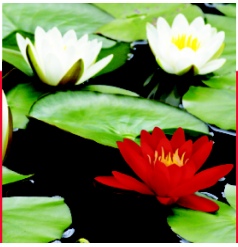
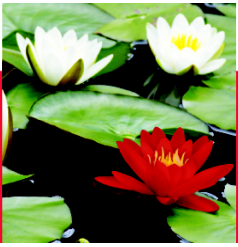


**BSW Post Degree
Applying for Placement
Orientation
2017-2018**
(Starting Placement Sept. 2017)



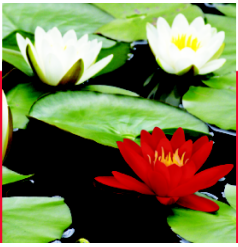
Placement Orientations and Upcoming Events

- **Planning for Placement Orientation** (webinar sent in Oct)
- **Applying for Placement Orientation** (this one)
- **Resume Writing Workshop** – Wednesday Nov 9, 2016 12:30-2:30pm (S802) register on the practicum website
- **Applications for Placement DUE:**
Friday, JANUARY 13th, 2017
- **Interviewing Workshop** – Wednesday Feb 15, 2017 12:30-2:30pm (S 802) check practicum website
- **Social Work Practice Days** – Guest speakers covering relevant Social Work topics and issues from the field (dates TBD)
- **Beginning Placement Orientation** (Early September 2017 – Date will be sent to you when your placement is confirmed)



Requirements

- Post Degree students begin in **September 2017 or January 2018**
- All BSW students must complete a minimum **700 hour placement at the placement site**
- All students must attend **4 integrative seminars @ 2 hours each** – session facilitated by faculty advisor (not included in practicum hours)
- Post Degree students complete placement **2-5 days a week (MUST DO FULL DAYS)**
- Minimum of 14 hours a week and must be negotiated with the placement site
- Evening/Weekend placements are possible but **unlikely** (issues of supervision)
- **Read the BSW Practicum Manual – on our website at:**
<http://www.yorku.ca/laps/sowk/practicum/index.html>



Requirements, cont'd

- If you will be at placement 3+ days/week you will complete your hours by the end of April (if beginning in September) and graduate in June (may have to put in additional hours if 3 days/week. About 1-1.5 days extra a month.)
- If you will be at placement less than 3 days/week or begin in January, you will have to complete your hours by the end of August in order to graduate in October

Practicum Prerequisites

- You must complete the following **BEFORE** you begin placement in **September OR January**:
 - **The Core Courses (listed below) and**
 - **57 Credits of electives OUTSIDE of social work**
- The core courses are:
 - SOWK 2030 – Critical Perspectives on Society
 - SOWK 2050 – Identity, Diversity, and Anti-Discriminatory Practice
 - SOWK 3041 - Communication
 - SOWK 3060 – Integrated SOWK Practice
 - SOWK 3070 – Foundations of SOWK Research
 - SOWK 3110 – Policy Frameworks

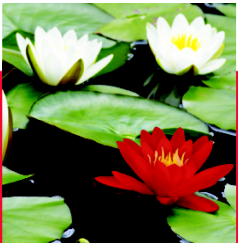
The following course is to be completed BEFORE or CONCURRENTLY with PLACEMENT:

SOWK 4020 – Issues in the Study of the Welfare State



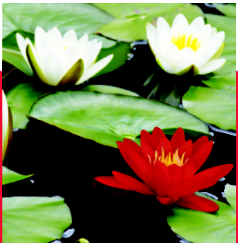
Other considerations about eligibility for placement

- Maintain active status in the Social Work program. The field office WILL NOT work with students who are not in our program or those whose GPA has fallen below the minimum requirement for SOWK (5.0 GPA required)
- Students are expected to demonstrate readiness for practice in the process of securing a placement in addition to the fulfillment of the practicum hours
- Complete the online application by the deadline (and no later)
- NOT reaching out to agencies on your own!
- Check your phone and e-mail messages regularly (for example, 2-3 times a week)
- Know that if you don't respond to the Field Education Coordinator about an opportunity by the specified deadline, you won't be considered for the potential placement



