



BSW Orientation Planning for your Placement in 2018 - 2019 School of Social Work



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Placement Orientations and Upcoming Events

- **Planning for Placement Orientation** (this one)
- **Resume Writing Workshop** – Wednesday Nov 27, 2017 at 9:30-11:30 am (S802) register on the practicum website – RSVP Link shared via list-serve early November 2017.
- **Applying for Placement Orientation** – November 13, 14 & 17, 2017 (Direct Entry), November 15, 2017 (Post Degree) – RSVP Link shared via list-serve late October 2017.
- **Applications for Placement DUE:**
Friday, JANUARY 12th, 2018 by 4 PM
- **Interviewing Workshop** – Wednesday March 14, 2018 9:30-11:30 am (S 802) – RSVP Link shared via list-serve late October 2017.
- International Placement Info Session – October 18, 2017 at 9:30 – 11:30 am
- **Agency Fair** – Spring of 2018 – Date TBD
- **Beginning Placement Orientation** (Early September 2018 – Dates TBD)

Purpose of Placement

- Culminating experience
- Translate theory into practice
- Ability to engage in reflective practice
- Develop philosophy of practice
- Degree Requirement



Practicum Prerequisites

- You must **SUCCESSFULLY** complete the following **BEFORE** you begin placement in **September**:
 - **SOWK Core Courses (listed below) and**
 - **57 Credits of electives OUTSIDE of social work**
- The core courses are:
 - SOWK 1011 – Critical Foundations of SOWK
 - 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 CONCURRENTLY WITH PLACEMENT:

SOWK 4020 – Issues in the Study of the Welfare State (In Class Only)



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 whose GPA has fallen below the minimum requirement for SOWK.
- Students are not guaranteed a placement simply because they have completed the academic portion of their degree
- Students are expected to demonstrate “readiness for placement” (ex. Cordial responses, professionalism, communication in a timely manner, etc.)



Timing, Length, and Specifics of Practicum

- The placement consists of **700 hours** on site at the agency
- All students must attend **4 integrative seminars @ 2 hours each** – session facilitated by faculty advisor (not included in practicum hours)
- **3 FULL days per week** if Direct Entry (generally, Mondays, Wednesdays, and Fridays)
- **2-5 FULL days per week** if Post Degree
- Will have to put in additional hours/days if planning to graduate in June 2018



Timing, Length, and Specifics of Practicum

- We are considering piloting a **Spring/Summer 2018 block placement**, if you will have completed all pre-requisites by the end of the winter term you may reach out to the field office to express interest – Also write this on your application in the “additional information text box”. – We will only move forward with this plan if we have enough students (10-13 students) express interest.
- **If Direct Entry** - Placement only begins in **September 2018** (usually the Wednesday after labour day). **If Post Degree** – May apply to begin placement in **September 2018** or **January 2019**.



Specifics of Practicum Continued...

- You must register in the practicum – **SOWK 4000 6.0** and **SOWK 4001 6.0**, each for the Y (Year) term – (total of 12 credits)
- You may only enroll in SOWK 4000 and 4001 when the field office grants you **permission** (once your placement is secured) – it is your responsibility to contact the field office before you begin your placement to ensure your block is removed and you can enroll



How can I prepare?

- Volunteering
- Read practicum manual (online)
<http://www.yorku.ca/laps/sowk/practicum/>
- Think about your areas of interest
- Attend/complete all orientations (this one and the Applying for placement one in Nov)
- **PLAN**: How will placement fit into your life?
 - Work
 - Family
 - Finances



How can I prepare?

- **Police Reference Check**

- If you live in Toronto: You need to start your police check approximately four months in advance. Attend the social work office **the week of April 2-April 6, 2018** to complete the form and then you will submit the form and payment to the police station via mail
- If you live outside of Toronto – contact your local police station to determine the approximate time it will take to complete your police check, and if you need a letter from the School
- If you require a letter from the School, please also see us during the week mentioned above
- ***A delay in getting your police check completed could mean a delay in starting your placement !!! Even if you have not been matched you may want to consider obtaining one as most social service agencies request this.***
- If you intend to work in an agency that serves vulnerable members you will be REQUIRED to complete a vulnerable sector police check
- You cannot submit an outdated police check (no older than 3 months from start of placement unless agency states otherwise)



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) OR an elective 3 (credits)
 - WINTER take Field 6 (credits) + 4020 3 (credits) OR an elective 3 (credits)



York University Policies

- Practicum Manual
- Placement Breakdown
- Placement Failure
- Professional Behaviour Policy
- Refer to website:

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

**YOU MUST READ THE
PRACTICUM MANUAL!!!**



About the Application/ Finding a Placement

- Applications are completed online via the field education database.
- You will be able to access the application after the Applying for Placement Orientation (the one in November)
- **You are not 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.



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 in high demand (must have **G license, access to vehicle, and previous experience with children**)
- Hospitals, most health centers, and school boards NOT for BSW students
- Traditional vs. Non-Traditional Placements
- Meet with coordinator to discuss, ask questions if unclear
- We begin sending your resumes out in February
- The process of contacting agencies and sending out resumes takes the entire summer (from March to the beginning of September)
- This can be very frustrating for students – constant communication with the coordinator is necessary



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.
- Being professional
- **Check email (including junk mail) regularly and respond in a timely manner, and ensure that you are in the student list-serve.**



BSW Practicum Road Map (overview)

Applying for Placement Orientation
(NOV)



Application Due: Jan 12, 2018



BSW Coordinator reviews placement applications/ pre-req checks/resumes and cover letters mid-Jan to February 2018



Matches sent to Student

- Students have 3 business days to respond to match.
- If interested, Coordinator sends resume to agency. Agencies typically contact the students directly if interested for an interview via phone or email.
- Placement is still not guaranteed --> Tell the Field Office the outcome of the interview.

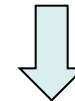


Field Office follows up with the Field Instructor/Agency after placement offer

Confirmation of Placement Package August 2018



Mandatory Beginning Placement Orientation –Sept 2018



Placement Starts in September (field office will send date in confirmation email – but typically the start is the Wednesday after labour day)



About the Interview

- **BE PREPARED**
- Attend **Interviewing Workshop**
- Research the agency and their programs
- Research the agency website and their perspectives and read up on theories
- This is a REAL interview – like a job interview
- Interview does NOT equal placement – you are competing with many other students
- Be prepared to discuss learning objectives
- Ask questions to show interest and initiative
- **If you are offered a placement within your identified interests, you MUST accept the placement offer and your placement search is complete.**



Accommodations

- If you require any sort of accommodations for placement, this must be submitted in writing to the Field Office
- Communicate accommodations and supports you require **before** the start of placement
- Academic Accommodations may present differently in a placement setting
- Refer to Counseling and Disability Services:
<http://www.yorku.ca/cds/>
- Speak to the Field Office



Think Creatively

- Placement is an exciting and significant part of your learning
- Prepares you for the professional designation of “social worker”
- Use this time to think about your areas of interest
- Joint effort: take an active role
- **START thinking NOW!**

Questions/Comments?

We're here to help!

Refer to our website:

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

- Updates on Practicum Events
- Orientations (PowerPoint Presentations)
- Resume and Interview Resources
- Practicum Manual