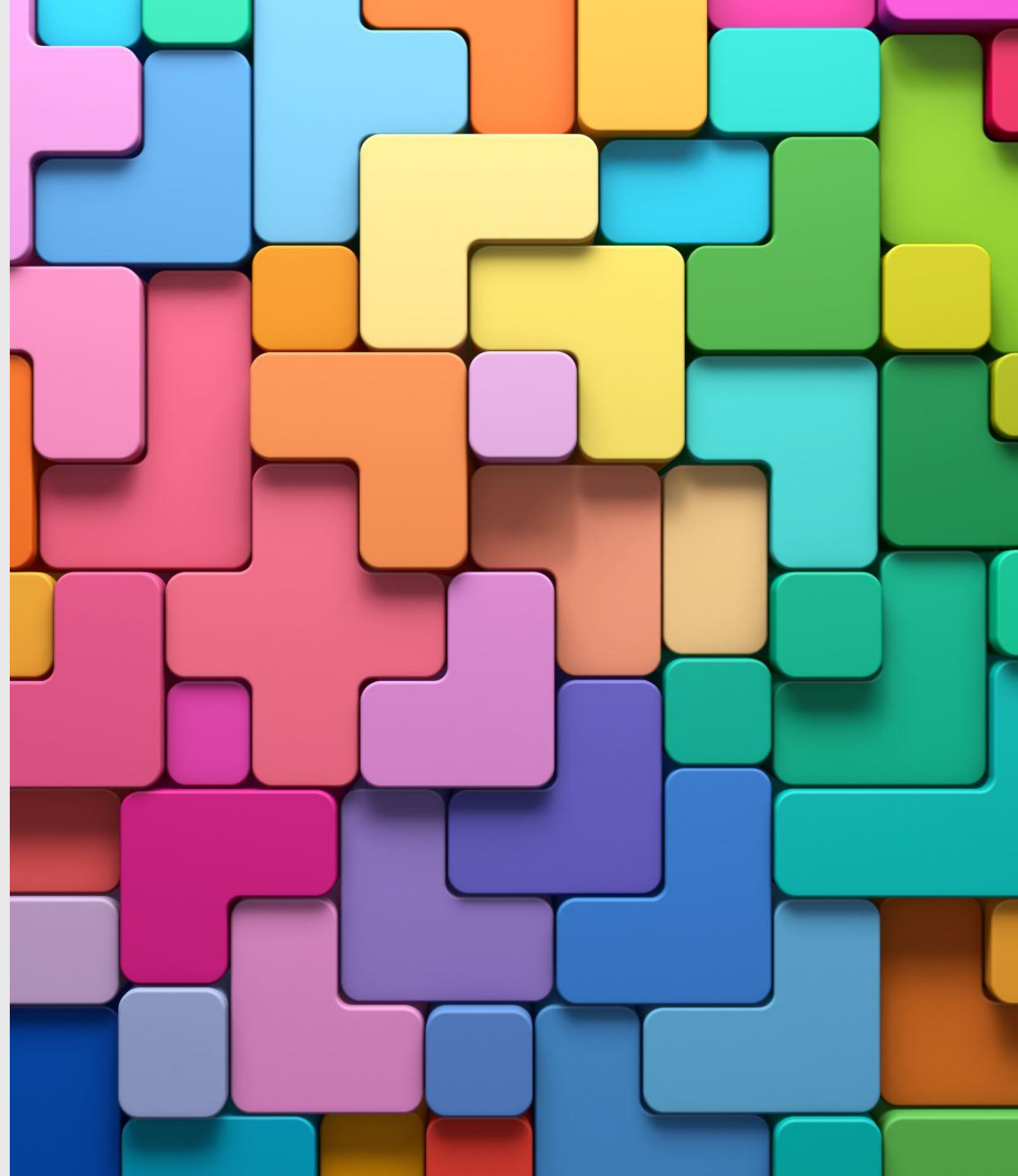


# MSW Practicum I: Orientation

SOWK 5606

Winter 2025, Foundation Year

Presented by: Jaime Lenet,  
Interim MSW Practicum  
Coordinator



## Where we meet today

*We gather today on the unceded, unsurrendered, stolen 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 disproportionate 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 maybe even genuine decolonization.*

*Please join me in acknowledging the people on whose lands we gather, and the history and present reality of colonial oppression. Please also join me in recognizing that acknowledgment is in no way enough.*



# Objectives for today

- Understand the two streams for establishing a setting for your practicum
- Understand the process for securing a practicum in each stream
- Understand the course requirements for Practicum I (SOWK 5606)
- Understand some of the resources available to support you with your practicum application and experience
- Gain insight and perspective from students who completed SOWK 5606 last year



# Housekeeping

- Slides will be posted to Practicum Hub (website), under “Practicum Forms and Important Dates”
- Career services will present from 9:45 until 10:00am
- Former students will present at 10:40
- No scheduled breaks for this session

# Practicum Team



Jaime Lenet, Interim MSW Practicum Coordinator  
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## Practicum I (SOWK 5606)

