**Proposal for a Distance Placement**

**Summer 2023**

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| This form is for students who would wish to apply to complete a field placement in another region. Students must demonstrate a clear rationale for a distance placement, 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. Each application will be considered in light of current public health and University guidelines as they relate to the COVID-19 pandemic and the specific nature of the proposed placement opportunity (e.g. remote/in-person, etc.). 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.Travelling for the purposes of field placement is not permitted at the current time. **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).

*\* For students who are electing to complete a distance placement within a current or former place of employment, in addition to meeting the previously mentioned criterions, students will also need to:* 1. Demonstrate that you will be engaged in **new** work activities that allow you to develop **new** learning at a MSW level. This new learning may occur within your current position and/or within a new area within your organization.
2. You will need to negotiate placement supervision. Wherever possible, your field placement should be completed under the supervision of someone who has not previously supervised your work in the agency. This person should have a BSW or MSW degree. If this is not possible, other supervisors (including current or former supervisors, and/or individuals with other educational qualifications) may also be acceptable depending on the nature of the agency and work. Please discuss the supervisory criteria with the Practicum Coordinator.

**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.
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| **SELECT THE APPLICABLE PRACTICUM COURSE & TERM:** |
| [ ]  **SOWK 5606\***\*First year/foundation course[ ]  **Full-time** [ ]  **Part-time** | [ ]  **SOWK 5607\***\*Second year/advanced course[ ]  **Full-time** [ ]  **Part-time** |

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

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| **Rationale for Distance Placement**Provide a brief overview of why a distance placement is needed. |
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| **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. |
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| **Opportunity for New Learning**Articulate 3-5 specific learning objectives for a potential placement in this setting |
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| **SUMMARY OF CURRENT OR FORMER ROLES & RESPONSIBILITIES AS AN EMPLOYEE AT THE AGENCY (\*distance placement within a current or former place of employment)**Outline your former or current employment relationship with this setting. If you have worked in multiple roles in this setting, please fill out sections for each of your positions separately. |
| **Position title:** |  |
| **Department, program or unit:** |  |
| **Dates of employment:** |  |
| **Name of direct supervisor:** |  |
| **Email of direct supervisor:** |  |
| **Telephone contact of direct supervisor:** |  |
| **Specific tasks and responsibilities:** |  |

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| If you have worked in more than one capacity in this setting, please complete additional sections for each position held, including former field placements if applicable: |
| **Position title:** |  |
| **Department, program or unit:** |  |
| **Dates of employment:** |  |
| **Name of direct supervisor:** |  |
| **Email of direct supervisor:** |  |
| **Telephone contact of direct supervisor:** |  |
| **Specific tasks and responsibilities:** |  |

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| **Position title:** |  |
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| **Email of direct supervisor:** |  |
| **Telephone contact of direct supervisor:** |  |
| **Specific tasks and responsibilities:** |  |

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| **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:**  |  |

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| **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:**(Start of term is May 5th, 2022) |  |
| **Proposed end date:**(End of term is August 16th, 2022) |  |
| **Total number of weeks you will be in field placement?**  |  |
| **Anticipated placement hours in total:**(450 hours required in 2022 summer term) |  |

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| **STUDENT SIGNATURE:** | **DATE:** |
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| **Submit to:** | **Practicum Administrator****School of Social Work****SSW.Practicum.Admin@carleton.ca****MSW Practicum Coordinator****School of Social Work****Allison.everett@carleton.ca** |

Document revised October 11, 2022