

# WELCOME TO THE FIFSW

April 23, 2018

# Practicum Office

- Eileen McKee - Assistant Dean, Field Education  
e.mckee@utoronto.ca
- Mindy Coplevitch - Practicum Coordinator  
m.coplevitch@utoronto.ca
- Miri Ben Dat – Practicum Coordinator  
miri.ben.dat@utoronto.ca
- Denise Russell- Administrative Assistant
- Catherine Connochie – Administrative Assistant  
practicum.fsw@utoronto.ca

# Practicum Teaching Team

- You
- Education Coordinators at organizations( where applicable)
- Field instructors
- Faculty Field Liaison
- Practicum Office
- Manager, Diversity, Equity & Student Experience
- Your professors and faculty advisor



# Practicum Time Requirement

- Approximately 75 days or 525 hours
- 8 hours -1 hour = 7 hours per day
- Practicum: 3 days a week-Wednesday, Thursday and Friday
- Follows the academic calendar to facilitate integration of theory and practice
- Start September 12, 2018
- Statutory holidays and Reading Week are exempt

# Practicum Administration System - PAS

- A web based electronic data base
- Who has access: Education Coordinators, Field Instructors, Faculty Field Liaisons, students and Practicum Office (private to each student)
- This is a practicum-specific data base, different from the University's student record system (ACORN)
- The vehicle through which Field Instructor (s) and Student completes midterm and final evaluations

# PAS Matching Process Overview

*Steps to the YEAR II/Advanced Standing matching process*

- Read all available practicums in your field of study
- Select 5 Interviews/practicums on FORM A
- The Practicum Office runs an algorithm
- Your 2 interviews will be displayed on your page of the PAS
- You attend 2 interviews
- You rank the 2 interviews on FORM C
- Practicum Office runs the algorithm again with your 2 interviews and finalizes the practicum on the PAS



# When the PAS Opens

- (Screen shots to follow):
- Filter by your field of study;
- Fields of Study: C&F, MH&H, SJ&D, Gerontology, HSML - Human Services Management and Leadership;
- Many practicums are designated in more than one field of study



# What you will see on the PAS

- Requirements \*\*\*\*\*
- 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
- Practicums in/out of Toronto (in the GTA)
- Direct, indirect or mixed settings. D, I, M



# 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

- Immunization for non-PHA sites, specify in "Other" field below
  - N95 Respirator/Mask Fitting
  - Influenza Vaccination (Flu shot)
  - Police Reference/Vulnerable Sector Check
  - Driver's License
  - Use of Own Car
  - Travel by public transportation between home visits, or satellite offices, or community meetings, etc.
  - Comfort working with the population being served
  - Comprehensive report writing and documentation
  - Lived experience/Current member of the community being served
  - Evening attendance
  - Weekend attendance
  - Changing shift attendance
  - Language (specify in field below)

# Requirements

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

- Must be in compliance with immunization requirements (statutory)
- The FIFSW immunization record form must be completed by your health provider
- Form is available on FIFSW website



# 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 costs associated with the health care provider completing the FIFSW immunization record form and/or TB test



# Requirements

- Other requirements which 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 in which you intend to register
- 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 are assigned 2 interviews





# How the PAS Works

- RED alerts you when a practicum is popular (10 students have selected)
- In red you will see “NEW” or “UPDATED”
- You can resubmit your selections on FORM A repeatedly 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 believes they cannot fulfill their commitment to field supervision
- The majority of practicums are listed on the PAS when the PAS opens. A number are received later



# FORM A

- The Practicum Office will communicate deadline dates by email
- Indicate your 5 selections 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 may resubmit Form A as many times as you like until the deadline date. PAS will run with 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](#)



UNIVERSITY OF  
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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TORONTO



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--

Email: denise.russell@utoronto.ca

Year in Degree: Year 2 (Part Time)

Field: Mental Health and Health

Profile is Active: yes

Information populated  
from admissions  
record

## Requested Interviews

[request interviews](#)AGENCY NAME, Field instructor name (if  
rotational, indicated here)

Denise Russell

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

\*\*\*

Your Ranking, pre-interview:

none

Your Ranking, post-interview:

0

## Placement Info



Student Home

My Profile

Practicum Units

Request for  
Interviews (Form A)

