

SOCIAL WORK 4600 and 4601/4602

**PRACTICUM SUPERVISOR INFORMATION PACKAGE
DISTANT PLACEMENTS**

This package contains the following:

- BSW Practicum Agreement - Roles and Responsibilities
- Description & Components SOWK 4600 and 4601/4602
- Faculty Liaison Sessions
- Objectives of Practicum II
- Practicum Supervisor Guidelines for Evaluation
- Student Guidelines for Evaluation
- Liability Insurance Memo
- Practicum Supervisor's Check List

Glossary of terms

Practicum--the whole course which consists of:

- Placement of 364 hours
- Practicum Seminars
- Liaison Meetings
- Written requirements

The Practicum Supervisor - the agency-based instructor and supervisor

The Faculty Liaison - faculty assigned to work with the student and the field supervisor during this practicum.

The Practicum Coordinator - faculty member who coordinates the graduate/undergraduate practicum.

BSW Practicum Agreement - Roles and Responsibilities

Responsibilities of the Student

The primary focus of the placement is on the student. The student carries the major responsibility for his/her learning.

The specific responsibilities include:

- identifying his/her learning objectives
- following the *Steps to Setting up a Placement* outlined in this manual, completing the Application Form and the Initial Placement Contract by the due dates and setting up a meeting with the Practicum Coordinator
- getting a criminal police check in advance of the practicum where this is required.
- preparing the final Placement Learning Contract
- attending and preparing for supervisory sessions
- preparing documentation for liaison meetings as outlined
- attending and participating in student practicum seminars
- writing a final self evaluation towards the end of the placement.

Responsibilities of the Practicum Supervisor

The supervisor takes overall responsibility in assisting the student in the placement to achieve the goals of the practicum and the specific learning objectives outlined in the student's contract.

The specific responsibilities include:

- providing orientation to the placement setting. This could include orientation to the policies and procedures of the organization/agency, to the staff and to the client group or community served.
- selecting and providing the student with appropriate work assignments to ensure that the student is given the opportunity to integrate theory with practice in applying knowledge, skills and values learned in the classroom to the placement setting.
- providing a minimum of one to one and a half hours per week of regularly scheduled supervision to the student. Time should be allotted to supervision around the nuts and bolts of the work as well as providing an opportunity for the student to reflect on and critically think about the work and integrate theory with practice.
- meeting with the Faculty Liaison a minimum of three times or as required during the placement.
- exposing the student to other learning opportunities such as training workshops, staff meetings, team conferences, agency visits, etc.
- submitting a written evaluation of the student towards the end of the placement.

Responsibility of the Setting

- cover costs incurred by the student, as they relate to the delivery of service.
- provide an appropriate work space for the student.

Responsibilities of the Faculty Liaison

Provides the main link between the student, the supervisor and the School.

- takes responsibility for ongoing liaison with the student and the practicum supervisor
- familiarize the supervisor with the School's approach to practice in settings where the supervisor is relatively unfamiliar with the School's curriculum and orientation
- assists the student in clarifying learning objectives
- provides support to the supervisor and the student to ensure that the student's learning objectives are addressed
- ensures that the student is given sufficient supervision and guidance in the placement setting
- schedules regular liaison meetings and writes and distributes reports to the student, the supervisor and the practicum coordinator at the School following each meeting.
- informs practicum coordinator if there are problems

- ensures the requirement documents are in the student's file and returns file to practicum coordinator who assigns the final grade of Satisfactory/Unsatisfactory

Carleton University

School of Social Work

Bachelor of Social Work Program

Description & Components

Social Work Practicum II SOWK 4600 and SOWK 4601/4602

Description:

This course offers the opportunity in the practice setting to apply, test, develop and integrate knowledge, theory and skills for social work in one or more of the following areas: practice with individuals, families, groups and communities; research; social administration and policy. The student in SOWK 4600 will spend four days a week in the placement. Students wishing to do their 4th year practicum on a part time basis will register for SOWK 4601 and SOWK 4602 in consecutive terms. They will spend two days per week in the placement over two terms. Along with practicum supervision, this course includes a bi-weekly seminar. This course is graded on a satisfactory/unsatisfactory basis.

Components:

The fourth year practicum has four components. Satisfactory completion is required for each of the components in order to receive an overall grade of Satisfactory.

1) Placement

A minimum of 364 hours of work is required in the practicum. This normally consists of 352 hours in the agency and 12 hours in seminars. Students are held responsible for keeping a record of their hours in the agency placement.

