

BSW Beginning Placement Orientation

January 2020
School of Social Work

CHECK IN:

- What are you looking forward to?
- What concerns you?

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
- Sheryl Abraham – Field Education Coordinator (MSW) (on leave)
- Samar Hossain – Interim Field Education Coordinator (MSW)
–samarhos@yorku.ca, 416-736-2100, ext. 33354
- Esther Ng – Field Education Program Assistant
–estherng@yorku.ca, 416-736-2100 ext. 20662

Purpose of Practicum

- Significant learning
- Translating theory into practice
- Opportunity to engage in reflective practice
- Social Justice and Social Work
- Philosophy of Placement
- Teamwork
- (Start) Building networks/contacts

Social Justice and Social Work

- Integrating critical theory into the practicum experience
- Reflective practice is the essence of Social Work practice
- You are representing York U – School of Social Work and the perspectives you have learned here

Practicum Particulars

- **MUST** register for practicum courses AP SOWK 4000 Y and AP SOWK 4001 Y (Total 12 credits) **As Soon As Placement is Confirmed** (Permission has already been granted)
– YOU WILL NOT GET A GRADE OR BE COVERED FOR WSIB IF NOT ENROLLED IN THESE COURSES!

PLEASE IGNORE THE DATES, TIMES, AND FACULTY LISTED IN THE ONLINE SCHEDULE – YOUR ACTUAL DATES, TIMES AND FACULTY ADVISOR ARE LISTED IN YOUR CONFIRMATION PACKAGE

- **MUST** complete **700** hours at the placement site by **August 14, 2020** in order to convocate in October of 2020.
 - REMEMBER TO **APPLY TO GRADUATE** THROUGH THE REGISTRAR'S WEBSITE: <http://registrar.yorku.ca/>
- If you will not complete all of your hours by August 14, you must contact your **Faculty Advisor** and the **Field Office** to request a deferral which must be completed by the student, field instructor, faculty advisor and approved by Field Education Manager. IF YOU DO **NOT** SUBMIT THIS FORM YOU WILL NOT BE COVERED BY WSIB & YOUR GRADE WILL AUTONATICALLY SHOW AS AN “F”!

Practicum Particulars

- Calculate your hours carefully
 - Lunch, Sick Time or Statutory Holidays are **NOT** included in placement hours
 - Placement hours completed on statutory holidays are **NOT** considered time and a half.
 - Integrative Seminars are **NOT** counted as hours
 - Attending this orientation cannot be counted in your hours
 - Make a schedule with your Field Instructor – try to plan for unforeseen circumstances
- The time to complete 700 hours is very tight – you ***may be required to put in extra hours**** at the agency in order to complete placement by mid- August. *(Must be approved by Field Instructor at the agency)

Practicum Particulars

If you are going to placement 3 days per week AND you wish to graduate in October, you must:

- Attend placement 3 days/week consistently from September to April
- This includes 3 days/week during **Co-curricular Week/ Reading Week**
- In addition, you may need to add approximately **1.5 days extra per month** (over 8 months) to complete the hours by April 17, 2020

Practicum Particulars

- **Direct Entry** Students are required to be on placement **3 FULL days per week**
- **Post Degree** Students are required to be on placement **2 – 5 FULL days per week**
- **Familiarize yourself with the BSW Practicum Manual:**
 - <http://practicum.sowk.laps.yorku.ca/resources/manuals/>
 - * Please Carefully Review the Placement Breakdown Policy

Hours for Placement

PLAN YOUR HOURS ACCORDINGLY

- **Logbook** (keep a log of your hours and what you have done in word doc then input **ONLINE**)
- **Sit down with your field instructor and a calendar and plan out all of your hours by the first month of placement**
- Hours should be completed according to the days/week you have negotiated with your placement- as reflected in your confirmation package

Requirements of the Placement

These documents are available online:

- **Practicum Agreement**
 - Fill out and field instructor witness it
- **Student Declaration of Understanding (WSIB)**
 - **WSIB reporting— Students have to report an accident ASAP**
- **Safety Orientation Checklist**
 - To be completed on the first day of placement with your field instructor

COMPLETE THESE FORMS ONLINE BY THE 2nd WEEK OF YOUR PLACEMENT

Requirements of the Placement

B.S.W., School of Social Work, Undergraduate Studies Student Practicum Agreement



The Practicum Student agrees to:

- Maintain registered student status at York University and enroll in both SOWK 4000 & 4001 for the appropriate terms;
- Adhere to the University Student Code of Conduct during the placement;
- Attend the 4 integrative seminars facilitated by the student's faculty advisor;
- Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers; 15
- Act in accordance with the Practicum Centre's regulations, rules, policies and procedures including appropriate Provincial Acts as they apply to the Practicum Centre, including but not limited to confidentiality and privacy;
- Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;
- Meet with representative(s) of the Practicum Centre to arrange, before or at the beginning of the practicum placement, the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their field instructor;
- Complete and sign the Student Declaration of Understanding and BSW Student Agreement (this form) and submit it to the Field Office by the 2nd week of their placement;
- Complete, with their field instructor or practicum representative, the Safety Orientation Checklist, on the first day of placement and submit it to the Field Office by the 2nd week of their placement;
- Submit online their Learning Contract, including learning objectives, to the Faculty Advisor early in the practicum experience (normally by the 3rd week);
- Arrange for a mid-point and final evaluation meeting with their Field Instructor and complete the forms online.
- Input log of hours online and submit for Field Instructor approval at Midpoint and Final Evaluation.
- Review the School of Social Work BSW Student Professional Behaviour Policy and understand that breaches of professional behavior may result in withdrawal from the BSW program;
- Read the Practicum Manual and abide by set out policies re: placement breakdown process and placement failure.

Behaviour that may result in withdrawal from the BSW program

A student may be withdrawn from the BSW program if they:

- Commit any breach of the CASW Code of Ethics, the Ontario College of Social Workers and Social Service Workers Standards of Practice, and/or any York University Policy that relates to student behaviour, such as the York University Student Code of Conduct or the Senate Policy on Academic Honesty that would engage the behavioural and ethical standards of the profession;
- Engage in any proscribed behavior in a practicum agency as detailed in the School of Social Work's Practicum Manual;
- Acquire a criminal conviction after being admitted to the program (or which was acquired prior to admission but became known only after having been admitted to the program) which jeopardizes the student's ability to gain registration as a social worker; or
- Engage in behaviour that impairs the performance of professional responsibilities.

