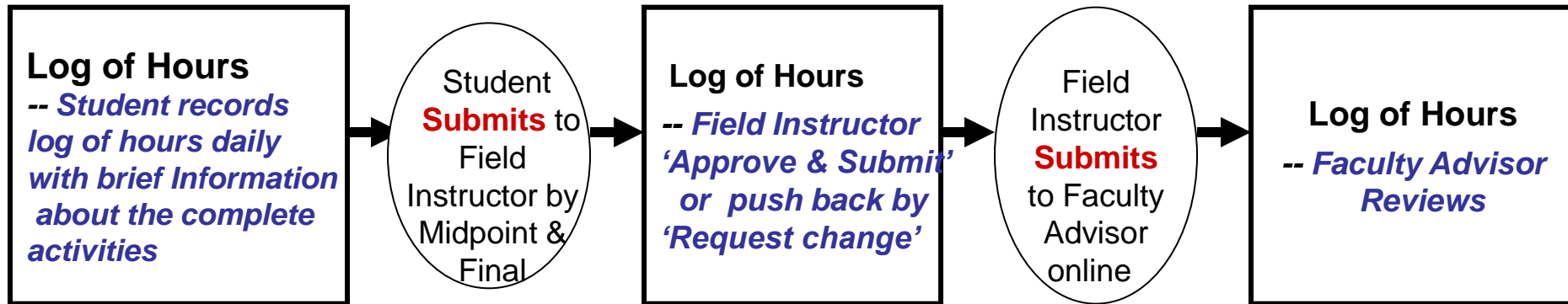




# **Online Placement Supervision Log of Hours Instructions (Field Instructor)**



# On-Line Log of Hours Process



## Step one – Student Must Log the Hours Daily

1. Student must log into the database through **Firefox** (<http://www.yorku.ca/laps/sowk>), and go to 'Log of Hours' tab
2. Student must **Add hours, Date, and Activity information**
3. Student '**Submit**' (button at bottom) the Log of Hours **before** they submit their *Midpoint Evaluation and Final Evaluation* to Field Instructor

## Step two -- Field Instructor

- Field Instructor logs into the database → My Student → Review → '**Approve & Submit**' OR push back by selecting '**Request students to make necessary changes**'

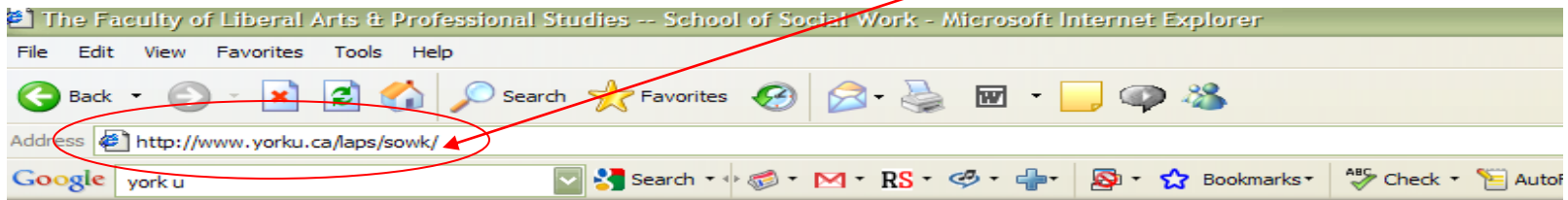
## Step three – Faculty Advisor

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

# On-Line Log of Hours – Log In

Open Internet Browser through Firefox

On Address Line Type: <http://www.yorku.ca/laps/sowk>



The screenshot shows the York University website. The header includes the York University logo and the tagline "redefine THE POSSIBLE". Navigation links include "HOME | Current Students | Faculty & Staff | Research | International". A search bar is located in the top right. The main content area is titled "Faculty of Liberal Arts & Professional Studies" and "School of Social Work". A "Quick Links" dropdown menu is visible. The main text area contains a "Welcome" message.

