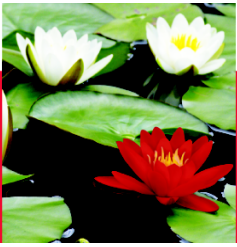
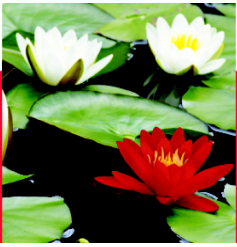


**BSW**  
Beginning Placement  
Orientation  
Fall/Winter 2017-2018  
School of Social Work



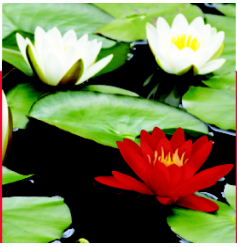
# Check in

- What are you looking forward to?
- What concerns you?



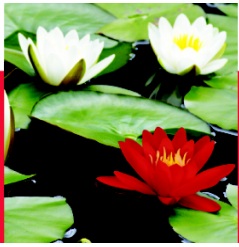
# Field Office Contacts

- **Vina Sandher** – Field Education Manager  
**[vsandher@yorku.ca](mailto:vsandher@yorku.ca)**, 416-736-2100, ext.39488
- **Naylen Gonzalez**– Field Education Coordinator (BSW)  
**[nayleng@yorku.ca](mailto:nayleng@yorku.ca)**, 416-736-2100, ext. 66320
- **Sheryl Abraham** – Field Education Coordinator (MSW)  
**[sabraham@yorku.ca](mailto:sabraham@yorku.ca)**, 416-736-2100, ext. 33354
- **Esther Ng** – Field Education Program Assistant  
**[estherng@yorku.ca](mailto:estherng@yorku.ca)**, 416-736-2100, ext. 20662



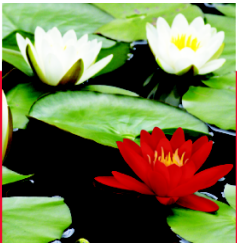
# Purpose of Practicum

- Significant learning
- Translating theory into practice
- Opportunity to engage in reflective practice
- Social Justice and Social Work
- Philosophy of Placement
- Teamwork
- (Start) Building networks/contacts



# Social Justice and Social Work

- Integrating critical theory into the practicum experience
- Reflective practice is the essence of Social Work practice
- You are representing York U – School of Social Work and the perspectives you have learned here



# Practicum Particulars

- **MUST** register for practicum courses AP SOWK 4000 Y and AP SOWK 4001 Y (Total 12 credits) **As Soon As Placement is Confirmed** (Permission has already been granted) – YOU WILL NOT GET A GRADE OR BE COVERED FOR WSIB IF NOT ENROLLED IN THESE COURSES!

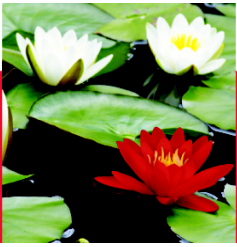
**PLEASE IGNORE THE DATES, TIMES, AND FACULTY LISTED IN THE ONLINE SCHEDULE – YOUR ACTUAL DATES, TIMES AND FACULTY ADVISOR ARE LISTED IN YOUR CONFIRMATION PACKAGE**

- **MUST** complete **700** hours at the placement site by **April 13, 2018** in order to convocate in June of 2018.
  - REMEMBER TO **APPLY TO GRADUATE** THROUGH THE REGISTRAR'S WEBSITE: <http://registrar.yorku.ca/>
- If you will not complete all of your hours by April 13, you must contact your **Faculty Advisor** and the **Field Office** to request a deferral. (A Deferral Request Form will need to be completed by the student – To be approved by FA & FI). IF YOU DO **NOT** SUBMIT THIS FORM YOU WILL NOT BE COVERED BY WSIB IN THE EVENT OF A WORKPLACE INJURY!



# Practicum Particulars

- Calculate your hours carefully
  - Lunch, Sick Time or Statutory Holidays are **NOT** included in placement hours
  - Placement hours completed on statutory holidays are **NOT** considered time and a half.
  - Integrative Seminars are **NOT** counted as hours
  - Attending this orientation cannot be counted in your hours
  - Make a schedule with your Field Instructor – try to plan for unforeseen circumstances
- The time to complete 700 hours is very tight – you ***may be required to put in extra hours***\* at the agency in order to complete placement by mid- April. \*(Must be approved by Field Instructor at the agency)

