**Proposal for a Distance BSW Placement**

In exceptional circumstances, the School is open to the establishment of placements outside of the City of Ottawa and surrounding regions; however these placements can only be established when the student can be adequately accommodated and supported at a distance within the resources of the School. Distant placements constitute any placement that is more than a one-hour drive from Ottawa, and include out of province and out of country placements.

Students must demonstrate that they are well prepared for a distance placement, and the Practicum Coordinator 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.

**Criteria for eligibility for a distance placement:**

**Student criteria:**

* Fourth-year standing.
* Met all of the prerequisites for Practicum II.
* Good academic standing.
* 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 Practicum II.
* The Field Supervisor must be committed to the roles and responsibilities of a Field Supervisor, such as providing a minimum of one hour of regular weekly supervision, consulting with the Faculty Liaison, completing the Mid-Point and End-Point Evaluation Forms, and facilitating evaluation conferences with the student.
* Health and Safety risks, responsibilities and liability will also be reviewed when considering distance placement applications.

Name of Student:

Student Number:

Carleton Email:

Type of Placement: Fulltime or Part-time

Proposed Placement Term (s):

Rationale for distance placement:

Proposed Field Placement Setting:

Location (Province/City):

Agency of Proposed Placement (Name and Address):

1. **Summary of the Proposed Field Placement**

*Please provide a brief description of the agency* ***and*** *the exact program, department, service or unit you will work within for your proposed field placement*

1. **Name and Contact Information of Field Supervisor for Proposed Placement**

*Please provide all information below for the person who will supervise your placement. If unknown, provide the information for your contact person at the agency, and that person’s role (i.e. Human resource professional? Departmental supervisor? Executive director?)*

**Name and job title:**

**Qualifications:**

**Address:**

**Email:**

**Telephone:**

**Is this person your expected direct field placement supervisor? Yes No**

**If no, explain:**

**If this person is NOT your expected supervisor, what are the qualifications of the person most likely to be your supervisor?**

**III. Opportunity for new learning**

1. **Articulate 3-5 specific learning objectives for a potential placement in this setting:**

**IV. Payment**

1. **Will you receive payment for your work on placement? Yes No**

**If yes, practicum Coordinator must be advised, insurance arrangements clarified, and a letter of agreement signed by agency.**

1. **If the practicum is unpaid, will you be engaged in paid work at this agency, during the period of the proposed placement? Yes No**

**If yes, Practicum Coordinator must be advised, insurance arrangements clarified and a letter of agreement signed by the agency.**

**V. Proposed Schedule and Hours (264 hours required in summer term 2021)**

1. **How many hours will you work per week?**
2. **What is the proposed start date of this practicum? (Start of term is May 06th, 2021)**
3. **What is your proposed end date of this practicum? (Last day of term is August 16th, 2021)**
4. **The total number of weeks you will be on this placement?**