I, _____ (name of the Practicum Student, please print), agree to fulfill the obligations listed above as a condition of my practicum placement at _____ (name of Practicum Centre, please print).

Program (check one):

Direct Entry A (Admitted from High School) Direct Entry B (Admitted from College) Post Degree

Students must be in placement for FULL days (the agency's full working day).

of Days per Week at Placement: _____

Please Check the Days at Placement:						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Witness/Field Instructor

Signature of the Practicum Student

Date

Date

Please complete this form and return as soon as possible to the School of Social Work at S875 Ross Building or fax to 416-650-3861, attention: Field Education Program Assistant.

BSW Student Placement Agreement Form

Fill it out online soon after you have begun your placement (no later than the second week your placement)

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Requirements of the Placement



SCHEDULE "A"

SAFETY ORIENTATION CHECKLIST (Practicum Centre to complete with student on their first work day)

STUDENT INFORMATION

Name: _____ Student Number: _____

PRACTICUM CENTRE INFORMATION

Name of Practicum Centre: _____



COMPLETE DURING ORIENTATION



Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative	
Worker/supervisor rights and responsibilities	
Safe work procedures and operation of equipment	
Use of Personal Protective Equipment (PPE)	
Identification of restricted or prohibited areas, tools, equipment and machinery	
Hazards in the workplace that may affect the student, how they're controlled and how to deal with them	
What to do and who to see if the student has a safety concern	
What to do when there is a fire or other emergency (e.g., evacuation procedures)	
Location of fire exits and fire extinguishers	
Location of the first aid supplies, equipment, facilities: <ul style="list-style-type: none"> Names of staff responsible for first aid How to record first aid treatment 	
Procedures for reporting accidents and injuries	
Workplace Hazardous Materials Information System (WHMIS)	
Workplace policies and procedures on: <ul style="list-style-type: none"> Workplace Harassment Violence prevention Working in isolation Smoking/Drinking/Substance abuse 	

SAFETY ORIENTATION CHECKLIST

Completed online with your Field Instructor on the first day of placement.

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Requirements of the Placement



FACULTY OF LIBERAL
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STUDIES

School of Social Work

5880 ROSS BLDG.
4700 KEELE ST
TORONTO ON
CANADA M3J 1P3
T 416 736 5226
F 416 650 3861
www.yorku.ca

STUDENT INFORMATION		
Student Name:		
Student Number:		
Address:		
City:	Province:	Postal Code:
Phone number:	Email:	

Re: **Student Declaration of Understanding
Workplace Safety and Insurance Board or Private Insurance Coverage
Students on Program Related Placements**

Student coverage while on placement

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study. MTCU also provides private insurance to students should their unpaid placement required by their program of study take place with an employer who is not covered under the *Workplace Safety and Insurance Act*.

Furthermore, MTCU provides limited private insurance coverage for students in Ontario publicly supported postsecondary programs whose placements are arranged by their postsecondary institution to take place outside of Ontario (international and other Canadian jurisdictions).

Yours truly,

Vina Sandher

Vina Sandher
Field Education Manager

Declaration

I have read and understand that WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges requirement and Universities while I am on a placement as arranged by the university as a requirement of my program of study.

I understand the implications and have had any questions answered to my satisfaction.

Student name (print): _____

Student signature: _____

Program/School: _____

Date: _____



Student Declaration Letter

Fill it out online soon after you have begun your placement (no later than the second week your placement)

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Transportation while on Placement

Students do not receive any compensation from York for public transit, mileage or otherwise. We advise you not to transport clients in your own cars unless directly required to by the placement site. If you are required to do so, please ensure you obtain the necessary car insurance.

Generally your Field Instructor cannot transport you in their own vehicle.

Components of the Practicum

- Integrative Seminars (Mandatory)
- Learning Contract
- Mid-Point Progress Review
- Final Evaluation
- Reflective Paper (1000-1200 words)
- Student Evaluation of the Placement
- Log of Hours

*****Due dates are in your practicum package*****

Due Dates

Forms & Evaluations:	Due:	Send To:
Learning Contract (submit online)	3rd week of placement (About 60 hours)	Faculty Advisor (Online Database)
Mid-Point Progress Review (submit online)	At the half way point of your placement, which is Around 350 hours	Faculty Advisor (Online Database)
Final Evaluation (submit online)	No later than August 14, 2020 – if planning for October convocation	Faculty Advisor (Online Database)
Reflective Paper (hard copy only)	No later than August 14, 2020 – if planning for October convocation	Faculty Advisor (Hard Copy)
Placement Log of Hours (submit online)	Submit online at midpoint (350 hrs) and at final (700 hrs) No later than August 14, 2020 – if planning for October convocation	Faculty Advisor (Online Database)
Student Evaluation of the Practicum (submit online)	No later than August 14, 2020 – if planning for October convocation	Field Office (Online Database)
Important: <ul style="list-style-type: none"> • If your placement hours extend beyond the term you are registered in for the practicum, please contact your Faculty Advisor and The Field Education Manager to arrange a deferral. • Keep a copy of all reports for your personal files and submit originals to your Faculty Advisor. 		

Accommodations

- If you require any health related accommodations for placement, this must be submitted in writing to the Field Office from your Student Accessibility Counsellor
- It is encouraged that you communicate your accommodation needs **before** the start of placement
- Academic (classroom) accommodations may present differently in a placement setting
- Refer to Student Accessibility Service office:
<http://www.yorku.ca/cds/>
- Speak to the Field Office

Integrative Seminars

- Four (4) Integrative Seminars
- Attendance is **MANDATORY** (Requirement of placement – can fail if you don't attend)
- Must attend even if during placement hours (make up the hours missed)
 - Your field instructors are aware that you need to attend the seminars as the dates were provided to them. They will support you being away from placement to attend
- Compliments learning in placement
- Reflective practice paper

The Learning Contract

- Completed in first 3 weeks of placement (completed by the first **60** hours)
- **Joint effort between student and field instructor**
- Living Document: can change at midpoint
- Used to evaluate learning
- **SUBMIT ONLINE**
- Should have a hard copy for your records
- The Online Learning Contract, please log in:
<http://practicum.sowk.laps.yorku.ca/>
- Click on '**Database Sign in**' on the right side column
 - Select '**Students**' from the menu bar on the top and sign in

Learning Goals

Learning Goals are:

S.M.A.R.T.