- Prerequisites: registration in MSW Foundation Year (Year I); completion of SOWK 5000, 5001, 5003, 5608, and completion of or concurrent registration in SOWK 5004.
- Offered in winter term.
- Intended to familiarize students with the issues, complexities and impacts of providing and facilitating services at individual, family, group, organization, community and societal levels, and to deepen students' abilities to apply critical thinking skills in practice
- Setting can be established by matching or as workplace practicum

# Establishing a practicum setting

Match by School	Workplace Practicum
<ul style="list-style-type: none"><li>• Matched by Coordinator to potential practicum setting</li><li>• Invitation to apply is based on student's learning objectives, interests, and experiences, as well as the availability of practicum opportunities</li><li>• Student applies to one opportunity and usually interviews for position</li><li>• Application, matching, and finalization or practicum are completed on <i>My Success</i></li></ul>	<ul style="list-style-type: none"><li>• Student initiates practicum in current or previous place of employment/ involvement</li><li>• Practicum opportunity must be appropriate, distinct and separate from current or previous experience in organization</li><li>• Practicum supervisor must not be the same as employment supervisor</li><li>• Application, workplace proposal, matching and finalization are all completed on <i>MySuccess</i></li></ul>

## Match by School: Steps to Securing a Practicum Setting

1. Enrol in SOWK 5606 (winter 2025) on *MySuccess*
2. Attend practicum orientation (today)
3. Attend agency fair (September 13)
4. Complete practicum application on *MySuccess* by September 16
5. Attend optional meeting with Jaime
6. Check e-mail and *MySuccess* for match offer



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

7. Prepare tailored résumé and cover letter within 72 hours and upload to *MySuccess*
8. Schedule interview with organization using Carleton e-mail, and record in *MySuccess*
9. Inform Coordinator by e-mail of interview outcome
10. Complete Practicum agreement on *MySuccess*
11. Complete insurance documentation
12. Complete organization-specific pre-placement requirements
13. Register for SOWK 5606 as directed by Practicum Administrator

# Workplace Practicum: Steps to Confirming Your Practicum Setting

1. Enrol in SOWK 5606 (winter 2025) on *MySuccess*
2. Attend practicum orientation (today)
3. Attend agency fair (September 13)
4. Complete practicum application on *MySuccess* by September 16
5. Attend optional meeting with Jaime
6. Complete Work Placement Proposal on *My Success* by October 17

# Workplace 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 5606 as directed by Practicum Administrator

# Participating in the Agency Fair

- The agency fair is an opportunity to learn about different organizations that offer practicums, and about services and social action in the community
- It can be bustling, exciting, and overwhelming
- It will be attended by BSW and MSW students
- Some organizations receive only BSW or MSW practicum students, tables will be labelled
- Organizations present are a small snapshot of practicum settings
- Most agencies attend out of commitment to learning and to future practitioners. Supervising students is a lot of work and is almost never compensated
- The agency fair cannot and should not be used to secure a practicum setting. Please do not attempt to secure a placement here, even if the agency representative seems to suggest this.

# Presenting yourself as a practicum candidate

- 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 proposals must meet criteria outlined on Practicum Hub to be approved

# Managing stress associated with placement process

- Meet with Coordinator ahead of time 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 5606 Course Requirements

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Completion of 438 hours in field placement, validated through record of hours

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Participation in 6 practicum seminars for a total of 12 hours

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Participation in 2 supplemental seminars, if required

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Satisfactory completion of learning contract

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

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Satisfactory completion of 2 theory-to-practice papers

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Satisfactory completion of CU-Portfolio assignment

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Participation in Faculty Liaison consultations

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*SOWK 5606 is graded as satisfactory/unsatisfactory*

# Roles and Responsibilities in Practicum

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



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## Important dates

Practicum starts on, **January 6, 2025**

All course components must be complete by **April 8, 2025**

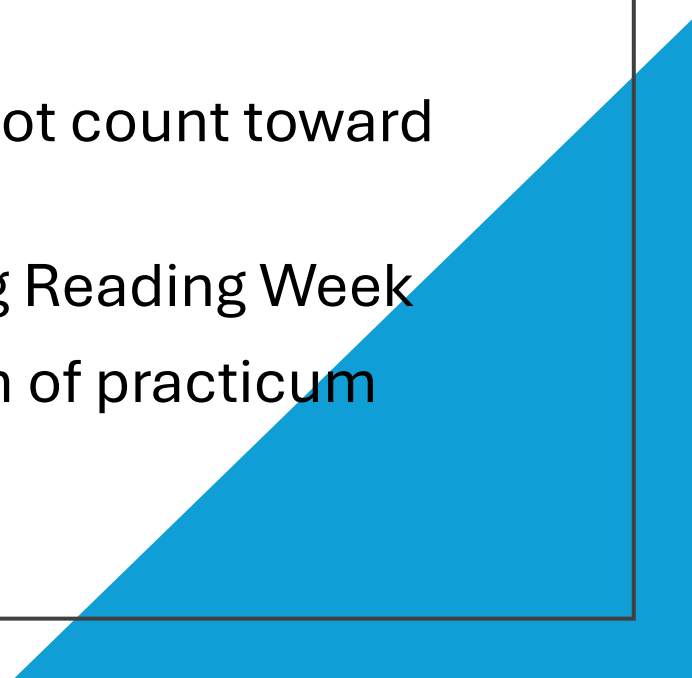
Practicum seminars will be held 8:55-10:55am on:

1. **January 10, 2025**
2. **January 24, 2025**
3. **February 7, 2025**
4. **February 28, 2025**
5. **March 14, 2025**
6. **March 28, 2025**

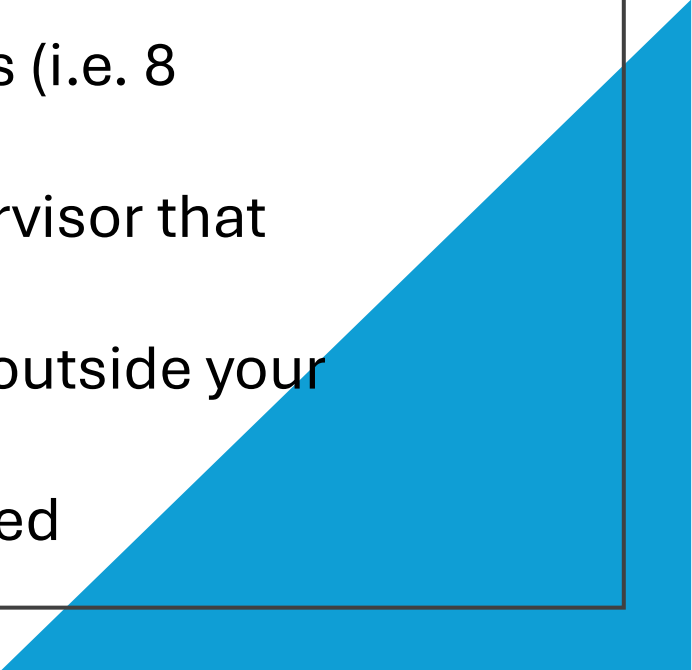
Supplemental seminars will be held, 10:55-11:25am on

1. **January 24, 2025**
2. **March 14, 2025**

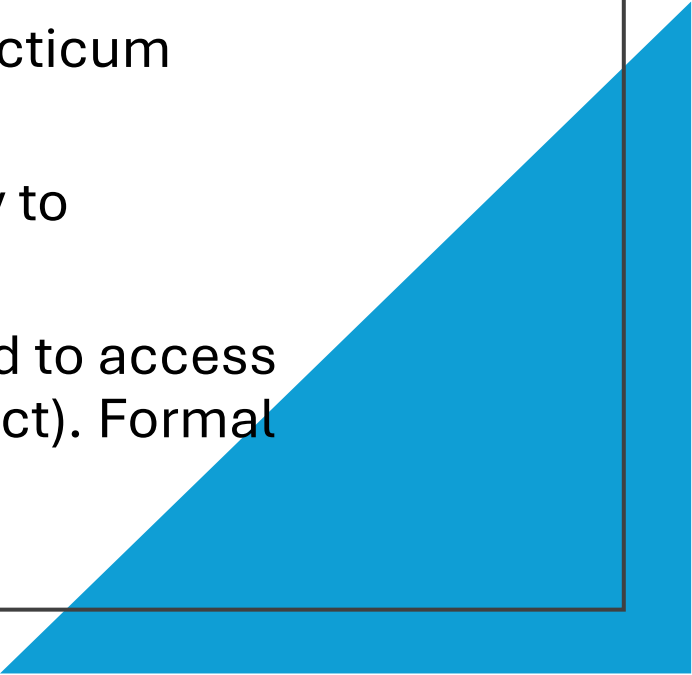
# Understanding Time in Practicum

- 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 Thursday, leaving Friday for class and seminars
  - Breaks and absences (regardless of the reason) do not count toward practicum hours
  - Students are expected to remain in practicum during Reading Week
  - Pre-planned absence from practicum is at discretion of practicum supervisor. Hours must be made up for.
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# 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
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# 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](http://Carleton.ca/act)). Formal diagnosis or registration with PMC is not required
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# Shirley Judge Bursary

- Endowed in 2007 by family and friends, in honour of Shirley Judge, who was a social worker and instructor in the School of Social Work who practiced and taught from a feminist perspective.
- Recipients will be enrolled in a practicum course and must have demonstrated financial need. They must be Canadian citizens or permanent resident, and must meet OSAP's Ontario residency requirements
- The award will be granted to student(s) whose work or future work will contribute to Shirley's legacy
- A total of \$3100 is available for 2024-2025
- Further information will be posted to the website ([carleton.ca/socialwork](http://carleton.ca/socialwork)) and communicated via email

# 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?**