

- Plan your hours accordingly
- Meet with your Field Instructor(s) and plan out all your hours in a calendar by the end of your first month in placement
- Your hours should be completed on the days per week that you have negotiated with your Field Instructor(s)
- 700 hours are very tight, so we encourage you to do 1 extra day a month if planning to convocate in June

Placement requirements

1. Student Practicum Agreement
2. Student Declaration of Understanding (WSIB)
 - These 2 forms must be submitted on Experience York by the **second week** of your placement
3. Health & Safety Checklist

This experience has 14 step(s). You've completed 4 of the 14 required step(s).

- ✓ Applying for Placement Orientation
- ✓ Field Placement Application
- ✓ Application Under Review
- ✓ Placement Confirmation Record

Current Step

5 Beginning Placement Orientation

Attendance at this orientation is mandatory. We will discuss the purpose of practicum; social justice and social work; practicum details (e.g. hours, requirements, course enrollment, and deferral process); components of the practicum (e.g. Log of Hours, Learning Contract, Mid-Point Progress Review, Final Evaluation, Integrative Seminars, Reflective Paper, and Student Placement & Program Questionnaire); accommodations; the roles and responsibilities of students, Field Instructors, and Faculty Advisors; how to address placement concerns; CASW Code of Ethics; York University's Social Media Guidelines; and Experience York.

[Answer Questionnaire](#)

- 6 Student Practicum Agreement
- 7 Student Declaration of Understanding
- 8 COVID-19 Health & Safety Checklist

1. Student Practicum Agreement

- Complete on Experience York *no later* than the **second week** of your placement

STUDENT PRACTICUM AGREEMENT

of days per week at placement:

Students must be in placement for FULL days (the agency's full working day).

Please indicate the days of the week that you will be in placement:

SELECT ALL

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

The Practicum Student agrees to:

- Maintain registered student status at York University and enroll in the appropriate practicum course and term;
- Attend the 4 Integrative Seminars facilitated by the student's Faculty Advisor;
- Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers;
- Act in accordance with the Practicum Centre's regulations, rules, policies, and procedures including appropriate Provincial Acts as they apply to the Practicum Centre, including but not limited to confidentiality and privacy;
- Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;
- Meet with representative(s) of the Practicum Centre to arrange - before or at the beginning of the placement - the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their Field Instructor;
- Complete and submit the Student Practicum Agreement and Student Declaration of Understanding forms online by the 2nd week of the placement;
- Complete the Safety Orientation Checklist with their Field Instructor or practicum representative on the first day of placement and upload it online by the 2nd week of the placement;
- Submit their Learning Contract online, including learning objectives, to the Faculty Advisor early in the practicum experience (normally by the 3rd week of placement);
- Arrange for a mid-point review/final evaluation meeting with their Field Instructor and complete their evaluations online;
- Input log of hours online weekly;
- Submit log of hours for Field Instructor approval twice: once at mid-point and final evaluation;
- Review the York University School of Social Work's BSW/MSW Student Professional Behaviour Policy and understand that breaches of professional behaviour may result in withdrawal from the BSW/MSW program;
- Read the BSW/MSW Practicum Manual and abide by the policies regarding the placement breakdown process and placement failure.

I agree to fulfill the obligations listed above as a condition of my practicum placement:

2. Student Declaration of Understanding (WSIB)

- Complete online *no later* than the **second week** of your placement
- WSIB reporting procedures—you *must* report an accident/injury to the Field Education Office **ASAP**

| Student Declaration of Understanding Workplace Safety and Insurance Board or Private Insurance Coverage Students on Program Related Placements | |
|---|--|
| Student Name: | Test Test |
| Student Number: | 987654321 |
| Program: | MSW-F16-5350FT |
| Name of Practicum Center: | Testing Agency |
| Student coverage while on placement | |
| <p>The government of Ontario, through the Ministry of Advanced Education and Skills Development (MAESD), formerly Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study. MAESD also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the Workplace Safety and Insurance Act.</p> <p>Furthermore, MAESD provides limited private insurance coverage for students in Ontario publicly supported postsecondary programs whose placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions).</p> | |
| Declaration | |
| <input type="checkbox"/> | I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development while I am on a placement as arranged by the university as a requirement of my program of study. |
| <input type="checkbox"/> | I understand that should an injury occur at my placement, I am to inform my supervisor and the School immediately (preferably on the day of the injury). |

3. Health & Safety Checklist

- Complete alongside your Field Instructor(s) *no later than the first week of placement*
- This form can be found in the **Resources tab** under “Course Options”
- Upload directly to Experience York

HEALTH & SAFETY CHECKLIST
Placement supervisor to complete with student on their first day.
For the sections that don't apply to the placement student, please put N/A in the checklist box.

