



**Carleton
University**

School of
Social Work

BSW Practicum I & II Orientation

Fall 2026 &
Fall-Winter 2026

March 4, 2026

Where we meet today

We gather today on the unceded lands of the Algonquin Anishnaabeg People. Some of us are the original caretakers of this land and some of us are guests. Most of us are settlers.

As settlers we have benefitted from and continue to benefit from the power we hold and from a history and current practice of oppression against those who stewarded this land since time immemorial.

These injustices cannot be undone. We can however move towards reconciliation, redress, and decolonization.

Please join me in recognizing that acknowledgment is in no way enough. As you prepare for your upcoming practicum, I encourage you to reflect on how you can further contribute to reconciliation in your learning and practice.



Objectives for today

- Understand the various practicum streams
- Understand the process for securing a practicum in each stream
- Understand student responsibilities and rights within the process
- Understand the course requirements for Practicum I (SOWK 3600) and II (SOWK 4600 & 4601/02)
- Understand some of the resources available to support you with your practicum application and experience
- Answer your questions about practicum



Housekeeping

- Presentation 9 am to 10:30 am, with question period after (group and individual)
- Slides will be posted to Practicum Hub (website), under “Practicum Forms and Important Dates”
- Feel free to also ask questions during the presentation



Practicum Team

Karen Gillis, Interim BSW
Practicum Coordinator
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Megan Stansel, Practicum
Administrator
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Allison Everett, MSW
Practicum Coordinator
allison.everett@carleton.ca

Emi Koyanagi, BSW Practicum
Coordinator (on leave)
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Practicum Team Roles

- **Practicum Coordinators – Karen Gillis (BSW) & Allison Everett (MSW)**
 - Develop policies and curriculum
 - Community engagement and partnership development
 - Training and consultation for supervisors and FLs
 - Facilitate placement process
 - Students/placements at risk
- **Practicum Administrator – Megan Stansel (BSW & MSW)**
 - First point of contact for general practicum inquiries
 - Facilitates placement process
 - Manages student applications and paperwork (insurance forms, practicum agreement form)
 - Provides permission to register in practicum courses



Pre-Requisites for Practicum I & II

- Good academic standing in the BSW program
- Student must be eligible to continue (EC) and have a 6.00+ CGPA in the Social Work major
- Successful 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 and Families
 - SOWK 2203: Intro to SW Practice with Groups and Communities
- Participation in Practicum II also requires third year standing and successful completion of:
 - SOWK 3100: Social Policy and Administration
 - SOWK 3600 or 3601: Practicum I (or waiver)

Failure to meet any of these requirements will prevent enrollment in the practicum course.

Course structure

	SOWK 3600	SOWK 4600	SOWK 4601-02
Terms	Fall and winter	Fall	Fall and winter
Hours per week	14-16 (roughly 2 days per week)	28-30 (roughly 4 days per week)	14-16 (roughly 2 days per week)
Start/end date	September 9, 2026 to April 9, 2027	September 9, 2026 to December 11, 2026	September 9, 2026 to April 9, 2027
Seminars and assignments	Completed over two terms	Completed over one term	Completed over one term (fall)