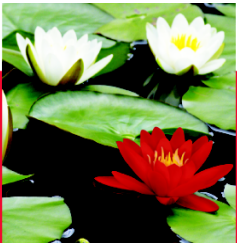


# Practicum Particulars

**If you are going to placement 3 days per week AND you wish to graduate in June, you must:**

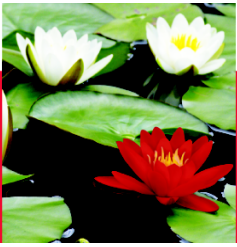
- Attend placement 3 days/week consistently from September to April
- This includes 3 days/week during **Co-curricular Week/ Reading Week**
- In addition, you may need to add approximately **1.5 days extra per month** (over 8 months) to complete the hours by April 13, 2018





# Practicum Particulars

- **Direct Entry** Students are required to be on placement **3 FULL days per week**
- **Post Degree** Students are required to be on placement **2 – 5 FULL days per week**
- **Familiarize yourself with the**  
**BSW Practicum Manual:**
  - <http://practicum.sowk.laps.yorku.ca/resources/manuals/>
  - \* Please Carefully Review the Placement Breakdown Policy



# Hours for Placement

## PLAN YOUR HOURS ACCORDINGLY

- **Logbook** (keep a log of your hours and what you have done in word doc then input **ONLINE**)
- **Sit down with your field instructor and a calendar and plan out all of your hours by the first month of placement**
- Hours should be completed according to the days/week you have negotiated with your placement- as reflected in your confirmation package

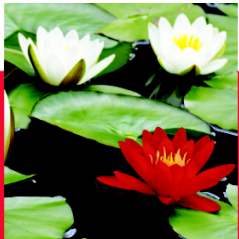


# Requirements of the Placement

These documents are in your confirmation package:

- **BSW Student Placement Agreement**
  - Sign and have your field instructor witness it
- **Safety Orientation Checklist**
  - To be completed on the first day of placement with your field instructor
- **Student Declaration Letter (WSIB)**
  - Make 3 copies (Yourself, School, Agency)

**COMPLETE AND SUBMIT THESE FORMS TO THE SCHOOL BY THE 2<sup>nd</sup> WEEK OF YOUR PLACEMENT**



# Requirements of the Placement

**B.S.W., School of Social Work, Undergraduate Studies**  
**Student Practicum Agreement**



The Practicum Student agrees to:

- (a) Maintain registered student status at York University and enroll in both SOWK 4000 & 4001 for the appropriate terms;
- (b) Adhere to the University Student Code of Conduct during the placement;
- (c) Attend the 4 integrative seminars facilitated by the student's faculty advisor;
- (d) Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers;<sup>15</sup>
- (e) 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;
- (f) Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;
- (g) Meet with representative(s) of the Practicum Centre to arrange, before or at the beginning of the practicum placement, the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their field instructor;
- (h) Complete and sign the Student Declaration of Understanding and BSW Student Agreement (this form) and submit it to the Field Office by the 2<sup>nd</sup> week of their placement;
- (i) 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;
- (j) 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);
- (k) Arrange for a mid-point and final evaluation meeting with their Field Instructor and complete the forms online.
- (l) Input log of hours online and submit for Field Instructor approval at Midpoint and Final Evaluation.
- (m) Review the School of Social Work BSW Student Professional Behaviour Policy and understand that breaches of professional behavior may result in withdrawal from the BSW program;
- (n) Read the Practicum Manual and abide by set out policies re: placement breakdown process and placement failure.

**Behaviour that may result in withdrawal from the BSW program**

A student may be withdrawn from the BSW program if they:

1. Commit any breach of the CASW Code of Ethics, the Ontario College of Social Workers and Social Service Workers Standards of Practice, and/or any York University Policy that relates to student behaviour, such as the York University Student Code of Conduct or the Senate Policy on Academic Honesty that would engage the behavioural and ethical standards of the profession;
2. Engage in any proscribed behavior in a practicum agency as detailed in the School of Social Work's Practicum Manual;
3. Acquire a criminal conviction after being admitted to the program (or which was acquired prior to admission but became known only after having been admitted to the program) which jeopardizes the student's ability to gain registration as a social worker; or
4. Engage in behaviour that impairs the performance of professional responsibilities.

I, \_\_\_\_\_ (name of the Practicum Student, please print), agree to fulfill the obligations listed above as a condition of my practicum placement at \_\_\_\_\_ (name of Practicum Centre, please print).

**Program (check one):**

Direct Entry A (Admitted from High School)  Direct Entry B (Admitted from College)  Post Degree

Students must be in placement for FULL days (the agency's full working day).

# of Days per Week at Placement: \_\_\_\_\_

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

\_\_\_\_\_  
 Witness/Field Instructor

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

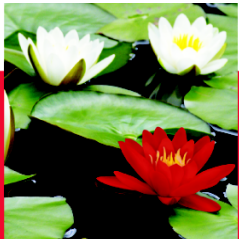
\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Please complete this form and return as soon as possible to the School of Social Work at S875 Ross Building or fax to 416-650-3861, attention: Field Education Program Assistant.

