

MSW Practicum I: Orientation

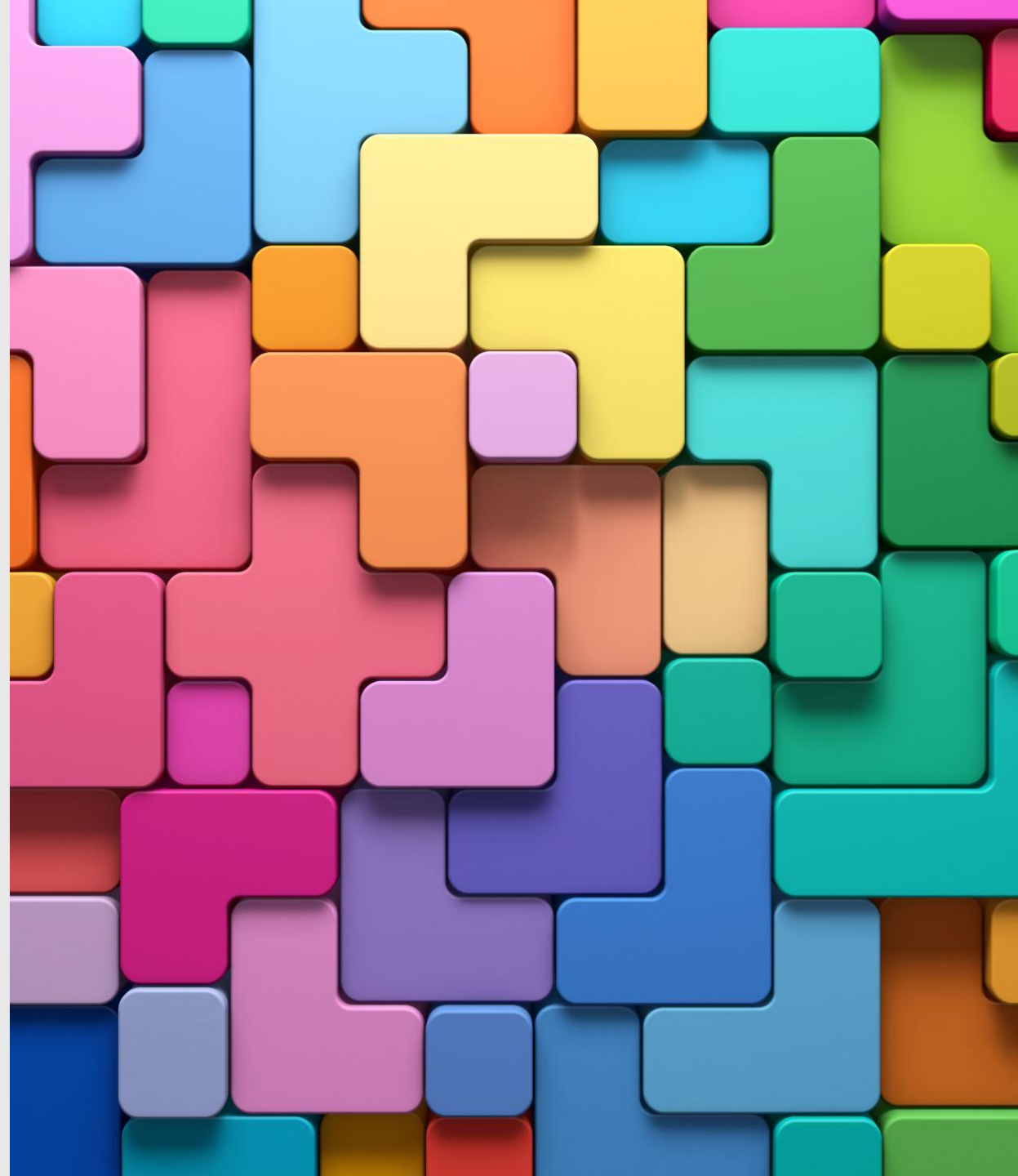
SOWK 5606

Winter 2027, Foundation Year

Presented by: Allison Everett MSW, RSW, Ph.D.(c)

Associate Professor (Teaching Stream)

MSW Practicum Coordinator



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.



