

MSW Field Orientation

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MSW Practicum II - SOWK 5607
Advanced Year
Summer Term 2024

Presented by: Jaime Lenet



LAND ACKNOWLEDGEMENT

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.

Acknowledgment is not enough



Today's presentation

- ▶ Your practicum team
- ▶ The practicum course (5607)
- ▶ The three types of practicums
- ▶ The context of finding a practicum
- ▶ The matching process
- ▶ The Learning Contract

Housekeeping

- ▶ Please turn camera on, if feasible
- ▶ Please hold questions until the end (even in the chat)
- ▶ Please interrupt for technical/visual/sound issues
- ▶ Please avoid questions specific to your situation – these can be addressed offline
- ▶ Career services at 9:15
- ▶ Comfort break around 10:15
- ▶ A lot of information to review, do what you need to do to stay focused

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Interim MSW Practicum Coordinator

Jaime Lenet (she/her)

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Practicum Administrator

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Your Practicum Team

- ▶ You are assigned a **Faculty Liaison** who facilitates your seminar and follows you on placement
- ▶ This is an instructor who is responsible for grade recommendations and assembling all documentation for your file, once your practicum has begun.

Your Practicum Team Includes:



YOUR **FIELD SUPERVISOR** PROVIDES SUPERVISION AND COMPLETES ALL YOUR EVALUATIONS



YOUR **FACULTY LIAISON** IS YOUR FIRST POINT OF CONTACT, THE LINK BETWEEN THE SCHOOL AND AGENCY, AND MAKES RECOMMENDATIONS FOR GRADING



PRACTICUM COORDINATOR OVERSEES THE PROCESS AND INTERVENES IF DIFFICULTIES ARISE

Communicating with the Practicum Team

- ▶ **The field team is constantly working through a high volume of email. We aim to respond to your emails within 5 business days.** We are eager to support your learning in your practicum. Please reach out the moment you have a query, so that a timely response can be provided. Thank you.
- ▶ You are also welcome to phone Jaime at 613-520-2600 ext. 1890 or stop in during office hours (Tuesday, Wednesday and Thursday, 8:30-4:30 but subject to change and availability). Setting an appointment in advance is encouraged.
- ▶ Please do not contact the team with process-related questions that are answered on the Practicum Hub or in email messaging you have received.

Where to Find Information



MSW Practicum Hub

- Field education policies and protocols
- Sample learning contract
- Practicum courses & course components
- All student, field supervisor and faculty liaison forms

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

Academic Prerequisites

- Good academic standing in the MSW program
- Successful completion of the following courses:
 - SOWK 5011 - Social Work & Social Justice
 - SOWK 5012 – Social Work Research Foundations
- Minimum of 2.0 credits in elective course requirements
- **Permission of School of Social Work**
(Your application is your request for this permission)

* Students interested in practicums in the health care are highly encouraged to take SOWK 5020 - Social Work in Health Care Settings

Practicum Courses: 4 Mandatory Components (2.0 Credits)

Field Placement (438 hours)

Practicum Seminars (12 hours)

- Standard Seminars (9:00 – 11:00 am on Fridays)
- Supplemental Component (seminar ends at 11:30am)

Faculty Liaison Consultations

Written requirements

- Learning Contract
- Theory to Practice Assignment x2
- Mid- and End-Point Evaluations
- Record of Hours
- CuPortfolio

Graded = Satisfactory/Unsatisfactory

Seminar Summer 2024 Dates

- ▶ Fri., May 17 9-11:00
- ▶ Fri, May 31 9-11:30*
- ▶ Fri., June 14 9-11:00
- ▶ Fri., June 28 9-11:00
- ▶ Fri., July 12 9-11:30*
- ▶ Fri., July 26 9-11:00

*Supplemental Support component 11:00 – 11:30

Placement Dates

- ▶ First day is the first day of term, Monday May 6th, 2024
- ▶ Last possible day is Wednesday August 14th, 2024
- ▶ 4- 5 days/week

Attendance & Absences Policy

<https://carleton.ca/socialwork/practicum-policies-and-procedures/>

- ▶ Field hours only accrue when you are in placement (not on stat holidays or sick days).
- ▶ *Lunch breaks are not included in this calculation. The policy that excludes lunch breaks from hours of active learning is consistent with Ontario's labour laws (www.ontario.ca/document/your-guide-employment-standards-act-0/hours-work#sectio-1), which require that lunch breaks not be considered as hours of work/learning.
- ▶ During reading weeks, students should remain in the agency and follow the agency calendar
- ▶ Absence due to illness exceeding 2 days (see medical leave policy)

Exceptions

- ▶ Extensions due to illness, bereavement etc. are possible if needed, but will require approval by practicum coordinator and the Faculty of Graduate and Postgraduate Affairs.
- ▶ Your faculty liaison will ask you to track hours throughout the placement.
- ▶ This is not a trust issue, but for your own protection.
- ▶ If you have concerns about achieving the full 450~438 hours, communicate early with your faculty liaison.
- ▶ Hours in practicum are a very rigid accreditation standard. There is no wiggle room on the completion of the field hours.

