



P/T MSW Applying For Placement Orientation December 7, 2016



Introductions

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MSW Applying For Placement Orientation

- The School of Social Work's Mission
- Placement Process
- Factors for Agencies to Consider
- Factors the Field Office Considers
- MSW Practicum Road Map
- Placement Timelines
- Student's Responsibilities in the Placement Process
- Factors for Students to Consider
- Work Placements
- International Placements
- Cover Letter and Resume
- Interview
- Pre-Placement Agency Requirements
- Confirmation of Placement Process
- Accommodations
- Technical Support - On-line Placement Application



The School's Mission Statement

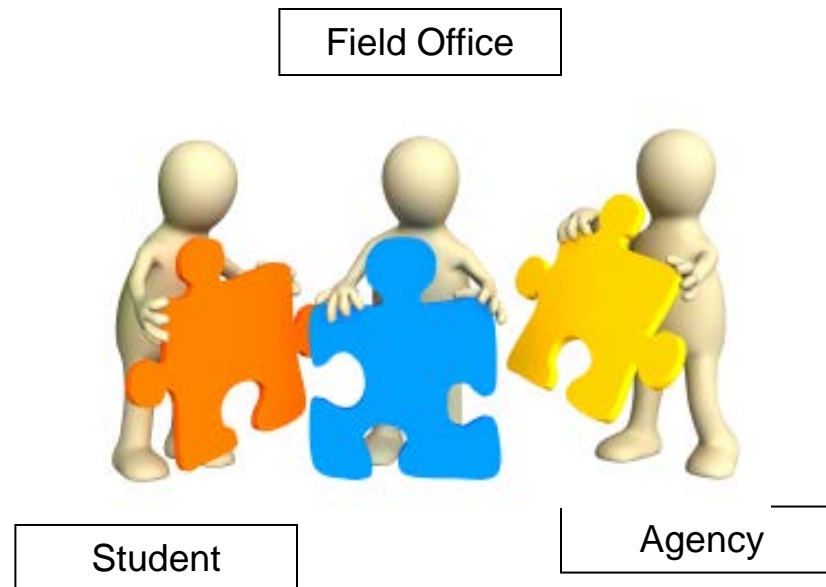
- Critical Social Work Perspective
- Social Justice Issues



We encourage you to think about your placement in terms of the social justice issues you wish to address and the skills you will need to develop to do so effectively.



Placement Process





Factors for Agencies to Consider

- Ability to supervise students
- Interest in taking students
- Learning opportunities
- Supervision
- Physical Space
- Timelines of placement



Factors the Field Office Considers

- Non-Profit Agency
- Agency's social work philosophy
- Educational qualifications of Field Instructors
- Supervision
- Learning opportunities
- Practicum, not an Internship
- Legal Requirements for the Agency



- The placement process can take some time because of the previous factors.
- If you are feeling anxious, please feel free to e-mail me to set up an in-person or telephone meeting.

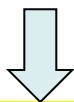


MSW Practicum Road Map

Support from the Career Centre



Applying for Placement Orientation
Wed. Dec. 7, 2016



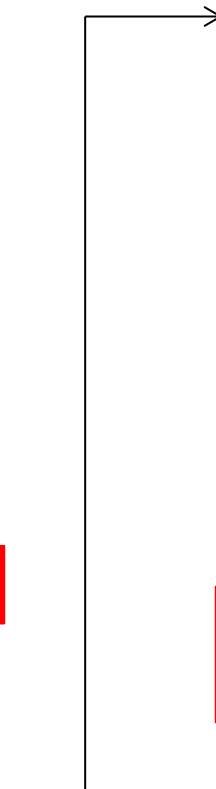
Advising Appointment – In-person
or Telephone



Application Due: Jan. 13, 2017



MSW Coordinator reviews all
placement applications



Match sent to Student

- Students have 3 business days to respond to match.
- If interested, Coordinator arranges interview details.
- Placement is still not guaranteed - Tell the Field Office the outcome of the interview.



