



# BSW Direct Entry Orientation Planning for Placement in Sept 2016-2017

School of Social Work



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# Placement Process and Upcoming Events

- **Planning for Placement Orientation** (this one)
- **Resume Writing Workshop** – Date TBD (check practicum website)
- **Applying for Placement Orientation** – Multiple sessions – Dates TBD (choose a session and register online – Practicum Events Website)
- **Applications for Placement DUE:**  
**MONDAY, JANUARY 11th, 2016**
- **Interviewing Workshop** – Date TBD (check practicum website)
- **Social Work Practice Days** – Guest speakers covering relevant Social Work topics and issues from the field
- **Beginning Placement Orientation** (Early September 2016 – Dates TBD)

# Purpose of Placement

- Culminating experience
- Translate theory into practice
- Ability to engage in reflective practice



# Practicum Prerequisites

- You must complete the following **BEFORE** you begin placement in **September**:
  - **The 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**



## 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** (generally, Mondays, Wednesdays, and Fridays)
- Will have to put in additional hours/days if graduating in June 2017



## Timing, Length, and Specifics of Practicum

- Placement only begins in **September** (usually the second week)
- 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/>
- Research to explore options
- Attend all orientations
- **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 to complete the form and then you will submit the form and payment to the police station via mail
  - If you live in Durham Region: You will require a letter from the School
  - 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
  - ***A delay in getting your police check completed could mean a delay in starting your placement***
  - 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



## 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](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)



# 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

- Application completed online via database – you will be able to access the application after the Applying for Placement Orientation
- Do NOT list the same placement as more than 1 option (i.e. different locations of the same agency)
- 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
- **Collaborative effort** between the student and the field office
- **You are encouraged to seek out placement opportunities but must keep the coordinator informed about who you are contacting (Do not contact any agencies in the database)**
- Meet with coordinator to discuss, ask questions if unclear



# The Placement Process

- We begin sending your resumes out in February
- All first and second choices will be contacted and resumes will be sent if those agencies are accepting resumes
- If the first and/or second choices are unsuccessful we will move on to your third and fourth choices. You will be notified via email if your choices do not work out.
- 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 (always inform the coordinator if you wish to contact agencies)
  - Placement Issues Along the way



# About the Interview

- **BE PREPARED**
- Attend **Interviewing Workshop – TBD**
- 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 to ensure it is a good fit
- Ask questions to show interest and initiative
- **If you are offered a placement but would still like to look around you must let the agency know you will give them an answer in no more than 2 weeks or inquire what date is preferable and respect that date.**
- **If you accept a placement you cannot continue going for interviews – Do not hoard placements! Once you accept, that is your placement.**
- **You MUST inform the coordinator if you are offered an interview and/or placement immediately.**



## Information about Securing Placements

- All placement agencies must be approved by the field office
- If you are offered a placement and you accept – this does not mean it is confirmed
- All agencies must fill out a **Questionnaire** which is used to determine if the placement meets our accreditation standards
- All agencies must sign an **Affiliation Agreement** with the University (legal contract)
- The **Questionnaire** and the **Affiliation Agreement** take the most time to negotiate and placements will only be approved once these two pieces are deemed acceptable by the field office.



# 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 research and prepare
- 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