



SCHOOL OF SOCIAL WORK

Field Education Office

GUIDELINES FOR SUBMITTING A WORK PLACE PRACTICUM PROPOSAL

The School of Social Work recognizes that the Practicum may present some problems for a number of students who are employed *full time*, and who may not be able to obtain or take a leave of absence due to tenuous work situations and economic need. It is for these reasons that the following guidelines were created to maintain accreditation standards and to ensure an equitable process. We are committed to recognizing these unique circumstances and expect students to consider and follow proper procedures.

The Practicum was designed to allow students to put into practice theories and knowledge learnt in the classroom. The Field Instructor at the agency plays a crucial role in providing supervision and guidance. Students must be able to demonstrate that their situation warrants work placement consideration. The following guidelines will help you to write a proposal in order to be considered for a work placement. In addition to this proposal, you must also submit your online placement application, which includes an updated cover letter and resume, by the application deadline. The completed Work Placement Proposal must be submitted to the Field Education Coordinator. Please note that the Field Education Manager will determine if the Work Placement Proposal will or will not be approved.

WORK PLACE PRACTICUMS ARE NOT AUTOMATICALLY GUARANTEED!

Please outline the following in your proposal:

1. Rationale for requesting a work placement. You must indicate why the work placement is requested as the practicum requirements are clearly stated upon entry into the B.S.W. and the M.S.W. program.
2. **A signed letter from the agency supporting your work placement** must be submitted with the proposal and must be on the agency's letterhead. The letter should include that the agency: *will provide a different learning opportunity with a different supervisor for the student's placement, the agency will allow the student to commit to **FULL** days for placement separate from their work hours, approves the student attending their assigned integrative seminars, will allow faculty field visits and is willing to provide the necessary supervision for students.*
3. You must have a new learning opportunity and not be expected to continue performing the same duties as your regular position. **Your present job will NOT be recognized as a practicum opportunity.** You must commit **FULL** days to placement.
4. You must be supervised by someone other than your current supervisor and the proposed field instructor must meet the School's requirements for Field Instruction. It is very difficult for students to maintain the same supervisor and be able to challenge workplace and educational experiences.
5. The proposal must be submitted to the practicum office at least three months in advance of the start date of the practicum.
6. **Work placements can be paid or unpaid. It is at the discretion of the agency whether this happens or not. If the placement is paid, the agency is responsible for providing the student's WSIB and professional insurance during the placement.**
7. A full description of your present job description is necessary together with a detailed analysis of the proposed placement.
8. If you have completed a previous placement with this agency, volunteered or are currently volunteering with this agency, or have worked with this agency in the past, you will have to outline how this placement will be different. You must be a part of a different program, have a different supervisor and different learning opportunities for the proposed Placement.
9. The placement must also follow appropriate procedures, e.g., attending Integrative Seminars; allowing for Faculty Field Visits; completing evaluation forms and other procedures as laid out in the Practicum Manual.
10. Please use the attached form to complete your proposal.



SCHOOL OF SOCIAL WORK

Field Education Office

WORK PLACEMENT PROPOSAL FORM (THIS SECTION IS TO BE COMPLETED BY THE STUDENT)

Student Name:		Student Number:	
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Agency Name:	
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Have you completed a previous placement with this agency?	<input type="checkbox"/> Yes (go on to next question) <input type="checkbox"/> No (Skip to 'Rationale for Work Placement' question)
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Previous Placement Supervisor Name and Contact Information:	
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In the space below, outline the tasks and responsibilities of your previous placement:

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In the space below, please provide a **rationale for your work placement** proposal:

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Please complete the chart below with as much detail as possible.