Field Office follows up with the
Field Instructor/Agency after
placement offer



Confirmation of Placement
Package – Summer 2017



Mandatory Beginning Placement
Orientation



Placement Start – Second week of
Sept. 2017



Placement Timelines

- 450 Hours
- 2-5 Full 7 Hour Placement Days/Week:
 - 2 days/week = Sept. to end of April
 - 3 days/week = Sept. to end of Jan.
 - 4 days/week = Sept. to Dec. (block placement)
 - 5 days/week = Sept. to Nov. (block placement)



Factors for Students to Consider

While the Field Office strives to offer Part-Time students flexibility in completing placement hours, flexible placement opportunities such as doing block placements (4-5 placement days/week) and evening/weekend placements tend to be limited



Students Responsibilities in the Placement Process

Students are expected to demonstrate readiness for practice in the process of securing a placement in addition to the fulfillment of the practicum hours:

- Completing the on-line placement application
- Complete core courses (Critical Perspectives and Graduate Research Seminar)
- NOT reaching out to agencies on your own without prior discussion with the Field Education Coordinator (this includes hospitals, school boards and child welfare agencies).
- Checking your phone and e-mail messages regularly (for example, 2-3 times a week)
- Know that if you don't respond to the Field Education Coordinator about an opportunity by the specified deadline, you won't be considered for the potential placement



Students Responsibilities in the Placement Process

- Informing the Field Education Office of any absences that might affect your availability during the placement process
- Preparing for a successful interview
- Keeping the Field Education Coordinator informed about the outcome of the interview
- If required, obtaining a vulnerable sector screen police check and any other agency requirements prior to the start of placement.
- If you are offered a placement within your identified interests, you must accept the placement offer and your placement search is complete.
- Being professional



Factors for Students to Consider

- Past work / volunteer experience
- Education / Training
- Social work issues / populations
- Skill development
- Supervision
- Learning style
- Self-care practices



Work Placements

- Criteria to be met
- Contact the Field Office to discuss
- Separate proposal to be e-mailed to MSW Field Education Coordinator by:
January 13, 2017
(also submit separate on-line placement application on Database by the same deadline)
- All proposals must be approved by Field Education Office



International Placements

- Factors to Consider
- Timelines
- University of West Indies Project



Cover Letter

- 1 Generalized Cover Letter
- Work and Volunteer Experience
- Education
- Introduce yourself and what you have to offer



Cover Letter and Resume

- Save resume and cover letter under one document
- Word 97-2003 .doc or PDF
- Save it with first and last name as the title of the document
Ex. “Esther NG 2017”
- Try to keep resume to 2 pages
- Spell check and have someone else read it over



Interview

- Professional Dress
- Discuss why you chose to explore this agency/setting
- Discuss what you can offer
- Be clear about your learning goals
- Be sure to ask what social work theories they use, what you will do on a daily basis, what programs you will be exposed to, and who you will be working with
- Ask how supervision will work
- Discuss follow-up timelines



Interview Workshop

Wednesday February 15, 2017
12:30-2:30pm



Cover Letter/Resume/Interview Help

Suite 202, McLaughlin College

416-736-5351

career@yorku.ca

www.yorku.ca/careers



Pre-Placement Agency Requirements

- Vulnerable Sector Screening Week: April 3-April 7, 2017
- License/Access to a car
- Health Documentation:
 - **10 year booster shot (MMR and DTP)
 - **Varicella (Chicken Pox) immunizations
 - **Hep B immunizations
 - 2-step TB test
 - Mask Fit Test
 - Flu shot



Confirmation of Placement Process

- Confirmation E-mail sent to Student and Field Instructor from Field Education Coordinator
- Enroll in the Advanced Practicum Course 5350 6.0 Y Term
 - By permission only
 - MUST enroll before you can start your placement
- Confirmation Package from Field Office
 - Faculty Advisor
 - Mandatory Integrative Seminar Dates
- Beginning Placement Orientation – Late Aug. 2017
or early Sept. 2017