3 streams for establishing a practicum setting

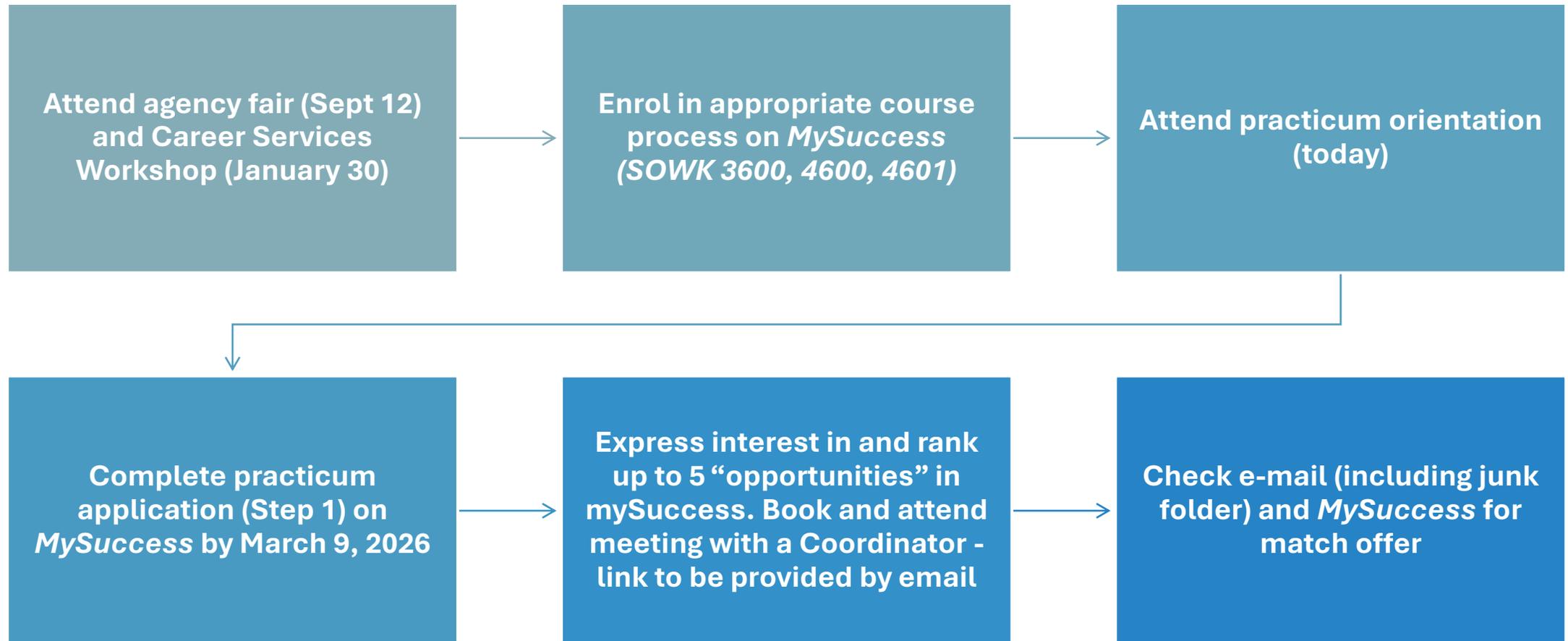
Option 1 – Match by School

Match by School

- Matched by Coordinator to potential practicum setting
- Match is based on student's learning objectives, interests, and experiences, as well as the availability of practicum opportunities
- Student applies to one opportunity and usually interviews for position
- Process is time sensitive and requires regular monitoring of Carleton e-mail (including Junk folder) and *MySuccess*
- Failure to abide by stated deadlines could result in loss of match and/or removal from the practicum matching process

Option 1: Match by School

Steps to Securing a Practicum Setting



Option 1: Match by School

Steps to Securing a Practicum Setting (cont'd)

