Social Work Practicum/Field Placement Database Instructions

Students

Rev Jun 2017

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On-Line Database – Log In

1. Open Internet Browser through Firefox
On Address Line Type: http://sowk.laps.yorku.ca

2. Click on 'SOWK Database Online

On-Line Database – Log In

You will be directed to the SOWK Online Application Page. Select 'Students'

On-Line Database – Log In

This will bring you to the SOWK Online Application – Students Page.

Home   Students   Field Office Staff   Field Instructors   Faculty Advisors   Contact

Welcome to School of Social Work Database Online!

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?

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

• **Enter your student No.**

•**Enter your password**

• **Select MSW or BSW Student**

•**Click on 'Submit'**

•*Register New Account for first time access*

•*Click on Forgot Password to reset password*

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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.

If the information is incorrect, please change it through the Registrar's Website

On-Line Database – Changing Your Information

- **YorkU Passport Instructions:**

  http://www.yorku.ca/computing/students/accounts/signupinstructions.html

- **Once your YorkU Passport is set up, Open Internet Browser (Firefox)**
- **On Address Line Type: http://www.yorku.ca**
- **Click on 'Current Students'**
- **Click on 'LOGIN' under my.yorku.ca**
- **Click on 'Course', then My Student Profile**
- **Click on the information you need to change such as address and contact information, emergency contact information, etc.**

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Online Database – My Profile

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

Type in your old password, your new password, and click on "change password"

Online Database – My Courses

If you click on the "My Courses" Tab, you can see the courses you are enrolled in

My Profile | My Courses | Placement Request | Learning Contract | Mid-Point | Final Evaluation | Agency Se

LOGOUT

MY ONLINE SERVICES ▶

logged in as

My Courses

Course Name	Type	Credit	Section	Professor	Grade
AK EN 2075 Cr= 3.00 Sect:A [S01 I3 AK]	LECT	3.00	A	Barry Callaghan	C+
AK NATS 1710 Cr= 6.00 Sect:A [S01 D2 AK]	LECT	6.00	A		C+
AK SOSC 1920 Cr= 6.00 Sect:A [S01 SU AK]	LECT	6.00	A		B
AK SOWK 2030 Cr= 6.00 Sect:C [F05-W06 Y AK]	LECT	6.00	C	Hugh E Q Shewell	A
AK SOWK 2050 Cr= 6.00 Sect:D [F05-W06 Y AK]	LECT	6.00	D		A
AK SOWK 3041 Cr= 3.00 Sect:A [S06 S1 AK]	LECT	3.00	A		B+
AK SOWK 3060 Cr= 6.00 Sect:A [S06 SU AK]	LECT	6.00	A		B+
AK SOWK 3070 Cr= 3.00 Sect:D [F05-W06 F AK]	LECT	3.00	D		B
AK SOWK 3110 Cr= 3.00 Sect:R [F06-W07 W AK]	LECT	3.00	R	Hugh E Q Shewell	B+
AK SOWK 3530 Cr= 3.00 Sect:M [F06-W07 W AK]	LECT	3.00	M	Peter Joseph Smyth	B+
1 2 3 4 5					

Note: all the student courses information from student information system (SIS). If you find any incorrect, please contact Registrar's Office

Click on the different page numbers to see the different courses you are in on different pages

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Learning Contract

On-Line Database – Learning Contract Process

Learning Contract		Student		Learning Contract		Field		Learning Contract

Learning Contract
-- Student inputs Info (Learn' Goals N Plans for Goal) in Collaboration with Field Instructor

