

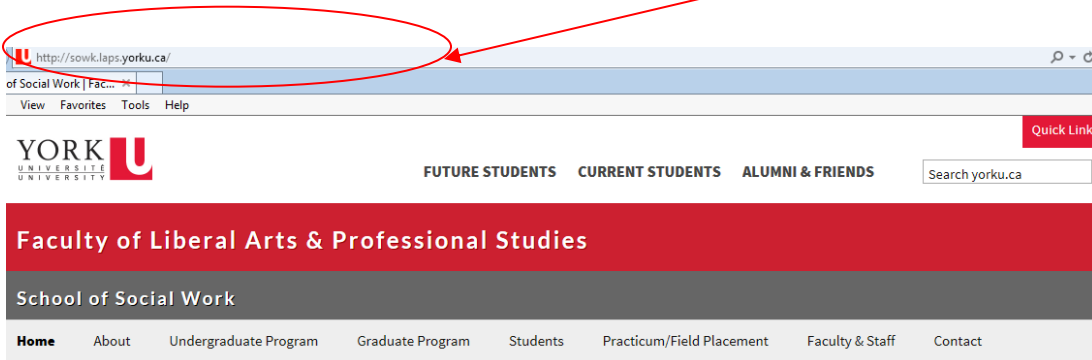


Social Work Practicum / Field Placement Database Instructions Students

Rev Jun 2017

On-Line Database – Log In

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



YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Faculty of Liberal Arts & Professional Studies

School of Social Work

Home About Undergraduate Program Graduate Program Students Practicum/Field Placement Faculty & Staff Contact

School of Social Work » Home Page

Welcome to the School of Social Work!

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 the innovative **graduate program**, 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.

[f](#)
[t](#)
[v](#)
[r](#)
[yFile](#)

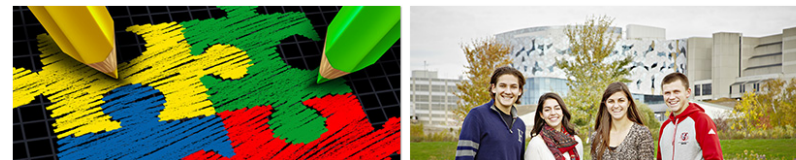
Search this site

Apply Online to York

YU Start Login Page

Quick Links

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



2. Click on 'SOWK Database Online'



On-Line Database – Log In

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

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.

Q

School of Social Work

Database Sign-in

Quick Links

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



On-Line Database – Log In

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

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



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.

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

LOGOUT

MY ONLINE SERVICES ▶ logged in as FTest LTest

My Student Account:

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

Student Number	<input type="text" value="123456789"/>
Last Name	<input type="text" value="LTest"/>
First Name	<input type="text" value="FTest"/>
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](#)

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.**



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”



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

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 SO SC 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](#)

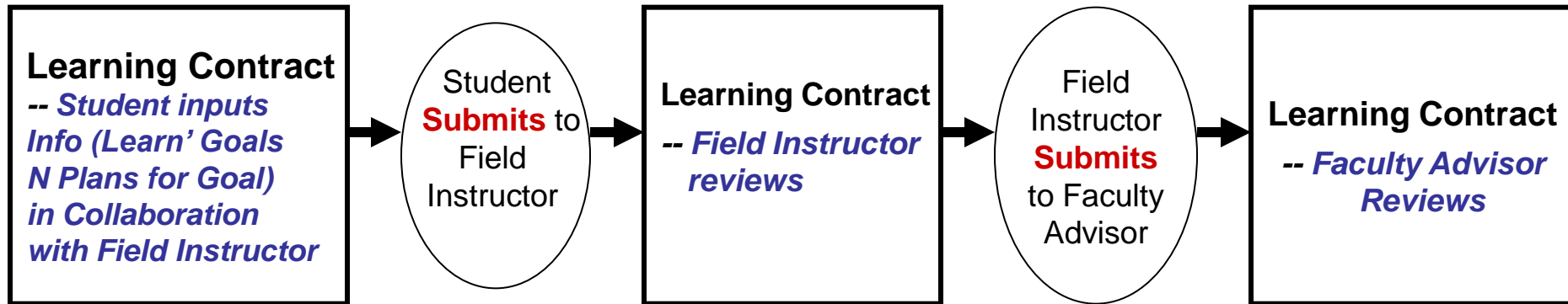
Click on the different page numbers to see the different courses you are in on different pages



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. 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)



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

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

Full Time Learning Contract
Part Time Learning Contract
Y1 Learning Contract
Y2 Learning Contract

MY ONLINE SERVICES ▶

My Student Account:

LOGOUT

logged in as FTest LTest



On-Line Database - Learning Contract

You will be directed to your Learning Contract Page

[redfine THE POSSIBLE.](#)
[HOME](#) | [Current Students](#) | [Faculty & Staff](#) | [Research](#) | [International](#)

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

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

ALUMNI & VISITORS

LOGOUT

logged in as **Test Test**

MY ONLINE SERVICES ▶

MSW-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 (roughly 60 hours). If necessary, you will have the opportunity to revise your learning goals online at midpoint.

