



University  
of Regina

Faculty of  
Social Work

# **MASTER OF SOCIAL WORK**

## **PRACTICUM MANUAL**

May 2026

June 18, 2026

## TABLE OF CONTENTS

|                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Required Forms.....</b>                                                                                                             | <b>5</b>  |
| Field Practicum.....                                                                                                                   | 5         |
| Research Practicum .....                                                                                                               | 5         |
| AI Transparency Statement Requirements for Final Practicum Reports.....                                                                | 5         |
| <i>Letter of Understanding [LOU] between an Academic Supervisor and a Student.....</i>                                                 | <i>5</i>  |
| WHERE TO FIND COPIES OF COMPLETED PRACTICUM REPORTS .....                                                                              | 6         |
| <b>Glossary of Terms .....</b>                                                                                                         | <b>6</b>  |
| Purpose of the MSW Practicum .....                                                                                                     | 10        |
| <b>1. What is a Field Practicum?.....</b>                                                                                              | <b>11</b> |
| 1.1 Who is Involved? Roles and Responsibilities .....                                                                                  | 12        |
| Academic Supervisor.....                                                                                                               | 12        |
| Academic Committee Member .....                                                                                                        | 14        |
| Professional Associate.....                                                                                                            | 15        |
| Field Practicum Committee .....                                                                                                        | 17        |
| 1.2 Steps to Setting up the Field Practicum .....                                                                                      | 17        |
| The Student will:.....                                                                                                                 | 17        |
| The Academic Supervisor will: .....                                                                                                    | 18        |
| 1.3 Field Practicum Proposal.....                                                                                                      | 19        |
| 1.4 The Field Practicum: Supervision and Evaluation.....                                                                               | 20        |
| 1.5 Field Practicum Report and Presentation.....                                                                                       | 22        |
| 1.5.1 Field Practicum Report – Process .....                                                                                           | 22        |
| 1.5.2 Field Practicum Presentation – Process.....                                                                                      | 27        |
| 1.5.3 Evaluation and Distribution of Field Practicum Report.....                                                                       | 28        |
| The Deadlines for submission of the final <i>Field Practicum Report</i> to the FSW Associate Dean – Research & Graduate Program: ..... | 29        |
| <b>2. What is a Research Practicum? .....</b>                                                                                          | <b>29</b> |

|                                                                                                                                          |           |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 2.1 Who is Involved? Roles and Responsibilities .....                                                                                    | 30        |
| Academic Supervisor .....                                                                                                                | 30        |
| Research Practicum Committee.....                                                                                                        | 35        |
| 2.1 Steps to Setting up the Research Practicum .....                                                                                     | 35        |
| The Student will:.....                                                                                                                   | 35        |
| The Academic Supervisor will: .....                                                                                                      | 36        |
| 2.2 Research Practicum Proposal .....                                                                                                    | 37        |
| 2.3 The Research Practicum: Supervision and Evaluation.....                                                                              | 38        |
| 2.4 Research Practicum Report/Journal Article and Presentation.....                                                                      | 40        |
| OPTION ONE: Research Practicum Report.....                                                                                               | 40        |
| OPTION TWO: Journal Article .....                                                                                                        | 43        |
| 2.5 Research Practicum Presentation – Process.....                                                                                       | 45        |
| 2.6 Evaluation and Distribution of the <i>Research Practicum Report</i> .....                                                            | 47        |
| The deadlines for submission of the final <i>Research Practicum Report</i> to the FSW Associate Dean – Research & Graduate Program. .... | 47        |
| <b>Policies and Guidelines .....</b>                                                                                                     | <b>47</b> |
| Ethical Considerations.....                                                                                                              | 48        |
| Research Ethics Approval .....                                                                                                           | 48        |
| Student Suitability .....                                                                                                                | 48        |
| Professional Practice Standards .....                                                                                                    | 48        |
| Student and Agency Safety .....                                                                                                          | 49        |
| Discrimination, Harassment and Dual Relationships.....                                                                                   | 49        |
| Insurance and Professional Liability .....                                                                                               | 50        |
| Strike Action at Research or Field Placement Location.....                                                                               | 51        |
| <b>APPENDIX 1.....</b>                                                                                                                   | <b>52</b> |
| Example of the MSW Field Practicum Proposal (1) .....                                                                                    | 52        |
| Example of the MSW Field Practicum Proposal (2) .....                                                                                    | 53        |
| <b>APPENDIX 2.....</b>                                                                                                                   | <b>55</b> |
| Example of the MSW Research Practicum Proposal - Project.....                                                                            | 55        |
| Example of the MSW Research Practicum Proposal – Journal Article .....                                                                   | 57        |
| <b>APPENDIX 3.....</b>                                                                                                                   | <b>58</b> |