You're aware that students may be working remotely and that not all the points below will apply. Please fill out the checklist as best as possible given the circumstances.

| COMPLETE DURING ORIENTATION | ✓ or N/A |
|---|----------|
| The student is working on site at the organization | |
| The student is working remotely at home | |
| Name of immediate supervisor and joint Health & Safety Committee representative (JHSC) or Safety Representative | |
| Work/supervisor rights and responsibilities | |
| Safe work procedures and operation of equipment | |
| List of Personal Protective Equipment (PPE) | |
| Identification of restricted or prohibited areas, tools, equipment, and/or machinery | |
| Procedures on the workplace that may affect the student, how they're controlled and how to deal with them | |
| What to do and who to see if the student has a safety concern | |
| What to do when there is a fire or other emergency (i.e. evacuation procedures) | |
| Location of fire exits and extinguishers | |
| Location of the first aid supplies, equipment, facilities, including: <ul style="list-style-type: none">• Names of staff responsible for first aid• How to access first aid treatment | |
| Procedures for reporting incidents, accidents, and injuries | |
| Workplace Incident/Misconduct Information System (WIMIS) | |
| Workplace policies and procedures on: <ul style="list-style-type: none">• Workplace harassment• Violence prevention• Working in isolation• Smoking/drinking/substance abuse | |
| Location of other important information: <ul style="list-style-type: none">• Safety Data Sheet (SDS)• Joint Health & Safety Committee minutes• Instructions for safe operation of each piece of equipment (if applicable)• Incident/Reliance numbers and details | |
| Diseases and acute health and safety policies and requirements that are specific to working remotely | |

COVID-19 self-assessment screening available here: <https://ocod.19.yorku.ca/self-assessment/>

| STUDENT INFORMATION | SUPERVISOR INFORMATION |
|-------------------------------|------------------------|
| Student Name & Student Number | Name of Placement Site |
| Student Signature | Supervisor Name |
| Course Code | Supervisor Signature |
| Date | Date |

Your Course Progress

0 of 1 experiences completed

Course Options

4 Resources

STEPS

This experience has 14 steps(s). You've completed 4 of the 14 required steps(s).

- ✓ Applying for Placement Orientation
- ✓ Field Placement Application
- ✓ Application Under Review
- ✓ Placement Confirmation Record

Current Step

5 Beginning Placement Orientation

Attendance at this orientation is mandatory. We will discuss the purpose of practicum; social justice and social work; practicum details (e.g. hours, requirements, course enrollment, and deferral process); components of the practicum (e.g. Log of Hours, Learning Contract, Mid-Point Progress Review, Final Evaluation, Integrative Seminars, Reflective Paper, and Student Placement & Program Questionnaire); accommodations; the roles and responsibilities of students, Field Instructors, and Faculty Advisors; how to address placement concerns; CASW Code of Ethics; York University's Social Media Guidelines; and Experience York.

[Answer Questionnaire](#)

COVID-19

York University COVID-19 Fact and Information Sheet

Please review the above-mentioned information sheet in the email confirmation package Esther sent to you.

Transportation while on Placement

- Students do not receive any compensation from York for public transit, mileage or otherwise.
- We advise you not to transport clients in your own cars unless directly required to by the placement site. If you are required to do so, please ensure you obtain the necessary car insurance.
- Covid-19: make sure to follow precautions/pre-screening/PPE set out by the agency
- Your Field Instructor cannot transport you in their own vehicle.

Accommodations

- If you require any health-related accommodations for placement, they must be submitted in writing to the Field Education Office by your Student Accessibility Services Counsellor: <https://accessibility.students.yorku.ca/>
- It is encouraged that you communicate your needs to the Field Education Office and/or your Field Instructor(s) prior to the start of placement
- Academic accommodations in the classroom may present differently in the placement setting

Components of the Practicum

- Integrative Seminars (Mandatory – in-person)
- Learning Contract
- Log of Hours
- Mid-Point Progress Review
- Final Evaluation
- Student Placement & Program Questionnaire
- Reflective Paper (1000-1200 words)



Integrative Seminars

- Four (4) Integrative Seminars (the seminars are in-person)
- Attendance is **MANDATORY** (Lack of attendance can result in a placement failure)
- Must attend even if during placement hours (make up the hours missed)
 - Your field instructors are aware that you need to attend the seminars as the dates were provided to them. They will support you being away from placement to attend
- Reflective practice paper (1000-1200 words—Faculty Advisor will give you instructions for the content of this paper)

The Learning Contract

- Completed in first 3 weeks of placement (completed by the first **60** hours)
- Joint effort between student and Field Instructor(s)
- Living Document: Can change at midpoint
- Used to evaluate learning
- Submit via Experience York

Due Dates

| Practicum requirement | Deadline | Reviewed by |
|---|--|--|
| Log of Hours (submit via Experience York) | Submit daily or weekly, verified once at mid-point (350 hours) and again at final (700 hours), no later than April 14, 2023 | Faculty Advisor (via Experience York) |
| Learning Contract (submit via Experience York) | 3 rd week of placement (~60 hours) | Faculty Advisor (via Experience York) |
| Mid-point Progress Review (submit via Experience York) | At the <i>half-way</i> mark of your placement (350 hours) | Faculty Advisor (via Experience York) |
| Final Evaluation (submit via Experience York) | No later than April 14, 2023 | Faculty Advisor (via Experience York) |
| Reflective Paper (submit via Experience York) | No later than April 14, 2023 | Faculty Advisor (via Experience York) |
| Student Placement & Program Questionnaire (submit via Experience York) | No later than April 14, 2023 | Field Education Office (via Experience York) |

LEARNING CONTRACT

5 MAJOR OBJECTIVES

liberal arts &
professional studies



Learning Goals

Learning Goals are:

S.M.A.R.T.

