



Social Work Practicum/Field Placement Database Instructions Field Instructors

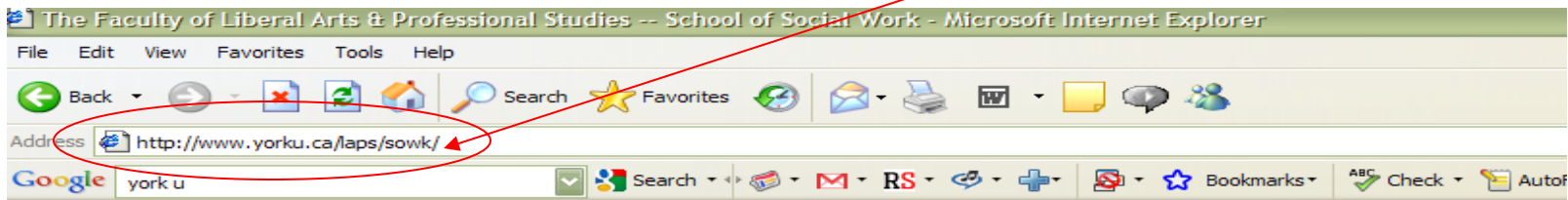



On-Line Database Log-In Info

- You will receive an e-mail with Field Instructor's Username and password
- You can then log-in and change your password to something you can easily remember

On-Line Database – Log In

Open Internet Browser (please make sure you log in through Firefox)
On Address Line Type: <http://www.yorku.ca/laps/sowk>





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School of Social Work

Welcome

The **School of Social Work** is recognized as having one of the most progressive and socially responsive social work programs in Canada. The School offers two undergraduate (BSW) streams and two innovative [graduate programs](#), including and MSW and PhD. Students receive a professional social work education that is characterized by a commitment to human rights and social justice. Dedicated instructors, who draw from a strong contemporary curriculum and their own practical experience, afford students the opportunity to acquire their own social work philosophies and skills. York students are equipped for professional practice in a wide variety of social work arenas, from work with individuals and families to practice with community, policy, research, and international settings.

The **School of Social Work** fosters intellectual curiosity and a spirit of inquiry through its emphasis on critical perspectives in social work. In light of its belief in social work as social justice work, the School consistently teaches applied practice skills throughout the curriculum.

Please watch the [video message from Director Wilburn Hayden](#)

**FUTURE STUDENTS
ALUMNI & VISITORS**

Quick Links

On-Line Database – Log In

Faculty of
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Professional Studies

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Mission Statement

Undergraduate Programs

Course Descriptions

Graduate Programs

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School of
Social Work

Quick Links

Welcome

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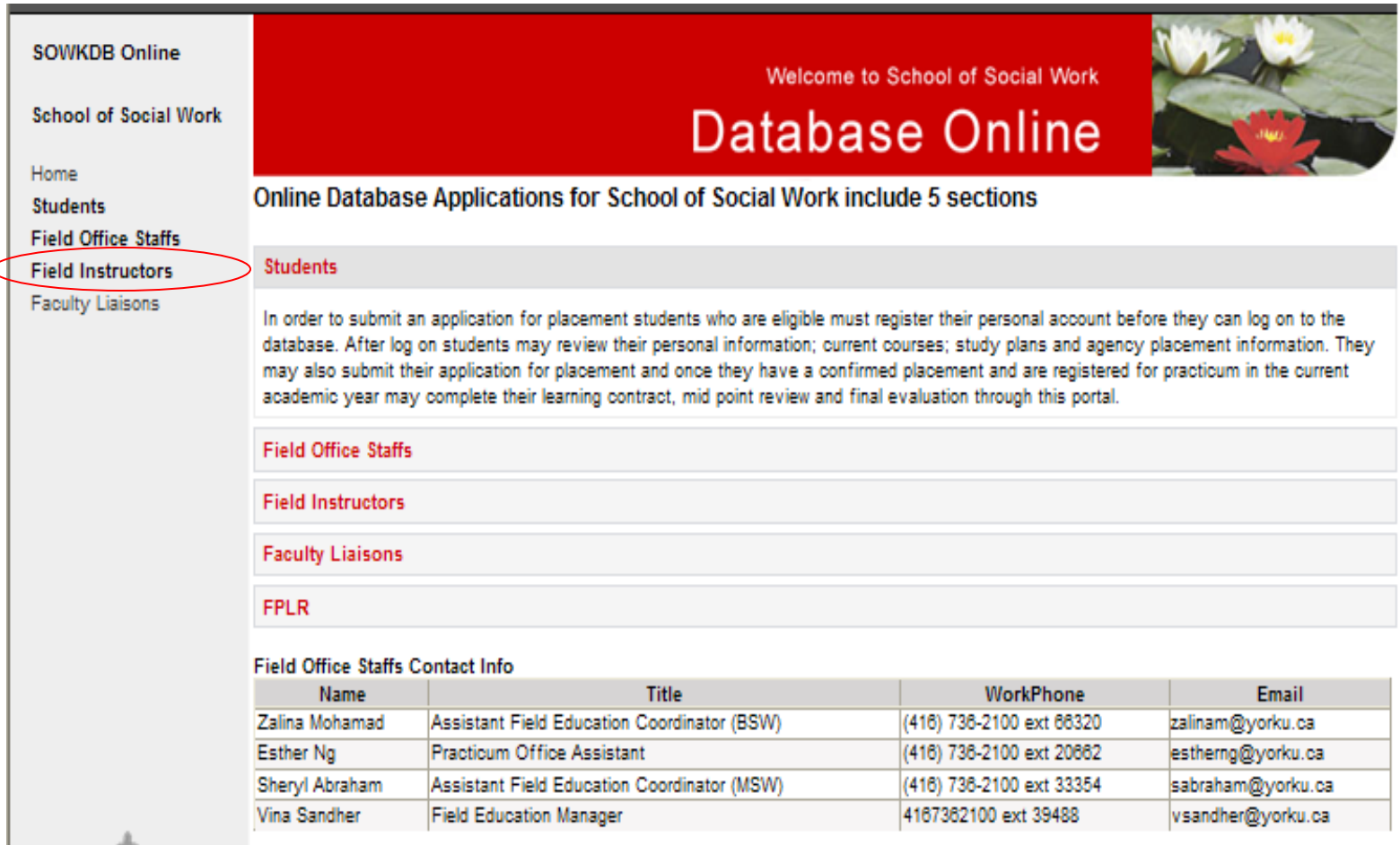
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Please watch the [video message from Director Wilburn Hayden](#)

