

# Off-PAS Guidelines for **Students**: Applications, Interviews & Offers

Thank you for your interest in applying to a practicum through the Off-PAS matching process. These guidelines are here to help you understand what to expect and how to navigate each step of the process—from applying to accepting an offer.

## What are Off-PAS practicum opportunities?

- Practicum opportunities posted on the website (not the PAS) that have a unique application process and/or requirements.
- Most require students to send a cover letter and resume to the Practicum Office by a specific deadline. Each site has its own application and interview process.
- Only students selected for interviews will be contacted by the site.

## Student Applications

- Once you send in an application, you will receive an email confirmation from the Practicum Office. The Practicum Office does not review student applications; this is the responsibility of the field instructor(s).
- Applicants who are offered an interview are notified approximately one week after the application deadline.

## Interviews

- If a Field Instructor would like to interview you, they will contact you directly.
- Practicum 1 students may request time during practicum to complete the interview

## After the Interview

- You can expect interview results within one week of your interview date.
- If you receive an offer, **you will have 24–48 hours** to accept or decline.

- If you are offered a practicum but are awaiting results from another interview, you still **must** respond to the field instructor who made an offer within 48 hours.
- If you apply, receive an offer and accept it—congratulations! Your match is confirmed and final.

## When You Accept an Offer

- Once you've accepted an offer, the Field Instructor will notify the Practicum Office. This step is required so we can formally match you with that practicum on the PAS.
- Once you accept an offer, congratulations! **-**You can no longer apply to any new Off-PAS practicums or participate in PAS matching.
- If you interviewed at multiple sites, the Practicum Office will notify the other interviewers that you have accepted another placement.

## If you do not have an Off-PAS offer before the PAS opens

- If you do not receive a practicum offer or decide to decline (please let your Practicum Office contact know) you will be included in the PAS matching process.
- We aim to complete the Off-PAS matching process before the PAS opens. However, if you have interviewed for an Off-PAS practicum and are still awaiting a response, you can participate in the PAS matching process. Please **do not** contact your PAS-matched field instructor until you have heard back from your Off-PAS interviewer.
- If you are waiting for a response from an Off-PAS site, please reach out to us and we will follow-up with the site.

## Important Reminders

- Offers will only be sent out after the application deadline has passed, to maintain fairness for all students.
- You are encouraged to apply to as many Off-PAS practicum sites as you are interested in and qualify for.
- All communication with practicum sites is managed by the Practicum Office. Students should not contact sites directly unless specifically instructed to do so.
- Many students interview with multiple sites—this is expected and completely okay!

Have questions? Contact us at [practicum.fsw@utoronto.ca](mailto:practicum.fsw@utoronto.ca)