

# Practicum 1

## SWK4701H

# Matching Process

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Presented by:

**Eileen McKee**  
**Catherine Connochie**

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# 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 Staff

Eileen McKee - Assistant Dean, Field Education  
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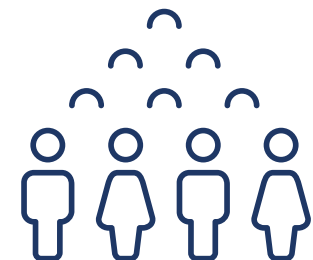
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# Practicum 1 is:



a foundational social work learning opportunity to acquire skills, values and knowledge required to enter the profession.



the opportunity for students to integrate 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 10, 2024
  - Deferrals to summer 2024 are possible. An application is required and can be found on the Practicum website, under Students > Forms
  - Spring/summer 2024 practicum protocol will be communicated in January 2024.

# Time Requirement

469 hours (67 days, 7 hours per day):

- January 10 – May 31, 2024
  - January 10 - April 5: 3 days/week: Wednesday, Thursday and Friday
  - Cannot impact Monday and Tuesday classes
  - April 9 – May 31: 4 days/week: Tuesday, Wednesday, Thursday, Friday

- No practicum in Reading Week (February 20-23, 2024)





# Practicum Matching Options

The Practicum Administration System (PAS) is the primary mode of assigning students (description follows)

Five alternate practicum matching options are also available:

# Matching Alternatives

1. Place of Employment: application on Practicum website  
(For students > Forms)
2. Off-PAS: competitive or located outside GTA
3. In your home community: Contact Practicum Office
4. Summer 2024 Application on Practicum website (For students > Forms)
5. Personal circumstances for which the Practicum Office may be a support



# Matching Alternatives

- You will not participate in the PAS process if:
  - you are accepted for a deferral, competitive, or outside-the-GTA practicum
  - you secure a practicum in your place of work, 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 database (separate from ACORN)
- Used by the Practicum Office to:
  - Post descriptions of available practicums (field instructor manages descriptions)
  - 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



# PAS

- Used by Field Instructors to:
  - Post and edit practicum descriptions
  - Submit midterm and final practicum evaluations
  - This is a dynamic tool. Field instructors are responsible for providing accurate information for students to view
  
- Used by Faculty-Field Liaisons and Education Coordinators to:
  - Review midterm and final evaluations

# Logging onto the PAS



UNIVERSITY of TORONTO

## Practicum Administration System (PAS)

The portal below provides access to the practicum administration system for the Factor-Inwentash Faculty of Social Work.

### Factor-Inwentash Faculty of Social Work Practicum

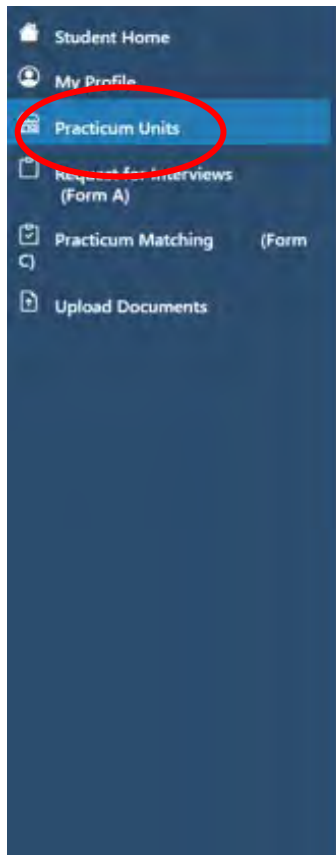
On this portal, field instructors and the Practicum Office can post practicum opportunities for students in the Factor-Inwentash Faculty of Social Work. Students can prioritize their practicum choices using *Form A*. An Interview Matching Algorithm will match students to practicums based on their preferences, accessibility accommodations, and the practicum's capacity. Students and field instructors will then have an interview and rank their preferences using *Form C*. Lastly, a Placement Matching Algorithm run by the Practicum Office will finalize the placements. Students and field instructors can evaluate each other using evaluation forms on the application. Faculty Field Liaisons and the Practicum Site's Education Coordinators can sign off on the evaluation forms.