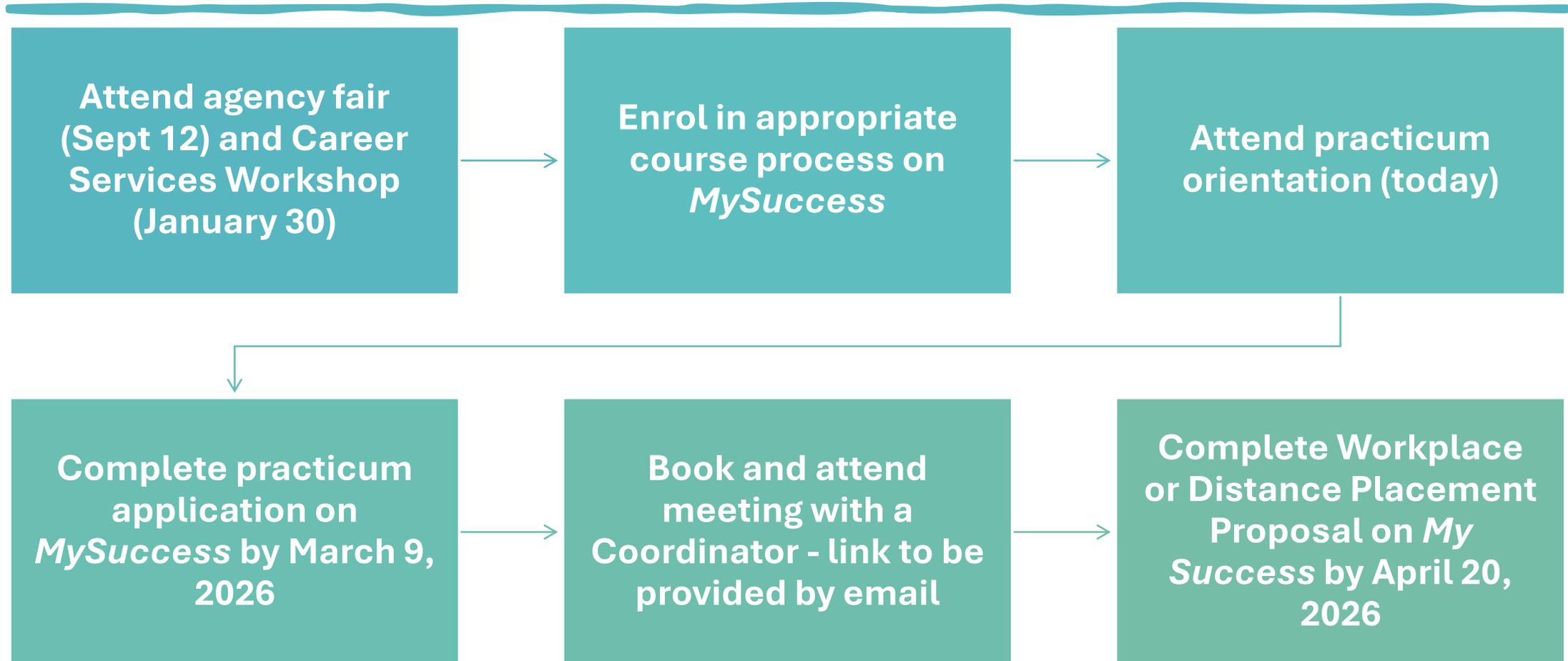


3 streams for establishing a practicum setting

Options 2 & 3 – Workplace or Distance Placement

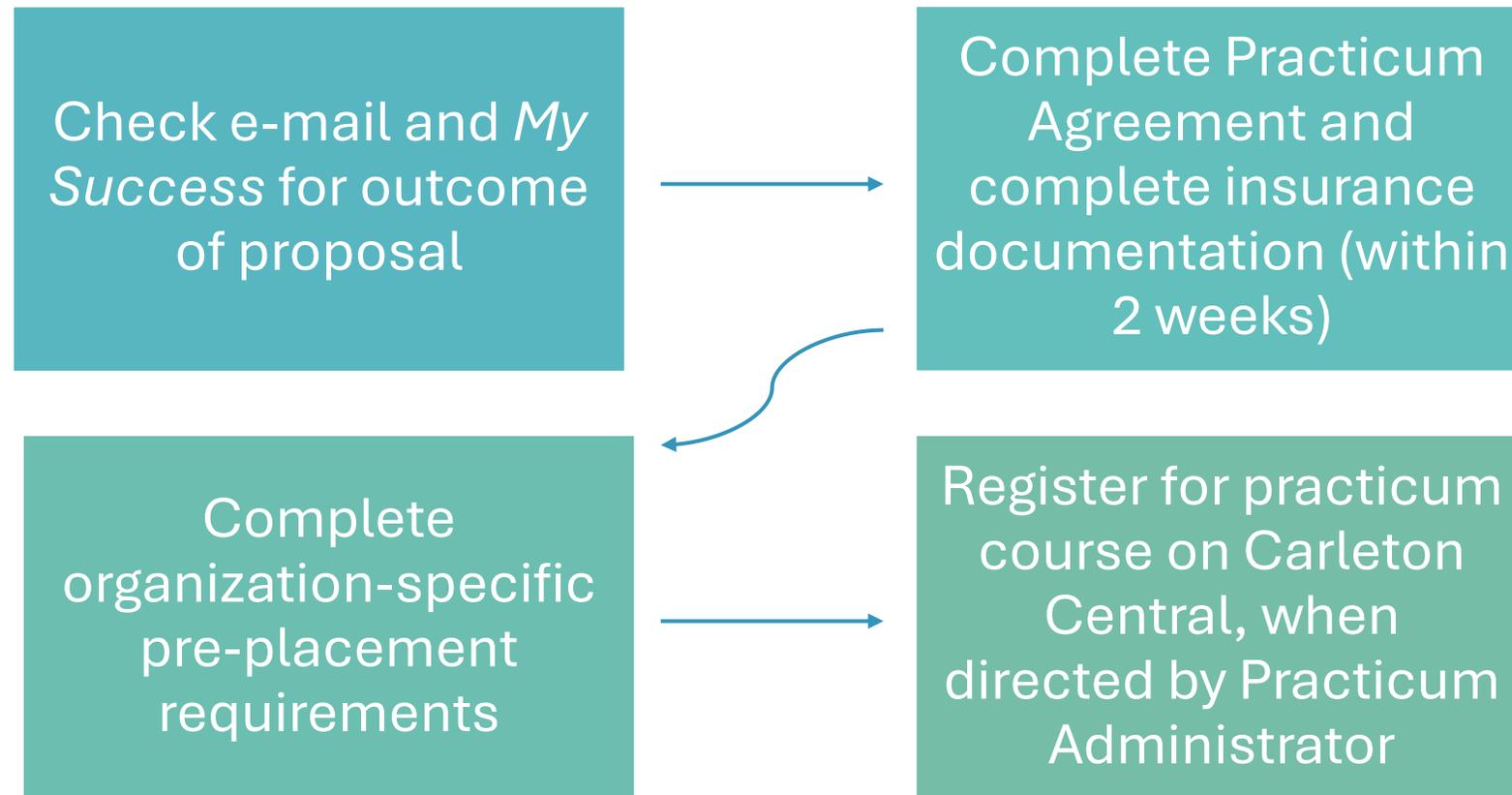
Workplace Practicum	Distance Practicum
<ul style="list-style-type: none">• Student initiates practicum in current or previous place of employment/practicum placement and/or volunteering (paid or unpaid)• Practicum opportunity must be appropriate, distinct, and separate from current or previous experience in organization• Practicum supervisor must not be the same as employment supervisor• Students proposing a placement in a <u>current</u> workplace, should discuss this with the Practicum Coordinator prior to pursuing this option	<ul style="list-style-type: none">• Available for Practicum II students only• Student initiates practicum in appropriate setting outside of Ottawa region• Reasonable rationale for distance practicum must be provided• Student must be able to demonstrate high level of self-direction, initiative and clarity of purpose• New affiliation agreements will be considered on a case-by-case basis.• Any student thinking of pursuing a distance placement, should discuss this with the Practicum Coordinator prior to pursuing this option

Options 2 & 3: Workplace and Distance Practicum Steps to Confirming Your Practicum Setting



Options 2 & 3: Workplace and Distance Practicum

Steps to Confirming Your Practicum Setting



mySuccess Practicum Application

STEPS

This experience has 8 step(s). You've completed 0 of the 8 required step(s).

Current Step

Application

Started on Nov 6, 2025

This application form allows you to indicate your preferred levels of practice, areas of social work interest, and specific agencies of interest. It also provides an opportunity for you to share any additional information that may be relevant to identifying an appropriate practicum match for you.

1

After submission: Your practicum application will be approved after the submission deadline and you will proceed to the next step. Students applying to be matched by the School will proceed directly to "Your Placement (Match) Details" where you will have an opportunity to view, express interest in, and rank up to five (5) potential placement settings. These will be reviewed during the mandatory one-on-one meeting with a Practicum Coordinator. **Please note that the practicum team cannot guarantee that a specific placement setting will be available in any given term.**

Answer Questionnaire

Reset To Pending

Mark as Complete

2

Optional

Workplace Placement Proposal

3

Optional

Distance Placement Proposal

mySuccess Practicum Application

This is where you will submit your practicum application

- Students reflect their areas of interest, preferences and learning needs on the