Specific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

Example 1 (Critical Social Work Skills):

Learning Goal – To become familiar with community resources in order to refer clients and recognize how resources would benefit clients

Plans for Goal Attainment – Discuss with supervisor when referrals are necessary, research agencies/programs/services online, and learn who qualifies for certain programs

Learning Goals

Example 2 (Critical Reflexive Practice Skills):

- **Learning Goal** - To learn and recognize how my social identity as a white, heterosexual, adult male can impinge or impact my working relationship with a client.
- **Plans for Goal Attainment** - Document and summarize an experience with a client whom is a visible minority. The summarization will explain a scenario where my social privileges may have had an impact on the working relationship (positive or negative)

Learning Goals

Example 3 (Organizational Context):

- **Learning Goal** - Review different government policies that affect newcomers to Canada, such as the Canadian requirements for immigrant professionals to continue their career.
- **Plans for Goal Attainment** - Attend meetings to gain knowledge of the different Canadian policies and requirements that create barriers for newcomer professionals. Research and create resources for clients wishing to remain in their specific occupation to help them continue their career.

Mid-Point Progress Review

- Completed online roughly halfway through placement (~350 hours)
- Joint effort between student and Field Instructor(s)
- Check Point for modification
 - **The goals that were initially on your learning contract can be modified here**
- Submit via Experience York

Final Evaluation, Reflective Practice Paper & Log of Hours

- Final Evaluation is a joint process between student and Field Instructor
- Goals can be modified if change prior to submitting the final evaluation
- **SUBMIT ONLINE via EXPERIENCE YORK**
- CREDIT is granted **after** we receive authorization from your **Faculty Advisor** (Will show as “P” on your transcript)
- It is encouraged that students retain a copy of their final evaluations
- Reflective practice paper (submit via Experience York)
- Log of Hours (submit online – keep a hard copy for your records)

Student Placement & Program Questionnaire

- An opportunity for you to provide feedback about the placement process, your placement, and your overall experience of York University's Social Work program
- 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

Faculty Advisor Summary

- Students can view the Faculty Advisor Summary Assessment on Experience York.
- This summary includes the grade that will be posted through the registrar's office.
- Please note that placement grades are entered manually by program staff. As such, there is processing time from when you see the grade in Experience York and when it is uploaded on the student information system.

Roles and Responsibilities

The Triad

Faculty Advisor



Student

Field Instructor

Students: Roles and Responsibilities

- You are a student (not a volunteer/not an employee)
- Learning Contract and Regular Supervision helps define your role
- Your responsibility is to ensure all documentation for placement (e.g. evaluations) are completed and submitted
- Notify the school and field instructor of work-related injury ASAP (WSIB) AND any concerns related to COVID-19
- Follow York University's Covid-19 protocols as they pertain to enrollment in the course. And following placement site's COVID-19 requirements
- Dress appropriately
- Be on time and ready to learn and engage
- Be prepared for supervision
- Use of agency resources for placement purposes ONLY
- Training and conferences
- [Consult Practicum Manual](#)

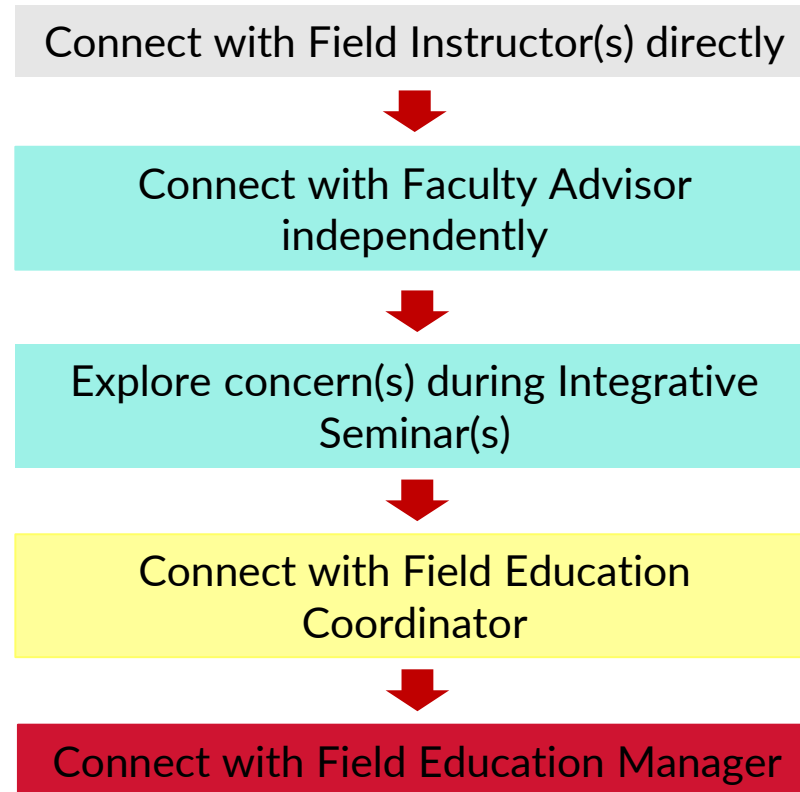
Field Instructor: Roles and Responsibilities

- Provide guidance and mentorship
- Treat student with respect
- Acknowledge and understand the power dynamics
- Honour student status
- Provide supervision time
- Help ensure evaluations are completed in timely manner
- Notify the school of work-related injury ASAP (WSIB) AND any concerns related to COVID-19
- Ensure time is allocated for attendance to integrative seminars

Faculty Advisor: Roles and Responsibilities

- Maintain a relationship between placement, student and School
- Integrative Seminars
- Help guide/facilitate the transformation of theory into practice
- In-person site visits
- Trouble shooter
- Advises Field Office of completion of placement requirements so credit can be issued
- Field Office must receive signed form from Faculty Advisor to grant CREDIT

