



**FACULTY OF
SOCIAL WORK**

**MASTER OF
SOCIAL WORK**

**PRACTICUM
MANUAL**

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WHERE TO FIND THE REQUIRED FORMS

Required Forms

Required forms related to the Field Practicum and the Research Practicum can be found online on the Faculty of Social Work website:

[Forms | University of Regina \(uregina.ca\)](#)

Field Practicum

[*Field Practicum Evaluation Certification of Field Practicum Work*](#)

[*License for Thesis, Dissertation, Research Practicum, and Field Practicum*](#)

Research Practicum

[*Research Practicum Evaluation Certification of Research Practicum*](#)

[*License for Thesis, Dissertation, Research Practicum, and Field Practice*](#)

WHERE TO FIND COPIES OF COMPLETED PRACTICUM REPORTS

Field Practicum Reports:

<http://ourspace.uregina.ca/handle/10294/2907#http://ourspace.uregina.ca/handle/10294/2907>

Research Practicum Reports:

<http://ourspace.uregina.ca/handle/10294/2906>

Beginning in 2010, all Practicum Reports are stored online at the University of Regina Library, at: <http://ourspace.uregina.ca/handle/10294/785>

1. Go to to URspace at: <http://ourspace.uregina.ca>

2. Click on *Communities & Collections*
3. Click on *Faculty of Social Work*

GLOSSARY OF TERMS

Glossary of Terms

MSW Program Advisor: When MSW students are admitted into the Program, they will initially be in contact with the MSW Program Advisor, who is not to be confused with the Academic Supervisor. The Advisor acts as an initial contact to provide new students with information on the program and processes. The Faculty of Social Work MSW Program Advisor is responsible for MSW student advising, as well as assisting with the overall administration and support of the Master of Social Work Program.

Faculty of Social Work, Associate Dean – Research & Graduate Program: The Faculty of Social Work, Associate Dean – Research & Graduate Program is appointed by the FSW Dean, to oversee and provide supervision of the Master of Social Work Program, in cooperation with the Faculty of Graduate Studies and Research.

Academic Supervisor: The Academic Supervisor is a faculty member of the Faculty of Social Work, accredited by the Faculty of Graduate Studies and Research, who oversees a student's practicum, in either the field or research stream. The Academic Supervisor is the student's primary contact and initial source of guidance concerning the nature and scope of the practicum component. The Academic Supervisor is selected by the student, in consultation with the Faculty of Social Work (FSW) Associate Dean – Research & Graduate Program. Students are encouraged to choose their Academic Supervisor within the first two semesters of their academic program.

Academic Committee Member: The Academic Committee Member is a second faculty member, selected by the student (in consultation with their Academic Supervisor) in either a field or research practicum. The Academic Committee Member must be accredited by the Faculty of Graduate Studies and Research to serve on graduate studies committees. The Academic Committee Member supports the work of the Academic Supervisor and

student. This includes reviewing the practicum proposal, participating in evaluation of the student when possible, attending the final presentation of the student, and reviewing the final practicum report.

Professional Associate: The Professional Associate is the student's on-site supervisor for the field-based component of the practicum or for the research practicum. It is recommended that the Professional Associate:

- Has an MSW degree from an accredited university, or a relevant graduate degree, approved by the University of Regina, Faculty of Graduate Studies and Research,
- holds a current career position, relevant to the student's program, and
- has at least five years of professional experience in the area of the student's proposed practicum work.
- In Canada, Alberta Association of Social Workers and Prince Edward Island Social Work Association require the professional associate/field supervisor be a registered social worker. Please be aware of this requirement if you plan to have a career/work/register with the social work association in Alberta or Prince Edward Island.

Field Practicum Committee: The Field Practicum Committee consists of the Academic Supervisor, the Professional Associate Supervisor, and the second Academic Committee Member, from the Faculty of Social Work. The purpose of this Committee is to guide and evaluate the student during the practicum component of the MSW degree.

Field Practicum: Practicum is another word for Internship, which includes a supervised, unpaid, work experience in the field. The field component is completed in the latter stage of a student's program, when all course work is complete. The nature and scope of the field-based experience should have a specific social work practice purpose and direction that provides the student with opportunities to demonstrate the integration of theory and practice. Practicum includes:

- Evaluation of student performance in the field placement work experience
- Completion of a *Field Practicum Report*
- Presentation of the Final Report

Field Practicum Site: The field practicum site is the agency, organization or

setting in which the practicum will occur. A full-time field practicum will consist of a total of **450 hours over 12 weeks**, with four days per week at the practicum site, and one day per week to be used for activities, such as reading, meeting with Academic Supervisor, or working on the integrative *Field Practicum Report*. A practicum which takes place over two semesters (or a part-time practicum), requires **450 hours devoted over approximately 24 weeks**.

Educational Placement Agreement (formerly known as Memorandum of Agreement (MOA)): The Educational Placement Agreement is a general agreement between the Faculty of Social Work, University of Regina and the Agency/Organization that defines the duties of the host practicum Agency and the Faculty of Social Work, for the training and supervision of Faculty of Social Work students. It outlines the expectations of the practicum, including the availability of supervision of the student's educational practice experience as well as processes regarding issues of concern that may arise during the practicum, and indemnification and insurance matters. It has been updated to reflect COVID-19 Protocols. This document is signed by the University of Regina and the Agency. The MSW Program Advisor will assist and advise in the completion of this document.

Research Ethics Approval: Any practicum requiring participation of human subjects **for research purposes** must have research ethics approval, in writing, from the University of Regina, Research Ethics Board. The REB ethics approval certificate must be submitted to the FSW MSW Program Advisor in order to be placed in the student's electronic file. The student must consult with their Academic Supervisor when completing the ethics approval forms.

Research Practicum: A research practicum is undertaken when all course work is complete. The practicum is completed in a field setting, with a focus on applied projects. A research practicum may include such activities as, community-based research, evaluation, program development, or policy analysis. The research practicum may be completed over one or two semesters, and requires at least **450 hours devoted to the research**. Practicum includes:

- Evaluation of student performance
- Completion of a *Research Practicum Report*
- Presentation of the Final Report

Research Practicum Committee: The Research Practicum Committee consists of the Academic Supervisor, the Professional Associate Supervisor,

and the second Academic Committee Member, from the Faculty of Social Work. The purpose of this Committee is to guide and evaluate the student during the practicum component of the MSW degree.

Research Practicum Site: A full-time research practicum will consist of a total of **450 hours over 12 weeks**. A research practicum, which takes place over two semesters (or a part-time practicum), requires the completion of **450 hours over approximately 24 weeks**. It is expected that the 450 hours be focused on the research project. A research practicum may include such activities as, community-based research, program development, evaluation, or policy analysis. It is recommended that the research practicum is directly connected to a program or agency. In some situations, it may be appropriate to situate a research practicum in a research unit, within the university setting. The appropriate site for the practicum will be decided collaboratively between the student and the Academic Supervisor.

Student Evaluation Meetings (Field and Research Practica): Evaluations of the student's learning occurs in both the field and research practicum placements. Evaluations are conducted at the mid-term and prior to the completion of the practicum hours. The evaluation is attended by the student, the Professional Associate, and the Academic Supervisor. The Second Committee Member may attend one or both of the evaluations. The final evaluation is graded on a Pass/Fail basis. The purpose of the evaluation(s) is to determine the student's progress, and provide feedback and direction. The mid-term and final evaluation documents must be submitted to the MSW Program Advisor in order to be placed on the student's electronic file.

Workers' Compensation Schedule "C": Students working in unpaid work placements must make application for Workers' Compensation Board (WCB) coverage, at no cost to the student.

The Schedule "C" form can be located online, and must be completed by the student and submitted to their Academic Supervisor. This coverage is provincial coverage and only applies to students working at unpaid work placements/practica, in Saskatchewan.

INTRODUCTION

Purpose of the MSW Practicum

The purpose of the MSW practicum is to provide the student with the experience of developing graduate-level social work skills, in a social work practice setting, under the supervision and mentorship of an experienced practitioner. When planning practicum learning objectives, students and their supervisors are advised to consider 13 core learning objectives of social work curriculum outlined in Educational Policies and Accreditation Standards for Canadian Social Work Education (<https://caswe-acfts.ca/wp-content/uploads/2021/08/EPAS-2021.pdf>, pp. 17-23).

The MSW Practicum has two options, namely: a **Field Practicum** and a **Research Practicum**.

This manual provides information about the practicum options, and outlines the following:

1. Steps for setting up a practicum placement, including required proposal submission and documentation.
2. Requirements for completing the practicum, including supervision and evaluation.
3. The roles and responsibilities of the Academic Supervisor, Academic Committee Member, Professional Associate, and student.
4. Guidelines for completing the Practicum Report.
5. Information about setting up and completing the practicum presentation.
6. Information about the completion of the required forms, as part of the process to graduate.
7. Deadlines for submission of completed Practicum Report for Spring or Fall convocation.

THE MSW FIELD PRACTICUM

1. What is a Field Practicum?

The field practicum component is completed in the latter stage of a student's program, after all course work is complete. The nature and scope of the field-based work must be approved by the student's Academic Supervisor and Professional Associate. The field-based portion of the Program is carried out under the supervision of the on-site Professional Associate, and should have a specific social work practice purpose and direction. The practicum should enhance the student's knowledge and skills in direct social work practice, in such areas as: social work with individuals, families, groups, communities or organizations; and policy development and/or analysis. These practicum activities may include the development of agency policy manuals, training manuals, program or community needs assessments, or engagement in community change processes.