Practicum Application due March 9th, 2026

- **When filling out the application, you will have the opportunity to reflect your interests relative to:**
 - **Level of placement** (Individuals/families? Community? Macro? Policy?)
 - **Areas of practice or populations** (i.e. Seniors? Climate? Parents? Poverty?)
 - **Specific agencies or organizations of interest?** (You can list up to 3)
 - **Additional/comments:** Please use this area of the form to communicate what you hope to get out of your placement, what you wish to learn and how this connects to your experience and future goals in social work. This information is very helpful in the matching process.

mySuccess & Opportunities

Your Placement (Match) Details

Your application is currently being reviewed by the practicum team. By selecting "Search Opportunities" below, you can find a list of potential placement settings and express interest in a maximum of five (5). Once you have indicated your interest, you can return to this step to select the "Rank" button and rank your interests in order of preference. This step is optional, and students will have time to finalize their expressions of interest/rankings in the mandatory one-on-one meeting with a Practicum Coordinator.

Please note that potential placement settings are not guaranteed to be available in any given term. It is also possible that you may not meet the agency's criteria for application (i.e., minimum level of study, specific knowledge, skills, experience, etc.). This process is used to communicate your interests to the Practicum Coordinator so that they can work with you to find an appropriate match.

IMPORTANT: While the practicum team makes every possible effort to keep information on placement settings up to date, agencies may change requirements, learning activities, and availability at any time.

Next steps: Monitor your Carleton email for a booking link and book your mandatory one-on-one meeting with a Practicum Coordinator. After the mandatory meetings occur, matches will be rolled out and available in this step over the upcoming month(s). When you are matched by the practicum team, you will be required to complete the next step, "Application to Placement Match," within three (3) business days.

Place

4

mySuccess & Opportunities

- Opportunity



Step

Your Placement (Match) Details



Experience Type

BSW Practicum [↗](#)



Course

SOWK 4600 - Practicum II - SOWK 4600 (2026 - Summer) [↗](#)



Details

A card with a light gray background and rounded corners. It features a dark gray vertical bar on the left side. On the right side, there is a circular icon with a briefcase, the word "Opportunity" in bold, and a blue button with the text "Place".


Opportunity
[Place](#)

mySuccess & Opportunities

The screenshot displays a web application interface. On the left, a 'FILTERS' sidebar contains a search input field, a 'Sort by' dropdown menu currently set to '--select--', and a blue 'Apply' button. At the top right, a pagination bar shows page numbers 1 through 10, with '1' highlighted. The main content area features two search results. The first result is for 'BSW Practicum ACT Learning Centre', with a sub-link 'ACT Learning Centre website' and buttons for 'Place' and 'See More'. The second result is for 'BSW Practicum ACT to Employ (Career Se...', with a sub-link 'Accessible Career Transitions - ACT website' and buttons for 'Place' and 'See More'.

FILTERS

Search:

Sort by:

--select--

Apply

«« « 1 2 3 4 5 6 7 8 9 10 » »»

BSW Practicum
ACT Learning Centre
ACT Learning Centre website
Place See More

BSW Practicum
ACT to Employ (Career Se...
Accessible Career Transitions - ACT website
Place See More

Experience Type

BSW Practicum

Description

[Inclusive 2SLGBTQ+ Camps for Youth - Safe, Supportive, and Empowering - Ten Oaks Project website](#)

PLACEMENT OVERVIEW	
Organization	Ten Oaks Project
Format of Placement	Combination of in person and virtual
Special Requirements	<ul style="list-style-type: none">• Preference for students that identify as 2SLGBTQ+ or Queerspawn (a child of a queer or trans parent/caregiver)• Ability to work from home and in-person
Learning Opportunities/Activities	<p>We have various opportunities a student can participate in. The main programs would be Families in Transition (FIT), Trans About Town (TAT), and Shaping Parenthood (SP). Each of these programs would allow students to engage with families and youth both in-person and virtually.</p> <p>The FIT Program is a 10-week group that provides parents and youth with information about gender identity and trans issues, strategies for improving communication and connection with trans/gender questioning young people, and general support in parenting a trans/gender-questioning youth. The student would act as a facilitator for either the parent or youth group.</p> <p>SP is a monthly discussion group for 2SLGBTQ+ communities in Ottawa to explore and reflect on the possibilities, challenges, and appreciation of queering family-making and child-raising! The student would help organize the program, reach out to potential panellists, and co-host sessions if desired.</p> <p>Trans About Town is a monthly program for trans and gender diverse youth to take up space and have fun. We host a monthly swim program at Jack Purcell that the student would help with registrations, communicate with families, and be present at event is possible.</p> <p>Camp Ten Oaks (CTO) a week-long sleep-away camp for children and youth ages 8-17 from 2SLGBTQ+ identities, families, and communities. The program first opened its doors in August 2005. It runs for two sessions each summer, welcoming nearly 200 campers. Students would support the registration/intake process for families and general communication. Help with any pre-camp in-person events.</p>

