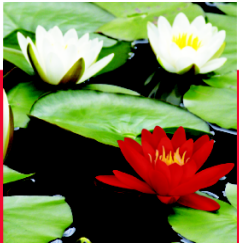


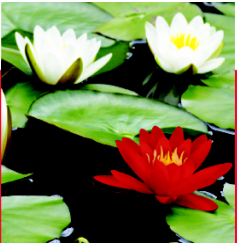
BSW Applying for Placement Orientation Winter 2019

School of Social Work



Field Office Contacts

- Vina Sandher – Manager of Field Education
– vsandher@yorku.ca – 416-736-2100, ext. 39488
- Naylen Langin – Field Education Coordinator (BSW)
– nayleng@yorku.ca – 416-736-2100, ext. 66320
- Pip Horne – Field Education Coordinator (MSW) - Interim
– piphorne@yorku.ca
- Esther Ng – Field Education Program Assistant
– estherng@yorku.ca, 416-736-2100 ext. 20662



Placement Orientations and Upcoming Events

- **Planning for Placement Orientation** (Sep 28, Oct 2 & 4) - completed
- **Resume Writing Workshop** – Monday, Nov 27, 2017 at 9:30-11:30 am (S802) register on the practicum website – RSVP Link was shared via list-serve late Oct 2017. – completed
- **Applying for Placement Orientation** – (November 13, 14, 15, & 17) - completed
- **Applications for Placement DEADLINE (January 2019 Start):
Friday, August 31, 2018 by midnight**
- **Interviewing Workshop** – Wednesday March 14, 2018 at 9:30-11:30 am (S 802) – RSVP Link shared via list-serve late February 2018. – cancelled due to strike
- **Agency Fair** – Fall of 2018 – Date TBD
- **Beginning Placement Orientation** (January 3, 2019 – 5:00 PM – 7:00 PM) – RSVP email will go out in December 2018

Practicum Prerequisites

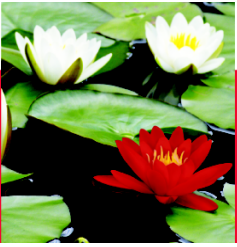
- You must **SUCCESSFULLY** complete the following **BEFORE** you begin placement in **January 2019**:
 - **SOWK Core Courses (listed below) and**
 - **57 Credits of electives OUTSIDE of social work (this applies to direct entry students – post degree typically come into the program with 57+ transfer credits)**
- The core courses are:
 - SOWK 1011 – Critical Foundations of SOWK
 - SOWK 2030 – Critical Perspectives on Society (after Fall 2017 is now SOWK 2060 & SOWK 2070)
 - SOWK 2050 – Identity, Diversity, and Anti-Discriminatory Practice
 - SOWK 3041 - Communication
 - SOWK 3060 – Integrated SOWK Practice
 - SOWK 3070 – Foundations of SOWK Research
 - SOWK 3110 – Policy Frameworks

The following course is to be completed CONCURRENTLY WITH PLACEMENT:
SOWK 4020 – Issues in the Study of the Welfare State (In Class Only)



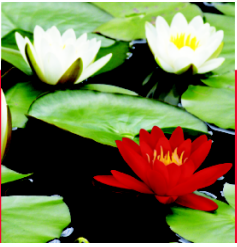
Other considerations about eligibility for placement

- Maintain active status in the Social Work program. The field office CANNOT work with students who are not in our program or whose GPA has fallen below the minimum requirement for SOWK and as such have been “exited” out of SOWK.
- Students are not guaranteed a placement simply because they have completed the academic portion of their degree
- Students are expected to demonstrate “readiness for placement” (ex. Cordial responses, professionalism, communication in a timely manner, etc.)
- Know that if you don’t respond to the Field Education Coordinator about an opportunity by the specified deadline, you won’t be considered for the potential placement (check email regularly)



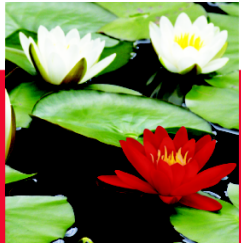
Timing, Length, and Specifics of Practicum