Click on “Database Sign In”

On-Line Database – Log In

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



SOWKDB Online

School of Social Work

Home

Students

Field Office Staffs

Field Instructors

Faculty Liaisons

Welcome to School of Social Work

Database Online

Online Database Applications for School of Social Work include 5 sections

Students

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.

Field Office Staffs

Field Instructors

Faculty Liaisons

FPLR

Field Office Staffs Contact Info

Name	Title	WorkPhone	Email
Zalina Mohamad	Assistant Field Education Coordinator (BSW)	(416) 736-2100 ext 66320	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
Vina Sandher	Field Education Manager	4167362100 ext 39488	vsandher@yorku.ca

Select
“Field
Instructors”



On-Line Database – Log In

This will bring you to the SOWK Online Application – Field Instructor's Page.



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SOWKDB Online

School of Social Work

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[Field Office Staffs](#)

[Field Instructors](#)

[Faculty Liaisons](#)

[FPLR](#)

[FPLR: Field Instructor](#)

Field Instructor Web Services Sign In

User Name:

Password:

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.

[Request Your Username and Password](#)

- Enter your User Name

- Enter your password

- ***suggest you copy & paste from the email we sent you**

- Click on “Submit”



Online Database – My Profile

Once you login you will be directed to your profile. Your name will appear here

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[My Profile](#) | [My Students](#) |

LOGOUT

logged in as [Name]

MY ONLINE SERVICES ▶

My Account:

General | **Placement** | **Security**

Last Name

First Name

Job Title

Professional Qualification

Work Phone

Extension

Fax

Email

* required fields

HELPFUL LINKS

- [School of Social Work](#)
- [York University](#)
- [Canadian Association of Social Workers](#)

If your information is incorrect please inform the Field Office



On-Line Database – My Profile

If your information is incorrect please inform the Field Office

MY ONLINE SERVICES ▶

logged in as

My Account: Placement

General

Placement

Security

☐ First Time

☐ Experience SPV Student

Service Area

☐ Six Months Ago

☐ YorkU Students

☐ Other Time

Note

☐ York Graduated

Year SWSS Experience

☐ 1 - 2 Years Ago

☐ Other U Students

Other Time Detail

☐ Participating PC

☐ Not This Year

☐ 3 - 5 Years Ago

Other University Name

HELPFUL LINKS

[School of Social Work](#)

[York University](#)

[Canadian Association of Social Workers](#)

* required fields



On-Line Database – My Profile

If you click on the “Security” tab, you can change your practicum database password

MY ONLINE SERVICES ►

logged in as _____

My Account: Security

General Placement **Security**

Note: Password must be 6-20 characters. It should includes at least 1 letter and 1 number.