Specific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely

Example 1 (Critical Social Work Skills):

Learning Goal – To become familiar with community resources in order to refer clients and recognize how resources would benefit clients

Plans for Goal Attainment – Discuss with supervisor when referrals are necessary, research agencies/programs/services online, and learn who qualifies for certain programs

Learning Goals

Example 2 (Critical Reflexive Practice Skills):

- ***Learning Goal*** - To learn and recognize how my social identity as a white, heterosexual, adult male can impinge or impact my working relationship with a client.
- ***Plans for Goal Attainment*** - Document and summarize an experience with a client whom is a visible minority. The summarization will explain a scenario where my social privileges may have had an impact on the working relationship (positive or negative)

Learning Goals

- **Example 3 (Organizational Context):**
- **Learning Goal** - Review different government policies that affect newcomers to Canada, such as the Canadian requirements for immigrant professionals to continue their career.
- **Plans for Goal Attainment** - Attend meetings to gain knowledge of the different Canadian policies and requirements that create barriers for newcomer professionals. Research and create resources for clients wishing to remain in their specific occupation to help them continue their career.

Mid-Point Progress Review

- Completed online roughly halfway through placement (~350 hours)
- Joint Effort
- CHECK POINT
 - The goals that were initially put on your learning contract can be modified here
- **SUBMIT ONLINE TO FACULTY ADVISOR**

Final Evaluation, Reflective Practice Paper & Student Evaluation of the Placement

- Final Evaluation is a joint process
- Goals can be modified if change prior to submitting the final evaluation
- **SUBMIT ONLINE TO FACULTY ADVISOR**
- CREDIT is granted **after** we receive authorization from **Faculty Advisor** (Will show as “CR” on your transcript)
- Follow guidelines for convocation in October
 - Registrar’s Website: <http://registrar.yorku.ca/>
- No Surprises/ Supervision is the key
- Reflective practice paper (submit hard copy to faculty advisor)
- Log of Hours (submit online – keep a hard copy for your records)
- **STUDENT EVALUATION OF PLACEMENT** complete online via our database

Roles and Responsibilities

The Triad

Faculty Advisor



Student

Field Instructor

Students: Roles and Responsibilities

- You are a student
 - Not a volunteer/not an employee
 - Learning Contract helps define your role
 - Regular supervision helps define your role
 - Culture of placement and how do you fit in
 - Your responsibility to ensure all documentation for placement (e.g. evaluations) are completed and submitted
 - Notify the school and field instructor of work-related injury ASAP (WSIB)
 - Appropriate dress
 - Be on time and ready to learn and engage
 - Be prepared for supervision
 - Use of agency resources for placement purposes ONLY
 - Training and conferences
 - Consult Practicum Manual
- <http://practicum.sowk.laps.yorku.ca/resources/manuals/>

Field Instructor: Roles and Responsibilities

- Guide/Mentor
- Treat student with respect
- Fears/safety/trust/challenge: Power Differential
- Honour student status
- Provide supervision time
- Help ensure evaluations are completed in timely manner
- Notify the school of work-related injury ASAP (WSIB)
- Ensure time is allocated for attendance to integrative seminars

Faculty Advisor: Roles and Responsibilities

- Link to the School of Social Work
- Integrative Seminars

- Help guide/facilitate the transformation of theory into practice
- Trouble shooter
- Advises Field Office of completion of placement requirements so credit can be issued
- Field Office must receive signed form from Faculty Advisor to grant CREDIT

Placement Concerns

“If I have a concern with placement what do I do?”

Step 1: Field Instructor

- Step 1 Need additional support?
Go to Step 2.

Step 2: Faculty Advisor

- Step 2 Need additional support?
Go to Step 3.

Integrative Seminar

- You can also speak to Faculty Advisor during the Integrative Seminars.

3. Field Education Coordinator

- Step 3 Need Additional support?
Go to Step 4.

4. Field Education Manager

- Final Step in concern/conflict resolution.

Placement Concerns

- Issues do come up in placements just like in all other areas of life
- Not an issue of failure or something to avoid, but opportunity to practice problem solving skills
- **ADDRESS ISSUES EARLY!**
- **Use clear/direct communication**

Placement Concerns

- Involuntary Withdrawal
- Placement Breakdown and Failure
 - **READ IN PRACTICUM MANUAL:**
<http://practicum.sowk.laps.yorku.ca/resources/manuals/>
- Processes are outlined in **BSW Practicum Manual**
- Placement Breakdown is a serious matter – consider carefully
- The sooner the problem is identified the more likely for a positive solution

Social Work Code of Ethics

- Non-Social Work Supervision
- Confidentiality

- Be familiar with policy and procedures at the agency – ask questions if unclear about anything
- **Social Work Code of Ethics** Available <http://www.casw-acts.ca/en/what-social-work/casw-code-ethics>

Social Work Code of Ethics

Example 1: Confidentiality

- Inform clients early in their relationship of any limits of client confidentiality
- Have clients sign completed consent forms prior to the disclosure of information. Verbal consent can be obtained in urgent situations, however the worker must document this
- Do not disclose more information than required
- Limits to confidentiality – risk to self, risk to others, disclosure of abuse of a minor

Social Work Code of Ethics

Example 2: Representation

- College members do not misrepresent professional qualifications, education, experience, or affiliation.
- **Advise clients of your role as a social work student.**

Example 3: Professional boundaries

- Relationship serves the needs of the client, over the needs of the social worker. We avoid conflicts of interest that may interfere with professional discretion and impartial judgment.
 - Ex. Physical contact with clients, “lending” clients money
 - Keep your personal issues separate from your placement performance, seek support from outside sources for personal issues, don’t put your agency in that position.
 - Sharing personal contact info (cell, social media etc.)

York U Social Media Guidelines

- <http://www.yorku.ca/laps/sowk/practicum/documents/GUIDELINEONTHEUSEOFSOCIALMEDIA.pdf>
- http://www.yorku.ca/ycom/socialmedia/SocialMediaGuidelines2010_R5.pdf
 - Students are advised not to use their personal social media accounts for placement related work
 - Ensure that all information posted on your “professional” social media account is Approved by your Field Instructor
 - Do not post client photos/videos/information without written consent.

Evaluation Process: Online Database

File Edit View History Bookmarks Tools Help

School of Social Work | swwk.laps.yorku.ca

YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

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Quick Links

Faculty of Liberal Arts & Professional Studies

School of Social Work

Home About Undergraduate Program Graduate Program Students **Practicum/Field Placement** Faculty & Staff Contact

School of Social Work

rights equality justice freedom diversity social law cooperation inequality society human

School of Social Work » Home Page

Welcome to the School of Social Work!