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| MSW Field and Research Practicum Report Title Page Example.....                 | 58        |
| <b>APPENDIX 4.....</b>                                                          | <b>60</b> |
| AI Transparency Statement Guidelines.....                                       | 60        |
| <b>APPENDIX 5.....</b>                                                          | <b>62</b> |
| Letter of Understanding [LOU] between an Academic Supervisor and a Student..... | 62        |

## 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\*](#)

### AI Transparency Statement Requirements for Final Practicum Reports

Effective June 1, 2024, all final reports in field or research practicums or similar written assignments required for the completion of the MSW practicum requirements will include a Transparency Statement describing the use, or no use of artificial intelligence (AI) assisted technologies in the preparation of final reports or similar written components of MSW practicums. This statement is to appear on the page following the Acknowledgments page. (The examples of AI Transparency Statements are in Appendix 4)

### *Letter of Understanding [LOU] between an Academic Supervisor and a Student*

To ensure the best graduate supervision experience, the Faculty of Graduate Studies and Research and the Faculty of Social Work strongly recommend that students and supervisors review, adjust and sign a Letter of Understanding (see Appendix 5) at the beginning of the supervisory relationship. The LOU can be revised and adjusted as the program progresses (if needed). The Letter of Understanding follows the national standards for graduate supervision to ensure clarity in supervisor-student roles and expectations and to ensure a respectful and

fruitful relationship of mutual benefit.

## WHERE TO FIND COPIES OF COMPLETED PRACTICUM REPORTS

Completed Field Practicum and Research Practicum Reports:

<https://hdl.handle.net/10294/16754>

Beginning in 2010, all Practicum Reports are stored online at the University of Regina Library:

1. Go to URspace at: <http://ourspace.uregina.ca>
2. Click on *Communities & Collections*
3. Click on *Theses, Dissertations, Practicum and Project Reports*
4. Click on *Master's Practicum and Project Reports*

## 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. For post-MSW experience, it is two years only.
- In Canada, the Alberta Association of Social Workers and the Prince Edward Island Social Work Association require the professional associate/field supervisor to 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 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**.

***Educational Placement Agreement (formerly known as Memorandum of Agreement (MOA)):*** The Educational Placement Agreement is a general agreement between the Faculty of Graduate Studies and Research, 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 occur in both the field and research practicum placements. Evaluations are conducted mid-term and prior to the completion of the practicum hours. The student, the Professional Associate, and the Academic Supervisor attend the evaluation. 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 an 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 the 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 workplace context.** If a student has an opportunity to do their practicum in an agency related to their workplace, the practicum learning and responsibilities have to be clearly outlined, and the mitigation of conflict of interest or dual relationships has to be clearly outlined. 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 450 hours over 12 weeks**, five days per week. Four of the five days per week will be spent practicing 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 that takes place over two semesters (or a part-time practicum) requires 450 hours devoted to approximately 24 weeks.**

The policy of the Faculty of Graduate Studies and Research states that students must achieve a grade of 70% or more 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 coursework to be eligible for registration in the practicum. The field

practicum will begin once all coursework 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:

- ☐ Guide the student 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(s) 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 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. To serve on graduate student committees, the second Academic Committee Member must be accredited by the Faculty of Graduate Studies and Research.

