

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

<u>Forms & Evaluations</u>	<u>Due</u>	<u>Submission</u>
Student Agreement (on line) Declaration Form (on line) Safety Checklist (on line)	2 nd week of placement	Submit Online - <u>Safety Checklist requires Field Instructor's approval</u>
Learning Contract (on line)	3 rd week of placement	Submit Online - to Field Instructor for approval
Mid-Point Progress Review (on line)	At the half way point of your placement, which is after completing 225 hours of your placement	Submit Online - to Field Instructor for Rating/Feedback
Final Evaluation (on line)	At the completion of your 450 placement hours (no later than April 17, 2020) if you plan to convocate in June	Submit Online - to Field Instructor for Rating/Feedback
Reflective Paper (email)	At the completion of your 450 placement hours (no later than April 17, 2020)	Submit by email to Faculty Advisor
Placement Log of Hours (on line)	To be completed daily or weekly. Submit to Field Instructor online at midpoint (225 hours) AND at Final (450 hours)	Submit Online - to Field Instructor for approval
Student Questionnaire of the Practicum (online)	At the completion of your 450 placement hours (no later than April 17, 2020)	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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