Generally, the practicum will be undertaken in a social work context that differs from the student's usual workplace context. Supervision of the practicum will be provided by an individual who does not normally hold supervisory responsibility for the student. The practicum will be unpaid.

The practicum may be completed over one or two semesters. A full-time practicum will consist of a total of **450 hours over 12 weeks**, five days per week. Four of the five days per week will be in practice at the practicum site, and one day per week will be used for activities such as reading, meeting with the Academic Supervisor, or working on the integrative *Field Practicum Report*. A practicum which takes place over two semesters (or a part-time practicum), requires **450 hours devoted over approximately 24 weeks**.

The policy of the Faculty of Graduate Studies and Research states that students must achieve a grade of 70% or more, in order to receive credit for normal, graded courses, or a grade of *Pass* or *Credit*, for courses with a different grading mode. Students must have

maintained a minimum grade of 70%, on all course work, to be eligible for registration in the practicum. The field practicum will not begin until all course work has been completed, and the final grades have been approved.

There are three, required, components in the field practicum:

1. Successful completion of the field practicum work as outlined in the practicum proposal.
2. Successful completion of the final, integrative *Field Practicum Report*.
3. Successful completion of a presentation, based on the field practicum experience.

Three required components in Field Practicum include successful completion of:

1. Field practicum work;
2. Final, integrative *Field Practicum Report*;
3. Presentation, based on field practicum experience

1.1 Who is Involved? Roles and Responsibilities

Academic Supervisor

The Academic Supervisor oversees a student's practicum. The Academic Supervisor is the student's primary contact and initial source of guidance concerning the nature and scope of the field component. The Academic Supervisor is selected by the student, in consultation with the Faculty of Social Work (FSW) Associate Dean – Research and Graduate Program. The student is encouraged to choose the Academic Supervisor within the first two semesters of their academic program.

The student's Practicum Committee consists of *Two* Faculty of Social Work faculty members.

1. The student's **Academic Supervisor**;
2. The student's **Academic Committee Member**

The Academic Supervisor should be knowledgeable about the proposed area of the practicum work, and be accredited by the Faculty of Graduate Studies and Research to supervise Master's level work. The Academic Supervisor will:

- Provide the student with guidance in creating an Academic Committee, which consists of the Academic Supervisor, Professional Associate, and second Academic Committee Member.
- Work with the student in seeking out an organization for the

practicum placement. While it is the responsibility of the student to contact potential agencies, the student will work in consultation with the Academic Supervisor in identifying potential placement opportunities.

- Determine whether or not the student has the necessary qualifications to be at the agency (i.e.: does the agency require the student to be a registered social worker)
- Ensure that the practicum receives approval from the FSW Associate Dean – Research & Graduate Program, and the Dean, Faculty of Graduate Studies and Research, prior to the practicum commencing.
- Ensure, in conjunction with the FSW Associate Dean – Research & Graduate Program, that there is appropriate field supervision of the practicum.
- Determine whether or not the recommended Professional Associate has the necessary qualifications (see Appointment of Professional Associate, Section 2.3).
- Ensure that the FSW Associate Dean – Research & Graduate Program receives all required paperwork, including the Curriculum Vitae (CV) of the Professional Associate and the student’s practicum proposal.
- Ensure that the student’s practicum proposal meets academic standards and is approved, in consultation with the Academic Committee Member.
- Ensure that an institutional agreement, the Educational Placement Agreement, is signed.
- Ensure that the student completes the [Schedule “C”, Work-based Learning Consent and Agreement for Workers’ Compensation](#) prior to beginning the practicum. This document is then forwarded to the FSW MSW Program Advisor.
- Ensure that the student has submitted the [Student Work Placement Health and Safety Checklist](#), to be completed by the agency and submitted to the FSW MSW Program Advisor, who will place the checklist on the student’s electronic file.
- Ensure that [COVID-19 Educational Placement Agreement](#) is completed between the agency, Faculty of Social Work, and the student.
- Ensure that International Students must apply for an [Internship/Work Visa](#) at least FOUR (4) MONTHS before

beginning practicum and request a Work Permit/Internship letter from the faculty

- Meet with the student and the Professional Associate, at the commencement of the practicum, to review the learning goals and objectives.
- Meet with the student and Professional Associate to conduct both a [mid-term and final evaluation](#).
- Set a date, time and location (if required) for the MSW final Practicum Presentation.
- Provide the student with support and guidance in ensuring that the presentation meets MSW academic requirements.
- Sign, along with the Professional Associate, the [Certification of Field Practicum Work](#) form, which is required by the Faculty of Graduate Studies and Research, upon successful completion of all required components of the field practicum.
- Provide direction and feedback to the student in preparing the final Practicum Report.
- Ensure that the final Practicum meets academic requirements (content and writing style – most recent APA Format).
- Provide a final draft of the Practicum Report to the Academic Committee member for review, feedback and approval.
- Approve the Practicum Report, prior to submission to FSW Associate Dean – Research & Graduate Program for final review.

The Practicum Report is an **Academic Report**.

Therefore, current literature must be applied to the practicum experience, as an indication of integration of theory and practice.

Academic Committee Member

The Academic Committee Member is a second faculty member selected by the student. The second Academic Committee Member must be accredited by the Faculty of Graduate Studies and Research to

serve on graduate student committees.

The Academic Committee Member will:

- Review and approve the student's practicum proposal.
- Assist, as needed, with the evaluations (mid-term and final).
- Attend, if possible, the student's final presentation.
- Review the student's final Practicum Report, and provide direction and feedback to the student in preparing the final Practicum Report as required.
- Ensure that the final Practicum Report meets academic requirements (content and writing style – most recent APA Format).
- Approve the Practicum Report, prior to submission to the FSW Associate Dean – Research & Graduate Program.

Professional Associate

The Professional Associate is the student's on-site supervisor for the field-based component of the practicum. It is recommended that the Professional Associate have an MSW degree from a recognized university or a relevant graduate degree, approved by the University of Regina, Faculty of Graduate Studies and Research; hold a current career position relevant to the student's program; and, have at least five years of professional experience in the area of the student's proposed practicum work. In the event that the proposed Professional Associate does not have a graduate degree in social work, it is expected that a second Professional Associate be identified with a minimum of a BSW degree (to ensure the social work component is emphasized). Or, the Academic Supervisor and the Academic

Approval Process:

1. Professional Associate submits Curriculum Vitae directly to Academic Supervisor;
2. The CV is reviewed to ensure proposed Professional Associate meets the requirements of the Faculty of Graduate Studies & Research.

Committee Member may decide to provide additional support to strengthen the social work component of the practicum – this must be clearly reflected in the practicum proposal.

In Canada, Alberta Association of Social Workers and Prince Edward Island Social Work Association require the professional associate/field supervisor be a registered social worker. Please be aware of this requirement if you plan to have a career/work/register with the social work association in Alberta or Prince Edward Island.

Appointment of Professional Associate: The proposed Professional Associate is contacted by the student and, if interested, the Professional Associate submits her/his Curriculum Vitae (CV) directly to the Academic Supervisor. The CV will be part of the proposal package (Practicum Proposal and CV of Professional Associate) that is forwarded by the Academic Supervisor to the FSW Associate Dean – Research & Graduate Program. The FSW Associate Dean – Research & Graduate Program reviews the CV and makes a recommendation for approval to the Faculty of Graduate Studies and Research.

In addition to supervising and evaluating the student's field-based work, the Professional Associate will:

- Work co-operatively with the Academic Supervisor to ensure the practicum is appropriate for the needs of the student and the job-related circumstances of the Professional Associate.
- Work closely with the student and ensure all activities and requirements related to the practicum are carried out, as well as offer advice or suggestions, as needed or requested by the student.
- Provide guidance with respect to relevant literature (relevant theories and models of practice) and practice, or skill development needs.
- Consult with the Academic Supervisor on the student's progress,

and on the extent to which learning goals are being achieved, and/or on the extent to which specific assignments may need modification.

- Provide the student, Academic Supervisor and the Faculty of Social Work with a written mid-term and final evaluation of the activities or attainments that were achieved (see [Field Practicum Evaluation](#)).
- The evaluation of the field practicum should be undertaken in conjunction with the student, the Academic Supervisor and, whenever possible, the second Academic Committee Member.
- Sign the [Certification of Field Practicum Work](#) at the successful completion of the practicum.

Field Practicum Committee

The field practicum committee consists of the Academic Supervisor, the second Academic Committee Member, and the Professional Associate. The practicum supervision is the responsibility of the Professional Associate.

- Committee meetings may be called, as required, by the Academic Supervisor, the Professional Associate, the Academic Committee Member, the student, or the FSW Associate Dean – Research & Graduate Program.
- The Academic Supervisor and the Academic Committee Member will review and comment constructively on drafts of the final Practicum Report. If unsatisfied with any aspect of the work, the members are obliged to discuss their assessment with the student, to ensure that the student receives feedback to guide further revisions.
- The Academic Supervisor and Academic Committee Member sign the [Certification of Field Practicum Work](#) form when they are satisfied that the Practicum Report is complete and ready for submission to the FSW Associate Dean – Research & Graduate Program for final review and approval.