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). The roles and responsibilities of both Professional Associates are clearly described in a field practicum proposal (indicating who will serve as a Primary Professional Associate and Co-Professional Associate). The Academic Supervisor and the Academic 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.

### **Approval Process:**

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

In Canada, the Alberta Association of Social Workers and the Prince Edward Island Social Work Association require the professional

associate/field supervisor to 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. If the proposed Professional Associate does not have a graduate degree in social work, an additional Co-Professional Associate with a minimum BSW may be considered as a co-supervisor to a student whose professional associate has a graduate degree other than MSW (they can work off-site). The Co-Professional Associate must be approved by the FSW Associate Dean – Research & Graduate Program prior to the appointment. When two Co-Professional Associates are proposed, their roles and responsibilities are clearly described in a research practicum proposal, indicating who is the Primary Professional Associate and Co-Professional Associate.

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 selecting an Academic Supervisor. Note, students admitted in Spring 2024 and onward will have their Academic Supervisor and Academic Committee Member assigned by the

Faculty.

- Select an Academic Supervisor.
- Select a field practicum location/agency.
  - For placements with Saskatchewan Health Authority (SHA):
    - a. SHA requires placement requests to be submitted from the educational institution. The Student must inform the MSW Program Advisor so that a request can be submitted on the Student's behalf.
    - b. After securing the placement, the Student needs to submit the following documents to the MSW Program Advisor: 1) a Criminal Record Check, including a Vulnerable Sector Search, dated no more than 6 months prior to the start date of the student's placement. 2) immunization records, and 3) a signed confidentiality agreement.
- 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 an institutional agreement, the *Educational Placement Agreement*, is signed.
  - 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 the 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.

### **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 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

Two evaluations:  
\* Mid-term  
\* Final

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

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

consult with the Academic Supervisor regarding content, writing style, and formatting, prior to beginning writing the *Field Practicum Report*.

#### Committee Review Process for the Report

- Faculty members will review the report in two weeks (sometimes three weeks in summer)
- The draft needs to be approved by the Academic Supervisor before it can be forwarded to the Committee Member for review.

- 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 **November 20** (fall term completion) or **March 31** (winter term completion). 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.
- 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.

Reports submitted with unreasonable errors will be returned to the student immediately.

#### 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

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

references), in which student demonstrates ability to reflect on their practicum experience using theories and theoretical frameworks relevant to social work practice. Reports of over 50 pages without references/appendices will not be accepted. The Report will meet graduate-level standards and demonstrate the integration of relevant and current literature. As of June 1, 2024, all reports are required to include AI Transparency Statements (Appendix 4). Furthermore, the reports will include the following:

- **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 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

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.



- 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.

#### Arrangement of the report

The Field Practicum Report follows the similar format of a thesis. The report is generally arranged in the following order:

1. Title page
2. Abstract
3. Acknowledgement
4. Dedication
5. Table of Contents
6. AI Transparency Statement
7. Body of the report (i.e. the Chapters)
8. References

#### Pagination:

- Do not number the title page.
- The front matter (aka the “Preliminary Pages”), that is the Abstract through the Statement of Contributions are numbered consecutively with lower-case Roman numerals placed at the bottom center of the page.
- The body of the report (beginning with the first page of Chapter 1) through the List of References and Appendices are numbered consecutively with Arabic numerals placed in the top or lower right-hand corner of the page.
- Do not place the word “Page” before the page numbers

For general guidelines on report-writing and format, students should consult the current edition of the APA Manual. Reports submitted with

unreasonable spelling and grammar errors and do not follow APA guidelines will be returned to the student immediately.

The University of Regina, Faculty of Graduate Studies and Research must be adhered to with respect to the 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 75 minutes, in length. The student's 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:** The student, the Professional associate, and the Academic Supervisor will decide on invited guests to the presentation. 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. Only the Academic committee members are allowed to ask questions or comment on the student's presentation during the formal Q&A. If time permits, after the formal Q&A, the Academic Supervisor can permit questions from the audience. Only the committee's Q&A will be considered as part of the official examination process. Audience questions do not influence the student's evaluation.

