

MSW 2-Year, Year 2 Beginning Placement Information **September 12, 2017**

The purpose of the 2nd year placement is to further prepare you to integrate social work theory into practice and build on the learning you had in your first year placement and in your first year courses. This is to prepare you to be a social worker that practices from a critical social work stance.

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

Please enroll in the Advanced Practicum 5350 6.0 Y Term Course before your placement begins and please obtain any other items, including your vulnerable sector screen, beforehand.

Critical Perspectives (5150) is to be taken in the fall term and the Practice Research Seminar (5450) is taken concurrently with the practicum.

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, typically during regular business hours.
- Sick time and statutory holidays are not counted – any missed placement time needs to be made up.
- If you need time off, speak to Field Instructor well in advance beforehand. If you are away from placement for one week or more, you need to negotiate this with your Field Instructor and you need to let your Faculty Advisor know about this beforehand.
- Placement times should not conflict with core courses. Electives should be scheduled around placement times. Actual weekdays that you can go to placement are Wednesday, Thursday and Friday, as your core courses are on Mondays and Tuesdays.

Please submit the completed WSIB declaration form ASAP.

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 to 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 15, 2017 – students should attend with their Field Instructor

October 13, 2017 – students can attend with their Field Instructor

December 8, 2017 – only Field Instructors attend this event

Your Faculty Advisor is your first point of contact and guides you through the placement. They conduct 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 do have to attend the seminars as outlined in your confirmation package.

There is a policy for missed seminars, please review this in the practicum manual.

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 Final Evaluation Due: 1 week before the end date outlined in your placement confirmation package.
**If you are completing a 2 day/week placement, please submit this at least by April 13, 2018.
- On-Line Log of Hours to be completed weekly. Submit to Field Instructor online when you reach 225 hours AND 1 week before you reach 450 hours.
**If you are completing a 2 day/week placement, please submit this at least by April 13, 2018.
- Student Questionnaire of Placement Due: at the end of your placement

Any questions about your placement grade, please speak to your Faculty Advisor.

If you need to extend your placement by one week past the end date listed in your confirmation package, you must fill out a placement extension form ASAP and we will see if this is feasible or not.

Please review the practicum manual: <http://practicum.sowk.laps.yorku.ca/files/2016/02/MSW-Practicum-Manual-Two-Year-Program-2017-2018.pdf>, in particular the following policies in the manual:

- Strike Policy
- Social Media Guidelines
- Placement Breakdown Policy
- Placement Failure Policy
- MSW Professional Behaviour Policy

As well as the following policies:

- York's Social Media Guidelines: 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: https://casw-acts.ca/sites/casw-acts.ca/files/documents/casw_code_of_ethics.pdf