# P/T MSW Beginning Placement Orientation
## August 28, 2017

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# MSW PHASE II ORIENTATION

Introductions
Purpose of the Practicum
Roles and Responsibilities
Placement Concerns
Placement Policies
Evaluation Process
Questions/Concluding Remarks

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# INTRODUCTIONS

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Field Education Coordinator, MSW Program

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# PURPOSE OF PRACTICUM

- Translating Theory into Practice

- Reflective and Reflexive Practice

# ROLES AND RESPONSIBILITIES

Faculty Advisor



Student

Field Instructor

# STUDENT ROLES/RESPONSIBILITIES



Student

# ACCOMMODATIONS

Please contact the

Counselling and Development Centre

(416) 736-5297

Room N110

Bennett Centre for Student Services

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# PLACEMENT PRE-REQUISITES

- Health Documentation:
    - 10 year booster shot (MMR and TDP)
    - Varicella (Chicken Pox) Immunizations
    - Hep B immunizations
    - 2-step TB test
    - Mask Fit Test
    - Flu shot
- Vulnerable Sector Screening

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# THE SCHOOL'S REQUIREMENTS

- Structure of the MSW Program

- Enrolment: Advanced Practicum
  Course 5350 6.0 (Y Term)

- Earliest start date: Sept. 6, 2017

- **MUST** complete 450 hours of placement "on site"

- Hours:
  - Regular 7 hour working day at the agency
  - Lunch not counted
  - Sick time and statutory holidays not counted
  - Integrative Seminars and this Orientation cannot be counted as hours

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# DOCUMENTATION

**These documents are in your confirmation package**

- **MSW Student Placement Agreement**

- **Safety Orientation Checklist** - to be completed on the first day of placement

- **Student Declaration Letter (WSIB) –** Make 3 copies:  one for you, the School and the Agency

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# STUDENT PLACEMENT AGREEMENT

**M.S.W., School of Social Work, Graduate Studies**

**STUDENT PRACTICUM AGREEMENT**

The Practicum Student agrees to:

(a) Maintain registered student status at York University and enroll in the appropriate practicum course and term;

(b) Attend the 4 integrative seminars facilitated by the student's Faculty Advisor;

(c) Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers;

(d) 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;

(e) Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;

(f) Meet with representative(s) of the Practicum Centre to arrange, before or at the beginning of the placement, the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their field instructor;

(g) Complete and sign the Student Declaration of Understanding and MSW Student Agreement (this form) and submit it to the Field Office by the 2nd week of their placement;

(h) 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 2nd week of their placement;

(i) Submit online their Learning Contract, including learning objectives, to the Faculty Advisor early in the practicum experience (normally by the 3rd week);

(j) Arrange for a mid-point review and final evaluation meeting with their Field Instructor and complete the forms online

(k) Input log of hours online and submit for Field Instructor approval at Midpoint and Final Evaluation.

(l) Review the School of Social Work MSW Student Professional Behaviour Policy and understand that breaches of professional behavior may result in withdrawal from the MSW Program.

(m) Read the Practicum Manual and abide by set out policies re: placement breakdown process and placement failure

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):**

MSW Advanced Standing:  ☐ Full Time   ☐ Part Time

MSW 2-year Program:   ☐ Year 1  ☐ Year 2

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 S880 Ross Building or fax to 416-650-3861, Attention: Field Education Program Assistant.

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# WSIB STUDENT DECLARATION LETTER

## 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 Advanced Education and Skills Development (MAESD), formerly 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. MAESD 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, MAESD 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 Advanced Education and Skills Development 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: _____

Jul 2017

Please ensure you have signed this form and leave it with me today.

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# SAFETY ORIENTATION CHECKLIST

## SAFETY ORIENTATION CHECKLIST
**(Practicum Centre to complete with student on their first work day)**

### STUDENT INFORMATION

Name:                                    Student Number:

### PRACTICUM CENTRE INFORMATON

Name of Practicum Centre:

| COMPLETE DURING ORIENTATION | ✔ |
|---|---|
| Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative | |
| Worker/supervisor rights and responsibilities | |
| Safe work procedures and operation of equipment | |
| Use of Personal Protective Equipment (PPE) | |
| Identification of restricted or prohibited areas, tools, equipment and machinery | |
| Hazards in the workplace that may affect the student, how they're controlled and how to deal with them | |
| What to do and who to see if the student has a safety concern | |
| What to do when there is a fire or other emergency (e.g., evacuation procedures) | |
| Location of fire exits and fire extinguishers | |
| Location of the first aid supplies, equipment, facilities:<br>• Names of staff responsible for first aid<br>• How to record first aid treatment | |
| Procedures for reporting accidents and injuries | |
| Workplace Hazardous Materials Information System (WHMIS) | |
| Workplace policies and procedures on:<br>• Workplace Harassment<br>• Violence prevention<br>• Working in isolation<br>• Smoking/Drinking/Substance abuse | |
| Location of other important information<br>• Materials Safety Data Sheet (MSDS)<br>• Joint Health & Safety Committee Minutes<br>• Instructions for safe operation of each piece of equipment (if applicable)<br>• Important telephone numbers | |

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, Field Education Program Assistant
Email: estherng@yorku.ca
Phone number: 416-736-2100 ext. 20662

I have completed the Safety Orientation with my Practicum Centre and/or Placement Supervisor.

_____          _____
Student Signature                                            Date

_____          _____
Field Instructor Signature                                 Date

Completed with your FI on first day of Placement

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# USE OF CAR ON PLACEMENT

Students do not receive any compensation from York when using their own vehicles for 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.

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# PHILOSOPHY OF PLACEMENT

You are responsible for becoming familiar with and following the agency's:

Mission Statement

Policies and procedures

# STUDENT ROLES/RESPONSIBILITIES

- You are a student, not a volunteer or employee
    - Learning contract and regular supervision help define your role
- Attend integrative seminars
- Ensure all documents are completed and submitted
- Be on time
- Have an appropriate attitude
- If you don't know, ask
- Use of agency resources for placement purposes, not for personal use
- Respectful and collaborative working relationship with your Field Instructor and the workers at the agency
- Be familiar with the information from this orientation

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# NON-SOCIAL WORK SUPERVISOR

- Your responsibilities:
  - Follow CASW Code of Ethics:

  http://casw-acts.ca/sites/default/files/attachements/CASW_Code%20of%20Ethics.pdf

  - Check-in with Faculty Advisor more
  - Seek support of social workers in your placement agency with regards to integrating theory with practice

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# THE SOCIAL WORK CODE OF ETHICS

- Client's right to self-determination
- Confidentiality
- Client's right to Privacy
- Appropriate Professional Boundaries
    - Conflict of Interests
    - Dual and Multiple Relationships
- Research Ethics
- Termination of Services

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- York's Social Media Guidelines:

http://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010_R5.pdf

- York Students Code of Rights and Responsibilities:

http://www.yorku.ca/oscr/pdfs/CodeofRightsandResponsibilities.pdf

- MSW Professional Behaviour Policy – Appendix B:

http://practicum.sowk.laps.yorku.ca/files/2016/02/MSW-Practicum-Manual-Advanced-Standing-2017-2018-1.pdf

- Faculty of Graduate Studies:

http://gradstudies.yorku.ca/current-students/regulations/academic-honesty/

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# FIELD INSTRUCTOR ROLES/RESPONSIBILITIES

- Guide/Mentor
- Power Differential
- Respects student role
- Supervision time
- Helps ensure evaluations completed in timely manner



Field Instructor

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# FIELD INSTRUCTOR SEMINARS

Field Instructor

- 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

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# FACULTY ADVISOR'S ROLES AND RESPONSIBILITIES

Faculty Advisor



Link to School of Social Work:

- Integrate theory and practice
- Mediator / Trouble shooter
- Site Visit – please confirm address with Faculty Advisor
- Submits Evaluations to Field Education Manager

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# 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!**

- The sooner the problem is identified the more likely for a positive solution

- Students CANNOT decide, on their own, to end their placement.  If they do, this will result in placement failure.

