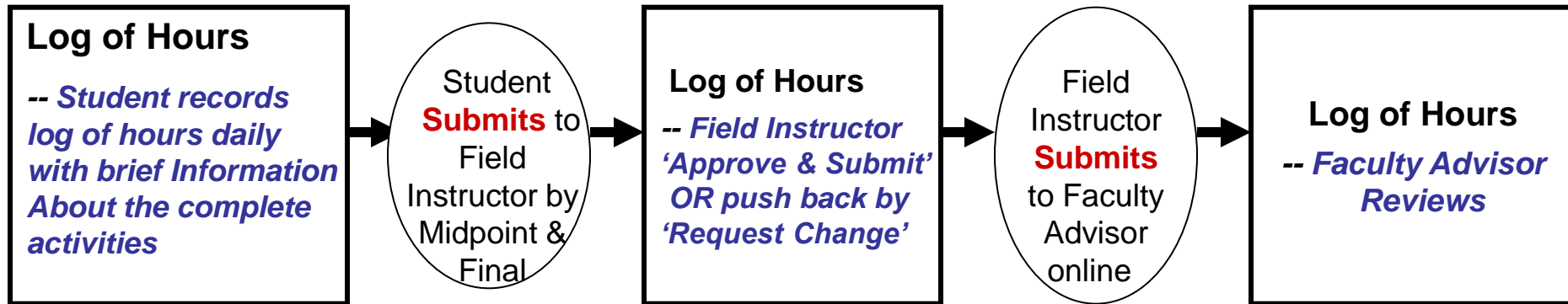




Online Placement Supervision Log of Hours Instructions (Student)



On-Line Log of Hours Process



Step one – Student Must Log the Hours Daily

1. Student must log into 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 their 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**'

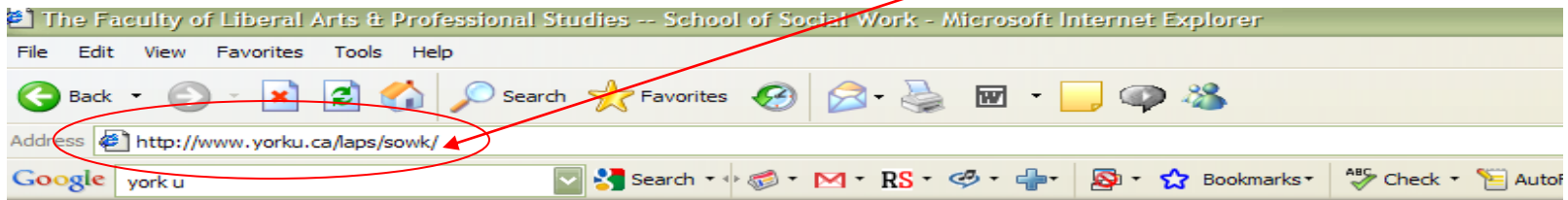
Step three – Faculty Advisor

- 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 "Welcome" section contains the following text:

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 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](#)

Click on “Database Sign In”



On-Line Log of Hours – Log In

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

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 – Students Page.



redefine THE POSSIBLE.

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

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

SOWKDB Online

School of Social Work

Home

Students

Field Office Staffs

Field Instructors

Faculty Liaisons

FPLR

FPLR: Field Instructor

Student Web Services Sign In

Student Number:

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?](#)

- Enter your student ID
- Enter your password
- Select MSW or BSW Student
- Click on “Submit”

Contact Esther (estherng@yorku.ca) if you can't reset your password after several try



On-Line Log of Hours – Log In

Once you login you will be directed to your student profile where you can see your contact information, academic information, program, emergency contact information and employment information etc.

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

LOGOUT

logged in as FTest LTest

MY ONLINE SERVICES ▶

My Student Account:

General | Contact | Academic | Program Groups | Emergency Contact | Employment | Security

Student Number: 123456789

Last Name: LTest

First Name: FTest

Initial:

Gender:

Birthday:

HELPFUL LINKS

- [School of Social Work](#)
- [Current Students](#)
- [Registrar's Office](#)
- [Agency Search](#)
- [Privacy and Legal](#)

* required fields
 Note: General, Contact, Academic and Program Groups data are from the Student Information System (SIS).
 To update these information, please go to <http://www.registrar.yorku.ca/>.