**BSW Student Placement Agreement Form**

Return to the school soon after you have begun your placement (no later than the second week your placement)



# Requirements of the Placement



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: \_\_\_\_\_

### COMPLETE DURING ORIENTATION

Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative	<input checked="" type="checkbox"/>
Worker/supervisor rights and responsibilities	<input type="checkbox"/>
Safe work procedures and operation of equipment	<input type="checkbox"/>
Use of Personal Protective Equipment (PPE)	<input type="checkbox"/>
Identification of restricted or prohibited areas, tools, equipment and machinery	<input type="checkbox"/>
Hazards in the workplace that may affect the student, how they're controlled and how to deal with them	<input type="checkbox"/>
What to do and who to see if the student has a safety concern	<input type="checkbox"/>
What to do when there is a fire or other emergency (e.g., evacuation procedures)	<input type="checkbox"/>
Location of fire exits and fire extinguishers	<input type="checkbox"/>
Location of the first aid supplies, equipment, facilities: <ul style="list-style-type: none"> <li>Names of staff responsible for first aid</li> <li>How to record first aid treatment</li> </ul>	<input type="checkbox"/>
Procedures for reporting accidents and injuries	<input type="checkbox"/>
Workplace Hazardous Materials Information System (WHMIS)	<input type="checkbox"/>
Workplace policies and procedures on: <ul style="list-style-type: none"> <li>Workplace Harassment</li> <li>Violence prevention</li> <li>Working in isolation</li> <li>Smoking/Drinking/Substance abuse</li> </ul>	<input type="checkbox"/>

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>	<input type="checkbox"/>
--	--------------------------

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

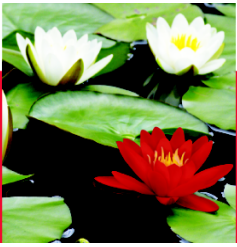
\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Field Instructor Signature

\_\_\_\_\_  
 Date

## SAFETY ORIENTATION CHECKLIST

Completed with your FI on first day of placement. Return a copy to the School.



# Requirements of the Placement



FACULTY OF LIBERAL  
ARTS & PROFESSIONAL  
STUDIES

School of Social Work

6880 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: \_\_\_\_\_



## Student Declaration Letter

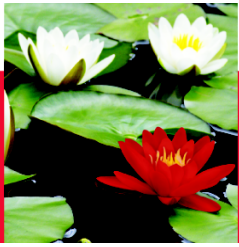
Please ensure you have signed  
this form and left with me today



# Transportation while on Placement

Students do not receive any compensation from York for public transit, 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.

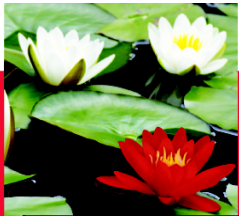


# Components of the Practicum

- Integrative Seminars (Mandatory)
- Learning Contract
- Mid-Point Progress Review
- Final Evaluation
- Reflective Paper
- Student Evaluation of the Placement
- Log of Hours

**\*\*\*Due dates are in your practicum package\*\*\***



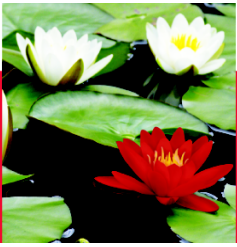


# Due Dates

<b><u>Forms &amp; Evaluations:</u></b>	<b><u>Due:</u></b>	<b><u>Send To:</u></b>
<b>Learning Contract</b> (submit online)	<b>3<sup>rd</sup> week</b> of placement (About 60 hours)	Faculty Advisor (Online Database)
<b>Mid-Point Progress Review</b> (submit online)	At the <b>half way point</b> of your placement, which is after completing <b>350 hours</b> or at the first term of your placement	Faculty Advisor (Online Database)
<b>Final Evaluation</b> (online and signed hard copy with FI signature)	<b>No later than April 13, 2018 – if planning for October convocation</b>	Faculty Advisor (Online & Hard Copy)
<b>Reflective Paper</b> (hard copy only)	<b>No later than April 13, 2018 – if planning for October convocation</b>	Faculty Advisor (Hard Copy)
<b>Placement Log of Hours</b> (submit online)	Submit online at midpoint (350 hrs) and at final (700 hrs) <b>No later than April 13, 2018 – if planning for October convocation</b>	Faculty Advisor (Online Database)
<b>Student Evaluation of the Practicum</b> (submit online)	<b>No later than April 13, 2018 – if planning for October convocation</b>	Field Office (Online Database)

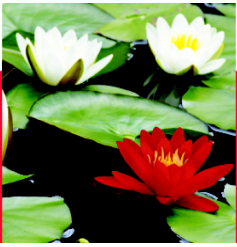
### Important:

- If your placement hours extend beyond the term you are registered in for the practicum, please contact your Faculty Advisor and The Field Education Manager to arrange a deferral.
- Please keep a copy of all reports for your personal files and submit originals to your Faculty Advisor.



