

# STUDENT FIELD ORIENTATION

SOWK 3600

SOWK 4600 & 4601/4602

# Land Acknowledgement

I'd like to begin by acknowledging our present occupation of Algonquin Anishinaabe land. Together we must honour that our being here is a legacy of colonialism, a legacy of racism and pain, of loss of land and loss of culture. I challenge each of you to carry these truths with you in your daily lives, in your hearts and in your actions. I challenge each of you to be a part of the Indigenization of all spaces.

# THE New Field Team

**Emi Koyanagi, BSW Practicum Coordinator**

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# Where to Find Information

- ▣ **The Practicum Hub:**

<https://carleton.ca/socialwork/practicum-hub-2/>

- **BSW Fall Term 2024**
  - ▣ Term-specific information & forms
- **The Practicum Hub: Practicum Information**
  - ▣ Field education policies and protocols
  - ▣ Practicum courses & course components
  - ▣ Sample learning contract

# The Fall Cover letter & Resume Workshop for Fall students

- ▣ **Mandatory Resume and Cover Letter Workshop**
  - ▣ Wednesday, March 13<sup>th</sup>, 2024
    - ▣ 9:00am – 11:00am
    - ▣ Room Tory Building 238

# Today's Workshop Objectives

## Overview:

- ▣ Practicum courses - components & prerequisites
- ▣ Fall-Winter or Fall Placement Alternative Delivery Options (2)
- ▣ Field education realities
- ▣ Finalizing your placement
- ▣ Getting ready to apply & interview for a placement opportunity

# Practicum Courses: 4 Mandatory Components

- ▣ **Field Placement (352 hours)**
- ▣ **Practicum Seminars (Friday mornings)**
  - Standard Seminars: 9:00 – 11:00 am
  - Supplemental Component: 11:00 – 11:30 am - held 2x during term(s)
- ▣ **Faculty Liaison Consultations**
- ▣ **Written requirements**
  - Learning Contract
  - Theory to Practice Assignment
  - Mid- and End-Point Evaluations
  - Record of Hours

Graded = Satisfactory/Unsatisfactory

# Pre-Requisites – Third-year Practicum

## SOWK 3600

- ▣ Good academic standing in the BSW program
- ▣ A 6.00 CGPA in the Social Work major
- ▣ Completion of:
  - SOWK 2001 – Structural Analysis and Social Work
  - SOWK 2005 – Values and Ethics for Social Work
  - SOWK 2100 – The Political Economy of the Social Welfare State
  - SOWK 2202 – Intro to SW Practice with Individuals & Families
  - SOWK 2203 – Intro to SW Practice with Groups & Communities



# Pre-Requisites – Fourth-year Practicum

## SOWK 4600, 4601-4602

- ▣ Good academic standing in the BSW program
- ▣ A 6.00 CGPA in the Social Work major
- ▣ Completion of:
  - SOWK 2001 – Structural Analysis and Social Work
  - SOWK 2005 – Values and Ethics for Social Work
  - SOWK 2100 – The Political Economy of the Social Welfare State
  - SOWK 2202 – Intro to SW Practice with Individuals & Families
  - SOWK 2203 – Intro to SW Practice with Groups & Communities
  - SOWK 3100 – Social Policy & Administration
  - SOWK 3600 or 3601 – Third-year Practicum

# Fall-Winter Courses

## SOWK 3600 & 4601-4602

- ▣ 2.0 credits over fall-winter terms
- ▣ 2 days per week / 14-16 field hours per week (not including meal breaks)
- ▣ Sept. 04<sup>th</sup>, 2024 – April 08<sup>th</sup>, 2025
- ▣ 3602 (*exception based on field site requirements only*)

# Fall Courses

## SOWK 3602 & 4600

- ▣ 2.0 credits over fall term
- ▣ 4 days per week / 28 field hours (not including meal breaks)
- ▣ Sept. 04<sup>th</sup>, 2024 – Dec. 06<sup>th</sup>, 2024

