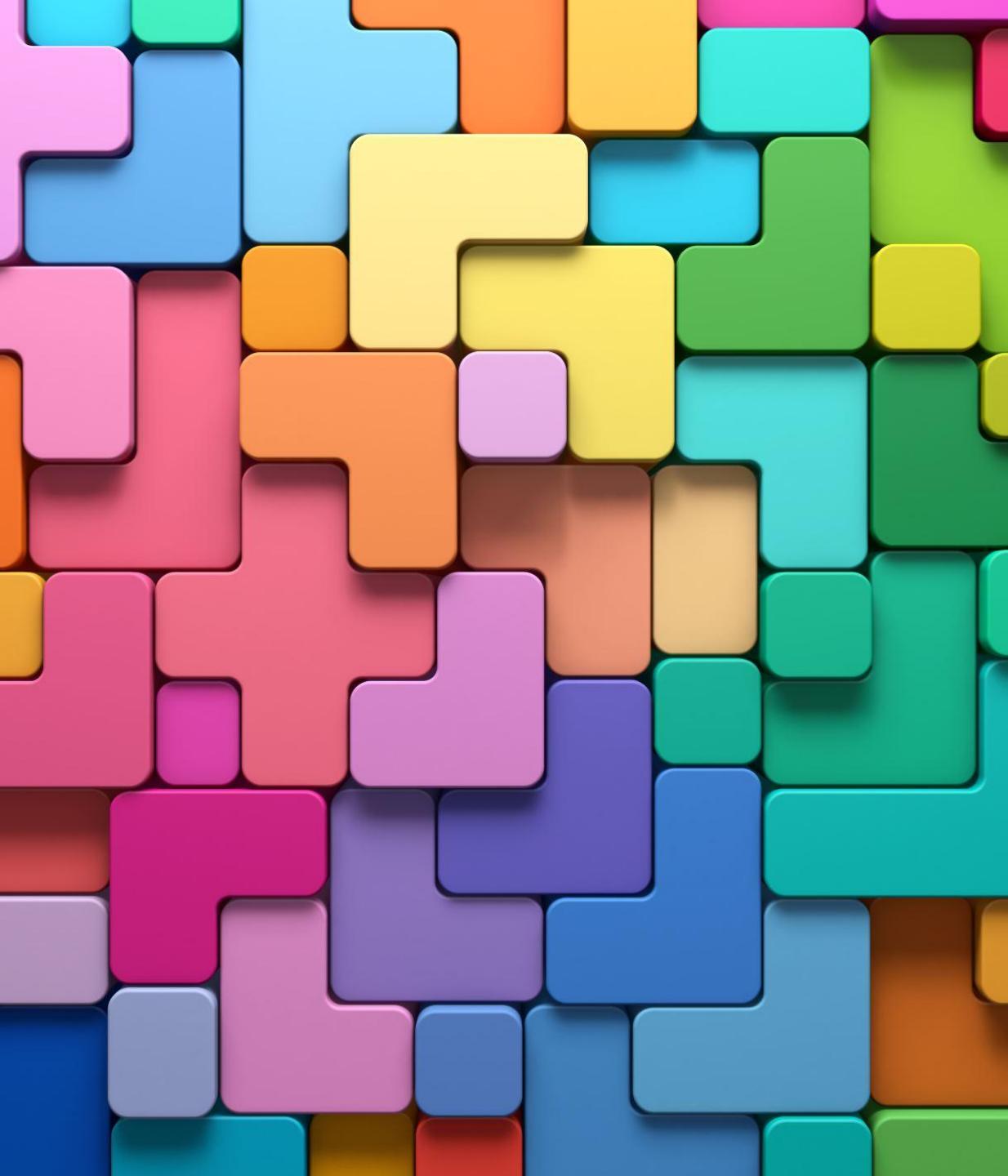


MSW Practicum II: Orientation

SOWK 5607

Summer 2026, Advanced Year

Presented by: Allison Everett MSW, RSW, Ph.D.(c)
Associate Professor (Teaching)/
MSW Practicum Coordinator



Where we meet today

I would like to begin by acknowledging that the land in which Carleton University is located on is the unceded and unsurrendered territory of the Algonquin Anishnaabeg People. The Algonquin peoples have lived on this land since time immemorial.



