

Practicum Matching

April 18, 2022

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

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About Practicums

- Student safety is paramount
- Special field education measures & flexibility are in place
- Practicum may be in-person or remote and may change at any time



Covid Information

In-Person Practicum Students

- As COVID prevalence continues to rise rapidly, additional directives for students in community-based in-person practicums is provided below. Students in hospitals should continue to follow directives provided at their site.

COVID Recommendation Updates:

- For close contact: Students can return to practicum after a neg PCR/rapid test on day 5 from last exposure
- For positive cases: Students must isolate for 10 days or may return earlier if they have a neg PCR/rapid test day 5, or two rapid antigen tests 24 hours apart after day



SWK 4702 Practicum 2

- Commences September 14, 2022
- Deferrals are accepted in emergency or extreme cases. Application is required and can be found on the Practicum website, under Students > Forms.
- Spring/summer 2023 practicum protocol will be determined at a later date.



Time Requirement

- 525 hours:
 - Typically, 8 hour days with 1 hour break = 7 hours / day
 - Start September 14, 2022
 - No practicum in Reading Week or Statutory holidays

Practicum Options

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



Alternatives

1. Employment / volunteer: application on Practicum website under 'For students' > 'Forms'
2. Off PAS :Outside of the PAS: unique schedule or located outside GTA; **Now** on *Practicum > Students > Practicum Opportunities* ***
3. In your home community: Contact Practicum Office
4. In critical or extreme circumstances, summer 2023.
Application on Practicum website: 'For students' > 'Forms'.
5. Personal circumstances for which the Practicum Office may be a support



Alternatives

You will not participate in the PAS process if:

- you apply for an Off PAS - competitive, unique or outside-the-GTA practicum
- you secure a practicum in your place of work/volunteer, or your home community (consult with the Practicum Office first)

If your alternate practicum does not go forward, the Practicum Office will work with you.



Practicum Administration System - PAS

- A practicum-specific data base, different from ACORN
- Used by students, field instructors, Faculty-Field Liaisons (FFL), Practicum Office, Education Coordinators
 - to match students and practicums
 - to complete midterm and final evaluations

PAS Matching Process Overview

PAS displays all practicums available that are not alternate practicum options

- Read all practicums in your field of study and the requirements
- Select 5 interviews/practicums on Form A
- Submit Form A on 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**; displayed on your PAS profile



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.
- Requirements (language, experience, evening hours, own car, etc.)

How the PAS Works

- RED will pop up on the practicum when 10 students have submitted the same = in demand
- Practicums are added and withdrawn by organizations throughout. “UPDATED”, “NEW” practicums will be displayed in red
- FORM A can be submitted AS MANY TIMES as you wish before the final submission date.
- NOTE: If Practicum 1 occurred in a PHA hospital in the GTA, cannot select a PHA hospital in the GTA for Practicum 2.



Requirements

For example:

- Your Immunization record for practicums under the Public Hospital Act (PHA); for some non PHA sites; COVID vaccination.
- 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, flexible 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 (for all)

PHA Requirements

Students who are matched with a practicum in a health care facility under the Public Hospitals Act (PHA):

- Must comply with immunization requirements including COVID, 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: Costs may be associated with requirements. For example:

- TB test or health care provider completing FIFSW immunization form
- N95 Mask Fitting – approximately \$45.00. You may be required to secure the clinic where fitting can take place
- Vulnerable Sector Screening (in Toronto) Practicum Office will provide instructions \$20.00 mailed to Toronto Police Services by Canada Post mail - cheque or money order
- Vulnerable sector screening in other jurisdictions Practicum Office will write a letter if required by Police Services
- Parking, commuting / 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.



FORM A

- Select 5 practicums on Form A by your field of study
- The PAS will NOT accept less than 5
- Rank ordered
- 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 can resubmit Form A as many times as you wish before the deadline
- The Practicum Office will email and post on the FIFSW website detailed schedule



How the PAS Works

Once you submit Form A indicating your 5 selections:

- The PAS computer program determines the match
- It is possible that the PAS outcome results in 0 matches 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
- Field instructor sees the match as well
- If matched with a hospital in the GTA for Practicum I, cannot be assigned to another GTA hospital practicum
- E-mail your field instructor(s) to request an interview; obtain details re: in-person or remote



How the PAS Works

- If 0 interview match results 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 interviews.



The Interviews

- May vary between organizations – from informal/casual to highly structured.
- 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

- Be prepared and knowledgeable about the organization.
- Ask Field Instructors if they wish to receive a cover letter/resume ahead of time
- Think about the social work competencies you wish to develop,



Preparing for the Interview

- To find out more about the competencies by which you will be evaluated, please review the evaluation tool available at:

<https://socialwork.utoronto.ca/wp-content/uploads/2014/06/Sample-Evaluation-Direct-Practice.pdf>



Post Interview

- If you have concerns after the interview, contact the Practicum Office immediately.
- Field instructors may also provide feedback to the Practicum Office in confidence



International Students

- Centre for International Experience (CIE)
- <http://www.studentlife.utoronto.ca/cie/outbound-apply>.
- International 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) and one of the immigration advisors can talk to you about your specific situation



Please Note

- Our partner organizations have set out clear protocol on their process. Their primary contact is the Practicum Office.
- Please do not initiate personal or informal arrangements.
- If you are wondering / have thoughts about a practicum, please contact the Practicum Office. We are pleased to discuss.



Schedule

- Detailed dates, times and deadlines will be emailed and on the Practicum page of the FIFSW website

As a reminder, when the PAS opens:

- View practicum opportunities.
- 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/practicum match
- The Practicum Office will inform you how and when VSS for Toronto Police Services will take place



Faculty Field Liaison (FFL)

- As was in YEAR 1, your assigned FFL is your “go to” person
- Approximately 4 group meetings
- Your FFL's name will be 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: For Students:
 - Practicum Schedule & “*Off-the-PAS*” practicums
 - FAQs
 - Critical Information for Students
- Practicum Manual
- Emails from the Practicum Office, Associate Dean, MSW Director, and Interim Dean’s offices



Enjoy the Journey



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Questions