# PLACEMENT CONCERNS

- **If I have a concern with placement what do I do?**

```
        ┌──────────────────┐
        │ Field Instructor │
        └──────────────────┘
                 │
                 ▼
     ┌──────────────────┐      ┌─────────────┐
     │ Faculty Advisor  │ ───▶ │ Integrative │
     └──────────────────┘      │  Seminar    │
                 │             └─────────────┘
                 ▼
     ┌──────────────────────┐
     │ Field Education      │
     │ Manager - Vina       │
     └──────────────────────┘
```
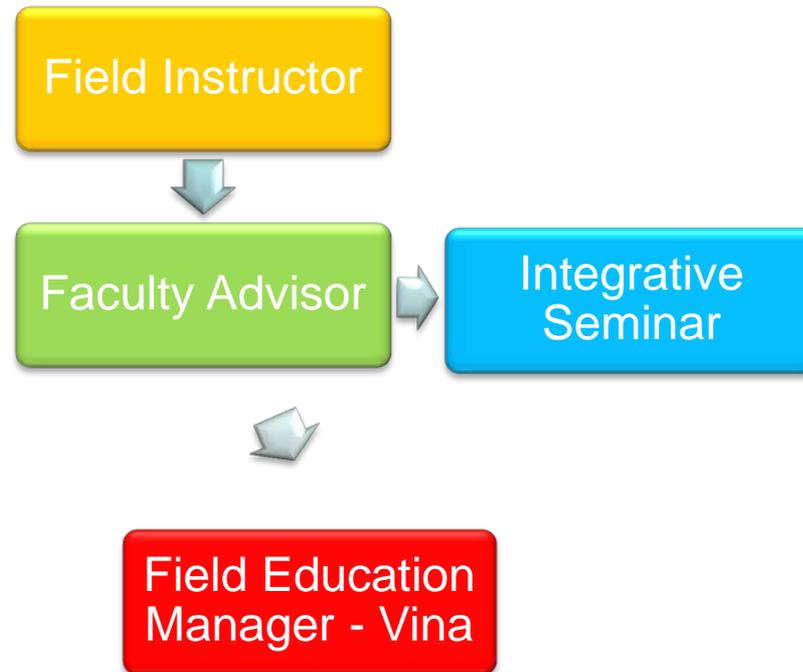
**Placement breakdown and failure process in practicum manual**
You cannot end placement on your own!

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# PLACEMENT POLICIES

Review these policies in the practicum manual:

- Strike policy
- Social media guidelines

http://practicum.sowk.laps.yorku.ca/files/2016/02/GUIDELINEONTHEUSEOFSOCIALMEDIA.pdf

- Placement breakdown policy
- Placement failure policy

http://practicum.sowk.laps.yorku.ca/files/2016/02/MSW-Practicum-Manual-Advanced-Standing-2017-2018-1.pdf

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# EVALUATION PROCESS - THE LEARNING CONTRACT

- Completed in first 3 weeks
- Two Components
- Joint effort
- Living document
- Used to assess learning
- Responsible for learning

# LEARNING GOALS

# Learning Goals are:
# S.M.A.R.T.
# Specific, Measurable, Attainable, Realistic, Timely

*Example 1 (Social Work Practice Skills):*
*Learning Goal -* To learn group facilitation skills
*Plans for Goal Attainment –* Read agency's group facilitation materials and sit in/co-facilitate group with agency's workers. By the third or fourth session, lead one group activity independently.  Continually debrief with workers after group sessions.

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# EVALUATION PROCESS – MID TERM REVIEW

- Completed midway through placement
  (225 hours)
- CHECK POINT
- Joint Effort
- Revise Learning contract
- Submit to Faculty Advisor (on-line)

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# EVALUATION PROCESS - FINAL EVALUATION

- Joint Process
- No Surprises
- Supervision is key
- Submit signed hard copy to Faculty Advisor

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# STUDENT QUESTIONNAIRE – MANDATORY

- Done on-line after final evaluation
- Mandatory to complete

# LOG OF HOURS – MANDATORY – ON-LINE

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# PLACEMENT DEADLINES

## Placement Extension/Grade Deferral Request

Student Name:

Student ID:

Program:
☐ BSW- DEA

☐ MSW- Full Time Advanced Standing

☐ MSW- Part Time Advanced Standing

☐ MSW- 2Yr/ YR 1

☐ MSW- 2yr/ YR 2

Date: _____

Placement hours to date: _____

Initial Placement End date (as indicated on Confirmation package):_____

Requested Placement End date: _____

Field Instructor Approval: _____

Faculty Advisor Approval:_____

Field Manager Approval: _____

*Students need to complete a MINIMUM of 2 PLACEMENT DAYS A WEEK*
*Students, please submit completed forms to Field Office to ensure a DEFERRAL is indicated in*
*your practicum courses should you go passed the initial deadline for completion AND to ensure*
*you remain covered by York University's insurance.*
*Please NOTE: Your Faculty Advisor or Field Education Manager may ask you for*
*documentation in support of your request (e.g. A physician's note)*

# PRACTICUM GRADE SUBMISSION

The Student must hand in the following:

- Learning Contract (on-line only) – 3$^{rd}$ week of practicum
- Mid-Term (on-line only) – at approx. 225 placement hours
- Final Evaluation (on-line and signed hard copy) – 1 week before placement end date
- Log of Hours (on-line) – completed weekly and submitted at Mid-Point and Final
- Student Questionnaire (on-line) – by placement end date

To the Faculty Advisor so they can inform the Field Office that you have completed your placement and a PASS grade can be issued.