→ Student **Submits** to Field Instructor →

Learning Contract
-- Field Instructor reviews

→ Field Instructor **Submits** to Faculty Advisor →

Learning Contract
-- Faculty Advisor Reviews

Step one – Student initiates the process
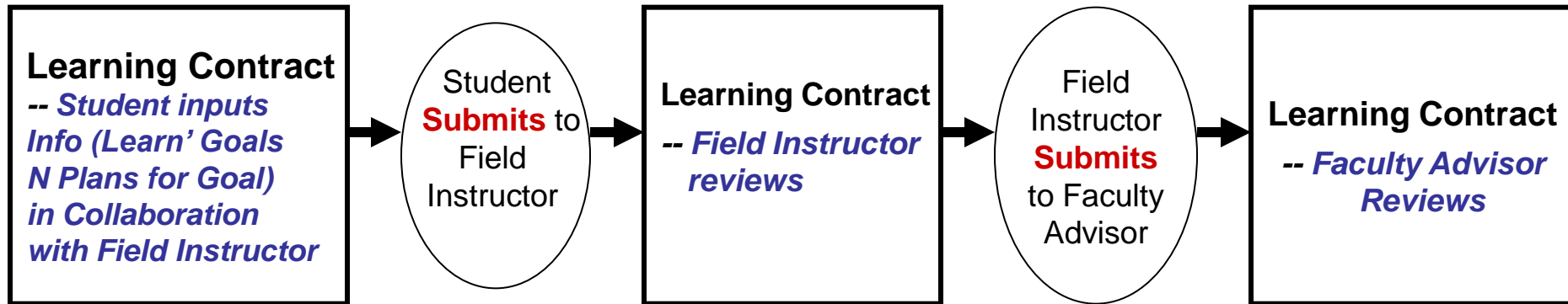
1. Student logs on database (http://www.yorku.ca/laps/sowk), go to Learning Contract
   ***Firefox performs better than Internet Explorer or Google Chrome**
2. Student **Input** information on Learning Contract (admin, goals, plans for goal)
   *** draft a copy in word document, then copy & paste the content over to the database, (save data every 10 minutes, data can't be saved though it's shown on the screen)*
3. Student '**Submit**' (button at bottom) the Learning Contract to Field Instructor

Step two -- Field Instructor

-- Field Instructor logs on database → My Student → **Review** (no input required) → **Submit** (button at bottom) Learning Contract to Faculty Advisor

Step three – Faculty Advisor

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

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On-Line Database - Learning Contract

MSW Students: Scroll over the "Learning Contract" 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 "Learning Contract" tab

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On-Line Database – Learning Contract

You will be directed to your Learning Contract Page

This information will be filled in already

Learning Contract – Administrative Agreement

Talk about this with your field instructor and input this information

ADMINISTRATIVE AGREEMENT

Length of Placement (months): `4 months`

Hours at placement per week: `30 hours`

Days of the week at placement: ☑ MON ☑ TUES ☑ WED ☐ THURS ☑ FRI ☐ SAT ☐ SUN

Projected Start Date: `9/12/2016`

Projected End Date: `12/28/2016`

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)

```
edit after save by Esther
```

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)

```
Tested by Esther
```

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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) tested	tested
2) edit after save	PGA 1_2
3) LG 1_3	PGA 1_3
4) LG 1_4	PGA 1_4
5) LG 1_5	PGA 1_5

(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) testing	testing
2) LG 2_2	PGA 2_2
3) LG 2_3	PGA 2_3

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On-Line Database - Learning Contract

If you scroll over the " LEARNING GOALS" and the "PLANS FOR GOAL ATTAINMENT" with your mouse, you will get a brief description of what is being asked

LEARNING AREAS

(1) Social Issues Addressed by Organization

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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) tested   tested

Students and field instructors determine goals that reflect the criteria outlined in the Development Area but are specific to the context of the agency

2) edit after save   PGA 1_2

3) LG 1_3   PGA 1_3

ectives and social, political and economic factors on social issues
o and micro perspective
pproaches used by the organization

Plans for Goal Attainment (Student to complete)

tested

Explains how student will meet each goal: tasks, activities, projects and method of evaluation

PGA 1_2

PGA 1_3

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Once you are completely done, click on "Submit"

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)

test

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

test

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

NOTE: This is a secure application. Remember to logout to protect your privacy.

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

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

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Faculty of Liberal Arts & Professional Studies