ADDRESSING A PLACEMENT CONCERN



Placement Concerns

- Issues do come up in placements just like in all other areas of life
- Not an issue of failure or something to avoid, but opportunity to practice problem solving and conflict resolution skills
- **ADDRESS ISSUES EARLY!**
- Use clear/direct communication
- Involuntary Withdrawal
- Placement Breakdown
 - **READ IN PRACTICUM MANUAL**

Social Work Code of Ethics

- Confidentiality
- Be familiar with policy and procedures at the agency – ask questions if unclear about anything
- **Social Work Code of Ethics Available**
https://www.casw-acts.ca/files/attachements/casw_code_of_ethics_0.pdf

Social Work Code of Ethics

Example 1: Confidentiality

- Inform clients early in their relationship of any limits of client confidentiality
- Have clients sign completed consent forms prior to the disclosure of information. Verbal consent can be obtained in urgent situations, however the worker must document this
- Do not disclose more information than required
- Limits to confidentiality – risk to self, risk to others, disclosure of abuse of a minor

Social Work Code of Ethics

Example 2: Representation

- College members do not misrepresent professional qualifications, education, experience, or affiliation.
- **Advise clients of your role as a social work student.**

Example 3: Professional boundaries

- Relationship serves the needs of the client, over the needs of the social worker. We avoid conflicts of interest that may interfere with professional discretion and impartial judgment.
 - Ex. Physical contact with clients, “lending” clients money
 - Keep your personal issues separate from your placement performance, seek support from outside sources for personal issues, don’t put your agency in that position.
 - Sharing personal contact info (cell, social media etc.)

York U Social Media Guidelines

- Review the Social Media Terms of Use ([Click Here](#))
- Students are advised not to use their personal social media accounts for placement-related work
- Ensure that all information posted on your “professional” social media account (e.g., LinkedIn) is approved by your Field Instructor(s)
- Do not post client photos, videos, and/or information anywhere without written consent



Experience York

STUDENT GUIDE

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



Reviewing your Confirmation of Placement

EXPERIENCE YORK – REVIEWING YOUR CONFIRMATION OF PLACEMENT

1

Test Student 6

Dashboard

Career Centre

About Becoming YU

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/# 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: testemployer1@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. DateTime
2. DateTime
3. DateTime
4. DateTime

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

1

SOWK - Placement Test Course (WS 2021)

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.

2

Test Student 6

SOWK - Placement Test Course (WS 2021)

Placement

Student

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: 10 total hours

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

PLACEMENT DETAILS

Agency Name: Test Org

Description: Test det

Placement Site Address: Test add

Placement Start Date: 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

3

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

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).

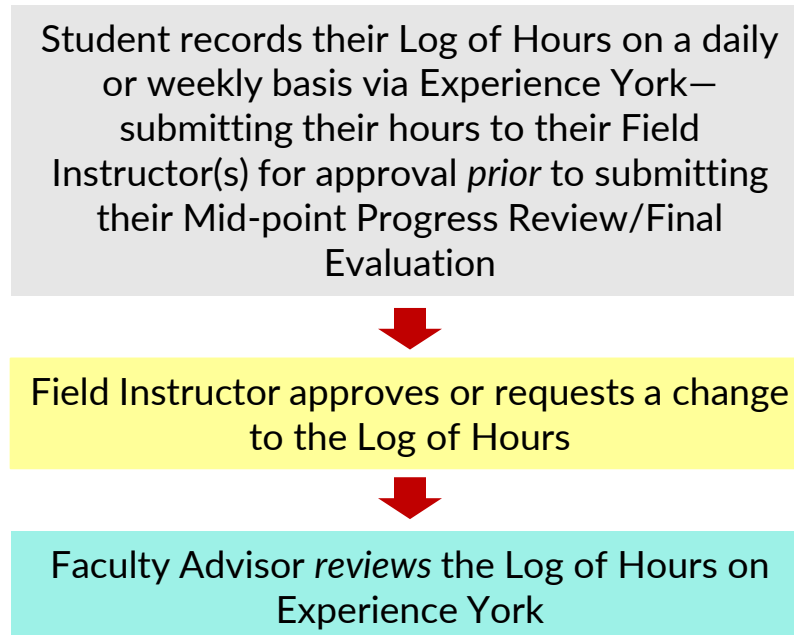
The screenshot shows the Experience York system interface. On the left is a navigation menu with categories like 'Dashboard', 'Career Centre', 'About Becoming YU', 'Experiential Learning', 'Liberal Arts & Professional Studies', 'Glendon College', 'SOCIAL WORK', 'FIELD PLACEMENT', and 'Mentorship'. The main area displays a 'Placement' record for 'Test Student 6'. A 'Create Subrecords' dialog box is open, showing a list of record types to create. A red circle highlights the dialog box, and a red arrow points from the text on the right to the 'Log of Hours' option in the list. The background record shows details like 'Course: SUWK - Placement Test Course (WS 2021)', 'Experience Type: Placement', 'Date Created: November 16, 2020 12:47 PM (By Staff)', 'Last Updated: November 16, 2020 01:52 PM (By Staff)', and 'Hour Tracking: 10 total hours'. The 'PLACEMENT DETAILS' section includes fields for Agency Name, Description, Placement Site Address, Placement Start Date, Projected End Date, Placement Hours, and Total Hours Completed.

