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.
The Trans-Atlantic Slave Trade
Acknowledgement

Lasting over three hundred and fifty years, the trans-Atlantic slave trade uprooted and relocated thirty million people, who were driven into cruel and dehumanizing bondage. This period remains one of the longest and most sustained assaults on the lives and dignity of human beings in history. In human terms, the cost was staggering. Many perished on the trek to ports along the African coast while many more died onboard ship, on the so-called “Middle Passage”. When the survivors reached the New World, their situation was a little better. Treated as property rather than human beings, they were bought and sold at auction, beaten and abused. Generation after generation were born, toiled and died without knowing freedom. But they do live on, in our memory.
Practicum Office

- Eileen McKee - Assistant Dean, Field Education
e.mckee@utoronto.ca
- Mindy Coplevitch - Practicum Coordinator
  m.coplevitch@utoronto.ca
- Salma Saadi – Practicum Coordinator
  salma.saadi@utoronto.ca
- Denise Russell - Practicum Assistant
  denise.russell@utoronto.ca
- Catherine Connochie – Practicum Assistant
  catherine.connochie@utoronto.ca
- Cindy Chen – Coordinator, Indigenous Initiatives
- Main Practicum Office – practicum.fsw@utoronto.ca
International Students

Contact person:

- Megan Davies
  Simulation Coordinator and International Student Coordinator
  Megancatherine.davies@utoronto.ca
Practicum Time Requirement

- 525 hours (75 days)
- 8 hour – 1 hour = 7 hour / day
- September 2021 – April 2022- may start earlier if an assignment is confirmed
- 3 days per week-Wednesday, Thursday and Friday
Pre-Practicum Training

As of today:

- University-developed compulsory online COVID-19 training for all health science students (including social work students) before starting a practicum
- Will be available on Quercus to registered students
- Completion indicated through Quercus
- Field instructors will be informed
Practicum Attendance Format

- Accurate at time of PAS opening:
- 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

- The primary vehicle is the PAS (described below)
- Employment and volunteer – requires application
- On FIFSW website are practicums offered outside of the regular PAS process because:
  a. they have a unique schedule with an application process; or
  b. they are in person and located outside the GTA; or
  c. they are offered to U of T students and students from other academic institutions (competitive).

- You may apply to these practicums AND (pending your application status), may also participate in the PAS process

To View: FIFSW website – Practicum – Students – Practicum Opportunities
Practicum Options

Contact Practicum Office

- Practicum in your home community.
- Personal circumstances for which the Practicum Office may be a support
- Part time students considering a practicum in the future - 4 months before start of semester
Practicum Administration System - PAS

- Web based data base:
  - to match students and practicums
  - for Field Instructor and Student to complete practicum evaluations
- Protected access to: students, Field Instructors, Faculty Field Liaison, Practicum Office, Education Coordinators
- Practicum specific data base, different from ACORN
PAS Matching Process Overview

- PAS displays all practicums available
- Read all practicums in your field of study
- Select 5 interviews on FORM A
- Practicum Office runs the computer program
- One interview match will be displayed on your PAS profile page
- Attend the interview
- Unless there is concern on your part or by the field instructor(s), the assignment is confirmed
- Final practicum assignment 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 D,I,M
- Read information on each practicum unit
- Note format
- Read carefully the requirements. Ensure you can meet these ***
- Ensure the practicum meets your combined-collaborative program (if applicable)
- Choose 5 practicum interviews
- Choose a variety of settings/agencies
What You will see on the PAS Practicum Profile

- Description of organization, populations served, services offered
- Description of activities you may be involved
- Intervention approaches, learning opportunities
- Requirements ***
- Type of supervision (individual – 1 field instructor), (co-supervision - 2 or 3 field instructors simultaneously); (rotational -2 or 3 field instructors sequentially)
Practicum Attendance Format

- Current at the time the PAS is open, you will read on the PAS:
  - Remote only
  - In-person only*
  - In-person* and/or remote if necessary

*physical distancing requirements may be in place
NOTE

- Practicum descriptions are current at the time the PAS is open
- Due to Covid - 19, conditions may change.
- Organizations and the University follow Public Health guidelines
Practicums Outside of the PAS Process

- If you are assigned a confirmed practicum through the alternate options, you will not participate in the PAS process.
****Requirements

For example:

- Your Immunization record for practicums under the Public Hospital Act (PHA); for some non PHA sites,

- In-person: drivers 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, etc.)

all students: 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.
- Unfortunately, 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. Due to the pandemic this may be delayed; practicum sites may offer to fit
- Vulnerable Sector Screening (in Toronto in 2019 was $20.00 by cheque or money order (Practicum Office will email the process)
- Vulnerable sector screening in other jurisdictions
- Parking, Public transportation costs
Regulatory College or Board

- Before selecting practicums, familiarize yourself with the application and registration requirements of the regulatory body in which you intend to register.
- The regulatory body’s requirements may affect practicum selection.
Accessibility Services

- If accommodations are required, you must register with U of T Accessibility Office. The Practicum Office will work with you.
- Please notify the Practicum Office as early as possible.
Sample Screen Shots

- All Practicum Units
- Form A - Student Request for Practicum Interviews
### 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: 30

**Abbreviations:**
- C+F: Children and their Families
- SJHD: Social Justice and Diversity
- MHH: Mental Health and Health
- S: Social Work in Gerontology
- SSD: Substance Use, Sexuality and Diversity
- SSA: Social Service Administration