On-Line Database - Learning Contract

Submit this online to your Faculty Advisor

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Mid-Point Progress Review

| *Student updates Mid Point Evaluation info if needed in Collaboration with Field Instructor* | → | Student **Submits Midpoint Eval & Log of Hours** To Field Instructor | → | *Field Instructor puts in Rating & Comments in Collaboration with student for Evaluation* | → | Field Instructor **submits evaluation & Log of Hours** to Faculty Advisor | → | *Faculty Advisor Reviews* |
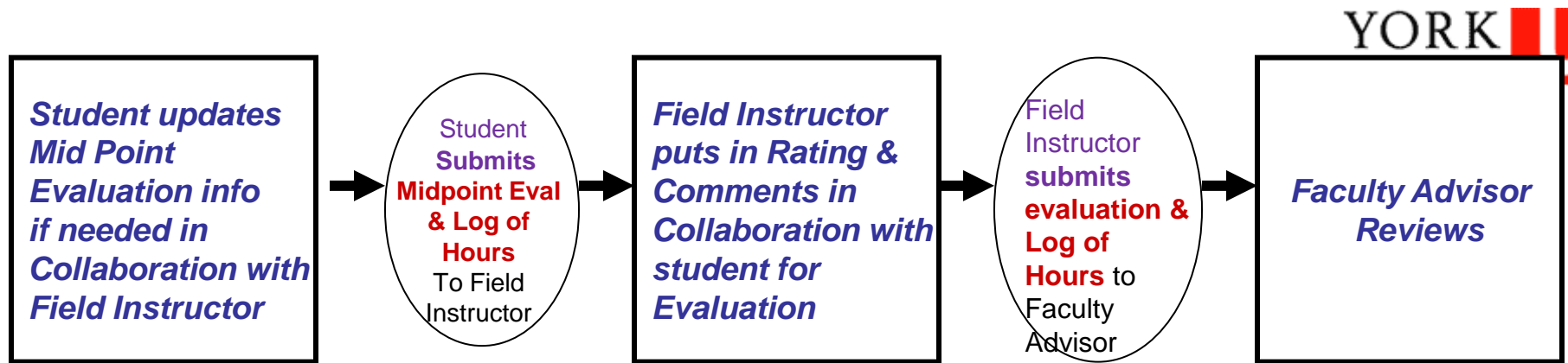
Step one -- Student initiates the process

1. Student logs on database, go to Mid-Point Evaluation
2. Student Check to see if **update** is needed for Learning Goals, Plans for Goal
   **click on the check box 'do you want to change data from Learning Contract?' to do updates
3. Student '**Submit**' (*button at bottom*) Mid Point Evaluation to Field Instructor
   ** student cannot put in ratings
4. Student also submit Midpoint Log of Hours online for Field Instructor's approval

Step two -- Field Instructor

1. Field Instructor logs on database → My student
2. Go to Mid-Point → **input Rating and Comments**
   ** if Learning goals are blank, student hasn't submitted their Mid-Point
3. Field Instructor '**Submit**' (*button at bottom*) Mid Point Evaluation to Faculty Advisor
4. Field Instructor will **approve Mid Point Log of Hours online**

Step three -- Faculty Advisor

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

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

| My Profile | My Courses | Placement Request | Learning Contract ▶ | Mid-Point ▶ | Final Evaluation ▶ | Agency Search |

Full Time Mid-Point

Part Time Mid-Point

Y1 Mid-Point

Y2 Mid-Point

LOGOUT

MY ONLINE SERVICES ▶

logged in as **FTest LTest**

My Student Account:

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On-Line Database - Mid-Point Progress Review

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

MY ONLINE SERVICES ▶   logged i

MSW FULL TIME 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

PRACTICUM PARTICULARS

Student Name:	Test Test	Faculty Advisor:	Ftest Atest
Agency / Organization:	Testing Agency		
Agency Address:	4700 Steeles Toronto ON L0H 1G0		

Click on this box TO INPUT STUDENT'S REFLECTION IN EACH SECTION or if you and your field instructor have agreed to change the learning goals/plans for goal.

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

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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)				
		EE	ME	NI	DNM	NA
1) LG 1_1	PGA 1_1	◉	○	○	○	○
2) LG 1_2	PGA 1_2	○	◉	○	○	○
3) LG 1_3	PGA 1_3	○	○	◉	○	○
4) LG 1_4	PGA 1_4	○	○	○	◉	○
5) LG 1_5	PGA 1_5	○	○	○	○	◉

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

Student's Reflection 1

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

Field Instructor's Feedback 1

Student's put in Reflection, can change the learning goals and plans but the field instructor gives the rating and input Feedback on Progress

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On-Line Database - Mid-Point Progress Review

Input your future plans/goals

Once you are done, click on "Submit"