2) On-Line Practicum Seminars

Whenever possible the School will arrange for on-line practicum seminars which will generally be done on a bi-weekly basis. The seminars will provide an opportunity for students to share their experience in their placement with other students and their seminar leader. The emphasis will be on linking theory to practice, in particular looking at the application of the Structural Approach to specific practice settings. Participation in the seminars is a requirement of the practicum. Students in SOWK 4601 /4602 will be in a bi-weekly seminar in either their first or second practicum semester.

3) Faculty Liaison Meetings

Three meetings will be held between the supervisor, the student and the faculty liaison. Students will be expected to prepare materials in advance for review and discussion at these meetings.

4) Written Requirements

- i) Placement contract
- ii) Documentation of placement work
- iii) Student self evaluation

- iv) Personal journal (optional)

FACULTY LIAISON SESSIONS

Purpose

The objective for the three-way meetings between the student, the practicum supervisor and the faculty liaison is to review the student's overall performance in the placement. Further it is an opportunity to look at how the specific learning objectives outlined by the student are being met.

Outline of Sessions and Required Student Preparation

The student is responsible to prepare materials for each of the meetings scheduled. Following is a general outline of the meetings and the materials to be reviewed:

i. First Meeting

The major piece that will be reviewed at this meeting is the placement contract. This is prepared by the student and should be completed by the end of the first week of the placement.

ii. Second Meeting

For the second faculty liaison meeting the student is expected to prepare a piece of written work and/or an audio/video sample of an activity s/he is engaged in. This prepared documentation should include a set of questions which will form the basis for discussion. Following is an outline to assist the student in the preparation of the material:

- a) Select either a topic raised by your work or a detailed piece of your practice. Briefly describe the context and the basic information of your topic.
- b) Discuss the structural and power issues in the situation and between you and the person/people you are working with.
- c) Explore what you yourself have been trying to do in this situation. The emphasis here is on your own participation.
- d) Outline what you have learned from this piece of work.
- e) List a few questions you have about your work in this particular situation which you would like addressed at the faculty liaison meeting.

This material should be submitted to the faculty liaison and the practicum supervisor prior to the meeting so that he/she can prepare.

The learning contract should also be reviewed at this meeting.

iii. Third Meeting

All students in placement are expected to prepare a self evaluation of their learning during the placement. It should be prepared and submitted to the faculty liaison and practicum supervisor toward the end of the placement. It provides the basis for discussion of the last meeting. The practicum supervisor is also expected to prepare an evaluation of the student's work in the placement. Guidelines for this evaluation are attached.

Faculty Liaison Written Reports

The faculty liaison is expected to complete a Faculty Liaison Report following each three-way meeting. This report

includes a brief outline of the major themes covered in the meeting noting any decisions, concerns or readjustments that were made to the placement or learning contract. The faculty liaison meetings are working sessions centred on a discussion of what the student is doing in the placement and the quality of the student's work. A copy of this report is distributed to the student, the supervisor and the practicum coordinator.

Carleton University

Bachelor of Social Work Program

Objectives of Practicum II SOWK 4600 and SOWK 4601/4602

- to understand and assess how the structural context particularly issues of class, race and gender affect individuals, families, communities and organizations
- to understand how the placement setting impacts on the student, the employees and the clients
- to apply social work values in practice situations
- to understand and be sensitive to power issues
- to demonstrate the link between personal problems and existing social and institutional arrangements
- to demonstrate the ability to form mutual and purposeful relationships with others from diverse populations
- to develop the ability to make assessments based on the problem definition
- to be knowledgeable of community resources and how to link people to appropriate services
- to identify research questions and policy issues that emerge from practice

PRACTICUM SUPERVISOR GUIDELINES FOR EVALUATION

Toward the end of the placement both the student and the practicum supervisor are expected to write an evaluation of the student's learning on placement. Following are guidelines for supervisors preparing the written evaluations. It is suggested that you address the areas noted but not be limited by them.

1. A brief summary of the student's workload, tasks and achievements in the placement.
2. A review of the learning objectives for this placement. How and to what degree were the learning objectives met? Was there unanticipated learning? Provide examples from the student's work.
3. What do you identify as the student's major strengths? Give examples of the student's work to illustrate.
4. What areas would you recommend that the student develop further in either the next placement or in a work situation?
5. What evidence was there of the student's ability to relate theory to the work in the practice setting? Give examples.
6. What is your overall recommendation the student's work in the placement—
Satisfactory or Unsatisfactory?

