

York University  
School of Social Work  
**FIELD EDUCATION OFFICE**  
**MSW PRACTICUM (Year 2)**  
**Due Dates for Forms & Evaluations**

<b><u>Forms &amp; Evaluations</u></b>	<b><u>Due</u></b>	<b><u>Submission</u></b>
Learning Contract ( <b>on line</b> )	3 <sup>rd</sup> weeks of placement	Submit to Field Instructor-online database
Mid-Point Progress Review ( <b>on line</b> )	At the half way point of your placement, which is after completing 225 hours or at the first term of your placement	Submit to Field Instructor-online database
Final Evaluation ( <b>on line AND submit a hard copy with Student &amp; Field Instructor signatures</b> )	End date as outlined in the placement confirmation sheet, but no later than April 12, 2019 if planning for June convocation	Submit to Field Instructor-online database, signed hardcopy to Faculty Advisor
Placement Log of Hours ( <b>on line</b> )	To be completed online weekly. Submit to Field Instructor online when reach midpoint 225 hours AND reach final 450 hours	Submit to Field Instructor-online database
Student Questionnaire of the Practicum ( <b>online</b> )	End date as outlined in the placement confirmation sheet, but no later than April 12, 2019 if planning for June convocation	Submit to Field Office-online database

**Important:**

- If your placement hours extend beyond the end date as outlined in your placement confirmation sheet; please contact your Faculty Advisor and Vina Sandher to request a deferral.

<http://practicum.sowk.laps.yorku.ca/files/2016/02/Deferral-Extension-Request-Form-Rev.pdf>

If you have any questions or concerns regarding your placement, please contact:

Vina Sandher  
Field Education Manager  
School of Social Work  
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E-mail: [vsandher@yorku.ca](mailto:vsandher@yorku.ca)