

**SCHOOL OF SOCIAL WORK
CARLETON UNIVERSITY
BSW FIELD PRACTICUM COORDINATOR,
JOB DESCRIPTION**

May 2016

Preamble:

The position of the *Field Practicum Coordinator* for the Bachelor of Social Work (BSW) is an Instructor position with an individual job description per Article 12.1(b) of the Carleton University Academic Staff Association (CUASA) Collective Agreement. Accordingly, the duties contemplated for this position were developed by the School Director in consultation with the employees concerned and were recommended to the Faculty Dean for further consultation and finalization. Copies of this job description are maintained by the Office of the Dean, Faculty of Public Affairs (FPA); the Director of Human Resources; and CUASA. Note that the following individual job description is separate to and distinct from a job *advertisement* and the *appointments* process.

There are two Field Practicum Coordinator Positions in the School of Social Work: the Field Practicum Coordinator for the BSW and the Field Practicum Coordinator for the MSW. Each position requires cooperation and open communication with the other. There will be overlap and work sharing between the two positions. The workload of the Field Practicum Coordinator for the BSW shall not exceed an average of thirty-five (35) hours per week over eleven (11) months within one calendar year. In accord with Article 13.4 (c) of the CUASA Collective Agreement, the BSW Field Practicum Coordinator shall devote three quarters (3/4) of their time to duties specified in the following job description. Most of the remaining time available shall be used for professional and related development, and as required for training Teaching Assistants, serving on School Faculty, and University committees, or other duties as may be assigned by the Director from time to time.

**BSW Field Practicum Coordinator
General Job Description**

The BSW Field Practicum Coordinator has primary responsibility for the overall management of the BSW field education program.

The BSW Field Practicum Coordinator has primary responsibility for administration of the following courses: SOWK 3600, SOWK 3601, SOWK4600, SOWK4601, and SOWK 4602.

To ensure equitable distribution of the work of placing students in the BSW field program by cooperatively assigning responsibility for placement of some BSW students to the MSW Field Practicum Coordinator.

The BSW Field Practicum Coordinator carries out the mandate of the position with credibility, authority, and influence, using resources effectively and efficiently.

Specific Job Responsibilities

The BSW Field Practicum Coordinator is primarily responsible for facilitating appropriate matches between students and field placement settings in accordance with the curriculum, the students' learning needs, and the needs of the field setting.

To ensure ongoing contact and real-world monitoring of the field program, the BSW Field Practicum Coordinator will normally teach one Field Seminar in each academic year.

The BSW Field Practicum Coordinator is responsible for the following tasks related to the Practicum:

- Link BSW practicum courses to BSW program level learning outcomes by working collaboratively with the Supervisor of the Undergraduate Program.
- Ensure the BSW field education program reflects best practices in Social Work field education nationally and internationally.
- Ensure the BSW field education program complies with CASWE-ACFTS Accreditation Standards.
- Participate in the CASWE Field Education Committee, by serving as a member, attend the annual meeting, attend the annual video-teleconference in the fall, and participate in CASWE field educator consultations.
- Work with the MSW Field Practicum Coordinator to prepare and submit an annual report on field education activities.
- Prepare and submit reports to the Director on field activities for the BSW reaccreditation processes.
- Assist with the preparation of materials required for internal-to-Carleton and provincially mandated quality assurance processes relevant to the BSW.
- Revise, update, and create where necessary BSW field education policies and procedures, forms and manuals. Ensure that documentation is posted on the website and that it is available to students and placement agencies.
- Engage area agencies/organizations/programs in order to identify, recruit, and develop new field placements for Carleton BSW students.
- Ensure that agencies/organizations are informed that they must meet the obligation to protect students' health, safety, and human rights while in the placement or while engaged in activities on behalf of the placement.
- Communicate and cooperate with the MSW Field Practicum Coordinator to identify, recruit, and develop placement agencies available to students.
- Create and update information sheets and resources for students regarding placement opportunities.
- Work with the Practicum Administrator to facilitate the process of creating and renewing affiliation agreements with field settings, and to provide consultation on issues related to safety and liability in field placement.
- Monitor health, safety and human rights obligations, to ensure that students are protected in field placements.

- Develop and facilitate pre-placement and early placement workshops and activities for all students entering the field (e.g., Field Orientations, Agency Fairs, and Skills Workshops).
- Review and approve Waiver of Practicum I applications (BSW level).
- Review all Student Placement Application Forms to ensure each student meets the criteria specified by the placement.
- Meet individually with each student to collaboratively plan the student's field education for the appropriate term(s), and coordinate the matching and placing of students in field settings (approximately 150 BSW students and 85 MSW students per academic year).
- Initiate contact with field settings, collect and forward student documentation, and engage in ongoing communication with each student and field setting regarding the status of placement applications.
- Work diligently to ensure that every student is able to be placed in a field placement agency.
- Ensure required documentation has been submitted to the School by each student once a placement has been offered and accepted (i.e., insurance forms, Placement Agreement Forms).
- Provide practicum information packages to Field Supervisors once the placement is established.
- Review and approve alternative placement options, including distance placements and placements in students' places of employment.
- Work with the Practicum Administrator and the Director to identify the number of Faculty Liaisons required each term to ensure timely hiring of contract instructors (in conformity with the CUPE 4600 Unit 2 Collective Agreement, notably on the basis of incumbency and seniority). Assign a Faculty Liaison to each student, and assign each student to a Field Seminar. Assign students to supplemental seminars/supervision in cases where this is required. Arrange for distance technology facilitated seminars for students in distance placements.
- Provide orientation and other training to Faculty Liaisons, and be available for Faculty Liaisons to provide consultation and guidance in decisions related to field placements. Facilitate meetings with Faculty Liaisons on a regular basis.
- Provide intervention in placements where student success is in jeopardy (e.g., review meeting(s), development of a remedial plan if applicable, placement termination and/or alternative placement if applicable).
- Provide orientation, training, and professional development workshops to Field Supervisors on a regular basis.
- Organize and hold annual appreciation events for Field Supervisors, including identifying and securing speakers and special guests.
- Enter each student's grade upon receipt of the grade recommendation from the Faculty Liaison. Follow up with Faculty Liaisons to ensure all required documentation is submitted for each student. Review and close each student's placement file.
- With the MSW Practicum Coordinator, Co-Chair the Field Education Committee at the School of Social Work.
- Attend and participate in Faculty and School events and meetings as assigned by the Director.
- Participate in Faculty Committees or School Committees as assigned by the Director.
- Other related duties as assigned by the Director.