<table>
<thead>
<tr>
<th>Title</th>
<th>Highly Requested</th>
<th>Academic Year</th>
<th>Practicum Year</th>
<th>Client Demographics</th>
<th>Specialization</th>
<th>Interviews Available</th>
<th>Placements Offered</th>
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<td>Black Creek Community Health, Chris Tresvanty SUMMER BLOCK</td>
<td></td>
<td>2012-2013</td>
<td>Year 2</td>
<td></td>
<td>C+F MHH</td>
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<td>Catholic Family Services of Simcoe County, Lee Anne Medow Practicum</td>
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<td>2012-2013</td>
<td>Year 2</td>
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<tr>
<td>Centre for Addiction and Mental Health, Susan Morris and Dale Kuhl Practicum</td>
<td></td>
<td>2012-2013</td>
<td>Year 2</td>
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<td>MHH</td>
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<tr>
<td>Children's Aid Society of Toronto, Hai (Henry) Tran SUMMER BLOCK</td>
<td></td>
<td>2012-2013</td>
<td>Year 2</td>
<td></td>
<td>C+F MHH</td>
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<tr>
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<td></td>
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<td>SJHD</td>
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</table>
STUDENT REQUEST FOR PRACTICUM INTERVIEWS (FORM A)

Due: December 23, 2012 06:00 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 Dellcrest) and only one field instructor can be listed.

Practicum units requested by six or more students will be identified by **boldred**, 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 anytime before December 29, 2012 06:00 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
How the PAS Works

Once you submit FORM A indicating your 5 ranked selections:

- The PAS computer program determines matches in two stages:
  1. works towards matching the most students with one of the five selections; and
  2. tries to improve the interview matches by moving up your rank order if possible
- It is possible that the PAS outcome results to 0 interviews at the first round. This is not uncommon.
- If you are not matched with 1 interview at the time of the first computer program run, you will select another practicum.
- All students will be matched
How the PAS Works

- RED will pop up on the name of a practicum when 10 students have submitted the form with 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. Most practicums are uploaded when the PAS opens. However, practicums are added and others are withdrawn by the organizations through the process
FORM A

- Rank order 5 selections on FORM A
- The PAS will NOT accept less than 5
- There is no benefit to submitting early. All are considered on the final date/time, after which no submission will be permitted
- You can resubmit FORM A as many times as you wish before the deadline
- The detailed schedule and time lines will be communicated by email and on the FIFSW website
The Interviews

- If the result is 0 interview match after the first computer program run, the Practicum Office will contact you to choose an additional practicum(s).
- Revisit the PAS and select again. Instructions will be provided.
- Newly received practicums are only available to students who are matched with 0 interviews.
The Interviews

- When the PAS opens to view your interview match, you may contact the Field Instructor(s) to arrange the interview.
- The Field Instructor(s) will also see your name on the PAS.
- If you are assigned 0 interview the Practicum Office will continue to work with you.
The Interviews

- Initiate first contact to the Field Instructor (s) 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*
The Interviews

- 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 BSW practice or volunteer/work experience; respond to case scenarios; write sample case notes or process recordings; meet with the entire team, etc.
The Interviews

- We know you know: This is a professional interview. Arrive prepared and knowledgeable about the organization
- Ask Field Instructor(s) if they wish to receive a cover letter/resume ahead of time
- Let them know what you wish to learn
Post Interview

- If after the interview(s) you believe the practicum is of concern, contact the Practicum Office
Post Interviews

- Following the interviews, field instructors also provide feedback to the PAS in confidence
Practicums Outside of the PAS Process

- If you accept a competitive, unique or outside the GTA practicum you need not be part of the PAS process
Practicums Outside of the PAS Process

- Anyone not taking the practicum course in September 2021 must DROP the course and register when ready to begin (Part time students excepted)
Please Note

- Our partner organizations have set out clear protocol on how they wish to offer practicums. Their main contact is the Practicum Office.
- Please do not initiate personal or informal arrangements.
- If you are wondering about a practicum or have thoughts about a practicum which you do not see listed, please contact the Practicum Office. We are pleased to discuss.
Schedule

- Detailed dates, times and deadlines will be communicated to you as soon as possible via email and on the Practicum page of the FIFSW website.

- As a reminder, when the PAS opens:
  - View practicum opportunities. You will have about one week to read all
  - Select 5 interviews using Form A
  - Complete and submit Form A.
  - The PAS closes for about 3 days to run the computer program
Schedule

- The PAS will reopen to view your interview assignment
- May/June interviews occur.
Faculty Field Liaison (FFL)

- Your assigned FFL is your “go to” person
- Meetings with your FFL occur at the FIFSW (or remotely) throughout the academic year (Approximately 4 group meetings). In September look for dates on the schedule posted on FIFSW website
- Attendance is expected
- FFL and students are matched in September
How to Get Information

- Contact anyone in the Practicum Office
- FIFSW Website: Check the Practicum Section regularly
- Review the Practicum Manual
- Emails from: the Practicum Office; Milad Tabataba, Assistant Dean, Student Services; and Tara Black, MSW Program Director effective July 1, 2021
Enjoy the Journey

- When you receive your U of T email please update your PAS profile. You will be given access to the PAS around April 13, 2021.
- Use the email address that is currently on file to access the system.
- Do not hesitate to contact us