*For the tracking field hours, you can download an optional template here: <https://carleton.ca/socialwork/practicum-evaluation-information/>

Summer 2024 Placement Delivery Option 1 *(See Practicum Hub, MSW Winter 2024 Messaging)*

- ▶ **Matched by School** (Ottawa and Surrounding)
 - ▶ Matches based on students' agencies/areas of interests and learning needs & the availability and criteria of field sites
 - ▶ Check Carleton email regularly!
 - ▶ 3 days to confirm interest before option will be extended to other students
 - ▶ Provide tailored cover letter and resume for the specific position by the stated deadline
 - ▶ *Matches occur with settings in Ottawa & immediate surrounding regions only*
 - ▶ Application due: **January 15th**

Summer 2024 Placement Delivery Option 2 *(See Practicum Hub, MSW Winter 2024 Messaging)*

▶ **Place of Employment (Former or Current)**

Criteria:

- ▶ Must demonstrate you will be engaged in **new** work activities that allow you to develop **new** learning at a MSW level
- ▶ Must meet field hour requirements
- ▶ Can be paid OR unpaid
- ▶ Appropriate placement supervision must be established
- ▶ Setting must meet responsibilities of field sites
- ▶ Application due: **January 15th**
- ▶ Workplace Placement Proposal due: **February 26th**

Summer 2024 Placement Delivery Option 3 *(See Practicum Hub, MSW Winter 2024 Messaging)*

➤ **Distance placement:**

Criteria:

- You will need to demonstrate that you will be engaged in placement activities that allow you to develop learning at a MSW level.
- Express written interest to MSW Coordinator to complete a distance placement is due by November 10th, 2023, (deadline for distance placement has passed)
 - Must meet field hour requirements
 - Can be paid OR unpaid
 - Appropriate placement supervision must be established
 - Setting must meet responsibilities of field sites
 - Application due: **January 15th**
 - Distance Placement Proposal due: **February 26th**

Field realities that may impact you:

- ▶ *Due to the long-term impacts of the COVID-19 pandemic on the social services sector, many of our placement agencies are either working at a maximum capacity, have experienced budgetary cuts and have experienced the loss of long-standing field supervisors, thus, resulting in reduced field supervisory availability.
- ▶ Placements are never guaranteed, but we enjoy very positive relationships with multiple organizations. Our timelines match the deadlines set by multiple organizations.
- ▶ Increasing pressure on agencies to place students – there may be other candidates from other schools
- ▶ ‘Turn backs’ can and do happen due to unexpected changes in the setting
- ▶ Need to balance proactivity (push) with the reality of the agency’s internal process. A slow response does not equal a poor placement or a lack of interest in the placement.

Field Realities that may impact you:

- ▶ Some students will confirm early, some quite late. This is not a reflection of the quality of the placement. More likely the process of the agency and/or the style of the placement contact person.
- ▶ Field Supervisors are not paid nor compensated. The pace of their work and their realities are also changing.
- ▶ I rely on you to keep me aware of what's happening, and we will plan a strategy together.
- ▶ Try not to panic if your application seems to stall. Keep in touch with the Coordinator.

Large organizations

- ▶ Large organizations are increasingly assigning placement coordination to either a Human Resources professional, or a designated social work coordinator.
- ▶ Students identify practice areas of interest in their application but are not guaranteed matching in that area.
- ▶ Flexibility is needed.
- ▶ Timelines will be longer, due to multiple layers of process and interview. I.e. Internal committees, screening interviews, etc.
- ▶ Detail on exact supervisor, previous experiences etc. may not be available to you prior to being connected with the agency.

Where interest from students exceeds availability

- Where student interest is excessively high, multiple Carleton applications can be sent and screening will be done by the agency. This takes time.
- You can choose to be part of this process, or simply choose another agency.
- Students who are unsuccessful in agency screening will need to be flexible around settings but will be placed again once they are advised that their application is not proceeding.

Shared interests

- ▶ Keep in mind that the school and you have shared interests.
- ▶ We both want to see you placed in an efficient manner, as soon as possible, with minimal turn backs, in a rich context of practice learning.
- ▶ We cannot control the factors that may impact your placement process
- ▶ Some students will apply to 2-4 agencies. This is hard to predict, and if it is you, please be advised it is an expected part of what it takes to place MSW students in the current climate.
- ▶ You will be well-supported to navigate the process and find your placement

Steps in setting up your placement

Submit Practicum Application Form (**Due January 15th**)

Place of Employment Form or Distance Placement Form is due by February 26th (If you elect to be matched by the Scholl will need to inform the Coordinator by February 26th)

Coordinator sends to agency (student copied)

Remain in contact with Coordinator (throughout the process)

Attend interview with placement setting

Confirm the placement and complete paperwork (**due approximately April 1st**)

Ensure all pre-placement requirements are met (police check, etc.)

