



To BSW students preparing for the fourth-year practicum course (SOWK 4600 or SOWK 4601-4602) in the summer 2023 term:

The following message provides detailed information about the fourth-year practicum courses (beginning in Summer 2023) and options available. Please read carefully.

Given the changing context related in part to the COVID-19 pandemic, the field team is necessarily planning term-by-term at this time. The following options and procedures are specific to the Summer 2023 practicum term; however, practicum procedures and options may be subject to change. Students will be notified in advance of any changes.

We would also like to take this time to direct you to the online Practicum Hub, which is the primary resource for students preparing for and involved in practicum courses. This site contains term specific information and related application forms, as well as the BSW Practicum Manual, information about practicum opportunities, learning contract templates, and more: <https://carleton.ca/socialwork/practicum-hub-2/>

On the Practicum Hub, and attached here, you will find a 'Preparing for Field Placement' package. This package includes resume and cover letter guidelines, sample cover letters for field placement opportunities, and common interview questions to help you prepare for the placement process.

An online **Field Orientation** will be held on **Wednesday, January 11th, 2023 from 9:00 – 10:30 am** to provide you with further information about the placement process.

Zoom link:

<https://carleton-ca.zoom.us/j/94839876433?pwd=ZVRmR24wekNma3VEN01tR0NnZnR6Zz09>

Please note that most BSW students complete the fourth-year practicum on a full-time basis (over one term), in either the summer or fall term. The full-time practicum option - SOWK 4600 - is not offered in the winter term. The application deadlines for Ottawa-area placements in the summer and fall terms are below. The field team will send out detailed messaging to students in advance of these deadlines.

Summer 2023: January 10th, 2023

Fall 2023: March 10th, 2023

General course information/Summer 2023 Term:

Practicum II is a two-credit mandatory practicum course, normally taken in the fourth-year of the BSW program. You must apply to take this course. The deadline to apply for the Summer 2023 term is **January 10th, 2023**. However, students who wish to pursue a workplace and/or distance option for the Summer term (See Placement Options below) may submit their applications as early as December 2nd, 2022 through to January 10th, 2023.

There are two options for Practicum II beginning in the Summer 2023 term:

1. SOWK 4600 (2.0 credits) – field placement is completed over one term (May - August) on a 4 day per week basis, or the equivalent of 28 field hours per week, excluding meal breaks - Includes six concurrent seminars in the Summer term - Runs from May 04th to August 16th, 2023.

2. SOWK 4601-4602 (1.0 credit each term) – field placement is completed over two consecutive terms (May to December) on a 2 day per week basis, or the equivalent of 14-16 2 field hours per week, excluding meal breaks. Students must register for SOWK 4601 (1.0 credit) in the Summer term, and SOWK 4602 (1.0 credit) in the Fall term. The field placement is completed in one setting over both terms - Includes six concurrent seminars taken in the Summer term - Runs from May 04th to December 8, 2023.

Please note, there are limited part-time placement options at the fourth-year level.

The part-time practicum option (SOWK 4601-4602) is taken over two consecutive terms (1.0 credit each term). For students who apply for this course to begin in the Summer 2023 term, the field placement component would consist of 2 days per week (14-16 field hours per week, excluding meal breaks) to run from May to December 2023. Students must register in SOWK 4601 in the summer term (1.0 credit) and SOWK 4602 in the fall term (1.0 credit). The field placement is completed in **one** setting over both terms. **Note:** There are fewer part-time placement options than full-time options at the fourth-year level. Part-time placements are limited. Thus, it is recommended that you apply for SOWK 4601-4602 **only if you require a part-time option**.

