



Faculty of Liberal Arts & Professional Studies

# **F/T MSW Beginning Placement Orientation**

## **January 3, 2018**



Introductions  
Purpose of the Practicum  
Roles and Responsibilities  
Placement Concerns  
Placement Policies  
Evaluation Process  
Questions/Concluding Remarks



# INTRODUCTIONS

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# PURPOSE OF PRACTICUM

- Translating Theory into Practice
- Reflective and Reflexive Practice
- (Re) Developing your philosophy of practice
- Developing or adding to your network and connections in the field



# ROLES AND RESPONSIBILITIES

Faculty Advisor



Student

Field Instructor



# STUDENT ROLES/RESPONSIBILITIES



Student



# ACCOMMODATIONS

Please contact the  
Counselling and Development Centre  
(416) 736-5297  
Room N110  
Bennett Centre for Student Services



# PLACEMENT PRE-REQUISITES

- Health Documentation:
  - 10 year booster shot (MMR and TDP)
  - Varicella (Chicken Pox) Immunizations
  - Hep B immunizations
  - 2-step TB test
  - Mask Fit Test
  - Flu shot
- Vulnerable Sector Screening





# THE SCHOOL'S REQUIREMENTS

- Structure of the MSW Program
- Enrolment: Advanced Practicum Course 5350 6.0 (WS Term)
- Earliest start date: Jan. 3, 2018
- **MUST** complete 450 hours of placement “on site”
- Hours:
  - 3 Full 7 Hour Days/Week - Wednesday, Thursday, Friday
  - Lunch not counted
  - Sick time and statutory holidays not counted
  - Integrative Seminars and this Orientation cannot be counted as hours
  - Ends mid-June 2018



## DOCUMENTATION

**\*\*These documents are in your confirmation package\*\***

- **MSW Student Placement Agreement**
- **Safety Orientation Checklist** - to be completed on the first day of placement
- **Student Declaration Letter (WSIB)** – Make 3 copies: one for you, the School and the Agency



# STUDENT PLACEMENT AGREEMENT

M.S.W., School of Social Work, Graduate Studies

STUDENT PRACTICUM AGREEMENT

The Practicum Student agrees to:

- (a) Maintain registered student status at York University and enroll in the appropriate practicum course and term;
- (b) Attend the 4 integrative seminars facilitated by the student's Faculty Advisor;
- (c) Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers;
- (d) Act in accordance with the Practicum Centre's regulations, rules, policies and procedures including appropriate Provincial Acts as they apply to the Practicum Centre, including but not limited to confidentiality and privacy;
- (e) Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;
- (f) Meet with representative(s) of the Practicum Centre to arrange, before or at the beginning of the placement, the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their field instructor;
- (g) Complete and sign the Student Declaration of Understanding and MSW Student Agreement (this form) and submit it to the Field Office by the 2<sup>nd</sup> week of their placement;
- (h) Complete, with their field instructor or practicum representative, the Safety Orientation Checklist, on the first day of placement and submit it to the Field Office by the 2<sup>nd</sup> week of their placement;
- (i) Submit online their Learning Contract, including learning objectives, to the Faculty Advisor early in the practicum experience (normally by the 3<sup>rd</sup> week);
- (j) Arrange for a mid-point review and final evaluation meeting with their Field Instructor and complete the forms online
- (k) Student will read the Practicum Manual and abide by set out policies re: placement breakdown process and placement failure

I, \_\_\_\_\_ (name of the **Practicum Student, please print**), agree to fulfill the obligations listed above as a condition of my practicum placement at

# of Days per Week at Placement: \_\_\_\_\_

Please Check the Days at Placement:						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of the Practicum Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# WSIB STUDENT DECLARATION LETTER



FACULTY OF LIBERAL  
ARTS & PROFESSIONAL  
STUDIES

School of Social Work

9880 ROSS BLDG.  
4700 KEELE ST  
TORONTO ON  
CANADA M3J 1P3  
T 416 736 5226  
F 416 550 3851  
www.yorku.ca

STUDENT INFORMATION			
Student Name:			
Student Number:			
Address:			
City:	Province:	Postal Code:	
Phone number:	Email:		

Re: Student Declaration of Understanding  
Workplace Safety and Insurance Board or Private Insurance Coverage  
Students on Program Related Placements

**Student coverage while on placement**

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study. MTCU also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act*.

Furthermore, MTCU provides limited private insurance coverage for students in Ontario publicly supported postsecondary programs whose placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions).

Yours truly,

*Vina Sandher*

Vina Sandher  
Field Education Manager

**Declaration**

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges requirement and Universities while I am on a placement as arranged by the university as a requirement of my program of study.

I understand the implications and have had any questions answered to my satisfaction.

Student name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Program/School: \_\_\_\_\_

Date: \_\_\_\_\_



Please ensure you have signed  
this form and leave it with me  
today.  
If you get into an accident,  
please let us know ASAP.



# SAFETY ORIENTATION CHECKLIST



SCHEDULE "A"

## SAFETY ORIENTATION CHECKLIST (Practicum Centre to complete with student on their first work day)

### STUDENT INFORMATION

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### PRACTICUM CENTRE INFORMATION