Logging hours

Daily or weekly



LOG OF HOURS PROCESS FLOW CHART



EXPERIENCE YORK – LOGGING HOURS

1

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)

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 01:57 PM (By Staff)

Hour Tracking 14 total hours

* # of Hours:

* Date completed:

Max. 1000 characters

Submit

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.

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

Submit the log.

EXPERIENCE YORK – LOGGING HOURS

You are currently logged in as

EN FR

Dashboard

Career Education & Development

About Becoming YU

Experiential Learning

Liberal Arts & Professional Studies

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

Y...tly logged in as

1

Dashboard

Career Education & Development

About Becoming YU

Experiential Learning

Liberal Arts & Professional Studies

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 Confirm
- ✓ Beginning Placement Or
- ✓ Student Practicum A
- ✓ Student Declaration
- ✓ 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

YU logged in as Student 6

2

Dashboard

Career Centre

About Becoming YU

Experiential Learning

Liberal Arts & Professional Studies

Glendon College

SOCIAL WORK

Welcome to Practicum

FIELD PLACEMENT

Social Work Events

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

Mentorship

SEND EMAIL CANCEL

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)

Ensure the appropriate Field Instructor is selected and click "SEND EMAIL."

EXPERIENCE YORK – E-MAILING LOG OF HOURS FOR APPROVAL

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.

Sample "Approved" log.

Log of Hours - 1

Approved

* # of Hours: 7.0

* Date completed: January 13, 2021

* Description: Test description.
Max. 1000 characters

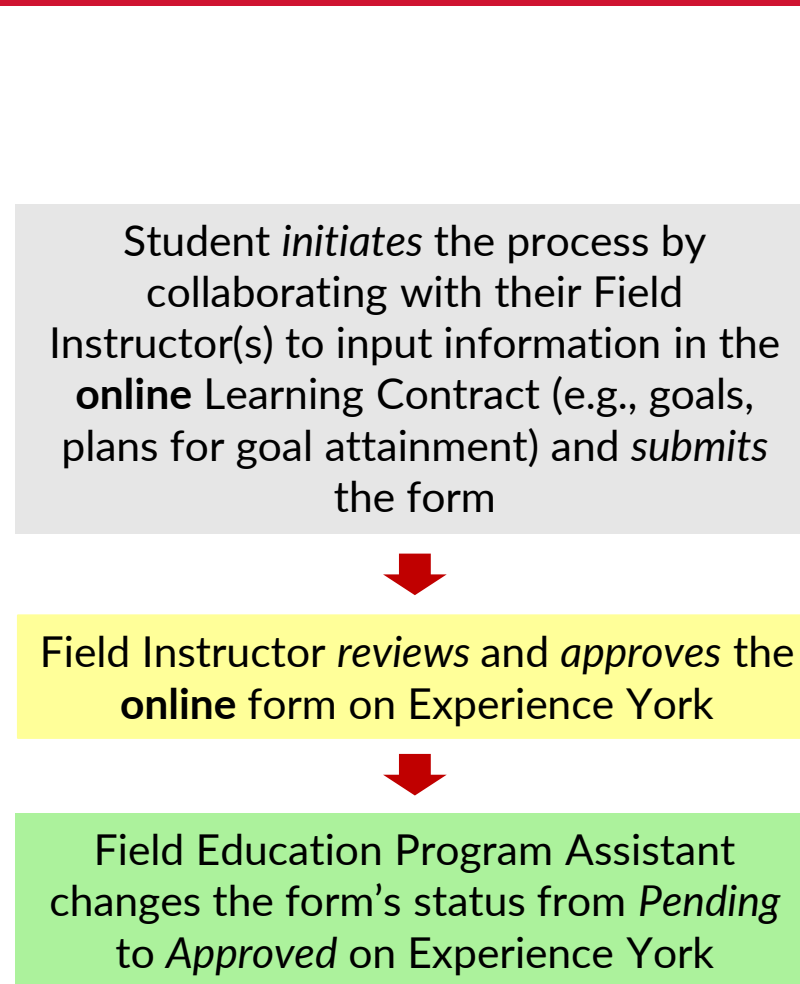
11/18/2020 : Hours emailed to testemployer1@test.com for approval by Test Student 6
11/18/2020 : Hour tracking updated from Pending to Approved by Test Field Instructor



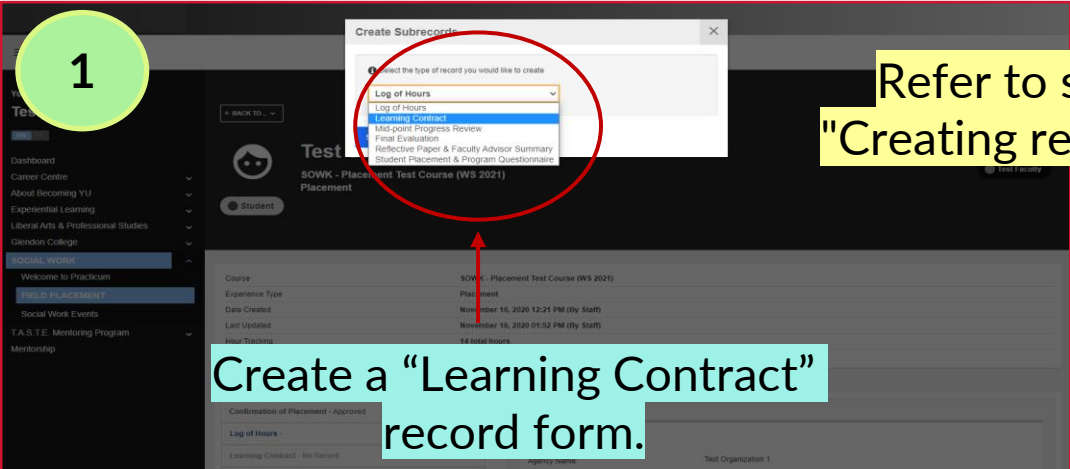
Submitting the Learning Contract

LEARNING CONTRACT PROCESS FLOW CHART

liberal arts &
professional studies



EXPERIENCE YORK – SUBMITTING THE LEARNING CONTRACT



1

Refer to slides 4-6
"Creating record forms"

Create a "Learning Contract" record form.