Register for the Practicum course

Be ready to submit a cover letter on short notice

- ▶ Cover letter requests will be made by the Coordinator from late January to early March.
- ▶ **This is how you will be informed of your match.**
- ▶ **Cover letter and resume returned to Coordinator to be sent out from the School**
- ▶ Applications are sent out to one agency only
- ▶ If 'turned back', Coordinator will work with you on next steps and alternatives

The matching

- ▶ Your resume and cover letter is sent by Coordinator (copy to you)
- ▶ Student responsibilities:
 - ▶ follow up immediately to 'close the loop' and kindly inquire as to the possibility of an interview
 - ▶ Ongoing follow up as needed
 - ▶ You are expected to do multiple follow ups before asking for assistance – phone, email etc.
- (Agencies react negatively when the School follows up)
*Remember, your application is only one of many priorities for the agency
- ▶ Keep in touch with Coordinator. The coordinator needs to know:
 - ▶ Interview date
 - ▶ Difficulty making contact (after multiple attempts, after 10 days)
 - ▶ Inability to offer you a placement?
 - ▶ Placement offered and accepted?

Use Carleton email!

Placement is a time-sensitive issue

Throughout, for consistency and professionalism, and to identify as a Carleton student.

Primary mechanism for communication.

Check often! You don't want to miss this communication during the placement process.

The Placement Interview

- ▶ Know the organization and be able to identify your areas/programs of highest interest
- ▶ Review website thoroughly!
- ▶ A different kind of interview. Balance your strengths with your needs as a learner.
- ▶ Demonstrate openness to learning and how past experience/education will support you to enter this learning environment.

Discussing practicalities at the interview

- ▶ You may be asked about start dates and end dates
- ▶ “Do the math” and be ready to put forward a proposed plan for working your 450~438 field hours.
- ▶ You are available Monday to Friday
- ▶ Be clear about your availability – evenings, weekends, daytime hours, long days
- ▶ It is important to identify any scheduling accommodations required in your application form that you submit to the Coordinator and again at interview

What field supervisors say they look for...

Students who:

- ▶ Present themselves professionally
- ▶ **Are prepared – have researched setting & area of practice (demonstrated by application/interview)**
- ▶ Are able to speak about their relevant skills & experience
- ▶ Demonstrates initiative – follows up / organized / able to answer questions about the placement requirements
- ▶ Are enthusiastic and have a positive attitude
- ▶ Are open to learning
- ▶ Student's learning interests in line with what the setting can offer
- ▶ Self-directed – takes initiative for own learning

Pre- placement Requirements

- ▶ Clarify and attend to all pre-placement requirements (police check, training, immunizations etc.)
- ▶ This is your responsibility. Ask at your interview.
- ▶ Mode of practicum (i.e in person, online or hybrid)
- ▶ Additional training may be required (online)
- ▶ Police record checks can be applied for online. Start the process ASAP. Letters to support (if needed) are available by emailing the Practicum Administrator at SSW.Practicum.Admin@cunet.carleton.ca

You've got
an offer!

Steps to
Confirm:

Jaime and the Practicum Administrator will email details once you have been offered and accepted a placement.

An MSW Practicum Agreement Form and various insurance documents (ie. Health and safety coverage; COVID-19 training, etc) will need to be completed to finalize the placement.

***It is the student's responsibility to get forms to Supervisor, get signatures and return the forms to the School by the deadline provided (April 1st).**

Forms to Practicum Administrator

The Practicum Administrator will send you an email with information on which forms need to be completed.

The Practicum Administrator gives Practicum Course registration approvals once all required documentation is submitted, and seminar groups are determined

Don't
forget to
register in
SOWK
5607!

Students are approved to register in a specific section and notified by automated email.

If you have any registration issues, ensure you are registering in the correct section. Follow up with Practicum Administrator should you encounter further errors.

May 31st is last day to withdraw from a course with no notation on transcript. No fee adjustment, if applicable, if withdrawal occurs later than this date. Contact Graduate Administrator to discuss.