The Field Education Manager must receive a signed form from the Faculty Advisor at the end of the placement term to say you passed the Practicum—without this, the grade will not be entered

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# **Evaluation Process – On-Line Database**

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**Faculty of Liberal Arts & Professional Studies**

**Open Internet Browser**
**On Address Line Type:** http://www.yorku.ca/laps/sowk

**Click on Practicum/ Field Placement**

**Click on "Database Sign In"**

# On-Line Database – Log In

# On-Line Database – Log In



- **Enter your Student ID Number**
- **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.**



**If the information is incorrect, please change it through the Registrar's Website. Please ensure your Emergency Contact Information is up to date.**

# Online Database – My Profile

**If you click on the "Security" tab, you can change your practicum database password**



**Type in your old password, your new password, and click on "change password"**

# Learning Contract

# On-Line Database – Learning Contract Process

| Learning Contract<br>*-- Student inputs information (student collaborate with Field Instructor)* | → | Student **Submits** to Field Instructor | → | Field Instructor and Faculty Advisor *-- Review* |

**Step One – Student initiates the process**
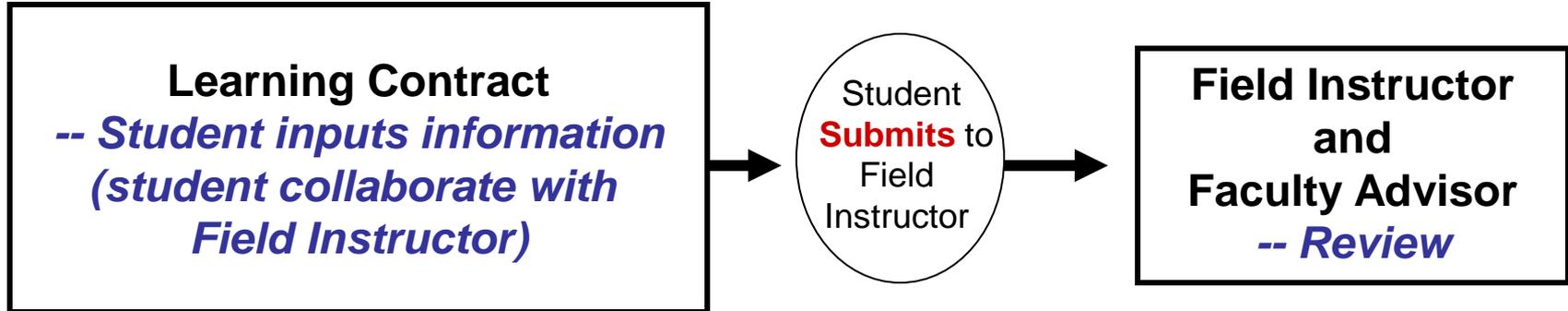
1. Student logs on Database (http://www.yorku.ca/laps/sowk), go to Learning Contract
   ***\*\*Firefox performs better than Internet Explorer or Google Chrome***

2. **Input** information on Learning Contract (admin. agreement, 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**' ('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**

-- Faulty Advisor logs on Database → My Student → **Review** (no input required)

# On-Line Database - Learning Contract

**MSW Students**:  Scroll over the "Learning Contract" Tab with your mouse and click on the MSW program.

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

# Learning Contract – Administrative Agreement

**You will be directed to your Learning Contract Page**

# Learning Contract – Administrative Agreement

## ADMINISTRATIVE AGREEMENT

Length of Placement (months): [              ]

Hours at placement per week: [              ]

Days of the week at placement:  ☑ MON  ☑ TUES  ☑ WED  ☐ THURS  ☑ FRI  ☐ SAT  ☐ SUN

Projected Start Date: [              ]

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 Instructors and Students incorporate a discussion on practice theory and application during these meetings? (Student to complete)