PRACTICUM PARTICULARS

Student Name:	<input type="text" value="Test Test"/>	Faculty Advisor:	<input type="text" value="Ftest Atest"/>
Agency / Organization:	<input type="text" value="Testing Agency"/>		
Agency Address:	<input type="text" value="4700 Steeles Toronto ON L0H 1G0"/>		
Site Address:	<input type="text" value="4700 Steeles"/>		
Field Instructor:	<input type="text" value="Zalina Mohamad"/>	Field Instructor2:	<input type="text"/>
Practicum Start date:	<input type="text" value="9/5/2016"/>	Date learning contract received:	<input type="text" value="9/14/2016 2:38:00 PM"/>
Expected date of Mid-Point Progress Review:	<input type="text" value="10/28/2016"/>	Expected date of Final Evaluation:	<input type="text" value="12/29/2016"/>

ADMINISTRATIVE AGREEMENT

Length of Placement (months):	<input type="text" value="4 months"/>	Hours at placement per week:	<input type="text" value="30 hours"/>
Days of the week at placement:	<input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUES <input checked="" type="checkbox"/> WED <input type="checkbox"/> THURS <input checked="" type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		
Projected Start Date:	<input type="text" value="9/12/2016"/>	Projected End Date:	<input type="text" value="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)**

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):

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)*

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



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
4) LG 2_4	PGA 2_4



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

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 <div style="border: 1px solid gray; padding: 2px;">Students and field instructors determine goals that reflect the criteria outlined in the Development Area but are specific to the context of the agency</div>	tested
2) edit after save	PGA 1_2
3) T.G. 1_3	PGA 1_3

pectives and social, political and economic factors on social issues o and micro perspective roaches used by the organization	Plans for Goal Attainment (Student to complete) tested <div style="border: 1px solid gray; padding: 2px;">Explains how student will meet each goal: tasks, activities, projects and method of evaluation</div> PGA 1_2
	PGA 1_3



On-Line Database - Learning Contract

5) LG 5_5	PGA 5_5
-----------	---------

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.

Once you
are
completely
done, click
on
"Submit"

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"



On-Line Database - Learning Contract

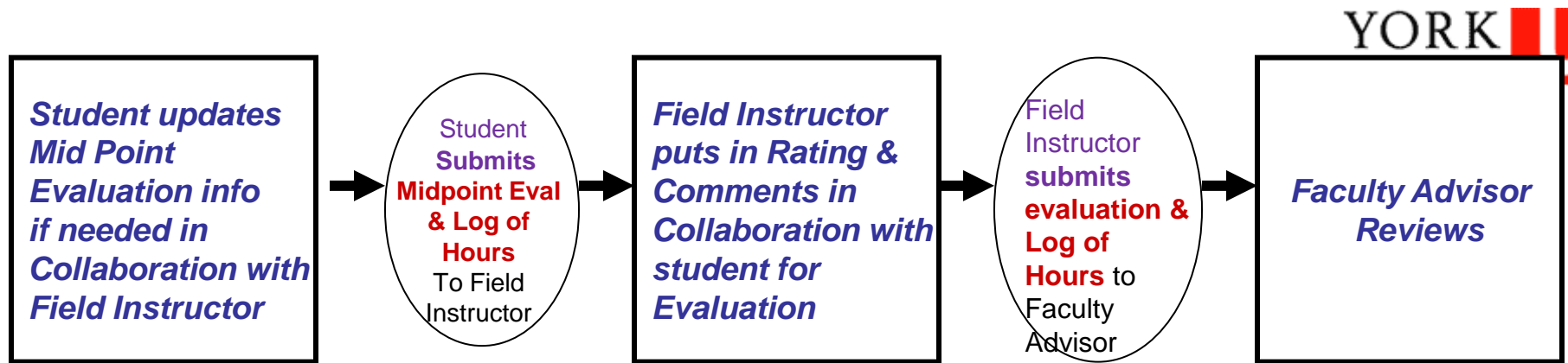
Submit this online to your
Faculty Advisor