# Seminar Dates

## Fall-Winter Courses

### SOWK 3600

- ▣ September 13<sup>th</sup>
- ▣ October 18<sup>th\*\*</sup>
- ▣ November 22<sup>nd</sup>
- ▣ January 17<sup>th</sup>
- ▣ February 07<sup>th\*\*</sup>
- ▣ March 14<sup>th</sup>

\*\* Supplemental

## Fall Courses

### SOWK 3602 SOWK 4600 & 4601

- ▣ September 13<sup>th</sup>
- ▣ September 27<sup>th\*\*</sup>
- ▣ October 04<sup>th</sup>
- ▣ October 18<sup>th</sup>
- ▣ November 08<sup>th\*\*</sup>
- ▣ November 22<sup>nd</sup>

\*\* Supplemental

# Attendance & Absences Policy

See BSW Practicum Hub, BSW Fall-Winter & Fall Terms

- ▣ CASWE-ACFTS standards guide field education policies
  - 700 field hours are required in BSW
  
- ▣ Field hours only accrue when you are in placement (not on stat holidays or sick days).
  
- ▣ During reading weeks, students should remain in the agency and follow the agency calendar
  
- ▣ Absence due to illness exceeding 2 days (see medical leave policy)

# Placement Delivery Options

See Practicum Hub, BSW Fall 2022 Term

- ▣ Students asked to select their preferred option on the BSW Practicum Application Form - **due February 2<sup>nd</sup>**

# Placement Delivery Options

See Practicum Hub, BSW Fall 2024 Term

## ▣ Matched by School

- Matches based on students' agencies/areas of interests and learning needs & the availability and criteria of field sites
- Check Carleton email regularly!
- 3 days to confirm interest before options will be extended to other students
- Provide tailored cover letter and resume for the specific position by the stated deadline
- *Matches occur with settings in Ottawa & immediate surrounding regions only*

# Matching Policies

See the BSW Practicum Hub, BSW Fall 2024 Term

- ▣ **Students are not to reach out to agencies to inquire about field placements unless permission has been received in advanced from a Practicum Coordinator**
  - Specific request of field sites
  - To ensure a fair and equitable process for all students
  - Can jeopardize placement opportunities for that student and others



# Matching Policies

See the BSW Practicum Hub, BSW Fall 2024 Term

- ▣ **Students are permitted to apply to one setting at a time only. Once you apply to a setting, you will not be offered alternative options**
  - Please fully review the placement information & website
  - In electing to apply, you are demonstrating your full commitment to proceeding with the setting
  
- ▣ **Students are not permitted to withdraw from a confirmed placement for another opportunity at a later time.**

# What kind of matches are available?

## Limitations:

- ▣ **MSW level:** Ottawa hospitals and school boards (Federal government, military, and clinical settings often MSW level only)
  
- ▣ **Continuing Impacts of pandemic on field education**
  - Some settings have reduced the number of student positions
  - Uncertainties / settings cannot guarantee availability given changing situation / turn-backs may occur
  - *Flexibility and openness to a range of settings is needed*

# Matching Policies

See the BSW Practicum Hub, BSW Fall 2024 Term

## Declining a match:

- ❑ There is no guarantee that an alternative option that meets your listed areas/agencies of interest, and for which you meet the criteria set by the agency for placement positions, may become available to you for the fall term.
- ❑ You would be extended an alternative opportunity should one become available once all students have received an initial match.
- ❑ If a placement does not become available, the Field Coordinator will contact you to discuss your options (e.g., deferral of your practicum course).

# Matching Policies

See the BSW Practicum Hub, BSW Fall 2024 Term

## Turn Backs:

- ▣ Can occur for a number of reasons:
  - Agencies generally accept applications from multiple institutions for limited positions
  - Organizational realities can change unexpectedly (e.g., funding, staffing, operations), due in part to the impact of the pandemic and capacity issues
  - Not selected after interview
  
- ▣ You would be extended an alternative opportunity wherever this is possible.
  
- ▣ If a placement does not become available, or you decline available options, the Field Coordinator will contact you to discuss your options (e.g., deferral of your practicum course).