You can print the evaluation 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
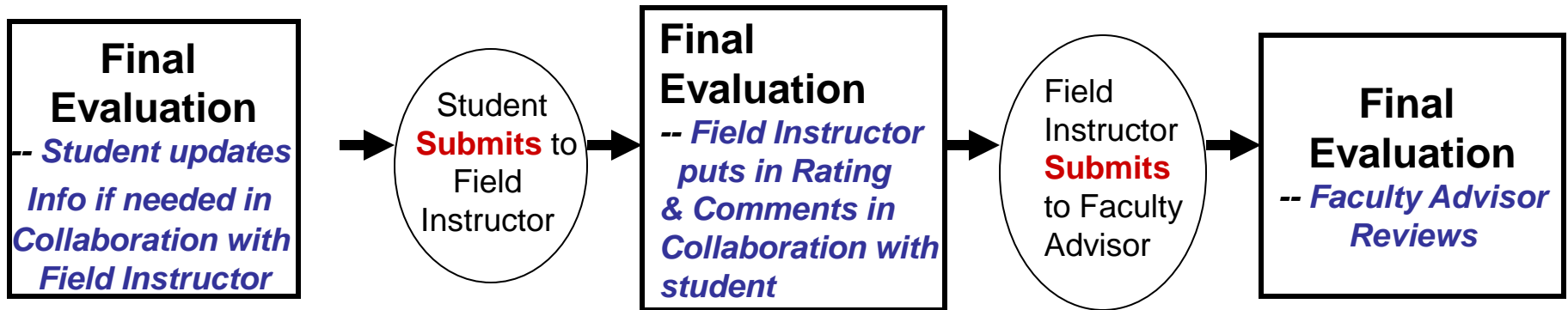
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Final Evaluation

On-Line Database – Final Evaluation Process

On line Evaluation Process – Final Evaluation

Final Evaluation
-- *Student updates Info if needed in Collaboration with Field Instructor*

→

Student **Submits** to Field Instructor

→

Final Evaluation
-- *Field Instructor puts in Rating & Comments in Collaboration with student*

→

Field Instructor **Submits** to Faculty Advisor

→

Final Evaluation
-- *Faculty Advisor Reviews*

Step one -- Student initiates the process
1. Student Logs on database, go to Final Evaluation
2. Student Check to see if **update** is needed for Learning Goals, Plans for Goal
   **click on check box 'do you want to change data from Mid Point Review?' to do updates
3. Student '**Submit**' (*button at bottom*) online to Field Instructor, also print out **hardcopy** & submit to Faculty Advisor (with student & Field Instructor signatures)

Step two -- Field Instructor
1. Field Instructor logs on database → My student
2. Goes to Final Evaluation → **input Rating and Comments**
3. Field Instructor '**Submit**' (*button at bottom*) Final Evaluation to Faculty Advisor

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

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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 ▸ | Agency Directo

Full Time Final Evaluation
Part Time Final Evaluation
Y1 Final Evaluation
Y2 Final Evaluation

LOGOUT

MY ONLINE SERVICES ▸

logged in as **Test Tes**

MSW FULL TIME 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.

EXPECTED LEVEL OF ACHIEVEMENT

Upon commencement of the MSW placement a student should demonstrate a strong grounding in social work theory and practice at the MSW level. Over the course of the placement the student is expected to demonstrate an advanced level of practice in which the student demonstrates initiative as a practitioner, professional; and colleague and can function autonomously their individual practice and within the agency.

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 to input Reflection or 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

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On-Line Database - Final Evaluation

Student's can change the learning goals and plans but the field instructor gives the rating and input Feedback section

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On-Line Database - Final Evaluation

Input summary of placement

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

Student's Reflection 5F

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

Field Instructor's Feedback 5F

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

Field Instructor 5

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

NOTE: This is a secure application. Remember to logout to protect your privacy.

Once you are done, click on "Submit"

You can print the evaluation 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

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On-Line Database - Log-Out

Make sure you Log Out at the end of each session

On-Line Database - Log-Out

This screen will appear when you log-out

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On-Line Database – Important Points To Remember

- Change any information that is incorrect in your student profile through the Registrar's website.

- Please ensure you have clicked on the right learning contract, mid-point progress review and/or final evaluation

- The Field Instructor **cannot** input their information until the student Submits the documents on-line. Please click on "Submit," even if you have no changes to make to your mid-point review and final evaluation and then your Field Instructor can input their information.

- 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.**

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Frequently Asked Questions

Q: Can't open the Learning Contract form or 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, sometimes Firefox works better in certain computer systems.

Refresh you computer, switch to another computer, or try at different sites (home or placement office) may help too

Q: Student can't save or only partially saved for the Learning Goal or Plans for Goal?

A: Need to keep saving the content every 10 min., the system can't save data after 15 min. 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 word document & copy it onto the online evaluation form)

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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 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: Call Esther Ng at 416-736-2100 x 20662, we will need to ask tech support team to reverse on this. Esther Ng is the contact for all online 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 Evaluation yet.

Q: How do I print the Learning Contract?

A: There is a 'Print form' button at the bottom. Make sure the print setting is 'Landscape'.

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Trouble-Shooting and Help?

Any questions on the database

Please contact

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100, ext. 20662

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