

York University
School of Social Work
FIELD EDUCATION OFFICE
BSW PRACTICUM
Due Dates for Forms & Evaluations

<u>Forms & Evaluations</u>	<u>Due</u>	<u>Submission</u>
Learning Contract (on line)	3 rd week of placement	Submit to Field Instructor-online database
Mid-Point Progress Review (on line)	At the half way point of your placement, which is after completing 350 hours	Submit to Field Instructor-online database
Final Evaluation (on line and submit a hard copy with Student & Field Instructor signatures)	At the completion of your 700 placement hours (no later than August 18, 2017)	Submit to Field Instructor-online database; signed hardcopy to Faculty Advisor
Reflective Paper (hard copy only)	At the completion of your 700 placement hours	Submit hardcopy to Faculty Advisor
Placement Log of Hours (on line)	To be completed daily or weekly. Submit to Field Instructor online at midpoint (350 hours) AND at Final (700 hours), no later than August 18, 2017)	Submit to Field Instructor-online database
Student Evaluation of the Practicum (online)	At the completion of your 700 placement hours, no later than August 18, 2017)	Submit to Field Office-online database

Important:

- If your placement hours extend beyond the term you are registered in for the practicum, please contact your Faculty Advisor and Vina Sandher to arrange a deferral.

<http://practicum.sowk.laps.yorku.ca/files/2016/02/DeferralExtensionRequestForm.pdf>

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

Vina Sandher
Field Education Manager
School of Social Work
(416) 736-2100 ext. 39488
E-mail: vsandher@yorku.ca