**Faculty of Liberal Arts & Professional Studies**

**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](#)



# On-Line Log of Hours – Log In

Faculty of  
Liberal Arts &  
Professional Studies

SOWK Home

Mission Statement

Undergraduate Programs

Course Descriptions

Graduate Programs

News & Events

Faculty Directory

Staff Directory

Research

Practicum/Field Placement

Contract Faculty Info

Careers

Links

Contact Us

Database Sign-in

LA&PS Faculty Home

School of  
Social Work



Quick Links



## 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 an 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.

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

Click on “Database Sign In”



# On-Line Log of Hours – Log In

You will be directed to the SOWK Online Database 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
- Field Office Staffs
- Field Instructors
- Faculty Liaisons
- FPLR

**Field Office Staffs Contact Info**

Name	Title	WorkPhone	Email
Esther Ng	Field Education 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
Sasha Ramoutar	Assistant Field Education Coordinator (BSW)	4167362100 ext 66320	sramou@yorku.ca



# On-Line Log of Hours – Log In

This will bring you to the SOWK Online Database log in page.

Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index

**SOWKDB Online**

School of Social Work

Home  
Students  
Field Office Staff  
Field Instructors  
Faculty Advisor

Field Instructor Web Services Sign In

User Name:  
 \*

Password:

! 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 User Name
- Enter your password
- Click on 'Submit'

*Note: If you forgot your User Name/Password, please connect with Esther at (estherng@yorku.ca)*

# On-Line Log of Hours – Log In

Once you login you will be directed to your Field Instructor profile where you can see your General information, Placement information, and Security information.

redefine THE POSSIBLE.

[HOME](#) | [Current Students](#) | [Faculty & Staff](#) | [Research](#) | [International](#)

ALUMNI & V

[Faculties](#) • [Libraries](#) • [Campus Maps](#) • [York U Organization](#) • [Directory](#) • [Site Index](#)

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

LOGOUT

MY ONLINE SERVICES ▶

logged in as **Zalina Mohamad**

My Account:

General Placement Security

Last Name	<input type="text" value="Mohamad"/>
First Name	<input type="text" value="Zalina"/>
Job Title	<input type="text" value="Office Assistant"/>
Professional Qualification	<input type="text"/>
Work Phone	<input type="text" value="416-736-2100"/>
Extension	<input type="text" value="20662"/>
Fax	<input type="text"/>
Email	<input type="text" value="eqiuli@yorku.ca"/>

 **HELPFUL LINKS**

[School of Social Work](#)

[York University](#)

[Canadian Association of Social Workers](#)

If the information is incorrect, please send the correct information to [estherng@yorku.ca](mailto:estherng@yorku.ca)



# On-Line Log of Hours – Log In

1. Click on 'My Students' tab
2. Select the current Placement Term (e.g. F14) from the drop down box
3. Your student information will show up and select 'View' at Log of Placement Hours

[redefine THE POSSIBLE.](#)
[HOME](#) | [Current Students](#) | [Faculty & Staff](#) | [Research](#) | [International](#)

[Faculties](#) • [Libraries](#) • [Campus Maps](#) • [York U Organization](#) • [Directory](#) • [Site Index](#)

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

Placement Term:  ▼

**MY ONLINE SERVICES** ▶ logged in as Zal

My Students

MSW Students

Student #	Lastname	Firstname	Email	Learning Contract	Mid Point	Final Evaluation	Log of Placement Hours
987654321	Test	Test	equli@yorku.ca	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

NOTE: This is a secure application. Remember to [logout](#) to protect your privacy.





# On-Line Log of Hours – submission

When student finishes half of the required placement hours, student should submit the Log of Hours to Field Instructor for their approval

122	MSW-F10-5350PT	Mid Point	intake aj	09/19/2014	12	89	N	Pending
26	MSW-F10-5350PT	Mid Point	read policies, orientation	09/22/2014	7	96	Y	Pending
27	MSW-F10-5350PT	Mid Point	read policies, orientation	09/23/2014	7	103	Y	Pending
123	MSW-F10-5350PT	Mid Point	intake ak	09/24/2014	11	114	N	Pending
28	MSW-F10-5350PT	Mid Point	done 2	09/27/2014	8	122	Y	Pending
109	MSW-F10-5350PT	Mid Point	intake a	10/01/2014	10	132	N	Pending
110	MSW-F10-5350PT	Mid Point	intake b	10/02/2014	10	142	N	Pending
111	MSW-F10-5350PT	Mid Point	abc	10/03/2014	10	152	N	Pending
30	MSW-F10-5350PT	Mid Point	7777	10/06/2014	12	164	Y	Pending
32	MSW-F10-5350PT	Mid Point	8888	10/10/2014	12	176	Y	Pending
105	MSW-F10-5350PT	Mid Point	intake	10/10/2014	8	184	N	Pending
106	MSW-F10-5350PT	Mid Point	intake 2	10/13/2014	12	196	N	Pending
107	MSW-F10-5350PT	Mid Point	intake 3	10/14/2014	7	203	N	Pending
108	MSW-F10-5350PT	Mid Point	intake 4	10/15/2014	7	210	N	Pending
128	MSW-F10-5350PT	Final	intake al	10/16/2014	7	217	N	Pending
33	MSW-F10-5350PT	Mid Point	888	11/04/2014	11	228	Y	Pending
					Accumulative Hours:	228		

- Approve: I have reviewed the records of the placement hours. I approve them.
   