- The placement consists of **700 hours** on site at the agency
- All students must attend **4 integrative seminars @ 2 hours each** – session facilitated by faculty advisor (not included in practicum hours)
- **3 FULL days per week** if Direct Entry (generally, Mondays, Wednesdays, and Fridays)
- **2-5 FULL days per week** if Post Degree
- Will have to put in additional hours/days if planning to graduate in October 2019



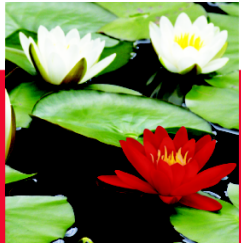
About the Application/ Finding a Placement

- Applications are completed online via the field education database. You will be able to access the application once being granted permission by the field office – reach out to Naylen Langin (nayleng@yorku.ca) by July 27th, 2018 if want to be considered for January 2019 placement.
- **We are not asking for agency choices! Rather, you will be asked to share your areas of interest. You will choose 4 skills to develop and 4 client populations (NOT A RANKED LIST). Use “Rationale” text box to express your passions.**
- If you have a personal contact that would like to offer you a placement - contact the Field Education Coordinator to discuss ASAP
- You will be sent a “placement match” based on what you have written in your application (cannot change application choices once submitted).
- **You will have 3 business days to respond (If you decline two matches, a third match will be assigned to you).**
- If resume details and/or contact information changes notify me ASAP.



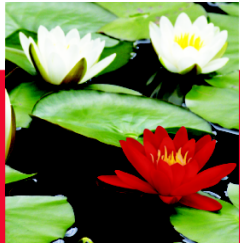
“Work” Placement proposal

- If you would like to do placement at your current or past place of employment it may be possible.
- Certain Criteria has to be met - contact the Field Education Coordinator to discuss ASAP
- Separate proposal to be e-mailed to Field Education Coordinator by **September 7, 2018** (online placement application on Database due August 31, 2018)
- All proposals must be approved by Field Education Office to ensure there it is new learning.



UWI International Placement

- University of West Indies (Barbados or St. Vincent-Grenadines)
- Info Session occurred on October 18, 2017 (if interested and did not attend contact Field Education Coordinator)
- If interested in another country you must do the leg work on your own – field office will support you.
- Certain Criteria has to be met - contact the Field Education Coordinator to discuss ASAP
- Separate proposal to be e-mailed to Field Education Coordinator by **September 7, 2018** (online placement application on Database due August 31, 2018)
- All proposals must be approved by Field Education Office after submission.



The Placement Process- other considerations

- CAS placements in high demand (must have **G license, access to vehicle, and previous experience with children, their placement process starts in June**)
- Hospitals, most health centers, and school boards **NOT** for BSW students
- Traditional vs. Non-Traditional Placements
- Meet with coordinator to discuss, ask questions if unclear
- We begin sending your resumes out in February
- The process of contacting agencies and sending out resumes takes the entire summer (from March to the beginning of September)
- This can be very frustrating for students – constant communication with the coordinator is necessary



BSW Practicum Road Map (overview)

Applying for Placement Orientation
(NOV)



Application Due: Aug 31, 2018



BSW Coordinator reviews
placement applications/ pre-req
checks/resumes and cover letters
Sept 2018



Matches sent to Student

- Students have 3 business days to respond to match.
- If interested, Coordinator sends resume to agency. Agencies typically contact the students directly if interested for an interview via phone or email.
- Placement is still not guaranteed --> Tell the Field Office the outcome of the interview.