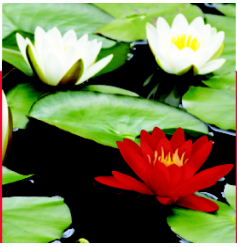
# Accommodations

- If you require any accommodations on placement, this must be submitted in writing to the Field Office
- It is suggested that you share your request for an accommodation at the **beginning** of placement



# Integrative Seminars

- Four (4) Integrative Seminars
- Attendance is **MANDATORY** (Requirement of placement – can fail if you don't attend)
- Must attend even if during placement hours (make up the hours missed)
  - Your field instructors are aware that you need to attend the seminars as the dates were provided to them. They will support you being away from placement to attend
- Compliments learning in placement
- Reflective practice paper



# The Learning Contract

- Completed in first 3 weeks of placement (completed by the first **60** hours)
- **Joint effort between student and field instructor**
- Living Document: can change at midpoint
- Used to evaluate learning
- **SUBMIT ONLINE**
- Should have a hard copy for your records
- The Online Learning Contract, please log in:  
<http://practicum.sowk.laps.yorku.ca/>
- Click on '**Database Sign in**' on the right side column
  - Select '**Students**' from the menu bar on the top and sign in



# Learning Goals

**Learning Goals are:**

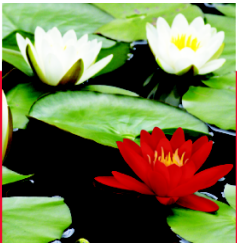
**S.M.A.R.T.**

**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

***Example 1 (Critical Social Work Skills):***

***Learning Goal*** – To become familiar with community resources in order to refer clients and recognize how resources would benefit clients

***Plans for Goal Attainment*** – Discuss with supervisor when referrals are necessary, research agencies/programs/services online, and learn who qualifies for certain programs



## Learning Goals

### ***Example 2 (Critical Reflexive Practice Skills):***

- ***Learning Goal*** - To learn and recognize how my social identity as a white, heterosexual, adult male can impinge or impact my working relationship with a client.
- ***Plans for Goal Attainment*** - Document and summarize an experience with a client whom is a visible minority. The summarization will explain a scenario where my social privileges may have had an impact on the working relationship (positive or negative)



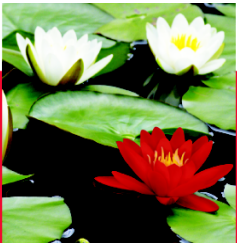
## Learning Goals

- ***Example 3 (Organizational Context):***
- ***Learning Goal*** - Review different government policies that affect newcomers to Canada, such as the Canadian requirements for immigrant professionals to continue their career.
- ***Plans for Goal Attainment*** - Attend meetings to gain knowledge of the different Canadian policies and requirements that create barriers for newcomer professionals. Research and create resources for clients wishing to remain in their specific occupation to help them continue their career.

# Mid-Point Progress Review

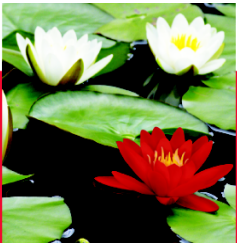
- Completed online roughly halfway through placement (~350 hours)
- Joint Effort
- CHECK POINT
  - The goals that were initially put on your learning contract can be modified here
- **SUBMIT ONLINE TO FACULTY ADVISOR**





## Final Evaluation , Reflective Practice Paper & Student Evaluation of the Placement

- Final Evaluation is a joint process
- If goals change prior to submitting the final evaluation, the goals can be modified here
- **SUBMIT ONLINE TO FACULTY ADVISOR**
- **SUBMIT SIGNED (BY FI) HARD COPY TO FACULTY ADVISOR**
- CREDIT is granted **after** we receive authorization from **Faculty Advisor** (Will show as “CR” on your transcript)
- Follow guidelines for convocation in October  
Registrar’s Website: <http://registrar.yorku.ca/>
- No Surprises/ Supervision is the key
- Reflective practice paper (submit hard copy to faculty advisor)
- Log of Hours (submit online – should have a hard copy for your records)
- **STUDENT EVALUATION OF PLACEMENT** complete online through the database



# Roles and Responsibilities

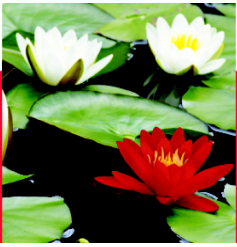
- The Triad

Faculty Advisor



Student

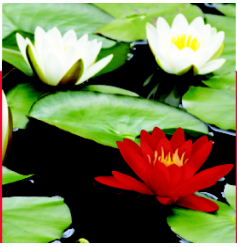
Field Instructor



# Students: Roles and Responsibilities

- You are a student
- Not a volunteer/not an employee
- Learning contract helps define your role
- Regular supervision helps define your role
- Culture of placement and how do you fit in
- Your responsibility to ensure all documentation for placement (e.g. evaluations) are completed and submitted
- Appropriate dress
- Be on time and ready to learn and engage
- Be prepared for supervision
- Use of agency resources for placement purposes ONLY
- Training and conferences
- Consult Practicum Manual