The School of Social Work is recognized as having one of the most progressive and socially responsive social work programs in Canada. The School offers two undergraduate (BSW) streams and the innovative [graduate program](#), including and MSW and PhD. Students receive a professional social work education that is characterized by a commitment to human rights and social justice. Dedicated instructors, who draw from a strong contemporary curriculum and their own practical experience, afford students the opportunity to acquire their own social work philosophies and skills. York students are equipped for professional practice in a wide

Apply Online to York

YU Start Login Page

Quick Links

Open Firefox
Internet Browser
and on Address
Line Type:

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

Click on Practicum/Field
Placement

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Online Database – Log In: Step 1



FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Search yorku.ca

Faculty of Liberal Arts & Professional Studies

Practicum - School of Social Work

Home About BSW Guidelines MSW Guidelines Field Instructors Resources Practicum Events Contact



Practicum » Home Page

Welcome to Practicum

Through research, curriculum and critical pedagogy 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**. These placements allow students to blend theory learned in the classroom with hands-on practical experience, preparing them to function as professional social workers upon graduation. As such, the field placement becomes the culminating experience of each student's education at the School.



Search this site

School of Social Work

Database Sign-in

Upcoming Events

Click on:
Database
Sign In

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On-Line Database – Log In: Step 2



[FUTURE STUDENTS](#) [CURRENT STUDENTS](#) [ALUMNI & FRIENDS](#)

Quick

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Database Online - School of Social Work

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

Welcome to School of Social Work Database Online!

Online Database Applications for School of Social Work include 4 sections

[Students](#)

In order to submit an application for placement students who are eligible must register their personal account before they can log on to the database. After log on students may review their personal information; current courses; study plans and agency placement information. They may also submit their application for placement and once they have a confirmed placement and are registered for practicum in the current academic year may complete their learning contract, mid point review and final evaluation through this portal.

[Field Office Staff](#)

[Field Instructors](#)

[Faculty Advisor](#)



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[Database Sign-in](#)

Quick Links

- [Practicum/Field Placement](#)
- [Registrar's Office](#)
- [Sessional Dates](#)
- [Student Papers & Academic Research \(SPARK\)](#)

**Click on:
Students**

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Online Database – Log In: Step 3



[FUTURE STUDENTS](#) [CURRENT STUDENTS](#) [ALUMNI & FRIENDS](#)

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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!

Student Web Services Sign In

Student Number:

Password:

BSW MSW

! 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?](#)



Search this site

[School of Social Work](#)

[Database Sign-in](#)

Quick Links

- [Practicum/Field Placement](#)
- [Registrar's Office](#)
- [Sessional Dates](#)
- [Student Papers & Academic Research Kit \(SPARK\)](#)
- [Counselling & Disability Services](#)
- [Writing Centre](#)
- [Petitions](#)

- Enter your student ID
- Enter your password
- Select BSW Student
- Click on “Submit”

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Online Database – My Profile

Once you login you will be directed to your student profile where you can see your contact information, academic information, program, emergency contact information and employment information.

YORK UNIVERSITY
UNIVERSITÉ
UNIVERSITY
redefine THE POSSIBLE.

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[My Profile](#) | [My Courses](#) | [Placement Request](#) | [Learning Contract](#) | [Mid-Point](#) | [Final Evaluation](#) | [Agency Search](#)

LOGOUT

MY ONLINE SERVICES ▶

logged in as **FTest LTest**

My Student Account:

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](#)

If the information is incorrect, please change it through the Registrar's Website

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Online Database – Documents to be submitted at the start of placement

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

Practicum Agreement
Student Declaration of Understanding
Safety Orientation Checklist

LOGOUT

logged in as

MY ONLINE SERVICES

Student Practicum Agreement

Student Name:

Student Number:

Program:

Name of Practicum Center:

Students must be in placement for FULL days (the agency's full working day).

of Days per Week at Placement:

Please Check the Days at Placement:

Mon Tues Wed Thurs Fri Sat Sun

The Practicum Student agrees to:

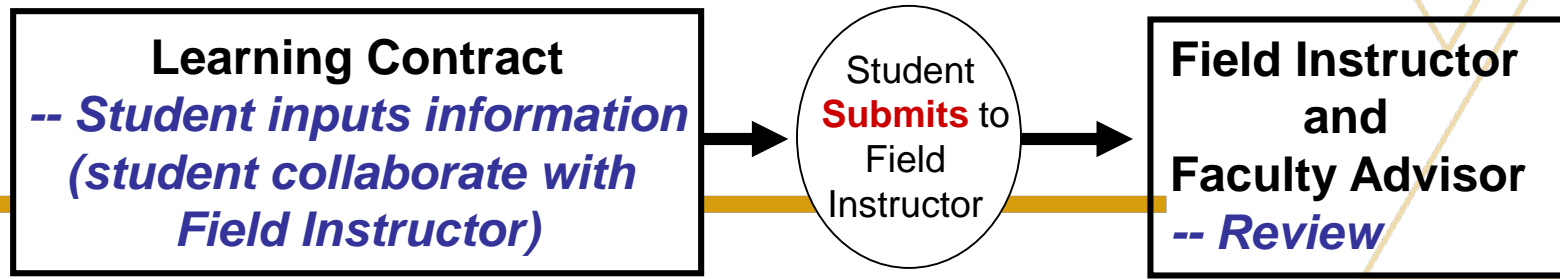
- Maintain registered student status at York University and enroll in both SOWK 4000 & 4001 for the appropriate terms;
- Adhere to the University Student Code of Conduct during the placement;
- Attend the 4 integrative seminars facilitated by the student's faculty advisor;
- Adhere to the Social Work Code of Ethics espoused by the Canadian Association of Social Workers;
- Act in accordance with the Practicum Centre's regulations, rules, policies and procedures including appropriate Provincial Acts as they apply to the Practicum Centre, including but not limited to confidentiality and privacy;
- Obtain all immunizations and tests (including a police record check) if required by the Practicum Centre before commencing the practicum placement;
- Meet with representative(s) of the Practicum Centre to arrange, before or at the beginning of the practicum placement, the nature of the practicum experience including hours, days, responsibilities, and meeting schedule with their field instructor;
- Complete & submit the Student Declaration of Understanding and BSW Student Agreement (this form) online by the 2nd week of their placement;
- Complete, with their field instructor or practicum representative, the Safety Orientation Checklist, on the first day of placement and submit it online by the 2nd week of their placement.