User Name

Old Password *

New Password *

Confirm New Password *

Change Password

* required fields

HELPFUL LINKS


- [School of Social Work](#)
- [York University](#)
- [Canadian Association of Social Workers](#)

Type in your old password, your new password, and click on “Change Password”



On-Line Database – My Students

Click on “My Students” to view your list of Student(s) and to access their practicum documents



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My Profile | **My Students** |

LOGOUT

MY ONLINE SERVICES ▶

logged in as

My Account:

General | Placement | Security

Last Name

First Name

Job Title

Professional Qualification


Work Phone

Extension

Fax

Email

* required fields

 **HELPFUL LINKS**

[School of Social Work](#)

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On-Line Database – My Students

Click on the drop down menu for “Placement Term” to select the term you want

My Profile | My Students |

Placement Term: W08 

LOGOUT

MY ONLINE SERVICES ▶

logged in as

My Students

BSW Students



Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process

MSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process



On-Line Database – My Students

Placement Term: F08 [LOGOUT](#)**MY ONLINE SERVICES** 

logged in as

My Students

BSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process

12 

Click on the different page numbers to see all of your students



On-Line Database Forms – Process

Collaborative Process

- Talk about what the student's learning goals and plans are and how they will be evaluated before these forms are filled out.
- After this is agreed to, the information can be filled out by the students through their account.
- After submit, no change (by Field Instructor or student until Mid-Point).

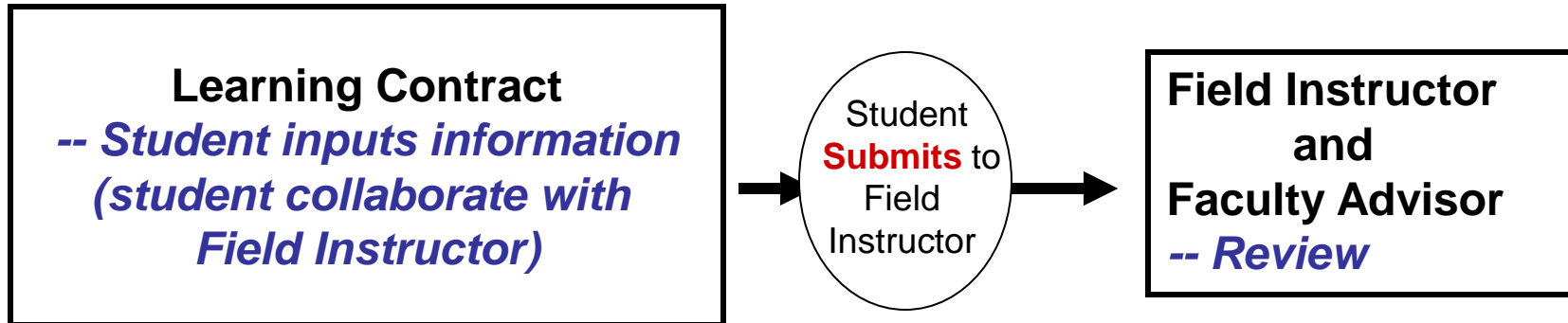


Learning Contract



On-Line Database – Learning Contract Process

On line Evaluation Process – Learning Contract



Step one – Student initiates the process

1. Student logs on database (<http://www.yorku.ca/laps/sowk>), go to Learning Contract
**** make sure to use Firefox instead of Internet Explorer or Google Chrome**
2. **Input** information on Learning Contract (admin, goals, plans for goal)
**** draft a copy in Word document, then copy & paste the content over to the database, (save data every 10 minutes, or else data can't be saved though it's shown on the screen)**
3. **'Submit'** (button at bottom) the Learning Contract **online** to Field Instructor & Faculty Advisor

Step two -- Field Instructor

-- Field Instructor logs on database → My Student → **Review** (no input required)

Step three – Faculty Advisor

-- Faculty Advisor logs on database → My Student → **Review** (no input required)



On-Line Database – Learning Contract

Click on “View” under Learning Contract to access the student’s Learning Contract

My Profile | My Students |

Placement Term: W08

LOGOUT

MY ONLINE SERVICES ▶

logged in as

My Students

BSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process

MSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process



On-Line Database - Learning Contract

The student's learning contract will open up in a new window



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LOGOUT

logged in as

MY ONLINE SERVICES ▶

MSW FULL TIME LEARNING CONTRACT

The MSW Evaluation Process consists of three interrelated steps. In step one, students develop a learning contract in consultation with their field instructor by completing the two columns titled 'major learning goals' and 'plans for goal attainment'. Students use the major development areas, and their associated criteria (column one), as a guide toward the development of learning goals that reflect both the school's criteria and the agency context (column two). Once the learning contract is complete it is submitted to the PRS Course Director for review. In step two at the mid point mark of the placement students should have a formal meeting with their field instructor to discuss achievements to date, based on the goals for placement as outlined in the student's learning contract. The Mid Point Progress Review form is used to complete this step. The goals of the learning contract can be revised at this point to reflect new goals designed to address the areas needing further development. The revised learning goals are then used as a guide in the final evaluation which is the third step in the process.