Objectives for today

- Understand the three streams for securing a practicum
- Understand the process for securing a practicum in each stream
- Understand the course requirements for Practicum II (SOWK 5607)
- Understand some of the resources available to support you with your practicum application and experience
- Answer your questions about practicum



Housekeeping

- Slides will be posted to Practicum Hub (website), under “Practicum Forms and Important Dates”
- Career services will present from 10:50 until 11:05am
- No scheduled breaks for this session
- Feel free to interrupt with questions



5

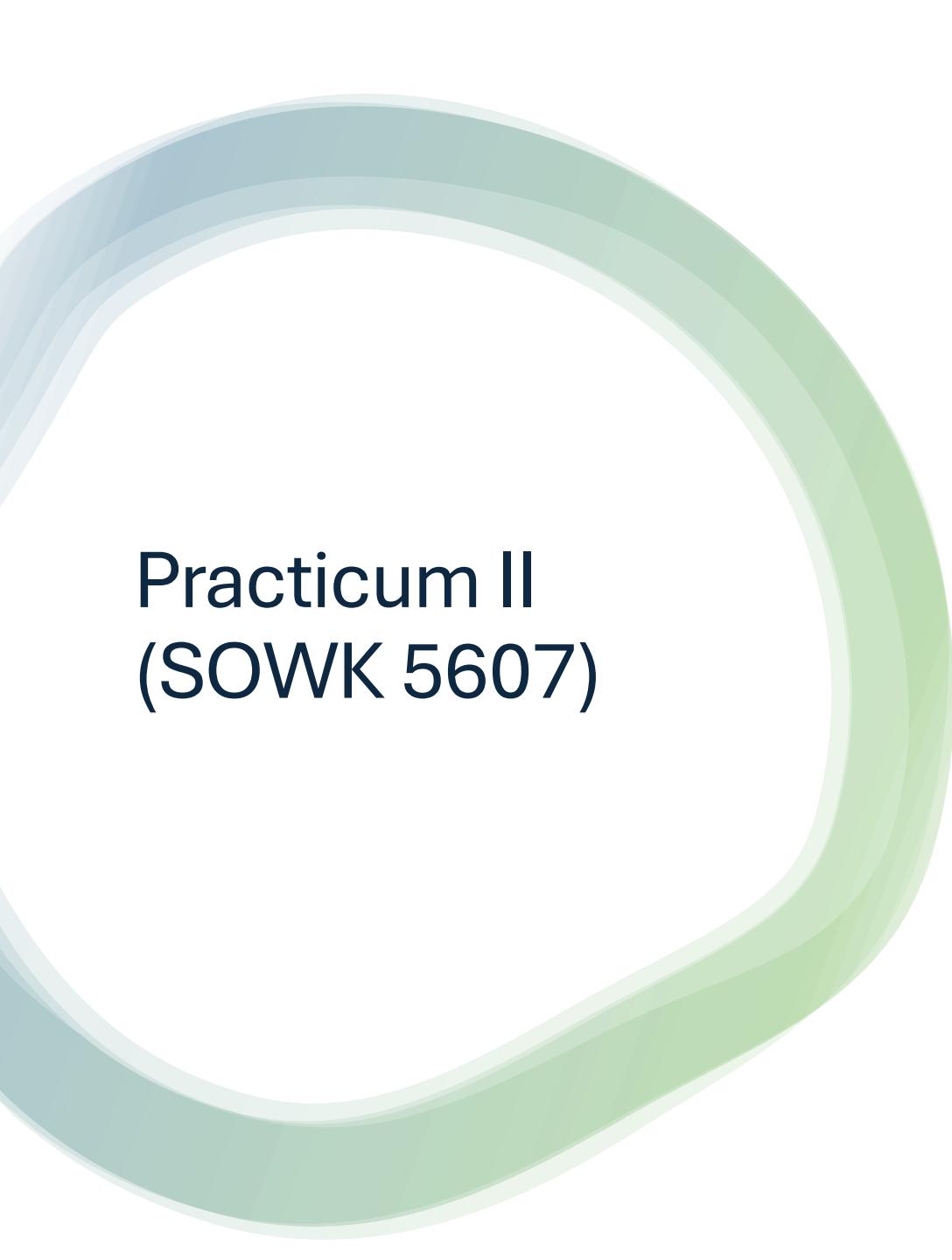
Practicum Team

Karen Gillis, Interim BSW Practicum Coordinator
Karen.gillis@carleton.ca

Allison Everett, MSW Practicum Coordinator
Allison.everett@carleton.ca

Megan Stansel, Practicum Administrator
ssw.practicum.admin@cunet.carleton.ca





Practicum II (SOWK 5607)