<http://practicum.sowk.laps.yorku.ca/resources/manuals/>



# Field Instructor: Roles and Responsibilities

- Guide/Mentor
- Treat student with respect
- Fears/safety/trust/challenge: Power Differential
- Honour student status
- Provide supervision time
- Help ensure evaluations are completed in timely manner
- Ensure time is allocated for attendance to integrative seminars

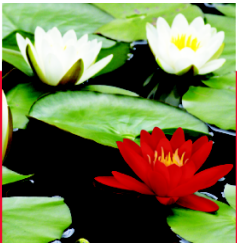
*“The task of the leader is to get his people from where they are to where they have not been.”*

*- Henry Kissinger*



# Faculty Advisor: Roles and Responsibilities

- Link to the School of Social Work
- Integrative Seminars
- Help guide/facilitate the transformation of theory into practice
- Trouble shooter
- Advises Field Office of completion of Mid-Point Progress Review and Final Evaluation so credit can be issued
- Field Office must receive signed form from Faculty Advisor to grant CREDIT



# Placement Concerns

## • If I have a concern with placement what do I do?

Step 1: Field Instructor

- Step 1 Not Successful? Go to Step 2.

Step 2: Faculty Advisor

- Step 2 Not Successful? Go to Step 3.

Integrative Seminar

- Can also reach out to Faculty Advisor During the Integrative Seminars.

3. Field Education Coordinator

- Step 3 Not Successful? Go to Step 4.

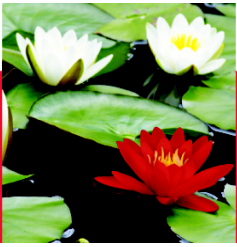
4. Field Education Manager

- Final Step in concern resolution.



# 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!**
- **Use clear/direct communication**



# Placement Concerns

- Involuntary Withdrawal
- Placement Breakdown and Failure
  - **READ IN PRACTICUM MANUAL:**  
<http://practicum.sowk.laps.yorku.ca/resources/manuals/>
- Processes are outlined in **BSW Practicum Manual**
- Placement Breakdown is a serious matter – consider carefully
- The sooner the problem is identified the more likely for a positive solution



# Social Work Code of Ethics

- Non-Social Work Supervision
- Confidentiality
- Be familiar with policy and procedures at the agency – ask questions if unclear about anything
- **Social Work Code of Ethics** Available <http://www.casw-acts.ca/en/what-social-work/casw-code-ethics>

# Social Work Code of Ethics

- **Example 1: Confidentiality**
- Inform clients early in their relationship of any limits of client confidentiality
- Have clients sign completed consent forms prior to the disclosure of information. Verbal consent can be obtained in urgent situations, however the worker must document this
- Do not disclose more information than required
- Limits to confidentiality – risk to self, risk to others, disclosure of abuse of a minor

# Social Work Code of Ethics

- **Example 2:** College members do not misrepresent professional qualifications, education, experience, or affiliation.
- **Advise clients of your role as a social work student.**

# Social Work Code of Ethics

## Example 3: Professional boundaries

- Relationship serves the needs of the client, over the needs of the social worker. We avoid conflicts of interest that may interfere with professional discretion and impartial judgment.
  - Physical contact with clients
  - Keep your personal issues separate from your placement performance, seek support from outside sources for personal issues, don't put your agency in that position. (students taking clients out for lunch or "lending them money")
  - Sharing contact info (cell, social media etc.)



# YORK U SOCIAL MEDIA GUIDELINES

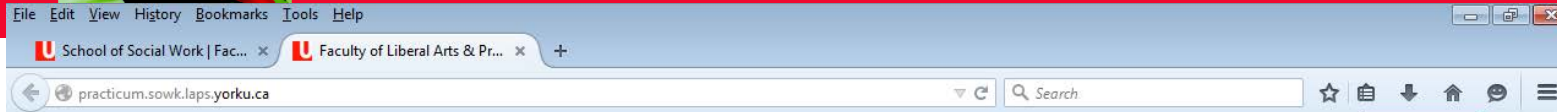
- <http://www.yorku.ca/laps/sowk/practicum/documents/GUIDELINEONTHEUSEOFSOCIALMEDIA.pdf>
- [http://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010\\_R5.pdf](http://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010_R5.pdf)
- Students are advised not to use their personal social media accounts for placement related work
- Ensure that all information posted on your “professional” social media account is Approved by your Field Instructor – Do not post client photos/videos/information without written consent.