[                                                                                    ]

Please list any expectation that the Field Instructor has for the student. (e.g. process recording, tapes, questions, oral discussion of projects, feedback from other staff, observations etc.): (Student to complete)

[                                                                                    ]

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# 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. Recognizes and articulates impact of macro, mezzo and micro perspective
    C. Articulates and explains a range of theories and approaches used by the organization

| Learning Goals (Student to complete, 2-3 goals) | Plans for Goal Attainment (Student to complete) |
|---|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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# Learning Contract – Educational Agreement

## (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 Goals (Student to complete, 2-3 goals) | Plans for Goal Attainment (Student to complete) |
|---|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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**(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

| Learning Goals (Student to complete, 2-3 goals) | Plans for Goal Attainment (Student to complete) |
|---|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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# Learning Contract – Educational Agreement

## (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 Goals (Student to complete, 2-3 goals) | Plans for Goal Attainment (Student to complete) |
|---|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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# 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

| Learning Goals (Student to complete, 2-3 goals) | Plans for Goal Attainment (Student to complete) |
|---|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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# Learning Contract – Educational Agreement

## ADDITIONAL INFORMATION

Please list any trainings/workshops that the student has attended or will attend (include title, dates, sponsor and relevance to the placement): (Student to complete)

Is there any other information about the placement learning that the School should know: (Student to complete)

*Note:*

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save

Submit

**You can print the contract by clicking on "Print Form"**

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**

**Once you are completely done, click on "Submit"**

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# Mid-Point Progress Review

# On-Line Database – Mid Point Progress Review Process

| Mid-Point Review<br>-- *Student inputs Reflection on their Progress* | → | Student Presses **Submit** to Field Instructor | → | Mid-Point Review<br>-- *Field Instructor inputs Ratings & Feedback after discussion with student* | → | Field Instructor **Submits** to Faculty Advisor | → | Mid-Point Review<br>-- *Faculty Advisor Reviews* |

## 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* 'TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION'** *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 -- Faulty Advisor

Faculty Advisor logs on database → My student → Mid-Point Review →**Review**

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# On-Line Database – Mid-Point Progress Review

**MSW Students**:  Scroll over the "Mid-Point" Tab with your mouse and click on the program you are in for your learning contract.  Please make sure you have clicked on the right program and right learning contract.

**BSW Students:**  Click on the "Mid-Point" tab

# On-Line Database - Mid-Point Progress Review

**You will be directed to your Mid-Point Progress Review Page**

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      Meets Expectations
NI      Needs Improvement
DNM     Does Not Meet Expectations
NA      Not applicable at this time

☐ **TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION**

**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**

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# On-Line Database – Mid-Point Progress Review

**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. Recognizes and articulates impact of macro, mezzo and micro perspective
C. Articulates and explains a range of theories and approaches used by the organization

| Learning Goals | Plans for Goal Attainment | Progress of Learning Goal (Field Instructor to complete) | | | | |
|---|---|---|---|---|---|---|
| 1) | | ◉ EE | ○ ME | ○ NI | ○ DNM | ○ NA |
| 2) | | ○ EE | ◉ ME | ○ NI | ○ DNM | ○ NA |
| 3) | | ○ EE | ○ ME | ◉ NI | ○ DNM | ○ NA |
| 4) | | ○ EE | ○ ME | ○ NI | ◉ DNM | ○ NA |
| 5) | | ○ EE | ○ ME | ○ NI | ○ DNM | ◉ NA |

**Student's Reflection on their Progress** (Student to complete)

**Field Instructor's Feedback on Progress** (Field Instructor to complete)

**Student's 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**

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# On-Line Database - Mid-Point Progress Review

## Input your future plans/goals

**FUTURE PLANS/GOALS**
Identify goals or major projects for the next review period. (Student to complete)

[ text box ]

*Note:*

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save                    Submit                    Print Form

