**Proposal for a Distance Placement**

|  |
| --- |
| This form is for students who wish to apply to complete a field placement in another region. Distance placements constitute any placement that is outside of the City of Ottawa and immediate surrounding regions, and include out of province and out of country placements. Students must demonstrate a clear rationale for a distance placement (e.g., to develop a professional network in one’s home town), and demonstrate that they are well prepared for distance learning. The School must be able to assess the student’s ability to benefit from a distance educational experience, including the suitability of the potential field setting for a social work placement. Distance field placements can be permitted only when the student can be adequately accommodated and supported at a distance within the resources of the School. Distance placements constitute any placement that is more than a one-hour drive from Ottawa, and include out of province and out of country placements. Distance placements will only be considered for students at the fourth-year level who have met all of the prerequisites for Practicum II. Please consult the BSW Practicum Manual for details: [Student Forms and Manuals - School of Social Work (carleton.ca)](https://carleton.ca/socialwork/student-forms/). **Criteria for eligibility for a distance placement:** **Student criteria:*** Good academic standing.
* Have met all prerequisites for the applicable Practicum course
* Strong previous placement evaluation if the student completed Practicum I.
* Appropriate rationale for a distance placement.
* Learning needs could be better met at a distance than locally.
* Consideration of financial needs of student/financial issues related to placement.
* The student’s ability to participate in teleconference, email and telephone communication with a Faculty Liaison at Carleton University (this will require access to a computer with a microphone and may require a USB headset, for which the student would assume financial responsibility).
* \*\*Quality of student references (academic references may be requested to support the student’s application).

**Agency Criteria:** * The setting must be committed to the roles and responsibilities of a field setting, such as providing the student with appropriate work assignments and a qualified Field Supervisor for the duration of the placement.
* The placement must provide the student with adequate opportunities to achieve the learning objectives of the applicable Practicum course.
* The Field Supervisor must be committed to the roles and responsibilities of a Field Supervisor, including: provision of weekly supervision; approval of the student’s learning contract; completion of mid-point and end-point student evaluations, as well as holding evaluation conferences with the student at these two intervals; consultation with the Faculty Liaison and participation in two formal consultation visits with the student and Faculty Liaison (to be held by telephone or teleconference).
* Health and Safety risks, responsibilities and liability will also be reviewed when considering distance placement applications.
 |
| **SELECT THE APPLICABLE PRACTICUM COURSE & TERM** |
| **THIRD YEAR COURSES:** | **FOURTH YEAR COURSES:** |
| [ ]  **SOWK 3601\***\*Full-time option taken over winter term. | [ ]  **SOWK 4600\***\*Full-time option taken over one term.[ ]  **Fall** [ ]  **Summer** |
| [ ]  **SOWK 3600\***\*Part-time option taken over fall and winter terms. | [ ]  **SOWK 4601/4602\***\*Part-time option taken over two consecutive terms: [ ]  **Winter-Summer** [ ]  **Summer-Fall**[ ]  **Fall-Winter** |

|  |
| --- |
| **STUDENT & AGENCY INFORMATION:** |
| **Name:** |  |
| **Student number:** |  |
| **Carleton e-mail (cmail):** | **@cmail.carleton.ca** |
| **Location of placement:** |  |
| **Name of Proposed Placement Agency:** |  |
| **Agency address:** |  |

|  |
| --- |
| **Rationale for Distance Placement**Provide a brief overview of why a distance placement is needed. |
|  |

|  |
| --- |
| **Summary of the Proposed Field Placement** Provide a brief description of the agency **and** the specific program, department, service or unit you will work within for your proposed field placement. |
|  |

|  |
| --- |
| **Opportunity for New Learning**Articulate 3-5 specific learning objectives for a potential placement in this setting |
|  |

|  |
| --- |
| **Name and Contact Information of Field Supervisor** Provide all information below for the person who will supervise your field placement. If unknown, provide the information of your contact person at the agency and that person’s title/role. |
| **Name:** |  |
| **Title/Role:** |  |
| **Qualifications (e.g. BSW, MSW, Other):** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Is this person your expected direct field placement supervisor?** | [ ]  **Yes** [ ]  **No** |
| **If this person is NOT your expected direct field supervisor, please provide information on your anticipated supervisor, including qualifications.**  |  |

|  |
| --- |
| **PLACEMENT INFORMATION** |
| **Will this placement be remote, in-person, or a combination of both?** | [ ]  **Fully remote**[ ]  **In-person** [ ]  **Combination of both**  |
| **Will you receive payment for your work on placement?**  | [ ]  **Yes** [ ]  **No** |
| **How many field hours will you be completing per week?** |  |
| **Proposed start date:**\*Check Carleton’s Academic Calendar for the start date of classes for the applicable term: <https://calendar.carleton.ca/academicyear/> |  |
| **Proposed end date:**\*Check Carleton’s Academic Calendar for the last day of classes for the applicable term: <https://calendar.carleton.ca/academicyear/> |  |
| **Total number of weeks you will be in field placement?**  |  |
| **Anticipated placement hours in total:** |  |

|  |  |
| --- | --- |
| **STUDENT SIGNATURE:** | **DATE:** |
|  |  |

|  |  |
| --- | --- |
| **Submit to:** | **Emi Koyanagi****BSW Practicum Coordinator****Emi.Koyanagi@carleton.ca****Practicum Administrator****School of Social Work****SSW.Practicum.Admin@carleton.ca** |

Document revised August 23, 2021.