# Evaluation Process – On-Line Database



# On-Line Database – Log In



FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Search yorku.ca

## Faculty of Liberal Arts & Professional Studies

### Practicum - School of Social Work

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



Click on "Database Sign In"

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.



Search this site

School of Social Work

Database Sign-in

Upcoming Events





# On-Line Database – Log In



Click on "Students"

## Welcome to School of Social Work Database Online!



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 \(SPARK\)](#)

### 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](#)

# 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, navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', and 'ALUMNI & FRIENDS', and a search bar. Below the header is a red banner with the text 'Faculty of Liberal Arts & Professional Studies' and a grey banner with 'Database Online - School of Social Work'. A navigation menu includes 'Home', 'Students', 'Field Office Staff', 'Field Instructors', 'Faculty Advisors', and '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?](#)



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](#)

FUTURE STUD  
ALUMNI & VIS

[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  \*

**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/>.

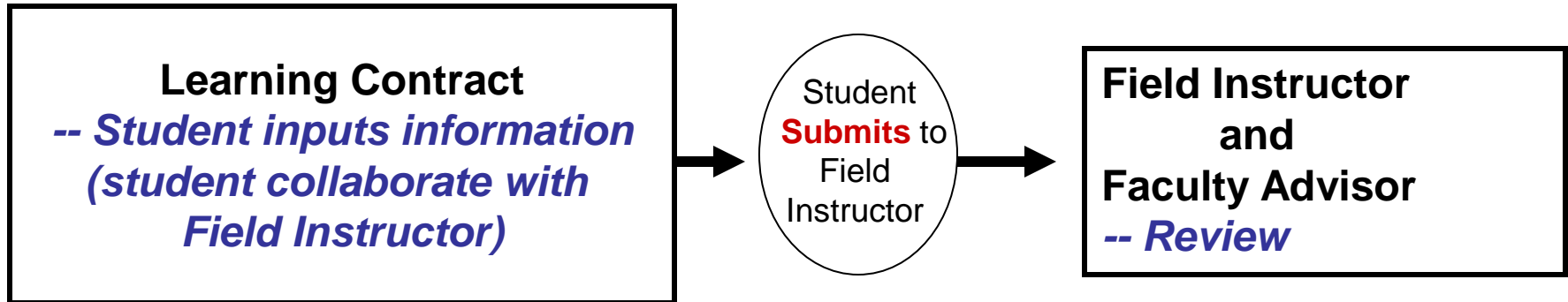
Type in your old password, your new password, and click on “change password”



# 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

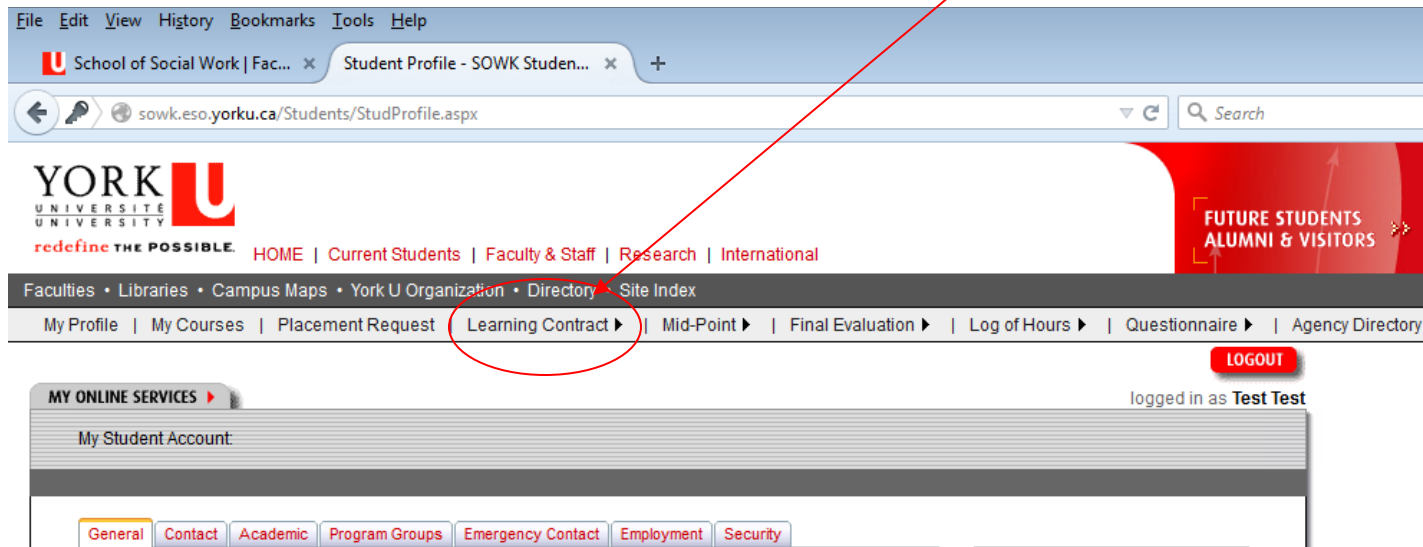
-- Field Instructor logs on database → My Student → **Review** (no input required)