**Once you are completely done, click on "Submit"**

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# Final Evaluation

# On-Line Database - Final Evaluation Process

**Final Evaluation**
*-- Student inputs Reflection on their Progress*

→

Student Presses **Submit** to Field Instructor

→

**Final Evaluation**
*-- Field Instructor inputs Rating & Feedback after discussing with Student*

→

Field Instructor **Submits** to Faculty Advisor

→

**Final Evaluation**
*-- Faculty Advisor Reviews*
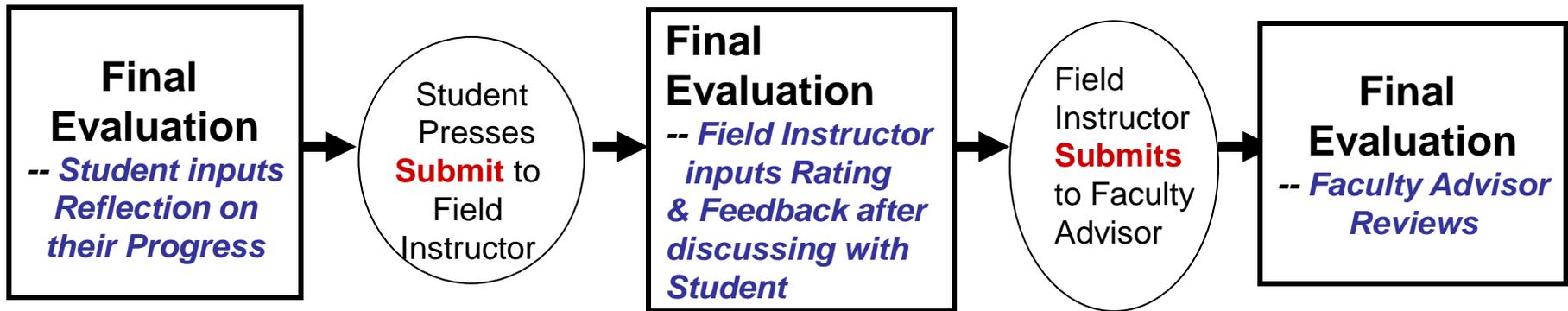
## Step One --  Student initiates the process

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 the check box* 'TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION' *to do updates*
3. Inputs Reflection on Their Progress with learning goals
4. '**Submit**' ('*submit' button at bottom*) to Field Instructor

## 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 -- Faulty Advisor

Faulty Advisor logs on database → My student → Final Evaluation
→ **Review** only

# On-Line Database - Final Evaluation

**MSW Students**: Scroll over the "Final Evaluation" Tab with your mouse and click on the program you are in for your learning contract. Please make sure you have clicked on the right program and right learning contract.

**BSW Students:** Click on the "Final Evaluation" tab

FINAL EVALUATION

The final evaluation is completed by the student and the field instructor 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.

**RATING SCALE**
EE      Exceeds Expectations
ME      Meets Expectations
NI       Needs Improvement
DNM   Does Not Meet Expectations
NA      Not applicable at this time

☐ TO MAKE REVISIONS TO THE MIDPOINT EVALUATION AND/OR to ADD STUDENT REFLECTION ON THE FINAL EVALUATION

**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**

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# On-Line Database - Final Evaluation

**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. Recognizes and articulates impact of macro, mezzo and micro perspective
C. Articulates and explains a range of theories and approaches used by the organization

| Learning Goals | Plans for Goal Attainment | Progress of Learning Goal (Field Instructor to complete) |
|---|---|---|
| 1) | | ◉ EE   ○ ME   ○ NI   ○ DNM   ○ NA |
| 2) | | ○ EE   ◉ ME   ○ NI   ○ DNM   ○ NA |
| 3) | | ○ EE   ○ ME   ◉ NI   ○ DNM   ○ NA |
| 4) | | ○ EE   ○ ME   ○ NI   ◉ DNM   ○ NA |
| 5) | | ○ EE   ○ ME   ○ NI   ○ DNM   ◉ NA |

**Student's Reflection on their Progress (Student to complete)**

**Field Instructor's Feedback on Progress (Field Instructor to complete)**

**Students input their Reflection. The Field Instructor inputs the Progress and Feedback section after the student submits the on-line final evaluation.**

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# On-Line Database - Final Evaluation

## SUMMARY

Field Instructor to summarize student learning, process and achievement in placement. *(Field Instructor to complete)*

*Note:*

- Save button is for saving data into database so you can change later
- Please be aware that you cannot change information once you click on "Submit".
- "Print Form" link is for you to keep a copy.

