

York University
School of Social Work
FIELD EDUCATION OFFICE
MSW PRACTICUM (Year 1)
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 275 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)	One week before the placement end date outline in your confirmation package.	Submit to Field Instructor-online database, hardcopy to Faculty Advisor Submit
Reflective Paper (hard copy only)	At the completion of your 550 placement hours	hardcopy to Faculty Advisor Submit to Field Instructor-online database
Placement Log of Hours (on line)	To be completed online daily/weekly	Submit to Field Office-online database
Student Questionnaire of the Practicum (online)	At the completion of your 550 placement hours	Submit to Field Office-online database

Important!!!

If your placement hours extend beyond **the projected end date listed in the confirmation sheet by 1 week or more**, please request a Placement Extension/Grade Deferral by completing the following form:

<http://www.yorku.ca/laps/sowk/practicum/documents/DeferralExtensionRequestForm.pdf>

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

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