Name of Practicum Centre: \_\_\_\_\_

### COMPLETE DURING ORIENTATION

Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative	<input type="checkbox"/>
Worker/supervisor rights and responsibilities	<input type="checkbox"/>
Safe work procedures and operation of equipment	<input type="checkbox"/>
Use of Personal Protective Equipment (PPE)	<input type="checkbox"/>
Identification of restricted or prohibited areas, tools, equipment and machinery	<input type="checkbox"/>
Hazards in the workplace that may affect the student, how they're controlled and how to deal with them	<input type="checkbox"/>
What to do and who to see if the student has a safety concern	<input type="checkbox"/>
What to do when there is a fire or other emergency (e.g., evacuation procedures)	<input type="checkbox"/>
Location of fire exits and fire extinguishers	<input type="checkbox"/>
Location of the first aid supplies, equipment, facilities: <ul style="list-style-type: none"> <li>Names of staff responsible for first aid</li> <li>How to record first aid treatment</li> </ul>	<input type="checkbox"/>
Procedures for reporting accidents and injuries	<input type="checkbox"/>
Workplace Hazardous Materials Information System (WHMIS)	<input type="checkbox"/>
Workplace policies and procedures on: <ul style="list-style-type: none"> <li>Workplace Harassment</li> <li>Violence prevention</li> <li>Working in isolation</li> <li>Smoking/Drinking/Substance abuse</li> </ul>	<input type="checkbox"/>

Location of other important information <ul style="list-style-type: none"> <li>Materials Safety Data Sheet (MSDS)</li> <li>Joint Health &amp; Safety Committee Minutes</li> <li>Instructions for safe operation of each piece of equipment (if applicable)</li> <li>Important telephone numbers</li> </ul>	<input type="checkbox"/>
--	--------------------------

Please complete this Safety Orientation Checklist during the student's health and safety orientation, and return a completed copy to:

York University  
 School of Social Work  
 4700 Keele Street  
 S880 Ross Building South  
 Toronto, Ontario M3J 1P3  
 Attn: Esther Ng  
 Email: esthemg@yorku.ca  
 Phone number: 416-736-2100 x 20662

I have completed the Safety Orientation with my Practicum Centre and/or Placement Supervisor.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Field Instructor Signature

\_\_\_\_\_  
 Date

Completed with your FI on your first day of Placement



# TRANSPORTATION IN PLACEMENT

Students do not receive any compensation from York for public transit, mileage or otherwise. We advise you not to transport clients in your own cars unless directly required to by the placement site. If you are required to do so, please ensure you obtain the necessary car insurance.

Generally your Field Instructor cannot transport you in their own vehicle.



# PHILOSOPHY OF PLACEMENT

You are responsible for becoming familiar with and following the agency's:

Mission Statement

Policies and procedures



# STUDENT ROLES/RESPONSIBILITIES

- You are a student, not a volunteer or employee
  - Learning contract and regular supervision help define your role
- Attend integrative seminars
- Ensure all documents are completed and submitted
- Be on time
- Show an openness to learning
- If you don't know, ask
- Use of agency resources for placement purposes, not for personal use
- Respectful and collaborative working relationship with your Field Instructor and the workers at the agency
- Be familiar with the information from this orientation





# NON-SOCIAL WORK SUPERVISOR

- Your responsibilities:
  - Follow CASW Code of Ethics:  
[http://casw-acts.ca/sites/default/files/attachements/CASW\\_Code%20of%20Ethics.pdf](http://casw-acts.ca/sites/default/files/attachements/CASW_Code%20of%20Ethics.pdf)
  - Check-in with Faculty Advisor for supplemental supervision when needed
  - Seek support of social workers in your placement agency with regards to integrating theory with practice



# THE SOCIAL WORK CODE OF ETHICS

- Client's right to self-determination
- Confidentiality
- Client's right to privacy
- Appropriate Professional Boundaries
  - Conflict of Interests
  - Dual and Multiple Relationships
- Research Ethics
- Termination of Services



- York's Social Media Guidelines:

<http://socialmedia.yorku.ca/social-media-guidelines/>

- York's Student's Code of Rights and Responsibilities:

<http://www.yorku.ca/oscr/pdfs/CodeofRightsandResponsibilities.pdf>

- MSW Professional Behaviour Policy – Appendix B:

<http://practicum.sowk.laps.yorku.ca/files/2016/08/MSW-Practicum-Manual-Advanced-Standing-2016-2017.pdf>

- Faculty of Graduate Studies:

<http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/>



# FIELD INSTRUCTOR ROLES/RESPONSIBILITIES

- Guide/Mentor
- Power Differential
- Respects student role
- Supervision time
- Helps ensure evaluations completed in timely manner



Field Instructor



# FIELD INSTRUCTOR SEMINARS



Field Instructor

- January 12, 2018 – Building a Positive Context for Learning -if possible, students should attend with their Field Instructor
- February 7, 2018 – Narrative Therapy Workshop- for Field Instructors only
- April 2018– Endings and Evaluations –for Field Instructors only



# FACULTY ADVISOR'S ROLES AND RESPONSIBILITIES

Faculty Advisor



Link to School of Social Work:

- Integrate theory with practice
- Mediator / Trouble shooter
- Site Visit – please confirm address with Faculty Advisor
- Submits Evaluations to Field Education Manager