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 10:50 until 11:05am
- No scheduled breaks for this session

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Practicum Team



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Devon Saulis, Practicum Administrator
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Practicum Office Hours

- In the interest of setting appropriate professional and personal boundaries, please be advised that the Field team does not reply to emails in the evening or on weekends. In addition, **as the field team continues to work through a high volume of emails, we will 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.



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
• 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>	• 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 all completed on <i>MySuccess</i>

Match by School: Steps to Securing a Practicum Setting

1. Enrol in SOWK 5606 (winter 2027) on *MySuccess*
2. Attend practicum orientation (today)
3. Attend agency fair (September 18)
4. Complete practicum application on *MySuccess* by September 21
5. 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 and record in *MySuccess*
9. Inform Coordinator by e-mail of interview outcome
10. **November 30th**, deadline for securing your practicum and returning completed final practicum agreement documents to the School
11. Complete Practicum agreement on *MySuccess*
12. Complete insurance documentation
13. Complete organization-specific pre-placement requirements
14. Register for SOWK 5606 as directed by Practicum Administrator

Workplace Practicum: Steps to Confirming Your Practicum Setting

1. Enrol in SOWK 5606 (winter 2027) on *MySuccess*
2. Attend practicum orientation (today)
3. Attend agency fair (September 18)
4. Complete practicum application on *MySuccess* by **September 21**
5. Complete Work Placement Proposal on *My Success* by **October 13***
6. Final date to request School match: **October 13**

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. **November 30th**, deadline for securing your practicum and returning completed final practicum agreement documents to the School
10. Complete insurance documentation
11. Complete organization-specific pre-placement requirements
12. Register for SOWK 5606 as directed by Practicum Administrator

MySuccess

feedback

career

practicum

resume

skills

MySuccess

deadline

mentor

matching

application

cover letter

emails

field placement

portfolio

employer

mySuccess Practicum Application

STEPS

This experience has 8 step(s). You've completed 0 of the 8 required step(s).

Current Step

Application

Started on Nov 6, 2025

This application form allows you to indicate your preferred levels of practice, areas of social work interest, and specific agencies of interest. It also provides an opportunity for you to share any additional information that may be relevant to identifying an appropriate practicum match for you.

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After submission: Your practicum application will be approved after the submission deadline and you will proceed to the next step. Students applying to be matched by the School will proceed directly to "Your Placement (Match) Details" where you will have an opportunity to view, express interest in, and rank up to five (5) potential placement settings. These will be reviewed during the mandatory one-on-one meeting with a Practicum Coordinator. **Please note that the practicum team cannot guarantee that a specific placement setting will be available in any given term.**

Answer Questionnaire

Reset To Pending

Mark as Complete

2

Optional

Workplace Placement Proposal

3

Optional

Distance Placement Proposal

This is where you will submit your practicum application

- Students reflect their areas of interest, preferences and learning needs on the

Practicum Application due September 21, 2026

• **When filling out the application, you will have the opportunity to reflect your interests relative to:**

- **Level of placement** (Individuals/families? Community? Macro? Policy?)
- **Areas of practice or populations** (i.e. Seniors? Climate? Parents? Poverty?)
- **Specific agencies or organizations of interest?** (You can list up to 3)
- **Additional/comments:** Please use this area of the form to communicate what you hope to get out of your placement, what you wish to learn and how this connects to your experience and future goals in social work. This information is very helpful in the matching process.

mySuccess & Opportunities

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Your Placement (Match) Details

Your application is currently being reviewed by the practicum team. By selecting "Search Opportunities" below, you can find a list of potential placement settings and express interest in a maximum of five (5). Once you have indicated your interest, you can return to this step to select the "Rank" button and rank your interests in order of preference. This step is optional, and students will have time to finalize their expressions of interest/rankings in the mandatory one-on-one meeting with a Practicum Coordinator.

Please note that potential placement settings are not guaranteed to be available in any given term. It is also possible that you may not meet the agency's criteria for application (i.e., minimum level of study, specific knowledge, skills, experience, etc.). This process is used to communicate your interests to the Practicum Coordinator so that they can work with you to find an appropriate match.

IMPORTANT: While the practicum team makes every possible effort to keep information on placement settings up to date, agencies may change requirements, learning activities, and availability at any time.

Next steps: Monitor your Carleton email for a booking link and book your mandatory one-on-one meeting with a Practicum Coordinator. After the mandatory meetings occur, matches will be rolled out and available in this step over the upcoming month(s). When you are matched by the practicum team, you will be required to complete the next step, "Application to Placement Match," within three (3) business days.