Resumes, Cover Letters, & Communication

Mandatory cover letter and resume workshop:

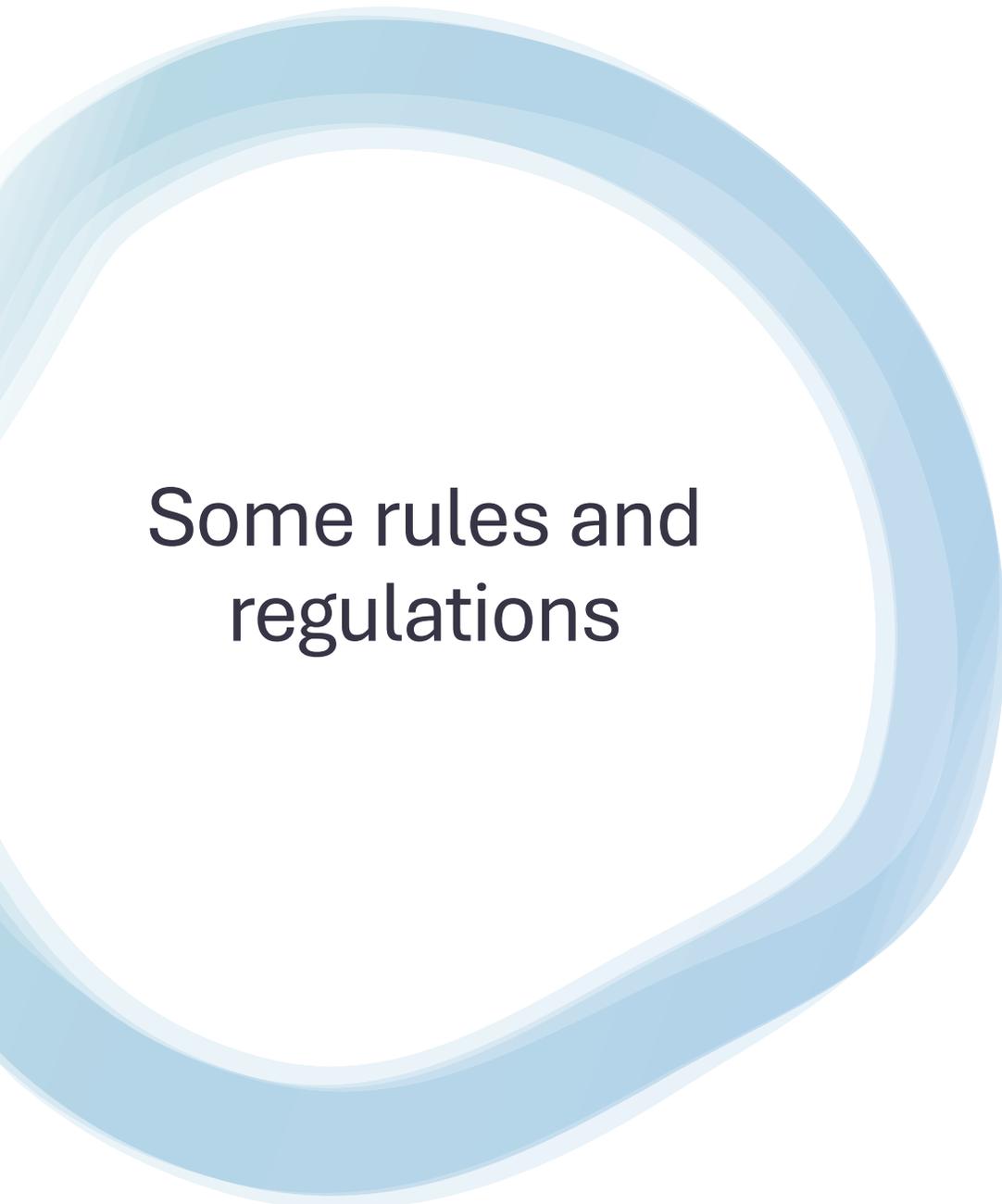
- Friday January 30th, 2026 - 9am to 11am. Room RB 2200

