



Faculty of Liberal Arts & Professional Studies

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

## **August 29, 2016**



# MSW PHASE II ORIENTATION

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



# INTRODUCTIONS

Sheryl Abraham

Field Education Coordinator, MSW Program

416-736-2100, ext. 33354, [sabraham@yorku.ca](mailto:sabraham@yorku.ca)



# PURPOSE OF PRACTICUM

- Translating Theory into Practice
- Reflective and Reflexive Practice



# 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 (Y Term)
- **MUST** complete 450 hours of placement “on site”
- Hours:
  - Regular working day at the agency
  - Lunch not counted
  - Sick time and statutory holidays not counted



## 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: \_\_\_\_\_

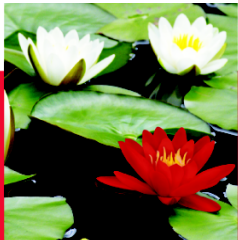
Please Check the Days at Placement:						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# WSIB STUDENT DECLARATION LETTER



FACULTY OF LIBERAL  
ARTS & PROFESSIONAL  
STUDIES

School of Social Work

5880 ROSS BLDG.  
4700 KEELE ST  
TORONTO ON  
CANADA M3J 1P3  
T 416 736 5226  
F 416 650 3861  
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): \_\_\_\_\_

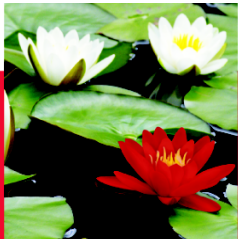
Student signature: \_\_\_\_\_

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

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



Please ensure you have signed  
this form and leave it with me  
today.



# 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:

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>	

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 first day of Placement

### COMPLETE DURING ORIENTATION



Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative

Worker/supervisor rights and responsibilities

Safe work procedures and operation of equipment

Use of Personal Protective Equipment (PPE)

Identification of restricted or prohibited areas, tools, equipment and machinery

Hazards in the workplace that may affect the student, how they're controlled and how to deal with them

What to do and who to see if the student has a safety concern

What to do when there is a fire or other emergency (e.g., evacuation procedures)

Location of fire exits and fire extinguishers

Location of the first aid supplies, equipment, facilities:

- Names of staff responsible for first aid
- How to record first aid treatment

Procedures for reporting accidents and injuries

Workplace Hazardous Materials Information System (WHMIS)

Workplace policies and procedures on:

- Workplace Harassment
- Violence prevention
- Working in isolation
- Smoking/Drinking/Substance abuse



## USE OF CAR ON PLACEMENT

Students do not receive any compensation from York when using their own vehicles for 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.



# 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
- Have an appropriate attitude
- 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



# PHILOSOPHY OF PLACEMENT

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

Mission Statement

Policies and procedures





# 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 more
  - 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://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010\\_R5.pdf](http://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010_R5.pdf)

- 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
- Fears/safety/trust/challenge: Power Differential
- Respects student role
- Supervision time
- Helps ensure evaluations completed in timely manner



Field Instructor



# FIELD INSTRUCTOR SEMINARS



Field Instructor

- September 16, 2016 – students should attend with their Field Instructor
- November 11, 2016 – students can attend with their Field Instructor
- December 9, 2016 – only Field Instructors attend this event



# FACULTY ADVISOR'S ROLES AND RESPONSIBILITIES

Faculty Advisor



Link to School of Social Work:

- Integrate theory and practice
- Mediator / Trouble shooter
- Site Visit
- Submits Evaluations to Field Education Manager



