

York University
School of Social Work
FIELD EDUCATION OFFICE
BSW PRACTICUM
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 - <i>Safety Checklist requires Field Instructor's approval</i>
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 350 hours or at the first term of your placement	Submit Online - to Field Instructor for Rating/Feedback
Final Evaluation (on line)	At the completion of your 700 placement hours (no later than August 14, 2020 if convocate in Oct)	Submit Online - to Field Instructor for Rating/Feedback
Reflective Paper (email, 1000-1200 words count)	At the completion of your 700 placement hours (no later than August 14, 2020 if convocate in Oct)	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 (350 hours) AND at Final (700 hours)	Submit Online - to Field Instructor for approval
Student Questionnaire of the Practicum (online)	At the completion of your 700 placement hours (no later than August 14, 2020 if convocated in Oct)	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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