Click on each item from the "Documents" drop down menu and fill them all out, then click submit.

Due dates:

- 1) Practicum Agreement – by Second week of placement
- 2) Student Declaration of Understanding – 1st day of placement
- 3) Safety Orientation Checklist – 1st day of placement

On-Line Database – Learning Contract Process



Step one – Student initiates the process

1. Student logs on database (<http://www.yorku.ca/laps/sowk>), go to Learning Contract
****Firefox performs better than Internet Explorer or Google Chrome**
2. **Input** information on Learning Contract (admin, goals, plans for goal)
*** save data every 5 minutes, data can't be saved after 15 minutes though it's on the screen*
3. **'Submit'** (button at bottom) the Learning Contract to Field Instructor & Faculty Advisor

Step two -- Field Instructor

-- Field Instructor logs on database → My Student → **Review** (approval required)

Step three – Faculty Advisor

-- Faculty Advisor logs on database → My Student → **Review**

Online Database – Learning Contract Tab

Scroll over the “Learning Contract” Tab with your mouse and click it.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "School of Social Work | Fac..." and "Student Profile - SOWK Studen...".
- Address Bar:** "sowk.eso.yorku.ca/Students/StudProfile.aspx".
- Header:** YORK UNIVERSITY logo with the tagline "redefine THE POSSIBLE." and navigation links: HOME | Current Students | Faculty & Staff | Research | International.
- Secondary Navigation:** Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index.
- Primary Navigation:** My Profile | My Courses | Placement Request | **Learning Contract** (highlighted with a red circle) | Mid-Point | Final Evaluation | Log of Hours | Questionnaire | Agency Directory.
- Buttons:** LOGOUT (top right), and a red button with "FUTURE STUDENTS ALUMNI & VISITORS" (top right).
- MY ONLINE SERVICES:** logged in as Test Test. My Student Account section with tabs: General (selected), Contact, Academic, Program Groups, Emergency Contact, Employment, Security.

Learning Contract – Particulars

The learning contract is negotiated between the student and the field instructor and provides the basis for evaluating the student's learning contract should be comprehensive with activities that fall under the 5 major learning objectives identified below. The learning contract should be completed no later than the first 60 hours of placement. If necessary, you will have the opportunity to revise your learning goals online at the mid-point evaluation.

PRACTICUM PARTICULARS

Student Name		Agency/Organization	
Faculty Advisor		Agency/Organization Address	
Field Instructor 1		Primary Address for Placement (if different from above)	
Field Instructor 2		Practicum Start Date	
Expected date of Mid- Point Progress Review		Expected date of Final Evaluation	

ADMINISTRATIVE AGREEMENT

Length of Placement (months)		Days of the week at placement (FULL DAYS)	MON	TUES	WED	THURS	FRI	SAT	SUN
Projected Start Date		Hours at Placement per Week							
Projected End Date									

Learning Contract – Learning Areas:

(1) Social Issues Addressed by Organization (Meta or Macro)

- A. Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues.
- B. Articulates and explains a range of theories and approaches used by the organization.

(2) Organizational Context (Mezzo)

- A. Identifies funding structures within the setting and impact on service delivery
- B. Recognizes social policies that affect the organization and/or its services
- C. Describes the organization's policies, procedures and mission, including those related to health and safety, ethics, discrimination, harassment, diversity and equity.

(3) Critical Social Work Skills (Micro)

- A. Identifies skills which are relevant and important for a successful placement at the organization, such as policy, community development, research, direct practice, advocacy, program development
- B. Shows an understanding of the role of advocacy in social justice work
- C. Uses a critical lens to advocate for enhanced service delivery by analyzing the organizational, community and/or governmental structure and its impact on clients and service delivery.
- D. Utilizes formal and informal community resources and where feasible, develops new resources to meet community/client needs
- E. Identifies client's strengths and understands client's systemic context
- F. Demonstrates successful termination with clients, agency personnel, projects, and community groups utilizing appropriate skills and knowledge.
- G. Identifies the dominant theories and/or discourses that organize the particular field of practice (recognize features of the theories, the tensions inherent in the theories, as well as their merits/utility in the lives of the individuals, families, groups, communities, etc. served by the organization).

Learning Contract – Learning Areas (Continued):

(4) Critical Reflexive Practice Skills (Micro)

- A. Structures practice in recognition of how one's own social identity, social location and values can advance/impinge in one's work with the individuals, families, groups and/or communities, as well as community or policy frameworks
- B. Articulates theory in practice
- C. Describes one's own philosophy of practice, including the ability to identify strengths and areas for improvement
- D. Recognizes the importance of self-care in practice

(5) Professional Context of Practice (Mezzo and Micro)

- A. Interprets moral and ethical dilemmas within the structure of the organization
- B. Appraises the CASW Code of Ethics in respect to meaning for critical practice
- C. Uses supervision effectively including appropriate uses of staff for consultation
- D. Where appropriate, takes initiative and demonstrates the ability to complete projects in a timely manner.
- E. Demonstrates ability to work collaboratively in a group setting to establish clear objectives for project work and other placement related activities.
- F. Where appropriate, participates in leadership as an active team member
- G. Expresses self verbally and communicates writing in an effective manner
- H. Where applicable, demonstrates ability to use the organization's database or search engines/online resources
- I. Demonstrates awareness and adheres to agency recording standards, including policies pertaining to confidentiality, consent, and overall policies and procedures

Online Database – Saving and Submitting the Learning Contract

Note:

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

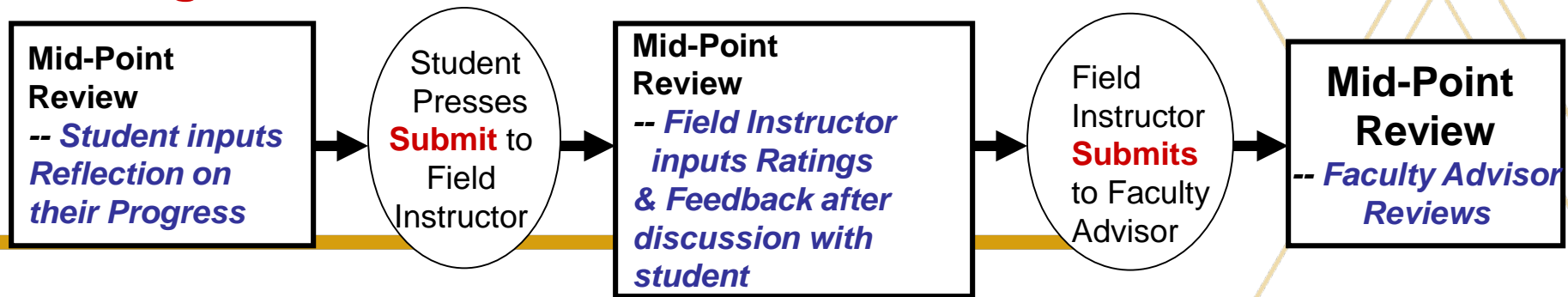
Save Submit Print Form

If you want to save your information and come back to it, click on “Save”. Your information will be saved but won’t be submitted until you click on submit