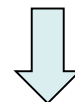


Field Office follows up with the Field
Instructor/Agency after placement offer

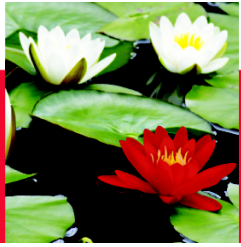
Confirmation of Placement
Package December 2018



Mandatory Beginning Placement
Orientation –January 3, 2019



Placement Starts in January 3,
2019



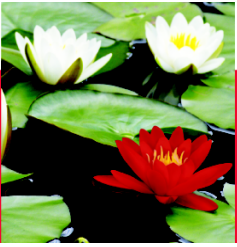
Confirmation of Placement

- Confirmation package
- **Enrolment SOWK 4000 6.0 & SOWK 4001 6.0, each for the Y (Year) term (total of 12 credits)- you will be granted permission once placement is confirmed (typically in December).** You are responsible for contacting the Field Office if you were not granted permission or missed your enrolment window for these courses.
- Failure to enroll in the practicum courses (SOWK 4000 & 4001) may result in you having to re-do your placement again and you will not be protected by WSIB
- Beginning Placement Orientation - date TBA (January 3, 2019 – 5:00 PM – 7:00 PM)
- Faculty Advisor is assigned to each student
- **Integrative Seminar Dates (4 sessions @ 2 hours each)**



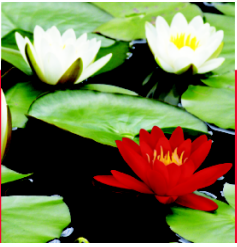
Students Responsibilities in the Placement Process

- Informing the Field Education Office of any absences that might affect your availability during the placement process
- Preparing for a successful interview
- Keeping the Field Education Coordinator informed about the outcome of the interview
- If required, obtaining a vulnerable sector screen police check and any other agency requirements prior to the start of placement.
- If you are offered a placement within your identified interests, you must accept the placement offer and your placement search is complete.
- Showing professionalism
- **Check email (including junk mail) regularly and respond in a timely manner, and ensure that you are in the student list-serve.**



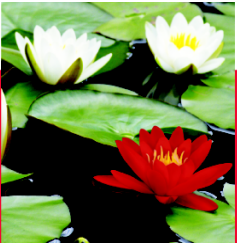
Cover Letter/Resume

- Introduce yourself
- Work and Volunteer History
- Education
- Write a generic cover letter – no listing agency names OR areas of social work as this will limit you
- Resume Resources posted on website:
<http://www.yorku.ca/laps/sowk/practicum/>
- **Resume Writing Support – reach out to the York University Career Centre**



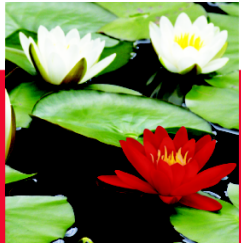
Interviews

- Professional
- Ask questions
- Be prepared to discuss what you can offer
- Be clear about your goals
- Know the agency and programs – complete thorough RESEARCH on the agency!
- Inquire about requirements for placement (e.g. vulnerable sector police check, mask fitting, driving, TB test, hours of operation for your placement, etc.)
- **INTERVIEW Preparation Support – Reach out to the York University Career Centre**



Accommodations

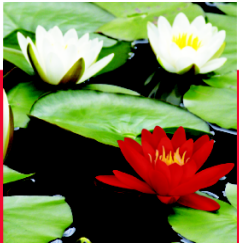
- If you require any sort of accommodations for placement, this must be submitted in writing to the Field Office
- Communicating accommodation needs **before** the start of placement is helpful in ensuring students needs are known and can be met
- Academic Accommodations may present differently in a placement setting
- Refer to Student Accessibility Services:
<http://accessibility.students.yorku.ca/>
- Speak to the Field Office



York University Policies

- Practicum Manual
- <http://www.yorku.ca/laps/sowk/practicum/>
- Placement Breakdown
- Placement Failure
- Professional Behaviour Policy
- Refer to website:
<http://www.yorku.ca/laps/sowk/practicum/>

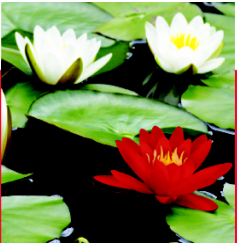
**YOU MUST READ THE
PRACTICUM MANUAL!!!**