## Step three – Faculty Advisor

-- Faculty Advisor logs on database → My Student → **Review** (no input required)

# On-Line Database - Learning Contract

**BSW Students:** Scroll over the “Learning Contract” Tab with your mouse and click on the BSW program.



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. A red circle highlights the "Learning Contract" link. A red arrow points from the text above to this link. At the top right of the page, there is a red button labeled "LOGOUT" and the text "logged in as Test Test". At the bottom of the page, there is a "MY ONLINE SERVICES" section with a sub-section "My Student Account" and a row of buttons: General, Contact, Academic, Program Groups, Emergency Contact, Employment, Security.



# 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 text "Save" inside, circled in red.A rectangular button with the text "Submit" inside, circled in red.A rectangular button with the text "Print Form" inside, circled in red.

**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**

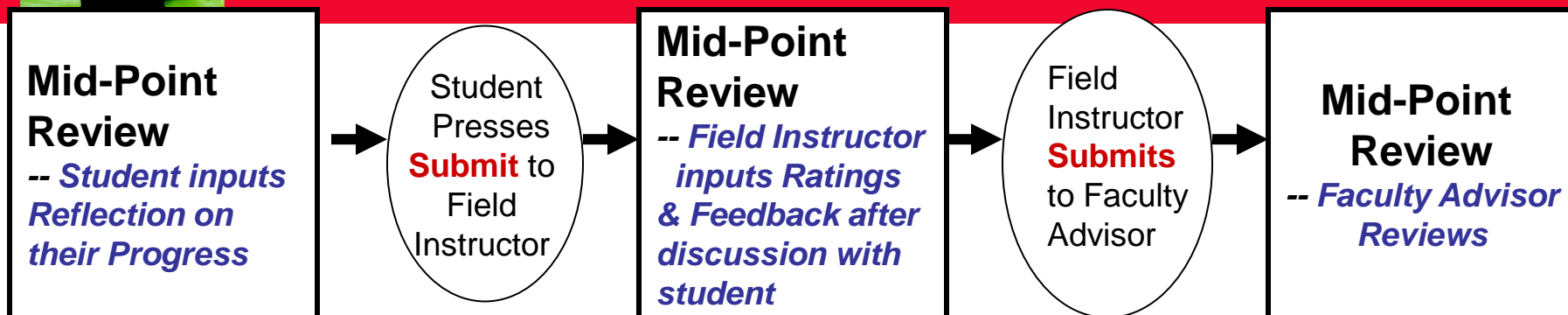
**You can print the contract by clicking on “Print Form”**



# 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

**BSW Students: Click on the “Mid-Point” tab**

The screenshot shows a web browser window with the following elements:

- Browser tabs: "School of Social Work | Fac..." and "Student Profile - SOWK Studen..."
- Address bar: "sowk.eso.yorku.ca/Students/StudProfile.aspx"
- Navigation menu: "HOME | Current Students | Faculty & Staff | Research | International". The "Mid-Point" link is circled in red.
- Secondary navigation: "Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index"
- User menu: "My Profile | My Courses | Placement Request | Learning Contract | Mid-Point | Final Evaluation | Log of Hours | Questionnaire | Agency Directory"
- Buttons: "LOGOUT" (red), "MY ONLINE SERVICES" (grey), "General" (orange), "Contact" (grey), "Academic" (grey), "Program Groups" (grey), "Emergency Contact" (grey), "Employment" (grey), "Security" (grey)
- Footer: "YORK UNIVERSITY" logo



# 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
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI <input type="checkbox"/> DNM <input type="checkbox"/> NA
<b>Student's Reflection on their Progress</b>		
<b>Field Instructor's Feedback on Progress</b>		