Once you are completely done, click on “Submit”

You can print the contract by clicking on “Print Form”

Online Database – Mid Point Progress Review Process



Step one -- Student initiates the process

1. Student logs on database, go to Mid-Point Review
2. Check to see if any **updates** are needed for Learning Goals, Plans for Goal
***click on the check box 'do you want to change data from Learning Contract?' to do updates*
3. Inputs Reflection on Their Progress with their learning goals
4. **'Submit'** (submit button at bottom) to Field Instructor.

Step two -- Field Instructor

1. Field Instructor logs on database → My student
2. Go to Mid-Point → **Input Ratings and Feedback**
*** if Learning goals are blank, student hasn't submitted their Mid-Point*
3. **'Submit'** (submit button at bottom) to Faculty Advisor

Step three -- Faculty Advisor

Faculty Advisor logs on database → My student → Mid-Point Review → **Review** only

On-Line Database - Mid-Point Evaluation Progress Tab

Click on the “Mid-Point” tab

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** School of Social Work | Fac... and Student Profile - SOWK Studen...
- Address Bar:** sowk.eso.yorku.ca/Students/StudProfile.aspx
- YORK UNIVERSITY Logo:** redefinethepossible.
- Navigation Menu:** HOME | Current Students | Faculty & Staff | Research | International
- Secondary Navigation:** Faculties • Libraries • Campus Maps • York U Organization • Directory • Site Index
- Primary Navigation:** My Profile | My Courses | Placement Request | Learning Contract | **Mid-Point** | Final Evaluation | Log of Hours | Questionnaire | Agency Directory
- Buttons:** LOGOUT
- MY ONLINE SERVICES:** My Student Account
- Footer Navigation:** General | Contact | Academic | Program Groups | Emergency Contact | Employment | Security

A red circle highlights the "Mid-Point" tab in the primary navigation menu, and a red arrow points from the text "Click on the 'Mid-Point' tab" to this circle.

liberal arts &
professional studies



On-Line Database - Mid-Point Progress Review

At the mid-point mark of the placement students should have a formal meeting with their field instructor to discuss achievements to date, based on the goals for placement as outlined in the student's learning contract. The progress review form should be used as a guide to ascertain achievements and also to clarify students' critical path of focus for the remainder of the placement. The goals of the learning contract can be revised at this point to reflect new goals designed to address areas needing further development. The revised learning goals are then used as a guide in the final evaluation process. Once the mid-point progress review form is completed it is submitted to the faculty advisor for review.

The following rating scale will allow you to provide a beginning point for student and be able to view progression in terms of skills, expertise, strengths and abilities. The same form is being utilized for the mid point and final evaluation so that incremental changes can be noted.

RATING SCALE

EE	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement
DNM	Does Not Meet Expectations
NA	Not applicable at this time

TO MAKE REVISIONS TO THE LEARNING CONTRACT AND/OR to ADD STUDENT REFLECTION ON THE MIDPOINT EVALUATION

Click on this box even if you will not be revising your goals or it will NOT let you continue onto the evaluation portion.

Online Database - Mid-Point Progress Review: Grading

Students can now change the learning goals and plans as well as enter their Reflection on their progress so far. The Field Instructor inputs the Progress and Feedback section after the student submits the on-line mid-point.

(1) Social Issues Addressed by Organization		
<ul style="list-style-type: none">Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issuesArticulates and explains a range of theories and approaches used by the organization		
Learning Goals	Plans for Goal Attainment	Progress of Learning Goal
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI <input type="checkbox"/> DNM <input type="checkbox"/> NA
Student's Reflection on their Progress		
Field Instructor's Feedback on Progress		

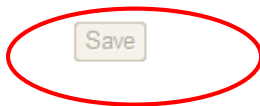
Online Database – Submitting Mid-Point Progress Review

FUTURE PLANS/GOALS

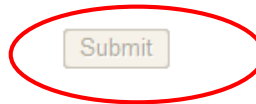
Identify goals or planned accomplishments for the next review period.

Note:

- Save button is for saving database into database so you can change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.



If you want to save your information and come back to it, click on “Save”. Your information will be saved but won’t be submitted until you click on submit.

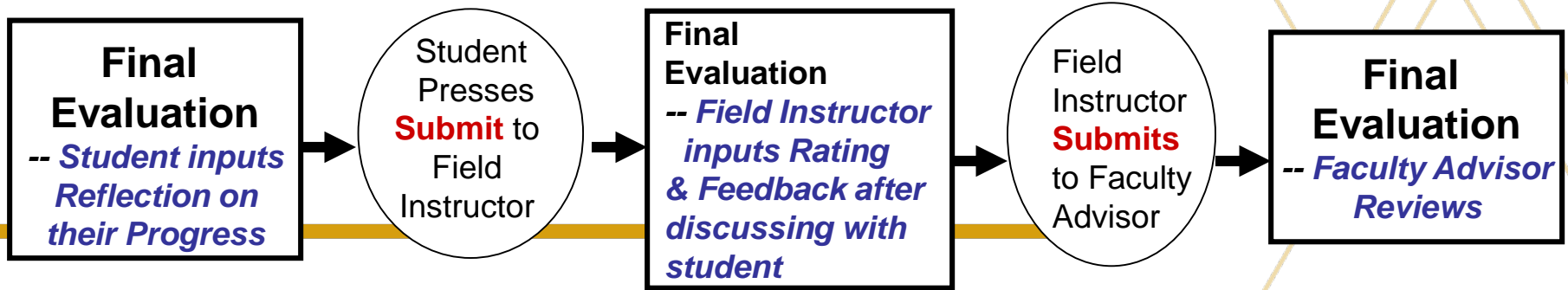


Once you are completely done, click on “Submit”



You can print the contract by clicking on “Print Form”