**NEW** You must use a UTORid and password to log onto the PAS.

Login

- Link: <https://practicum.oise.utoronto.ca/fsw/>
- Use your UTORid and password to log on

# Viewing available practicums



The main content area shows the 'FIFSW Practicums' page. It includes a 'Hide Filters' button and three dropdown filters: 'All fields of study', 'Any Collaborative Progi', and 'All Locations'. A light blue banner states: 'All of the practicums listed below have PLACEMENTS AVAILABLE. Practicums whose placements are no longer available will disappear from this list.' Below this is an 'Abbreviations' section with a bulleted list: CF: Children and their Families, SJ: Social Justice and Diversity, MH: Mental Health and Health, G: Social Work in Gerontology, and HSML: Human Services Management and Leadership. A message says 'There are 74 practicums in the table.' Below that is a search bar and a table of practicums. The table has columns: Title, Academic Year, Toronto, Setting, PracYear, Schedule, Places, Places Remaining, Field, and Cat. The second row, 'Abrigo Centre - Gidalia Pereira', is circled in red. The third row is 'Advocacy Centre for Tenants Ontario (ACTO) - Karen Harvey and Camella Boyan'.

Title	Academic Year	Toronto	Setting	PracYear	Schedule	Places	Places Remaining	Field	Cat
<a href="#">Abbasateh Ross &amp; Assoc Psychotherapy - Leila Abbasateh and David Ross</a> Confirmed   Description	2023-2024	✓	Mixed	Year 1	Regular	3	3	CF, MH, HSML	-
<a href="#">Abrigo Centre - Gidalia Pereira</a> Confirmed   Description	2023-2024	✓	Mixed	Year 1	Regular	1	1	MH, CF, G, SJ, HSML	B
<a href="#">Advocacy Centre for Tenants Ontario (ACTO) - Karen Harvey and Camella Boyan</a> Confirmed   Description	2023-2024	✓	Mixed	Year 1	Regular	1	1	SJ, MH	-

- Click on “Practicum Units” to see all the available January 2024 practicums
- Click on the practicum title (blue) to get a detailed description

# PAS Practicum Description

- 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.)

# Practicum description example

## Abrigo Centre - Cidalia Pereira

### Details

Field instructors are responsible for completing the practicum details.

**Message:** (Will appear prominently on the practicums of this organization) -

**Last Updated** 2023-09-12

**Confirmation** Confirmed

Confirmed as being offered in the indicated practicum year. Changing the above to "no" will remove it from our offerings.

**Practicum Year** Year 1

**Schedule** Regular

**Academic Year** 2023-2024

**Organization Name** Abrigo Centre

**Practicum Unit/Department** Working with Programs and Counselling Supervisor

#### Practicum Location

1645 Dufferin Street, Toronto, ON, Canada, M6H 4H5

**In Toronto** Yes

**Practicum in the Indigenous Trauma and Resiliency Field** No

#### Organization Description:

Abrigo Centre is a non-profit, multi-service organization focused on ending intimate partner violence and breaking the cycle of violence through the delivery of all its programming. We are a United Way Anchor Agency offering support to the community at large and have the unique ability to offer services in both Portuguese and English. We offer Violence Against Women counselling services, healthy relationship programming for Youth, Seniors day programs, parenting groups, expressive arts groups, court mandated Partner Assault Response Program, and Community Developmental Integration Program where we assist with form filling, income maintenance services, information and referrals. We endeavour to provide services that are trauma informed and anti-oppressive and are developing a culture of integrating evaluation and stakeholder feedback into our service design, delivery and work culture.

**Practicum Format:** (due to COVID-19 and resulting guidelines from the University and partner organizations, arrangements for in-person attendance may change).  
Flexible



# Description example

Practicum is a private practice? No

## Description of centre, population served & services offered

Serving the community at large and supporting clients in both Portuguese and English. Offer services for women and youth exposed to intimate partner violence, programming for individuals charged with domestic assault, youth healthy relationships workshops and counselling, parenting groups, seniors social/emotional support through day programming, assist with applications for social housing, referrals to shelter services, income maintenance, referrals to foodbanks and other sources of support, support with pension applications, settlement services and information and referral services.

## Equity, Diversity and Inclusion (EDI)

### Organization Equity, Diversity and Inclusion (EDI) statement:

-

## Requirements

### Specific Requirements for the Placement

**Note: the FIFSW immunization form is required for all PHA sites.**

- Police Reference/Vulnerable Sector Check
- Comprehensive report writing and documentation
- Comfort working with the population being served
- Other Language

### Other Requirements

Fluent in Portuguese

## Accessibility Considerations

Will the student have access to a private space for notes or computer use?