MSW PRACTICUM PARTICULARS

Student Name:

Student Number:

Agency / Organization:

Agency Address:

Field Instructor:

Field Instructor2:





Learning Contract - Administrative Agreement

MSW PRACTICUM PARTICULARS

Student Name:

Student Number:

Agency / Organization:

Agency Address:

Field Instructor:

Field Instructor2:

PRS Director:

Practicum Start date:

Date learning contract received:

Date of mid point progress review:

**This
information
will be filled
in already**

The Student fills in the rest of the information (practicum start date, date of mid-point progress review) after you have discussed this with each other. The “Date Learning Contract Received” will be filled in by the database after the Student submits the learning contract



Learning Contract - Administrative Agreement

The Student fills in this information in when you have discussed this with each other.

MSW ADMINISTRATIVE AGREEMENT

Length of Placement (months):

Days of the week at placement:

☐ MON ☐ TUES ☐ WED ☐ THURS ☐ FRI ☐ SAT ☐ SUN

Projected Start Date:

Projected End Date:

Hours at placement per week:

Supervision time negotiated

(per month or per week)

Field Instructors please list any expectations from the student concerning the preparations for supervision (e.g. process recording, tapes, questions, oral discussion of projects, feedback from other staff, observations etc):



Learning Contract – Educational Agreement

MSW EDUCATIONAL AGREEMENT

1. Theoretical Frameworks:

- A. Is knowledgeable about a range of theories, approaches and techniques to achieve planned outcomes
- B. Is able to recognize and discuss where applicable new approaches to situations when new information is available
- C. Is able to recognize and articulate the impact of social, political and economic factors on social problems

	MAJOR LEARNING GOALS	PLANS FOR GOAL ATTAINMENT
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>
5)	<input type="text"/>	<input type="text"/>

2. Anti-Oppressive Practice Skills:

- A. Critically analyze the organizational structure and tools (e.g. intake policy and procedure) and its impact on clients and service delivery
- B. Indicate awareness of funding structures within the setting and impact of service delivery
- C. Identify key informants within the structures of the agency and recognizes power in relation to self, clients, service delivery, community and policy formation and analysis
- D. Recognize and analyse gaps or barriers in the agency's program delivery to its client population
- E. Advocate to improve and transform service delivery

The Student inputs this information after they have discussed and agreed to it.



On-Line Database - Learning Contract

If you scroll over the “MAJOR LEARNING GOALS” and the “PLANS FOR ATTAINMENT” with your mouse, you will get a brief description of what is being asked

1. Theoretical Frameworks:

- A. Is knowledgeable about a range of theories, approaches and techniques to achieve planned outcomes
- B. Is able to recognize and discuss where applicable new approaches to situations when new information is available
- C. Is able to recognize and articulate the impact of social, political and economic factors on social problems

MAJOR LEARNING GOALS

- | MAJOR LEARNING GOALS | PLANS FOR GOAL ATTAINMENT |
|--|---|
| 1) Students and field instructors determine goals that reflect the criteria outlined in the Development Area but are specific to the context of the agency | read material provided by field instructors |
| 2) group facilitation skills | be involved in preparing and post-group wrap-up |
| 3) | |

PLANS FOR GOAL ATTAINMENT

PLANS FOR GOAL ATTAINMENT

- | |
|--|
| read material provided by field instructors |
| Explains how student will meet each goal: tasks, activities, projects and method of evaluation |
| post-group wrap-up |



On-Line Database - Learning Contract

5. Workplace Skills:

- A. Establishes professional relationships with client groups and colleagues
- B. Adheres to agency recording standards
 - o Creates and keeps up to date files on all client systems and related data
 - o Ensures confidentiality of material and gains permission and consent to share confidential material where appropriate
 - o Understands computer systems in order to perform job duties
- C. Analyses the dynamics of social work management and how it differs from other forms of management
- D. Possess ability to make presentations to a variety of audiences on diverse topics/issues relevant to the agency

MAJOR LEARNING GOALS		PLANS FOR GOAL ATTAINMENT	
1)	<div>↑</div> <div>↓</div>		<div>↑</div> <div>↓</div>
2)	<div>↑</div> <div>↓</div>		<div>↑</div> <div>↓</div>
3)	<div>↑</div> <div>↓</div>		<div>↑</div> <div>↓</div>
4)	<div>↑</div> <div>↓</div>		<div>↑</div> <div>↓</div>
5)	<div>↑</div> <div>↓</div>		<div>↑</div> <div>↓</div>