# Realities

- ▣ **Placements cannot be guaranteed – collaborative process**
- ▣ **No field site is required to offer field placements to our students**
  - Offered on a voluntary basis
  - May consider applicants from multiple institutions & programs
  - Availability can change
  - Set the selection criteria for their setting (e.g., minimum level of placement, knowledge, skills & experience, language or vehicle requirements)
- ▣ **Why do agencies partner with the School?**
  - ▣ To support your education & the SW profession
  - ▣ Students contribute new ideas, knowledge, skills & energy to the organization
  - ▣ May be part of recruitment strategy

# Realities

- ▣ The responsibility for obtaining a field placement is a shared one between student and Field Coordinator
- ▣ Flexibility & openness to a range of options
- ▣ Research the setting, tailor your cover letter, proof-read, and send with your resume in Word format. Carleton email address only.
- ▣ We apply to one setting at a time. It may take more than one application.
- ▣ Prompt responses to emails & keep Practicum Coordinator informed
- ▣ We will work with you until such time as your plan is clear.

# BSW Areas

Individuals, families, groups / community / research and policy

- ▣ Children & youth
- ▣ Young parents
- ▣ Drop-in & day programs
- ▣ Shelters
- ▣ Employment
- ▣ Housing & homelessness
- ▣ Anti-poverty
- ▣ Addictions & mental health
- ▣ Disability services
- ▣ Child welfare
- ▣ VAW
- ▣ Criminal justice
- ▣ Seniors
- ▣ Immigrant, newcomer & refugee
- ▣ Multicultural & ethno-specific
- ▣ Education & on-campus
- ▣ Food insecurity
- ▣ LGBTQ+
- ▣ Community health & resource centres
- ▣ Research & community development



The following 2 options require  
locating your own placement  
opportunity



# Placement Delivery Options

See Practicum Hub, BSW Fall 2024 Term

## ▣ Place of Employment (Former or Current)

### Criteria:

- Must demonstrate you will be engaged in **new** work activities that allow you to develop **new** learning at a BSW level
- Must meet field hour requirements
- Can be paid OR unpaid
- Appropriate placement supervision must be established
- Setting must meet responsibilities of field sites
- Workplace Placement Proposal due: **April 24th, 2024**

# Placement Delivery Options

See Practicum Hub, BSW Fall 2024 Term

## ▣ Distance Placement

## ▣ **\*only applicable for 4<sup>th</sup> year students\***

### Criteria:

- ▣ City, province or country beyond 1 hour of travel from Ottawa.
- ▣ Proposed opportunity must allow for relevant field learning activities at a BSW level
- ▣ Must meet field hours requirements
- ▣ Appropriate placement supervision must be established
- ▣ Setting must meet responsibilities of field sites
- ▣ Distance Placement Proposal due: April 24<sup>th</sup>, 2024
  
- ▣ *Note about Affiliation Agreements*

# Steps

- ❑ Submit your BSW Practicum Application Form by **February 2<sup>nd</sup>**.
- ❑ Your application will be reviewed, and you will be contacted by a Practicum Coordinator regarding your options or next steps via email between March - June
- ❑ Please check your Carleton email regularly & respond promptly

# Finalizing your Placement

- ▣ **School Placement forms – multiple!**
  - BSW Agreement Form, insurance forms and waivers
  - To be completed within 2 weeks of confirming a placement
  - Final deadline: August 01<sup>st</sup>
  
- ▣ **Inquire about & meet any preplacement requirements of the field site. Costs incurred by student.**
  - Criminal record check (standard requirement of all placements)
  - Vaccinations
  
- ▣ **Arrange your start date & schedule for placement directly with your Field Supervisor in the agency**
  
- ▣ **Register for your Course**
  
- *Once you have accepted a placement, you are not permitted to change your placement setting.*

# Resume / Cover Letter

- ▣ 'Preparing for Field Placement' Package – resume & cover letter examples & common interview questions
- ▣ Career Services at Carleton: [career@Carleton.ca](mailto:career@Carleton.ca)
- ▣ Social work relevant
- ▣ Word format
- ▣ Carleton email address only – make sure it is valid and you are checking it daily

# Questions?