Students must meet the following prerequisites to be eligible for Practicum II:

- Honours standing in BSW program
- Good academic standing
- 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 & Families
 - SOWK 2203 – Intro to SW Practice with Groups & Communities
 - SOWK 3100 – Social Policy & Administration
 - SOWK 3600 or 3601 – Third-year Practicum

For more prerequisite course information, please see:
<https://calendar.carleton.ca/search/?search=SOWK+4601>

Practicum Course Components:

Practicum II includes the following compulsory components:

- 1) Field Placement (352 field hours) *Record of Hours required
- 2) Practicum Seminars (6)
- 3) Faculty Liaison Consultations
- 4) The Written Requirements:
 - i. Learning Contract
 - ii. Theory to Practice Assignment
 - iii. Mid-Point Evaluation
 - iv. End-Point Evaluation

For full information on each of these course components, please read Section 5.0 of the BSW Practicum Manual: [Student Forms and Manuals - School of Social Work \(carleton.ca\)](#).

SOWK 4600 & 4601-4602 Placement Hours:

BSW field placements will consist of a minimum of 352 hours.

Practicum Seminars:

Attendance at 6 practicum seminars during the summer term is a mandatory course component of SOWK 4600 & SOWK 4601.

Participation in integrative practicum seminars is a mandatory component of practicum courses. Six practicum seminars will be held during the summer term in SOWK 4600 & SOWK 4601. Students must be available to attend and participate in all six seminars, which will be held on Friday mornings (9:00-11:30 am) on the following dates:

May 12th, May 26th, June 9th, June 23rd, July 7th, July 21st.

There are no seminars in SOWK 4602.

For full information on all other required course components, please read Section 5.0 of the BSW Practicum Manual: [Student Forms and Manuals - School of Social Work \(carleton.ca\)](#).

Application Process:

In the BSW Practicum Application Form (attached), there is a heading titled, "Placement Options." **In this section, please select the placement option (See Placement Options below) that is of primary interest to you.** Students who select a workplace or distance option as their

primary selection, and who are not successful establishing a placement, may change this selection to 'matched by the School' up until February 24th, 2023 only.

To proceed with a summer practicum, you must submit the Summer 2023 BSW Practicum Application (attached), along with an updated social work resume, no later than January 10th, 2023.

Please submit these two documents via email to the Practicum Administrator at:
SSW.Practicum.Admin@cunet.carleton.ca

Your social work resume should outline your educational, training, work and volunteer history with an emphasis on your skills and experience applicable to social work. See the 'Preparing for Field Placement' document for resume guidelines. **Your resume should include only your Carleton email address**, which must be used for all purposes related to practicum courses.

Placement Options

There are 3 placement options available to you.

- 1. Matched by the School**
- 2. *Place of Employment Option**
- 3. *Distance Option- please note that the deadline to provide your expression of interest has passed. The date was November 10th, 2022.**

***Options #2 and #3 require you to find your own placement opportunity.**

Please read the details of each option carefully below and respect the stated deadlines.

Option 1 – Matched by the School:

If you elect to be matched by the School, the Practicum Coordinator will be in touch with a potential match via email between January to March. You must respond within two days to maintain priority and submit your tailored cover letter and resume by the stated deadline.

The placement options that are identified as potential matches for each student is influenced by a multitude of factors. These include: the availability of placement opportunities offered through the School's field partners during the selected term; the learning needs and interests of *all* students going into the field during the selected term; and each student's level of study, prior education, training and experience, skills (e.g., languages), and other factors (e.g., access to a vehicle) in relation to the eligibility criteria for field placements set by each field setting.

Every effort is made to match each student with a placement opportunity that meets at least one of the student's stated needs or preferences on the Practicum Application Form, (for example, this could include a population group preference, level of practice preference, area of

concentration preference, geographical location preference, or something else). However, **this may not be possible for every student.**

Due to the ongoing COVID-19 pandemic, many of our placement agencies have been unable to work at their full capacity. Some agencies have needed to significantly reduce placement positions, while others have needed to put a hold on all student placements until further notice. It is not yet known how these factors may influence capacity for the summer 2023 term; however, some agencies and areas of practice may be unavailable. Further, some settings only offer full-time opportunities, and are not available on a part-time basis.