Important Information Regarding OSAP

- For students who are planning to do their practicum, please note that you will need to take **9 credits per term** during the Fall and Winter term to be eligible for OSAP.
- Students who take less than 9 credits per term, however, can apply for another Federal Government loan program for part-time students which is also administered by the OSAP Office. For more information about this program, please go to:
http://sfs.yorku.ca/aid/part_time/index.htm
- To be considered full-time for OSAP, you need a total of 18 credits (12 of which are from placement). Example:
 - FALL Take Field 6 (credits) + 4020 3 (credits) + an elective 3 (credits)
 - WINTER take Field 6 (credits) + an elective 3 (credits)



About the Application/ Securing a Placement

- Applications are completed online via the field education database.
- You will be able to access the application **by the end of November 2016**. Our office will send out an email as a reminder!
- You are **NOT** required to give us agency choices, you will be asked to share your areas of interest.
- You will be sent a “placement match” based on what you have written in your application. You will be asked to respond to this match within 3 business days.



Registering on the Database via Website – Placement Request

STUDENT INTEREST:

1. Please select 4 areas of critical social work you would be interested in. Please note, this is NOT a ranked list:

- Formal Long-Term Counselling
- Formal Short-Term Counselling
- Group Facilitation
- Case Management
- Crisis Intervention
- Outreach
- Advocacy
- Program Development
- Program Evaluation
- Community Engagement/Development
- Policy
- Research
- Other

please specify: testing

2. Please select 4 areas of interest. Please note, this is NOT a ranked list:

- Seniors
- Families
- Women
- Men
- Children
- Youth
- Child welfare
- Differing Developmental Abilities
- Mental Health
- Differing Physical Abilities
- Addictions
- Newcomers to Canada
- Food Security Issues
- Homelessness
- LGBTTQQ2SIA
- Aboriginal
- Justice/Legal/Political Issues
- Health Care/Community Health
- HIV/AIDs
- Employment/Income Support
- Palliative Care/Bereavement
- Other

please specify: Area of Interest

Please provide your rationale for working with these particular areas:

3. Please let us know if there is an area of practice that you are not interested in working with OR cannot work in for whatever reason:

4. If you have a specific contact at an agency that the School doesn't have a connection with and you have previously discussed this with the Field Education Office, please provide the details below. Students must recognize that placements will not be approved until the Field Education Office has reviewed the placement particulars to ensure they meet accreditation requirements. If you don't have a specific contact, please leave this section blank:

Agency Name:	Agency Name
Contact Person's Name:	Contact Person name
Contact Person's E-mail Address:	abc@yorku.ca
Contact Person's Telephone and Extension:	416-736-2100

Type 1-2 lines max. or it will cut you off



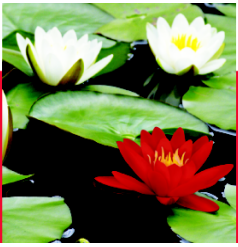
The Placement Process- other considerations

- CAS placements are of high interest (must have **G license, access to vehicle, and previous experience with children**).
- Hospitals, most health centers, and school boards are reserved for students in the MSW program
- You can meet with coordinator to discuss areas of interest **BEFORE** you apply online
- We begin sending resumes to agencies mid- February 2017
- The process of contacting agencies and sending out resumes takes the entire summer (from March to the beginning of September).
- This can be stressful for students – constant communication with the coordinator is necessary



“Work” Placement proposal

- Criteria to be met
- Contact the Field Education Coordinator to discuss
- Separate proposal to be e-mailed to Field Education Coordinator also by **January 13, 2017-** you must also submit the on-line placement application on Database by the same deadline)
- •All proposals must be approved by Field Education Office