You can print the contract
by clicking on “Print
Form” & adjust printer
setting to ‘Landscape’

Note:

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

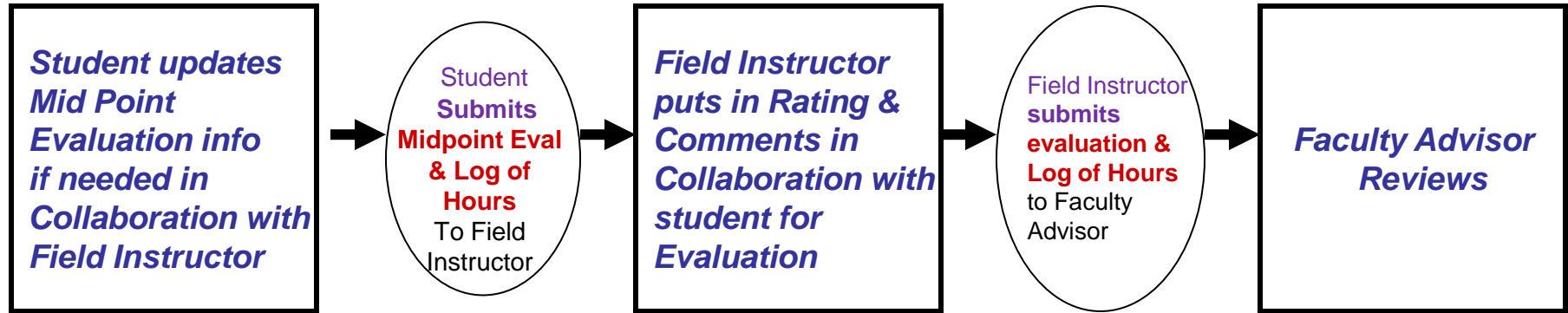
Print Form



Mid-Point Progress Review



On line Evaluation Process – Mid-Point Review & Log of Hours



Step one -- Student initiates the process

1. Student logs on database, go to Mid-Point Evaluation
2. Check to see if **update** is needed for Learning Goals, Plans for Goal
***click on the check box 'do you want to change data from Learning Contract?' to do updates*
3. **'Submit'** Midpoint Evaluation (*submit button at bottom*) online to Field Instructor
4. Student **also submit Midpoint Log of Hours** online to Field Instructor

Step two -- Field Instructor

1. Field Instructor logs on database → My student
2. Go to Mid-Point → **input Rating and Comments**
*** if Learning goals are blank, that means student hasn't submitted their Mid-Point & Field Instructor can't give rate*
3. **'Submit'** Mid point Evaluation (*submit button at bottom*) to Faculty Advisor
4. Field Instructor will **approve Mid Point Log of Hours online**

Step three -- Faculty Advisor

Faculty Advisor logs on database → My student → Final Evaluation → **Review** only



On-Line Database – Mid Point Progress Review

Click on “View” under Mid Point to access the student’s Mid Point Progress Review

My Profile | My Students |

Placement Term: W08

LOGOUT

MY ONLINE SERVICES ▶

logged in as

My Students

BSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process

MSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process



On-Line Database - Mid-Point Progress Review

The student's Mid-Point Progress Review will open up in a new window

MSW FULL TIME MID-POINT PROGRESS REVIEW

At the mid-point mark of the placement students should have a formal meeting with their field instructor to discuss achievements to date, based on the goals for placement as outlined in the student's learning contract. The progress review form should be used as a guide to ascertain achievements and also to clarify students' critical path of focus for the remainder of the placement. The goals of the learning contract can be revised at this point to reflect new goals designed to address areas needing further development. The revised learning goals are then used as a guide in the final evaluation process. Once the mid-point progress review form is completed it is submitted to the PRS Course Director for review.

The following rating scale will allow you to provide a beginning point for student and be able to view progression in terms of skills, expertise, strengths and abilities. The same form is being utilized for the mid point and final evaluation so that incremental changes can be noted.

RATING SCALE

Needs Improvement (NI):

The student needs more time to develop particular skills (if learning opportunity has not yet presented please indicate in the comments section).

Progressing Well (PW):

Refers to the tasks students are currently performing and where gains are currently being made (according to learning goals).

Well Developed (WD):

Student demonstrates knowledge, experience and critical understanding of the particular task.

☐ Do you want to change data from Learning Contract?