Practicum Matching  
(Form C)

Logout

## 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: 4

### Abbreviations

C+F: Children and their Families  
SJ+D: Social Justice and Diversity  
MH+H: Mental Health and Health  
G: Social Work in Gerontology  
HSML: Human Services Management and Leadership

filter by:

Mental Health and Health

Addiction Studies

all locations

1 to 4 records  
of 4



Title	Academic Year	Practicum Year	City	Field	Collaborative Program	Interviews Available	Placements Offered
AGENCY NAME, Field instructor name (if rotational, indicated here) (In Toronto) <b>-NEW-</b>	2017-2018	Year 2		SJ+D MH+H	Addiction Studies	Some left	1
Family Service Toronto, Grant Writing, Nandy Heule and Maria Huijbregts Practicum (In Toronto)	2017-2018	Year 2		C+F SJ+D MH+H G HSML	Addiction Studies Aging, Palliative and Supportive Care Across the Life Course	Some left	1
Mt Sinai ACE unit/General Internal Medicine-Lydia Chan and Nadine Pandoo (In Toronto)	2017-2018	Year 2		MH+H G	Addiction Studies Aging, Palliative and Supportive Care Across the Life Course	Some left	1
Woodgreen Community Services, First Steps Program, Alyssa Ranieri and Sarah Silver Slayer (In Toronto)	2017-2018	Year 2		SJ+D MH+H	Addiction Studies	Some left	1



Student Home

My Profile

Practicum Units

Request for  
Interviews (Form A)

Practicum Matching  
(Form C)

Logout

## PRACTICUM DETAILS



[Back to Practicum Index](#)

### AGENCY NAME, Field instructor name (if rotational, indicated here)

**Practicum Title:** AGENCY NAME, Field instructor name (if rotational, indicated here)

**Last Updated:** 2018-04-17 16:19:53

**Practicum Year** Year 2

**Academic Year** 2017-2018

**Agency Name:** University of Toronto - Factor-Inwentash Faculty of Social Work

**Practicum Unit/Department:** Practicum Office

**Practicum Location:** 246 Bloor St. W., Toronto, Ontario, M5S 1A1

**In Toronto?** Yes

**Education Coordinator:** None assigned for this agency.

**Practicum Settings:** Direct with Clients

**Specific requirements for the placement:** **Note: the FIFSW immunization form is required for all PHA sites.**

Mask Fitting  
Influenza Vaccination (Flu shot)  
Immunization (FIFSW immunization form required for all PHA sites; for non-PHA sites, specify in field below)  
Police Reference/Vulnerable Sector Check  
Driver's License  
Use of Own Car  
Travel by public transportation  
Evening, weekend or changing shift attendance  
Language (specify in field below)  
Others/specifications:  
Wed. evening group sessions  
Second language preferred but not required

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

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

<b>Student activities in this practicum</b>	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
	proposal writing
<b>Description of centre, population served &amp; services offered.</b>	Read these sections which contain interesting information.
<b>Description of what the student will do in the practicum (i.e., assignments, learning opportunities).</b>	These sections are intended to assist with your interview selections.
<b>Description of teaching style.</b>	Again, the information provided here is to help ensure a good match between student and field instructor.
<b>Description of expectations of the student, learning style, specialized areas of interest.</b>	Students are expected to...
<b>Agency falls under the Public Hospitals Act:</b>	No
<b>Practicum in the Indigenous Trauma and Resiliency field:</b>	No
<b>Rotational:</b>	No
<b>Field Instructor 1:</b>	<b>Denise Russell</b>
The field instructor, or their designate, is responsible for the supervision of their assigned student.	Phone: 416 - 978 - 3262 Email:denise.russell@utoronto.ca





Student Home

My Profile

Practicum Units

Request for  
Interviews (Form A)

Practicum Matching  
(Form C)

Logout

## STUDENT REQUEST FOR PRACTICUM INTERVIEWS (FORM A)

Due: May 02, 2018 09:00 a.m.

### PLEASE COMPLETE THE FOLLOWING INFORMATION

Using the drop-down menus below, select 5 practica where you would like to interview for your year 2 practicum. Choosing more than one practicum at the same organization is allowed.