UWI International Placement

UWI – Barbados

UWI– SVG

**Info session on Wednesday
November 30, 2016 10am-11am!**



Students Responsibilities in the Placement Process

- Informing the Field Education Office of any absences that might affect your availability during the placement process
- Preparing for a successful interview
- Keeping the Field Education Coordinator informed about the outcome of the interview
- If required, obtaining a vulnerable sector screen police check and any other agency requirements prior to the start of placement.
- **If you are offered a placement within your identified interests, you must accept the placement offer and your placement search is complete!**



BSW Practicum Road Map (overview)

Applying for Placement Orientation
(THIS ONE)



Application Due: Jan 13, 2017



BSW Coordinator reviews placement applications/ pre-req checks/resumes and cover letters mid-Jan to February 2017



Match sent to Student

- Students have 3 business days to respond to match.
- If interested, Coordinator arranges interview details.
- Placement is still not guaranteed --> Tell the Field Office the outcome of the interview.

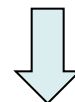


Field Office follows up with the Field Instructor/Agency after placement offer

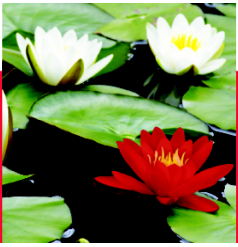
Confirmation of Placement Package August 2017



Mandatory Beginning Placement Orientation –Sept 2017

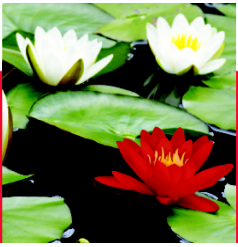


Placement Starts in September (field office will send date in confirmation email)



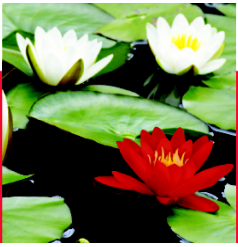
Resumes/Cover Letter

- Work and Volunteer History
- Education
- Introduce yourself
- Resume Resources posted on website:
<http://www.yorku.ca/laps/sowk/practicum/>
- **Resume Writing Workshop**
 - **Friday, November 9, 2016 1230-230pm**
 - **Please Register on our website (link is up)**



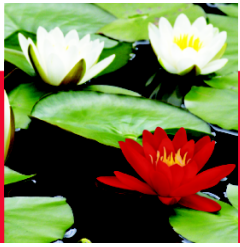
Interviews

- Professional
- Ask questions
- Be prepared to discuss what you can offer
- Be clear about your goals
- Know the agency and programs – complete thorough RESEARCH on the agency!
- **INTERVIEW WORKSHOP:**
 - Wednesday Feb 15, 2017 12:30-2:30pm
 - Please Register at:
<http://www.yorku.ca/laps/sowk/practicum/events.html>



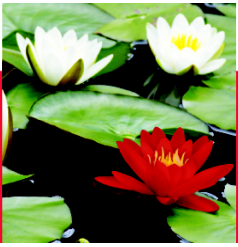
Vulnerable Sector Screen /Immunizations

- **Police check should be initiated in the spring (can take up to 3- 4 months) - Toronto**
- Must obtain forms for Toronto from any Field Office Staff week of **April 3-April 7, 2017**
- Must bring two pieces of government issued ID (1 must have your photo – health card not valid)
- The Field Office can write you a letter, if required, for regions outside of Toronto
- Inquire about other requirements for placement (e.g. mask fitting, driving, TB test)



Confirmation of Placement

- Confirmation package
- **Enrolment SOWK 4000 & 4001- you will be granted permission once placement is confirmed.** You are responsible for contacting the Field Office if you were not granted permission or missed your enrolment window for these course
- Failure to enroll in the practicum courses (SOWK 4000 & 4001) may result in you having to re-do your placement again
- Beginning Placement Orientation - date TBA (first week of school in September 2017)
- Faculty Advisor is assigned to each student
- Integrative Seminar Dates (4 sessions @ 2 hours each)