Click on this box to input your information



On-Line Database - Mid-Point Progress Review

MSW ADMINISTRATIVE AGREEMENT

Length of Placement (months):	<input type="text"/>
Days of the week at placement:	<input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN
Projected Start Date:	<input type="text" value="9/9/2009"/>
Projected End Date:	<input type="text" value="5/31/2010"/>
Hours at placement per week:	<input type="text"/>
Supervision time negotiated (per month or per week)	<input type="text"/>

Field Instructors please list any expectations from the student concerning the preparations for supervision (e.g. process recording, tapes, questions, oral discussion of projects, feedback from other staff, observations etc):

The Student can change all of the information here (if necessary) except for the projected start date.



On-Line Database - Mid-Point Progress Review

MSW EDUCATIONAL AGREEMENT

1. Theoretical Frameworks:

- A. Is knowledgeable about a range of theories, approaches and techniques to achieve planned outcomes
- B. Is able to recognize and discuss where applicable new approaches to situations when new information is available
- C. Is able to recognize and articulate the impact of social, political and economic factors on social problems

	MAJOR LEARNING GOALS	PLANS FOR GOAL ATTAINMENT	MID POINT RATING
1)	<input type="text"/>	<input type="text"/>	<input type="radio"/> NI <input type="radio"/> PW <input type="radio"/> WD
2)	<input type="text"/>	<input type="text"/>	<input type="radio"/> NI <input type="radio"/> PW <input type="radio"/> WD
3)	<input type="text"/>	<input type="text"/>	<input type="radio"/> NI <input type="radio"/> PW <input type="radio"/> WD
4)	<input type="text"/>	<input type="text"/>	<input type="radio"/> NI <input type="radio"/> PW <input type="radio"/> WD
5)	<input type="text"/>	<input type="text"/>	<input type="radio"/> NI <input type="radio"/> PW <input type="radio"/> WD
Comments:			<input type="text"/>

Student's can change the learning goals and plans but only the Field Instructor can type in the rating and comments section



On-Line Database - Mid-Point Progress Review

	MAJOR LEARNING GOALS	PLANS FOR GOAL ATTAINMENT	MID POINT RATING
1)			<input type="radio"/> PW <input checked="" type="radio"/> WD
2)			<input checked="" type="radio"/> PW <input type="radio"/> WD
3)			<input type="radio"/> PW <input checked="" type="radio"/> WD
4)			

Needs Improvement: The student needs more time to develop particular skills (if learning opportunity has not yet presented please indicate in the comments section).

Progressing Well: Refers to the tasks students are currently performing and where gains are currently being made (according to learning goals).

Well Developed: Student demonstrates knowledge, experience and critical understanding of the particular task.

If you scroll over the “MID POINT RATING” with your mouse, you will get a brief description of what is being asked



On-Line Database - Mid-Point Progress Review

Student's input their future plans/goals

FUTURE PLANS/GOALS

Identify goals or planned accomplishments for the next review period.

Note:

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

**Once you
are done,
click on
"Submit"**

Print Form

**You can
print the
evaluation
by clicking
on "Print
Form" & set
printer to
Landscape**

If you want to save your information and come back to it, click on "Save". Your information will be saved but won't be submitted until you click on "Submit"



On-Line Database - Mid-Point Progress Review

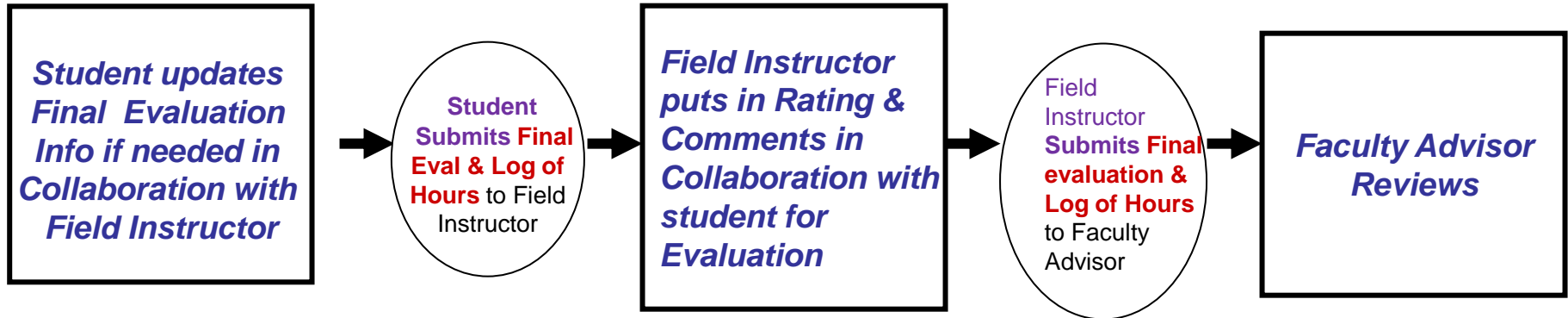
- **REMINDER:** The Field Instructor cannot see the content, put their information, save or submit the mid-point unless the Student has clicked on "Submit" and Submitted their mid-point on-line to the Field Instructor. The Student **must** click on "Submit" before the Field Instructor inputs their information, even if the Student has no changes to make on their end.
- The Field Instructor submits the mid-point progress review on behalf of the Student.