**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"**

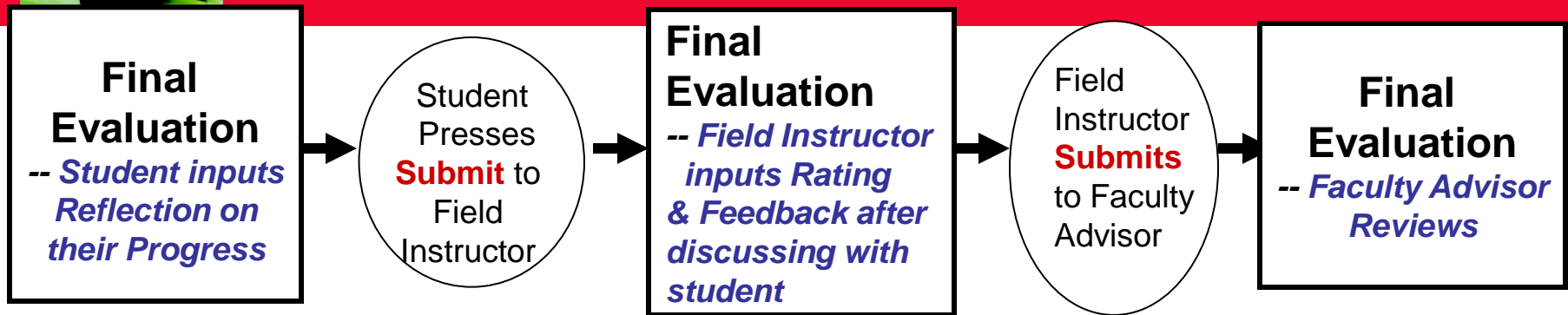
**If you want to save your information and come back to it, click on "Save". Your information will be saved but won't be submitted until you click on submit**



# Final Evaluation



# On-Line Database - Final Evaluation Process



## Step one -- Student initiates the process

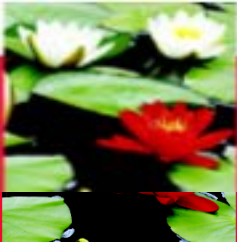
1. Student Logs on database, go to Final Evaluation
2. Check to see if any **updates** are needed for Learning Goals, Plans for Goal  
*\*\*click on check box 'do you want to change data from Learning Contract?' to do updates*
3. Inputs Reflection on Their Progress with learning goals
4. **'Submit'** (*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

**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
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI <input type="checkbox"/> DNM <input type="checkbox"/> NA
<b>Student's Reflection on their Progress</b>		
<b>Field Instructor's Feedback on Progress</b>		

**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?**

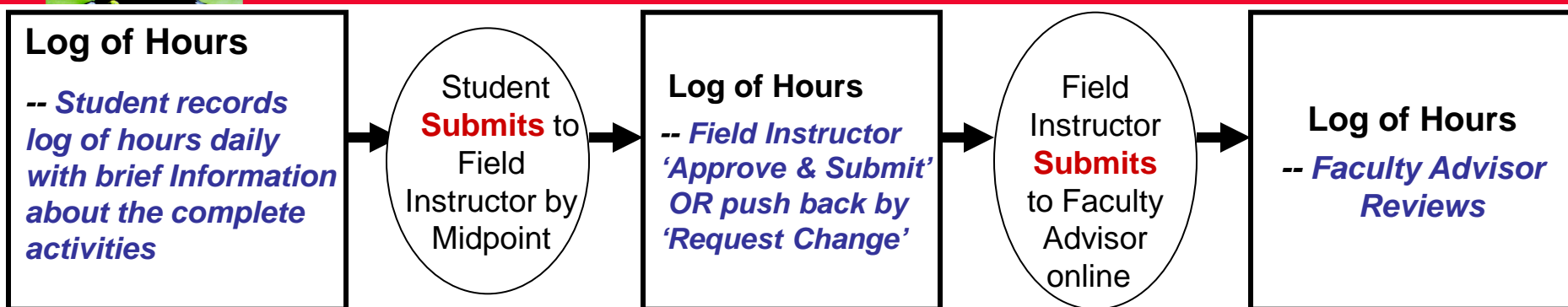
A: There is a 'Print' button at the bottom. Make sure the print setting is 'Landscape', 'shrink to fit'



# 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

[Home](#) | [Libraries](#) | [Campus Maps](#) | [YORK Organization](#) | [Directory](#) | [Site Index](#)

[My Profile](#) | [My Courses](#) | [Placement Request](#) | [Learning Contract](#) ▶ | [Mid-Point](#) ▶ | [Final Evaluation](#) ▶ | **Log of Hours** ▶ | [Agency Search](#)

**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:

Add Hours

Update Hours

Delete Hours

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:  Placement Date:  Number of Hours Worked:

	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:

	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

**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. 350 hours for required 700 placement hours of BSW 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. BSW Program students need to finish 700 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



# Reminders and News

- **Stay tuned for:**

“The Social Work Alumni Field Education Bursary”, is a \$1000 Bursary (1 graduate/ 1 undergraduate)

Criteria: Student must be actively enrolled in Social Work with good academic standing. Must also be in placement.

- Meet & Greet Sept 7<sup>th</sup> from 3pm - 6pm

- “Building a Positive Context for Learning”, Field Instructor and Student Workshop - September 15<sup>th</sup> at 9:30 am – 3:30 pm

# Questions/Closing Remarks

Thank You and  
Good Luck on your  
placement!