Accessing the Database

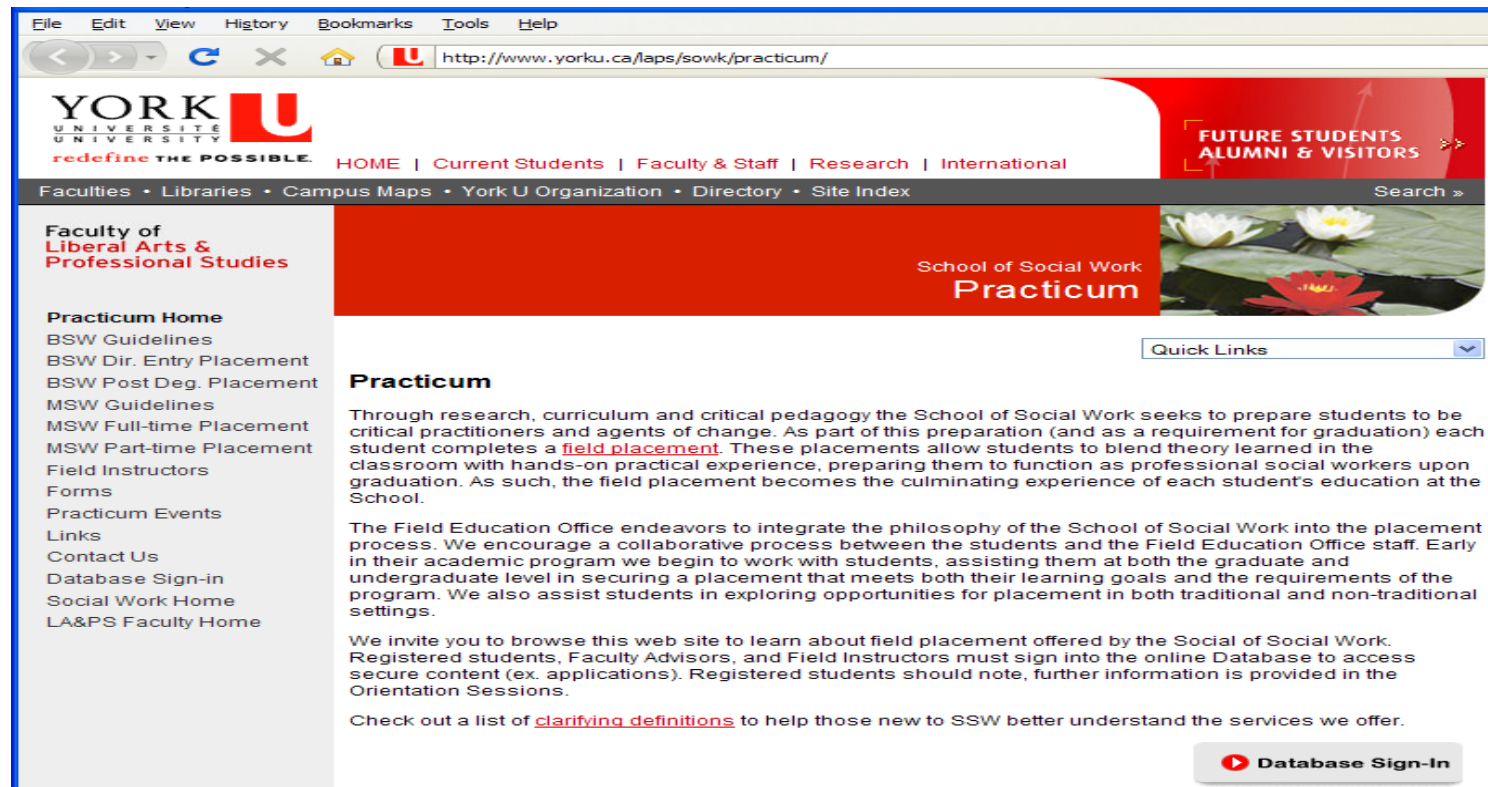
Things to be aware of:

1. USE **FIREFOX** (our system does not work well with other browsers)
2. Database will log you out after approximately 20 minutes of inactivity.
3. The “SUBMIT” button will disappear from the online database once you have submitted and when the deadline has passed.