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:

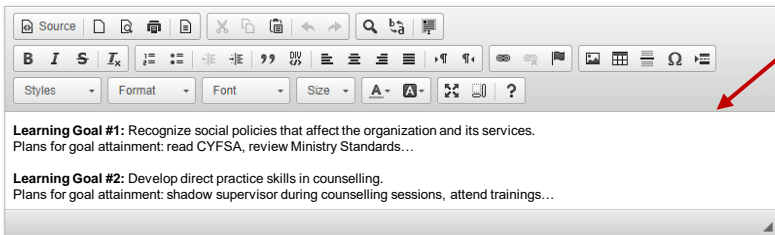
--- template starts ---

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:



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

DATE OF COMPLETION/APPROVAL

Student - Learning Contract date of completion:

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

Submit

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

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



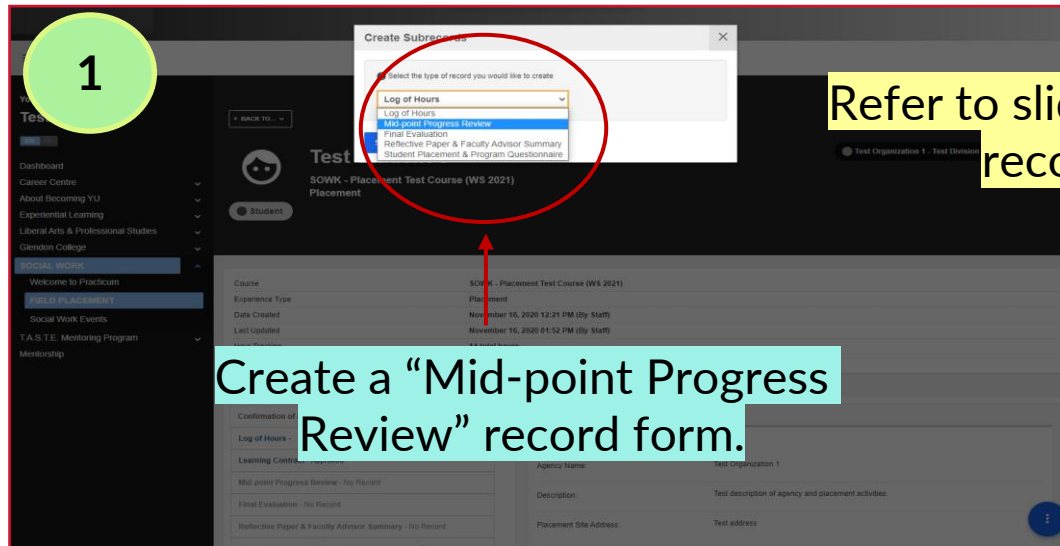
Field Instructor reviews the student's self-evaluations and offers their ratings & feedback on the **online** Mid-point Progress Review after having a discussion with the student about their progress



Field Education Program Assistant changes the form's status from *Pending* to *Approved* on Experience York

EXPERIENCE YORK – SUBMITTING THE MID-POINT PROGRESS REVIEW

liberal arts & professional studies



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

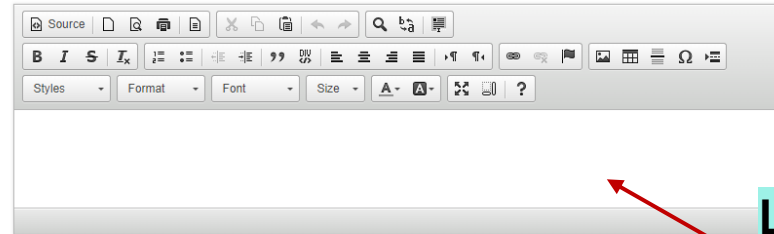
3

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

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):

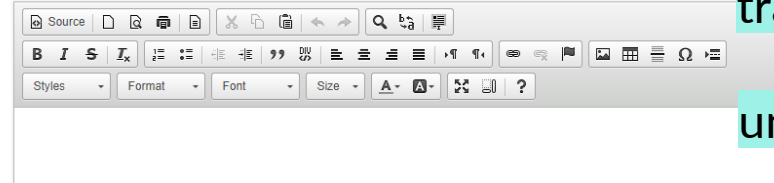
Training, workshop, and/or conference attendance should not exceed 50 hours of the **entire** BSW placement or 30 hours of the **entire** MSW placement.



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

i.e. writing a grant proposal, developing a new program, hosting a fundraiser, conducting a workshop etc.