Mid-Point Progress Review



On line Evaluation Process – Mid-Point Review & Log of Hours



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

logged in as FTest LTest

MY ONLINE SERVICES ▶

My Student Account:

On-Line Database - Mid-Point Progress Review

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

MY ONLINE SERVICES ▶
logged in

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



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) LG 1_1	PGA 1_1	<input checked="" type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
2) LG 1_2	PGA 1_2	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
3) LG 1_3	PGA 1_3	<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
4) LG 1_4	PGA 1_4	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input checked="" type="radio"/> DNM <input type="radio"/> NA
5) LG 1_5	PGA 1_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)

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



On-Line Database - Mid-Point Progress Review

Input your future plans/goals

4) LG 5_4	PGA 5_4	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> NI <input type="radio"/> DNM <input type="radio"/> NA
5) LG 5_5	PGA 5_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)
Student's Reflection 5

Field Instructor's Feedback on Progress (Field Instructor to complete)
Field Instructor's Feedback 5

FUTURE PLANS/GOALS
Identify goals or major projects for the next review period. (Student to complete)
Future PG

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.

[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

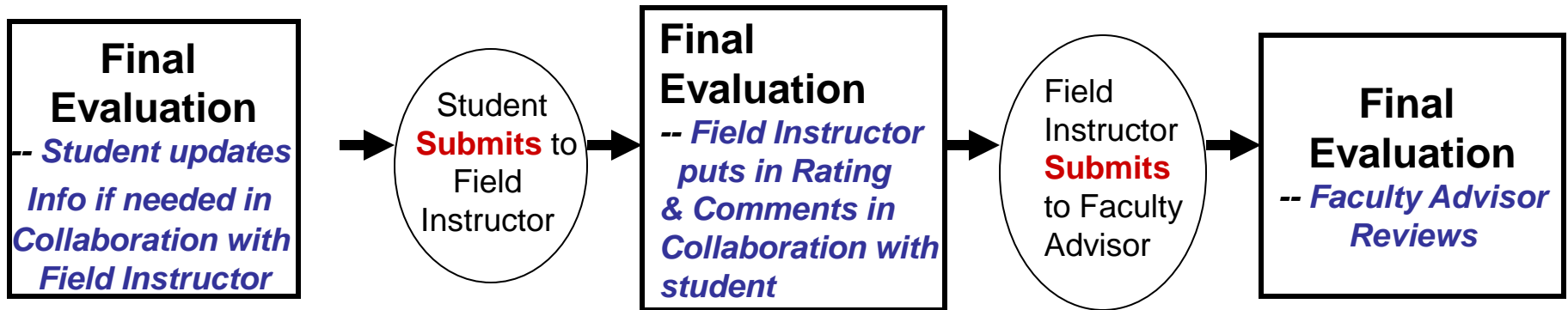


Final Evaluation



On-Line Database - Final Evaluation Process

On line Evaluation Process – Final Evaluation



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



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

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ALUMNI & VISITORS

Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index

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

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

LOGOUT

logged in as Test Test

MY ONLINE SERVICES ▶

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.



On-Line Database - Final Evaluation

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

logged in as Test Tes

MY ONLINE SERVICES ▶

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



On-Line Database - Final Evaluation

3)	LG 1_3F	PGA 1_3F	EE	ME	NI	DNM	NA
			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4)	LG 1_4F	PGA 1_4F	EE	ME	NI	DNM	NA
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5)	LG 1_5F	PGA 1_5F	EE	ME	NI	DNM	NA
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student's Reflection on their Progress (Student to complete)							
Student's Reflection 1F							
Field Instructor's Feedback on Progress (Field Instructor to complete)							
Field Instructor's Feedback 1F							

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



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

On-Line Database - Log-Out



redefine THE POSSIBLE.

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MY ONLINE SERVICES ▶

LOGOUT

logged in as

Make sure you Log Out at the end of each session




On-Line Database - 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's log-out confirmation page. At the top, there is a navigation bar with the text 'MY ONLINE SERVICES' followed by a right-pointing arrow. Below this is a header area with the text 'Student Portal Log Out'. The main content area features an icon of an open wooden door with a large green arrow pointing outwards. To the right of the icon, the text reads 'Logged Out' followed by '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.



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.**



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)



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'.



Trouble-Shooting and Help?

Any questions on the database

Please contact

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