- **Content:** The field practicum presentation is a critical reflection of the student's practicum experience. It will integrate 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      Fall term completion: November 20**  
**Winter term completion: March 31**

**For Fall Convocation      July 31**

|                                   |
|-----------------------------------|
| <b>THE MSW RESEARCH PRACTICUM</b> |
|-----------------------------------|

## **2. What is a Research Practicum?**

A research practicum is undertaken when all coursework 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 coursework to be eligible for registration in the research practicum. The research practicum will not begin until all coursework 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 experience.

Three 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:

- Guide the student 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 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 an 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 to ensure 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 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 or two years for post-MSW experience. If the proposed Professional Associate does not have a graduate degree in social work, an additional Co-Professional Associate with a minimum BSW may be considered as a co-supervisor to a student whose professional associate has a graduate degree other than MSW (they can work off-site). The Co-Professional Associate must be approved by the FSW Associate Dean – Research & Graduate Program prior to the appointment. If the proposed Professional Associate does not have a graduate degree in social work, an additional Co-Professional Associate with a minimum BSW may be considered as a co-supervisor to a student whose professional associate has a graduate degree other than MSW. The Co-Professional Associate must be approved by the FSW Associate Dean – Research & Graduate Program before the appointment. In case when two Co-Professional Associates are suggested, their roles and responsibilities are clearly described in a research practicum proposal, indicating the Primary Professional Associate and Co-Professional Associate. Alternatively, the

- 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.

Academic Supervisor and the Academic Committee Member could provide support to strengthen the social work component of the practicum if they have the capacity to do so.

In Canada, the Alberta Association of Social Workers and the Prince Edward Island Social Work Association require the professional associate/field supervisor to 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) forwarded by the Academic Supervisor to the FSW Associate Dean – Research & Graduate Program. The FSW Associate Dean – Research & Graduate Program reviews the CV and provides their recommendation 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 to ensure all activities and requirements related to the practicum are carried out. 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, 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. Note, students admitted in Spring 2024 and onward will have their Academic Supervisor and Academic Committee Member assigned by the Faculty.
- Select an Academic Supervisor.
- Select a research practicum topic and research field location, as required.

- Select a field practicum location/agency.
  - For placements with Saskatchewan Health Authority (SHA):
    - a. SHA requires placement requests to be submitted from the educational institution. The Student must inform the MSW Program Advisor so that a request can be submitted on the Student's behalf.
    - b. After securing the placement, the Student needs to submit the following documents to the MSW Program Advisor: 1) a Criminal Record Check, including a Vulnerable Sector Search, dated no more than 6 months prior to the start date of the student's placement. 2) immunization records, and 3) a signed confidentiality agreement.
- 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 an institutional agreement, *the Educational Placement Agreement*, is signed.
- 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.

## 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).
  - i. **Learning goals:** the overall

goal 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.

- iv. **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, 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.

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?

## 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 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. This 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

Two evaluations:

\* Mid-term

\* Final

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. As of June 1, 2024, all reports are required to include AI Transparency Statements (see Appendix 4).



## 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, 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.**

*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.

## 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.

Reports of over 50 pages without references/appendices will not be accepted.

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

Reports submitted with unreasonable errors will be returned to the student immediately.

forward these to the University of Regina Library.

#### Arrangement of the report

The Research Practicum Report follows the similar format of a thesis. The report is generally arranged in the following order:

1. Title page
2. Abstract
3. Acknowledgement
4. Dedication
5. Table of Contents
6. AI Transparency Statement
7. Body of the report (i.e. the Chapters)
8. References

#### Pagination:

- Do not number the title page.
- The front matter (aka the “Preliminary Pages”), that is the Abstract through the Statement of Contributions are numbered consecutively with lower-case Roman numerals placed at the bottom center of the page.
- The body of the report (beginning with the first page of Chapter 1) through the List of References and Appendices are numbered consecutively with Arabic numerals placed in the top or lower right-hand corner of the page.
- Do not place the word “Page” before the page numbers

For general guidelines on report-writing and format, students are to consult the current edition of the APA Manual. Reports submitted with unreasonable spelling and grammar errors and do not follow APA guidelines will be returned to the student immediately.