Final Evaluation



On line Evaluation Process – Final Evaluation



Step one -- Student initiates the process

1. Student Logs on database, go to Final Evaluation
2. Check to see if **update** is needed for Learning Goals, Plans for Goal
***click on check box 'do you want to change data from Mid Point Review?' to do updates*
3. '**Submit**' (submit button at bottom) to Field Instructor
4. Student print a copy of Final Evaluation, get it signed by Field Instructor and provide the hard copy to Faculty Advisor.
5. Student **also submit the Final Log of Hours** online to Field Instructor

Step two -- Field Instructor

1. Field Instructor logs on database → My student
2. Goes to Final Evaluation → **input Rating and Comments**
*** if Learning goals are blank, that means student hasn't submitted their Mid-Point & Field Instructor can't give rate*
3. '**Submit**' Final Evaluation (submit button at bottom) to Faculty Advisor
4. Field Instructor **approve Final Log of Hours online**

Step three -- Faculty Advisor

Faculty Advisor logs on database → My student → Final Evaluation and Log of Hours → **Review** only



On-Line Database – Final Evaluation

Click on “View” under Final Evaluation to access the student’s Final Evaluation

My Profile | My Students |

Placement Term: W08

LOGOUT

MY ONLINE SERVICES ▶ logged in as

My Students

BSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process

MSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Placement Summary
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process
				View	View	View	Process



On-Line Database - Final Evaluation

The student's Final Evaluation will open up in a new window

MSW FULL TIME FINAL EVALUATION

The approach of the MSW practicum is to promote interdependence of theory and practice and effect fluidity in terms of micro/mezzo/macro approaches. The final evaluation therefore, will not be distinctive of clinical, community, or policy and research. Rather the supervisor and student should be able to recognize in the evaluation criteria, areas that fit with their particular approach to work, and allow the evaluation form to be a guide in this process. Thus, although some areas may relate distinctly to a client group, a student in a policy oriented setting could well be placed in a position to conduct focus groups or to observe how management groups operate. Please ensure that all your learning bases are covered in the evaluation by writing descriptive elements to complement this form. You may highlight (underline etc) areas more relevant, or simply use N where not applicable.

The final evaluation is completed 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 in the student's learning contract. The final evaluation is to be completed by the field instructor in collaboration with the student. The student should ensure that a detailed account of work completed is appended to the evaluation document. Upon completion the report is submitted to the Practicum Research Course Director who will then forward to the Field Education Office so that a final grade can be submitted.

EXPECTED LEVEL OF ACHIEVEMENT

Upon commencement of the MSW placement a student should demonstrate a strong grounding in social work theory and practice at the MSW level. Over the course of the placement the student is expected to demonstrate an advanced level of practice in which the student demonstrates initiative as a practitioner, professional; and colleague and can function autonomously their individual practice and within the agency.

RATING SCALE

- 1 Unacceptable: The student demonstrates little understanding of the skill and knowledge base needed to achieve this skill level in practice.
- 2 The student understands the skill but has limited ability to adopt in practice.
- 3 The student understands the skill and makes tentative attempts to put it into practice. More practice is needed.
- 4 The student has demonstrated effective use of the skill.
- 5 The student uses this skill regularly and appropriately as part of his/her interpersonal style.

☐ Do you want to change data from Mid-Point?

Click this box to input your information



On-Line Database – Final Evaluation

MSW PRACTICUM PARTICULARS

Student Name:

Student Number:

Agency / Organization:

Agency Address:

Field Instructor:

Field Instructor2:

Faculty Advisor:

Mid Point Received Date:



On-Line Database - Final Evaluation

1. Theoretical Frameworks:

- A. Is knowledgeable about a range of theories, approaches and techniques to achieve planned outcomes
- B. Is able to recognize and discuss where applicable new approaches to situations when new information is available
- C. Is able to recognize and articulate the impact of social, political and economic factors on social problems

	MAJOR LEARNING GOALS	PLANS FOR GOAL ATTAINMENT	RATING
1)	<input type="text"/>	<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2)	<input type="text"/>	<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3)	<input type="text"/>	<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4)	<input type="text"/>	<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5)	<input type="text"/>	<input type="text"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Comments:			<input type="text"/>