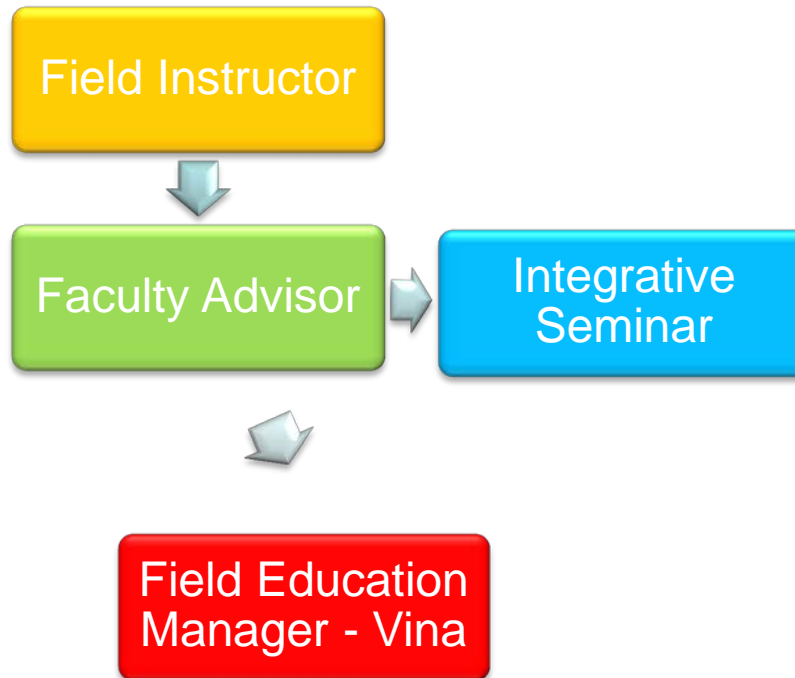
## PLACEMENT CONCERNS

- 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
- 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:
- |                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | BSW - DEA                         |
| <input type="checkbox"/> | MSW - Full Time Advanced Standing |
| <input type="checkbox"/> | MSW - Part Time Advanced Standing |
| <input type="checkbox"/> | MSW - 2Yr/ YR 1                   |
| <input type="checkbox"/> | 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)***





# PRACTICUM GRADE SUBMISSION

The Student must hand in the following:

- Learning Contract (on-line only)
- Mid-Term (on-line only)
- Final Evaluation (on-line and signed hard copy)
- Log of Hours (on-line)
- Student Questionnaire (on-line)

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

File Edit View History Bookmarks Tools Help

School of Social Work | Fac... Faculty of Liberal Arts & Pr... +

practicum.sowk.laps.yorku.ca Search

YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS Search yorku.ca

Quick Links

## Faculty of Liberal Arts & Professional Studies

### Practicum - School of Social Work

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

## Field Placement (Practicum)

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.

Click to watch

Social Work Students discuss the program & practicum

Search this site

School of Social Work Database Sign-in

### Upcoming Events

YORK UNIVERSITY

Click on  
"Database  
Sign In"

# On-Line Database – Log In

Click on  
“Students”

File Edit View History Bookmarks Tools Help

School of Social Work | Fac... School of Social Work Data... +

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 Applications for School of Social Work include 4 sections

#### Students

In order to submit an application for placement students who are eligible must register their personal account before they can log on to the database. After log on students may review their personal information; current courses; study plans and agency placement information. They may also submit their application for placement and once they have a confirmed placement and are registered for practicum in the current academic year may complete their learning contract, mid point review and final evaluation through this portal.

#### Field Office Staff

#### Field Instructors

#### Faculty Advisor



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)



# 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 also present. The main content area features a red banner for the Faculty of Liberal Arts & Professional Studies, followed by a grey banner for the Database Online - School of Social Work. Below this is a navigation bar with links to Home, Students, Field Office Staff, Field Instructors, Faculty Advisors, and Contact. The main heading is "Welcome to School of Social Work Database Online!". A "Student Web Services Sign In" 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 (Facebook, Twitter, YouTube, RSS, yFile), a site search bar, and a "Quick Links" section with links to Practicum/Field Placement, Registrar's Office, Sessional Dates, Student Papers & Academic Research Kit (SPARK), Counselling & Disability Services, Writing Centre, and Petitions.

File Edit View History Bookmarks Tools Help

School of Social Work | Fac... School of Social Work Data... +

sowk.eso.yorku.ca/StudLogin.aspx Search

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!

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?](#)

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](#)

- 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.