Faculty Advisor



Student

Agency



Accommodations

Please contact the
Counselling and Development Centre
(416) 736-5297
Room N110
Bennett Centre for Student Services



Technical Support – On-line Placement Application



YorkU Passport Instructions

<http://computing.yorku.ca/students/home/>

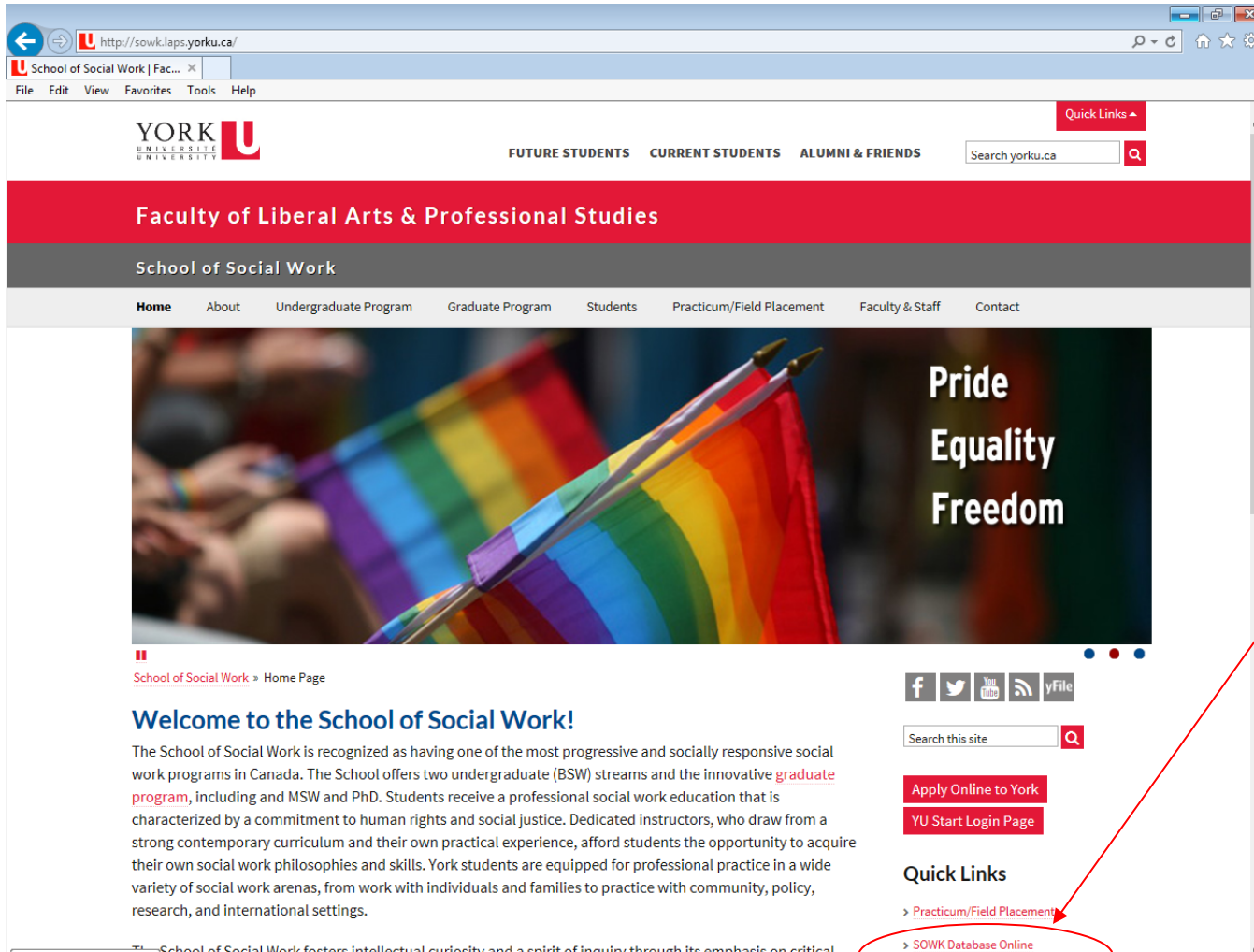


Social Work Practicum/Field Placement Database Instructions

Registering on the Database via Website

Open Internet Browser

On Address Line Type: <http://www.yorku.ca/laps/sowk>



The screenshot shows a web browser window with the address bar displaying <http://sowk.laps.yorku.ca/>. The website header includes the York University logo, navigation links for Future Students, Current Students, and Alumni & Friends, and a search bar. Below the header, a red banner reads "Faculty of Liberal Arts & Professional Studies" and a grey banner reads "School of Social Work". A navigation menu includes links for Home, About, Undergraduate Program, Graduate Program, Students, Practicum/Field Placement, Faculty & Staff, and Contact. The main content area features a large image of a rainbow flag with the text "Pride Equality Freedom". Below this, a "Welcome to the School of Social Work!" section describes the school's programs and commitment to social justice. On the right side, there are social media icons, a site search bar, and two buttons: "Apply Online to York" and "YU Start Login Page". A "Quick Links" section is also present, with a red circle and an arrow pointing to the "SOWK Database Online" link.

YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Search yorku.ca

Quick Links

Faculty of Liberal Arts & Professional Studies

School of Social Work

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

Pride
Equality
Freedom

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 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.

