

## Practicum Orientation Checklist

Learning is the purpose of the practicum (see Competencies listed). This checklist will assist the student and field instructor with key components to address as the practicum commences. Please initial all items that apply and return to [practicum.fsw@utoronto.ca](mailto:practicum.fsw@utoronto.ca) by the 2nd day of your practicum.

Student: \_\_\_\_\_

Field Instructor: \_\_\_\_\_

Item	Field Instructor	Student	Comments
1. Field instructor provides information about the community and population served. (if applicable)			
2. Field instructor provides information about the organization's policies, protocols and training. (if applicable)			
3. Field instructor and student agree to regularly exchange information regarding the placement throughout the placement.			
4. For Practicum I: The student has shared the Lab Summary with the Field Instructor.			
5. For Practicum II: The student has shared Year 1 evaluation or recent employment evaluation with Field Instructor.			
6. Field instructor and student identify opportunities for the student to develop FIFSW competencies.			
7. Field instructor and student agree to debrief after team/client/other meetings. Examples of student objectives include: <ul style="list-style-type: none"> <li>• contributes to agenda and prepares for supervision</li> <li>• communicates professionally verbally and in writing</li> <li>• asks appropriate questions/follows policies &amp; procedures</li> <li>• demonstrates self-reflection.</li> </ul>			
8. Field instructor challenges the student to explore the literature/best practices/relevant class readings.			
9. Field instructor will communicate with student before the midterm evaluation <del>169-hour</del> milestone whether the applicable competencies (see list in this document) are at a stage-appropriate level. If progress is not satisfactory, the FFL has been contacted and a plan for success has been put in place.			

10. Students and field instructors consider strategies to remain “present” with each other through email announcements, video recordings, discussion forums and other communication channels as appropriate.			
11. Student will keep field instructor apprised of accumulation of practicum hours. Mid-point of the practicum, student and field instructor will submit the Midterm evaluation on the PAS. At the end of the practicum, the student and field instructor will submit the Final evaluation on the PAS.			

### Competencies in Direct and in Indirect Practicums

Direct Practicum Competencies	Indirect Practicum Competencies
Learning and growth	Learning and growth, and self care
Behaviour in the organization	Behaviour and relationships in the organization
Conceptualizing practice	Leadership
Clinical relationships	Critical thinking/analysis, planning and implementation
Assessment and intervention	Written and verbal communication
Professional communication	Values and ethics