

York University  
School of Social Work  
**FIELD EDUCATION OFFICE**  
**MSW PRACTICUM (Full Time)**  
**Due Dates for Forms & Evaluations**

<u>Forms &amp; Evaluations</u>	<u>Due</u>	<u>Submission</u>
Learning Contract <b>(on line)</b>	3 <sup>rd</sup> weeks of placement	Submit to Field Instructor-online database
Mid-Point Progress Review <b>(on line)</b>	At the half way point of your placement, which is after completing 225 hours or at the first term of your placement	Submit to Field Instructor-online database
Final Evaluation <b>(on line and submit a hard copy with Student &amp; Field Instructor signatures)</b>	One week before the placement end date outline in your confirmation package	Submit to Field Instructor-online database, hardcopy to Faculty Advisor Submit to Field Instructor-online database
Placement Log of Hours <b>(on line)</b>	To be completed online daily/weekly	Submit to Field Instructor-online database
Student Questionnaire of the Practicum <b>(online)</b>	At the completion of your 450 placement hours	Submit to Field Office-online database

**Important!!!**

If your placement hours extend beyond **the projected end date listed in the confirmation sheet by 1 week or more**, please request a Placement Extension/Grade Deferral by completing the following form

<http://www.yorku.ca/laps/sowk/practicum/documents/DeferralExtensionRequestForm.pdf>

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

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School of Social Work  
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