	CURRENT POSITION	PROPOSED PLACEMENT
TITLE/POSITION		
SUPERVISOR NAME AND CONTACT INFORMATION		
# OF DAYS AND HOURS OF WORK		
LENGTH OF TIME IN THE POSITION AND PROPOSED DURATION OF PLACEMENT		
PROPOSED END DATE OF PLACEMENT		



SCHOOL OF SOCIAL WORK

Field Education Office

	CURRENT POSITION	PROPOSED PLACEMENT
<p>DETAILED DESCRIPTION OF TASK AND RESPONSIBILITIES (PROPOSED WORK PLACEMENT MUST BE DIFFERENT THAN CURRENT POSITION)</p>		



SCHOOL OF SOCIAL WORK

Field Education Office

AGENCY INFORMATION QUESTIONS

(THIS SECTION IS TO BE COMPLETED BY THE AGENCY)

Name of Agency/Organization	
Agency/Organization Address (Include: city, region, postal code/P.O. Box and phone number)	
Placement Site Address (If different)	
Contact Information of Student Placement Coordinator	Name: Email: Phone & Extension: Fax: Position:
Contact Information of Executive Director (for signing of Affiliation Agreement)	Name: Email: Phone & Extension: Fax: Position:
Agency Requirements	<input type="checkbox"/> Valid Driver's License Type: <input type="checkbox"/> G2 Class or <input type="checkbox"/> G Class <input type="checkbox"/> Car Needed <input type="checkbox"/> Criminal Record Check <input type="checkbox"/> Vulnerable Sector Screening <input type="checkbox"/> Self-Identification (Specify:) <input type="checkbox"/> Languages (Specify:) <input type="checkbox"/> Medical Tests (Specify:) <input type="checkbox"/> Training or Orientation Prior to start date (Specify:) <input type="checkbox"/> Any Other Requirements:
WSIB	<input type="checkbox"/> Agency is Covered by WSIB <input type="checkbox"/> Agency is WSIB exempt
What is your agency's philosophy of service or mission statement and is it compatible with the values and ethics of the Social Work profession	



SCHOOL OF SOCIAL WORK

Field Education Office

An **Affiliation Agreement** is required to be signed with the School of Social Work and it is generally valid for 3 years. Although a 3 year agreement is created, it does not require the agency to accept students all 3 years.

A signed letter from the agency's Human Resources department supporting this work placement proposal is required.

THIS PORTION IS REGARDING THE PRIMARY FIELD INSTRUCTOR

(THIS IS THE ONLY FIELD INSTRUCTOR THAT WILL HAVE ACCESS TO COMPLETE THE PLACEMENT EVALUATIONS ONLINE)

Name of Field Instructor	
Contact Information of Field Instructor	Email: Phone & Extension: Fax: Position:
Educational Qualifications of the Field Instructor	
Years of Social Work (or equivalent) Experience. Explain.	
Program/Department	
Does the Field Instructor have experience supervising Social Work (or other) students? Please explain.	
Please explain what supervision by the Field Instructor would look like. The School requires at least 1 hour of direct supervision per week, with ongoing indirect supervision.	
If the Field Instructor does not have a BSW and/or MSW, are there other social workers (with a BSW and/or MSW) that the student can access. Explain.	<input type="checkbox"/> Yes → <input type="checkbox"/> BSW <input type="checkbox"/> MSW (PLEASE IDENTIFY THE PERSON WITH THE BSW/MSW BY COMPLETING THE SECONDARY FIELD INSTRUCTOR SECTION BELOW) <input type="checkbox"/> No Explain:

NOTE: If the Field Instructor has not supervised York University Social Work students before, it is encouraged that the Field Instructor attends the Field Instructor Training Seminars to be held throughout the year/term.

Please complete page 6 only if there is a second Field Instructor.



SCHOOL OF SOCIAL WORK

Field Education Office

THIS PORTION IS REGARDING FIELD INSTRUCTOR #2

Name of Field Instructor	
Contact Information of Field Instructor	Email: Phone & Extension: Fax: Position:
Educational Qualifications of the Field Instructor	
Years of Social Work (or equivalent) Experience. Explain.	
Program/Department	
Does the Field Instructor have experience supervising Social Work (or other) students? Please explain.	
Please explain what supervision by the Field Instructor would look like. The School requires at least 1 hour of direct supervision per week, with ongoing indirect supervision.	
NOTE: If the Field Instructor has not supervised York University Social Work students before, it is encouraged that the Field Instructor attends the Field Instructor Training Seminars to be held throughout the year/term.	