- Prerequisites: registration in MSW Advanced Year; BSW or completion of foundation year, completion of SOWK 5011, 5012 and elective course requirements.
- Offered in summer term.
- Intended to build upon SW knowledge and offer opportunity to apply, test, develop and integrate knowledge, theory, and skills.
- Students are expected to take on greater responsibility than in previous practicum experiences and to contribute to the setting in innovative and/or concrete ways.
- Setting can be established via three streams: matching, workplace practicum and/or distance

3 streams for establishing a practicum setting

Match by School	Workplace Practicum	Distance Practicum
<ul style="list-style-type: none">• Matched by Coordinator to potential practicum setting• Invitation to apply 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• Application, matching, and finalization or practicum are completed on <i>My Success</i>	<ul style="list-style-type: none">• Student initiates practicum in current or previous place of employment/ involvement• 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• Application, workplace proposal, matching and finalization are completed on <i>MySuccess</i>	<ul style="list-style-type: none">• 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 for distance placements will not be pursued• Application, distance proposal, matching and finalization are completed on <i>MySuccess</i>

Match by School: Steps to Securing a Practicum Setting

1. Enrol in SOWK 5607 (summer 2026) on *MySuccess*
2. Attend practicum orientation (today)
3. Complete practicum application on *MySuccess* by January 12
4. State expression of interest in *MySuccess* and ranking of up to 5 potential placement opportunities in *MySuccess*
5. Check e-mail and *MySuccess* for match offer

Match by School: Steps to Securing a Practicum Setting (cont'd)

6. Prepare tailored résumé and cover letter within 72 hours of offer to apply and upload to *MySuccess*
7. Schedule interview with organization using Carleton e-mail, and record in *MySuccess*
8. Inform Coordinator by e-mail of interview outcome
9. Complete Practicum agreement on *MySuccess*
10. Complete insurance documentation
11. Complete organization-specific pre-placement requirements
12. Register for SOWK 5607 as directed by Practicum Administrator

- 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

Workplace and Distance Practicum: Steps to Confirming Your Practicum Setting

1. Enrol in SOWK 5607 (summer 2026) on *MySuccess*
2. Attend practicum orientation (today)
3. Complete practicum application on *MySuccess* by January 12
4. Complete Workplace or Distance Placement Proposal on *My Success* by February 17 (for distance workplace practicums, use the workplace proposal)

Workplace and Distance Practicum: Steps to Confirming Your Practicum Setting

7. Check e-mail and *My Success* for outcome of proposal
8. Complete Practicum Agreement on *MySuccess*
9. Complete insurance documentation
10. Complete organization-specific pre-placement requirements
11. Register for SOWK 5607 as directed by Practicum Administrator

Presenting yourself as a practicum candidate (practicum interview)

- 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
- Be prepared to 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.

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

Placement process realities that can cause stress and frustration

- Offers to apply will roll out over several weeks in unpredictable ways
- Students are not necessarily matched to organizations named in application, or to first choice of interest
- Delays in process can occur at organizational level
- Students can be turned back from organizations for a variety of reasons
- Workplace and distance proposals must meet criteria outlined on Practicum Hub to be approved

Managing stress associated with 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

SOWK 5607 Course Requirements

Completion of 438 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 2 theory-to-practice papers

Satisfactory completion of CU-Portfolio assignment

Participation in Faculty Liaison consultations

SOWK 5607 is graded as satisfactory/unsatisfactory

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 and CU-Portfolio assignments- Recommend final grades



Important dates

Practicum starts on, **May 6, 2026**

All course components must be complete by **August 14, 2026**

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

1. **May 15, 2026**
2. **May 29, 2026 ****
3. **June 12, 2026**
4. **July 3, 2026**
5. **July 17, 2026 ****
6. **August 7, 2026**

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

1. **May 29, 2026**
2. **July 17, 2026**

Understanding Time in Practicum

- Practicum demands a lot of time and energy
- 438+ hours over 13 weeks, roughly 35 hours per week, not counting assignments or practicum seminars
- Most students will be in practicum Monday to Friday, leaving every 2nd Friday morning for seminars
- Breaks and absences (regardless of the reason) do not count toward practicum hours
- Pre-planned absence from practicum is at discretion of practicum supervisor. Hours must be made up for.

Managing Time in Practicum

- Think ahead and plan how you will manage the time commitment that practicum requires.
- Plan for the practicalities and for wellness
- Some strategies for managing time:
 - Consider scheduling some longer practicum shifts (i.e. 8 hours +)
 - Negotiate readings/trainings with Practicum Supervisor that can be done on your own time
 - Consider scheduling additional days or part days outside your usual hours
 - Consider starting practicum early, approval required

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). Formal diagnosis or registration with PMC is not required

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/>

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?