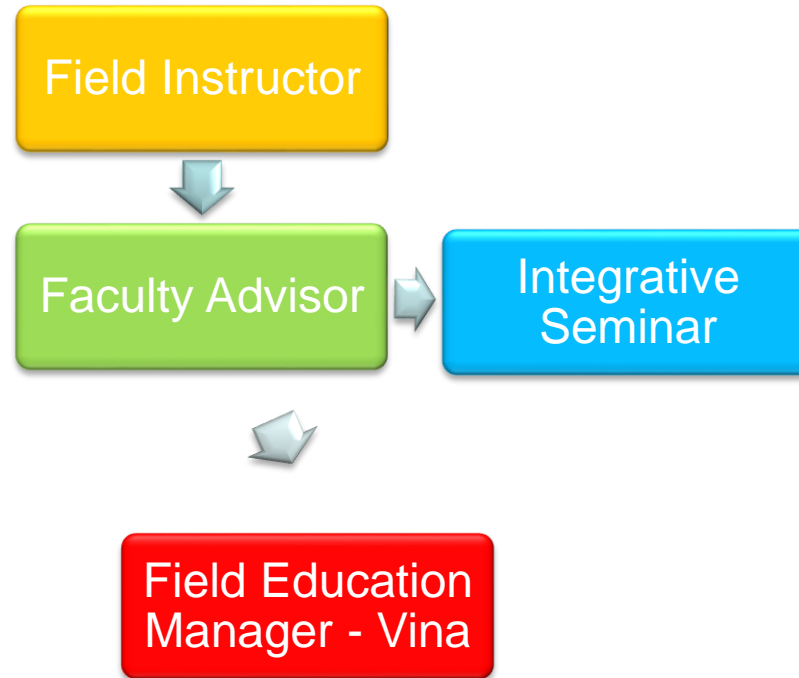
## PLACEMENT CONCERNS

- Issues do come up in placements just like in all other areas of life
- Not an issue of failure or something to avoid, but opportunity to practice problem solving skills
- **ADDRESS ISSUES EARLY!**
- The sooner the problem is identified the more likely for a positive solution
- Students **CANNOT** decide, on their own, to end their placement. If they do, this will result in placement failure.



# PLACEMENT CONCERNS

- If I have a concern with placement what do I do?



**\*\*Placement breakdown and failure process in practicum manual\*\***  
You cannot end placement on your own!





# PLACEMENT POLICIES

Review these policies in practicum manual:

- Strike policy
- Social media guidelines

<http://practicum.sowk.laps.yorku.ca/files/2016/02/GUIDELINEONTHEUSEOFSOCIALMEDIA.pdf>

- Placement breakdown policy
- Placement failure policy

<http://practicum.sowk.laps.yorku.ca/files/2016/08/MSW-Practicum-Manual-Advanced-Standing-2016-2017.pdf>



## EVALUATION PROCESS - THE LEARNING CONTRACT

- Completed in first 3 weeks (roughly 60 hours into the placement)
- Two Components
- Joint effort
- Living document
- Used to assess learning
- Responsible for learning



## LEARNING GOALS

**Learning Goals are:**

**S.M.A.R.T.**

**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

***Example 1 (Social Work Practice Skills):***

***Learning Goal*** - To learn group facilitation skills

***Plans for Goal Attainment*** – Read agency’s group facilitation materials and sit in/co-facilitate group with agency’s workers. By the third or fourth session, lead one group activity independently. Continually debrief with workers after group sessions.



## EVALUATION PROCESS - MID TERM REVIEW

- Completed midway through placement (225 hours)
- CHECK POINT
- Joint Effort
- Revise Learning contract
- Submit to Faculty Advisor (on-line)



## EVALUATION PROCESS - FINAL EVALUATION

- Joint Process
- No Surprises
- Supervision is key
- Submit signed hard copy to Faculty Advisor



# STUDENT QUESTIONNAIRE – MANDATORY

- Done on-line after final evaluation
- Mandatory to complete



# LOG OF HOURS – MANDATORY – ON-LINE



# PLACEMENT DEADLINES

## Placement Extension/Grade Deferral Request

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

- Program:
- BSW - DEA
  - MSW - Full Time Advanced Standing
  - MSW - Part Time Advanced Standing
  - MSW - 2Yr/ YR 1
  - MSW - 2yr/ YR 2

Date: \_\_\_\_\_

Placement hours to date: \_\_\_\_\_

Initial Placement End date (as indicated on Confirmation package): \_\_\_\_\_

Requested Placement End date: \_\_\_\_\_

Field Instructor Approval: \_\_\_\_\_

Faculty Advisor Approval: \_\_\_\_\_

Field Manager Approval: \_\_\_\_\_

***Students need to complete a MINIMUM of 2 PLACEMENT DAYS A WEEK***

***Students, please submit completed forms to Field Office to ensure a DEFERRAL is indicated in your practicum courses should you go passed the initial deadline for completion AND to ensure you remain covered by York University's insurance.***

***Please NOTE: Your Faculty Advisor or Field Education Manager may ask you for documentation in support of your request (e.g. A physician's note)***



Please fill this out if you need to go 1 week past the placement end date listed in your confirmation package





## PRACTICUM GRADE SUBMISSION

The Student must hand in the following:

- Learning Contract (on-line only) – 3<sup>rd</sup> week of practicum (60 hours)
- Mid-Term (on-line only) – at approx. 225 placement hours
- Final Evaluation (on-line and signed hard copy) – 1 week before placement end date
- Log of Hours (on-line) – completed weekly and submitted at Mid-Point and Final
- Student Questionnaire (on-line) – by placement end date

To the Faculty Advisor so they can inform the Field Office that you have completed your placement and a PASS grade can be issued.

The Field Education Manager must receive a signed form from the Faculty Advisor to say you passed the Practicum—without this, the grade will not be entered



# **Evaluation Process – On-Line Database**



# On-Line Database – Log In



FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Search yorku.ca

## Faculty of Liberal Arts & Professional Studies

### Practicum - School of Social Work

Home About BSW Guidelines MSW Guidelines Field Instructors Resources Practicum Events Contact



Click on "Database Sign In"

Practicum » Home Page

## Welcome to Practicum

Through research, curriculum and critical pedagogy the School of Social Work seeks to prepare students to be critical practitioners and agents of change. As part of this preparation (and as a requirement for graduation) each student completes a **field placement**. These placements allow students to blend theory learned in the classroom with hands-on practical experience, preparing them to function as professional social workers upon graduation. As such, the field placement becomes the culminating experience of each student's education at the School.



Search this site

School of Social Work

Database Sign-in

Upcoming Events



# On-Line Database – Log In

File Edit View History Bookmarks Tools Help

School of Social Work Data... x +

sowk.eso.yorku.ca

YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Search yorku.ca

Quick Links ^

Faculty of Liberal Arts & Professional Studies

Database Online - School of Social Work

Home **Students** Field Office Staff Field Instructors Faculty Advisors Contact

## Welcome to School of Social Work Database Online!

**Online Database for School of Social Work Supports:**

**Students**

The database is used by Social Work students to:

- submit their online placement application
- complete the learning contract, mid point review, and final evaluation,
- log their placement hours and,
- complete the student placement questionnaire (at the end of their placement).

