

WELCOME TO THE FIFSW

October 13, 2021

Acknowledgement of Traditional Land

- “ (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.”



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
- Catherine Connochie – Practicum Assistant
catherine.connochie@utoronto.ca
- Cindy Chen – Coordinator, Indigenous Initiatives
- Main Practicum Office *practicum.fsw@utoronto.ca*

Student safety is paramount

- The FIFSW complies with Public Health guidelines, directives from the University, and decisions set out by community organizations



From Dean Voisin

- August 31, 2021 Dear FIFSW Students, REPORTING COVID-19 VACCINATION STATUS BEFORE STARTING A PRACTICUM Ontario's healthcare institutions continue to vaccinate learners according to the province's vaccine distribution implementation plan, to safeguard the health of you, your peers, and clients that you are/will be caring for. As per the vaccine distribution implementation plan, if your practicum is in Ontario and is in a Public Hospital or affiliate, provides home care or is governed by a LHIN please email the Practicum Office at practicum.fsw@utoronto.ca by September 12, 2021 with the following: ☐ Your COVID-19 vaccination status: not vaccinated, received first dose, fully vaccinated; medically exempt ☐ Proof or documents related to your COVID-19 vaccination status. We are required to have proof of Canada Public Health Agency-approved full vaccination. We will keep this information for our internal records. Please note that should your practicum specifically require your COVID-19 vaccination status, further coordination and information may be requested from you. We thank you for your co-operation. Best regards, Dexter Voisin, Dean, Factor-Inwentash Faculty of Social Work



Covid Protocol

- In person practicum settings may require that you provide documentary evidence of your immunization status, satisfactory for, and consistent with requirements of the site.



About Practicums

- Practicum format may be “in-person”, “remote” or “hybrid”
- Practicum format may change at any time
- There is no way to predict how practicums will be impacted by the global pandemic
- FIFSW classes at time of this presentation will occur on campus in January 2022.



Practicum I

- Practicum I is a foundation social work learning opportunity.
- All practicums, irrespective of the sector, organization or population will provide learning in social work skills, values, and knowledge required to enter the profession
- All practicums have been vetted to provide the competencies established by the FIFSW and the accrediting body The Canadian Association for Social Work Education (CASWE)



Practicum I

- Your assigned practicum might not perfectly align with your wishes. Each practicum is vetted for overall educational quality, with transferable skills and competencies that will prepare you for entry into the profession



Practicum I

- Due to the limitations on flexibility imposed by the global pandemic, Year 1 students are expected to commence Practicum I in the winter semester. Summer deferrals will only be accepted in emergency or extreme cases (application required).
- Spring/summer 2022 practicum protocol will be determined at a later date.



Practicum Time Requirement

- 469 hours (67 days).
- **In person:** 8 hour – 1 hour = 7 hour / day
- January 5-May 22, 2022
- Typically 3 days per week-Wednesday, Thursday and Friday
- Four days per week Tuesday-Friday after classes end in April
- Attendance days may be negotiated with field instructors if alternate schedule does not interfere with courses.

Practicum Time Requirement

- Remote: 469 hours (67 days)
- Flexible daily hours, weekends and evenings negotiated with field instructors



Practicum Options

- The Practicum Administration System (PAS) is the primary vehicle for assigning students to a practicum (described below)
- The following alternate practicum options are also available:



Alternate Practicum Opportunities

- Employment and volunteer – The mandatory application is on the Practicum website
- Practicums that are offered outside of the PAS: they are competitive or located outside the GTA Listed on FIFSW website now – *Practicum – Students – Practicum Opportunities *** (Presentation on September 23, 2021)*
- Practicum in your home community. Contact Mindy Coplevitch m.coplevitch@utoronto.ca
- In critical or extreme circumstances a summer 2022 practicum may be an option. The mandatory application is on the Practicum website
- Personal circumstances for which the Practicum Office may be a support