Yes

Are there breaks between clients/patients/meetings?

Yes

Is the placement considered fast-paced?

Slow

Is there a high noise level in the placement?

Low

Is the site wheelchair accessible?

Yes

# Description example

## Activities

### Student activities to develop social work competencies

#### Indirect Service Delivery:

- Evaluate social work interventions
- Collect and/or analyze data
- Contribute to research and other organizational initiatives
- Develop skills in cross-cultural/spiritual competence
- Prepare and maintain case notes, reports, statistics which meet the organization's accountability guidelines

#### Direct Service Delivery/Interventions/Working with Recipients of Service:

- Conduct intake/needs assessments
- Undertake discharge planning
- Provide resource and referral information
- Hold responsibility for a defined caseload/case management
- Develop, promote, plan and/or (co)facilitate educational groups or workshops
- Develop and implement individual, family, or group interventions - assessment, implementation and evaluation of interventions
- Counsel (individuals, families, couples) - in office or in community
- Apply best practices as outlined by the organization
- Undertake instrumental activities that support the work with recipients (e.g., assistance forms, benefit forms, referrals, develop plans for activities of daily living)
- Deliver crisis intervention
- Provide drop-in services

#### Interprofessional collaboration:

- Attend staff/administrative meetings
- Present cases at case conferences
- Collaborate on organization's projects
- Attend in-service events
- Consult and collaborate with professionals from other disciplines
- Advocate for the client system
- Participate, liaise and represent the agency at community meetings or plan of care meetings or task groups

## More Information

Organization falls under the Public Hospitals Act. No

Number of Placements Offered by this Practicum 1

Number of Student Interviews Offered by this Practicum 1

Evaluations

# Description example

## More Information

**Organization falls under the Public Hospitals Act.** No

**Number of Placements Offered by this Practicum** 1

**Number of Student Interviews Offered by this Practicum** 1

### Evaluations

This practicum requires evaluations.

Number of evaluations for this practicum is: 2

This practicum does not have any evaluation dates. As a result, the following dates from system settings will apply:

- 1st evaluation start date: 2024-03-22 13:40:00
- 2nd evaluation start date: 2024-05-17 13:40:00

**Rotational** No

### Field Instructor

**Cidalia Pereira**

- Bachelor of Social Work Degree
- Registered Social Worker

# 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

# Practicum Matching Schedule

## Dates

Thursday October 26, 2023, 4:30pm

Wednesday November 1, 2023, 8:59am

Wednesday November 8, 2023, 4:30pm

Monday November 13, 2023 4:30pm



## Events

- PAS opens for viewing Practicum 1 options
- Form A due
- Practicum matches viewable on PAS
- Practicum trade deadline

# Form A

- Select 10 practicums 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

# Form A example

- Student Home
- My Profile
- Practicum Units
- Request for Interviews (Form A)**
- Practicum Matching (Form C)
- Upload Documents

### Selected Practicums

Priority Rank	Category	Practicum	Action
No selections			
			<a href="#">Clear Selections</a> <a href="#">Submit Form A</a>

All Categories  All Locations

There are 94 practicums in the table.  Start typing ...

	Title	Toronto	Setting	AcadYear	PracYear	Schedule	Category
<input type="button" value="Select"/>	<a href="#">Abbaszadeh Ross &amp; Assoc Psychotherapy - Leila Abbaszadeh and David Ross</a> 6013 Yonge St, Toronto, ON, Canada, M2M2H3, Unit: 618	✓	Mixed	2023-2024	Year 1	Regular	A
<input type="button" value="Select"/>	<a href="#">Abrigo Centre - Cidalia Pereira</a> 1645 Dufferin Street, Toronto, ON, Canada, M6H 4H5	✓	Mixed	2023-2024	Year 1	Regular	B
<input type="button" value="Select"/>	<a href="#">Abrigo Centre - Paula De Jesus</a> 1645 Dufferin Street, Toronto, ON, Canada, M6H 4H5	✓	Mixed	2023-2024	Year 1	Regular	A



