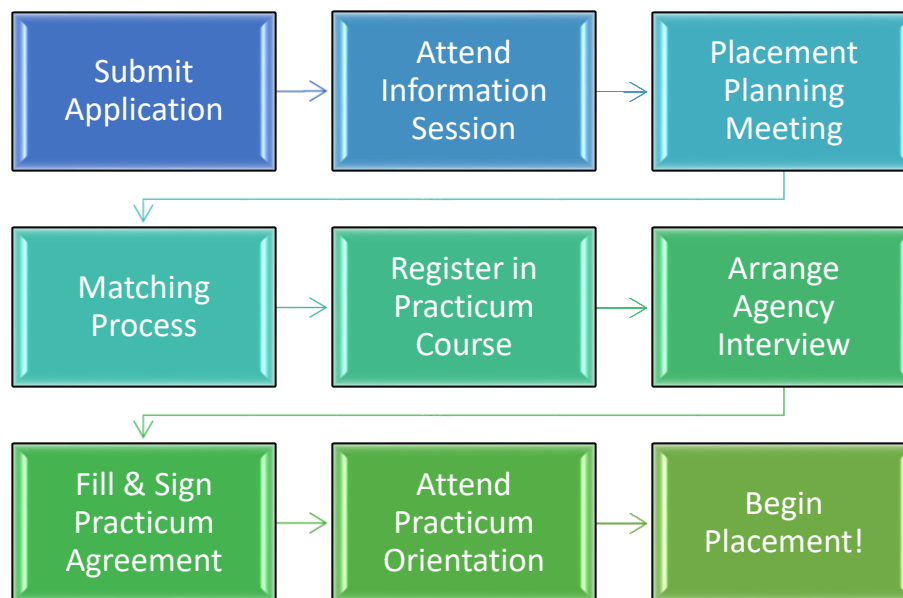


### BSW Practicum Placement Process – Quick Guide



#### 1) Submit the Practicum Application Form (available on the SW Website):

- Students residing south of Davidson, SK: Submit your application to the Practicum Placement Coordinator (PPC) at our **Regina Campus**
- Students residing north of Davidson, SK: Submit your application to the Practicum Placement Coordinator (PPC) at our **Saskatoon Campus**
- **Practicum Application DEADLINES:**
  - Fall Practicum: January 15th
  - Winter Practicum: May 15<sup>th</sup>
  - Spring/Summer (special projects only – limited availability): follow Fall timelines
- Students who have applied for a placement by the application deadline will be notified of details for attending the information session, and will be set up with an IPT account.

#### 2) Attend and Practicum Information session and Prepare Your Documents:

- **Fall practicum:** information sessions are held in late January
- **Winter practicum:** info sessions are held in late May
- Students will be guided during the information session on how to upload their finalized documents to the IPT system. Templates for resumes and cover letters will be made available. The *Areas of Interest* form will be available on IPT.
- After the information session, you will begin to prepare your practicum documents:
  - resume,
  - cover letter
  - 'areas of interest' form
- Upload your resume, cover letter and areas of interest form to IPT prior to your placement planning meeting.

### 3) Schedule your placement planning meeting using our online booking system:

- The appointment booking page is located at:  
<https://www.uregina.ca/socialwork/BSW/Practicum/Appointment-Booking.html>
- **Fall practicum:** Meetings will be held in February, and bookings open Feb. 1st (or the next business day)
- **Winter practicum:** Meetings will be held in June, and bookings open Jun. 1st (or the next business day)

### 4) Matching Process:

- Now that you've met with a Practicum Placement Coordinator (PPC) and submitted your documents, you will be notified of a practicum match by the PPC.
- You will have had an opportunity to declare your areas of interest earlier in the process.
- Students are **not** to independently pursue their own practicum placements.

### 5) Register in Practicum

- The PPC will notify Social Work Student Services that you have completed the initial stages of the practicum placement process. Our team will enter a special approval code for you to register online in SW 348 or SW 448 on UR Self-Service when registration opens for the upcoming term.
- **Fall practicum:** course registration opens the 1<sup>st</sup> Tuesday in March
- **Winter practicum:** course registration opens the 1<sup>st</sup> Tuesday in October

### 6) Arrange Agency Interview

- You will be provided information by the PPC on contacting the agency you've been matched with to set up your placement interview.

### 7) Complete the Practicum & Education Placement Agreements

- After your placement is confirmed, complete the Practicum Placement Agreement and the Education Placement Agreement (found on IPT).
- The agreements also require your new Practicum Supervisor's or agency representative's signature.
- Upload the Practicum Placement Agreement and Education Placement Agreements independently to IPT.

### 8) Attend Practicum Orientation

Held on the first day of the term

- A half-day event
- **Fall Practicum:** early September
- **Winter Practicum:** early January

### 9) Begin in your placement!

- Your placement will begin on the first day of the term
- All pre-requisite courses and the necessary 70% GPA in the Social Work Studies section of your program must be attained in order to start your practicum.