

Practicum 1 SWK4701H

Matching Process

October 19 and 20, 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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Practicum 1 is:

- a foundation social work learning opportunity to acquire skills, values and knowledge required to enter the profession.
- an Integration of Theory and Practice (ITP)
- vetted to provide the competencies established by the FIFSW and the accrediting body, the Canadian Association for Social Work Education (CASWE)



Practicum 1

- Commences January 11, 2023
- Deferrals to summer 2023 will only be 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 communicated in January 2023.



Time Requirement

- 469 hours (69 days):
 - 7 hours/day
 - January 11 – June 2, 2023
 - January 11 - April 7: 3 days/week: Wednesday, Thursday and Friday
 - April 11 – June 2: 4 days/week: Tuesday, Wednesday, Thursday, Friday
 - Cannot impact Monday and Tuesday classes
 - No practicum in Reading Week (Feb 20-24, 2023)

Practicum Options

- The Practicum Administration System (PAS) is the primary mode of assigning students (description follows)
- The following five alternate practicum options are also available:



Alternatives

1. Employment / volunteer: application on Practicum website under 'For students' > 'Forms'
2. Off the PAS: competitive or located outside GTA; listed 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 a competitive, 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 work out, the Practicum Office will work with you.



Practicum Administration System PAS

- A practicum-specific data base (separate from ACORN)
- Used by the Practicum Office to:
 - Post descriptions of available practicums
 - Match students with practicums
 - Maintain student, Field Instructor and practicum records
- Used by students to:
 - View available practicum descriptions
 - Submit practicum choices
 - Submit midterm and final practicum self-evaluations

Practicum Administration System PAS

- Used by Field Instructors to:
 - Post and edit practicum descriptions
 - Submit midterm and final practicum evaluations
- Used by Faculty-Field Liaisons and Education Coordinators to:
 - Review midterm and final evaluations



What you will see on the PAS Practicum Profile

- Description of organization, populations served, services offered, activities/tasks in practicum
- Remote or in-person (current at the time the PAS opens to view). This may change.
- Location (if in-person)
- Requirements (immunizations, language, experience, evening hours, own car, etc.)

PAS Matching Process Overview

The PAS displays all practicums available that are not alternate practicum options.

- Read all practicum descriptions paying careful attention to requirements
- Select 10 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



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.
- If a student is matched with a public hospital in the GTA for Practicum 1 SWK4701, they cannot select a public hospital in the GTA for Practicum 2 SWK4702.



Practicum 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 whose practicum is 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

Costs may be associated with requirements.

For example:

- TB test or health care provider completing FIFSW immunization form
- N95 Mask Fitting - approximately \$40.00
- Vulnerable Sector Screening (in Toronto) - \$20.00 mailed to Toronto Police Services - cheque or money order
- Vulnerable sector screening in other jurisdictions: Practicum Office will write a letter if required by police services
- Parking, Public transit costs



Accessibility Services

- If accommodations are required, you must register with U of T Accessibility Office.
- Please notify the Practicum Office as early as possible.



Form A

- Select 10 practicums (not ranked) on Form A by category:
 - Three from Category A (specialized)
 - Three from Category B (community-based)
 - Three from Category C (health care/hospitals)
 - One from any category
- The PAS will NOT accept less than 10 choices
- There is no benefit to submitting early. All Form As 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 the matching schedule on the FIFSW website



How the PAS works

- The PAS computer program as many students as possible with one of their Form A choices
- Some students will not be matched in the first round. **This is not uncommon.**
- If you are not matched with an interview/practicum in the first round, the Practicum Office will contact you with next steps.

How the PAS works

- If 0 interview matches 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.



How the PAS works

- One interview match will be displayed on your PAS profile page
- Field instructor sees their match as well
- If matched with a hospital for Practicum 1, Practicum 2 cannot be a hospital practicum
- Email your field instructor(s) to request an interview; obtain details re: in-person or remote



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:

[Direct Practice Evaluation](#)



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

- Ezi Odozor, Student Engagement and SuccessSupport
ezi.odozor@utoronto.ca
- 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 \(isa.cie@utoronto.ca\)](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 on their process. Their primary contact is the Practicum Office.
- Please do not initiate personal or informal arrangements.
- If you are wondering about a possible practicum site, 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 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 your “go to” person
- Student-FFL meetings occur online throughout the academic year (approximately four group meetings).
- Your FFL will be on your PAS profile. Meeting dates are on the FIFSW website (Schedules > Student Meetings and Workshops)
- Attendance is expected

How to Get Information

- Contact anyone in the Practicum Office
- FIFSW Website: For Students:
 - Practicum Schedule and *Off-the-PAS*”practicums
 - FAQs
 - Critical Information for Students
- Practicum Manual
- Emails from the Practicum Office, Associate Dean and Dean’s offices



Enjoy the Journey

- Shortly, we will give you access to the PAS.
- The first time you log onto the PAS:
 - Use the email address you registered in the program with as your Username
 - Click on “Forgot/Retrieve Password” for an e-mailed temporary password
 - When you get your UofT email address, enter this in your PAS profile. This will be your Username.



Questions

