

York University  
School of Social Work  
FIELD EDUCATION OFFICE  
**BSW PRACTICUM**  
**Due Dates for Forms & Evaluations**

<u>Forms &amp; Evaluations</u>	<u>Due</u>	<u>Submission</u>
Student Agreement <b>(on line)</b> Declaration Form <b>(on line)</b> Safety Checklist <b>(on line)</b>	2 <sup>nd</sup> week of placement	Submit Online - <u>Safety Checklist requires Field Instructor's approval</u>
Learning Contract <b>(on line)</b>	3 <sup>rd</sup> week of placement	Submit Online - to Field Instructor for approval
Mid-Point Progress Review <b>(on line)</b>	At the half way point of your placement, which is after completing 350 hours or at the first term of your placement	Submit Online - to Field Instructor for Rating/Feedback
Final Evaluation <b>(on line)</b>	At the completion of your 700 placement hours <b>(no later than April 17, 2020 if convocate in Jun)</b>	Submit Online - to Field Instructor for Rating/Feedback
Reflective Paper <b>(email)</b>	At the completion of your 700 placement hours <b>(no later than April 17, 2020 if convocate in Jun)</b>	Submit by email to Faculty Advisor
Placement Log of Hours <b>(on line)</b>	To be completed daily or weekly. Submit to Field Instructor online at midpoint (350 hours) AND at Final (700 hours)	Submit Online - to Field Instructor for approval
Student Questionnaire of the Practicum <b>(online)</b>	At the completion of your 700 placement hours (no later than April 17, 2020 if convocated in June)	Submit Online - to Field Office

**Important:**

- If your placement hours extend beyond the term you are registered in for the practicum, please contact your Faculty Advisor and Vina Sandher to arrange 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:

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Field Education Manager  
School of Social Work  
(416) 736-2100 ext. 39488  
E-mail: [vsandher@yorku.ca](mailto:vsandher@yorku.ca)