1.2 Steps to Setting up the Field Practicum

The Student will:

- Consult with the FSW Associate Dean – Research & Graduate Program, to discuss selection of an Academic Supervisor.
- Select an Academic Supervisor.
- Select a field practicum location/agency.
- Select a second Academic Committee Member from the Faculty of Social Work in consultation with the Academic Supervisor.
- Select a Professional Associate and request that a copy of that individual's Curriculum Vitae (CV) is forwarded directly to the Academic Supervisor.
- Prepare the practicum proposal (See Section 4).
- Once a practicum placement has been secured:
 - Ensure that the [Schedule "C", Work-based Learning Consent and Agreement for Workers' Compensation](#) is completed prior to the beginning of the practicum placement, and is submitted to the Academic Supervisor.
 - Ensure that the [Student Work Placement Health and Safety Checklist](#) is completed by the agency and submitted to the Academic Supervisor.
 - Ensure that [COVID-19 Educational Placement Agreement](#) is completed between the agency, Faculty of Social Work, and the student
 - International Students must apply for an [Internship/Work Visa](#) at least FOUR (4) MONTHS before beginning practicum and request a Work Permit/Internship letter from the faculty

The Academic Supervisor will:

- Forward the final approved practicum proposal and the Curriculum Vitae of the Professional Associate(s) to the FSW Associate Dean – Research & Graduate Program, who (with the assistance of the MSW Program Advisor) forwards these documents to the Dean of Graduate Studies and Research, for final approval. **The practicum must receive approval from the Dean of the Faculty of Graduate Studies and Research prior to commencement of the practicum.** A copy of the proposal will be

placed in the student's electronic file, along with the letter indicating the approval of the Dean of Graduate Studies and Research.

- Forward the Educational Placement Agreement (if applicable) to the Faculty of Social Work Dean for his/her signature.

1.3 Field Practicum Proposal

After completion of three courses (ideally), the student should have some ideas formulated for a possible practicum and a choice of Academic Supervisor.

The first step is to develop the practicum proposal, in which the student clarifies her/his ideas about the scope and nature of the field-based work to be completed, the setting of the practicum, and the learning goals and objectives (See Appendix 1, for examples of Field Practicum Proposals). This proposal must be completed in consultation with the Academic Supervisor, the Professional Associate, and the Academic Committee Member.

The practicum proposal must be submitted to, and approved by, the FSW Associate Dean – Research & Graduate Program, at least **two months prior** to the start date of the practicum. Once approved by the FSW Associate Dean – Research & Graduate Program, the proposal is then submitted by the MSW Program Advisor to the Faculty of Graduate Studies and Research for final review and approval.

It is the student's responsibility to develop the **1-2 page Practicum Proposal**, in which s/he provides the following information:

- Student name, student number, address and contact information.
- The name and address of the practicum agency the student has identified as the placement agency.
- The Academic Supervisor name, address and contact information.
- The Academic Committee Member name, address and contact information.
- The Professional Associate's name, address and contact information.
- The time period within which the practicum will be completed (indicate whether or not the practicum is to be a full-time or part-time placement).
- The plans for supervision provided by the Professional

Associate.

- The learning goals and objectives of the practicum and indication of how these will be met. These should be specific enough so that it will be possible to determine the extent to which these goals were met, for evaluation purposes, upon completion of the practicum (see *Field Practicum Evaluation* form).
 - i. **Learning goals:** the overall goal(s) of the practicum – what does the student want to accomplish?
 - ii. **Learning objectives:** the actual activities that will meet the goals – what activities or attainments are to be achieved, in order to meet the student’s goals?
 - iii. **Learning outcomes:** the demonstration of how the activities or attainments were achieved. The learning outcomes will be the basis upon which the mid-term and final evaluations are conducted.

Learning Goals:
What does the student want to accomplish?

Learning Objectives:
What activities/attainments are to be achieved?

Learning Outcomes:
How did the student achieve the stated goals & objectives?

The student consults with the Academic Supervisor on the development of the proposal. It is to be approved by the Academic Supervisor and the Academic Committee Member, in consultation with the Professional Associate. The Academic Supervisor is responsible for ensuring that copies of the proposal are submitted to the FSW Associate Dean – Research & Graduate Program, for review and recommendation for Faculty of Graduate Studies and Research approval.

1.4 The Field Practicum: Supervision and Evaluation

- Prior to the start of the practicum, or very early in the

practicum, the Academic Supervisor, Professional Associate, and the student should meet to review the learning goals and objectives, plans for supervision, and evaluation requirements. The Academic Committee Member may also attend this meeting.

- The Professional Associate provides on-site supervision of the student. Any concerns of the Professional Associate about the quality of a student's ongoing, field-based performance should be discussed promptly with the student and Academic Supervisor, with a view to the performance being improved.
- If the student intends to include de-identified information about work completed with specific clients during the practicum in the final *Field Practicum Report*, [consent forms](#) must be completed by all clients (including [Minors](#)) to be discussed in the Report using a case study format, or any other format.
- The student is advised to maintain communication with the Academic Supervisor to discuss the practicum experience, and to begin discussion about completion of the *Field Practicum Report*. The Academic Supervisor, Academic Committee Member, FSW Associate Dean – Research & Graduate Program, Professional Associate, or the student may request a meeting, at any time, during the practicum.
- The final evaluation is graded on a Pass/Fail basis. Performance deemed unsatisfactory, in part or in whole, may have to be repeated. Satisfactory completion of the practicum includes: completion of the field placement hours, favourable mid-term and final evaluations, completion of the practicum presentation, and completion of the integrated *Field Practicum Report*.
- Evaluations are conducted at the mid-term, and prior to the final completion of the field hours. The evaluation is attended by the student, Professional Associate, and Academic Supervisor. The Academic Committee Member

Two evaluations:
* Mid-term
* Final

- may attend one or both of the evaluations.
- The [*Field Practicum Evaluation*](#) form is used to guide the discussion and to provide a formal measure of the student's performance in specific competency areas. The evaluation forms are used at both the mid-term and final evaluation meetings. The student and the Professional Associate will discuss and complete the evaluation form prior to these meetings.
- The form is signed, upon agreement of all parties, after each evaluation and submitted to the Academic Supervisor. The completed evaluation form is provided to the Academic Committee Member by the Academic Supervisor, for information purposes, at the completion of each evaluation meeting. The completed evaluation form is also submitted to the MSW Program Advisor to be placed on the student's electronic file.
- Criteria for evaluation consists of:
 - i. **A Review of the student's progress** with respect to the learning objectives identified in the practicum proposal.
 - ii. **The student's overall performance** with respect to professional development as a social worker at an advanced level of social work practice.

Evaluation Criteria:

1. Review of student progress re: learning objectives identified in the proposal;
2. Student overall performance re: professional development as a social worker at an advanced level

1.5 Field Practicum Report and Presentation

All practicum students are required to submit a comprehensive, written **Field Practicum Report** and complete a **Presentation** based upon their field experience. Once the field practicum has been completed, it is advised that the Presentation should be scheduled within a period of **two months**. It is expected that the student will have completed at least a first draft of the final Practicum Report (reviewed by the Academic Supervisor) prior to the scheduling of the Practicum Presentation.

1.5.1 Field Practicum Report – Process

The *Field Practicum Report* must be commensurate with graduate academic standards and include an integration of the practicum practice experience with the relevant and current literature.

- The *Field Practicum Report* should be based upon the practicum experience. As such, it is expected that the student will begin writing elements of the report while they are in the field practicum placement. The student is encouraged to consult with the Academic Supervisor regarding content, writing style, and formatting, prior to beginning writing the *Field Practicum Report*.
- The Academic Committee Member will be the second reader and will provide further feedback, as needed. The student may also decide to consult with the Professional Associate on matters related to content within the Report.
- Together, the Academic Supervisor and the Academic Committee Member will determine when the Report is completed and ready for submission to the FSW Associate Dean Research & Graduate Program.
- If the student intends to convocate in the Spring, the final, integrative *Field Practicum Report* must be submitted to the FSW Associate Dean – Research & Graduate Program by **March 31**. In order to convocate in the Fall, the final, integrative *Practicum Report* must be submitted to the FSW Associate Dean – Research & Graduate Program by **July 31**.
- The FSW Associate Dean – Research & Graduate Program will review the final Report, to ensure that the integrative *Field Practicum Report* meets graduate program standards.

Field Practicum Report *must*:
√ be commensurate with graduate academic standards; and,
√ include an integration of the practicum practice experience with the relevant and current literature!

Field Practicum Report Deadlines:
March 31—For Spring Convocation
July 31—For Fall Convocation

- The Academic Supervisor and the Professional Associate sign the [Certification of Field Practicum Work](#) form. The form is then submitted to the FSW Associate Dean – Research & Graduate Program.
- Once the final Practicum Report is approved by the FSW Associate Dean – Research & Graduate Program, the Academic Supervisor will send both the final approved integrative *Practicum Report* (in Word and PDF format) **and** the signed [License for Thesis, Dissertation, Research Practicum, and Field Practicum](#) form to the FSW MSW Program Advisor, who will forward these documents to the Faculty of Graduate Studies and Research and the University Library.

Elements to be included in *Field Practicum Report*

The following information provides a framework to guide the development of the *Field Practicum Report*. The Report is an integrative report, of approximately 40-50 pages (not including references), in which student demonstrates ability to reflect on their practicum experience using theories and theoretical frameworks relevant to social work practice. The Report will meet graduate level standards and will demonstrate the integration of relevant and current literature. It will include the following:

These elements are provided to assist the student in the student's writing. Integrate only those that are appropriate to the student's Report.

