

WELCOME SESSION

Practicum Matching

April 18, 2016

WELCOME TO THE FIFSW



UNIVERSITY OF
TORONTO

Practicum Office Team

- Eileen McKee - Assistant Dean, Field Education e.mckee@utoronto.ca
- Mindy Coplevitch - Practicum Coordinator m.coplevitch@utoronto.ca
- Rahel-Leigh Peckett – Practicum Coordinator rahel.peckett@utoronto.ca
- Denise Russell- Administrative Assistant practicum.fsw@utoronto.ca

Role of the Practicum Office

Administer the practicum course

- Match students to the field
- Train Field Instructors
- Work with Faculty Field Liaisons
- Secure field placements
- Monitor field placements
- Problem solve and mitigate obstacles to quality practicum

Practicum Time Requirement

- Approximately 75 days or 525 hours
- 8 hours -1 hour = 7 hours
- Follows the academic calendar to facilitate integration of theory and practice
- September 14, 2016 –April 7, 2017
- Practicum: 3 days a week-Wednesday, Thursday and Friday
- Statutory holidays and Reading Week are exempt

Practicum Administration System - PAS

- A web based electronic data base
- Educational Coordinators, Field Instructors, Faculty Field Liaisons and students have access
- This is a practicum-specific data base, different from the University's student record system (ACORN)
- Vehicle for Field Instructor (s) and Student to complete midterm and final evaluations

PAS PROCESS Overview

Four Steps to the YEAR II/Advanced Standing matching process

- 1. Select Interviews/practicums on FORM A
- 2. View matches and attend 2 interviews ***
- 3. Rank the interviews on FORM C
- 4. Practicum Office finalizes the practicum match on the PAS



****If you are not matched with 2 interviews

- If the algorithm matches you with 0 or 1 interview, the Practicum Office will contact you before the PAS opens for everyone to view their matches
- You revisit the PAS
- You will be given a date by which to submit FORM A again with up to 5 selections
- The Practicum Office runs the PAS again only for these students



SELECTING INTERVIEWS/PRACTICUM FROM THE PAS

- Filter by your specialization
- Select 5 settings
- It is more likely that the PAS will match you with 2 interviews when the setting is not in high demand
- Historically 20% of students are not matched with 2 interviews on the first run of the PAS. Every year is different
- The Practicum Office supports students and has a process until all students have 2 interviews



When the PAS Opens

- Look for:
- practicums in your specialization (filter);
- practicums in/out of Toronto;
- direct, indirect or mixed settings. D, I, M
- Note: Ensure the descriptions meet your combined/collaborative program
- Read information on each practicum unit
- Read carefully the requirements and ensure these can be met
- Select 5 practicums for interviews on FORM A
- Select a variety of settings



What you will see on the PAS

- Description of organization, populations served, services offered
- Description of what you will do - in what activities you will be involved;
- Intervention approaches, learning opportunities
- Field Instructor's teaching style, expectations of you as a student

What you will see on the PAS (con't.)

- Specializations: C&F, MH&H, SJ&D, Gerontology, HSML - Human Services Management and Leadership (formerly SSA),
- Many practicums are designated in more than one specialization
- Types of supervision – reflected by the number of field instructors on the practicum profile: individual (1-1); rotational (2 or 3) sequential; shared (2-1 co-supervision)

Requirements

- For example:
- drivers license; use of own or agency car; evening attendance; weekend attendance; 2 step TB test, Mask fitting, flu shot (or alternative measure); police and vulnerable persons sector check, schedule flexibility, second language, LGBTQ specific, aboriginal specific, travel between locations, home visits

Requirements

- Health care facilities under the Public Hospital Act (PHA) require compliance with immunization requirements (statutory).
- FIFSW immunization form is available on the FIFSW website. Your health care provider completes the FIFSW form. The FIFSW form is then forwarded by your health care provider in confidence to a contracted external nurse for review



