

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