

WELCOME TO THE FIFSW

April 15, 2019

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 (Monday - Thursday)
- Denise Russell – Practicum Assistant
- Catherine Connochie – Practicum Assistant
practicum.fsw@utoronto.ca (Monday - Wednesday)
- Melanie LeBlanc – Coordinator, Indigenous Initiatives

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
- Dean and Associate Dean



Practicum Time Requirement

- Approximately 77 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 11, 2019
- Statutory holidays and Reading Week are exempt

Practicum Administration System - PAS

- A web-based database
- Protected access: Education Coordinators, Field Instructors, Faculty Field Liaisons, students and Practicum Office
- This is a practicum-specific database, different from the University's student record system (ACORN)
- The vehicle through which Field Instructor(s) and Student complete 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, H&MH, 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 the requirements carefully and ensure these can be met
- Select 5 practicums for interviews on FORM A
- Select a variety of learning opportunities
- 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 emailed in confidence by your health care provider 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
- Vulnerable Persons Check may cost in other jurisdictions



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
- The regulatory body's 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 the 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 your 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 matching schedule is on the FIFSW website
- 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

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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UNIVERSITY OF
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



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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: 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) -NEW-	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 Slayter (In Toronto)	2017-2018	Year 2		SJ+D MH+H	Addiction Studies	Some left	1



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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

Description of centre, population served & services offered.

Changes were made to the PAS, removing some of the descriptive boxes, and replacing with the checklist of activities below. This was to make it easier for field instructors to provide the information quickly. However, field instructors can still give greater detail about the practicum in this text box which is unlimited (well, there is actually a limit but it is very large). To make it easier to see what is being included, the box can be expanded by dragging in the lower right corner.

Student activities to develop social work competencies

- Conduct intake/needs assessments
- Provide resource and referral information
- Develop, promote, plan and/or (co)facilitate educational groups or workshops
- Develop and implement individual, family, or group interventions - assessment, implementation and evaluation of interventions
- Counsel (individuals, families, couples) - in office or in community
- Present cases at case conferences
- Attend in-service events
- Advocate for the client system
- Collect and/or analyze data
- Prepare draft policy/program/grant proposals
- Contribute to research and other organizational initiatives

Agency falls under the Public Hospitals Act:

No

Number of Placements Offered by this Practicum

1

Number of Student Interviews Offered by this Practicum

1

Evaluations: Yes [Configure Evaluations \(New Window\)](#)

Assigned evaluation dates:

2019-11-22

2020-03-26

Rotational:

No

Field Instructor **Denise Russell**

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

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

This information can be edited under "Field Instructors."



Add/remove instructor

Worker's Compensation

Undeclared (This data can be updated on the agency record.)

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



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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



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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



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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

Blue Hills Child and Family Centre, Simone

Your practicum placement is: **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 matched with 0 or 1 interview



Schedule

- When the PAS opens to view your interview matches, you contact the field instructors for the interviews
- If you have 1 assigned 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



Please Note

- Our partner organizations have set out protocol for practicums. Please do not negotiate personal and informal arrangements.
- If you are wondering about a practicum that is not offered, or is not on the “Partner Organization” or PAS lists, speak with the Practicum Office.



Calendar

- **Tuesday April 30, 2019 @ noon.** Practicum Administration System (PAS) opens for YEAR II/Advanced Standing students to filter by field of study and view practicum opportunities.
- **Monday May 6, 2019 @ noon.** Students submit FORM A with 5 ranked interview selections. No further submissions after this time.
- **May 6, 2019 @ noon – Friday May 10, 2019.** 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 10, 2019 @ 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 requiring 1 or 2 interviews revisit the PAS and resubmit FORM A.
- **Monday May 13, 2019 @ 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. Meet with the Practicum Office if there are suggestions.
- **Monday May 13 – Friday June 21, 2019** Interviews occur. Students inform the Practicum Office if they cannot go forward with a practicum before the PAS runs.



Calendar

- **Monday June 24, 2019 @ 8:59 a.m.** Students submit FORM C with 2 ranked interviews.
- **Monday June 24, – Friday June 28, 2019.** The PAS is closed to run the algorithm. Students not matched with a practicum are contacted.
- **Friday June 28, 2019.** PAS opens for cohort to view confirmed practicum.
- June – September 2019 Practicum Office works with students who remain unmatched.
- Wednesday September 11, 2019 First day of practicum



The Interviews

- Field Instructors have told us that the depth of the interviews may vary between organizations:
- This is a professional interview. Arrive prepared and knowledgeable about the organization
- You may be asked to: talk about your practice or volunteer experience; to respond to case scenarios; to write sample case notes or process recordings; some interviews may be with the entire team
- Resumes, cover letters - ask Field Instructor(s) prior to the interview if they wish to receive a resume before the interview
- This is a learning opportunity- let them know what you want to learn
- Each field instructor interviews two students for each practicum
- During the interview, Field Instructors will not confirm whether this will be your practicum. Field Instructors respond on the PAS with a “yes” or “no”.
- The algorithm determines the match



Practicums outside of PAS Process (2019-2020)

- Four processes exist out of the PAS:
- 1. Practicums outside the GTA that you do not see listed on the PAS. Contact Miri Ben Dat
- 2. Competitions: “Competitive” because other academic institutions are also invited to apply.
- BOTH Outside the GTA and competitive opportunities are posted on the FIFSW website now. You may know of others. Contact Miri Ben Dat
- You may apply to competitive opportunities AND participate in the PAS process
- If you accept a competitive practicum offer, you need not be part of the PAS process
- 3. International practicums offered by the Practicum Office (Melbourne, Israel, Scotland, summer 2020)
- 4. Personal circumstances on a case-by-case



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 2020

- Full time students: If a summer 2020 practicum is desired/required contact the Assistant Dean, Field Education, e.mckee@utoronto.ca.
- Full time students are automatically uploaded to the PAS for the September practicum. Complete a DROP form for the September 2019 practicum. ADD the practicum course when spring/summer 2020 registration opens

Summer Practicum

- Full and Part time students: Contact the Practicum Office at least 4 months before spring/summer semester begins.
- Part time students: Timing is based on student's individual schedule

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.



ACCOMODATIONS

- The deadline for new/incoming students to register with Accessibility Services to ensure accommodations for September is July 17, 2019. This is the deadline for students to register with the office by completing the online intake form and submitting medical documentation.
- Regarding practicum, please inform the Practicum Office as soon as possible – even before July 17, 2019.



How to get information

- Website: Regularly check the Practicum Schedule
- Website: Regularly check the Practicum Manual
- Read the Associate Dean, Academic E –Digest (at some point you will start receiving)
- Emails from the Practicum Office

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 2019-2020
- As stated earlier, contact the Practicum Office if you are wondering about an organization



Questions