# Add practicum choices to Form A

- [Student Home](#)
- [My Profile](#)
- [Practicum Units](#)
- [Request for Interviews \(Form A\)](#)
- [Practicum Matching \(Form C\)](#)
- [Upload Documents](#)

### Selected Practicums

Priority Rank	Category	Practicum	Action
Select Priority ▼	A	<b>Alexandra Park Co-op - Food Security Program - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	
Select Priority ▼	A	<b>Alexandra Park Co-op - Community Organizing - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	
Select Priority ▼	A	<b>Advocacy Centre for Tenants Ontario (ACTO) - Keren Harvey and Camelia Beyan</b> 55 University Ave., Toronto, ON, Canada, M5J 2H7, Details: Beside St. Andrew subway station	

Clear Selections
Submit Form A

Category A (Specialized ▼

All Locations ▼

Search
Start typing ...

There are 20 practicum in the table.

	Title	Toronto	Setting	AcadYear	PracYear	Schedule	Category
Select	<b>Advocacy Centre for Tenants Ontario (ACTO) - Keren Harvey and Camelia Beyan</b> 55 University Ave., Toronto, ON, Canada, M5J 2H7, Details: Beside St. Andrew subway station	✓	Mixed	2023-2024	Year 1	Regular	A
Select	<b>Alexandra Park Co-op - Community Organizing - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	✓	Mixed	2023-2024	Year 1	Regular	A
Select	<b>Alexandra Park Co-op - Food Security Program - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	✓	Mixed	2023-2024	Year 1	Regular	A
Select	<b>Alzheimer Society of Toronto - Katie MacLean</b> 20 Eglinton Ave. West, 16th Floor, Toronto, Ontario, M4R 1K8	✓	Mixed	2023-2024	Year 1	Regular	A
Select	<b>Big Brothers Big Sisters of South-West Durham - Alison Heath</b> 1735 Bayly St. Unit 7C, Pickering, Ontario, Canada, L1W 3G7	✗	Mixed	2023-2024	Year 1	Regular	A

# Submit Form A

- Student Home
- My Profile
- Practicum Units
- Request for Interviews (Form A)**
- Practicum Matching (Form C)
- Upload Documents

## Selected Practicums

Priority Rank	Category	Practicum	Action
1	B	<b>Abrigo Centre - Cidalia Pereira</b> 1645 Dufferin Street, Toronto, ON, Canada, M6H 4H5	
5	A	<b>Alexandra Park Co-op - Food Security Program - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	
Select Priority	A	<b>Alexandra Park Co-op - Community Organizing - Ruth Warner</b> 25 Eden Pl, Toronto, ON, Canada, M5T2V6	
Select Priority	A	<b>Advocacy Centre for Tenants Ontario (ACTO) - Keren Harvey and Camelia Beyan</b> 55 University Ave., Toronto, ON, Canada, M5J 2H7, Details: Beside St. Andrew subway station	
Select Priority	B	<b>Delta Family Resource Centre - Ijaabo Mohamed</b> 2291 Kipling Ave Suite, Toronto, ON, Canada, M9W4L6, Unit: 123	
Select Priority	C	<b>Four Villages Community Health Centre - Martha Hernandez and Sandra Almeida</b> 1700 Bloor Street West, Toronto, Ontario, M6P 4C3	
Select Priority	B	<b>Durham Community Health Centre - Cheryl Walker</b> 5-360 Bayly St., Ajax, ON, Canada, L1S 1P1	
Select Priority	C	<b>Kensington Health - Ayala Klompas</b> 45 Brunswick Avenue, Toronto, Ontario, Canada, M5S 2L9	
Select Priority	C	<b>Baycrest Health Sciences - Jessica Rochman-Fowler and Alicia Marrone</b> 3560 Bathurst St, Toronto, Ontario, M6A 2E1	

Clear Selections

**Submit Form A**

All Categories

All Locations







# How the PAS works

- a red title indicates a practicum that 10 or more students have chosen (in demand)
- Practicums may be added and withdrawn by organizations throughout the matching process. “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.