If the information is incorrect, please change it through 'My Student Record'



On-Line Log of Hours – Log In

Scroll over and click on the ‘Log of Hours’ Tab; (MSW students will need to select your program at the drop down box when you scroll over to Log of Hours’ Tab. Please make sure you have clicked on the correct program.

[Home](#) | [Libraries](#) | [Campus Maps](#) | [York U Organization](#) | [Directory](#) | [Site Index](#)

[My Profile](#) | [My Courses](#) | [Placement Request](#) | [Learning Contract](#) ▶ | [Mid-Point](#) ▶ | [Final Evaluation](#) ▶ | **Log of Hours** ▶ | [Agency Search](#)

MY ONLINE SERVICES ▶

PLACEMENT SUPERVISION LOG OF HOURS

logged in as

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

Activity:

Placement Date: Number of Hours Worked:

Add Hours

Update Hours

Delete Hours

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement



On-Line Log of Hours – Add Hours

Add Hours or Entering new records:

- Click on the 'Add Hours' button to input new hours/records
- Type in 'Activity' field; click at the 'Placement Date' field and a drop down Calendar will allow you to select the date; Type in 'Number of Hours' field
- Click 'Add Hours' button to save the record

This information will need to fill in

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Fest Atest**
 Placement: **Testing Agency**
 Total Placement Hours: **235** Mid Point Request Hours: **225** Final Request Hours: **450**

Activity:

Placement Date: Number of Hours Worked:

Add Hours

	Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
Edit	40	MSW-W11-5350FT	MSWFT1	08/01/2014	3	3	N	Pending
Edit	43	MSW-W11-5350FT	MSWFT2_1	08/04/2014	4	7	N	Pending
Edit	44	MSW-W11-5350FT	MSWFT3	08/05/2014	5	12	N	Pending
Edit	175	MSW-W11-5350FT	t	09/08/2014	12	24	N	Pending
Edit	176	MSW-W11-5350FT	T?	09/09/2014	12	36	N	Pending
Edit	177	MSW-W11-5350FT	t?	09/10/2014	12	48	N	Pending
Edit	178	MSW-W11-5350FT	t?		12	60	N	Pending
Edit	179	MSW-W11-5350FT	t?	09/12/2014	12	72	N	Pending

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement



On-Line Log of Hours – Edit Hours

Edit Hours:

- Click on the 'Edit' (in red) next to the record that needs to be updated
- Make necessary change at 'Activity', 'Placement Date', or 'Number of Hours' fields
- Click 'Update Hours' button to save the changes

This information will be filled in already and you may make changes

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Fteit Atest**
 Placement: **Testing Agency**
 Total Placement Hours: **235** Mid Point Request Hours: **225** Final Request Hours: **450**

Activity: Placement Date: Number of Hours Worked:

	Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
Edit	40	MSW-W11-5350FT	MSWFT1	08/01/2014	3	3	N	Pending
Edit	43	MSW-W11-5350FT	MSWFT2_1	08/04/2014	4	7	N	Pending
Edit	44	MSW-W11-5350FT	MSWFT3	08/05/2014	5	12	N	Pending
Edit	175	MSW-W11-5350FT	t1	09/08/2014	12	24	N	Pending
Edit	176	MSW-W11-5350FT	T2	09/09/2014	12	36	N	Pending
Edit	177	MSW-W11-5350FT	t3	09/10/2014	12	48	N	Pending
Edit	178	MSW-W11-5350FT	t4	09/11/2014	12	60	N	Pending
Edit	179	MSW-W11-5350FT	t5	09/12/2014	12	72	N	Pending

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement



On-Line Log of Hours – Delete Hours

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Ftest Atest**
 Placement: **Testing Agency**
 Total Placement Hours: **235** Mid Point Request Hours: **225** Final Request Hours: **450**

Activity:

Placement Date: Number of Hours Worked:

	Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
Edit	40	MSW-W11-5350FT	MSWFT1	08/01/2014	3	3	N	Pending
Edit	43	MSW-W11-5350FT	MSWFT2_1	08/04/2014	4	7	N	Pending
Edit	44	MSW-W11-5350FT	MSWFT3	08/05/2014	5	12	N	Pending
Edit	175	MSW-W11-5350FT	t1	09/08/2014	12	24	N	Pending
Edit	176	MSW-W11-5350FT	T2	09/09/2014	12	36	N	Pending
Edit	177	MSW-W11-5350FT	t3	09/10/2014	12	48	N	Pending
Edit	178	MSW-W11-5350FT	t4	09/11/2014	12	60	N	Pending
Edit	179	MSW-W11-5350FT	t5	09/12/2014	12	72	N	Pending

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement

Delete Hours -- Click on the 'Edit' (in red) next to the record that needs to be deleted

Click 'Delete Hours' button to delete the record



On-Line Log of Hours – Submitting Hours

Edit	142	MSW-F09-5350-Y2	testing1	09/08/2014	12	12	N	Pending
Edit	143	MSW-F09-5350-Y2	T2	09/09/2014	12	24	N	Pending
Edit	144	MSW-F09-5350-Y2	T3	09/10/2014	12	36	N	Pending
Edit	145	MSW-F09-5350-Y2	T4	09/11/2014	12	48	N	Pending
Edit	146	MSW-F09-5350-Y2	t5	09/12/2014	12	60	N	Pending
Edit	147	MSW-F09-5350-Y2	t6	09/15/2014	12	72	N	Pending
Edit	148	MSW-F09-5350-Y2	t7	09/16/2014	12	84	N	Pending
Edit	149	MSW-F09-5350-Y2	t8	09/17/2014	12	96	N	Pending
Edit	150	MSW-F09-5350-Y2	t9	09/18/2014	12	108	N	Pending
Edit	151	MSW-F09-5350-Y2	t10	09/22/2014	12	120	N	Pending
Edit	152	MSW-F09-5350-Y2	t11	09/23/2014	12	132	N	Pending
Edit	153	MSW-F09-5350-Y2	t13	09/24/2014	12	144	N	Pending
Edit	154	MSW-F09-5350-Y2	t14	09/25/2014	12	156	N	Pending
Edit	155	MSW-F09-5350-Y2	t15	09/26/2014	12	168	N	Pending
Edit	156	MSW-F09-5350-Y2	t16	10/06/2014	12	180	N	Pending
Edit	157	MSW-F09-5350-Y2	t17	10/07/2014	12	192	N	Pending
Edit	158	MSW-F09-5350-Y2	t18	10/08/2014	12	204	N	Pending
Edit	159	MSW-F09-5350-Y2	t19	10/09/2014	12	216	N	Pending
Edit	160	MSW-F09-5350-Y2	t20	10/10/2014	12	228	N	Pending
					Accumulative Hours:	228		



Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement

Submit Mid Point Log of Hours

Submit Final Log of Hours

Keep logging the hours daily , when the number of hour reaches Mid Point (e.g. 225 hours for required 450 placement hours of MSW Part Time Program) Click 'Submit Mid Point Log of Hours' button at the bottom to submit to the Field Instructor. AFTER submission, records of hours CANNOT be edited



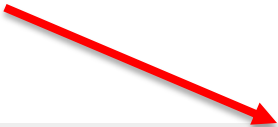
On-Line Log of Hours – Highlights

- After student submits the Log of Hours, Field Instructor and Faculty Advisor will receive a 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 student, 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.



On-Line Log of Hours – Log out

Remember to log out of the session



LOGOUT

logged in as Test Test

MY ONLINE SERVICES ▶

My Student Account:

General Contact Academic Program Groups Emergency Contact Employment Security

Student Number	<input type="text" value="987654321"/>
Last Name	<input type="text" value="Test"/>
First Name	<input type="text" value="Test"/>
Initial	<input type="text"/>
Gender	<input type="text"/>
Birthday	<input type="text"/>

 **HELPFUL LINKS**

- [School of Social Work](#)
- [Current Students](#)
- [Registrar's Office](#)
- [Agency Search](#)
- [Privacy and Legal](#)




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 an icon of an open wooden door with a large green arrow pointing from the door towards the left. To the right of the icon, the text 'Logged Out' is displayed in a bold font, followed by a message: '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.



Trouble-Shooting and Help?

Any questions on the database

Please contact

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100, ext. 20662