

York University
School of Social Work
FIELD EDUCATION OFFICE
MSW PRACTICUM (Part Time)
Due Dates for Forms & Evaluations

<u>Forms & Evaluations</u>	<u>Due</u>	<u>Submission</u>
Learning Contract (on line)	3 rd weeks of placement	Submit to Field Instructor-online database
Mid-Point Progress Review (on line)	At the half way point of your placement, which is after completing 225 hours or at the first term of your placement	Submit to Field Instructor-online database
Final Evaluation (on line AND submit a hard copy with Student & Field Instructor signatures)	End date as outlined in the placement confirmation sheet, but no later than April 30, 2018	Submit to Field Instructor-online database, signed hardcopy to Faculty Advisor
Placement Log of Hours (on line)	To be completed online weekly. Submit to Field Instructor online when reach midpoint 225 hours AND reach final 450 hours	Submit to Field Instructor-online database
Student Questionnaire of the Practicum (online)	End date as outlined in the placement confirmation sheet, but no later than April 30, 2018	Submit to Field Office-online database

Important:

- If your placement hours extend beyond the end date as outlined in your placement confirmation sheet; please contact your Faculty Advisor and Vina Sandher to request a deferral.

<http://practicum.sowk.laps.yorku.ca/files/2017/06/Grade-Deferral-Extension-Request-Form-Rev.pdf>

If you have any questions or concerns regarding your placement, please contact:

Vina Sandher
Field Education Manager
School of Social Work
(416) 736-2100 ext. 39488
E-mail: vsandher@yorku.ca