

WELCOME SESSION

Practicum Matching

October 2017

WELCOME TO THE FIFSW



UNIVERSITY OF
TORONTO

Practicum Office 4th Floor

- Eileen McKee - Assistant Dean, Field Education
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- Mindy Coplevitch - Practicum Coordinator
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- Rahel-Leigh Peckett – Practicum Coordinator
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- Denise Russell- Administrative Assistant
practicum.fsw@utoronto.ca
- Harvey Manning– Practicum Coordinator ITR Field

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 in practicums

Your Teaching Team

- Field Instructors/Educational Coordinators (where applicable) at the practicum setting
- Faculty Field Liaison(FFL) – yours and the field instructors “go to person” for questions, concerns for the duration of the practicum. Name is assigned on your PAS profile
- Practicum Office
- Faculty, Faculty Advisor, Buddy, Student Life, Outreach & Equity Advisor, FIFSW Registrar



Practicum Office

- At FIFSW it is the responsibility of the Practicum Office to secure practicums
- Students are asked not to contact organizations
- Practicum Office adheres to standards set by CASWE (national accrediting body for social work education)



YEAR I Competencies

- The Year 1 practicum is regarded as a generic foundation for learning social work practice. The practicum is designed to provide an introduction to the skills and competencies required for direct social work practice with diverse client systems.
- All settings offer two levels of intervention: direct practice and indirect practice



YEAR I Competencies

- The foundation year practicum will:
- provide a link between theory and practice
- assist you to acquire skills to develop therapeutic alliances
- help you acquire professional practice competencies
- help develop the ability to critically self-reflect
- develop skills to work productively with colleagues



Competencies (Reflected as domains on the evaluations)

- Learning and growth
- Behaviour in the Organization
- Conceptualizing Practice (demonstrated by such things as critical thinking, integrating theory and practice, ethical considerations, flexibility applying different frameworks)
- Clinical Relationships
- Assessment and Intervention
- Professional Communication



Bridging Class and Field: Fact Sheet for Field Instructors and Year 1 MSW Students

- FIFSW is an integrated program. Your classroom learning is applied in practicum
- <http://socialwork.utoronto.ca/wp-content/uploads/2014/06/Bridging-Class-and-Field-Fact-Sheet.pdf>
- In January students submit to field instructor(s) the final summary from Elements and Lab courses. This information helps inform the learning contract



Learning Opportunities

- Students in YEAR I are required to have direct practice and indirect practice learning opportunities
- DIRECT practice: may be working with:
 - Individuals
 - Groups
 - Family
 - Community
- Instrumental tasks (record keeping, case management, resource planning, community collaboration, team participation, tasks in support of the work with the client system)
- INDIRECT practice: may be: research, policy development, program planning, evaluation, statistics, administration, workshop planning and presentations, organization meetings, etc.



SW Practicum Course SW 4701H: Your choice

- Winter/spring semester 2018 *OR*
- Spring/summer semester 2018
- Please submit your completed form today
- The course SWK 4605 - Social Work Practice with Individuals and Families is offered in winter/spring and spring/summer semesters in tandem with practicum (ADD/DROP)



Practicum Course Time Requirement

- Approximately 67 days or 469 hours
- 8 hours -1 hour break = 7 hours
- Follows the academic calendar to facilitate integration of theory and practice
- January 10 – April 6, 2018 Practicum: 3 days per week- Wednesday, Thursday and Friday
- April 10 – Friday, June 1, 2018: Practicum: 4 days per week – Tuesday - 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
- Each student has a PAS profile



- Like other FIFSW courses, the practicum course SW4701H is Toronto-based
- The vast majority of our partner organizations are located within the Greater Toronto Area (Toronto, Halton, Peel, York & Durham), however, each year a number of practicum opportunities are listed on the Practicum Administration System (PAS) that are located in other geographical regions such as Niagara, Hamilton, Waterloo-Wellington, Simcoe, Northumberland, and Peterborough
- All practicums listed on the PAS are confirmed for FIFSW students, regardless of their location



Tentative Practicum Assignment Schedule

- Students select YEAR I practicum course SW4701H in one of two semesters (submit form)
- January to June 2018 semester: Practicum selection – PAS opens early November to make selections. The practicum interview takes place November through December 2017
- Summer semester 2018: Practicum selection – PAS opens February to make selections. The practicum interview takes place February through March 2018
- The final match is recorded on the Practicum Administration System (PAS)



Summer Semester Practicum Course SW4701H

- To meet the total required 67 days in practicum, students attend practicum either 4 or 5 days per week, to be completed no later than the end of August. The Practicum Office sets the mid term and final evaluation dates based on attendance at 4 or 5 days per week.
- Students are advised to be aware of the implications of full-course load requirements for OSAP funding (Sharon Bewell, Registrar, may have more information)
- As a full-time Year 1 student you are automatically enrolled in the Social Work Practicum course (SWK 4701H) from January to June. You must complete an ADD/DROP form for both the practicum and the Social Work with Individuals and Families courses. In spring, Complete ADD/DROP to register for both for the summer semester .