- **Introduction:** The introduction will include a description of the name of the placement agency, the time frame in which the practicum was completed, and a description and discussion of the goals and objectives of the practicum.
- **Body of the Report:** The body of the report will include:
 - i. **DESCRIPTION OF ACTIVITIES & LEARNING** Description of, and discussion about the primary activities completed during the practicum.
 - a. What were your primary responsibilities and activities completed during the practicum?
 - b. What agency practices and strategies (e.g., individual counselling small group, family counselling, consciousness-raising, collective action, community development, policy initiatives) did you find

Field Practicum Report incorporates reflection on practice and theory. The Report will meet graduate level standards and will demonstrate the integration of relevant and current literature.

- particularly effective and appropriate?
- c. What are the specific skills that you observed or learned during the practicum? (e.g., Analytic, planning, individual intervention, group intervention, and community intervention)
- ii. LITERATURE Review of current literature as it relates to the goals and objectives of the practicum.
 - a. What are the key areas of research that inform your goals and objectives?
 - b. How did your goals and objectives reflect current thinking and research in your area of practice?
 - iii. THEORETICAL FRAMEWORK: Discussion about how your practicum experiences were informed by theories or conflicting theories.
 - a. What theoretical framework(s) did you apply and study during your practicum?
 - b. What integrative theories informed your work? (e.g., ecological, critical, structural, feminist, anti-oppressive)
 - iv. GOALS AND OBJECTIVES: Discussion about how the goals and objectives were achieved.
 - a. How did you achieve the goals and objectives of your practicum?
 - b. What specific examples from your practicum demonstrate this?
 - c. Did your goals and objectives change throughout the practicum as you learned and acquired new knowledge?
 - v. VALUES & ETHICS Discussion about ethical considerations challenges.
 - a. What were the ethical dilemmas you encountered, and how did you resolve them?
 - b. How was your decision-making and resolution of ethical dilemmas guided by the CASW code of ethics?
 - c. How did your personal values influence and shape real and perceived “value clashes” between you and service users?
 - d. How did your personal values influence your understandings of “successful” interventions and service users’ goal setting?

- vi. CHALLENGES Discussion about the challenges.
 - a. What were the other challenges you encountered during your practicum and how did you meet them?
 - b. How did the challenges deepen your learning and reflection?
- **Conclusion:** The conclusion of the Report should summarize elements discussed in the paper, and should include:
 - i. final comments on the student's professional development arising from the field practicum experience.
 - ii. visions for future work as a social worker.
 - iii. visions for the social work profession and for social change.

Writing Standards

The *Field Practicum Report* must satisfy the same general standards of scholarly writing that apply to a *Thesis* or *Research Practicum Report*, as set by the Faculty of Graduate Studies and Research and the Faculty of Social Work. Students are required to write using the most recent version of APA format. This format must be applied consistently and accurately throughout the final document. The following, general standards of writing are to be demonstrated:

- Clarity of purpose and rationale; coherence and logic of organization.
- Clarity, cogency and suitability of expression.
- Soundness of sentence and paragraph construction.
- Accuracy and completeness of sections.
- Accuracy and completeness of references, reference list, and appendices.

Writing Checklist:

- √ Clarity of purpose & rationale;
- √ Coherence & logic of organization;
- √ Clarity, cogency & suitability of expression;
- √ Soundness of sentence and paragraph construction;
- √ Accuracy & completeness of sections;
- √ Accuracy & completeness of references, reference list, and appendices.

For general guidelines on report-writing and format, students should consult the current edition of the APA Manual. The University of Regina, Faculty of Graduate Studies and Research [Graduate Studies Guidelines for Thesis](#), must be adhered to with respect to: title page, abstract, acknowledgements, table of contents, list of tables, list of illustrations and figures, text, list of references, literature cited or

bibliography, and appendices. This latter document is available on the University of Regina website, on the Faculty of Graduate Studies and Research page.

1.5.2 Field Practicum Presentation – Process

When the student is ready to make the formal presentation of their field practicum work, the FSW MSW Program Advisor will post a notice of the presentation and circulate the notice to faculty, students and the Saskatchewan Association of Social Workers. It is the responsibility of the Academic Supervisor to provide this information to the FSW MSW Program Advisor, and to ensure that space and or required technology (zoom link, etc.) is booked for the Presentation.

- **When:** Once the student has completed the field practicum, and the *Field Practicum Report* is close to completion, the student should, in consultation with the Academic Supervisor, schedule the presentation. It is advised that the student discuss the format and content of the presentation with the Academic Supervisor, prior to the presentation. It is advised that the presentation be scheduled **within two months**, after completion of the field practicum placement.
- **Location:** The field practicum presentation may be hosted at the Faculty of Social Work, University of Regina, or at the agency in which the student completed the field practicum placement. The final decision on location will be made by the student, the Professional Associate, and the Academic Supervisor. Zoom technology and/or other approved electronic platforms may be used in order to facilitate the practicum presentation.
- **Length of Presentation:** The field practicum presentation should not exceed one hour, in length. The presentation portion should be 20-25 minutes in length, with 30 minutes remaining in which to answer questions or have a discussion. It is the responsibility of the student to ensure that requirements of the presentation are met.
- **Facilitator:** The Academic Supervisor facilitates the process and evaluation of the presentation.
- **Invited Guests:** Invited guests to the presentation will be decided upon by the student, the Professional Associate, and the Academic Supervisor. The Academic Committee Member

should be notified, invited, and encouraged to attend the student presentation. The presentation will be open to the academic and professional community. Family members of the student will not be allowed to attend the presentation.

- **Content:** The field practicum presentation is a critical reflection of the student's practicum experience. It will include an integration of both the practical experience and relevant academic literature. In essence, this critical reflection must be embedded within both the practicum experience and the relevant, academic literature. The presentation is not intended to be a descriptive presentation about the agency.
- **Evaluation:** *Once the student has completed the field practicum presentation, and the presentation discussion has concluded, the Academic Supervisor will:*
 - *Ask all guests to leave the room.*
 - *Review the presentation with the Professional Associate and Academic Committee Member, if in attendance, and conclude whether or not the student has successfully completed this portion of the practicum.*
 - *Inform the FSW Associate Dean – Research & Graduate Program and the FSW MSW Program Advisor whether or not the presentation was successfully completed. If possible, a copy of the student's final presentation slides should be submitted to the FSW Associate Dean – Research & Graduate Program and the FSW MSW Program Advisor. This information will then be included in the electronic file of the student.*

1.5.3 Evaluation and Distribution of Field Practicum Report

Students are responsible for completing the *Field Practicum Report* and submitting copies to the Academic Supervisor and the Academic Committee Member. A copy may be submitted to the Professional Associate, as well. Once the academic members of the Committee have evaluated the Report, and any changes or revisions have been made, the *Certification of Field Practicum Work* form is signed by both faculty members. A final copy of the Report, with the signed statement of certification, is submitted to the FSW Associate Dean – Research & Graduate Program, who reviews the copy and may suggest revisions. Once the Report is approved, the FSW Associate Dean – Research & Graduate Program and the FSW MSW Program Advisor forward the relevant forms and documentation to the Faculty of Graduate Studies and Research, signifying that the field practicum has been

satisfactorily completed.

Upon approval and acceptance by the Faculty of Graduate Studies and Research, the Academic Supervisor will send the final Report, electronically to the FSW MSW Program Advisor so that the Report can be forwarded to the University of Regina Library, for online storage and access.

The Deadlines for submission of the final *Field Practicum Report* to the FSW Associate Dean – Research & Graduate Program:

For Spring Convocation March 31
For Fall Convocation July 31

THE MSW RESEARCH PRACTICUM

2. What is a Research Practicum?

A research practicum is undertaken when all course work is complete. The practicum is undertaken in a field setting, with an applied focus. The nature and scope of the research practicum must be approved by the student's Academic

Supervisor, Academic Committee Member and Professional Associate. The research portion of the practicum is carried out under the supervision of the on-site Professional Associate.

A research practicum may include such activities as: community-based research, program development, policy analysis, or journal articles. Ideas for research topics may arise from any of several sources, including the courses taken by the student, interests relating to the student's professional experiences, reading, and/or discussion with faculty and other colleagues. The more critical considerations in selecting a topic are its significance or usefulness for the field of social work practice, the degree of interest or commitment by the student, whether or not it fits the scope of research and whether or not it can be completed within the allotted time.

The research practicum may be completed over one or two semesters, and requires at least **450 hours** devoted to the research.

The Faculty of Graduate Studies and Research's policy states that students must achieve a grade of 70% or more in order to receive credit for courses. Students must have obtained a minimum grade of 70% on all course work to be eligible for registration in the research practicum. The research practicum will not begin until all course work has been completed, the final grades have been approved and the Research Ethics application has been approved.

There are three, required components in the research practicum:

- Successful completion of the research practicum work, as outlined in the practicum proposal.
- Successful completion of the final *Research Practicum Report*.
- Successful completion of the presentation based on the research practicum experience³.

3 Required Components in Research Practicum include successful completion of:

1. Research practicum work;
2. Final *Research Practicum Report*;
3. Presentation, based on research practicum experience

2.1 Who is Involved? Roles and Responsibilities

Academic Supervisor

The Academic Supervisor oversees a student's

practicum. The Academic Supervisor is the student's primary contact and initial source of guidance concerning the nature and scope of the research component. The Academic Supervisor is selected by the student, in consultation with the FSW Associate Dean – Research & Graduate Program. The student is encouraged to choose the Academic Supervisor within the first two semesters of the academic program.

The student's Practicum Committee consists of Two Faculty of Social Work faculty members.