Save      Submit      Print Form

**Once you are done, click on "Submit"**

**Please print the evaluation by clicking on "Print Form"**

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# 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 (placement, YorkU) 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)

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# 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 your 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 Review 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'

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# On-Line Log of Hours

# On-Line Log of Hours Process

**Log of Hours**

*-- Student records log of hours daily with brief information about the complete activities*

→

Student **Submits** to Field Instructor by Midpoint

→

**Log of Hours**

*-- Field Instructor 'Approve & Submit' OR push back by 'Request Change'*

→

Field Instructor **Submits** to Faculty Advisor online

→

**Log of Hours**

*-- Faculty Advisor Reviews*
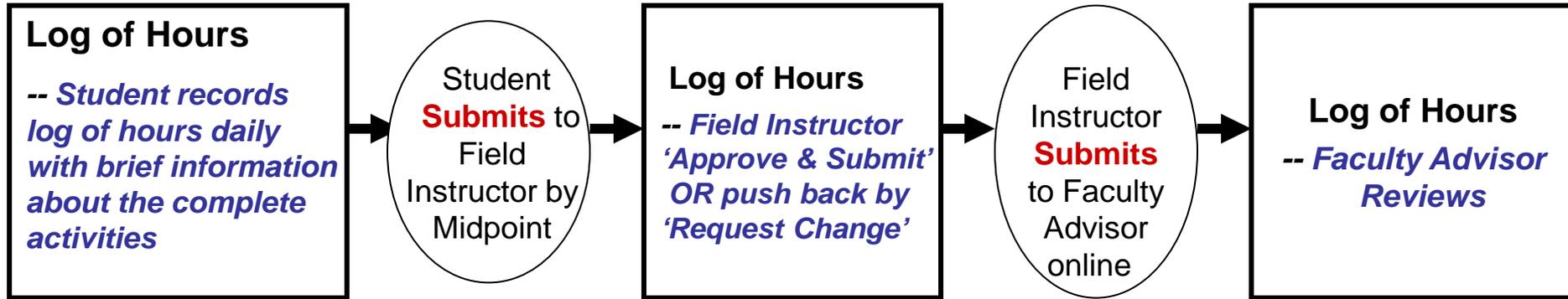
## Step One – Student Must Log the Hours Daily

1. Student must log into the Database **through Firefox** (http://www.yorku.ca/laps/sowk), and go to the 'Log of Hours' tab
2. Student must **Add hours, Date, and Activity information**
3. Student '**Submit**' ('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 the Database → My Student → **Review** (no input required)

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# On-Line Log of Hours – Log In

**Faculty of Liberal Arts & Professional Studies**

**Scroll over and click on the 'Log of Hours' Tab; (MSW students will need to select your program at the drop down box when you scroll over to Log of Hours' Tab). Please make sure you have clicked on the correct program.**



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

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# 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 your hours in 'Number of Hours' field**
**-- Click 'Add Hours' button to save the record**

*You will need to fill in this information*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 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:
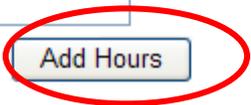
[ Add Hours ]     [ Update Hours ]     [ Delete Hours ]

| | 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 | 45 | 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

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# 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:
175   t1

Placement Date: 9/8/2014          Number of Hours Worked: 12

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 | 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

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**Faculty of Liberal Arts & Professional Studies**

# 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:
175          t1

Placement Date: 9/8/2014                    Number of Hours Worked:          12

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 | 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**

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# 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 your hours daily.  When you reach the mid-point number of hours (for example, 225 hours for required 450 hour P/T MSW placement),
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.
Keep logging your hours daily and click 'Submit Final Log of Hours' button at the bottom when you have reached the required number of placement hours.**

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# On-Line Log of Hours – Highlights

- **After student submits the Log of Hours at Mid-Point and Final, 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 the Field Instructor is asking the student to make changes to their Log of Hours.**

- **Student should also submit the on-line Mid Point Review to the Field Instructor to input their Ratings and Comments.**

- **When the student completes the required placement hours (for example, P/T MSW students need to finish 450 placement hours); the student will submit the Final Log of Hours by clicking the 'Submit Final Log of Hours' button at the bottom.**

- **Student should also submit the on-line Final Evaluation to the Field Instructor to input their Ratings and Comments.**

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# Technical Trouble-Shooting

**Only for Database Technical Support Questions**, Please Contact

Esther Ng

**Email: estherng@yorku.ca**

Phone: 416-736-2100, ext. 20662

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# QUESTIONS/CLOSING REMARKS

Thank you for coming

*http://practicum.sowk.laps.yorku.ca/files/2016/02/MSW-Practicum-Manual-Advanced-Standing-2017-2018-1.pdf*

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