Vulnerable Sector Screen

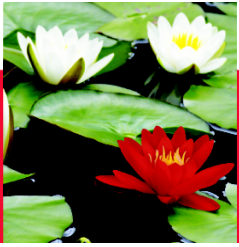
- **Police Reference Check**

- If you live in Toronto: You need to start your police check approximately four months in advance. Attend the social work office **the week of Sep 10 - 14, 2018** to complete the form and then you will submit the form and payment to the police station via mail (emails will go out in August with instructions through the BSW list serve)
- If you live outside of Toronto – contact your local police station to determine the approximate time it will take to complete your police check, and if you need a letter from the School
- If you require a letter from the School, please also see us during the week mentioned above
- ***A delay in getting your police check completed could mean a delay in starting your placement !!! Even if you have not been matched you may want to consider obtaining one as most social service agencies request this.***
- If you intend to work in an agency that serves vulnerable members they will REQUIRE you to obtain a CLEARED vulnerable sector police check
- You cannot submit an outdated police check (no older than 3 -4 months from start of placement unless agency states otherwise)



Important Information Regarding OSAP

- For students who are planning to do their practicum, please note that you will need to ensure you are enrolled in **9 credits per term** during the Fall and Winter term to be eligible for OSAP.
- Students who take less than 9 credits per term, however, can apply for another Federal Government loan program for part-time students which is also administered by the OSAP Office. For more information about this program, please go to:
http://sfs.yorku.ca/aid/part_time/index.htm
- To be considered full-time for OSAP, you need a total of 18 credits (12 of which are from placement). Example:
 - FALL Take Field (6 credits) + 4020 (3 credits) OR an elective (3 credits)
 - WINTER take Field (6 credits) + 4020 (3 credits) OR an elective (3 credits)



Accessing the Database

Things to be aware of:

1. USE **FIREFOX** (our system does not work well with other browsers)
 2. Database will log you out after approximately 20 minutes of inactivity.
- Please note that the “SUBMIT” button will disappear from the on-line database application once the deadline date has passed: **FRIDAY, August 31, 2018 11:59pm.** **You must click SUBMIT for application to be complete.**



Registering on the Database via Website – Other Information

Please ensure that you have **all** areas of the application completed as you intended, before submitting your application. It is quite time consuming and complicated to reverse the application in the database for editing so this is why we encourage you to really review the application before hitting **SUBMT** because **you will not be able to make changes to you online application once submitted!**

Any necessary changes to your application should be emailed to Naylen Langin: nayleng@yorku.ca before **September 14, 2018**. **After this date the matching process will begin so your areas of interest cannot be changed** (only changes accepted are updated cover letter/resume and/or contact information).

Please save your cover letter and resume (in one document) as: **LAST NAME First Name 2018.doc** (ensure your cover letter is the first page followed by your resume, in doc or pdf format only).



Registering on the Database via Website

Open Internet Browser (Firefox works best)

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



[Practicum](#) » Home Page

Welcome to Practicum

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**. The practicum is intended to support the integration of theory and practice, preparing students to function as professional social workers. As such, the field placement becomes the culminating experience of each student's education at the School.



School of Social Work

Database Sign-in



Click on Database Sign-in

Upcoming Events





Registering on the Database via Website

Faculty of Liberal Arts & Professional Studies

Database Online - School of Social Work

Home Students Field Office Staff Field Instructors Faculty Advisors Contact

Welcome to School of Social Work Database Online!



Search this site

School of Social Work

Database Sign-in

Quick Links

> [Practicum/Field Placement](#)

Online Database for School of Social Work Supports:

Students

The database is used by Social Work students to:

- submit their online placement application
- complete the learning contract, mid point review, and final evaluation,
- log their placement hours and,
- complete the student placement questionnaire (at the end of their placement).

Click on Students



Registering on the Database via Website

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

Database Online - School of Social Work

[Home](#)
[Students](#)
[Field Office Staff](#)
[Field Instructors](#)
[Faculty Advisors](#)
[Contact](#)

Welcome to School of Social Work Database Online!