Alternate Practicum Options

- You will not participate in the PAS process if:
- you are offered a competitive, unique or outside the GTA practicum; (please let the field instructor know within a week of receiving the offer – 1) as respect for the organization; and 2) to inform the Practicum Office to include your submissions in the PAS process
- you secure a practicum in your place of work/volunteer, or your home community; you are granted permission for a summer 2022 practicum
- If your alternate practicum does not materialize the Practicum Office will work with you



Practicum Administration System - PAS

- Web based data base
- Protected access to: students, Field Instructors, Faculty Field Liaison, Practicum Office, Education Coordinators
- A practicum specific data base, different from ACORN
- Tool to match students and practicums
- Vehicle for Field Instructor and Student to complete midterm and final evaluations

Choosing A Health Care Practicum

- Students are limited to one practicum in a hospital during the MSW program. Consider this limitation when selecting Year 1 practicums



PAS Matching Process Overview

- PAS displays all practicums available that are not alternate practicum options
- Read all practicums
- Select 10 interviews/practicums on FORM A
- Submit FORM A to the PAS. Submission schedule will be emailed to you and posted on website
- Practicum Office runs the computer program
- Results: 1 interview/practicum match which is your **confirmed practicum.**
- The match is displayed on your PAS profile



When the PAS Opens

- Read information on each practicum unit
- Practicums may be direct service, or mixed D, M
- Read carefully the requirements and ensure you can meet these ***
- The practicums are categorized. Selection guidelines will be emailed to you
- Follow the guidelines when choosing from each category
- Submit FORM A with your ten selections

What You will see on the PAS Practicum Profile

- Description of organization, populations served, services offered
- Remote or in-person (current at the time the PAS opens to view) This may change
- All practicums are vetted to meet the competencies established by the FIFSW and the accrediting body
- Requirements ***

How the PAS Works

- RED will pop up on the 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. The majority of practicums are uploaded when the PAS opens. However, practicums are added or withdrawn by the organizations through the process



****Requirements

- For In –person practicums and some remote: For example:
- Your Immunization record for practicums under the Public Hospital Act (PHA); for some non PHA sites,
- 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, professional documentation, record keeping and report writing

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 – may be difficult to obtain during pandemic approximately \$40.00 (access may be delayed due to pandemic)
- Vulnerable Sector Screening (in Toronto) Practicum Office will provide detailed instructions \$20.00 mailed to Toronto Police Services by Canada Post mail - cheque or money order (A Zoom session is planned by Practicum Office to verify credentials to TPS. Details emailed to you.)
- Vulnerable sector screening in other jurisdictions Practicum Office will write a letter to support your student status.
- Parking, Public transportation costs



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

- The following is a) your student portal: b) sample of how the practicum options are displayed. You will be given instructions for the categories; and c) FORM A which will have 10 fields for your 10 selections



Student Portal

The screenshot shows a web browser window displaying the Practicum Administration System (PAS) website. The browser's address bar shows the URL: <https://socialwork.utoronto.ca/practicum/practicum-administration-system/>. The website header includes navigation links: ABOUT US, ADMISSIONS, ALUMNI + FRIENDS, DONATE, and COVID-19 UPDATES. The main header features the Factor-Inwentash Faculty of Social Work University of Toronto logo. Below this is a dark blue navigation bar with links: Faculty & Research, Programs, Current Students, Practicum, Simulation Learning, and News & Events. The main content area shows the breadcrumb: Factor-Inwentash Faculty of Social Work > Practicum > Practicum Administration System (PAS). On the left is a sidebar menu with links: Practicum, Indigenous Trauma and Resiliency, For Students, Field Instructors, Practicum Administration System (PAS) (highlighted), Practicum Resources, and Partner Organizations. The main content area is titled "Practicum Administration System (PAS)" and lists roles: Students, Field Instructors, Education Coordinators, Faculty-field Liaisons, and Administrators. A note states: "If you need assistance, please email practicum.fsw@utoronto.ca". At the bottom of the browser window, a Firefox notification says: "It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!" with a "Refresh Firefox..." button. The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray shows the date and time: 9/24/2021, 4:25 PM, and the language: ENG US.