**Field Instructors**

Once the Field instructor receives their log in information, they will be able to:

- review student learning contracts,
- complete the midpoint rating (after the student has completed their own self-evaluation and has pressed SUBMIT on the actual midpoint evaluation)
- complete the rating for the final evaluation (after the student has completed their own self-evaluation and has pressed SUBMIT on the actual final evaluation) and,
- approve student log of hours (at midpoint and at the end of placement)

**Note: Field Instructors will be notified by email when a student's documents are submitted for their review.**

f t YouTube RSS yFile

Search this site

School of Social Work

Database Sign-in

**Quick Links**

- > [Practicum/Field Placement](#)
- > [Registrar's Office](#)
- > [Sessional Dates](#)
- > [Student Papers & Academic Research Kit \(SPARK\)](#)
- > [Counselling & Disability Services](#)
- > [Writing Centre](#)
- > [Petitions](#)

YORK UNIVERSITY

Click on "Students"

# On-Line Database – Log In



The screenshot shows a web browser window with the URL `sowk.eso.yorku.ca/StudLogin.aspx`. The page header includes the York University logo and navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', and 'ALUMNI & FRIENDS'. A search bar is present with the text 'Search yorku.ca'. Below the header, a red banner reads 'Faculty of Liberal Arts & Professional Studies', followed by a grey banner 'Database Online - School of Social Work'. A navigation menu includes 'Home', 'Students', 'Field Office Staff', 'Field Instructors', 'Faculty Advisors', and 'Contact'. The main content area features a blue heading 'Welcome to School of Social Work Database Online!' and a 'Student Web Services Sign In' section. This section contains a login form with fields for 'Student Number' and 'Password', radio buttons for 'BSW' and 'MSW', and a red 'Submit' button. Below the form, a warning message states: '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.' There are also links for 'Register New Account' and 'Forgot Your Password?'. To the right of the login form, there are social media icons for Facebook, Twitter, YouTube, RSS, and yFile, a site search bar, and a 'Quick Links' section with various service links.

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



# Online Database – My Profile

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.

The screenshot shows a web browser window displaying the Student Profile page. The browser address bar shows the URL `sowk.eso.yorku.ca/Students/StudProfile.aspx`. The page header includes the York University logo and navigation links such as HOME, Current Students, Faculty & Staff, Research, and International. A navigation menu below the header lists various services like My Profile, My Courses, Placement Request, Learning Contract, Mid-Point, Final Evaluation, Log of Hours, Questionnaire, and Agency. A red LOGOUT button is visible in the top right corner. The main content area is titled "MY ONLINE SERVICES" and "My Student Account". It features a tabbed interface with tabs for General, Contact, Academic, Program Groups, Emergency Contact, Employment, and Security. The "General" tab is active, showing fields for Student Number (987654321), Last Name (Test), First Name (Test), Initial, Gender, and Birthday. A "HELPFUL LINKS" section on the right lists School of Social Work, Current Students, Registrar's Office, Agency Search, and Privacy and Legal. A note at the bottom states that General, Contact, Academic, and Program Groups data are from the Student Information System (SIS) and provides a link to the Registrar's Website for updates.

File Edit View History Bookmarks Tools Help

Student Profile - SOWK Studen... x +

sowk.eso.yorku.ca/Students/StudProfile.aspx Search

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

**LOGOUT**

logged in as **Test Test**

**MY ONLINE SERVICES** ▶

My Student Account:

General Contact Academic Program Groups Emergency Contact Employment Security

Student Number

Last Name

First Name

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 the Registrar's Website.  
Please ensure your Emergency Contact Information is up to date.



# Online Database – My Profile

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

MY ONLINE SERVICES ▶ logged in as FTest LTes

My Student Account: Security

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

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

Student Number 123456789

Old Password  \*

New Password  \*

Confirm New Password  \*

**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/>.

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

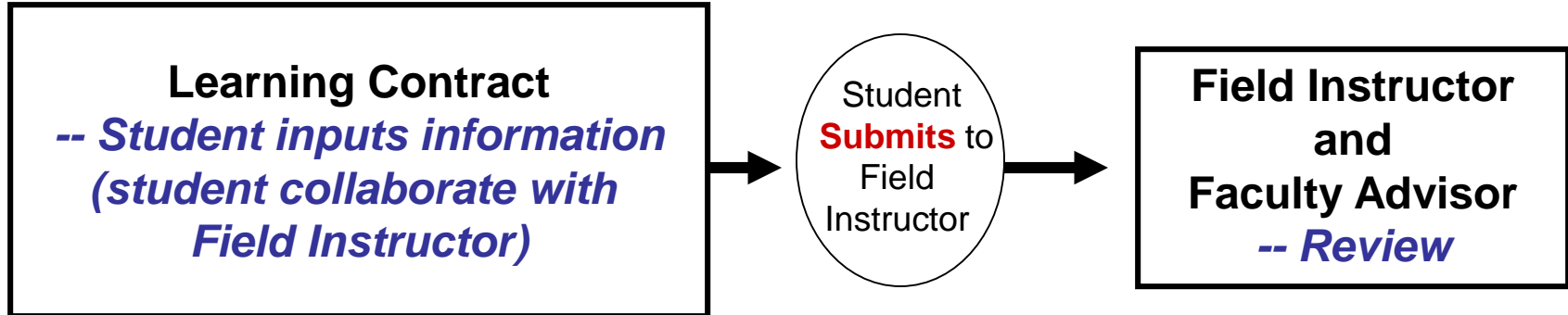




# Learning Contract



# On-Line Database – Learning Contract Process



## Step One – Student initiates the process

1. Student logs on Database (<http://www.yorku.ca/laps/sowk>), go to Learning Contract  
**\*\*Firefox performs better than Internet Explorer or Google Chrome**
2. **Input** information on Learning Contract (admin. agreement, goals, plans for goal)  
**\*\* save data every 5 minutes, data can't be saved after 15 minutes though it's on the screen**
3. **'Submit'** ('submit' button at bottom) the Learning Contract 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