Student Web Services Sign In

Student Number:
 Password:
 Program: 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?](#)

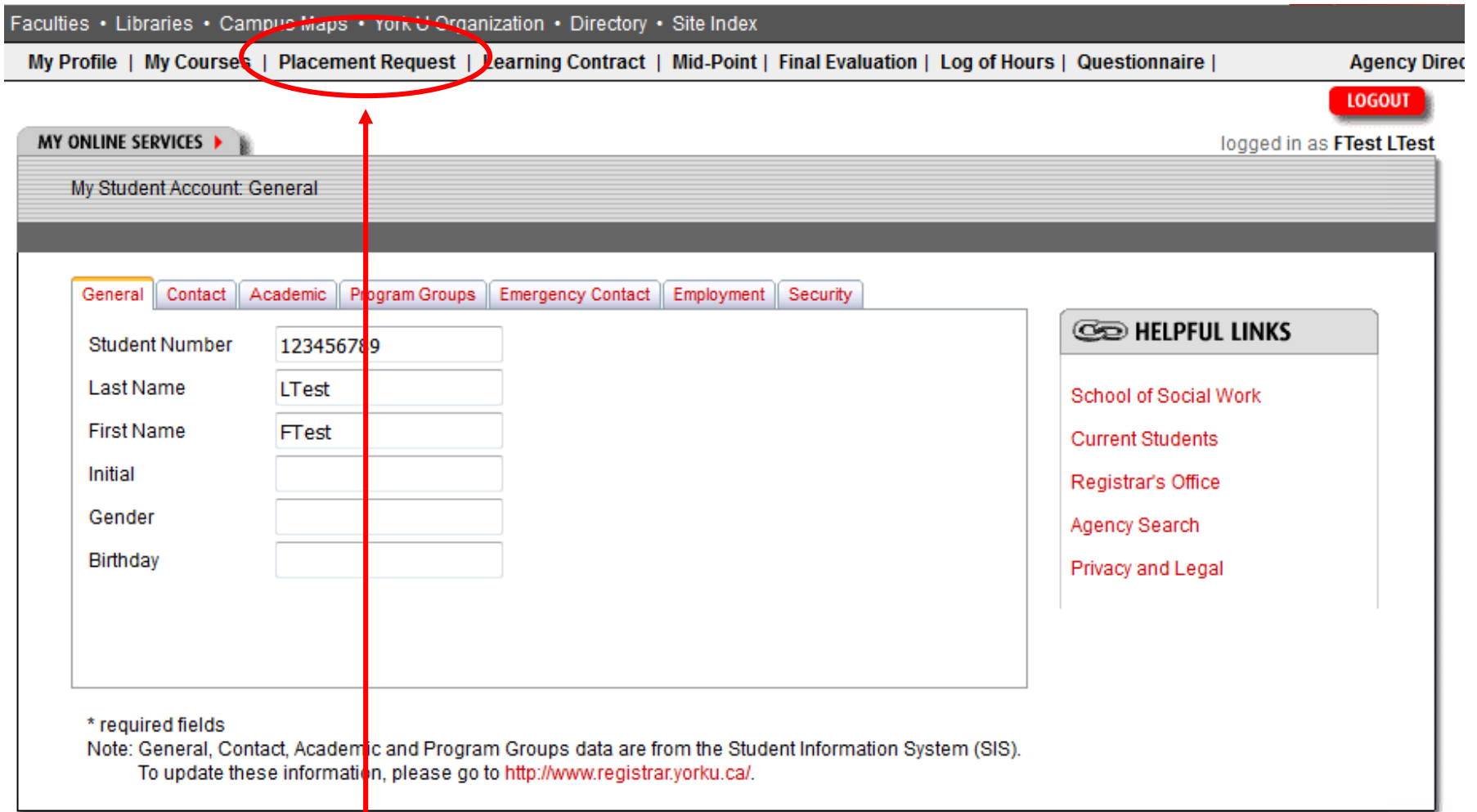
- Click on “Register new account” for 1st time users (must have York U email account to register)