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 **November 20 for a fall term completion or March 31 for a winter term completion**. 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. Zoom technology and/or other approved electronic platforms may be used in order to facilitate the practicum presentation.
- **Length of Presentation:** The research practicum presentation should not exceed 75 minutes, in length. The student's presentation 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. Only the Academic committee members are allowed to ask questions or comment on the student's presentation during the formal Q&A. If time permits, after the formal Q&A, the Academic Supervisor can permit questions from the audience. Only the committee's Q&A will be considered as part of the official examination process. Audience questions do not influence the student's evaluation.
- **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.

### Committee Review Process for the Report

- Faculty members will review the report in two weeks (sometimes three weeks in summer)
- The draft needs to be approved by the Academic Supervisor before it can be forwarded to the Committee Member for review.

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

**For Spring Convocation      completion in Fall term: November 20  
                                                 completion in Winter term: 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 and placed in 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/](http://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 \(2024\)\*](#), 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 University of Regina's policies regarding student safety apply to all students in practice. 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 policies 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](mailto: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. 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)

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Field Practicum Student:</b>   | Name (number), phone number, email  |
| <b>Academic Supervisor:</b>       | Faculty member's name, email        |
| <b>Academic Committee Member:</b> | Second faculty member's name, email |
| <b>Professional Associate:</b>    | Name, email                         |
| <b>Location:</b>                  | Address, phone and email            |
| <b>Period of Practicum:</b>       | 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)

|                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| <b>Student:</b>                | Name (student #, phone #, U of R email and alternate email) |
| <b>Academic Supervisor:</b>    | Faculty member's name, email                                |
| <b>Committee Member:</b>       | Second faculty member's name, email                         |
| <b>Professional Associate:</b> | Name, phone, and email                                      |
| <b>Location:</b>               | Address, phone and email                                    |
| <b>Period of Practicum:</b>    | 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

|                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| <b>Student:</b>                | Name (student #, phone #, U of R email and alternate email) |
| <b>Academic Supervisor:</b>    | Faculty member's name, email                                |
| <b>Academic Committee:</b>     | Second faculty member's name, email                         |
| <b>Professional Associate:</b> | Name, phone and email                                       |
| <b>Location:</b>               | Address, phone and email                                    |
| <b>Period of Practicum</b>     | 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

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

## **APPENDIX 3**

### **MSW Field and Research Practicum Report Title Page Example**

Refer to the next page.

Replace this text with your report title in sentence case:

The title of the report is in  
sentence case

If necessary, continue here

Replace “Field” with “Research”  
if it is a research practicum  
report

A Field Practicum Report

Submitted to the Faculty of Social Work

in Partial Fulfillment of the Requirements

for the Degree of

Master of Social Work

University of Regina

by

First Middle Last Name

Regina, Saskatchewan

Month, 2025

The location is always Regina,  
as this is the place of publication  
(ie. location of the University  
Library).

Your by-line must be the full  
name under which you are  
registered at UofR

Copyright © 2025: F.M. Last Name

## APPENDIX 4

### AI Transparency Statement Guidelines

All final reports in field or research practicums or similar written assignments required for the completion of the MSW degree will include a Transparency Statement describing the use, or no use of artificial intelligence (AI) assisted technologies in the preparation of final reports or similar written components of MSW practicums. This statement is to appear on the page following the Acknowledgments page.

#### 1. No use of AI-assisted technology:

If no AI-assisted technology has been used, the following statement should be included:

##### **Sample Statement** (in the case no AI was used)

I declare that no AI-assisted technology has been used in the preparation of the report.