Registering on the Database via Website

Open Internet Browser
On Address Line Type:

<http://www.yorku.ca/laps/sowk/practicum/>



The screenshot shows a web browser window displaying the York University website. The address bar shows the URL <http://www.yorku.ca/laps/sowk/practicum/>. The page features the York University logo and navigation menu. The main content area is titled "Practicum" and includes a "Quick Links" dropdown menu. The text on the page describes the field placement process and provides information for registered students.

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Faculty of Liberal Arts & Professional Studies

Practicum Home

- BSW Guidelines
- BSW Dir. Entry Placement
- BSW Post Deg. Placement
- MSW Guidelines
- MSW Full-time Placement
- MSW Part-time Placement
- Field Instructors
- Forms
- Practicum Events
- Links
- Contact Us
- Database Sign-in
- Social Work Home
- LA&PS Faculty Home

Practicum

Through research, curriculum and critical pedagogy the School of Social Work seeks to prepare students to be critical practitioners and agents of change. As part of this preparation (and as a requirement for graduation) each student completes a [field placement](#). These placements allow students to blend theory learned in the classroom with hands-on practical experience, preparing them to function as professional social workers upon graduation. As such, the field placement becomes the culminating experience of each student's education at the School.

The Field Education Office endeavors to integrate the philosophy of the School of Social Work into the placement process. We encourage a collaborative process between the students and the Field Education Office staff. Early in their academic program we begin to work with students, assisting them at both the graduate and undergraduate level in securing a placement that meets both their learning goals and the requirements of the program. We also assist students in exploring opportunities for placement in both traditional and non-traditional settings.

We invite you to browse this web site to learn about field placement offered by the Social of Social Work. Registered students, Faculty Advisors, and Field Instructors must sign into the online Database to access secure content (ex. applications). Registered students should note, further information is provided in the Orientation Sessions.

Check out a list of [clarifying definitions](#) to help those new to SSW better understand the services we offer.

[Database Sign-In](#)

Registering on the Database via Website

The screenshot shows a web browser window with the URL <http://www.yorku.ca/laps/sowk/practicum/>. The page features the York University logo and navigation menu. The main content area is titled "Practicum" and contains text about field placement. A sidebar on the left lists various links, with "Database Sign-in" circled in red. A red arrow points from this link to the text "Click on 'Database Sign In'", which in turn points to another "Database Sign-In" button circled in red at the bottom of the page.

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Faculty of Liberal Arts & Professional Studies

Practicum Home

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- [CONTACT US](#)
- Database Sign-in**
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School of Social Work
Practicum