PAS Matching Process

This is an overview

Details to follow

- Four Steps to the YEAR I Practicum matching process. Practicum Office will email further instructions
- 1. Read the practicum descriptions on the PAS and submit selections on FORM A by the date and time communicated
THERE IS NO ADVANTAGE TO SUBMITTING EARLY
- 2. Practicum Office runs the algorithm and finalizes the practicum match on the PAS
- 3. Attend 1 interview
- 4. Students may voluntarily trade the practicum assigned by the PAS with another student (PAS is then recalibrated to reflect the trade). Instructions on trade process will be provided



Selecting Interviews /Practicum From The PAS

- Select 7 practicums per the instructions
- It is more likely that the PAS will match you with an interview to one of your selections if the selections are not in high demand. The PAS will alert you to high demand practicums
- Historically and common- Winter semester - approximately 90% of students are matched with an interview at the first run of the PAS.
- **Everyone** is assigned to a practicum
- The Practicum Office assists students who are not matched with an interview



When the PAS Opens to View Available Practicums

(Screen shots to follow)

- Read all the practicum descriptions
- Practicums in/out of Toronto
- Direct (D), or mixed (M) settings. All will provide learning towards YEAR I competencies
- Read carefully the requirements and ensure these can be met
- Select 7 practicums for an interview on FORM A
- Choose selections as per the instructions.
- Instructions will be emailed.



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

- NOTE: Three organizations are limiting students to ONLY ONE practicum in the TWO year MSW program – CAMH, Sick Kids, Mt Sinai Hospital
- **“To ensure as many students as possible have an opportunity to complete a field practicum at ***, social work students are limited to one placement during the MSW Program, effective January 2018.”**



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

- Types of supervision – reflected by the number of field instructors on the practicum profile:
- Individual (1 field instructor-1 student);
- Rotational (2 or 3 field instructors – 1 or more students) sequential, each taking a specified period of time sequentially;
- Co-supervision - shared (2 field instructors to 1 or more students) for the entire practicum

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; non PHA – disclosure of health record
- Health care facilities, will require completion of e-learning models, sometimes before start date
- Some facilities will have limited desk, phone etc space - flexibility

Requirements

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



- The immunization record may take the health provider weeks to complete. Allow weeks for the record and for a 2 –step TB test to be completed
- Failure to have the FIFSW immunization form signed off by the FIFSW external nurse will delay start of a practicum in a PHA. No exceptions



Another requirement

- Some organizations require students to complete modules as part of onboarding. It is the org's discretion whether to count the time for the modules e.g. 4-6 hours as practicum time or not counted as practicum time. Look on requirements section of PAS profile. Double check at interview.



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

- Select practicums in the designated categories
- Submit FORM A by the date and time instructed.
- Update your own PAS profile, particularly your U of T email address to ensure receipt of important practicum information

How the PAS Works

- The PAS algorithm determines the interview match
- **Behind the scenes the computer code:**
- The PAS is programmed to work towards matching the most students with one of the 7 interview selections
- It is possible that the PAS results in no interview from the practicums you selected. This is not uncommon (AS stated earlier, 90% historically at the first run of the PAS are matched)
- If you are not matched with an interview there is opportunity to revisit the PAS



How the PAS Works

- RED alerts you when a practicum is popular
- RED will pop up when 10 students have selected the practicum
- You may resubmit FORM A as many times as you wish (you may make changes until the last date). As stated before, there is no advantage to submitting the form early
- PAS is not static. It changes - practicums are added and withdrawn. Revisit frequently to the submission date and time.
- A practicum may be withdrawn if the organization has internal changes or if the field instructor can no longer fulfill their commitment to field supervision.
- The majority of practicums are listed on the PAS by the time the PAS opens for viewing. A small number may be received later



