

York University  
School of Social Work  
**FIELD EDUCATION OFFICE**  
**MSW PRACTICUM (Year 1)**  
**Due Dates for Forms & Evaluations**

<b><u>Forms &amp; Evaluations</u></b>	<b><u>Due</u></b>	<b><u>Submission</u></b>
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 275 hours of your placement	Submit Online - to Field Instructor for Rating/Feedback
Final Evaluation <b>(on line)</b>	At the completion of your 550 placement hours	Submit Online - to Field Instructor for Rating/Feedback
Reflective Paper <b>(email)</b>	At the completion of your 550 placement hours	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 (275 hours) AND at Final (550 hours)	Submit Online - to Field Instructor for approval
Student Questionnaire of the Practicum <b>(online)</b>	At the completion of your 550 placement hours	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:

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