Quick Links

Practicum

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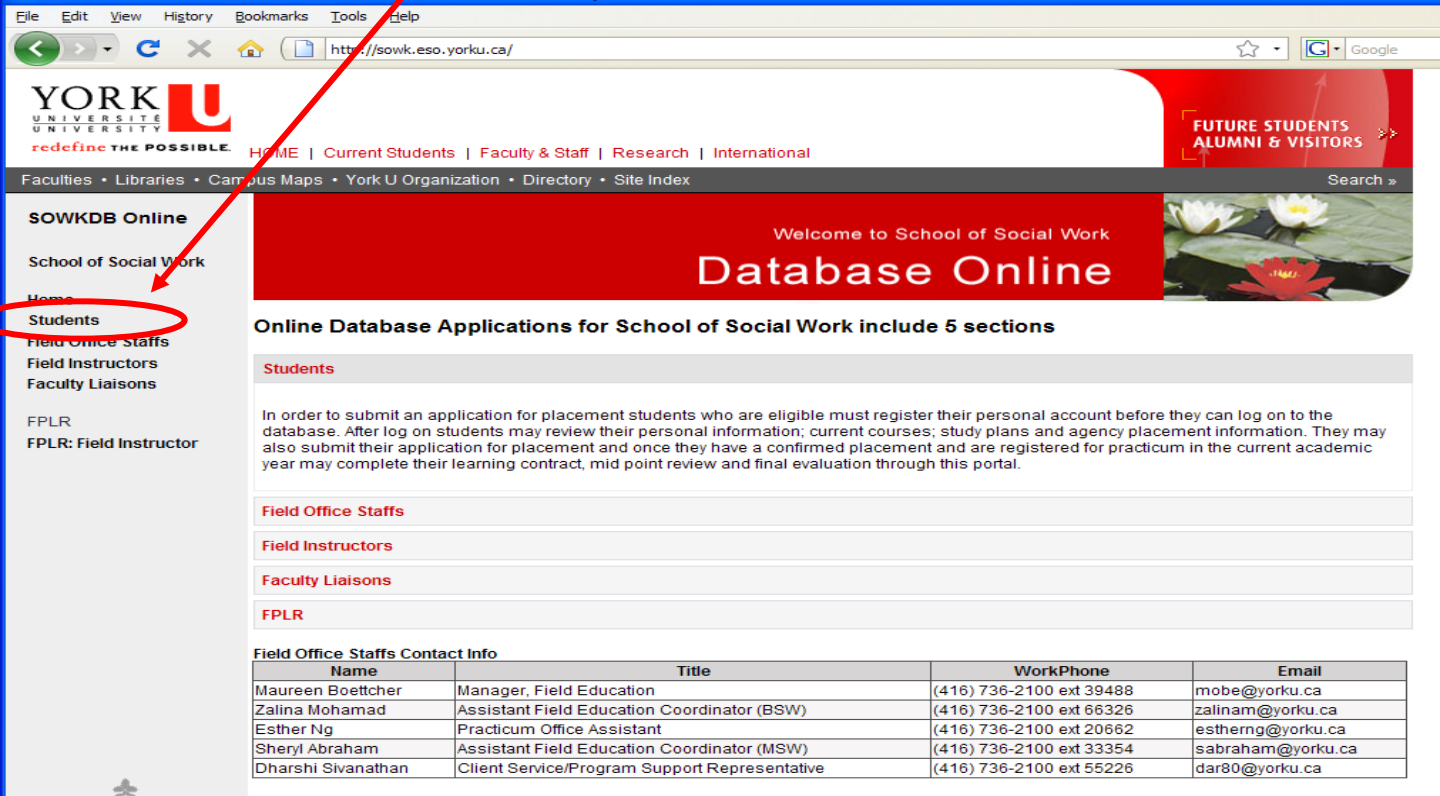
Check out a list of [clarifying definitions](#) to help those new to SSW better understand the services offered for

Database Sign-In

Click on "Database Sign In"

Registering on the Database via Website

You will be directed to the SOWK Online Application Page.
Select “Students”



The screenshot shows a web browser window with the URL <http://sowk.eso.yorku.ca/>. The page features the York University logo and navigation links. The left sidebar contains a menu with the following items: SOWKDB Online, School of Social Work, Home, **Students** (circled in red), Field Office Staffs, Field Instructors, Faculty Liaisons, FPLR, and FPLR: Field Instructor. The main content area has a red header with the text "Welcome to School of Social Work Database Online". Below this, a section titled "Online Database Applications for School of Social Work include 5 sections" lists the following categories: Students, Field Office Staffs, Field Instructors, Faculty Liaisons, and FPLR. The "Students" section is expanded, showing a paragraph of text: "In order to submit an application for placement students who are eligible must register their personal account before they can log on to the database. After log on students may review their personal information; current courses; study plans and agency placement information. They may also submit their application for placement and once they have a confirmed placement and are registered for practicum in the current academic year may complete their learning contract, mid point review and final evaluation through this portal." Below this, there is a table titled "Field Office Staffs Contact Info" with the following data:

Name	Title	WorkPhone	Email
Maureen Boettcher	Manager, Field Education	(416) 736-2100 ext 39488	mobe@yorku.ca
Zalina Mohamad	Assistant Field Education Coordinator (BSW)	(416) 736-2100 ext 66326	zalinam@yorku.ca
Esther Ng	Practicum Office Assistant	(416) 736-2100 ext 20662	estherng@yorku.ca
Sheryl Abraham	Assistant Field Education Coordinator (MSW)	(416) 736-2100 ext 33354	sabraham@yorku.ca
Dharshi Sivanathan	Client Service/Program Support Representative	(416) 736-2100 ext 55226	dar80@yorku.ca

Registering on the Database via Website

This will bring you to the SOWK Online Application – Students Page.

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Future students Current students Faculty & staff Alumni Visitors

SOWK Online Application > Students

Atkinson Home

SOWK Home
Instructions
SOWK Online APP
>Students
>Faculty and Staff

Student Web Services Sign In

Student Number:
123456789

Password:
[]

BSW MSW

Submit

! Don't Forget To Logout when you're done.
Session will be expired in 20 minutes. After that time you will be prompted to login again.

[Register New Account](#)
[Forgot Your Password?](#)

- Click on “Register new account” for 1st time users (must have York U email account to register)

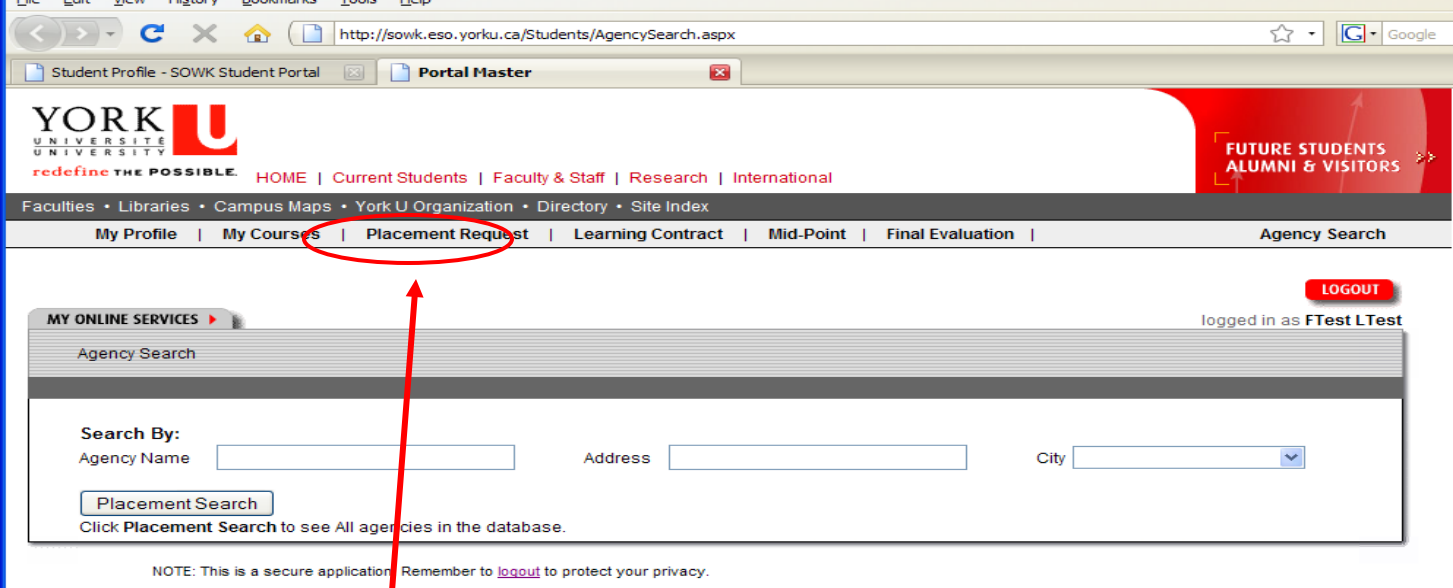
OR enter your student ID & password as well