[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](#) ▶ | [Agency Search](#)

[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](#)

\* required fields


Note: General, Contact, Academic and Program Groups data are from the Student Information System (SIS)

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



# 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  \*

**Change Password**

\* 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/>.

**HELPFUL LINKS**

- [School of Social Work](#)
- [Current Students](#)
- [Registrar's Office](#)
- [Agency Search](#)
- [Privacy and Legal](#)

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

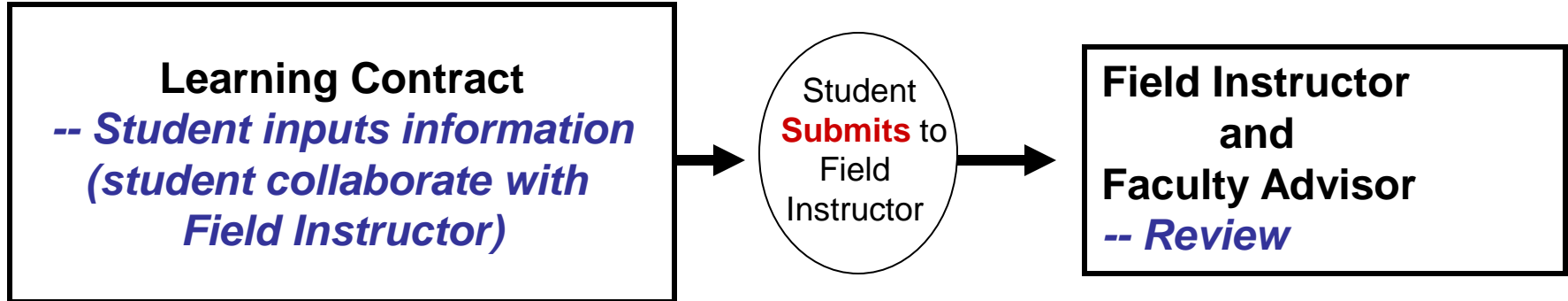




# Learning Contract



# 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, 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**' (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)

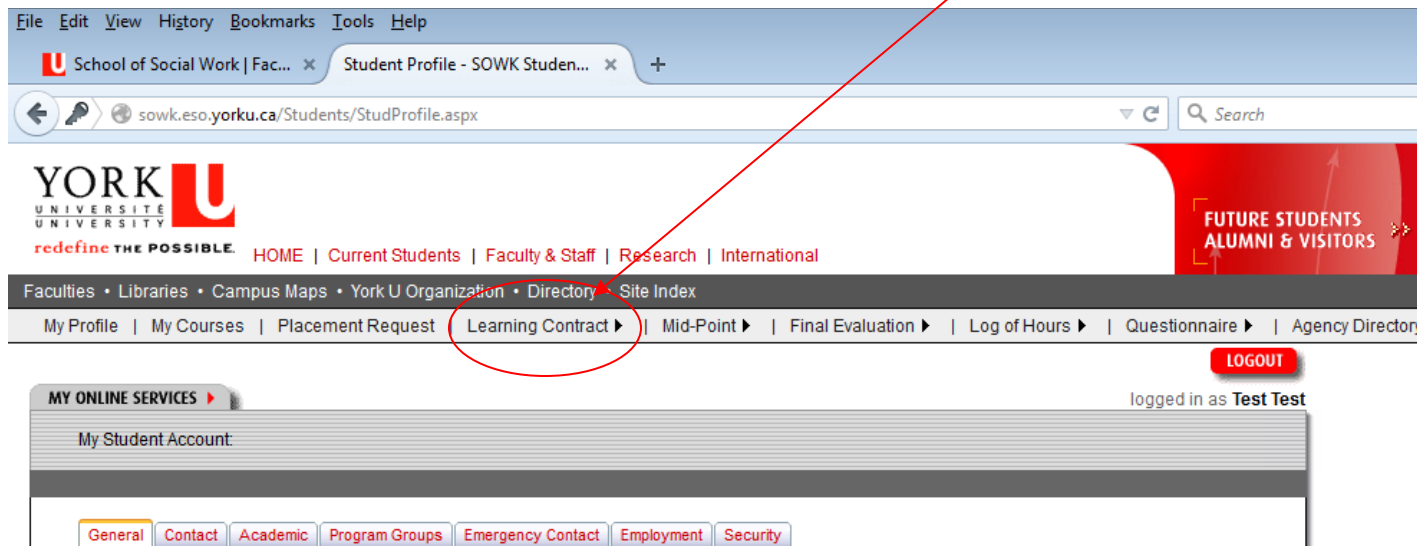
## Step three – Faculty Advisor

-- 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.