Optional inclusions:

Comment on the supervision and the faculty liaison.

Comment on the possible placements in this setting for future BSW students.

STUDENT GUIDELINES FOR EVALUATION OF PLACEMENT

Toward the end of the placement both the student and the practicum supervisor are expected to write an evaluation of the student's learning on placement. Following are guidelines for students preparing the written evaluations. It is suggested that you address the areas noted but not be limited by them.

1. A brief summary of your workload, tasks and achievements in the placement.
2. A review of the learning objectives for this placement. How and to what degree were the learning objectives met? Was there unanticipated learning? Provide examples from your work.
3. What did you learn about yourself as a social worker and your way of working? What would you identify as your strengths and weaknesses? What do you do that is helpful to the people you are working with?
4. How did you attempt to integrate your classroom learning including issues of race, class, gender, etc. with your field practice? What new learning did you gain in the field?
5. Areas for development in your next placement or work situation.

Some optional inclusions:

Comment on the supervision and the faculty liaison.

Comment on the usefulness of this setting for future students.

To Whom It May Concern

RE: Carleton University Liability Insurance Coverage for Students Attending Co op and Work Placements as Part of their University Studies

Carleton University carries liability insurance which covers its student while they are participating in co op or work placements as part of their academic studies. The Canadian University Reciprocal Insurance Exchange, (CURIE) who insures 42 Member Universities in Canada, provides the University coverage.

Who is insured?

The University's insurance policy provides coverage to Physicians, surgeons, dentists, nurses, technicians, pharmacists, **students**, interns, fellows, residents or other persons engaged in the application of the "Health Sciences" as understood by the Named Insured (Carleton University) while registered as a student, undergraduate or otherwise, at Carleton University, in respect of any activity related to the discipline in which they are so registered, in furtherance of their education or training in such discipline, whether conducted on or off the campus.

What are students insured against?

Students are insured against legal liability resulting in Bodily Injury, Personal Injury or Property Damage arising out of malpractice or error or omission committed during the policy period in the rendering of or the failure to render (1) medical, dental or other professional treatment or service related to physical or mental health or (2) other professional services.

What is not covered?

Property owned or leased by the student (student's property is not covered by the University's policy and should be insured by the student themselves under their own policy of insurance).

Liability imposed upon or assumed by the insured (student) under any Workers' Compensation Statute, law or plan. The Workplace Safety and Insurance Board provide this coverage, please contact the program coordinator to confirm coverage in this area.

This letter is a brief summary of Carleton University's liability Insurance and is for general information only. The actual policy of liability insurance issued by CURIE takes precedent over any statements made in this letter.

Should your organisation require a Certificate of Insurance to confirm the existence of the insurance policy described in this letter, please make a formal request to the program coordinator at Carleton. The coordinator will arrange for a certificate of insurance to be issued and mailed to you.

If you have any further questions about Carleton University's insurance coverage, please contact Tony Lackey Risk Analyst at 613-520-2600 ext. 1473 or e-mail at tony_lackey@Carleton.ca

Tony Lackey BA, FCIP, CRM
Risk Analyst

Practicum Supervisor's Check List

Here is a list of areas that Practicum Supervisors should keep in mind when orienting students to the placement setting.

Orientation of the student to the agency / service

- Familiarize the student with the site
- If student is sharing an office/ computer/ telephone inform them of the arrangements
- Introduce student to other staff members
- Note hours of operation, sign in/ sign out procedures, keys, security system, etc.
- Provide the student with appropriate documentation (policy manuals, etc.) but don't overload the first day / week.
- What identification will the student require– name tags, security pass, etc.?
- Note any safety issues and how the student should proceed
- Inform student of any workplace policies that could have an impact ie. scent policy, harassment policy, etc.
- Outline how expenses will be handled
- Does the agency have a dress code? If so what is it?
- Let students know about informal practice that occur regularly ie. Friday afternoon tea, etc.

What should the student know about records and record keeping?

- Where are files maintained and who has access?
- Confidentiality policy and practice
- Outline what will be expected from a student
- Inform students of how their written work will be handled. If vetted, by whom?

Supervision

- When and where will it take place?
- What about informal / unscheduled supervision?
- What is expected of the student - how should the student prepare for supervision?
- Are other people involved in the supervision?

Particular Workplace Issues

- Personal boundaries
- Workplace ethics (being on time, follow up phone calls, etc.)
- Communication protocols