Identify major projects that will guide the final evaluation:



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

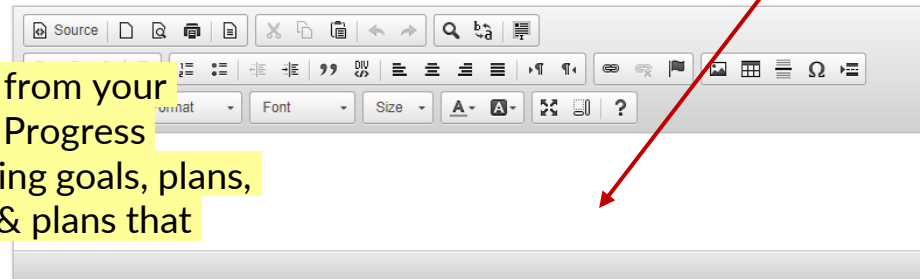
Student to copy over full response from corresponding section in Learning Goals.

1. Re-open your Learning Contract 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

4

Copy this template into the space provided:

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

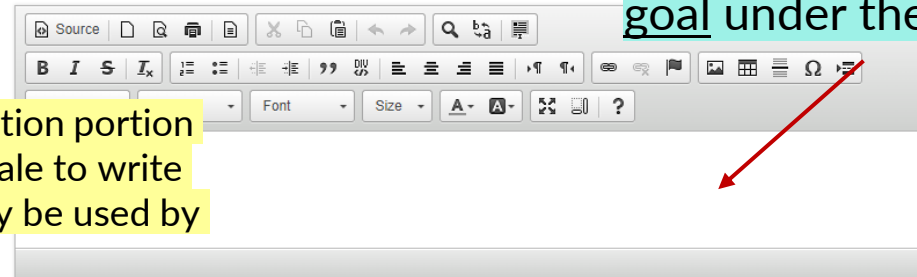
Self-evaluation of Learning Goal #2:

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:

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

5

Submit

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

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

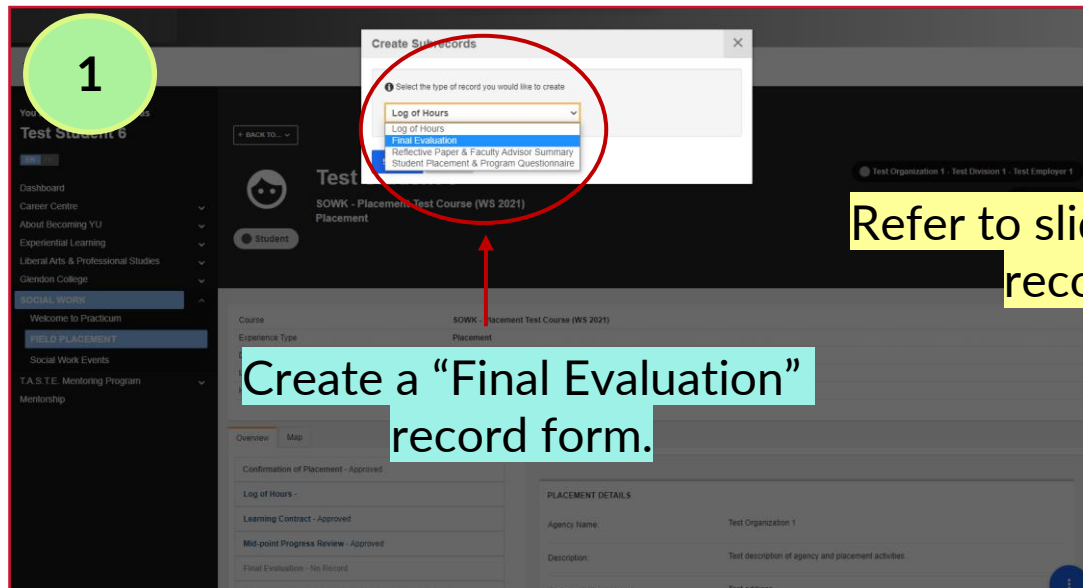


Field Instructor reviews the student's self-evaluation and offers their ratings & feedback on the **online** Final Evaluation after having a discussion with the student about their cumulative experience



Field Education Program Assistant changes the form's status from *Pending* to *Approved* on Experience York

EXPERIENCE YORK – SUBMITTING THE FINAL EVALUATION



1

Refer to slides 4-6 "Creating record forms"

Create a "Final Evaluation" record form.

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):

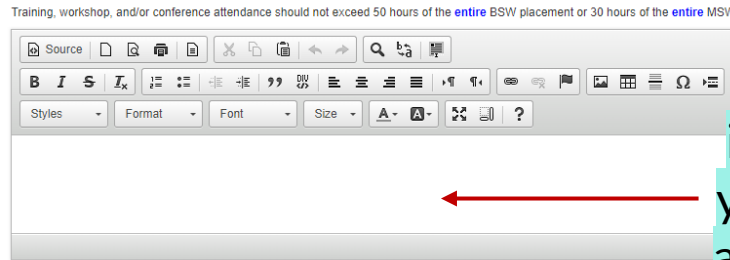
Yes
 No

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

EXPERIENCE YORK – SUBMITTING THE FINAL EVALUATION

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):



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)

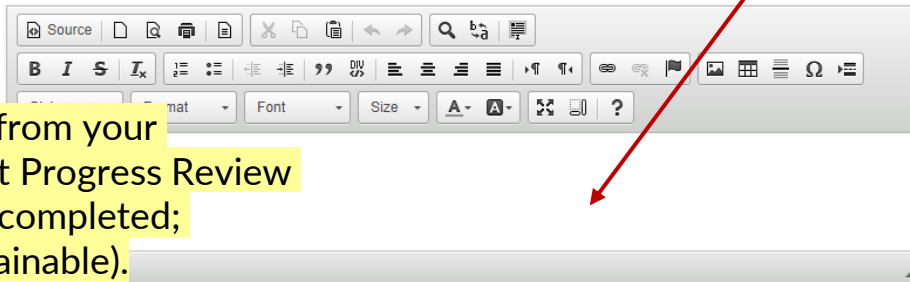
Student to copy over full response from corresponding section in Learning Goals.

