** Workplace Placement Proposal**

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| This form is for students who wish to apply to complete a field placement in a place of current or former place of employment.As per the options made available to students, to have your paid employment count towards your field hours, OR to move forward with a separate, unpaid opportunity within your workplace, the following criteria must be met:* You must 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.
* The proposed placement must provide adequate opportunities to achieve the learning objectives of the applicable Practicum course.
* **For SOWK 4600**: Your proposed activities must consist of 28 field hours per week (not including meal breaks), to take place between May 04th and August 16th, 2023, for a minimum total of 352 field hours.
* **For SOWK 4601-4602**: Your proposed activities must consist of 14-16 field hours per week (not including meal breaks), to take place between May 04th and the last day of classes for the Fall 2022 term (early December), for a minimum total of 352 field hours.
* Given health/safety/insurance realities, students must be paidemployees for the entirety of the placement hours, OR establish a separate, unpaid placement opportunity for the entirety of the placement hours.
* You must demonstrate that you have appropriate field placement supervision in place. 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 may be acceptable depending on the nature of the work. Please discuss the supervisory criteria with the Practicum Coordinator.
* 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). They will be asked to sign a letter of agreement attesting to this in order to finalize the field placement.
* Completion of all required preplacement forms as directed by the Field Coordinator.

One caution when considering a workplace practicum:* Changes to your employment status can affect your field placement arrangements. Should this occur, it may not be possible to place you in another setting, and a deferral of your practicum may be required.
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| **SELECT THE APPLICABLE PRACTICUM COURSE & TERM** |
| **THIRD YEAR COURSES:** | **FOURTH YEAR COURSES:** |
| [ ]  **SOWK 3601\***\*Full-time option taken over winter term. | [ ]  **SOWK 4600\***\*Full-time option taken over one term.[ ]  **Fall** [ ]  **Summer** |
| [ ]  **SOWK 3600\***\*Part-time option taken over fall and winter terms. | [ ]  **SOWK 4601/4602\***\*Part-time option taken over two consecutive terms: [ ]  **Winter-Summer** [ ]  **Summer-Fall**[ ]  **Fall-Winter** |

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

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| **Summary of Current or Former Roles & Responsibilities as an Employee at the Agency**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:** |  |
| **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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| **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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| **Name and Contact Information of Field Supervisor for Proposed Placement**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** |
| **Has this person supervised your work in this setting previously?**  | [ ]  **Yes** [ ]  **No** |
| **If yes, please explain:** |  |
| **If this person is NOT your expected direct field supervisor, please provide information on your anticipated supervisor, including qualifications.**  |  |

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| **Opportunity for New Learning**Outline the expected placement tasks and activities that have not been part of your previous employment and other roles.  |
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| Articulate 3-5 specific learning objectives for a potential placement in this setting |
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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** |
| **If the placement is unpaid, will you be engaging in paid work at this agency during the period of the proposed placement?** | [ ]  **Yes** [ ]  **No** |
| **If yes to the above, please explain how your field placement will be separated from your paid work** (e.g. explain how your field hours, supervision, and/or activities will be distinct and separated from your paid employment, such as occurring on different days, in different units, and/or under different supervision, etc.) |  |
| **How many field hours will you be completing per week?** |  |
| **Proposed start date:**\*Check Carleton’s Academic Calendar for the start date of classes for the applicable term: <https://calendar.carleton.ca/academicyear/> |  |
| **Proposed end date:** \*Check Carleton’s Academic Calendar for the last day of classes for the applicable term: <https://calendar.carleton.ca/academicyear/> |  |
| **Total number of weeks you will be in field placement?**  |  |
| **Anticipated placement hours in total:** |  |

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

Document revised October 13, 2022.