# Learning Contract – Administrative Agreement

## You will be directed to your Learning Contract Page

The learning contract is negotiated between the student and the 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		Agency/Organization	
Faculty Advisor		Agency/Organization Address	
Field Instructor 1		Primary Address for Placement (if different from above)	
Field Instructor 2		Practicum Start Date	
Expected date of Mid- Point Progress Review		Expected date of Final Evaluation	

### ADMINISTRATIVE AGREEMENT

Length of Placement (months)		Days of the week at placement (FULL DAYS)	MON	TUES	WED	THURS	FRI	SAT	SUN
Projected Start Date		Hours at Placement per Week							
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 Instructor and Student incorporate a discussion on practice theory and application during these meetings?

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



# 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. Articulates and explains a range of theories and approaches used by the organization.

	LEARNING GOALS	PLANS FOR GOAL ATTAINMENT
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>
5)	<input type="text"/>	<input type="text"/>

### (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 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).

## **(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 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



# On-Line Database - Learning Contract

*Note:*

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

A rectangular button with the word "Save" in a light blue font.A rectangular button with the word "Submit" in a light blue font.A text link that says "Print Form" in a light blue font.

**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”**

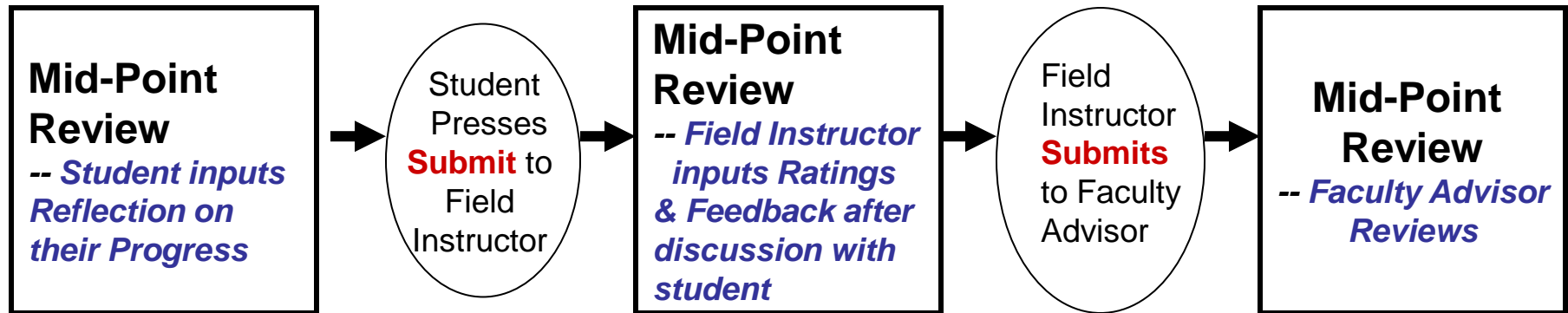




# Mid-Point Progress Review



# 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 'do you want to change data from Learning Contract?' 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** 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

The screenshot shows a web browser window with the URL `sowk.eso.yorku.ca/Students/StudProfile.aspx`. The page header includes the York University logo and navigation links: HOME | Current Students | Faculty & Staff | Research | International. Below this is a secondary navigation bar with links: My Profile | My Courses | Placement Request | Learning Contract | **Mid-Point** | Final Evaluation | Log of Hours | Questionnaire | Agency Directory. The 'Mid-Point' link is circled in red, and a red arrow points to it from the text above. The page also features a 'MY ONLINE SERVICES' section with a 'My Student Account' link and a 'LOGOUT' button. At the bottom, there is a 'General' tab and links for 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**

## 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	The student understands the skill but has limited ability to adopt in practice
NI	Needs Improvement
DNM	Does Not Meet Expectations
NA	Not applicable at this time

☐ Do you want to change data from Learning Contract?