**MSW Students:** Scroll over the “Learning Contract” Tab with your mouse and click on the MSW program.

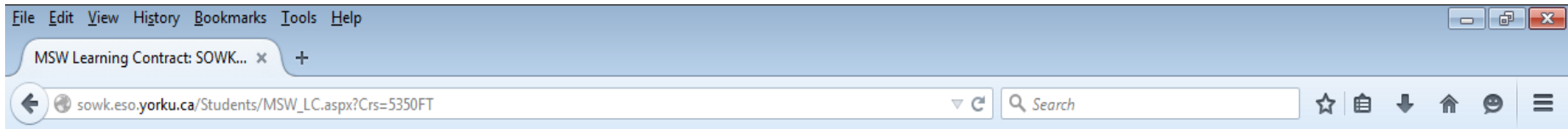
**BSW Students:** Scroll over the “Learning Contract” Tab with your mouse and click on the BSW program.

The screenshot shows a web browser window displaying the Student Profile page for the School of Social Work at York University. The browser's address bar shows the URL `sowk.eso.yorku.ca/Students/StudProfile.aspx`. The page header includes the York University logo and navigation links such as HOME, Current Students, Faculty & Staff, Research, and International. A secondary navigation bar contains links for My Profile, My Courses, Placement Request, Learning Contract, Mid-Point, Final Evaluation, Log of Hours, Questionnaire, and Agreements. The 'Learning Contract' link is circled in red, and a red arrow points from the text above to it. Below the navigation bar, there is a 'MY ONLINE SERVICES' section with a 'My Student Account' link. At the bottom, there is a 'LOGOUT' button and a 'logged in as Test Test' status. A footer menu includes links for General, Contact, Academic, Program Groups, Emergency Contact, Employment, and Security.



# Learning Contract – Administrative Agreement

You will be directed to your Learning Contract Page



redefine THE POSSIBLE.

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

FUTURE STUDENTS  
ALUMNI & VISITORS

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

LOGOUT

MY ONLINE SERVICES ▶

logged in as Test Test

## LEARNING CONTRACT

The learning contract is negotiated between the student and field instructor and provides the basis for evaluating the student's progress in placement. The student's learning contract should be comprehensive with activities that fall under the 5 major learning objectives identified below. The learning contract should be completed no later than the third week after your placement begins. If necessary, you will have the opportunity to revise your learning goals online at midpoint.

### PRACTICUM PARTICULARS

Student Name:	<input type="text"/>	Faculty Advisor:	<input type="text"/>
Agency / Organization:	<input type="text"/>		
Agency Address:	<input type="text"/>		
Site Address:	<input type="text"/>		
Field Instructor:	<input type="text"/>	Field Instructor2:	<input type="text"/>
Practicum Start date:	<input type="text"/>	Date learning contract received:	<input type="text"/>
Expected date of Mid-Point Progress Review:	<input type="text"/>	Expected date of Final Evaluation:	<input type="text"/>



# Learning Contract – Administrative Agreement

## ADMINISTRATIVE AGREEMENT

Length of Placement (months):

Hours at placement per week:

Days of the week at placement:

 MON TUES WED THURS FRI SAT SUN

Projected Start Date:

Projected End Date:

## SUPERVISION

How often will the student and Field instructor be meeting for formal supervision and what does supervision consist of? How will Field Instructors and Students incorporate a discussion on practice theory and application during these meetings? *(Student to complete)*

Please list any expectation that the Field Instructor has for the student. (e.g. process recording, tapes, questions, oral discussion of projects, feedback from other staff, observations etc.): *(Student to complete)*



# Learning Contract – Educational Agreement

## LEARNING AREAS

### (1) Social Issues Addressed by Organization

- A. Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- B. Recognizes and articulates impact of macro, mezzo and micro perspective
- C. Articulates and explains a range of theories and approaches used by the organization

Learning Goals (Student to complete, 2-3 goals)

Plans for Goal Attainment (Student to complete)

1)		
2)		
3)		
4)		
5)		



# Learning Contract – Educational Agreement

## (2) Organizational Context

- A. Identifies funding structures within the setting and impact on service delivery
- B. Recognizes social policies that affect the organization and/or its services
- C. Describes the organization's policies, procedures and mission, including those related to health and safety, ethics, discrimination, harassment, diversity and equity.

### Learning Goals (Student to complete, 2-3 goals)

### Plans for Goal Attainment (Student to complete)

1)		
2)		
3)		
4)		
5)		



# Learning Contract – Educational Agreement

## (3) Critical Social Work Skills

- A. Identifies skills which are relevant and important for a successful placement at the organization , such as, policy, community development, research, direct practice, advocacy, program development
- B. Shows an understanding of the role of advocacy in social justice work
- C. Uses a critical lens to advocate for enhanced service delivery by analyzing the organizational, community and/or governmental structure and its impact on clients and service delivery
- D. Utilizes formal and informal community resources and where feasible, develops new resources to meet community/client needs
- E. Identifies client's strengths and understands client's systemic context
- F. Demonstrates successful termination with clients, agency personnel, projects, and community groups utilizing appropriate skills and knowledge
- G. Identifies the dominant theories and/or discourses that organize the particular field of practice (recognize features of the theories, the tensions inherent in the theories, as well as their merits/utility in the lives of the individuals, families, groups, communities, etc. served by the organization)

### Learning Goals (Student to complete, 2-3 goals)

### Plans for Goal Attainment (Student to complete)

1)		
2)		
3)		
4)		
5)		