OR enter your student ID & password as well

- Select BSW Student (if you have already registered)

- *In order to do this you will need to enter your student number and create a password for future use.*

Registering on the Database via Website



Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index

My Profile | My Courses | **Placement Request** | Learning Contract | Mid-Point | Final Evaluation | Log of Hours | Questionnaire | Agency Direc

LOGOUT

logged in as FTest LTest

MY ONLINE SERVICES ▶

My Student Account: General

General Contact Academic Program Groups Emergency Contact Employment Security

Student Number

Last Name

First Name

Initial

Gender

Birthday

HELPFUL LINKS

- School of Social Work
- Current Students
- Registrar's Office
- Agency Search
- Privacy and Legal

* required fields
Note: General, Contact, Academic and Program Groups data are from the Student Information System (SIS).
To update these information, please go to <http://www.registrar.yorku.ca/>.

Check your General Information. Then continue by Clicking on **Placement Request** to begin the application process. Make sure you **select 'W19'** for the term you are applying for (January 2019 placement) – IF you do this incorrectly I will not see your application.



Registering on the Database via Website

My Profile | My Courses | Placement Request | Learning Contract | Mid-Point | Final Evaluation | Log of Hours | Questionnaire | Agency Directory

LOGOUT

MY ONLINE SERVICES ▶

logged in as FTest LTest

Placement Request

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

By submitting this application you agree to the following:

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

I am applying to participate in: BSW Placement

I am: Direct Entry Post Degree

I am applying to participate in:

How many days per week:

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

Student Number	123456789	Date of Birth	<input type="text"/>		
Last Name	LTest	First Name	FTest		
Address	<input type="text"/>			APT#	<input type="text"/>
City	<input type="text"/>	Province	<input type="text"/>	Postal Code	<input type="text"/>
Home Phone	<input type="text"/>	Other Contact No	<input type="text"/>		

Preferred Contact Information

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

Emergency Contact

First Name	ECFname2	Last Name	ECLname3
------------	----------	-----------	----------

Complete Application.

Please ensure that you have inputted your emergency contact information. If any of your contact information is wrong it must be updated on the Registrar's website:

<http://www.registrar.yorku.ca/>

Ensure to fill entire application (ex. Students often forget: preferred email, preferred name, pronoun, driver's license and car check box, languages, etc.)



Registering on the Database via Website

PRACTICUM REQUIREMENTS

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

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

G2 G No Licence

Will you have access to a car for placement purposes?

Yes No

Do you speak languages other than English? Yes No

List Languages:

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

STUDENT INTEREST:

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

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

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

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

Be specific on which cities by listing them (ex. If you say "York Region" we will assume all cities there apply).

NOTE: Toronto includes: Etobicoke, Scarborough, North York, East York, York, Downtown – so be specific which area you mean because if you write Toronto we will assume ALL of Toronto. **DO NOT** provide street names, kms, time frames or subway line parameters).

NOTE: If interested in CAS type of placement you must check "Child Welfare" box, if you check "Children" you will likely not be matched with a CAS type of placement.



Registering on the Database via Website

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

Text input field for rationale.

Let us know about your passions (cuts wording off after 2 lines).

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

Text input field for areas of practice not interested in.

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

Agency Name:	
Contact Person's Name:	
Contact Person's E-mail Address:	
Contact Person's Telephone and Extension:	

Personal Contact information if you have been offered a placement through your connections, or are doing a work placement (provide details in text box below)

ATTACHMENT

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

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

An updated general cover letter and resume: No file selected.

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

Text input field for support or accommodations.

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

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

Also write here if interested in an International Placement OR doing work placement (including if found placement through a personal contact)

Questions/Comments?

We're here to help!

Refer to our website:

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

- Updates on Practicum Events
- Orientations (PowerPoint Presentations)
- Resume and Interview Resources
- Practicum Manual