**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

**(1) Social Issues Addressed by Organization**

- Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- Articulates and explains a range of theories and approaches used by the organization

**Learning Goals****Plans for Goal Attainment****Progress of Learning Goal**☐ EE ☐ ME ☐ NI ☐ DNM ☐ NA**Student's Reflection on their Progress****Field Instructor's Feedback on Progress**

**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 planned accomplishments for the next review period.

### Note:

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

Print Form

**Once you  
are done,  
click on  
“Submit”**

**You can  
print the  
evaluation  
by clicking  
on “Print  
Form”**

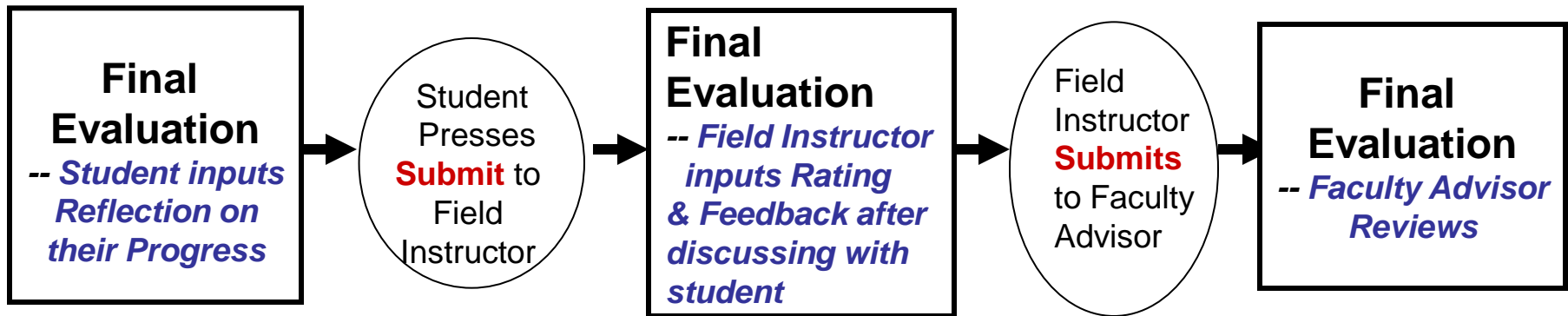
**If you want to save your information and come back to it, click on “Save”. Your information will be saved but won’t be submitted until you click on submit**



# Final Evaluation



# On-Line Database - Final Evaluation Process



## 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 check box 'do you want to change data from Learning Contract?' to do updates*
3. Inputs Reflection on Their Progress with learning goals
4. '**Submit**' (*submit button at bottom*) to Field Instructor either way

## 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





# On-Line Database - Final Evaluation

The final evaluation is completed 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. The final evaluation is to be completed by the field instructor in collaboration with the student. The student should ensure that a detailed account of work completed is appended to the evaluation document. Upon completion the report is submitted to the

Faculty Advisor who will then forward to the Field Education Office so that a final grade can be submitted.

## *RATING SCALE*

EE	Exceeds Expectations
ME	The student understands the skill but has limited ability to adopt in practice
NI	Needs Improvement
DNM	Does Not Meet Expectations
NA	Not applicable at this time

☐ Do you want to change data from Mid-Point?