Place

mySuccess & Opportunities

- Opportunity



Step

Your Placement (Match) Details



Experience Type

BSW Practicum [↗](#)



Course

SOWK 4600 - Practicum II - SOWK 4600 (2026 - Summer) [↗](#)



Details



Opportunity

Place

mySuccess & Opportunities

FILTERS

Search:

Sort by:

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Apply

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BSW Practicum

ACT Learning Centre

ACT Learning Centre website

Place

See More

BSW Practicum

ACT to Employ (Career Se...

Accessible Career Transitions - ACT website

Place

See More

Experience Type

BSW Practicum

Description

[Inclusive 2SLGBTQ+ Camps for Youth - Safe, Supportive, and Empowering - Ten Oaks Project website](#)

PLACEMENT OVERVIEW	
Organization	Ten Oaks Project
Format of Placement	Combination of in person and virtual
Special Requirements	• Preference for students that identify as 2SLGBTQ+ or Queerspawn (a child of a queer or trans parent/caregiver) • Ability to work from home and in-person
Learning Opportunities/Activities	We have various opportunities a student can participate in. The main programs would be Families in Transition (FIT), Trans About Town (TAT), and Shaping Parenthood (SP). Each of these programs would allow students to engage with families and youth both in-person and virtually. The FIT Program is a 10-week group that provides parents and youth with information about gender identity and trans issues, strategies for improving communication and connection with trans/gender questioning young people, and general support in parenting a trans/gender-questioning youth. The student would act as a facilitator for either the parent or youth group. SP is a monthly discussion group for 2SLGBTQ+ communities in Ottawa to explore and reflect on the possibilities, challenges, and appreciation of queering family-making and child-raising! The student would help organize the program, reach out to potential panellists, and co-host sessions if desired. Trans About Town is a monthly program for trans and gender diverse youth to take up space and have fun. We host a monthly swim program at Jack Purcell that the student would help with registrations, communicate with families, and be present at event is possible. Camp Ten Oaks (CTO) a week-long sleep-away camp for children and youth ages 8-17 from 2SLGBTQ+ identities, families, and communities. The program first opened its doors in August 2005. It runs for two sessions each summer, welcoming nearly 200 campers. Students would support the registration/intake process for families and general communication. Help with any pre-camp in-person events.

The Interview: Presenting yourself as a practicum candidate

- **Why do agencies partner with the School?**
 - To support your education & the SW profession
 - Students contribute new ideas, knowledge, skills & energy to the organization
 - May be part of recruitment strategy
- 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
- 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

- 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
and/or Practicum Administrator

SOWK 5606 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 5606 is graded as satisfactory/unsatisfactory

Roles and Responsibilities in Practicum

Practicum Role	Responsibilities
Student	- 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	- 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	- 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 assignment - Recommend final grades



Important dates

Practicum starts on, **January 6, 2027**

All course components must be complete by **April 13, 2027**

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

1. **January 08, 2027**
2. **January 22, 2027**
3. **February 05, 2027**
4. **February 26, 2027**
5. **March 12, 2027**
6. **April 2, 2027**

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

1. **January 22, 2027**
2. **March 12, 2027**

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.

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 (evenings, **weekend**, Fridays, etc.)
 - 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 the 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

Shirley Judge Bursary

- Endowed in 2007 by family and friends, in honour of Shirley Judge
- Amount available: \$3850 for the 2026-27 academic year. Amount may be split between multiple applicants.
- Deadline to apply: **October 31st, 2026**
- Recipients will have demonstrated financial need, must be Canadian citizens or permanent residents of Canada (landed immigrants or protected persons), and must meet OSAP's Ontario residency requirements
- **The award will be granted to the most outstanding student whose work or future work will contribute to Shirley's legacy**
- **Further information will be posted to the website (carleton.ca/socialwork) and communicated via email**
- Please fill out the [Shirley Judge Bursary Application](#) along with a **letter outlining your reasons for applying** and send to Devon Saulis, Practicum Administrator: SSW.Practicum.Admin@cunet.carleton.ca
- <https://carleton.ca/socialwork/shirley-judge-bursary/>

U-Pass Opt-Out

- Participating in an experiential learning term
- 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/>