See Practicum Hub – Practicum Forms, Information, and Important Dates – Practicum Orientation Slides

- **Tip:** Get to know the agency as best you can, to be able to speak to your interest in being there.
- Review ***Preparing for Field Placement*** resources on Practicum Hub (under Practicum Forms, Information & Important Dates)
- Scroll down on Placement Match Record to see Agency contact information, so that you can properly address CL

Communication:

- CL and Resume in Word format (.docx)
- You must use Carleton email address only (on resume, with agency etc.)



Some rules and regulations

- Students are forbidden from directly contacting practicum partners in Ottawa and surrounding areas to inquire about a practicum placement – if in doubt, ASK!
- Once a practicum placement has been confirmed, students may not withdraw confirmation to apply to another agency
- The practicum process includes several universal and individual deadlines. Failure to complete a requirement by any of the stated deadlines may result in your practicum application being placed on hold and/or withdrawn from the process



The Interview: Presenting yourself as a practicum candidate

- **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
- Practicum is not employment
- Place emphasis on your curiosity and openness to learning
- Recognize and be ready to share the qualities you bring as a learner/professional
- Learn about and be ready to engage in a thoughtful discussion about the practicum setting
- Reflect on how your knowledge and past experiences make you a good fit for the learning environment (i.e. the practicum setting)
- Be prepared to share information about your practicum requirements, your availability, and your needs/interests as a learner
- Ask about any pre-placement requirements of the setting

Pre- placement requirements

- Some settings have requirements that students must complete *before* a placement can begin.
- Some examples:
 - References
 - Police Records Checks
 - Vaccination and/or TB testing
 - Training modules
- Be informed about and complete these as quickly and **as early as possible (especially if you are away for the summer)**.

If you have any concerns related to potential requirements, please discuss these with the Coordinator before you are matched.

Placement process realities



- Students are not necessarily matched to organizations named in application, or to first choice of interest
- Delays in process can occur at organizational level – please keep your coordinator informed
- Students can be turned back from organizations for a variety of reasons - in this case, efforts will be made to provide an alternative
- Workplace and Distance proposals must meet criteria outlined on Practicum Hub to be approved
- Declining an offer to apply to your match may result in fewer or no alternative options being available
- Some practicum settings will NOT accept practicum applications from BSW students (i.e. Ottawa hospitals)

Managing stress associated with the placement process



Take advantage of meeting with Coordinator to review learning objectives and interests



Be open and flexible to new learning opportunities



Understand that timing of offers is unrelated to quality of placement



Understand that delays at organization level are unrelated to quality of placement or likelihood of acceptance



Communicate questions/concerns to Coordinator

Roles and Responsibilities in Practicum

Practicum Role	Responsibilities
Student	<ul style="list-style-type: none">- Complete pre-placement requirements- Establish appropriate learning objectives- Prepare for and participate in supervision- Initiate and complete course components- Uphold policies, expectations, ethics and values of setting, SSW, and profession
Practicum Supervisor	<ul style="list-style-type: none">- Orient, train, supervise student- Support student in establishing and completing appropriate learning objectives- Provide at least 1-hour formal supervision/week- Evaluate student learning and performance- Verify and validate hours- Participate in Faculty Liaison consultations
Faculty Liaison	<ul style="list-style-type: none">- Main point of contact for student and Practicum Supervisor- Monitor and support completion of course components- Facilitate seminars linking theory to practice- Consultation with student and practicum supervisor- Evaluate theory-to-practice assignments- Recommend final grades