The PAS is the only vehicle for practicum selection EXCEPT

In three situations

- 1. Practicums that are deemed to be “Competitions”
- 2. Students who live outside the GTA and OPT out of the PAS process. All GTA students are required to participate in the PAS
- 3. Individual and personal circumstances that merit special consideration by the Assistant Dean, Field Education



A word about opting out of the PAS selection for geographical reasons

- In exceptional circumstances, students may opt out of the PAS matching process. For a wide variety of reasons, there is no guarantee that a practicum can be secured outside of the PAS process.
- Students wishing to opt out for geographical reasons are encouraged to first view the confirmed “Outside Toronto” practicums listed on the PAS. “Outside Toronto” options are open to all students through the PAS. These options may not be available after the PAS is run because they may be assigned to other students.
- A student must declare *in writing* intent to opt out of the PAS (contact RLP).
- Students who choose to opt out of the PAS are asked to wait until *after* ALL students in the PAS process have been matched.
- It is not unusual that an out-of-town practicum cannot be secured despite a thorough search that meets the CASWE standards. In these cases, students may revisit the options remaining on the PAS - only *after* the rest of the cohort has been matched.



- If you are aware of an agency located outside of Toronto with whom FIFSW has not yet partnered the Practicum Office will be pleased to investigate further. If a practicum meeting the CASWE standards is confirmed by the Practicum Office, the opportunity will be posted on the PAS *for all students to select*



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
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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:

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-Stivins -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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(Form C)

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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

- After the PAS is run, the Practicum Office may receive new practicum opportunities.
- New opportunities are first available to students who were not matched with a practicum interview in the first run of the PAS.



Tentative Schedule For the Matching Process

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

Tentative:

- Early November 2017 - PAS will be open to view and read practicum opportunities. You will have about one week to submit selections before Form A is due
-



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 an interview will be contacted before the PAS opens for viewing

When the PAS reopens, your interview match will be viewed on your PAS profile

- Interviews occur during the months of November and December 2017



TRADING YOUR PAS ASSIGNED PRACTICUM

After you view your assigned practicum you may trade with another classmate

- Instructions and time frame for trading will be forwarded by email
- Field instructors also view the interview match
- Field Instructors expect to be contacted by you to arrange the interview. EXCEPT IF YOU PLAN TO TRADE. Do not contact Field instructor until trade is completed.



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
- This is your confirmed YEAR I practicum - unless there is a compelling reason from you or from the field instructor(s).
- If after your interview you have concerns about the practicum contact the Practicum Office immediately
- We know you know: Please treat this interview in a professional manner

How to Interview

- Tips on interviewing are available, please take advantage of U of T Career Counseling Centre.
- <https://www.utm.utoronto.ca/careers/career-planning/career-counselling>



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.
- Informal arrangements made without the collaboration of the Practicum Office will not go forward, unless posted on the PAS



Practicums outside of PAS Process (2017-2018)

- Competitive YEAR I Practicum opportunities are available.
- “Competitive” because they are also available to other academic institutions
- Whereas practicums listed on the PAS are confirmed to go forward (unless unexpected occurs at org)
- Competitive opportunities are listed on the FIFSW website with the application closing dates. Copy Rahel-Leigh
- You may apply to these opportunities AND participate in the PAS process. Instructions are on the FIFSW website
- <http://socialwork.utoronto.ca/practicum/for-students/year-1/competitive-year-1-practicum-opportunities>



Other Practicum Opportunities

- Melbourne - visit FIFSW website (YEAR II)
- Hebrew University – 2 spaces confirmed Summer 2018 YEAR I Friends of Hebrew U maybe financial aid centre for international experience workshop in November
- For both opportunities, information on the website and contact Assistant Dean, Field Education



Always in Motion

- The PAS is not static. Practicums are added and withdrawn
- By email the Practicum Office will communicate to students who selected when a practicum is withdrawn
- Revisit the PAS regularly before submitting FORM A

Our subject line is: IMPORTANT PRACTICUM
INFORMATION



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Faculty Field Liaison (FFL)

- Your assigned FFL is your “go to” person
- The name of your FFL will be on your PAS profile before practicum begins
- *Group meetings* with your FFL occur throughout the academic year at the FIFSW (approx. 4 group meetings)
- Meeting time and location is listed on the FIFSW website
- 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.



- If you are in a combined degree program or plan on a collaborative program please advise the Practicum Office



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 2017-2018



A Day in the Life of a Social Worker – Community Panel Presentations

- FYI
- October 18 or 19, 2017 This a part of your Elements and Lab class schedule



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



Questions