Practicum Administration System (PAS)

Students

Field Instructors

Education Coordinators

Faculty-field Liaisons

If you need assistance, please email practicum.fsw@utoronto.ca

Administrators



- 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

1 to 35 records of 35

filter by Social Justice and Diversity

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	1



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Student Home

My Profile

Practicum Units

Request for
Interviews (Form A)

Practicum Matching
(Form C)

Logout

FACTOR-INWENTASH
FACULTY OF SOCIAL WORK
Practicum Administration System

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--

Submit

Reset Form

FORM A

- Select 10 selections on FORM A by category
- The PAS will NOT accept less than 10
- There is no benefit to submitting early. All FORM A are considered on the final date/time, after which no submission will be permitted
- You may 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



How the PAS Works

- Once you submit FORM A indicating your 10 selections:
- The PAS computer program determines the match
- It is possible that the PAS outcome results in 0 match for you **This is not uncommon.**
- If you are not matched with an interview/practicum at the time of the first computer program run, the Practicum Office will contact you with next steps

How the PAS Works

- One interview match will be displayed on your PAS profile page
- Attend the virtual or in person interview
- Unless there is a compelling reason, this is your confirmed practicum



How the PAS Works

- 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 only offered to students who are matched with 0 interview.



The Interviews

- When the PAS opens to view your interview matches, you may contact the Field Instructor(s) to arrange the interview
- The Field Instructors will also see your name on the PAS



The Interviews

- Initiate the interview with the Field Instructor by phone and email. When more than one Field Instructor is listed - contact all and confirm who will be the main contact person, if not already *indicated on the PAS*



The Interviews

- The depth of the interview may vary between organizations – from an informal/casual chat to highly structured. It is at the discretion of the organization
- You may be asked to talk about your undergraduate experience, 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 Instructors 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 you have concerns, contact the Practicum Office immediately.



Post Interviews

- Following the interview, field instructors also provide feedback to the Practicum Office in confidence



International Students

- Ezi Odozor Coordinator, Student Engagement and Success
ezi.odozor@utoronto.ca
- Centre for International Experience (CIE)
- <http://www.studentlife.utoronto.ca/cie/outbound-apply>.
- In order to begin a social work practicum in the MSW program students are required to have been approved for a study permit and co-op work permit. If you have specific questions or concerns you can email the university's [**Centre for International Experience**](mailto:isa.cie@utoronto.ca) ([**isa.cie@utoronto.ca**](mailto:isa.cie@utoronto.ca)) and one of the immigration advisors can talk to you about your specific situation



Please Note

- Our partner organizations have set out clear protocol for practicum assignments. Their primary contact is with the Practicum Office
- Please do not initiate personal or informal contacts/arrangements
- If you are wondering about a practicum or have an idea about a practicum please contact Mindy Coplevitch m.coplevitch@utoronto.ca. 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 a few days to read all
- Select 10 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/practicum match
- Note again: Some students will have 0 interview. This is not unusual. The Practicum Office will work with you.



Faculty Field Liaison (FFL)

- Your assigned FFL is yours and your field instructor's "go to" person
- 4 group meetings with your FFL will occur during the academic year . Your FFL's name will be posted on your PAS profile. Meeting dates will be noted on the FIFSW website
- Attendance is expected

How to Get Information

- Contact anyone in the Practicum Office
- FIFSW Website: Check the Practicum Schedule and out of the PAS practicum opportunities
- Review the Practicum Manual
- Emails from the Practicum Office; Associate Dean, Academic; Director of the MSW program, Micheal Shier; and Dean's offices
- **Critical Information for Practicum Students**
- **FIFSW Website FAQ**



Enjoy the Journey

- Shortly, we will give you access to the PAS. Use your U of T email through the student portal. Please update your PAS profile



Questions