Online Database - Final Evaluation Process



Step one -- Student initiates the process

1. Student Logs on database, go to Final Evaluation
2. Check to see if any **updates** are needed for Learning Goals, Plans for Goal
***click on check box 'do you want to change data from Learning Contract?' to do updates*
3. Inputs Reflection on Their Progress with learning goals
4. '**Submit**' (*submit button at bottom*) to Field Instructor either way

Step two -- Field Instructor

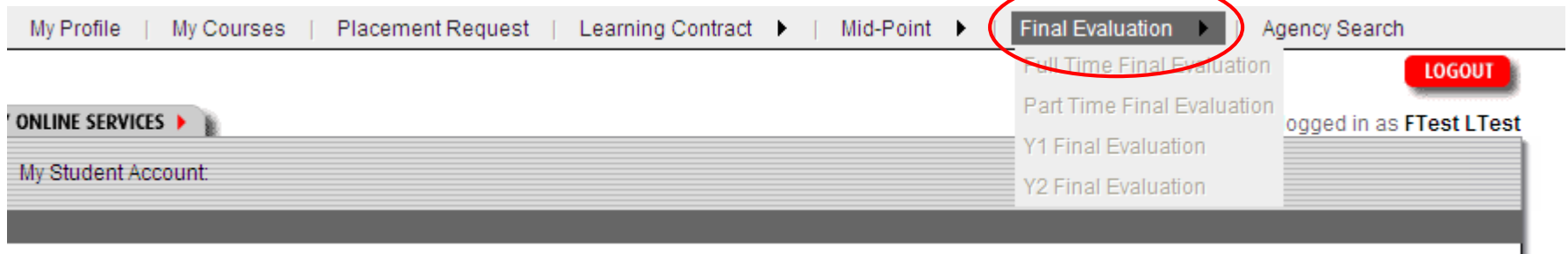
1. Field Instructor logs on database → My student
2. Goes to Final Evaluation → **Input Rating and Feedback**
3. '**Submit**' (*submit button at bottom*) to Faculty Advisor

Step three -- Faculty Advisor

Faulty Advisor logs on database → My student → Final Evaluation → **Review** only

Online Database - Final Evaluation Tab

Click on the “Final Evaluation” tab



The screenshot shows a navigation bar with the following items: My Profile | My Courses | Placement Request | Learning Contract ▶ | Mid-Point ▶ | **Final Evaluation ▶** | Agency Search. A red circle highlights the 'Final Evaluation' tab, and a red arrow points from the text above to it. Below the navigation bar, there is a section for 'ONLINE SERVICES' with a sub-link for 'My Student Account'. On the right side, there is a 'LOGOUT' button and a user status indicator that says 'logged in as FTest LTest'. A dropdown menu is visible under 'Final Evaluation' with the following options: Full Time Final Evaluation, Part Time Final Evaluation, Y1 Final Evaluation, and Y2 Final Evaluation.

Online Database - Final Evaluation

The final evaluation is completed by the student and the field instructor as the placement ends. It is intended to assess the student's level of achievement in meeting the goals for placement as identified by the school and in the student's learning contract.

EXPECTED LEVEL OF ACHIEVEMENT

1. The student has demonstrated growth across the time of placement, i.e., has demonstrated not only a conceptual grasp of theory and relevant understanding of policy and community development, but an ability to integrate theory into practice in a purposive way.
2. At the time of final evaluation, the student could function as a beginning social worker in a general service agency, i.e., capable of autonomous work in routine areas after a period of orientation with awareness, and capacity to seek out and utilize consultation and help from supervisors and other staff members.

RATING SCALE

- EE Exceeds Expectations
ME Meets Expectations
NI Needs Improvement
DNM Does Not Meet Expectations
NA Not applicable at this time

TO MAKE REVISIONS TO THE MIDPOINT EVALUATION AND/OR to ADD STUDENT REFLECTION ON THE FINAL EVALUATION

Click on this box even if you will not be revising your goals or it will NOT let you continue onto the evaluation portion.

Online Database - Final Evaluation Grading

Students inputs their Reflection and Submits. The Field Instructor inputs the Grading and Feedback section and then submits. The Faculty advisor reviews it.

(1) Social Issues Addressed by Organization

- Recognizes the impact of local and/or global perspectives and social, political and economic factors on social issues
- Articulates and explains a range of theories and approaches used by the organization

Learning Goals

Plans for Goal Attainment

Progress of Learning Goal

EE ME NI DNM NA

Student's Reflection on their Progress

Field Instructor's Feedback on Progress

Online Database - Final Evaluation

Note:

- Save button is for saving database into database so you change later
- Please realizes that you can not change anything after you submit.
- Print Form link is for you to keep a copy.

Save

Submit

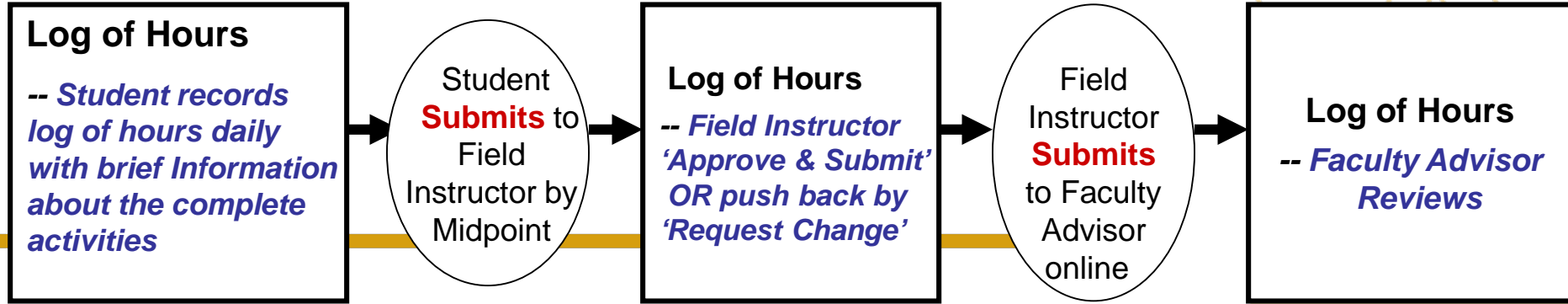
Print Form

Once you are
done, click on
“Submit”

You can
print the
evaluation
by clicking
on “Print
Form”

If you want to save your information and come back to it, click on “Save”. Your information will be saved but won't be submitted until you click on submit