Matching Policies

- ▶ **Students are permitted to apply to one setting at a time only. Once you apply to a setting, you will not be offered alternative options**
 - ▶ Please fully review the placement information & website
 - ▶ In electing to apply, you are demonstrating your full commitment to proceeding with the setting
- ▶ **Students are not permitted to withdraw from a confirmed placement for another opportunity at a later time.**

Matching Policies

- ▶ **Students are not to reach out to agencies to inquire about field placements unless permission has been received in advanced from a Practicum Coordinator**
 - ▶ Specific request of field sites
 - ▶ To ensure a fair and equitable process for all students
 - ▶ Can jeopardize placement opportunities for that student and others



Learning Contract: Why?

- Highlights that the purpose of the placement is the student's learning
- Basis for accountability
- Evidence of learning relative to curriculum outcomes
- Establishes baseline against which progress, and development is measured.
- Safeguards the student

The Learning Contract

- ▶ Exemplar appears in the Practicum Hub at <https://carleton.ca/socialwork/practicum-evaluation-information/> & <https://carleton.ca/socialwork/practicum-forms-information-important-dates/>.
- ▶ Learning Contract is drafted **by student** once placement is confirmed
- ▶ Within two weeks, consult with Field Supervisor, make adjustments and make available to faculty liaison within 30 days of your practicum.
- ▶ Draft reviewed at on-site Consultation with Faculty Liaison and finalized shortly after

Integrate the qualitative feedback from SOWK 5001

- ▶ The qualitative feedback on your practice development in 5001 (Interpersonal Practice in Social Work) will contain valuable information about your learning needs on placement.
- ▶ You are strongly encouraged to integrate this feedback in your learning contract.
- ▶ Interpersonal skills have relevance to all areas of practice
 - ▶ Research
 - ▶ Policy Practice
 - ▶ Community Development
 - ▶ Direct practice
- ▶ Your faculty liaison will engage you in a discussion of how your practice learning needs can be addressed as part of your placement.

The Social Work Learning Contract

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Objective	Task/Action	Evaluation
<p>What is my learning goal?</p> <p>Consider these areas:</p> <ul style="list-style-type: none">• Ethics and Values• Organizational Context of Practice• Community Context of Practice• Social Work Knowledge and Skills• Professional Identity and Philosophy of Practice	<p>How will I accomplish this goal?</p> <ul style="list-style-type: none">• What tasks will I do?• What resources do I need?	<p>Indicators What will I be able to do if I reach this goal?</p> <p>Evidence What task or product will demonstrate your learning?</p>

Objective <u>What is my learning goal?</u>	Task/Action <u>What tasks do I do?</u> <u>What resources do I need?</u>	Evaluation <u>Indicators?</u> <u>Evidence?</u>
To learn how to conduct screening and assessments for substance abuse disorders		

Objective <u>What is my learning goal?</u>	Task/Action <u>What tasks do I do?</u> <u>What resources do I need?</u>	Evaluation <u>Indicators?</u> <u>Evidence?</u>
To learn how to conduct screening and assessments for substance abuse disorders	To observe screening and assessments being conducted by staff To review screening and assessment forms and instruments used by agency To read best practices guidelines for screening and assessment of substance abuse disorders	

Objective

What is my learning goal?

To learn how to conduct screening and assessments for substance abuse disorders

Task/Action

What tasks do I do?
What resources do I need?

To observe screening and assessments being conducted by staff

To review screening and assessment forms and instruments used by agency

To read best practices guidelines for screening and assessment of substance abuse disorders

Evaluation

Indicators?
Evidence?

- Identify the basic steps to screening and assessment for substance abuse disorders
- Identify common instruments used in assessing substance abuse disorders
- Identify key considerations in treatment matching
- Will conduct at least one screening and assessment during Practicum
- Will obtain feedback from supervisor to ensure my work is accurate and meets agency standards.

Why make a strong learning contract?

Your student evaluations (x2) will make direct reference to your learning contract

Invest in a good learning contract process in order to ease your process of self-evaluation

Theory-to-
Practice
Assignments
and
CuPortfolio

2 Reflective Journal Entries: 5 pages each (1700 words maximum)

SOWK 5607 CuPortfolio Page

A summative collection of evidence of learning on placement

Required components, including a retrospective placement description and the final reflective paper

Evaluated by Faculty Liaison

Deadlines set by Faculty Liaison

SOWK 5607 CUPortfolio Page

- ▶ Description of organization and context of practice
- ▶ Your learning contract
- ▶ Excerpts from first two theory-to-practice journal entries
- ▶ The final reflective piece (in response to prompt questions)
- ▶ Student's Endpoint Self-evaluation

Example portfolios:

<https://cuportfolio.carleton.ca/view/view.php?t=fkg80UjvPyOo7XuK5dt1>

<https://cuportfolio.carleton.ca/view/view.php?t=QXLV8b0OPm2JW5f6spyC>

Evaluated by Faculty Liaison

Assessed for Content and Design/Communication

Questions?

Career Services Presentation

[Presentation Slides and Tip Sheet](#)

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