Requirements

- NOTE: Some requirements may incur costs to you
- For example:
- Mask Fitting may be \$40.00
- Vulnerable Persons Check by Toronto Police Services may cost \$20.00 plus cost of certified cheque/money order
- Health care provider's cost for completing the FIFSW immunization form is at the discretion of the provider



Remember

Practicum must be designated in your specialization

- Practicum must comply with a combined or collaborative program. If in doubt, check with the Coordinator of the program
- Update your own PAS profile, particularly your U of T email address (when available) to ensure receipt of important practicum information

How the PAS Works

- The PAS algorithm determines the interview matches
- Behind the scenes the computer code:
 - Step 1. The PAS is programmed to work towards matching the most students with 2 interviews(from your 5 selections)
 - Step 2: The PAS is then programmed to improve the interview matches by looking at each student's ranking
- It is possible that the PAS results in 0 or 1 interview from the practicums you selected. This is not uncommon
- If you are not matched with 2 interview matches there are more opportunities to select from the PAS
- All students have 2 interviews



How the PAS Works

- RED alerts you when a practicum is popular
- RED will pop up when 10 students have selected the practicum
- You can make changes until the last date
- PAS is not static. It changes - practicums are added and withdrawn
- A practicum may be withdrawn if the organization has internal changes or if the field instructor deems they cannot fulfill their commitment to field supervision.
- The majority of practicums are in named on the PAS by the time the PAS opens for viewing. A small number may be received at any time



How the PAS Works

- You indicate your 5 selections into the PAS on Form A by the closing date
- PAS will NOT accept less than 5 selections
- You can resubmit Form A as many times as you like until the deadline time and date. PAS will run your last submission. After the deadline, changes cannot be made



Practicum

Becoming Educators

Bertha Rosenstadt Trust

Contacts

Excellence in Field Education Awards

For Current Field Instructors

For Prospective Field Instructors

For Students

Partner Organizations

Practicum Administration System
(PAS)

Practicum Manual

Practicum Schedules

Resource Room

Practicum Administration System (PAS)

Access for:

[Students](#)

[Field Instructors](#)

[Educational Coordinators](#)

[Faculty-field Liaisons](#)

[Administrators](#)



UNIVERSITY OF
TORONTO

FACTOR-INWENTASH
FACULTY OF SOCIAL WORK
Practicum Administration System

Student Home

Welcome to the Faculty of Social Work Practicum Administration System

Please login:

Username: (Please use your email address as username.)

Password:

[\[retrieve / forgot your password?\]](#)

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Student Home

My Profile

Practicum Units

Request for
Interviews (Form A)

Practicum Matching
(Form C)

Logout

MY PROFILE

Denise Russell

[Edit My Info](#)

Address: --not set--

City: --not set--

Postal Code: --not set--

Province: --not set--

Phone number: --not set--

Secondary Phone number: --not set--

Fax: --not set--

Email: denise.russell@utoronto.ca

Year in Degree: Year 2

Specialization: Mental Health and Health

Profile is Active: yes

Requested Interviews

[request interviews](#)

[Organization, Service, Field Instructor](#)

Denise Russell

Matched with this Interview: *** **YES**

Your Ranking, pre-interview:

none

Your Ranking, post-interview:

0

Placement Info

Your practicum placement [Organization, Service, Field](#)

is: [Instructor, Year 2, 2015-2016](#)



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PRACTICUM UNITS

All of the practicums listed below have **PLACEMENTS AVAILABLE**.
Practicums whose placements are no longer available will disappear from this list.
Total number of placements offered by the practicums displayed: 205

Abbreviations

C+F: Children and their Families
SJ+D: Social Justice and Diversity
MH+H: Mental Health and Health
G: Social Work in Gerontology
Addict: Addictions
SSA: Social Service Administration

filter by:

Order by: ☒ Title ☐ City

1 to 50 records of 192



Title	Popular	Academic Year	Practicum Year	City	Special-ization	Interviews Available	Placements Offered
Agincourt Community Services Association- Community Development, Laura Harper		2015-2016	Year 2	Toronto	C+F SJ+D	Some left	1
Aisling Discoveries Child & Family Centre, Linda Roy		2015-2016	Year 2	Scarborough	C+F MH+H	Some left	1
Alzheimer Society of Ontario, David Harvey and Delia Sinclair Frigault		2015-2016	Year 2	Toronto	MH+H G SSA	Some left	1
Barbra Schlifer Commemorative Clinic, Carolina Gana Practicum -UPDATED-		2015-2016	Year 2	Toronto	SJ+D MH+H	Some left	1
Baycrest Centre-Palliative Care, Kris Kirsch-Stivirs -NEW-		2015-2016	Year 2	Toronto	G	Some left	1
BOOST, Assessment and Treatment Program, Helen Vozinidis & Kayleigh Gliedt		2015-2016	Year 2	Toronto	C+F	Some left	1
Bridgepoint Hospital, Brenda Stein		2015-2016	Year 2	Toronto	MH+H	Some left	1
Bridgepoint Hospital- Day Treatment Program, Melissa Cutler		2015-2016	Year 2	Toronto	MH+H	Some left	1
Burlington - Access Counselling & Family Services, Connie DeForest		2015-2016	Year 2	Burlington	C+F MH+H	Some left	1
CAMH Mood and Anxiety Ambulatory Service, Allison Hoffman		2015-2016	Year 2	Toronto	MH+H	Some left	1
CAMH-Centre for Addiction and Mental Health, CARE/Ventures Outpatient Team, Rick Bodo Practicum		2015-2016	Year 2	Toronto	MH+H	Some left	1
Canadian Mental Health Association (Niagara Branch) - Safe Beds Program, Kelly Falconer		2015-2016	Year 2	St. Catharines	MH+H Addict	Some left	1
Canadian Mental Health Association,Community Treatment Order Program, Mei Ling Kwan Practicum		2015-2016	Year 2	Toronto	MH+H	Some left	1
Casey House-Community Programs, Liz Creal Practicum -NEW-		2015-2016	Year 2	Toronto	MH+H	Some left	1
Catholic Family Services of Durham, Melissa Caldwell		2015-2016	Year 2	Oshawa	C+F	Some left	1
Catholic Family Services Peel Dufferin		2015-2016	Year 2	Peel	SJ+D	Some left	1

Organization, Service, Field Instructor**Practicum Title*:** Organization, Service, Field Instructor**Last Updated:** 2016-04-14 16:30:56**Practicum Year** Year 2**Academic Year** 2015-2016**Agency Name:****Practicum Unit/Department:** Practicum Office**Mailing Address:** 246 Bloor St. W.
Toronto, Ontario
M5S 1A1**Agency Web Site:****Education Coordinator:** Denise Russell **Practicum Settings:** Mix of Direct and Indirect**Specialization(s) of this Practicum:** Mental Health and Health**Collaborative Programs:****Agency falls under the *Public Hospitals Act*:** No**Number of Placements Offered by this Practicum** 1**Number of Student Interviews Offered by this Practicum** 2**Rotated:** No**Field Instructor 1:** Denise Russell

The field instructor, or their designate, is responsible for the supervision of their assigned student. Has previous experience. Has field instructor training.

Phone: 416 - 978 - 3262 Email: denise.russell@utoronto.ca

Will offer a telephone interview to students who live at a great distance from Toronto No**Worker's Compensation** No**Description of centre, population served & services offered.** Field instructors provide information about their organization and service in this section. Some provide a great deal of information; others less information. The goal is to provide students with a good overview.**Description of what the student will do in the placement, intervention approaches, possible project assignments, other learning opportunities.** Various assignments and tasks, along with learning opportunities are listed in this section. I'm running out of things to add, but just want some text to use as an example for display purposes. I could go on and on, but will stop here.**Description of teaching style, expectations of the student, learning style, specialized areas of interest.** Again, information is populated here to give students a sense of the field instructor to enable successful matches.**Specific requirements for the placement:** Mask Fitting
Immunization (specify in field below)
Other Language (specify in field below)
Others/specifications:
Spanish speaking.
2-step TB test and flu shot required.**Primary Fields of Service**



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STUDENT REQUEST FOR PRACTICUM INTERVIEWS (FORM A)

Due: December 29, 2012 00:00 a.m.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Rank your choices of specific field instructor names and their agencies from the drop down menus below. Generally, more than one interview at a site may be requested if there are 3 or more different practicums being offered at that setting (e.g. CAMH, large hospitals). Exceptions are sites where the learning is very similar (e.g. Hincks Delcrest) and only one field instructor can be listed.