The School's role is to link each student with a match that will provide relevant field learning opportunities at the BSW level to achieve the course learning objectives. The field team will aim to match you according to your areas and/or agencies of interest, based on the settings available at the BSW level. However, **no area or agency of interest can be guaranteed available to you.** Students who are flexible and open to a wide variety of practicum opportunities, and who provide a range of different areas of interest on their application forms, are best positioned to be successful in being matched for the summer term.

Matching steps:

If you elect to be matched, the Practicum Coordinator will email you with a placement option when one becomes available between January to March. Please ensure that you are checking your Carleton email regularly (at least once a day) for news of a placement match from January onwards.

Once a placement opportunity is emailed to you, you will be given two days to confirm your interest in being prioritized for the opportunity before it will then be made available to another student. You will also be given a deadline to prepare a targeted cover letter that is tailored to the specific position to which you are applying. Placement applications are time-sensitive, and many agencies invite applications from multiple programs. This process ensures that students have the best chance at being matched successfully with an open placement position.

Once your tailored cover letter and resume are received, they will be submitted by the Practicum Coordinator to the agency. All decisions to extend an interview and/or placement offer then rest with the placement agency.

Option 2 – Place of Employment (Workplace):

Find and secure a placement within a current or former place of employment. To have your paid employment count towards your field hours, OR to establish a separate, unpaid opportunity within a current or former workplace, several criteria must be met:

- You will need to demonstrate that you will be engaged in **new** work activities that allow you to develop **new** learning at a BSW level. This new learning may occur within your current position and/or within a new area within your organization.
- Your proposed activities must meet the field hours requirements and start and end dates of your Practicum I course. This entails 4-days per week (or the equivalent of 28 field hours) from May 04th to August 16th, 2023 for students applying for SOWK 4600, or 14-16 field hours per week from May 04th to December 8th, 2023 for students applying for SOWK 4601-4602. Field hours must enable a minimum total of 352 hours.
- Given health/safety/insurance realities, students must be paid employees for the entirety of the placement hours, OR establish a separate, unpaid placement opportunity for the entirety of the placement hours. The placement position cannot consist of both paid/unpaid hours.
- 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.
- The placement supervisor and agency will need to agree to the usual responsibilities of field sites: weekly supervision, approval of the student's learning contract, completion of mid- point and end-point evaluations, and two consultation visits with the student and Faculty Liaison. They will be asked to sign a letter of agreement attesting to this in order to finalize the field placement.

Student instructions:

1. Please confirm your interest in this option via the attached BSW Practicum Application Form due by January 10th. Please also include your current resume. Submit these documents to the Practicum Administrator at SSW.Practicum.Admin@cunet.carleton.ca
2. To get permission for workplace possibilities in Ottawa, please contact the Practicum Coordinator at emi.koyanagi@carleton.ca , as this agency may have already established a partnership with the School. Once approved, if this option is of interest to you, please have the needed discussions with your employment setting as soon as possible.
3. Proceed to complete the attached "Workplace Placement Proposal" in full and submit to the Practicum Administrator and BSW Practicum Coordinator at the earliest opportunity, and no later than **February 24th, 2023**:
Practicum Administrator SSW.Practicum.Admin@cunet.carleton.ca
BSW Practicum Coordinator Emi.Koyanagi@carleton.ca.

4. Clearly indicate whether your placement position will be paid or unpaid. The placement position cannot consist of both paid/unpaid hours.
5. Once your proposal is reviewed, you will be notified by a Practicum Coordinator regarding next steps.

Option 3 – Distance Placement:

The deadline to express your interest in a distance placement has passed.