Search this site

Apply Online to York

YU Start Login Page

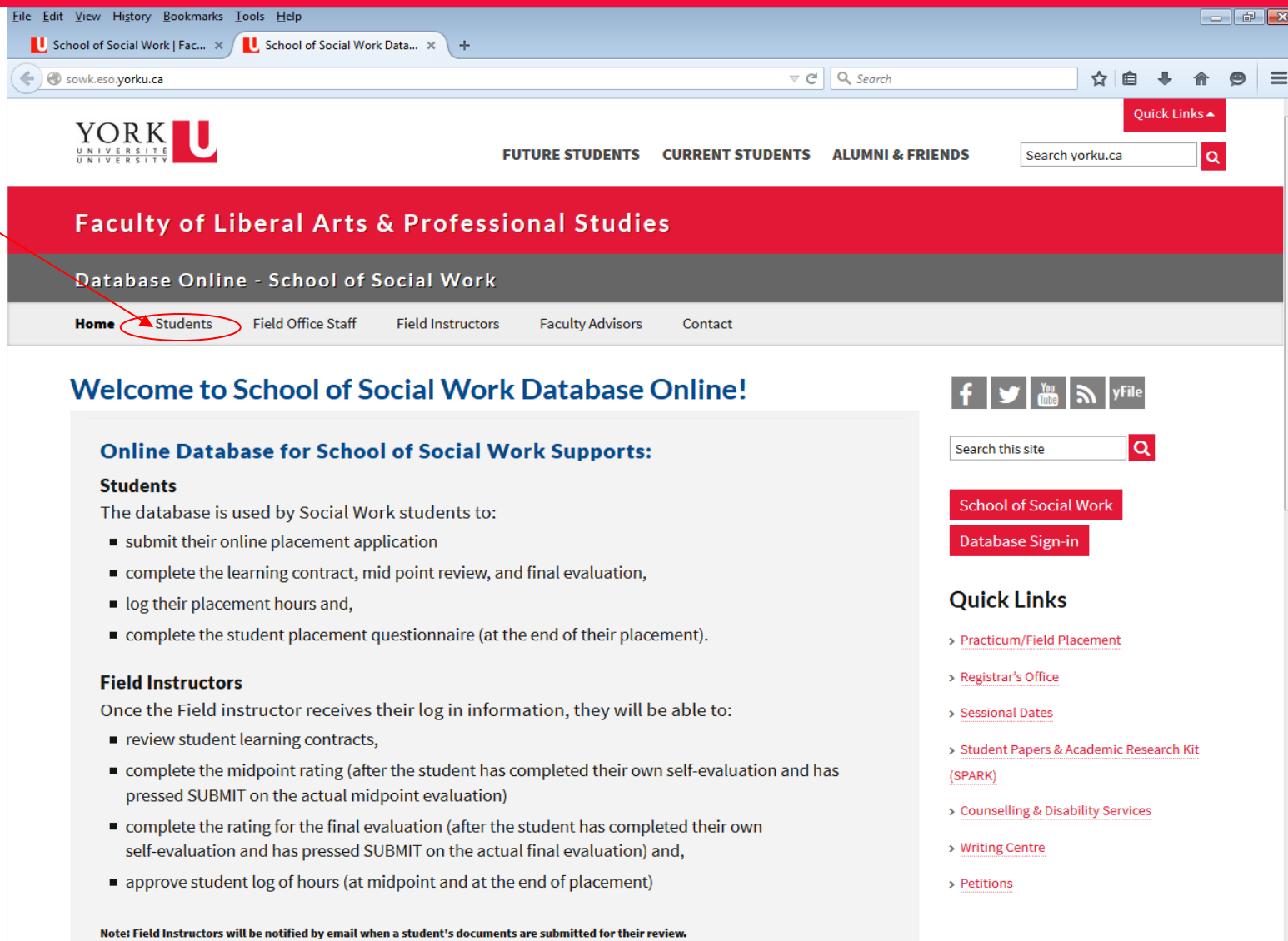
Quick Links

- > Practicum/Field Placement
- > **SOWK Database Online**

Click on “SOWK
Database Online”

Registering on the Database via Website

Select
"Students"



The screenshot shows a web browser window with the URL sowk.eso.yorku.ca. 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 is titled "Faculty of Liberal Arts & Professional Studies" and "Database Online - School of Social Work". A navigation menu at the bottom of the header includes links for Home, Students (highlighted with a red circle and a red arrow), Field Office Staff, Field Instructors, Faculty Advisors, and Contact. The main content area welcomes users to the School of Social Work Database Online and provides information about the Online Database for School of Social Work Supports. It lists the database's purpose for students and field instructors, along with a list of quick links on the right side.

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.

Quick Links

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

Registering on the Database via Website

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

- Click on “Register new account” for 1st time users

- If you were a previous BSW student and are now an MSW student, you may have to register again as an MSW student only once.