BSW Course Requirements (364 hours total)

Completion of 352 hours in field placement, validated through record of hours

Participation in 6 practicum seminars for a total of 12 hours

Participation in 2 supplemental seminars, if required

Satisfactory completion of learning contract

Satisfactory completion of mid-point and end-point self-evaluation

Satisfactory completion of a theory-to-practice assignment(s)

Participation in Faculty Liaison consultations (at least 2)

Practicum is graded as satisfactory/unsatisfactory

Important Course Dates

Practicum starts:

- **Tuesday, September 9, 2026**

All course components must be complete by:

- **December 11, 2026** (except hours for 3600 & 4601) – FT
- **April 9, 2027** (for 3600 & 4601) - PT

Practicum seminars will be held Fridays 8:55-10:55am on:

- **Dates TBD**
- **Once a month for 3600**
- **Every 2 weeks for 4600 & 4601**

Two supplemental seminars will be held, 10:55-11:25am on:

- **Dates TBD (after 2nd & 5th seminars)**

- Practicum demands a lot of time and energy
- Lunch breaks and absences (regardless of the reason) do not count toward practicum hours - Plan for practicalities and for wellness
- Students are expected to remain in practicum during university breaks and non-statutory holidays
- Pre-planned absence from practicum is at discretion of practicum supervisor. Hours must be made up for
- Students should have a plan in place to ensure they are completing their hours at an appropriate pace
- Students are expected to keep an updated record of hours that may be requested at any time by the Practicum Supervisor or Faculty Liaison

Understanding Time in Practicum



Navigating Accommodations in Practicum

- Students requiring accommodations for inclusion and effective learning in practicum are encouraged to discuss this with their Practicum Supervisor and Faculty Liaison as early as possible
- Accommodations from PMC are not communicated to practicum setting
- Academic accommodations do not always translate easily to practicum/workplace accommodation or inclusion
- Students who identify as having a disability are encouraged to access support from Accessible Career Transitions ([Carleton.ca/act](https://www.carleton.ca/act)). Formal diagnosis or registration with PMC is not required

If Issues Arise in Practicum

- Review Practicum Hub – Practicum Policies and Procedures
- Issues can include delayed start, attendance problems with supervisor, duties not meeting practicum goals, issues of ethics and discrimination/harassment, etc.
- If possible, discuss issue with Practicum Supervisor and/or Agency as early as possible
- Involve Faculty Liaison for support
- Contact Practicum Coordinator if more support is needed
- Possible solutions are individualized, but can include alternative work, adjustment to learning goals, change in supervisor, new practicum placement, etc.

U-Pass Opt-Out

- Students enrolled in an “experiential learning term” are permitted to opt out of U-Pass for the semester in which they are enrolled.
- Students must be registered in the experiential learning course as a full-time student for the full term.
- For more information:
<https://carleton.ca/upass/opt-in-and-opt-out/>

Shirley Judge Bursary

- Endowed in 2007 by family and friends, in honour of Shirley Judge
- Amount available TBD – amount may be split between multiple applicants
- Recipients will have demonstrated financial need, must be Canadian citizens or permanent residents of Canada (landed immigrants or protected persons), and must meet OSAP's Ontario residency requirements
- The award will be granted to the student(s) whose work or future work will contribute to Shirley's legacy. Shirley was committed to anti-discriminatory practice, particularly improving the lives of women
- **Deadline to apply: October 31, 2026**
- **Further information will be posted to the School's website and communicated via email in the fall term**



Laurence Menard Skora Award in Social Work

- Established in 2021 by her son Jan Skora
- Two awards valued at \$1000 each
- No application needed – awarded annually based on the recommendation of SSW Director and Practicum Coordinators
- The award will be granted to two BSW practicum students, with preference given to those who have or will be pursuing a practicum working with children with intellectual disabilities.
- **Further information will be posted to the School's website and communicated via email in the fall term**



Ultimate Guide to Practicum Information



Information about practicum policies, processes, requirements, considerations, etc. can be found on the Practicum Hub



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



Please look for answers to your questions on the Hub before contacting the Coordinator or Administrator



QUESTIONS?