1. The student's Academic Supervisor;
2. The student's Academic Committee Member

The Academic Supervisor should be knowledgeable about the proposed area of the research practicum work, and be accredited by the Faculty of Graduate Studies and Research to supervise Master's level work. The Academic Supervisor will:

- Provide the student with guidance in creating an Academic Committee, which consists of the Academic Supervisor, Professional Associate, and Academic Committee Member.
- Work with the student in seeking out a setting for the research practicum placement. While it is the responsibility of the student to contact potential agencies, the student will work in consultation with the Academic Supervisor in identifying potential settings for the research placement.
- Determine whether or not the student has the necessary qualifications to be placed at the agency (i.e. does the student need to be registered social worker)
- Ensure that the research practicum receives approval from the Dean, Faculty of Graduate Studies and Research, prior to the practicum commencing.
- Ensure, in conjunction with the FSW Associate Dean – Research & Graduate Program, that there is appropriate supervision in place for the practicum.
- Determine whether or not the recommended Professional Associate has the necessary qualifications (see Appointment of Professional Associate, Section 2.3).
- Ensure the FSW Associate Dean – Research & Graduate Program receives all relevant paperwork, including the Curriculum Vitae (CV) of the

Professional Associate and the student's practicum proposal.

- Ensure that the student's practicum proposal meets academic standards and is approved, in consultation with the Academic Committee Member.
- Ensure that an institutional agreement, Educational Placement Agreement, is signed.
- Ensure that the student completes the Schedule "C", [Work-based Learning Consent and Agreement for Workers' Compensation](#), prior to beginning the practicum. This document is then forwarded to the FSW MSW Program Advisor.
- If conducting research in an agency, ensure that the student has submitted the [Student Work Placement Health and Safety Checklist](#), to be completed by the agency and submitted to the FSW MSW Program Advisor, who will place the checklist on the student's file.
- Ensure that [COVID-19 Educational Placement Agreement](#) is completed between the agency, Faculty of Social Work, and the student.
- Ensure that International Students must apply for an [Internship/Work Visa](#) at least FOUR (4) MONTHS before beginning practicum and request a Work Permit/Internship letter from the faculty
- Advise the student on how to make application for research ethics approval, and other types of approval, that may be required.
- Meet with the student and the Professional Associate, at the commencement of the practicum, to review the learning goals and objectives.
- Ensure that the student has applied for, and received approval from, the University of Regina, Research Ethics Board, prior to the commencement of research activities. Once ethics approval has been achieved, the REB certificate of approval must be submitted to the FSW MSW Program Advisor to be placed in the student's electronic file.
- Meet with the student and Professional Associate to conduct a [mid-term and final evaluation](#).
- Set a date, time and location for the MSW Practicum Presentation.
- Provide the student with support and guidance in ensuring that the presentation meets MSW academic

requirements.

- Sign, along with the Professional Associate, the [*Certification of Research Practicum Work*](#) form, which is required by the Faculty of Graduate Studies and Research, upon successful completion of all required components of the research practicum.
- Provide direction and feedback to the student in preparing the final Practicum Report.
- Ensure that the Practicum Report meets academic requirements (content and writing style – most recent APA format).
- Approve the Practicum Report, prior to submission to the FSW Associate Dean – Research & Graduate Program.

Practicum Report is an **Academic Report**

Therefore, current literature must be applied to the practicum experience, as an indication of integration of theory and practice.

Academic Committee Member

The Academic Committee Member is a second faculty member selected by the student in consultation with the Academic Supervisor. The Academic Committee Member must be accredited by the Faculty of Graduate Studies and Research to serve on graduate student committees. The Academic Committee Member will:

- Review and approve the student's research practicum proposal.
- Assist, as needed, with the evaluations (mid-term and final).
- Provide direction and feedback to the student in preparing the final Practicum Report.
- Ensure that the Practicum Report meets academic requirements (content and writing style – most recent APA format).
- Approve the final Practicum Report, prior to submission to the FSW Associate Dean – Research & Graduate Program.

Professional Associate

The Professional Associate is the student's supervisor for the research-based component of the practicum. It is recommended that the Professional

- Approval Process:
1. Professional Associate submits Curriculum Vitae directly to Academic Supervisor;
 2. The CV is reviewed to ensure proposed Professional

Associate have an MSW degree from a recognized university or a relevant graduate degree, approved by the University of Regina, Faculty of Graduate Studies and Research; hold a current career position relevant to the student's research interests; and, have at least five years of professional experience in the area of the student's proposed practicum work. In the event that the proposed Professional Associate does not have a graduate degree in social work, it is expected that the Academic Supervisor and the Academic Committee Member provide support to strengthen the social work component of the practicum.

In Canada, Alberta Association of Social Workers and Prince Edward Island Social Work Association require the professional associate/field supervisor be a registered social worker. Please be aware of this requirement if you plan to have a career/work/register with the social work association in Alberta or Prince Edward Island.

Appointment of Professional Associate: The proposed Professional Associate is contacted by the student and, if interested, the Professional Associate submits her/his Curriculum Vitae (CV) directly to the Academic Supervisor. The CV will be part of the proposal package (Practicum Proposal and CV of Professional Associate) that is forwarded by the Academic Supervisor to the FSW Associate Dean – Research & Graduate Program. The FSW Associate Dean – Research & Graduate Program reviews the CV and makes a recommendation for approval to the Faculty of Graduate Studies and Research.

In addition to supervising and evaluating the student's research, the Professional Associate will:

- Work co-operatively with the Academic Supervisor to ensure the practicum is appropriate for the needs of the student and the job-related circumstances of the Professional Associate.
- Work closely with the student and ensure all

activities and requirements related to the practicum are carried out, as well as offer advice or suggestions, as needed or requested by the student.

- Provide guidance with respect to relevant literature (relevant theories and models of practice) and practice or skill development needs.
- Consult with the Academic Supervisor on the student's progress, on the extent to which learning goals are being achieved, and/or the extent to which specific activities may need modification.
- Provide the student, Academic Supervisor and the Faculty of Social Work with a written mid-term and final evaluation ([Research Practicum Evaluation](#) form) of the activities or attainments that will be achieved.
- The evaluation of the research practicum should be undertaken in conjunction with the student, the Academic Supervisor and, whenever possible, the Academic Committee Member.
- Sign the [Certification of Research Practicum Work](#) at the successful completion of the practicum.

Research Practicum Committee

The research practicum committee consists of the Academic Supervisor, the Academic Committee Member, and the Professional Associate.

- Committee meetings may be called, as required, by the Academic Supervisor, the Professional Associate, the Academic Committee Member, the student or the FSW Associate Dean – Research & Graduate Program.
- The Academic Supervisor and the Academic Committee Member will review and comment constructively on drafts of the final Practicum Report. If unsatisfied with any aspect of the work, the members are obliged to discuss their assessment with the student, to ensure that the student receives feedback to guide further revisions.
- The Academic Supervisor and Academic Committee Member sign the [Certification of](#)

[Research Practicum Work](#) form when they are satisfied that the Practicum Report is complete and ready for submission to the FSW Associate Dean – Research & Graduate Program.

2.1 Steps to Setting up the Research Practicum

The Student will:

- Consult with the FSW Associate Dean – Research & Graduate Program, to discuss selection of an Academic Supervisor.
- Select an Academic Supervisor.
- Select a research practicum topic and research field location, as required.
- Select an Academic Committee Member from the Faculty of Social Work in consultation with the FSW Associate Dean – Research & Graduate Program.
- Select a Professional Associate and request that a copy of that individual's
- Curriculum Vitae (CV) is forwarded directly to the Academic Supervisor.
- Prepare the first draft of the research practicum proposal (see Section 4).
- In consultation with the Academic Supervisor, complete and submit the University of Regina [Research Ethics Application Form](#).

Once a research practicum placement has been secured:

- Ensure that the [Schedule "C", Work-based Learning Consent and Agreement for Workers' Compensation](#) form, is completed prior to the beginning of the practicum placement, and is submitted to the Academic Supervisor.
- Ensure that the [Student Work Placement Health and Safety Checklist](#) is completed by the agency and submitted to the Academic Supervisor.
- Ensure that [COVID-19 Educational Placement Agreement](#) is completed between the agency, Faculty of Social Work, and the student
- International Students must apply for an [Internship/Work Visa](#) at least FOUR (4) MONTHS before beginning practicum and request a Work Permit/Internship letter from the faculty

The Academic Supervisor will:

- Forward the approved research practicum proposal and the Curriculum Vitae (CV) of the Professional Associate to the FSW Associate Dean – Research & Graduate Program, who forwards these documents to the Dean of Graduate Studies and Research, for final approval. **The practicum must receive approval from the Dean of the Faculty of Graduate Studies and Research prior to commencement.** A copy of the proposal will be placed in the student’s electronic file, along with the letter indicating approval of the Dean of Graduate Studies and Research.
- Forward the MOA, if applicable, to the Faculty of Social Work Dean for his/her signature.

2.2 Research Practicum Proposal

After completion of three courses, the student should have some ideas formulated for a possible research practicum and a choice of Academic Supervisor.

The first step is to develop the research practicum proposal, in which the student clarifies her/his ideas about the scope and nature of the research they wish to do, the setting of the practicum, and the learning goals and objectives (See APPENDIX 2 and APPENDIX 3 for examples of research practicum proposals).

The research practicum proposal must be submitted to, and approved by, the FSW Associate Dean – Research & Graduate Program, at least **two months prior** to the start date of the practicum.