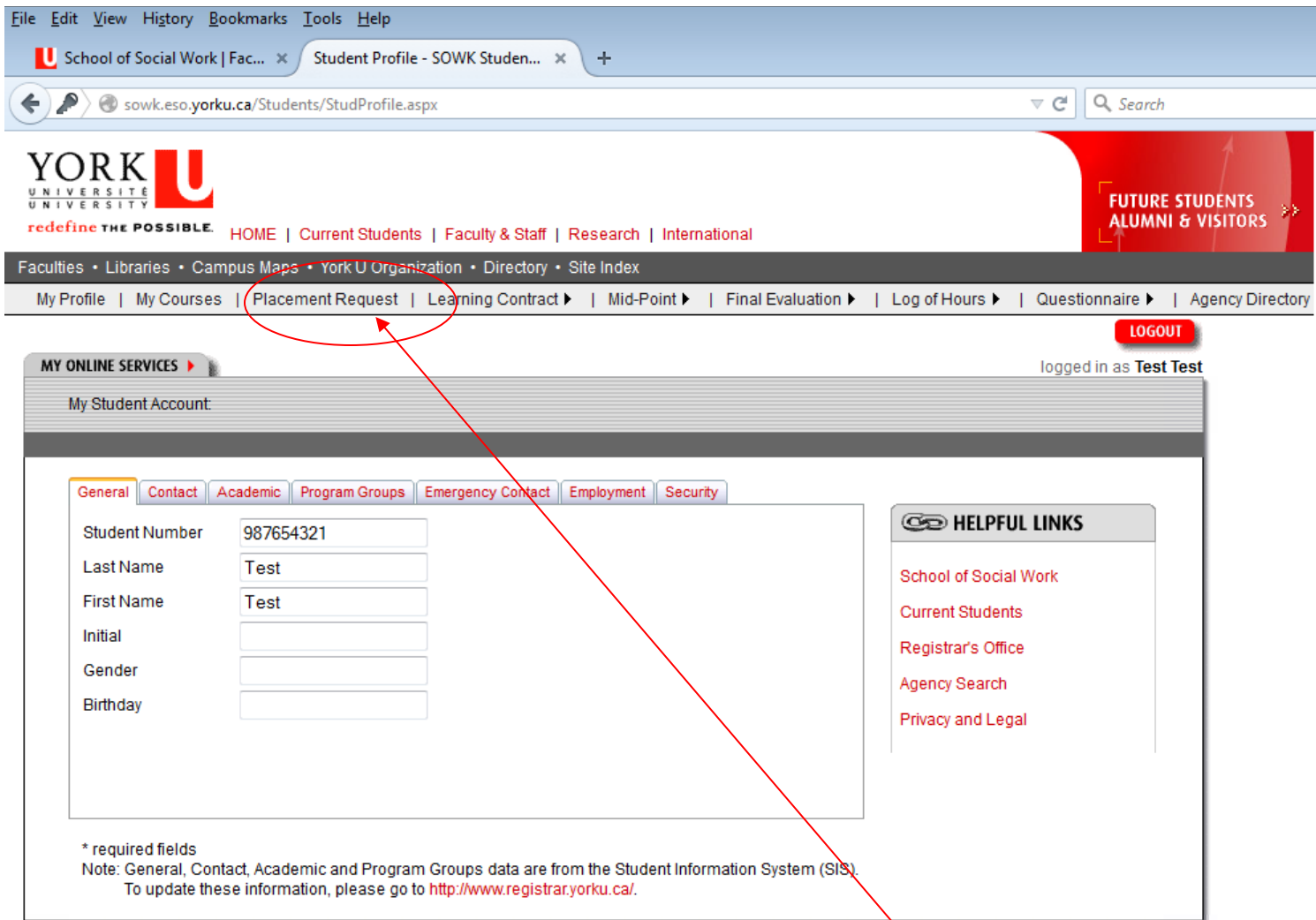
- OR enter your student ID & password (if you have already registered)
NOTE: this is different than your Passport York Account Log-in

- Select MSW or BSW Student (if you have already registered)

- Click Submit

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. Below the header, the page is titled "Faculty of Liberal Arts & Professional Studies" and "Database Online - School of Social Work". The main content area is titled "Welcome to School of Social Work Database Online!" and features a "Student Web Services Sign In" section. This section contains a form with fields for "Student Number:", "Password:", and "Program:" (with radio buttons for BSW and MSW). A red circle highlights the "Submit" button. Below the form, a message states "Don't Forget To Logout When You're Done." and a session expiration notice. At the bottom of the form, there are links for "Register New Account" and "Forgot Your Password?". To the right of the form, a "Quick Links" section lists various resources, including "Practicum/Field Placement", "Registrar's Office", "Sessional Dates", "Student Papers & Academic Research Kit (SPARK)", "Counselling & Disability Services", "Writing Centre", and "Petitions".

Registering on the Database via Website - Placement Request



The screenshot shows a web browser window with the URL sowk.eso.yorku.ca/Students/StudProfile.aspx. The page features the York University logo and a navigation menu. The 'Placement Request' link is circled in red, and a red arrow points from it to the 'Placement Request' tab in the 'MY ONLINE SERVICES' section. The 'MY ONLINE SERVICES' section is titled 'My Student Account' and contains a form with fields for Student Number, Last Name, First Name, Initial, Gender, and Birthday. The 'General' tab is selected, and the 'HELPFUL LINKS' section is visible on the right.

