

STUDENT FIELD ORIENTATION

SOWK 4600

SOWK 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.

Field Team

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Where to Find Information

- ▣ **The Practicum Hub:**

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

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

Workshop Objectives

Overview:

- ▣ Practicum courses - components & prerequisites
- ▣ Spring-Summer 2024 Placement Delivery Options (3)
- ▣ Field education realities
- ▣ Finalizing your placement
- ▣ Getting ready to apply & interview for a placement opportunity

The Field Team includes:

▣ **Practicum Coordinators**

- Develop policies and curriculum
- Community engagement & partnership development
- Training & consultation
- Facilitate placement processes
- Students/placements at risk

▣ **Faculty Liaison**

- Practicum course instructor
- Your first point of contact during practicum course
- Facilitates consultations
- Marks assignments
- Recommends grade

Practicum Course Components

Practicum Hub

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

Graded = Satisfactory/Unsatisfactory

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

SOWK 4600

- ▣ 2.0 credits over the spring-summer term
- ▣ 4 days per week / 28 field hours (not including meal breaks)
- ▣ May 06th, 2024 – August 14th, 2024.

SOWK 4601 & 4602

- ▣ 1.0 credit in the spring-summer term – SOWK 4601 & 1.0 credit in the fall term – SOWK 4602
- ▣ 2 days per week / 14-16 field hours (not including meal breaks) over two terms
- ▣ May 06th, 2024 – December 06th, 2024
- ▣ *Seminars in SOWK 4601 component only*

Spring-Summer Seminar Dates

May 17th

May 31st **

June 14th

June 28th

July 12th**

July 26th

** Supplemental component runs from 11:00 –
11:30 am

Attendance & Absences Policy

- ▣ 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 Winter 2024 Term

- ▣ Students asked to select their preferred option on the BSW Practicum Application Form - **due January 15th**

Placement Delivery Options

See Practicum Hub, BSW Spring-Summer 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

- ▣ **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

- ▣ **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**
 - Many 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

Declining a match:

- ❑ Given the significant constraints on placement availability due to agency capacity, 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 spring-summer 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

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), especially if/when pandemic conditions change
 - 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

If a placement cannot be established for any reason, we will work with you to identify your options for deferral & staying on track with your degree progression, wherever possible, through alternative course sequencing.

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 Spring-Summer 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, not both
- Appropriate placement supervision must be established
- Setting must meet responsibilities of field sites
- Workplace Placement Proposal due: **February 26, 2024**

Placement Delivery Options

See Practicum Hub, BSW Spring-Summer 2024 Term

▣ Distance Placement

Criteria:

- Residing in another city, province, country
- 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: **February 26th, 2024**
- *Affiliation Agreements*

Steps

- ❑ Submit your BSW Practicum Application Form by **January 15th**
- ❑ Your application will be reviewed, and you will be contacted by a Practicum Coordinator regarding your options or next steps via email at the end of January/early February
- ❑ Please check your Carleton email regularly & respond promptly

Finalizing your Placement

- ▣ **School Placement forms – multiple!**
 - BSW Agreement Form, insurance forms & waivers, attestations, and pre-placement training module
 - To be completed within 2 weeks of confirming a placement
 - Final deadline: April 01st

- ▣ **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
- ▣ Social work relevant
- ▣ Word format
- ▣ Carleton email address only – make sure it is valid and you are checking it daily

Questions?