It is the student’s responsibility to develop the **1-2 page Practicum Proposal**, in which s/he provides the following information:

- Student name, student number, address and contact information.
- The name and address of the research practicum agency the student has identified as the placement agency.
- The Academic Supervisor name, address and contact information.

- The Academic Committee Member name, address and contact information.
- The Professional Associate name, address and contact information.
- The time period within which the research practicum will be completed (indicate whether or not the practicum is to be a full-time or part-time placement).
- The plans for supervision provided by the Professional Associate.
- The learning goals and objectives of the practicum and how these will be met. These should be specific enough so that it will be possible to determine the extent to which these goals were met, for evaluation purposes upon completion of the practicum (see [Research Practicum Evaluation](#) form).
 - Learning goals:** the overall goal of the practicum – what does the student want to accomplish?
 - Learning objectives:** the actual activities that will meet the goals – what activities or attainments are to be achieved, in order to meet the student’s goals?
 - Learning outcomes:** the demonstration of how the activities or attainments were achieved. The learning outcomes will be the basis upon which the mid-term and final evaluations are conducted.
 - The focus of the research practicum** – discuss the problem/issue that is being addressed, explain why the proposed research is relevant, discuss central concepts and provide an indication of the literature to be reviewed, and the methods or approaches to be used.
- The student must consult with the Academic Supervisor in the development of the proposal. It is to be approved by the Academic Supervisor and the Academic Committee Member,

Learning Goals:
What does the student want to accomplish?

Learning Objectives:
What activities/attainments are to be achieved?

Learning Outcomes:
How did the student achieve the stated goals & objectives?

in consultation with the Professional Associate. The Academic Supervisor is responsible for ensuring that copies of the proposal are submitted to the FSW Associate Dean – Research & Graduate Program, for review and recommendation for Faculty of Graduate Studies and Research approval.

2.3 The Research Practicum: Supervision and Evaluation

- Prior to the start of the practicum, or very early in the practicum, the Academic Supervisor, Professional Associate, and the student should meet to review the learning goals and objectives, supervision plan, and evaluation requirements. The Academic Committee Member may also attend this meeting.
- The Professional Associate provides on-site supervision of the student during the research practicum, if on-site hours are required. If the student is not required to be on-site as part of the research practicum, the Professional Associate will provide content expertise and support to the student, as the student proceeds through the research and data analysis process. Any concerns of the Professional Associate about the quality of a student's performance should be discussed promptly with the student and Academic Supervisor, with a view to the performance being improved.
- The student is advised to maintain communication with the Academic Supervisor to discuss the research practicum experience, the research process and the final *Research Practicum Report*. The Academic Supervisor, Academic Committee Member, FSW Associate Dean – Research & Graduate Program, Professional Associate, or the student may request a meeting, at any time, during the practicum.
- The final evaluation is graded on a Pass/Fail basis. Performance deemed unsatisfactory, in part or in whole, may have to be repeated. Satisfactory completion of the practicum includes: completion of a successful ethics application, completion of a piece of research that fits with the original research practicum proposal, favourable

Two evaluations:
* Mid-term
* Final

mid-term and final evaluations,
completion of the practicum
presentation, and completion of the
Research Practicum Report.

- Evaluations are conducted at the mid-term, and prior to the completion of the research practicum. The evaluation is attended by the student, Professional Associate, and Academic Supervisor. The Academic Committee Member may attend one or both of the evaluations.
- The [*Research Practicum Evaluation*](#) form is used to guide the discussion and to provide a formal measure of the student's performance in specific competency areas. These forms are used at both the mid-term and final evaluation meetings. The student and the Professional Associate will discuss and complete the evaluation form, prior to these meetings.
- The form is signed, upon agreement of all parties, after each evaluation and submitted to the Academic Supervisor. The completed evaluation form is provided to the Academic Committee Member by the Academic Supervisor, for information purposes, at the completion of each evaluation meeting. The completed evaluation form is also submitted to the MSW Program Advisor to be placed on the student's electronic file.
- Criteria for evaluation consists of:
 - i. **A Review of the student's progress** with respect to the learning objectives identified in the practicum proposal.
 - ii. **The student's overall performance** with respect to professional development of research skills and as a social worker at an advanced level of social work practice.

Evaluation Criteria:

1. Review of student progress re: learning objectives identified in proposal;
2. Student overall performance re: professional development of research skills and as a social worker at advanced level

2.4 Research Practicum Report/Journal Article and Presentation

All practicum students are required to submit a comprehensive, written *Research Practicum Report* or a *Journal Article* to fulfill the

requirements of a research practicum. The student is also required to complete a **Presentation** based upon the research practicum experience. Once the research practicum has been completed, the Presentation should be scheduled within a period of **two months**. It is expected that the student will have completed at least a first draft of the final, *Research Practicum Report* (reviewed by the Academic Supervisor) prior to the scheduling of the Practicum Presentation.

OPTION ONE: Research Practicum Report

The *Research Practicum Report* is to be formatted using the University of Regina, [Graduate Studies Guidelines for Thesis](#). The content and format of the *Research Practicum Report* will vary, depending upon the nature of the work undertaken. The student will work with the Academic Supervisor to determine the most appropriate outline and format.

Elements to be included in the *Research Practicum Report*:

As a general guide, some or all of the following sections may be included:

- **Introduction:** The introduction will describe the issue under consideration, the objectives of the study, and the context in which the research practicum was undertaken.
- **Literature Review:** The student conducts a literature review of the key issues addressed in the research practicum.
- **Methods** : The student will provide a list of methods used while conducting the research practicum. This list will include, if relevant: research methodologies/strategies, data-gathering methods, research instruments, population(s) sampled, ethical considerations, and data analysis procedures.
- **Findings/Outcomes:** The student will clearly present the findings/outcomes of the research,

Research Practicum Report will meet graduate level standards. The student must incorporate a discussion of the findings, which must be related to relevant literature and to social work.

including: quantitative and/or qualitative tables, charts, and quotations from respondents.

- **Discussion of Findings:** The student will provide a discussion of findings, which must be related to relevant literature and to social work.
- **Recommendations**
- **Conclusion.**

Writing Standards

A *Research Practicum Report* must demonstrate the ability to engage in research, and write well. This means that the student must be able to select, organize and use social work knowledge and ideas, confidently. The scholarly standards, approved by the Faculty of Graduate Studies and Research apply, as follows:

- Clarity of purpose and rationale.
- Coherence and logic of organization.
- Clarity, simplicity and cogency of written expression.
- Adequacy of definitions of key terms.
- Accuracy and completeness of sections.
- Accuracy and completeness of references.
- Organization of appendices.

Writing Checklist:

- √ Clarity of purpose & rationale;
- √ Coherence & logic of organization;
- √ Clarity, simplicity and cogency of written expression;
- √ Adequacy of definitions of key terms;
- √ Accuracy & completeness of sections;
- √ Accuracy & completeness of bibliography/references; and, organization of appendices.

Other points to keep in mind include:

- It is expected that the student will begin writing elements of the Report while engaged in the research practicum. The student is encouraged to consult with the Academic Supervisor regarding content, writing style, and formatting, prior to beginning to write the *Research Practicum Report*.
- The Academic Supervisor will provide primary support and guidance to the student during the writing stage. The Academic Supervisor is responsible for ensuring that the *Research Practicum Report* meets required standards (content and writing style – most recent APA Format).
- The Academic Committee Member will be the second reader and will provide further feedback, as needed. The student may

also decide to consult with the Professional Associate on matters related to content, within the Report. Together, the Academic Supervisor and the Academic Committee Member will determine when the report is completed and ready for submission to the FSW Associate Dean – Research & Graduate Program.

- The FSW Associate Dean – Research & Graduate Program will review the final Report, to ensure that the *Research Practicum Report* meets graduate program standards.
- The Academic Supervisor and the Professional Associate sign the [Certification of Research Practicum Work](#) form, which is then submitted to the FSW Associate Dean – Research & Graduate Program.
- The Academic Supervisor will send both the final *Research Practicum Report* (in Word and PDF format) **and** the signed [License for Thesis, Dissertation, Research Practicum, and Field Practicum](#) form to the FSW MSW Program Advisor, who will forward these to the University of Regina Library.

For general guidelines on report-writing and format, students are to consult the current edition of the APA Manual. The University of Regina, Faculty of Graduate Studies and Research [Guide for Theses Preparation](#), must be adhered to with respect to: title page, abstract, acknowledgements, table of contents, list of tables, list of illustrations and figures, text, list of references, literature cited or bibliography, and appendices. This latter document is available on the University of Regina website, under the Faculty of Graduate Studies and Research page.

OPTION TWO: Journal Article

Students who wish to complete an MSW research practicum may opt to write a *Journal Article*, rather than completing a *Research Practicum Report*. In choosing this option, the student carries out the research practicum in the manner designated in the Practicum Manual, and writes a journal article according to the requirements of a selected academic journal.

The decision to write a *Journal Article*, rather than a *Research Practicum Report*, is made when the student writes the practicum

proposal. At that time, the student, with the guidance of the Academic Supervisor, selects an appropriate, academic journal, based on the research/practicum area of interest. The student is expected to obtain a copy of the “Instructions for Authors” section of the journal selected, to determine the criteria of length, style, references and other requirements of the journal. A copy of the “Instructions for Authors” section of the journal should be attached to the final research practicum proposal, when it is submitted for review.

The Research Practicum Committee of the student determines the suitability of the journal article to be submitted to the identified, academic journal.