File Edit View History Bookmarks Tools Help

School of Social Work | Fac... x Student Profile - SOWK Studen... x +

sowk.eso.yorku.ca/Students/StudProfile.aspx Search

YORK UNIVERSITY
redefine THE POSSIBLE. HOME | Current Students | Faculty & Staff | Research | International

FUTURE STUDENTS
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

LOGOUT

MY ONLINE SERVICES logged in as Test Test

My Student Account:

General Contact Academic Program Groups Emergency Contact Employment Security

Student Number 987654321

Last Name Test

First Name Test

Initial

Gender

Birthday

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/>.

NOTE: This is a secure application. Remember to [logout](#) to protect your privacy.

Once you log-in, click on "Placement Request"

Registering on the Database via Website - Placement Request Contract



File Edit View History Bookmarks Tools Help

School of Social Work | Fac... x Placement Request - SOWK Stu... x +

sowk.eso.yorku.ca/Students/PRM.aspx Search

YORK
UNIVERSITY
UNIVERSITY
redefine 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

LOGOUT

logged in as Test Test

MY ONLINE SERVICES ▶

Placement Request

As part of your social work program at York University, you will be required to complete a placement to help integrate theory with practice. The Field Education Office has a very strict placement process. As you might suspect, the Field Office is securing placements for a large number of students and there is much competition for placements. Given the complexity of securing placements for many students, the School requires that we have a structured process.

By submitting this application you agree to the following:

- Completing course pre-requisites
- Not reaching out to agencies on your own without prior discussion with the Field Education Coordinator
- Checking your phone and e-mail messages regularly (for example, 2-3 times a week) to ensure you don't miss out on an opportunity
- If you don't respond to the Field Education Coordinator about an opportunity by the specified deadline, you won't be considered for the potential placement
- Informing the Field Education Office of any absences that might affect your availability during the placement process
- Preparing for a successful interview
- Keeping the Field Education Coordinator informed about the date of your interview and the outcome
- If required, obtaining a vulnerable sector police check screen and any other agency requirements prior to the start of placement.
- If you are offered a placement within your identified interests, you must accept the placement offer and your placement search is complete. Only under extreme circumstances, the Field Education Office may consider exploring other options.



Registering on the Database via Website – Placement Request

Be sure to fill out the appropriate program and the Term you are applying for. Provide the number of FULL days per week you will be in placement.

I am applying to participate in: <input checked="" type="checkbox"/> MSW Placement			
I am: <input type="radio"/> MSW - Advanced Program <input type="radio"/> MSW - 2 Year Program			
I am applying to participate in: <input type="text"/>			
How many days per week: <input type="text"/>			

General Information *(This section's data is obtained directly from the Registrar's Office. If any of the information is incorrect, please update it directly through the Registrar's Office - Current Students website)*

Student Number	<input type="text" value="987654321"/>	Date of Birth	<input type="text"/>
Last Name	<input type="text" value="Test"/>	First Name	<input type="text" value="Test"/>
Address	<input type="text"/>		APT# <input type="text"/>
City	<input type="text"/>	Province	<input type="text"/>
Home Phone	<input type="text"/>	Other Contact No	<input type="text"/>
			Postal Code <input type="text"/>

Preferred Contact Information

Email from SIS	<input type="text" value="estherng@yorku.ca"/>	Preferred Email	<input type="text" value="eqiuli@yorku.ca"/>
Preferred Name	<input type="text" value="Esther"/>	What pronoun do you use (he, she, they, other)?	<input type="text" value="Ms"/>

Emergency Contact

First Name	<input type="text" value="ABC"/>	Last Name	<input type="text" value="WWW"/>
Telephone	<input type="text" value="416555"/>	Relationship	<input type="text" value="friend"/>

Current Employment

Place Of Employment	<input type="text"/>	Position	<input type="text"/>
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Provide emergency contact information and Employment Information. Other personal information will be automatically generated by the database. If any of the personal information is incorrect, please be sure to update it on the main York system.



Registering on the Database via Website – Placement Request

PRACTICUM REQUIREMENTS

Which geographical regions can you complete your placement in? Please be clear regarding boundaries.

If you have a valid Driver's Licence, please indicate the type of Licence

☐ G2 ☐ G ☐ No Licence

Will you have access to a car for placement purposes?