Practicum units requested by six or more students will be identified by **bold red**; while the number of requests a practicum site receives will change often before the due date, there is no limit on the number of students who can request an interview with the same instructor. Your chances of being matched for an interview are related to the number of requests a site receives.

Similarly, if you consistently choose multiple highly subscribed sites then you are at risk of not getting 3 interviews.* In the final match for practicum, no student can list only one name on Form C.

Remember you can choose to alter your choices and re-submit them any time before December 29, 2012 00:00 a.m.. Any Form A with less than 5 names will be removed prior to the matching program.

Choice 1	-- click for drop down menu--
Choice 2	-- click for drop down menu--
Choice 3	-- click for drop down menu--
Choice 4	-- click for drop down menu--
Choice 5	-- click for drop down menu--

Submit

Reset Form



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STUDENT FEEDBACK AFTER PRACTICUM INTERVIEWS (FORM C)

PLEASE COMPLETE THE FOLLOWING INFORMATION BEFORE December 01, 2012 00:00 a.m.

Rank your choices of specific practicum placements from the drop down menus below. Use 1 to indicate that the practicum is a first choice, 2 for second choice, etc. Note that you need not distribute your choices as a complete set of rankings; for instance, if there are 2 practicums you really like, and a third that you would accept, you could rank them 1, 1, 2 to indicate this. You could even rank them all as number 1, if you have no preference as to which one you are assigned.

Your rankings will be taken into account by our automated practicum matching system when it attempts to match you to your practicum. Unfortunately, not everyone can be given their first choice, but we attempt to give the highest choices to as many students as possible.

If you would not accept a match at a particular setting, rank that practicum as a zero (will not accept). Zero is also the only rating you can set for a practicum setting where you did not complete the assigned interview.

Remember: you cannot declare that only one of your potential practicum placements is acceptable: at least two of the practicums listed below must be rated as something other than zero when you submit the form.

Interview	Completed?	Ranking
Canadian Working Group on HIV & Rehabilitation, Melissa Popiel Practicum	<input type="radio"/> Yes <input checked="" type="radio"/> No	1
Children's Aid Society of Peel, Lynnette Oxley Practicum	<input type="radio"/> Yes <input checked="" type="radio"/> No	2

Submit

Reset Form

If you are not matched with 2 interviews

- If the result is 0 or 1 interview, the Practicum Office will contact you before the PAS opens
- You are asked to revisit the PAS and select again
- You will be given a date by which to submit FORM A again with UP TO 5 more interview selections



If you are not matched with 2 interviews

- The Practicum Office runs the PAS again for ONLY students who were not matched with 2 interviews



- After the submission date of FORM A, new practicum opportunities may be received. These are first available to students who were not matched with 2 interviews in the first run of the PAS.



Tentative Schedule For the Matching

- Detailed dates, times and deadlines will be communicated to you as soon as possible through email and through the Practicum page of the FIFSW website

For now:

- End of April 2016- PAS will be open to view practicum opportunities. Read all available in your specialization. You will have about one week to submit Form A
- Select 5 interview choices using Form A



Tentative Schedule (cont.)

- The PAS will then close for about 3-4 days while the Practicum Office runs the algorithm
- Students who were not matched with 2 interviews will be contacted before the PAS reopens

When the PAS reopens, you can view your 2 interview matches

- Field instructors also view the interview matches
Field Instructors expect to be contacted by you to arrange the interview
- Interviews occur during the months of May and June 2016



Tentative Schedule (cont.)

