

PRACTICUM II MATCHING

July 16, 2020

Acknowledgement of Traditional Land

The sacred land on which the University of Toronto operates has been a site of human activity for 15,000 years. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Haudenosaunee and the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes.



Practicum Office

- Eileen McKee - Assistant Dean, Field Education
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- Mindy Coplevitch - Practicum Coordinator
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- Melanie LeBlanc – Coordinator, Indigenous Initiatives
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Practicum Time Requirement

- CASWE confirms minimum of 337.5 hours or 48.2 days
- Field instructor may indicate from 337.5 - 518 hours
- 8 hours minus 1 hour = 7 hour / day
- Start Now – fall 2020 – Completion April 1, 2021
- 3 days per week-Wednesday, Thursday and Friday or negotiated with field instructor

Pre-practicum training

- University-developed compulsory online COVID-19 training for all health science students (including social work students) before starting a practicum
- Available on Quercus to students July 17
- Completion indicated on Quercus
- Field instructors will be informed



Practicum Attendance Format

Practicums will indicate on PAS:

- Remote only
- In-person only*
- In-person* and/or remote if necessary
 - *Reduced numbers due to physical distancing requirements



Practicum Options

- Employment and volunteer – application
- Practicum may begin anytime from now through mid-November
- Practicums that are offered outside of the PAS process are on FIFSW website – *Practicum – Students – Practicum Opportunities*
- Practicum in your home community. Contact Practicum Office



Practicum Options

- On the FIFSW website: “*Competitive practicums*” (open to other academic institutions), *outside the GTA or are unique*
- Each may have an application process and application date that is not aligned with the PAS process
- You may apply to these practicums AND participate the PAS process



Practicum Administration System - PAS

- Web-based database
- Protected access to: students, Field Instructors, Faculty Field Liaison, Practicum Office, Education Coordinators
- Different from ACORN
- Tool to
 - match students and practicums
 - complete midterm and final evaluations

PAS Matching Process Overview

- PAS displays all practicums available
- Read all practicums available in your field of study
- Select 5 practicums options on FORM A
- Practicum Office runs the computer program
- One interview match will be displayed on your PAS profile page
- Arrange and attend the virtual interview
- Unless there is a compelling reason, this is your confirmed practicum
- Final practicum match is displayed on your PAS profile



When the PAS Opens

- Filter by your field of study
- Many practicums are designated in more than 1 field of study
- Note: Direct, indirect or mixed settings
- Read information on each practicum unit
- Practicums are designated Remote, or In-Person Only
- Read the description and the **requirements and ensure you can meet these ***** (This may be modified in virtual practicums)

When the PAS opens

- Select 5 practicums
- Choose a variety of settings/agencies
- For students in a combined-collaborative program, ensure the practicum meets the requirements



****Requirements

For example:

- Your Immunization record for practicums under the Public Hospital Act (PHA); for some non-PHA sites,
- Driver's license, use of own or agency car, evenings, weekends, 2-step TB test, N95 Mask fitting, influenza vaccination (flu shot), police and vulnerable persons sector screening, flexibility in hours, second language, comfort working with the population being served, moving between multiple office locations, home visits, lived experience, professional documentation, record keeping and report writing etc.

PHA Requirements

Students whose practicum is in a health care facility under the PHA:

- Must be in compliance with immunization requirements as set out in legislation (Practicum Office will provide details and the immunization record form which must be completed by your health care provider)



PHA Requirements

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



Requirements

NOTE: There may be costs associated with requirements. For example:

- TB test or health care provider completing FIFSW immunization form
- N95 Mask Fitting – approximately \$40.00 (delayed)
- Vulnerable Sector Screening (in Toronto in 2019 was \$20.00 may be by personal cheque, No e-transfer)
- Vulnerable sector screening in other jurisdictions
- Parking, Public transportation costs



Requirements

- Healthcare settings may insist that pre-practicum on-boarding – modules or other requirements are completed before start (Noted on the PAS)
- **If a practicum moves from remote learning to in-person attendance, strict preparation will be required. Practicum Office will communicate by email**



Regulatory College or Board

- Before selecting practicums, inform yourself about the application and registration requirements of the social work regulatory body where you intend to register
- The regulatory body's entry-to-practice requirements may affect practicum selection



Accessibility Services

- If accommodations are required, you must register with U of T Accessibility Office. The Practicum Office, upon receiving recommendations, will work with you
- Please notify the Practicum Office as early as possible even before the deadline for new/incoming students to register with Accessibility Services



Sample Screen Shots

- All Practicum Units
- Form A - Student Request for Practicum Interviews





Student Home

My Profile

Practicum Units

Request for
Interviews (Form A)Practicum Matching
(Form C)