Practicums selected by ten or more students will be identified with the tag "[\*\*POPULAR\*\*]". While the number of requests any practicum receives will change often before the due date, there is no limit to the number of students who can request an interview.

You may re-submit Form A any number of times before May 02, 2018 09:00 a.m.. Less than 5 selections on Form A will not be accepted.

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



Student Home

My Profile

Practicum Units

Request for  
Interviews (Form A)

Practicum Matching  
(Form C)

Logout

### 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



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--

**Email:** denise.russell@utoronto.ca

**Year in Degree:** Year 2 (Part Time)

**Field:** Mental Health and Health

**Profile is Active:** yes

### Requested Interviews

[request interviews](#)

Blue Hills Child and Family Centre, Simone Shindler  
and Natalie George Practicum

Your Ranking, pre-interview: **none**

Your Ranking, post-interview: **0**

Natalie George

Simone Shindler

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

### Placement Info

Year 2

Your practicum placement is: **Blue Hills Child and Family Centre, Simone  
Shindler and Natalie George Practicum, Year 2,  
2017-2018**

# If you are not matched with 2 interviews

- If the result is 0 or 1 interview match after the PAS is run, the Practicum Office will contact you
- Revisit the PAS and select additional practicums on FORM A by the new deadline



# If you are not matched with 2 interviews

- The Practicum Office runs the PAS again ONLY for 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
- The Practicum Office will continue to work with you for a second interview
- Field instructors also view the interview matches on the PAS and expect to be contacted by you



# Post Interview - FORM C

- FORM C is the feedback form after the interviews  
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 are of concern, contact the Practicum Office immediately –before you submit FORM C*



# Post Interviews

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





# Calendar

- **Wednesday April 25, 2018 @ noon.** Practicum Administration System (PAS) opens for YEAR II/Advanced Standing students to filter by specialization and view practicum opportunities.
- **Tuesday May 1, 2018 @ 8:59 a.m.** Students submit FORM A with 5 ranked interview selections. No further submissions after this time.
- **May 1, 2018 @ 9:00 a.m. – Friday May 4, 2018.** 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 4, 2018 @ 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 7, 2018 @ 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 7 – Friday June 15, 2018** Interviews occur. Students inform the Practicum Office if they cannot go forward with a practicum before the PAS runs.



# Calendar

- **Monday June 18, 2018 @ 8:59 a.m.** Students submit FORM C with 2 ranked interviews.
- **Monday June 18, 2018 – Friday June 23, 2017.** The PAS is closed to run the algorithm. Students not matched with a practicum are contacted.
- **Friday June 22, 2018.** PAS opens for cohort to view confirmed practicum.
- **June – September 2018** 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
- This is a professional interview
- Field instructor questions may range from general - to detailed, specific, with written samples
- 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 (2018-2019)

- TWO processes exist out of the PAS:
- Practicums outside the GTA
- Competitions: “Competitive” because other academic institutions have also been invited to apply
- BOTH Outside the GTA and competitive opportunities are posted on the FIFSW website
- You may apply to competitive opportunities AND participate in the PAS process
- If you accept a competitive practicum offer, you will not be part of the PAS process
- You will not be part of the PAS process if you are seeking a practicum outside of the GTA



# Always in Motion

- The PAS is not static. Practicums are added and withdrawn
- Monitor the PAS often
- Our Email subject line is: IMPORTANT PRACTICUM INFORMATION



# Summer Practicum 2019

- Full time students: Only in EXCEPTIONAL circumstances
- If a summer 2019 practicum is required submit your proposal in writing to the Assistant Dean, Field Education, [e.mckee@utoronto.ca](mailto:e.mckee@utoronto.ca).
- Determined on a case-by-case basis
- Part time students: Based on student individual schedules



# Summer Practicum

- Full and Part time students: Contact the Practicum Office at least 4 months before summer semester begins.
- Full time students are automatically uploaded to the PAS. Complete a DROP form for the September 2018 practicum. ADD the practicum course when spring/summer 2019 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 FIFSW 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 (Student Life).
- 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



# Partner Organizations

- A list of organizations partnered with FIFSW is on the FIFSW website
- These practicums may or may not be offered in the academic year 2018-2019



# Questions