- Following the 2 interviews, you rank your 2 choices using Form C. Both fields must be filled
- The Practicum Office will confirm the deadline date for submission of Form C in June.
- *If after your interview(s) you believe one or both of your 2 practicums **will not** work for you, contact the Practicum Office immediately –before the PAS you submit FORM C*



Tentative Schedule

- Following the interviews Field instructors also input their feedback to the PAS - Yes or No



The Interviews

- Resumes, cover letters - ask Field Instructor(s) prior to the interview if they wish to receive a resume
- This is a learning opportunity- let them know what you want to learn
- Each field instructor interviews two students
- During the interview, Field Instructors CANNOT confirm whether this will be your practicum. Field Instructors respond on the PAS with a “yes” or “no”.
- The algorithm determines the match



Practicum Matches are Confirmed

- In June, 2016 PAS is open for you to view the confirmed practicum
- The Practicum Office contacts all students who were not matched with a practicum BEFORE the PAS opens for all to view
- The Practicum Office works with all students until a practicum match is confirmed
- September 14, 2016-First day of practicum

PLEASE BE ADVISED

- Our partner organizations have set out protocol for practicums. Students cannot negotiate personal and informal arrangements. Field instructors who were approached by a student without the collaboration of the Practicum Office, will be asked by the Practicum Office to offer their practicum to all students in the cohort. If the field instructor agrees, the practicum will be posted on the PAS for all.



Practicums outside of PAS Process (2016-2017)

- Competitive YEAR II/Advanced Standing Practicum opportunities are available “Competitive” because they are also available to other academic institutions
- Competitive opportunities are listed on the FIFSW website with the application closing dates
- You may apply to these opportunities AND participate in the PAS process



Counseline

Counseline is a unique clinical initiative sponsored by the University of Toronto Health and Wellness, the FIFSW, and the Faculty of Arts and Science and its undergraduate colleges, working in collaboration with the University of Toronto Sexual and Gender Diversity Office. Counseline offers MSW interns a rich opportunity to learn and practice counselling skills with a diverse population in a stimulating university setting.



Counseline

- MSW interns provide counselling, both face-to-face and online, to undergraduate students across the St. George campus: services are embedded at St Michael's College, University College, Woodsworth College, FIFSW, New College and Sidney Smith. Interns work as part of a multidisciplinary team collaborating and consulting closely with Health and Wellness.



Always in Motion

- The PAS is not static. Practicums are added and withdrawn
- By email the Practicum Office will communicate when a practicum is withdrawn

Our subject line is: IMPORTANT PRACTICUM
INFORMATION



SUMMER PRACTICUM 2017

- Only in EXCEPTIONAL circumstances
- FIFSW is an integrated program; class assignments often depend on simultaneous practicum activities
- If a summer practicum is necessary, submit your proposal in writing to the Assistant Dean, Field Education, e.mckee@utoronto.ca.
- Determined on a case-by-case basis



SUMMER PRACTICUM

- If approved by Assistant Dean, advise the Practicum Office at least 4 months before summer semester begins. Schedule meeting with Mindy
- Complete a DROP form for the September 2016 practicum. ADD the practicum course when summer 2017 registration opens



FACULTY FIELD LIAISON (FFL)

- Your assigned FFL is your “go to” person
- The name of your FFL will be on your PAS profile by the first week of the semester
- *Group meetings* with your FFL occur throughout the academic year at the FIFSW (approx. 4 group meetings)
- First meeting is September 12 or 13, 2016
- Check Field Education Schedule on website for dates
- Attendance is expected



Accommodations

- If accommodations are required, it is a requirement that you register with U of T Accessibility Office. The Practicum Office will work with you
- Notify the Practicum Office as early as possible, preferably before the PAS is run.



PRACTICUM MANUAL

- On the FIFSW website
- Read through the Practicum Manual at:
<http://socialwork.utoronto.ca/practicum/practicum-manual-2/>
- Regularly check the Schedule on the website



Partner Organizations

- A list of organizations partnered with FIFSW are listed on the FIFSW website
- These practicums may or may not be offered in the academic year 2016-2017



Questions