In exceptional circumstances, the School is open to the establishment of placements outside of the City of Ottawa and surrounding regions; however, these placements can only be established when the student can be adequately supported at a distance within the limited 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. In addition, distance placements are student led and the student will be required to seek out their own distance practicum. For distance placements, several criteria must be met:

- The placement opportunity must allow you to engage in relevant field learning activities at the BSW level.
- For a full-time placement (SOWK 4600), your proposed activities must consist of approximately 28 field hours per week (not including meal breaks), to take place between May 4th and August 16th, 2023, for a minimum total of 352 field hours.

For a part-time placement (SOWK 4601-4602), your proposed activities must consist of approximately 16 field hours per week (not including meal breaks), to take place between May 4th, 2023 and early December 8th, 2023, for a minimum total of 352 field hours.

- You will need to be supervised by someone who has a BSW or MSW degree. If this is not possible, other supervisors may also be acceptable depending on the nature of the agency and work. Please discuss the supervisory criteria with the Practicum Coordinator.
- The placement supervisor and agency will need to agree to the usual responsibilities of field sites: weekly supervision, approval of the student's learning contract, completion of mid-point and end-point evaluations, and two consultation visits with the student and Faculty Liaison (to be held by telephone or virtual platform). They will be asked to sign applicable documents attesting to this in order to finalize the field placement.

**Distance placements will only be considered for students at the fourth-year level who have met all of the prerequisites for Practicum II.*

Student instructions:

Express your interest in pursuing a distance placement to the Practicum Administrator (SSW.Practicum.Admin@cunet.carleton.ca) no later than **November 10, 2022** [The deadline to express your interest in a distance placement has passed.].

1. Once you have submitted your intent to pursue a distance placement, begin looking for your placement opportunity immediately.
2. Submit your **Summer 2023 BSW Practicum Application form** alongside your updated social work resume to the Practicum Administrator (SSW.Practicum.Admin@cunet.carleton.ca) by **January 10, 2023**, ranking distance placement as being your #1 option.
3. Submit your completed Distance Placement Proposal in full to the Practicum Administrator (SSW.Practicum.Admin@cunet.carleton.ca) and BSW Practicum Coordinator (emi.koyanagi@carleton.ca) at your earliest opportunity **after** submitting your BSW Practicum Application form. This form must be submitted no later than **February 24, 2023**. In your proposal, clearly indicate whether your placement position will be paid or unpaid. The placement position cannot consist of both paid/unpaid hours.
4. Once your proposal is reviewed, you will be notified by the Practicum Coordinator regarding next steps.

** 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 criteria, 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 BSW 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.

For Options #2 and 3:

If you are interested in options #2 or #3 (place of employment or distance placement options), submit your Summer 2023 BSW Practicum Application form to the School as early as December 2nd, and no later than January 10th, 2023. Once you have submitted your BSW Practicum Application, **begin looking for the placement opportunity/practice component immediately.**

If you are unable to find this opportunity before **February 24th**, please advise your Practicum Coordinator, so that you can be included in the matching process at the School. **February 24th is the final deadline to inform a Practicum Coordinator if you wish to be matched by the School.** Please note that matches as of February 24th onwards will occur based on placement availability only.

Please note that it is not possible for us to accept late applications and proposals. Students who do not meet each of the application/proposal deadlines for a workplace or distance practicum may apply for an Ottawa area placement for the Fall 2023 term (adhering to all stated deadlines for those terms, which will be communicated in later emails from the practicum team).

Practicum Policies:

Practicum students will need to abide by Carleton University and agency policies related to COVID- 19, including vaccination policies.

To be successful at a placement interview:

Students must fully prepare to engage in a professional interview process (e.g., complete research on the setting and the specific position to which you are applying; be prepared to fully speak about your interest and relevant work, volunteer, and educational experience; and, be prepared to provide professional references upon request).

Once a placement offer is extended to you and you accept it, please inform the Practicum Coordinator, who will direct you to the required documents/steps to finalize your field placement with the School.