# The matching process

- The PAS computer algorithm matches 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 a practicum in the first round, the Practicum Office will contact you with next steps.
- One practicum match will be displayed on your PAS profile page
- Field instructor sees their match as well
- Email your field instructor(s) to request an interview

# View practicum match on the PAS

-  Student Home
-  My Profile
-  Practicum Units
-  Request for Interviews (Form A)
-  Practicum Matching (Form C)
-  Upload Documents

## Catherine Connochie

Edit

Details		
<b>First Name</b> Catherine	<b>Preferred First Name</b> Catherine	<b>Last Name</b> Connochie
<b>Selected Pronoun</b> she/her/hers	<b>Email</b> <a href="mailto:catherine.connochie@utoronto.ca">catherine.connochie@utoronto.ca</a>	<b>Preferred Email</b> <a href="mailto:catherine.connochie@utoronto.ca">catherine.connochie@utoronto.ca</a>
<b>Phone Number</b> <a href="tel:(416)768-9894">(416) 768-9894</a>	<b>Secondary Phone Number</b> -	<b>Address</b> -
<b>Current Year in Degree</b> Year 1	<b>Collaborative Program</b> -	<b>Your Current Year Faculty Field Liaison</b> Samar Hossain (she/her/hers) <a href="mailto:samar.hossain@utoronto.ca">samar.hossain@utoronto.ca</a>
<b>Year 1 Credit Granted</b> No	<b>Reason for No Year 1 Credit</b> Not Declared	

## Practicums Placements

Practicum Title	Academic Year	Practicum Year	Evaluations
<a href="#">Borden Street Clinic - Jan Winhall</a>	2023-2024	Year 1	<p>Borden Street Clinic - Jan Winhall (2023-2024 - Year 1)</p> <p><b>Midterm self evaluation</b> • <b>Incomplete</b> • 2024-03-22 • No EC Sign-off • No FFL Sign-off</p> <p><b>Final self evaluation</b> • <b>Incomplete</b> • 2024-05-17 • No EC Sign-off • No FFL Sign-off</p> <p><b>Midterm evaluation</b> • <b>Incomplete</b> • 2024-03-22 • No EC Sign-off • No FFL Sign-off</p> <p><b>Final evaluation</b> • <b>Incomplete</b> • 2024-05-17 • No EC Sign-off • No FFL Sign-off</p>

# PHA (Public Hospitals Act) of Ontario Requirements

- Students whose practicum is in a healthcare facility under the Public Hospitals Act PHA must submit a complete UofT Immunization Record Form to FIFSW contracted RN Kathy Delic for approval
- Failure to be in compliance may delay or cancel a practicum
- Healthcare providers are busy! Please begin this process as soon as possible





# Possible fees

- TB test or healthcare provider completing FIFSW immunization form
- N95 Mask Fitting - approximately \$40.00
- Vulnerable Sector Screening (in Toronto) - \$27.00
- Vulnerable sector screening in other jurisdictions: Practicum Office will write a letter if required by police services
- Parking, Public transit costs



# The Interview

## Pre-Interview

- Contact the field instructor
  - Confirm the location or online invitation
  - Ask about the style and structure of the interview
  - Ask if they require a resume, cover letter, etc in advance or at the interview
- Research the organization
- Review the description and requirements on the PAS

## Interview

- Be punctual and professional
- Be prepared to talk about your undergrad/work/volunteer experience
- Be prepared to respond to case scenarios or write sample case notes
- Discuss how this practicum will develop social work competencies
- Ask questions

## Post-Interview

- If you have concerns about this practicum match, contact the Practicum Office immediately
- If there are no concerns, this is your final practicum match

# Accessibility Accommodations

- If accommodations are required, you must register with UofT Accessibility Office (Student Life).
- The Practicum Office will support any accommodations requests
- Notify the Practicum Office as early as possible if you are registering with Accessibility Services



# 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** ([isa.cie@utoronto.ca](mailto:isa.cie@utoronto.ca)) and one of the immigration advisors can talk to you about your specific situation

CENTRE FOR INTERNATIONAL  
EXPERIENCE

# 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



## Important Note

- Please do not initiate personal or informal arrangements with any social work agencies. This can jeopardize FIFSW's relationship with the agency.
- If you would like to inquire about a possible practicum site, please email one of our Practicum Coordinators. We are pleased to discuss all possible practicum opportunities.

# How to get information

- Contact anyone in the Practicum Office
- FIFSW Website: For Students:
  - Practicum Schedule and Off-PAS practicums
  - FAQs
  - Weekly e-digest
  - Practicum Manual
- Emails from the Practicum Office, Associate Dean and Dean's offices



# Questions?