- Select MSW or BSW Student (if you have already registered)

- *In order to do this you will need to enter your student number and create a password for future use.*

Registering on the Database via Website

Here you will be able to go through and make selections and view information on possible Agency's.



The screenshot shows a web browser window with the URL <http://sowk.eso.yorku.ca/Students/AgencySearch.aspx>. The page features the York University logo and navigation links. The 'Placement Request' link in the top navigation bar is circled in red. Below the navigation bar, there is a 'MY ONLINE SERVICES' section with a 'Placement Search' button. A red arrow points from the 'Placement Request' link to the 'Placement Search' button. The search form includes fields for 'Agency Name', 'Address', and 'City', along with a 'Placement Search' button. A note at the bottom states: "NOTE: This is a secure application. Remember to [logout](#) to protect your privacy."

When your Agency Search is complete, continue by Clicking on **Placement Request** to begin the application process.

Registering on the Database via Website – Placement Request

Complete Application. Please ensure that you have inputted your emergency contact and employer contact information. If any of your contact information is wrong it must be updated on the Registrar’s website: <http://www.registrar.yorku.ca/>

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My Profile | My Courses | Placement Request | Learning Contract | Mid-Point | Final Evaluation | Agency Search

LOGOUT

logged in as **FTest LTest**

MY ONLINE SERVICES Placement Request

I am applying to participate in: AK/SOWK 4000 6.0 & AK/SOWK 4001 6.0 (BSW)

I am: Direct Entry Post Degree

Direct Entry (from High School) Direct Entry (from Others)

I am applying to participate in: **W10**

My proposed practicum work week: How many hours per week: How many days per week:

General Information (This section info automatically come from SIS. If you find any incorrect, please contact Registration Office.)
Note: Please use YorkU Email Address to be your email account

Student Number	123456789	Gender		Birthday	
Last Name	LTest	First Name	FTest	Neer	
Address				APT#	
City		Province		Postal Code	
Home Phone		Other Contact No			

Email Address

Email from SIS: Preferred Email:

Emergency Contact

First Name	ECFname2	Last Name	ECLname3
Telephone	ECPhone	Relationship	ECRelationship

Current Employment

Place Of Employment	Place Of Employment 323	Position	Position
Address	Address	City	Toronto
		Province	on

Registering on the Database via Website – Other Information

- Please ensure that you have **all** documentation completed, for example **resume and cover letter (in one document)**, before submitting your application. No editing privileges are available through the database. Any changes to your application should be emailed to Vina Sandher vsandher@yorku.ca after February 2017.
- **You cannot make changes on the application once submitted!**
- Please save your cover letter and resume (in one document) as: **LAST NAME First Name 2017.doc (ensure your cover letter is the first page followed by your resume).**
- Please note that the “SUBMIT” button will disappear from the on-line database application once the deadline date has passed:
FRIDAY, JANUARY 13th, 2017 11:59pm

Field Office Contacts

- Vina Sandher – Manager of Field Education
– vsandher@yorku.ca – 416-736-2100, ext. 39488
- Sheryl Abraham – Field Education Coordinator (MSW)
– sabraham@yorku.ca – 416-736-2100, ext. 33354
- Esther Ng – Field Education Program Assistant
– estherng@yorku.ca, 416-736-2100 ext. 20662