# Learning Contract – Educational Agreement

## (4) Critical Reflexive Practice Skills

- A. Structures practice in recognition of how one's own social identity, social location and values can advance/impinge in one's work with the individuals, families, groups, and/or communities, as well as , community or policy frameworks
- B. Articulates theory in practice
- C. Describes one's own philosophy of practice, including the ability to identify strengths and areas for improvement
- D. Recognizes the importance of self-care in practice

Learning Goals (Student to complete, 2-3 goals)

Plans for Goal Attainment (Student to complete)

1)

2)

3)

4)

5)



# Learning Contract – Educational Agreement

## (5) Professional Context of Practice

- A. Interprets moral and ethical dilemmas within the structure of the organization
- B. Appraises the CASW Code of Ethics in respect to meaning for critical practice
- C. Uses supervision effectively including appropriate uses of staff for consultation
- D. Where appropriate, takes initiative and demonstrates the ability to complete projects in a timely manner
- E. Demonstrates ability to work collaboratively in a group setting to establish clear objectives for project work and other placement related activities.
- F. Where appropriate, participates in leadership as an active team member
- G. Expresses self verbally and communicates writing in an effective manner
- H. Where applicable, demonstrates ability to use the organization's database or search engines/online resources
  - I. Demonstrates awareness and adheres to agency recording standards, including policies pertaining to confidentiality, consent, and overall policies and procedures

	Learning Goals <i>(Student to complete, 2-3 goals)</i>	Plans for Goal Attainment <i>(Student to complete)</i>
1)		
2)		
3)		
4)		
5)		



# Learning Contract – Educational Agreement

## ADDITIONAL INFORMATION

Please list any trainings/workshops that the student has attended or will attend (include title, dates, sponsor and relevance to the placement): *(Student to complete)*

Is there any other information about the placement learning that the School should know: *(Student to complete)*

### Note:

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save

Submit

Print Form

You can print the contract by clicking on "Print Form"

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

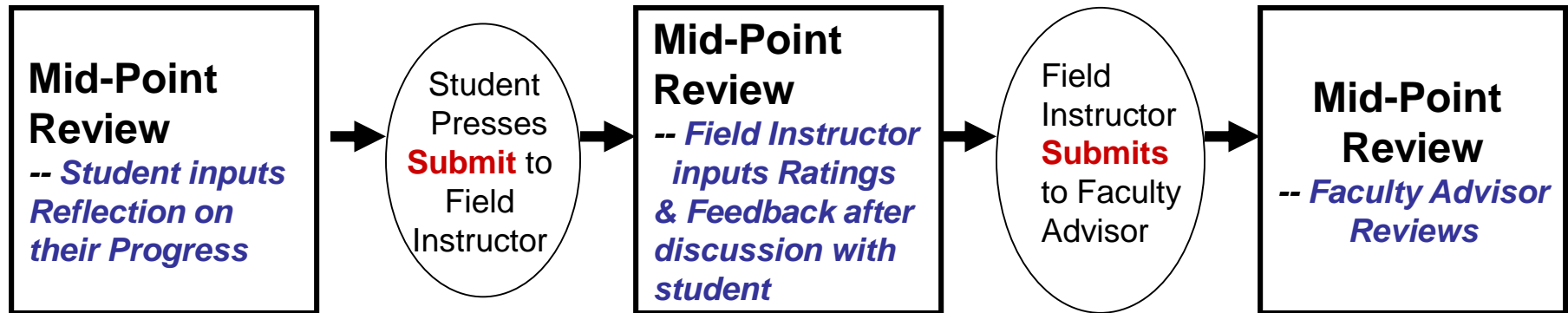
Once you are completely done, click on "Submit"



# Mid-Point Progress Review



# On-Line Database – Mid Point Progress Review Process



## Step One -- Student initiates the process

1. Student logs on Database, go to Mid-Point Review
2. Check to see if any **updates** are needed for Learning Goals, Plans for Goal  
*\*\*click on the check box 'TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION' to do updates*
3. Inputs Reflection on Their Progress with their learning goals
4. **'Submit'** (*'submit' button at bottom*) to Field Instructor.

## Step Two -- Field Instructor

1. Field Instructor logs on Database → My student
2. Go to Mid-Point → **Input Ratings and Feedback**  
*\*\* if Learning goals are blank, student hasn't submitted their Mid-Point*
3. **'Submit'** (*'submit' button at bottom*) to Faculty Advisor

## Step Three -- Faculty Advisor

Faculty Advisor logs on database → My student → Mid-Point Review → Review



# On-Line Database - Mid-Point Progress Review

**MSW Students:** Scroll over the “Mid-Point” Tab with your mouse and click on the program you are in for your learning contract. Please make sure you have clicked on the right program and right learning contract.

**BSW Students:** Click on the “Mid-Point” tab

The screenshot shows a web browser window displaying the York University student profile page. The browser's address bar shows the URL `sowk.eso.yorku.ca/Students/StudProfile.aspx`. The page header includes the York University logo and the tagline "redefine THE POSSIBLE." Below the logo, there is a navigation menu with links for HOME, Current Students, Faculty & Staff, Research, and International. A secondary navigation bar contains links for Faculties, Libraries, Campus Maps, York U Organization, Directory, and Site Index. The main navigation menu is located at the bottom of the page and includes links for My Profile, My Courses, Placement Request, Learning Contract, Mid-Point (highlighted with a red circle and a red arrow), Final Evaluation, Log of Hours, Questionnaire, and Age. A "LOGOUT" button is visible in the top right corner. The page also shows a "MY ONLINE SERVICES" section with a "My Student Account" link and a "logged in as Test Test" status. At the bottom, there is a row of tabs for General, Contact, Academic, Program Groups, Emergency Contact, Employment, and Security.