Online Log of Hours Process



Step one – Student Must Log the Hours Daily

1. Student must log into database through **Firefox** (<http://www.yorku.ca/laps/sowk>), and go to 'Log of Hours' tab
2. Student must **Add hours, Date, and Activity information**
3. Student '**Submit**' (button at bottom) the Log of Hours **before** they submit their *Midpoint Review* to their Field Instructor

Step two -- Field Instructor

- Field Instructor logs into the database → My Student → Review → **Approve & Submit** OR push back by selecting '**Request students to make necessary changes**'

Step three – Faculty Advisor

- Faculty Advisor logs into database → My Student → **Review** (no input required)

Online Database - Log of Hours Tab

Click on the 'Log of Hours' Tab

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

MY ONLINE SERVICES ▶

logged in as

PLACEMENT SUPERVISION LOG OF HOURS

Student Name: **Test Test** Student Number: **987654321** Field Instructor: **Zalina Mohamad** Faculty Advisor: **Ftest Atest**
Placement: **Testing Agency**
Total Placement Hours: Mid Point Request Hours: **225** Final Request Hours: **450**

Activity:

Placement Date: Number of Hours Worked:

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement

Online Log of Hours – Add Hours

- Click on the 'Add Hours' button to input new hours/records
- Type in 'Activity' field; click at the 'Placement Date' field and a drop down Calendar will allow you to select the date; Type in 'Number of Hours' field
- Click 'Add Hours' button to save the record

Activity:

Placement Date: Number of Hours Worked:

Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
1	BSW-F10-4000	test1	07/02/2014	3	3	Y	Pending
2	BSW-F10-4000	test2	07/03/2014	5	8	Y	Pending
3	BSW-F10-4000	front desk	07/14/2014	7	15	Y	Pending
4	BSW-F10-4000	test4	07/15/2014	8	23	Y	Pending
5	BSW-F10-4000	test5	07/16/2014	4	27	Y	Pending

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement

This information will need to fill in

Online Log of Hours – Edit Hours

- Click on the 'Edit' (in red) next to the record that needs to be updated
- Make necessary change at 'Activity', 'Placement Date', or 'Number of Hours' fields
- Click 'Update Hours' button to save the changes
- Delete Hours -- Click on the 'Edit' (in red) next to the record that needs to be deleted
- Click 'Delete Hours' button to delete the record

Activity:

Placement Date:

Number of Hours Worked:

Item #	Program	Activity	Date	Hour	Accumulative Hours	Submit	Status
Edit 1	BSW-F10-4000	test1	07/02/2014	3	3	Y	Pending
2	BSW-F10-4000	test2	07/03/2014	5	8	Y	Pending
3	BSW-F10-4000	front desk	07/14/2014	7	15	Y	Pending
4	BSW-F10-4000	test4	07/15/2014	8	23	Y	Pending
5	BSW-F10-4000	test5	07/16/2014	4	27	Y	Pending

Please note: we use color code to identify your accumulative hours.

Red -- Number of hours at Midpoint Evaluation

Green -- Number of hours at Final Evaluation

Blue -- Total hours at placement

This information will be filled in already and you may make changes

Online Log of Hours – Submitting Hours

6	BSW-F10-4000	test6 this is a testing activity for how long we can add the contents	07/17/2014	4.5	31.5	Y	Pending
8	BSW-F10-4000	test 7 I will add a new hour record and then delete it to test the delete function. If it is still here, that means the delete function is not working.	07/21/2014	6	37.5	Y	Pending
9	BSW-F10-4000	test 8 test	07/22/2014	4	41.5	Y	Pending
10	BSW-F10-4000	test 10	07/25/2014	5	46.5	Y	Pending
11	BSW-F10-4000	test 11	08/01/2014	4	50.5	Y	Pending
12	BSW-F10-4000	test12	08/05/2014	6	56.5	Y	Pending
13	BSW-F10-4000	test 13	08/13/2014	4.5	61	Y	Pending

Please note: we use color code to identify your accumulative hours.

Red – Number of hours at Midpoint Evaluation

Green – Number of hours at Final Evaluation

Blue – Total hours at placement

Submit Mid Point Log of Hours

Submit Final Log of Hours

Keep logging the hours daily , when the number of hour reaches Mid Point (e.g. 350 hours for required 700 placement hours of BSW Program)

Click 'Submit Mid Point Log of Hours' button at the bottom to submit to the Field Instructor. AFTER submission, records of hours CANNOT be edited. Same process to Submit for the Final Log of Hours.

Online Database – Important Points To Remember

- Change any information that is incorrect in your student profile through the Registrar's website.

- The Field Instructor **cannot** input their information until the student Submits the documents online.
- Only click “Submit” when you are done. You cannot change any information once you have clicked “Submit”.
- The Field Instructor submits the final documents (final evaluation and log of hours) on behalf of the student. **It is the student's responsibility to ensure the Field Instructor does this.**

Frequently Asked Questions

Q: Can't open the Learning Contract form or there is nothing to select when I'm at the Learning Contract/Mid-Point

A: Try to log on the website through Firefox instead of Internet Explorer or Google Chrome, sometimes Firefox works better in certain computer systems.

Refresh your computer, switch to another computer, or try at different sites (home or placement) as this may help too

Q: Student can't save or the Learning Goals or Plans are only partially saved?

A: Need to keep saving the content every 10 min., the system can't save data after 15 min., though you see data on the screen

There is limitation on the number of characters (approx. 500 characters) in each field, try to make it short.

(Suggestion: after discussion with field instructor, do up a draft in a Word document & copy it onto the online evaluation form)

Frequently Asked Questions...

Q: How do I make sure the Learning Contract is sent?

A: There is a 'Submit' button at the bottom, after you submitted the Learning Contract, the button will become in-active and you will receive an email (only to the YorkU e-mail) generated by the system saying that you have submitted the Learning Contract.

Q: I hit the 'Submit' button by mistake, what can I do?

A: E-mail Esther Ng (estherng@yorku.ca), we will need to ask the tech support team to reverse this. Esther Ng is the contact for all on-line database tech-support related questions.

Q: How come there is no Learning Goals, Plans for Goals when I open the Final Evaluation?

A: Usually, it is because your Field Instructor hasn't submitted your Mid-Point Evaluation yet.

Q: How do I print the Learning Contract?

A: There is a 'Print' button at the bottom. Make sure the print setting is 'Landscape', 'shrink to fit'

Technical Trouble-Shooting

ONLY for Database Technical Support Questions

Please Contact:

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100, ext. 20662



Thank You for Attending this
Orientation and Good Luck
on your Placement!