☐ Yes ☐ No

Do you speak languages other than English? ☐ Yes ☐ No

List Languages:

Some agencies require students to self-identify in order to work with a specific population. If you wish to self-identify, please do so below.



Registering on the Database via Website – Placement Request

STUDENT INTEREST:

1. Please select 4 areas of critical social work you would be interested in. Please note, this is NOT a ranked list:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Formal Long-Term Counselling | <input type="checkbox"/> Formal Short-Term Counselling | <input type="checkbox"/> Group Facilitation | <input type="checkbox"/> Case Management |
| <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Outreach | <input type="checkbox"/> Advocacy | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Program Evaluation | <input type="checkbox"/> Community Engagement/Development | <input type="checkbox"/> Policy | <input type="checkbox"/> Research |
| <input type="checkbox"/> Other | | | |

2. Please select 4 areas of interest. Please note, this is NOT a ranked list:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Families | <input type="checkbox"/> Women | <input type="checkbox"/> Men |
| <input type="checkbox"/> Children | <input type="checkbox"/> Youth | <input type="checkbox"/> Child welfare | <input type="checkbox"/> Differing Developmental Abilities |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Differing Physical Abilities | <input type="checkbox"/> Addictions | <input type="checkbox"/> Newcomers to Canada |
| <input type="checkbox"/> Food Security Issues | <input type="checkbox"/> Homelessness | <input type="checkbox"/> LGBTTTQQ2SIA | <input type="checkbox"/> Aboriginal |
| <input type="checkbox"/> Justice/Legal/Political Issues | <input type="checkbox"/> Health Care/Community Health | <input type="checkbox"/> HIV/AIDs | <input type="checkbox"/> Employment/Income Support |
| <input type="checkbox"/> Palliative Care/Bereavement | <input type="checkbox"/> Domestic Violence/Sexual Assault | <input type="checkbox"/> Other | |

3. Please provide your rationale for working with these particular areas:

4. Please let us know if there is an area of practice that you are not interested in working with OR cannot work in for whatever reason:

5. If you have a specific contact at an agency that the School doesn't have a connection with and you have previously discussed this with the Field Education Office, please provide the details below. Students must recognize that placements will not be approved until the Field Education Office has reviewed the placement particulars to ensure they meet accreditation requirements. If you don't have a specific contact, please leave this section blank:

Agency Name:	<input type="text"/>
Contact Person's Name:	<input type="text"/>
Contact Person's E-mail Address:	<input type="text"/>
Contact Person's Telephone and Extension:	<input type="text"/>

Type 1-2 lines max. or it will cut you off



Registering on the Database via Website – Placement Request

ATTACHMENT

Please ensure your general cover letter and resume are combined in ONE document (.DOC, .DOCX, or .PDF file formats are only accepted).

Please ensure the file is saved as "First Name LAST NAME Year.doc". Example: John SMITH 2016.doc

An updated general cover letter and resume:

Browse...

No file selected.

If you would like to inform the Field Office of any further support or accommodations you may need in placement, please do so here. This information will be kept confidential. Please also let us know any dates you will not be in Ontario during your placement process:

☐ I have read and agree to the above-mentioned terms for the placement process.

Save

Submit

We look forward to working with you and finding the best match from your identified interests and viable placement opportunities.

Attach Resume and Cover Letter in one document. You MUST submit your resume and cover letter at the time of your application. Click SUBMIT.



Registering on the Database via Website – Reminders

- Please ensure that you have all documentation completed, for example **resume and cover letter (.doc format)**, before submitting your application. No editing privileges are permitted.
- The application will log you out after 20 minutes of inactivity
- Please write on the application an alternative e-mail address if you do not use your YorkU e-mail account.
- Please note that the “SUBMIT” button will disappear from the on-line database application once the deadline date has passed.



Database Trouble-Shooting and Help?

Any technical support questions on the database

Please contact

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100, ext. 20662



Questions / Closing Remarks

Thank you for coming

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