

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 (online) Declaration Form (online) Safety Checklist (attached at confirmation package)	2 nd week of placement	Submit Online Submit Online Hardcopy <u>Safety Checklist requires Field Instructor's approval</u> – scan to Field Office
Learning Contract (online)	3 rd week of placement	Submit Online - to Field Instructor for approval
Mid-Point Progress Review (online)	At the halfway point of your placement, which is after completing 262.5 hours or at the first term of your placement	Submit Online - to Field Instructor for Rating/Feedback
Final Evaluation (online)	At the completion of your 525 placement hours (no later than April 2, 2021 if convocated in June)	Submit Online - to Field Instructor for Rating/Feedback
Reflective Paper (email)	At the completion of your 525 placement hours (no later than April 2, 2021 if convocated in June)	Submit by email to Faculty Advisor
Placement Log of Hours (online)	To be completed daily or weekly. Submit to Field Instructor online at midpoint (262.5 hours) AND at Final (525 hours), (no later than April 2, 2021 if convocated in June)	Submit Online - to Field Instructor for approval
Student Questionnaire of the Practicum (online)	At the completion of your 525 placement hours (no later than April 2, 2021 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:

Vina Sandher

Field Education Manager
School of Social Work
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E-mail: vsandher@yorku.ca