Student's can change the learning goals and plans but only the Field Instructor can type in the rating and comments section



On-Line Database - Final Evaluation

If you scroll over the “RATING” with your mouse, you will get a brief description of what is being asked

PLANS FOR GOAL ATTAINMENT	RATING
1 Unacceptable: The student demonstrates little understanding of the skill and knowledge base needed to achieve this skill level in practice.	<input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
2 The student understands the skill but has limited ability to adopt in practice.	<input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
3 The student understands the skill and makes tentative attempts to put it into practice. More practice is needed.	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4 The student has demonstrated effective use of the skill.	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5 The student uses this skill regularly and appropriately as part of his/her interpersonal style.	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5



On-Line Database - Final Evaluation

Student's type the summary of the placement

PART II: SUMMARY

Note:

- Save button is for saving database into database so you change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

Print Form

**Once you are
done, click on
"Submit"**

**If you want to save your information and come back
to it, click on "Save". Your information will be saved
but won't be submitted until you click on "Submit"**

**You can
print the
evaluation
by clicking
on "Print
Form" & set
printer to
Landscape**




On-Line Database - Final Evaluation

- **REMINDER:** The Field Instructor cannot see the content, put their information, save or submit the final evaluation unless the Student has clicked on "Submit" and Submitted their final on-line. The Student **must** click on "Submit" before the Field Instructor inputs their information, even if the Student has no changes to make on their end
- The Field Instructor submits the final evaluation on behalf of the Student.



On-Line Database – Log Out

Make sure you Log Out at the end of each session




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logged in as

My Account:

General

Placement

Security

Last Name

First Name

Job Title

Professional Qualification


Work Phone

Extension

Fax

Email

* required fields

 **HELPFUL LINKS**

[School of Social Work](#)

[York University](#)

[Canadian Association of Social Workers](#)



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On-Line Database Forms – Important Points To Remember

- Please ensure you have clicked on the right learning contract, mid-point progress review and/or final evaluation
- The Student must click on “Submit” before the Field Instructor see the content, inputs their information at mid-point and final, even if the Student has no changes to make on their end. Only then can field instructor properly input your information.
- If the Field Instructor has not submitted the documents on behalf of the Student to the Faculty Advisor, the process cannot be continued i.e. Final Evaluation cannot start without finishing up the Mid-Point process by F.I.



Frequently Asked Questions

Q: I forgot my User Name or Password?

A: Send an email to estherng@yorku.ca

Q: Keep getting an error message when I type in the User Name & Password that I got?

A: The User Name & Password is case sensitive, so you need to type in the password exactly or 'copy & paste' it from the original email. Contact estherng@yorku.ca and she will check or re-generate another password if needed.

Q: Can't open the Learning Contract form or there is nothing to select when I'm at the screen of Learning Contract/Mid-Point

A: You may try to log on the website **through Firefox** instead of Internet Explorer or Google Chromes. Firefox works better in most of the cases.

IF you can't see your student name under My student, contact estherng@yorku.ca



Frequently Asked Questions

Q: When I open the Learning Contract or Mid-Point, it is all blank & there is no information on Learning Goals & Plans for Goal etc?

A: If the student hasn't submitted ('Submit' button at the bottom) or not successfully submitted his/her on-line Learning Contract or Mid-Point to the Field Instructor, no information will be populated. Ask the student to submit it and the content can be viewed right away, don't type in anything since data can't be saved at this point.

Q: I can't make any changes to the Learning Contract?

A: Field Instructor's can't make changes on the Learning Goals or Plans for Goal. Students should type it in or make changes when they do the Learning Contract/Mid Point/Final before they submit it to the Field Instructor.

- Learning Contract - Field Instructor just need to review, no input required.

- Mid-Point – Field Instructor required to put in Rating and Comments section and 'Submit'.

- Final – Field Instructor required to put in Rating and Comments section and 'Submit'.



Frequently Asked Questions

Q: Can I make change after I submitted - e.g. comments?

A: No changes can be made after the evaluation is submitted.

Q: I hit the 'Submit' button by mistake, what can I do?

A: Call Esther Ng at 416-736-2100 x 20662, we will need to ask tech support team to reverse this.

Q: Student can't save or only partially save for the Learning Goal or Plans for Goal?

A: Need to keep saving the content every 10 min., system can't save data after 15 min though it shows on the screen. There is a limitation on the number of characters (approx 500 characters) in each field, try to make it short.

(Suggestion: do a draft in a Word document & copy and paste information onto the online evaluation form)



Trouble-Shooting and Help?

Any questions on the database

Please contact

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100, ext. 20662