# On-Line Database - Mid-Point Progress Review

You will be directed to your Mid-Point Progress Review Page

## 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 faculty advisor 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**

EE	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement
DNM	Does Not Meet Expectations
NA	Not applicable at this time

**TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION**

**Click on this box if you and your Field Instructor have agreed to change the learning goals and/or plans to achieve them.**

**This is the only way you can edit your goals.**

**You can change goals after you have submitted the learning contract, up until you have submitted the mid-point**



# On-Line Database - Mid-Point Progress Review

## LEARNING AREAS

### (1) Social Issues Addressed by Organization

- A. Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- B. Recognizes and articulates impact of macro, mezzo and micro perspective
- C. Articulates and explains a range of theories and approaches used by the organization

Learning Goals	Plans for Goal Attainment	Progress of Learning Goal (Field Instructor to complete)
1)		<input checked="" type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
2)		<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
3)		<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
4)		<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input checked="" type="radio"/> DNM <input type="radio"/> NA
5)		<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input checked="" type="radio"/> NA

Student's Reflection on their Progress (Student to complete)

Field Instructor's Feedback on Progress (Field Instructor to complete)

**Students can change the learning goals and plans and should input their Reflection. The Field Instructor inputs the Progress and Feedback section after the student submits the on-line mid-point**





# On-Line Database - Mid-Point Progress Review

## Input your future plans/goals

### FUTURE PLANS/GOALS

Identify goals or major projects for the next review period. (Student to complete)

*Note:*

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save

Submit

Print Form

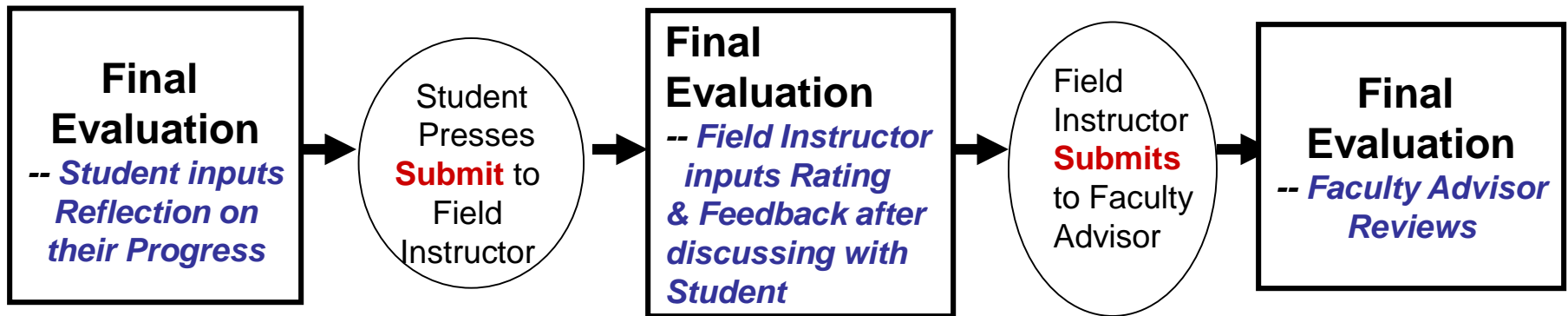
Once you are completely done, click on "Submit"



# Final Evaluation



# On-Line Database - Final Evaluation Process



## Step One -- Student initiates the process

1. Student Logs on Database, go to Final Evaluation
2. Check to see if any **updates** are needed for Learning Goals, Plans for Goal  
\*\*click on the check box 'TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION' to do updates
3. Inputs Reflection on Their Progress with learning goals
4. '**Submit**' ('submit' button at bottom) to Field Instructor

## Step Two -- Field Instructor

1. Field Instructor logs on database → My student
2. Goes to Final Evaluation → **Input Rating and Feedback**
3. '**Submit**' ('submit' button at bottom) to Faculty Advisor

## Step Three -- Faculty Advisor

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



# On-Line Database - Final Evaluation

**MSW Students:** Scroll over the “Final Evaluation” Tab with your mouse and click on the program you are in for your learning contract. Please make sure you have clicked on the right program and right learning contract.

**BSW Students:** Click on the “Final Evaluation” tab

My Profile | My Courses | Placement Request | Learning Contract ▶ | Mid-Point ▶ | **Final Evaluation ▶** | Log of Hours ▶ | Questionnaire ▶ | Age

LOGOUT

MY ONLINE SERVICES ▶

logged in as Test Test

My Student Account

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



# On-Line Database - Final Evaluation

## FINAL EVALUATION

The final evaluation is completed by the student and the field instructor 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.

### **RATING SCALE**

EE	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement
DNM	Does Not Meet Expectations
NA	Not applicable at this time

**TO MAKE REVISIONS TO THE MIDPOINT EVALUATION AND/OR to ADD STUDENT REFLECTION ON THE FINAL EVALUATION**

**Click this box if you and your Field Instructor have agreed to change the learning goals and/or plans to achieve them**

**This is the only way you can edit your goals**

**You can change goals after you have submitted the mid-point, up until you have submitted the final evaluation**



# On-Line Database - Final Evaluation

## LEARNING AREAS

### (1) Social Issues Addressed by Organization

- A. Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- B. Recognizes and articulates impact of macro, mezzo and micro perspective
- C. Articulates and explains a range of theories and approaches used by the organization

Learning Goals	Plans for Goal Attainment	Progress of Learning Goal (Field Instructor to complete)
1)		<input checked="" type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
2)		<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
3)		<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
4)		<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input checked="" type="radio"/> DNM <input type="radio"/> NA
5)		<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input checked="" type="radio"/> NA

Student's Reflection on their Progress (Student to complete)

Field Instructor's Feedback on Progress (Field Instructor to complete)

**Students input their Reflection. The Field Instructor inputs the Progress and Feedback section after the student submits the on-line final evaluation.**



