

WELCOME TO THE FIFSW

April 24, 2017

Practicum Office

- 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
- Harvey Manning – Practicum Coordinator ITR

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 13, 2017 –April 6, 2018
- 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 Matching Process Overview

Four Steps to the YEAR II/Advanced Standing matching process

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



When the PAS Opens

- (Screen shots to follow): Look for:
- Practicums in your field of specialization (filter);
- Fields of Specializations: C&F, MH&H, SJ&D, Gerontology, HSML - Human Services Management and Leadership;
- Many practicums are designated in more than one field of specialization
- Practicums in/out of Toronto
- Direct, indirect or mixed settings. D, I, M



What you will see on the PAS

- Ensure the practicum meets your combined/collaborative program
- Read carefully the requirements and ensure these can be met
- Select 5 practicums for interviews on FORM A
- Select a variety of learning opportunities
- 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
- Requirements

What you will see on the PAS

- Types of supervision:
- individual (1 student-1 Field Instructor);
- rotational (1 student - 2 or 3 Field Instructors) sequential;
- co-supervision shared (1 student 2 Field Instructors)

Requirements

For example:

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

Requirements

Students whose practicum is in a health care facility under the Public Hospital Act (PHA)

- Students placed in a PHA organization must be in compliance with immunization requirements (statutory)
- The FIFSW immunization record form must be completed by your health provider



Requirements

- The completed immunization record form is to be emailed in confidence to the FIFSW external contracted nurse who reviews and confirms compliance
- Failure to be in compliance may delay or cancel a practicum at a PHA organization



Requirements

- There may be health care provider costs for completing the FIFSW immunization record form and/or TB test



Requirements

- Other requirements may incur costs
- Mask Fitting may be \$40.00
- Vulnerable Persons Check by Toronto Police Services may cost \$20.00 plus cost of certified cheque/money order



Regulatory College/Board

- Before selecting practicums, familiarize yourself with the application/registration requirements of the social work regulatory body in the jurisdiction where you will be seeking membership
- Entry to practice requirements may affect practicum choices



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 most students with 2 interviews(from the 5 selections)
- Step 2: The PAS is then programmed to improve the interview matches by moving up the rankings if possible
- It is possible that the PAS results in 0 or 1 interview from the practicums selected. This is not uncommon
- If you are not matched with 2 interviews you may select again from the PAS
- All students have 2 interviews



How the PAS Works

- RED alerts you when a practicum is popular
- When 10 students have selected the practicum, red appears
- You can resubmit your selections on FORM A until the deadline
- PAS is not static. It changes - practicums are added and withdrawn by organizations
- 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 listed on the PAS when it first opens. A small number are received later



How the PAS Works

- You indicate your 5 selections into the PAS on Form A by the deadline
- PAS will NOT accept less than 5 selections on FORM A
- There is no benefit to submitting early
- You can resubmit Form A as many times as you like until the deadline date. PAS will run selections from the 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](#)



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TORONTO

Student Home

FACTOR-INWENTASH
FACULTY OF SOCIAL WORK
Practicum Administration System

Welcome to the Faculty of Social Work Practicum Administration System

Please login:

Username:

(Please use your email address as username.)

Password:

Submit

Cancel

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

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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



Admin Home

Field Agencies

Field Instructors

Field Instructors
by Expertise

Practicum Units

Practicum Sets

Students

Field Liaisons

Education
Coordinators

E-mails and
Mailing Lists

Duplicate Agency
Addresses

Reports

System Settings

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PRACTICUM DETAILS



Edit This Practicum

Back to Practicum Index

Title includes organization name, service, field instructor name

Practicum Title*: Title includes organization name, service, field instructor name

Last Updated: 2017-04-12 09:26:43

Confirmation: Unconfirmed (no reason given)

This practicum unit is not confirmed as being offered in the indicated academic year. Without this confirmation, it will not be offered. To confirm this offering, select "yes" above. Please check all details carefully before saving this sheet. Thanks.

Practicum Year Year 2

Schedule Regular

Academic Year 2017-2018

Agency Name: Factor-Inwentash Faculty of Social Work

Practicum Practicum Office

Unit/Department:

Practicum 246 Bloor St. W. Toronto Ontario M5S 1A1

Address:

**Note (for internal
use only):**

Education Denise Russell [denise.russell@utoronto.ca]

Coordinator:

Practicum Mix of Direct and Indirect

Settings:

Specialization(s) Social Justice and Diversity
of this Practicum: Mental Health and Health

Collaborative Practicum is suitable for students in the *Addiction Studies* program.
programs:

**Student activities
in this practicum**

Crisis Intervention

Case Management

Counselling (individuals, families, couples) - in office or in community

Community committees and meetings

Discharge Planning

Drop-in services

Information and referral

Instrumental activities/activities of daily living

Intake


Group work facilitation

Program or policy development/other indirect activities such as grant writing or grant proposals