 Need Change: some records are incorrect. Student have to correct and submit again.

Approve Mid Point Log of Hours

Approve Final Log of Hours



# On-Line Log of Hours – Approval

## Approval for the Log of Hours:

IF the Field Instructor has reviewed and has no questions about the Log of Hours, the Field Instructor selects 'Approve', then click on 'Approve – Mid Point Log of Hours' button

28	MSW-F10-5350PT	Mid Point	done 2	09/27/2014	8	122	Y	Pending
109	MSW-F10-5350PT	Mid Point	intake a	10/01/2014	10	132	N	Pending
110	MSW-F10-5350PT	Mid Point	intake b	10/02/2014	10	142	N	Pending
111	MSW-F10-5350PT	Mid Point	abc	10/03/2014	10	152	N	Pending
30	MSW-F10-5350PT	Mid Point	7777	10/06/2014	12	164	Y	Pending
32	MSW-F10-5350PT	Mid Point	8888	10/10/2014	12	176	Y	Pending
105	MSW-F10-5350PT	Mid Point	intake	10/10/2014	8	184	N	Pending
106	MSW-F10-5350PT	Mid Point	intake 2	10/13/2014	12	196	N	Pending
107	MSW-F10-5350PT	Mid Point	intake 3	10/14/2014	7	203	N	Pending
108	MSW-F10-5350PT	Mid Point	intake 4	10/15/2014	7	210	N	Pending
128	MSW-F10-5350PT	Final	intake al	10/16/2014	7	217	N	Pending
33	MSW-F10-5350PT	Mid Point	888	11/04/2014	11	228	Y	Pending
					Accumulative Hours:	228		

- Approve: I have reviewed the records of the placement hours. I approve them.
   
 Need Change: some records are incorrect. Student have to correct and submit again.

Approve - Mid Point Log of Hours

Approve - Final Log of Hours



# On-Line Log of Hours – Push Back

111	MSW-F10-5350PT	Mid Point	abc	10/03/2014	10	152	N	Pending
30	MSW-F10-5350PT	Mid Point	7777	10/06/2014	12	164	Y	Pending
32	MSW-F10-5350PT	Mid Point	8888	10/10/2014	12	176	Y	Pending
105	MSW-F10-5350PT	Mid Point	intake	10/10/2014	8	184	N	Pending
106	MSW-F10-5350PT	Mid Point	intake 2	10/13/2014	12	196	N	Pending
107	MSW-F10-5350PT	Mid Point	intake 3	10/14/2014	7	203	N	Pending
108	MSW-F10-5350PT	Mid Point	intake 4	10/15/2014	7	210	N	Pending
128	MSW-F10-5350PT	Final	intake al	10/16/2014	7	217	N	Pending
33	MSW-F10-5350PT	Mid Point	888	11/04/2014	11	228	Y	Pending
						Accumulative Hours:	228	

Navigation bar with back, forward, and search icons.

- Approve: I have reviewed the records of the placement hours. I approve them.  
 Need Change: some records are incorrect. Student have to correct and submit again.

Comments:

Change Required - Mid Point Log of Hours

Change Required - Final Log of Hours

## Push back:

- Select the ‘Need Change’ option, Comments box will pop up for Field Instructor to write which area the student will need to make changes to
- Click on the ‘Change Required’ button to push back to student for making changes



# On-Line Log of Hours – Submitting Hours

1. After approval, a popup message 'Activity/hours have been approved' (in red) will show at the top left corner

Profile My Students |

**LOGOUT**

ONLINE SERVICES ▶

logged in as **Zalina Moha**

PLACEMENT SUPERVISION LOG OF HOURS

6/25 activity/hours have been approved.

