

**MSW 2-Year, Year 2 Beginning Placement Information**  
**September 12, 2016**

The purpose of the 2<sup>nd</sup> year placement is to further prepare you to integrate theory into practice and build on the learning you had in your first year placement and in your first year courses.

Please contact the Counselling and Development Centre for any accommodation needs for your practicum: (416) 736-5297, Room N110, Bennett Centre for Student Services

Please enroll in the Advanced Practicum Course 5350 6.0 (Y term) before your placement begins and please obtain any other items, including your vulnerable sector screen, beforehand if your placement requires this.

Students must complete 450 hours of placement, 2 or 3 full 8 hr. days/week **at the placement site**, with a 1 hour lunch that is not counted towards placement hours:

- Students are expected to complete a regular working day at the agency on their placement days
- Sick time and statutory holidays are not counted
- Placement times should not conflict with core courses. Electives should be scheduled around placement times.
  
- Use of car on placement:  
Students do not receive any compensation from York when using their own vehicles for mileage or otherwise. We advise that you not transport clients in your own cars unless directly required by the placement site. If you are required to do so please ensure you obtain the necessary car insurance to cover such activities.
  
- Field Instructor Seminars:
  - 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
  
- The Faculty Advisor guides you through the placement and conducts 4 Integrative Seminars throughout the year:
  - If the integrative seminars conflict with your placement activities, you will have to make up this placement time as you have to attend these seminars as outlined in your confirmation package.
  - Field Instructors are sent these dates but just remind them that you won't be in practicum during the integrative seminar times if your practicum hours and the integrative seminars conflict.

- Site visit to be done around the mid-point, but if more support is needed please request this from the Faculty Advisor.
- PRP = Practice Research Paper, a parallel but separate process to your placement
- Complete package for practicum grade submission:
  - On-Line Learning Contract Due: within the first 3 weeks of your placement
  - On-Line Mid-Point Review Due: at the completion of approx. 225 hours
  - On-Line Final Evaluation and Signed Hard Copy of the Final Evaluation Due: 1 week before the end date outlined in your placement confirmation sheet, but no later than April 14, 2017 if planning for June convocation
  - On-Line Log of Hours to be completed online weekly. Submit to Field Instructor online when reach 225 hours AND 1 week before you reach 450 hours, but no later than April 14, 2017 if planning for June convocation.
  - Student Questionnaire of Placement Due: 1 week before the end date outlined in your placement confirmation sheet, but no later than April 14, 2017 if planning for June convocation.
- Any questions about your grade, please speak to your Faculty Advisor
- Please review the practicum manual, in particular the following policies:
  - Strike Policy
  - Social Media Guidelines
  - Placement Breakdown Policy
  - Placement Failure Policy
  - MSW Professional Behaviour Policy – Appendix B
 As well as the following policies:
  - 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>
  - Faculty of Graduate Studies: <http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/>
  - 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)