Steps to Writing the Journal Article

- It is expected that the student will begin writing the *Journal Article* while engaged in the research practicum. The student is encouraged to consult with the Academic Supervisor regarding content, writing style, and formatting, prior to beginning to write the *Journal Article*.
- The Academic Supervisor will provide primary support and guidance to the student during the writing stage. The Academic Supervisor is responsible for ensuring that the *Journal Article* meets required standards (content and writing style).
- The Academic Committee Member will be the second reader and will provide further feedback, as needed. The student may also decide to consult with the Professional Associate on matters related to content within the *Journal Article*. Together, the Academic Supervisor and the Academic Committee Member will determine when the Article is complete and is ready for submission to the academic journal, for publication consideration.
- When the *Journal Article* is complete, as noted above, the student will write an introduction and summary, that is to be attached to the completed Article. This will be viewed as the final *Research Practicum Report*, which will then be submitted to the FSW Associate Dean –

Research & Graduate Program, for review. Recognizing the work and skill that is required in order to write a publication-prepared, academic journal article, it is expected that this introduction and summary be no longer than one to two pages, in length.

- If the student intends to convocate in the Spring, this final *Research Practicum Report* must be submitted to the FSW Associate Dean – Research & Graduate Program by **March 31**. In order to convocate in the Fall, this final *Research Practicum Report* must be submitted to the FSW Associate Dean – Research & Graduate Program by **July 31**.
- The FSW Associate Dean – Research & Graduate Program will review the final Report, to ensure that the publication-ready *Journal Article* meets graduate program standards.
- The Academic Supervisor and the Professional Associate sign the [Certification of Research Practicum Work](#) form, which is then submitted to the FSW Associate Dean – Research & Graduate Program.
- The Academic Supervisor will send both the final, *Research Practicum Report* (in Word and PDF format) **and** the signed [License for Thesis, Dissertation, Research Practicum, and Field Practicum](#) form to the FSW MSW Program Advisor, who will forward these documents to the University of Regina Library.

2.5 Research Practicum Presentation – Process

When the student is ready to make the formal presentation of their research practicum work, the FSW MSW Program Advisor will post a notice of the presentation and circulate the notice to faculty, students and the Saskatchewan Association of Social Workers. It is the responsibility of the Academic Supervisor to provide this information to the FSW MSW Program Advisor, and to ensure that space and or required technology (zoom link, etc.) is booked for the Presentation.

- **When:** Once the student has completed the research practicum, and has completed a first draft of the *Research Practicum Report*,

the student should, in consultation with the Academic Supervisor, schedule the presentation. It is advised that the student discuss the format and content of the presentation with the Academic Supervisor, prior to the presentation. It is advised that the presentation be scheduled within two months, after completion of the research practicum placement.

- **Location:** The research practicum presentation may be hosted at the Faculty of Social Work, University of Regina, or at a community agency related to the research practicum. The final decision on location will be made by the student, the Professional Associate, and the Academic Supervisor.
- **Length of Presentation:** The research practicum presentation should not exceed one hour, in length. The presentation portion should be 20-30 minutes in length, with 30 minutes remaining in which to answer questions or have a discussion. It is the responsibility of the student to ensure that requirements of the presentation are met.
- **Facilitator:** The Academic Supervisor facilitates the process and evaluation of the presentation.
- **Invited Guests:** Invited guests to the presentation will be decided upon by the student, the Professional Associate, and the Academic Supervisor. The Academic Committee Member should be notified, invited, and encouraged to attend the student presentation. The presentation will be open to the academic and professional community. Family members of the student will not be allowed to attend the presentation.
- **Content:** The research practicum presentation is a critical reflection of the student's research experience, results, and contributions to social work skill, knowledge and practice. The presentation is not intended to be a descriptive presentation about the agency.
- **Evaluation:** Once the student has completed the research practicum presentation, and the presentation discussion has concluded, the Academic Supervisor will:
 - i. Ask all guests to leave the room.
 - ii. Review the presentation with the Professional Associate and Academic Committee Member, if in attendance, and conclude whether or not the student has successfully completed this portion of the practicum.
 - iii. Inform the FSW Associate Dean – Research & Graduate

Program and the FSW MSW Program Advisor whether or not the presentation was successfully completed. If possible, a copy of the student's final presentation slides should be submitted to the FSW Associate Dean – Research & Graduate Program and the FSW MSW Program Advisor. This information will then be included in the electronic file of the student.

2.6 Evaluation and Distribution of the *Research Practicum Report*

The student is responsible for completing the Report in a timely manner and submitting copies to the Academic Supervisor and Academic Committee Member. A copy may be submitted to the Professional Associate, as well. Once the academic members of the Committee have evaluated the Report, and any changes or revisions have been made, the [*Certification of Research Practicum Work*](#) form is signed by both faculty members. A final copy of the Report, with the signed statement of certification, is submitted to the FSW Associate Dean – Research & Graduate Program, who reviews the copy and may suggest revisions. Once the Report is approved, the FSW Associate Dean – Research & Graduate Program and the FSW MSW Program Advisor forward the relevant forms and documentation to the Faculty of Graduate Studies and Research, signifying that the field practicum has been satisfactorily completed.

Upon approval and acceptance by the Faculty of Graduate Studies and Research, the Academic Supervisor will send the final Report, electronically, to the FSW MSW Program Advisor, along with the signed *License for Thesis, Dissertation, Research Practicum and Field Practicum* form, so that the Report can be forwarded to the University of Regina Library, for online storage and access.

The deadlines for submission of the final *Research Practicum Report* to the FSW Associate Dean – Research & Graduate Program.

For Spring Convocation March 31

For Fall Convocation July 31

FIELD AND RESEARCH PRACTICUM POLICIES

Policies and Guidelines

Ethical Considerations

A student will not be placed in a practicum situation in which any financial or close personal relationship may give rise to a reasonable apprehension of bias, or in placements in which potential for a conflict of interest may arise. This includes, but is not limited to:

- Placement in an agency which is controlled by, or employs, anyone in a close personal relationship with the student.
- Placement in an agency in which the student is otherwise employed. It is conceivable that a student could be placed in a practicum in a large agency, in a different section or division than the section or division in which the student is otherwise employed with the agency.
- The student is not paid, in salary or in kind, for performing the duties associated with the practicum placement.
- The Professional Associate is not in the normal reporting structure, associated with the student's paid employment in the agency.

Research Ethics Approval

Any practicum requiring participation of human subjects for research purposes must have research ethics approval, in writing, from the University of Regina, Research Ethics Board. The student must consult with the Academic Supervisor in completing the ethics approval forms. Practicum work may not proceed until ethics approval, if applicable, has been received. A copy of the REB approval certificate should be submitted to the FSW MSW Program Advisor to be placed on the student's electronic file. Ethics application forms are available, online, at the University of Regina, Office of Research

Services at: www.uregina.ca/research/

Student Suitability

The [*Policy and Procedures for Student Performance of Professional Responsibilities*](#) defines standards for professional conduct. Violation of these standards, at any point in the student's program, may be grounds for rejecting a practicum proposal and/or dismissal from the social work program, including dismissal from a practicum placement.

Professional Practice Standards

Professional conduct between a student and the Professional Associate is governed by the same principles that govern conduct in worker-client relationships. The Professional Associate, and other agency employees, is/are expected to meet professional practice standards for social workers in relationships with students. The student is encouraged to contact the Academic Supervisor immediately if difficulties arise, as a result of agency/worker professional conduct. The student is expected to maintain professional conduct while in the agency setting. The Professional Associate should be familiar with the Faculty of Social Work, [*Policy and Procedures for Student Performance of Professional Responsibilities*](#). As outlined in the policy, the student is required to adhere to the standards of ethical practice during the practicum, as defined by the Canadian Association of Social Workers, in the [*CASW Social Work Code of Ethics \(2005\)*](#), the [*CASW Guidelines for Ethical Practice \(2005\)*](#) and the Saskatchewan Association of Social Workers' [*Standards of Practice*](#). A student may be asked to withdraw from the social work practicum, or be given a grade of "Fail", if found to be engaged in unethical behavior, or is obviously deficient in competencies and skills required for the social work profession.

Failure to meet ethical standards, competencies or progressively develop skills during the practicum, will result in withdrawal and/or failure. The Academic Supervisor, Academic Committee Member, FSW Associate Dean – Research & Graduate Program, and/or additional faculty members, as needed, will collaborate with the student to develop a plan to address identified issues and develop

criteria for continuing with the practicum.

Student and Agency Safety

All of the of University of Regina's policies regarding student safety apply to all students in practica. A few additional guidelines have been developed to promote safety for all parties within the practicum setting.

Discrimination, Harassment and Dual Relationships

The University of Regina has developed clear policy and procedures to protect students and staff against discrimination and harassment. The university policy on [*The Respectful Work and Learning Environment Policy: A Policy for the Prevention of Harassment and Discrimination*](#)

This policy is to be extended into the research and field placements. Both the student and the Professional Associate are protected under this policy.