Fully Remote Placements / In-person Placements:

Given the current realities of the ongoing COVID-19 pandemic, many of our partner agencies will be offering different modes of practicum opportunities based on their capacity. Upon practicum interview, agencies will confirm the mode of delivery (ie. in person, remote, or hybrid). If offered a remote placement, students must be able to participate in remote work (i.e., ability to work from home, reliable access to a computer and Wi-Fi, a quiet and confidential space, good self-management, organization and written communication skills, and availability for the required number of field hours per week during agency work hours). Should there be additional closures, or a reactivation of strict social distancing directives related to public health during your placement term, in-agency placements may be affected. The School would notify students of any changes as they arise, and work with students, wherever it can be arranged, to transition to remote and online activities to continue their field hours.

Some field sites may have immunization and/or other pre-placement requirements. Please refer to the *Pre-placement Requirements* section below for further information.

Please note that the School matches students with settings in Ottawa and immediate surrounding regions only. The School does not match students with placements in other cities or provinces

Matching Policy:

In order to ensure an equitable and fair process for all students, and to ensure we retain our valued field partnerships, students are permitted to apply to one setting at a time only. Once you elect to apply to a setting, you will not be offered alternative options. You are expected to review the placement information and website fully in preparing your tailored cover letter. In submitting your application, you are demonstrating your full commitment to proceeding with the setting. Please note that all decisions to extend an interview and placement offer rest with the setting. If you are offered and accept a field placement position following an interview, you would not be permitted by the School to withdraw from that position for another opportunity at a later date, as, at that point, you are making a professional commitment to the setting in accepting the student placement position.

Pre-placement Requirements:

Students are responsible for meeting any pre-placement requirements of their particular field site in advance of the summer term to proceed with their field placement. Pre-placement requirements normally include a criminal record check for work with the vulnerable sector. Some field sites may have immunization and/or other requirements. Students are responsible for any costs associated with pre-placement requirements. For information related to the Vulnerable Sector Check: <https://www.ottawapolice.ca/en/about-us/level-3---vulnerable-sector-check.aspx>

For all other practicum policies, please see the BSW Practicum Manual: [BSW-Practicum-Manual-1.pdf \(carleton.ca\)](#).

To conclude:

We appreciate your ongoing understanding that the COVID-19 pandemic means inevitable uncertainties about placement availability and formats. Much remains unknown and evolving about this situation. However, the field team is committed to maintaining the integrity and consistency of social work field education and to developing high-quality field learning opportunities for social work students during the pandemic. This includes establishing the discussed practicum options and related policies and guidelines, as well as building and sustaining supportive relationships with community partners to enhance their capacity to onboard and supervise social work students during the current times.

We are keenly motivated to place as many of you as possible, and to provide solid support both up until such time as your plan is clear, and over the course of your placement.

It may not be possible for all students to secure field placements for the summer term despite all efforts made to identify options. If this turns out to be the case for you, we will continue to work with you to establish alternative course sequencing options should a practicum deferral be required.

Students who are flexible and open to a wide variety of practicum opportunities, and who provide a range of different areas of interest on their application forms, are best positioned to

be successful in being matched for the summer term. While not every student will be matched with their top choice, all efforts will be made to match students with practicum opportunities that will engage them as a learner and provide a multitude of learning experiences and transferable skills relative to social work practice.

In addition, as the field team continues to be extremely busy and receiving a high volume of applications and emails, we ask that you remain patient, professional, and compassionate in your correspondence with us.

At this time, we look forward to receiving your Summer 2023 BSW Practicum Application and current social work resume no later than January 10th, 2023, and to working with you to prepare for your summer practicum.

Kindest regards,

Emi Koyanagi, MSW, RSW
BSW Practicum Coordinator
School of Social Work, Carleton University
Emi.koyanagi@carleton.ca

Practicum Administrator
School of Social Work, Carleton University
SSW.practicum.admin@cunet.carleton.ca