**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

**(1) Social Issues Addressed by Organization**

- Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- Articulates and explains a range of theories and approaches used by the organization

**Learning Goals****Plans for Goal Attainment****Progress of Learning Goal**☐ EE ☐ ME ☐ NI ☐ DNM ☐ NA**Student's Reflection on their Progress****Field Instructor's Feedback on Progress**

**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

*Note:*

- Save button is for saving database into database so you change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

Print Form

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 – 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 (home or placement) 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 the 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 Evaluation 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'

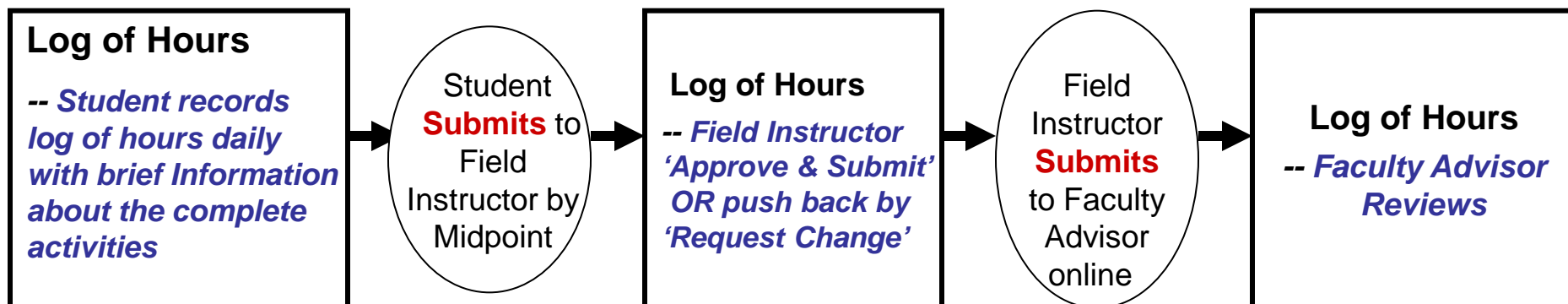


# On-Line Log of Hours





# On-Line Log of Hours Process



## Step one – Student Must Log the Hours Daily

1. Student must log into database through **Firefox** (<http://www.yorku.ca/laps/sowk>), and go to 'Log of Hours' tab
2. Student must **Add hours, Date, and Activity information**
3. Student '**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 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](#)

[LOG OUT](#)

**MY ONLINE SERVICES**

logged in as:

**PLACEMENT SUPERVISION LOG OF HOURS**

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:

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

*This information will need to fill in*

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Ftest Ates**

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** **Update Hours** **Delete 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			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: Ftest Atest

Placement: Testing Agency

Total Placement Hours: 235 Mid Point Request Hours: 225 Final Request Hours: 450

Activity: 175 t1

Placement Date: 09/8/2014

Number of Hours Worked: 12

	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:

[Add Hours](#)[Update Hours](#)[Delete Hours](#)

	Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
<a href="#">Edit</a>	40	MSW-W11-5350FT	MSWFT1	08/01/2014	3	3	N	Pending
<a href="#">Edit</a>	43	MSW-W11-5350FT	MSWFT2_1	08/04/2014	4	7	N	Pending
<a href="#">Edit</a>	44	MSW-W11-5350FT	MSWFT3	08/05/2014	5	12	N	Pending
<a href="#">Edit</a>	175	MSW-W11-5350FT	t1	09/08/2014	12	24	N	Pending
<a href="#">Edit</a>	176	MSW-W11-5350FT	T2	09/09/2014	12	36	N	Pending
<a href="#">Edit</a>	177	MSW-W11-5350FT	t3	09/10/2014	12	48	N	Pending
<a href="#">Edit</a>	178	MSW-W11-5350FT	t4	09/11/2014	12	60	N	Pending
<a href="#">Edit</a>	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

Submit Mid Point Log of Hours

Submit Final Log of Hours

Keep logging the hours daily , when the number of hour reaches Mid Point (e.g. 225 hours for required 450 placement hours of MSW Program)  
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



## On-Line Log of Hours – Highlights

- After student submits the Log of Hours, 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 Field Instructor is asking student to make changes in their Log of Hours.
- Student should also submit the Mid Point Evaluation to Field Instructor for Rating.
- When student completes the required placement hours (e.g. MSW Full Time Program students need to finish 450 placement hours); student will submit the Final Log of Hours by clicking the 'Submit the Final Log of Hours' button at the bottom.
- Student will also submit the Final Evaluation to the Field Instructor for Rating.





# 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>