# On-Line Database - Final Evaluation

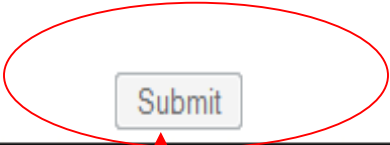
## SUMMARY

Field Instructor to summarize student learning, process and achievement in placement. *(Field Instructor to complete)*

### Note:

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save



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



**Please print the evaluation by clicking on "Print Form"**



## On-Line Database – Important Points To Remember

- Change any information that is incorrect in your student profile through the Registrar's website.
- The Field Instructor **cannot** input their information until the student Submits the documents on-line.
- Only click "Submit" when you are done. You cannot change any information once you have clicked "Submit".
- The Field Instructor submits the final documents on behalf of the students. **It is the student's responsibility to ensure the Field Instructor does this.**





## Frequently Asked Questions

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

A: Try to log on the website through Firefox instead of Internet Explorer or Google Chrome, sometimes Firefox works better in certain computer systems.

Refresh you computer, switch to another computer, or try at different sites (placement, YorkU) as this may help too

**Q: Student can't save or the Learning Goals or Plans are only partially saved?**

A: Need to keep saving the content every 10 min., the system can't save data after 15 min., though you see data on the screen

There is limitation on the number of characters (approx. 500 characters) in each field, try to make it short.

(Suggestion: after discussion with Field Instructor, do up a draft in a Word document & copy it onto the online evaluation form)



## Frequently Asked Questions

**Q: How do I make sure the Learning Contract is sent?**

A: There is a 'Submit' button at the bottom, after you submitted the Learning Contract, the button will become in-active and you will receive an email (only to your YorkU e-mail) generated by the system saying that you have submitted the Learning Contract.

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

A: E-mail Esther Ng (estherng@yorku.ca), we will need to ask the tech support team to reverse this. Esther Ng is the contact for all on-line database tech-support related questions.

**Q: How come there is no Learning Goals, Plans for Goals when I open the Final Evaluation?**

A: Usually, it is because your Field Instructor hasn't submitted your Mid-Point Review yet.

**Q: How do I print the Learning Contract?**

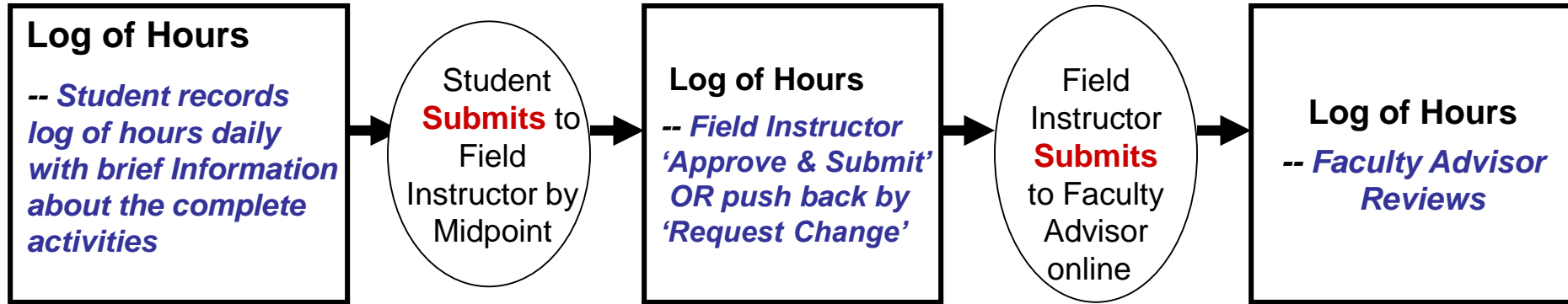
A: There is a 'Print' button at the bottom. Make sure the print setting is 'Landscape', 'shrink to fit'



# On-Line Log of Hours



# 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 the 'Log of Hours' tab
2. Student must **Add hours, Date, and Activity information**
3. Student '**Submit**' ('submit' button at bottom) the Log of Hours **before** they submit their *Midpoint Review* 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 the Database → My Student → **Review** (no input required)



# 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 your hours in 'Number of Hours' field
- Click 'Add Hours' button to save the record

*You will need to fill in this information*

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		09/08/2014	12	24	N	Pending
Edit	176	MSW-W11-5350FT		09/09/2014	12	36	N	Pending
Edit	177	MSW-W11-5350FT		09/10/2014	12	48	N	Pending
Edit	178	MSW-W11-5350FT			12	60	N	Pending
Edit	179	MSW-W11-5350FT		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



Keep logging your hours daily. When you reach the mid-point number of hours (for example, 350 hours for required 700 hour BSW placement), 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. Keep logging your hours daily and click 'Submit Final Log of Hours' button at the bottom when you have reached the required number of placement hours.



## On-Line Log of Hours – Highlights

- **After student submits the Log of Hours at Mid-Point and Final, Field Instructor and Faculty Advisor will receive a notification e-mail to review the submitted Hours**
- **Field Instructor will ‘Approve’ OR ‘Push Back’ to student IF the Field Instructor is asking the student to make changes to their Log of Hours.**
- **Student should also submit the on-line Mid Point Review to the Field Instructor to input their Ratings and Comments.**
- **When the student completes the required placement hours (for example, BSW students need to finish 700 placement hours); the student will submit the Final Log of Hours by clicking the ‘Submit Final Log of Hours’ button at the bottom.**
- **Student should also submit the on-line Final Evaluation to the Field Instructor to input their Ratings and Comments.**



# Technical Trouble-Shooting

**Only for Database Technical Support Questions, Please Contact**

Esther Ng

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

Phone: 416-736-2100, ext. 20662



## QUESTIONS/CLOSING REMARKS

Thank you for coming

<http://practicum.sowk.laps.yorku.ca/files/2016/08/MSW-Practicum-Manual-Advanced-Standing-2016-2017.pdf>