Students should inform themselves about the University's Sexual Harassment and Discrimination Policy, as well as the agency's policy on sexual harassment and discrimination, if one exists, in order to proceed effectively if an individual believes that sexual harassment or discrimination has occurred. Those who believe that harassment or discrimination has occurred in the practicum are encouraged to contact the Academic Supervisor and/or the Harassment and Discrimination Prevention Office, by telephone at: 306- 585-5400 or by email at: respect@uregina.ca

Insurance and Professional Liability

Students registered in practica are insured against any claims or liability, including personal injury. Extended health care benefits are provided for students injured while performing duties related to their studies. This coverage is supplemental to Provincial Government Health Care Insurance. Practicum students are covered against claims incurred while travelling in the performance of practicum-related duties. Clients transported by a student are not covered for liability or personal injury by the University of Regina, when driving in student-owned vehicles. Students are advised to check with the agency regarding insurance coverage and the use of

Central Vehicle Agency vehicles (CVA's). Practicum students are eligible for no cost insurance coverage, offered through the Ministry of Advanced Education and Learning, and the Workers' Compensation Board.

Prior to the start of practicum, the student will complete a form for [Workers' Compensation coverage](#). A copy of the signed form will be held in the University of Regina, Human Resources Office (see Schedule "C", [Work-based Learning Consent and Agreement](#)). Students who refuse Workers' Compensation coverage must inform the practicum agency. Students are required to fill out the [Student Work Placement Health & Safety Checklist](#)

General liability insurance covers students, as representatives of the University, both on and off campus (<https://www.uregina.ca/policy/browse-policy/policy-OPS-060-005.html>). The insurance premium, for all insurance coverage itemized above, is included in student fees, which are paid as part of tuition. Students who are involved in an incident that requires an insurance claim should contact their Academic Supervisor immediately. If the student is involved in an accident, or has been injured, an [Employer's Initial Report of Injury](#) and [Workers' Initial Report of Injury](#) must be completed by the student and the agency representative, and submitted to the University of Regina, Human Resources Office.

Strike Action at Research or Field Placement Location

If strike action occurs while the student is in placement, the student will be advised by the Faculty of Social Work not to cross and/or join in the picket line. Students should not cross or join illegal picket lines. Students are to be informed of the potential risks to crossing a picket line and the potential risk involved in engaging in strike activities. The University of Regina will not be liable for any mishap or injury while engaged in collective action. Any student hours/days spent engaged in work, which would normally be the responsibility of unionized social workers, will not be acknowledged as practicum hours. Alternate activities, related to the student's placement practice area, will be assigned. These activities are to be approved by the FSW Associate Dean – Research & Graduate Program. No make-up time will be required for those students who participate in alternate activities during a strike. If the strike continues for an extended

period, alternate learning activities, to meet course requirements, will be provided, following consultation with the FSW Associate Dean – Research & Graduate Program and the student(s) directly impacted. In cases of illegal strikes, students in placement will be assigned alternate education activities.

APPENDIX 1:

Example of the MSW Field Practicum Proposal (1)

Field Practicum Student:	Name (number), phone number, email
Academic Supervisor:	Faculty member's name, email
Academic Committee Member:	Second faculty member's name, email
Professional Associate:	Name, email
Location:	Address, phone and email
Period of Practicum:	Beginning and end dates

Supervision: Statement regarding how the professional associate will provide supervision and how often that supervision will occur.

Learning Goal:

The purpose of this practicum is to gain graduate level social work knowledge and practice of clinical counselling for individuals, families, groups, and couples on various topics of concern in a community agency.

Learning Objectives:

- Gain practical social work experience in the area of private counselling.
- To develop clinical skills in individual, family, group, and couples counselling.
- Learn about various topics and concerns that commonly affect those seeking private counselling and become familiar with treatment methods used at XX Counselling Services.
- Gain knowledge and utilize various social work and counselling theories, such as cognitive behavioural therapy, solution focused therapy, and systems theory.
- Provide a critical analysis of counselling services at XX Counselling Services and become familiar with clinical social work practice in a non-profit organization.

Activity:

- Develop counselling skills for individuals with differing issues of concerns.
- Increase knowledge of social work and counselling theories, such as cognitive behavioural therapy and solution-focused therapy, as well as other related theories.
- Write a final practicum report which will include up to date literature on theory and practice as it applies to private counselling for individuals, families, groups, and couples.

- Provide a presentation at the end of the practicum placement.

Example of the MSW Field Practicum Proposal (2)

Student:	Name (student #, phone #, U of R email and alternate email)
Academic Supervisor:	Faculty member's name, email
Committee Member:	Second faculty member's name, email
Professional Associate:	Name, phone, and email
Location:	Address, phone and email
Period of Practicum:	Beginning and end dates

Supervision: Statement regarding how the professional associate will provide supervision and how often that supervision will occur.

Learning Goal:

To gain experience and become familiar with the philosophy of treatment employed in working with people diagnosed with the Alzheimer disease, in particular, dementia.

Learning Objectives will be met by completing the following Learning Activities:

1. To become familiar with current literature on the treatment of people diagnosed with dementia.
 - Learning Activities
 - To review literature on the treatment and management of people diagnosed with Alzheimer disease, in particular, dementia;
2. To become familiar with programs offered by XX, nursing homes and communities in relation to the Alzheimer and dementia contexts.
 - Learning Activities
 - To participate in staff meetings, case studies and professional training to discuss case management and to enhance professional development;
3. To gain professional experience working with multi-professional teams.
 - Learning Activities
 - To liaise with nursing home personnel and community resources on intensive follow-up through discharge planning;
4. To develop individual and family counselling and case management skills.
 - Learning Activities|
 - To conduct individual counselling sessions, under supervision, with family members or care givers of the patients;
 - To conduct ongoing case management of assigned clients, in collaboration with families and caregivers;

5. To reflect on the ethical issues facing social work professionals working with people with dementia.
 - Learning Activities:
 - To keep a daily journal of my reflections concerning literature review, ethical issues, counselling and personal/professional interactions;
6. To learn about limitations in the health care system; to critically analyze service gaps and provide recommendations;
 - Learning Activities:
 - To review current policies and practices in health care systems, review provincial and national guidelines and identify knowledge-practice gaps;
7. To share knowledge from my learning experience through a field practicum report and presentation.
 - Learning Activities:
 - To complete a practicum report and presentation at the conclusion of this field practicum.

APPENDIX 2

Example of the MSW Research Practicum Proposal - Project

Student:	Name (student #, phone #, U of R email and alternate email)
Academic Supervisor:	Faculty member's name, email
Academic Committee:	Second faculty member's name, email
Professional Associate:	Name, phone and email
Location:	Address, phone and email
Period of Practicum	Beginning and end dates

Supervision: Statement regarding how the professional associate will provide supervision and how often that supervision will occur.

Scope and Activity of the Practicum:

The goal of this research practicum is to explore the use of the XX Model currently being piloted at XX. The XX Model was developed to transform the culture of Special Care Homes from an institutional model towards a home where residents and their families work together with the caregivers to provide resident-directed care. This model focuses on relationship building between the residents, their families and support systems, staff, and the interdisciplinary team. Opportunities also exist for the resident to connect to a variety of activities to build on these relationships. This practicum specifically intends to: 1) understand the perceived psychosocial care needs of the residents at XX; 2) examine how the XX Model may contribute to the psychosocial needs and an improved quality of life for the residents and; 3) examine the role of social workers in supporting the psychosocial care needs of residents in long term care.

The overarching question guiding this research practicum is: “does the XX Model contribute to residents’ perceived quality of life related to their psychosocial needs?”

Research Goal:

1) To explore and assess the use of the XX Model in providing for the psychosocial care needs and quality of life for residents and; 2) To inform XX in their use of the XX Model and their care practices in meeting the psychosocial needs of residents.

Learning Objectives:

- 1) To gain knowledge of the XX Model of care and specifically the psychosocial dimensions within this model
- 2) To gain knowledge of long term care residents’ perceptions regarding their quality of life
- 3) To gain knowledge of the factors contributing to quality of life in

- long term care settings
- 4) To gain knowledge of the analysis of focus group data and the presentation of results in report format
 - 5) To gain an understanding of the role for social workers in long term care

Learning Activities:

- Completion of a literature review on models of long term care with specific attention to the XX Model and the psychosocial dimensions of care
- Completion and submission of an ethics application to the U of Regina Research Ethics Board (REB)
- Facilitation of focus groups with residents, family members and staff on the use of the XX Model in contributing to residents quality of life
- Completion of the analysis of focus group data
- Completion of a report for XX summarizing the exploratory findings, with recommendations for the use of XX Model in addressing the psychosocial dimensions of care.

Example of the MSW RESEARCH PRACTICUM PROPOSAL – Journal Article

Student:	Name (student #, phone #, U of R email and alternate email)
Academic Supervisor:	Faculty member's name, email
Academic Committee	Second faculty, member's name, email
Professional Associate:	Name, phone and email
Location:	Address, phone and email
Period of Practicum:	Beginning and end dates
Final Report Option:	Journal Article

Supervision: Statement regarding how the professional associate will provide supervision and how often that supervision will occur.

Goals and Objectives:

Goal: To increase research skills and professional writing style:

Objective #1: Conduct a comprehensive literature review on developing resiliency in youth;

Objective #2: Submit a journal article based on research findings and resource development for publication consideration in a peer-reviewed social work journal.

Goal: To expand ability to create concrete counselling tools relevant for Saskatchewan youth:

Objective: Complete environmental scan of programs in Canada focusing on developing resiliency in youth and create a practical toolkit with concrete activity ideas for professionals or parents to implement with youth.

Goal: To increase skill at disseminating research information to a range of audiences: **Objective #1:** To create a train-the-trainer manual for professionals intending to develop resiliency around youth, including:

- Develop a rationale on the importance of developing resiliency around youth
- Identify practical tools for developing resiliency in youth in group or one-on-one settings

Objective #2: To deliver a workshop for parents with information on developing resiliency in their children, using clear, accessible language