Logout

ALL 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: 38

Abbreviations

C+F: Children and their Families

SJ+D: Social Justice and Diversity

MH+H: Mental Health and Health

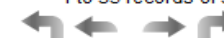
G: Social Work in Gerontology

Addict: Addictions

SSA: Social Service Administration

filter by: Social Justice and Diversity

1 to 35 records of 35



Title	Highly Requested	Academic Year	Practicum Year	Client Demographics	Specialization	Interviews Available	Placements Offered
Black Creek Community Health, Chris Trevelyan SUMMER BLOCK		2012-2013	Year 2		SJ+D MH+H	Some left	1
Catholic Family Services of Simcoe County, Lee Anne Medwid Practicum		2012-2013	Year 2		C+F SJ+D MH+H	Some left	1
Centre for Addiction and Mental Health, Susan Morris and Dale Kuehl Practicum		2012-2013	Year 2		SJ+D MH+H SSA	Some left	1
Children's Aid Society of Toronto, Hai (Henry) Tran SUMMER BLOCK		2012-2013	Year 2		C+F SJ+D MH+H Addict	Some left	1
Children's Aid Society of Toronto, Michelle Gahwiler and Chan Nankooosingh	yes	2012-2013	Year 2		C+F SJ+D MH+H Addict	None left	1
City of Toronto-Community Development Programme, Paul Martin Practicum		2012-2013	Year 2		SJ+D	Some left	1
City of Toronto-Toronto Public Health-Planning & Performance Measures, Angela Loconte Practicum		2012-2013	Year 2		C+F SJ+D MH+H	None left	1
Community Living Toronto, James Holzbauer and John Devenish ROTATIONAL		2012-2013	Year 2		C+F SJ+D MH+H G	Some left	1
David Asper Centre for Constitutional Rights, Cheryl Milne Practicum		2012-2013	Year 2		SJ+D	Some left	1
Durham Children's Aid Society,		2012-2013	Year 2		C+F	Some	



- Student Home
- My Profile
- Practicum Units
- Request for Interviews (Form A)
- Practicum Matching (Form C)
- Logout

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--

How the PAS Works

- RED will pop up on the name of a practicum when 10 students have submitted the same
- “UPDATED”, “NEW” practicums will be displayed in red
- FORM A can be submitted AS MANY TIMES as you wish before the final submission date. You may change your mind until the final date and time
- The PAS is not static. Practicums are received continuously. Practicums are added and others are withdrawn by the organizations throughout the process



FORM A

- Rank 5 selections on FORM A
- The PAS will NOT accept less than 5
- There is no benefit to submitting early. FORM A is due on the final date/time, after which no submission is accepted
- You may resubmit FORM A as many times as you wish before the final date/time



The Interview

- If the result is 0 interview match after the first computer program run, the Practicum Office will contact you to choose again
- Revisit the PAS and select again. Instructions will be provided
- Newly received practicums are protected for students who are not matched with 1 interview.



The Interview

- When the PAS opens to view your interview match, contact the Field Instructor (s) as soon as possible to arrange the interview
- The Field Instructors will also see your name on the PAS



The Interview

- Initiate contact to the Field Instructor by phone and email. When there is more than one Field Instructor - contact all and then confirm who will be the main contact person, *unless otherwise indicated on the PAS*
- *Interviews most likely will be remote*



The Interview

- The depth of the interview may vary between organizations – from informal/casual to highly structured. It is at the discretion of the organization
- You may be asked to talk about your undergraduate experience, or volunteer/work experience; respond to case scenarios; write sample case notes or process recordings; meet virtually with the entire team, etc.



The Interview

- Ask Field Instructors if they wish to receive a cover letter/resume ahead of time
- Let them know what you wish to learn



Post Interview

- Unless the Practicum hears from you or the field instructor(s) that the match is best not to go forward, the practicum is confirmed on the PAS.
- Assume a September 16 start. If a different date is negotiated between yourself and the field instructor (s), e-mail the Practicum Office and cc your field instructor for transparency.



Practicums Outside of the PAS Process

- If you accept a competitive, unique or outside the GTA/home community practicum you will no longer be part of the PAS process
- Personal circumstances for which the Practicum Office may be a support



International Practicums

- International practicum exchanges are on hold

International Students

Megan Davies megan.davies@utoronto.ca



Please Note

- Partner organizations have set out clear protocol on how they wish to offer practicums. The Practicum Office is the contact
- Please do not initiate personal or informal arrangements
- If you are wondering about a practicum or have thoughts about a practicum please contact the Practicum Office



Schedule

- Wednesday July 22, 2020 PAS opens (noon)
- Monday July 27, 2020 8:59 a.m. submission of 5 selections on Form A due
- Wednesday July 29, 2020 5:00 p.m. PAS opens for students to view 1 match. Unmatched students will visit PAS again
- Daily manual matching by practicum office for students not matched by computer program. Students may submit up to 2 selections by email to practicum office daily
- Practicums are confirmed on the PAS as the interviews progress



Faculty Field Liaison (FFL)

- Your assigned FFL is your “go to” person
- Meetings with your FFL occur throughout the academic year
- Virtual attendance is expected
- The name of your FFL will be located on your PAS profile September 14

How to Get Information

- Contact anyone in the Practicum Office
- On FIFSW Website: the Practicum Schedule; Practicum Opportunities; updated COVID 19 information; FAQ
- Review the Practicum Manual
- Emails from the Practicum Office, Associate Dean and Dean's offices



Enjoy the Journey

- When you receive your U of T email please update your PAS profile



Questions