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

4

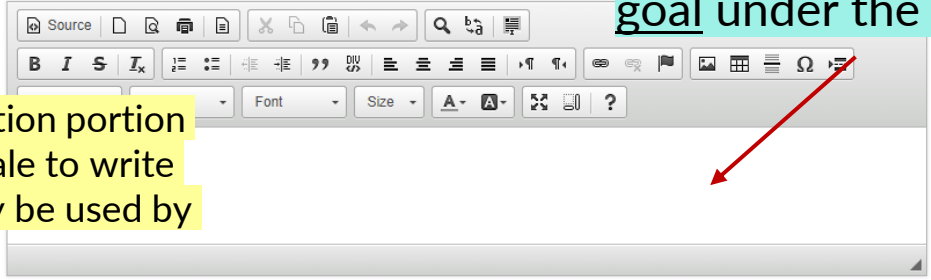
Copy this template into the space provided:
--- template starts ---
Self-evaluation of Learning Goal #1:

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

5

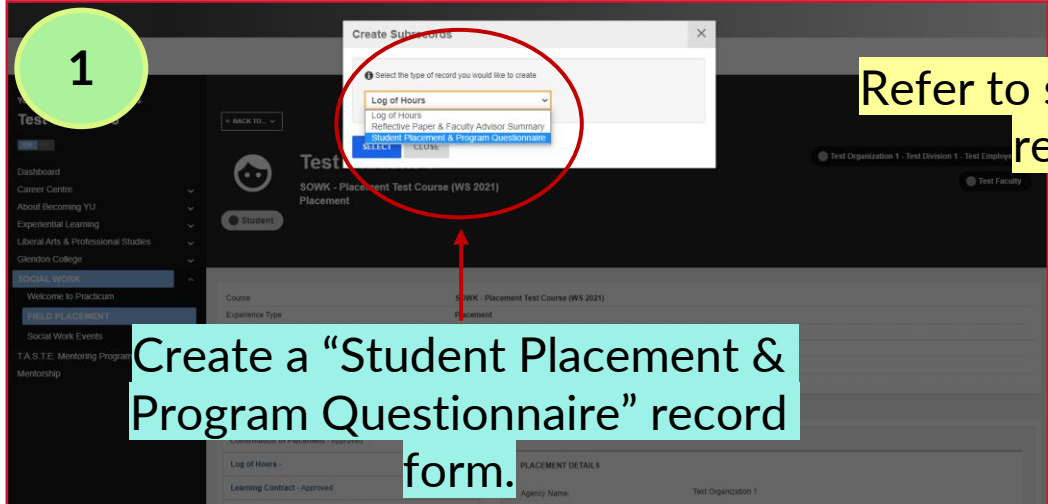
Submit

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



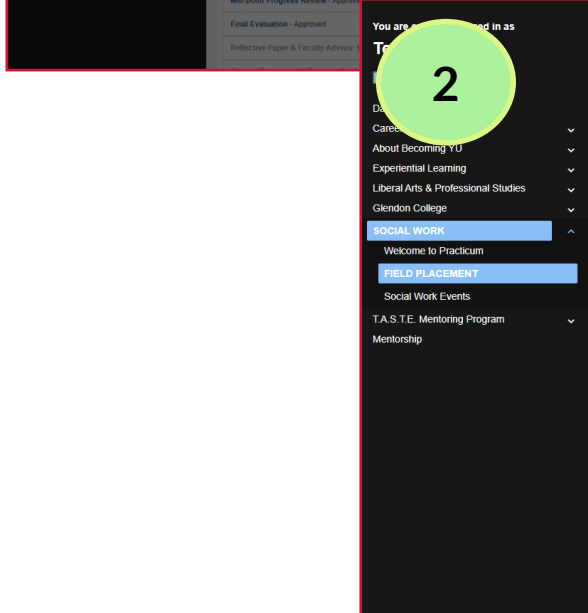
Completing the Student Placement & Program Questionnaire

EXPERIENCE YORK – COMPLETING THE SP&P QUESTIONNAIRE



Refer to slides 4-6 "Creating record forms"

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



Complete the survey and submit the form.



Submitting the Reflective Paper

EXPERIENCE YORK – SUBMITTING THE REFLECTIVE PAPER

1

Refer to slides 4-6 "Creating record forms"

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

2

Upload your Reflective Paper.

Submit the form and inform your Faculty Advisor.

| | |
|-----------------|--|
| 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. 1000,000 words

FACULTY ADVISOR SUMMARY

I have reviewed and approved the attached Reflective Paper. ?

Check all that apply

Student attendance at Integrative Seminars:

Submit

KPMG Social Work Placement bursary!

Reminder to Apply!

~ Deadline: October 15th, 2022

We will be giving out 3 awards of \$1000 each. The 3 criteria include:

- a. Student must be in placement*
- b. Student must be in good academic standing*
- c. Student must show financial need*

Thank you!

Wishing you all the very best with placement—it was an absolute pleasure supporting all of you

We love to hear success stories from placement – so please keep us in the loop about your achievements!