Research/data collection

Team meetings/case conferences/administrative meetings

Workshops/seminars planning and facilitation

Description of centre, population served & services offered.	
Description of what the student will do in the practicum (i.e., assignments, learning opportunities).	
Description of teaching style.	
Description of expectations of the student, learning style, specialized areas of interest.	
Agency falls under the <i>Public Hospitals Act</i>:	No
Practicum in the <i>Indigenous Trauma and Resiliency</i> specialization:	No
Number of Placements Offered by this Practicum	1
Number of Student Interviews Offered by this Practicum	2
Evaluations:	Yes Configure Evaluations (New Window) Assigned evaluation dates: 2017-11-24 2018-03-23
Rotational:	No
Field Instructor 1: Denise Russell The field instructor, Phone: 416 - 978 - 3262 Email: denise.russell@utoronto.ca or their designate, is responsible for the supervision of their assigned student.	 Add/remove instructor
Worker's Compensation	Undeclared (This data can be updated on the agency record.)
Specific requirements for the placement:	No special requirements
Expect that practicum settings will require a recent completed police and vulnerable sector check.	
The field practicum is an integral part of the program. As necessary to support and evaluate your progress in the program we may share information with agency representatives including your field instructor, field liaison, or educational coordinator.	
Students registered with Accessibility Services may receive appropriate accommodations for practicum settings. To register: 416-978-8060; accessibility.utoronto.ca	
Requested Interviews	+ Add An Interview
Placement Info	
No student placed in this practicum unit.	
Directly place this practicum unit to:	<input type="text" value="--select--"/> <input type="button" value="place"/>



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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 Delicrest) 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
- Revisit the PAS and select up to 5 more practicums on FORM A by the new deadline



If you are not matched with 2 interviews

- The Practicum Office runs the PAS again for ONLY students who were matched with 0 or 1 interview
- Newly received practicums are available to students who were not matched with two interviews



Schedule

- When the PAS opens to view interview matches, students contact the field instructors for the interviews
- If you have 1 interview when the PAS opens contact the confirmed field instructor for an interview
- Field instructors also view the interview matches on the PAS and expect to be contacted by you



Schedule

- Following the 2 interviews, you rank your 2 choices using Form C. Both fields must be filled
- *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*



Schedule

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



Calendar

- **Wednesday April 26, 2017 @ noon.** Practicum Administration System (PAS) opens for YEAR II/Advanced Standing students to filter by specialization and view practicum opportunities.
- **Tuesday May 2, 2017 @ 8:59 a.m.** Students submit FORM A with 5 ranked interview selections. No further submissions after this time.
- **May 2, 2017 @ 9:00 a.m. – Friday May 5, 2017.** Practicum Office runs the algorithm. The Practicum Office advises students who were matched with 0 or 1 interview(s). Students not matched with 2 interviews revisit the PAS



Calendar

- **Friday May 5, 2017 @ noon.** The PAS opens for the cohort to view interview matches (0, 1, 2). Students matched with 1 or 2 interviews may initiate contact with field instructor(s). Field instructors also view who is matched for interviews. Students still requiring 1 or 2 interviews revisit the PAS and resubmit FORM A.
- **Monday May 8, 2017 @ 8:59 a.m.** Only for students who were matched with 0 or 1 interview following the first run of the PAS – submission of FORM A again. The Practicum Office runs the algorithm again. The Practicum Office advises and contacts students again who do not have 2 interviews. They may revisit the PAS and submit to the Practicum office by EMAIL up to 3 more selections.
- **Monday May 8 – Friday June 16, 2017** Interviews occur. Students inform the Practicum Office if they cannot go forward with a practicum before the PAS runs.



Calendar

- **Monday June 19, 2017 @ 8:59 a.m.** Students submit FORM C with 2 ranked interviews.
- **Monday June 19, 2017 – Friday June 23, 2017.** The PAS is closed to run the algorithm. Students not matched with a practicum are contacted.
- **Friday June 23, 2017.** PAS opens for cohort to view confirmed practicum.
- **June – September 2017** Practicum Office works with students who remain unmatched.



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

PLEASE BE ADVISED

- Our partner organizations have set out protocol for practicums. Students may not 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 (2017-2018)

- Competitive YEAR II/Advanced Standing Practicum opportunities are available “Competitive” because most 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 if you did not accept a competitive practicum
- If you are accept a competitive practicum offer, you are not part of the PAS process



Counseline

Counseline is a unique clinical initiative sponsored by the University of Toronto Health and Wellness Centre, 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



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Counseline

- MSW practicum students 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, FIFSW, and New College. Practicum students work as part of an interdisciplinary 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 2018

- Full time students: Only in EXCEPTIONAL circumstances
- 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
- Part time students: Based on individual schedules

Summer Practicum

- Full time students: If approved by Assistant Dean, contact the Practicum Office at least 4 months before summer semester begins.
- Complete a DROP form for the September 2017 practicum. ADD the practicum course when spring/summer 2018 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 in September, will be posted on the FIFSDW website
- 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 Section of the FIFSW Website

- Regularly check the Practicum Schedule
 - Regularly check the Practicum Manual
-

Remember to update your own PAS profile, particularly your U of T email address (when available) to ensure receipt of important practicum information



Reminder

- Condition of Admission to the FIFSW was your signature acknowledging adherence to the Social Work Code of Ethics and the Guidelines for Ethical Practice



In the Spirit of Transparency

- The Toronto Star March 16, 2017
- Excerpt:
- Ontario student slapped with \$25K fine for snooping on personal health info
- The Information and Privacy Commissioner's office says the masters of social work student was on an educational placement with a family health team in Central Huron when she accessed the information without authorization



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 2017-2018



Questions