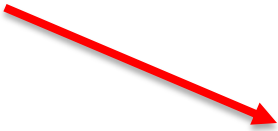
Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Ftest Atest**  
 Placement: **Testing Agency**  
 Total Placement Hours: **228** Mid Point Request Hours: **225** Final Request Hours: **450**

113	MSW-F10-5350PT	Mid Point	intake ab	09/09/2014	7	14	N	Pending
114	MSW-F10-5350PT	Mid Point	intake ac	09/10/2014	8	22	N	Pending
115	MSW-F10-5350PT	Mid Point	intake ad	09/11/2014	8	30	N	Pending
116	MSW-F10-5350PT	Mid Point	intake ae	09/12/2014	8	38	N	Pending
117	MSW-F10-5350PT	Mid Point	intake af	09/15/2014	10	48	N	Pending
118	MSW-F10-5350PT	Mid Point	intake ag	09/16/2014	10	58	N	Pending
119	MSW-F10-5350PT	Mid Point	intake ah	09/17/2014	7	65	N	Pending
120	MSW-F10-5350PT	Mid Point	intake ai	09/18/2014	12	77	N	Pending
122	MSW-F10-5350PT	Mid Point	intake aj	09/19/2014	12	89	N	Pending
26	MSW-F10-5350PT	Mid Point	read policies, orientation	09/22/2014	7	96	Y	Approved
27	MSW-F10-5350PT	Mid Point	read policies, orientation	09/23/2014	7	103	Y	Approved
123	MSW-F10-5350PT	Mid Point	intake ak	09/24/2014	11	114	N	Pending
28	MSW-F10-5350PT	Mid Point	done 2	09/27/2014	8	122	Y	Approved



# On-Line Log of Hours – Log out

Remember to log out of the session



**LOGOUT**

ONLINE SERVICES ▶

logged in as **Zalina Mohamad**

PLACEMENT SUPERVISION LOG OF HOURS

6/25 activity/hours haven been approved.

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Ftest Atest**  
 Placement: **Testing Agency**  
 Total Placement Hours: **228** Mid Point Request Hours: **225** Final Request Hours: **450**

PHID	Program	MP/Final	Activity	Date	Hour	Accumulative Hours	Submit	Status
112	MSW-F10-5350PT	Mid Point	intake aa	09/08/2014	7	7	N	Pending
113	MSW-F10-5350PT	Mid Point	intake ab	09/09/2014	7	14	N	Pending
114	MSW-F10-5350PT	Mid Point	intake ac	09/10/2014	8	22	N	Pending
115	MSW-F10-5350PT	Mid Point	intake ad	09/11/2014	8	30	N	Pending
116	MSW-F10-5350PT	Mid Point	intake ae	09/12/2014	8	38	N	Pending




# On-Line Log of Hours – Log out

This screen will appear when you log-out

MY ONLINE SERVICES ▶

Student Portal Log Out



Logged Out

Thank you. You have been logged out successfully.

Comments and problems regarding this site can be [sent to us](#).

A screenshot of a web application interface. At the top, there is a navigation bar with the text 'MY ONLINE SERVICES' followed by a right-pointing arrow. Below this is a grey horizontal bar containing the text 'Student Portal Log Out'. The main content area features a square icon on the left showing an open wooden door with a large green arrow pointing from the door towards the left. To the right of this icon, the text 'Logged Out' is displayed in a bold font, followed by a line of text: 'Thank you. You have been logged out successfully.' At the bottom of the content area, there is a line of text: 'Comments and problems regarding this site can be sent to us.', where 'sent to us' is a red hyperlink.



## On-Line Log of Hours – Highlights

- After student submit the Log of Hours, Field Instructor and Faculty Advisor will receive notification email to review the submitted Hours
- Field Instructor will ‘Approve’ or ‘Push back’ to student IF Field Instructor is asking student to make changes in their Log of Hours.
- Student should also submit the Mid Point Evaluation to Field Instructor for Rating.
- When student completes the required placement hours (e.g. MSW Part Time Program, will need to finish 450 placement hours); student will submit the Final Log of Hours by clicking the ‘Submit the Final Log of Hours’ button at the bottom.
- Student will also submit the Final Evaluation to the Field Instructor for Rating.
- IF student log their hours & submits online, no need to submit hardcopy of Log of Hours anymore.



# Trouble-Shooting and Help?

**Any questions on the database**

**Please contact**

**Esther Ng**

**Email: [estherng@yorku.ca](mailto:estherng@yorku.ca)**

**Phone: 416-736-2100, ext. 20662**