#### 2. Use of AI-assisted technology:

When AI-assisted technology has been used in the preparation of the report, a **Transparency Statement** that addresses the following points **must** be included:

- The name of the AI-assisted tool that was used
- The purpose for which it was used. Such uses may include, but are not limited to:
  - Rephrasing sentences written by the author
  - Translation of sentences originally written by the author
  - Improvement of spelling, grammar, and sentence structure
  - Generation of images, stimuli, or materials
  - No other – than stated – AI technologies have been used.
  - Academic Supervisor and committee member confirm that they are aware of and approved the listed AI- technologies for their use and stated purposes.
  - Student is solely responsible for maintaining the accuracy of all the materials used in the report to maintain the integrity of their written report (meaning that student confirmed that any biased, discriminatory, incomplete and inaccurate outputs that can be produced by AI technologies have been corrected)

**Sample statement** (in the case AI was used)

AI-supported literature search software Mendeley (or Zotero) was used to search for literature and other sources of information. Relevant articles were identified and used with the AI-supported tool Research Rabbit to optimize the search and find additional similar articles. The output of the literature search and citations was then checked for accuracy and credibility by the student. A summary of the selected articles, produced by Research Rabbit, was then expanded, and an analysis was deepened by reading and analyzing the articles and the material by the student. The student used Grammarly to edit their written work for correctness of spelling and clarity.

My supervisor(s) and supervisory committee have approved using the above technologies for the purposes described. I confirm that no AI technologies other than those listed above have been used to prepare this report. I acknowledge that AI technologies may produce biased, discriminatory, incomplete, or inaccurate output, and I have taken the necessary steps to address this.

I acknowledge that I am solely responsible for maintaining this report's accuracy and academic integrity.

This statement is to be included in final field and research practicum reports or any written documents required for students to fulfill the requirements of MSW practicum.

This document has been adapted from the FGSR AI Transparency Statement (March 1, 2024)

## APPENDIX 5

### Letter of Understanding [LOU] between an Academic Supervisor and a Student

#### **Template and guidelines for writing a Letter of Understanding between a graduate student and supervisor**

The Faculty of Graduate Studies and Research aspires to provide the highest quality of graduate student supervision experience at the University of Regina (U of R). Key to this is clarifying the graduate-student-supervisor relationship and aligning supervisor and graduate student expectations. Following national best practices and U of R's policy about what constitutes a respectful university, this Letter of Understanding (LoU) template aims to facilitate a conversation between supervisor and student that will help build a respectful and fruitful relationship of mutual benefit. It is highly recommended that students and supervisors review this LoU at the beginning of the student's program and revise and adjust it as the graduate program progresses (if needed).

#### Instructions

1. Student and supervisor(s) should read the supporting information for the creation of a Letter of Understanding by the Canadian Association of Graduate Studies (CAGS) (you can access it through this link <https://cags.ca/cags-publications/> select *Best Practices* and then *Creating a letter of Understanding for Advisors/supervisors and Graduate Students*).
2. Student and supervisor(s) should meet to discuss the document and identify each person's main responsibilities.
3. Supervisor(s) should write the LoU (template below)
4. Student and supervisor(s) should initial to indicate acceptance of their responsibilities
5. Student and supervisor(s) will keep a copy of an initialled LoU

#### Other resources

- [Students Rights and Responsibilities](#)
- [Respectful University](#)
- [Registration](#)
- [Theses and Defense](#)
- [Working with a Supervisor](#)
- [Intellectual Property Policy](#)
- [Conflict of Interest](#)
- [Academic Misconduct](#)
- [Appeals Guide for Students](#)
- [Travel and Fieldwork Safety](#)
- [Workers Compensation](#)
- [Student Accessibility](#)
- [Student Advocate](#)
- [Convocation](#)

**Inquiries:** [Grad.AssocDean@uregina.ca](mailto:Grad.AssocDean@uregina.ca)

**Faculty of Social Work Letter of Understanding between \_\_\_\_\_ (Student) and  
\_\_\_\_\_ (Academic Supervisor)  
University of Regina**

This Letter of Understanding follows national standards and documents responsibilities and expectations identified after a student and supervisor(s) conversation. [The responsibilities below are common ones, but a student and a supervisor can add, modify, etc., according to the conversation and discussion of the [CAGS document](#)]. In the case of co-supervision, we recommend adding a section detailing the activities of the co-supervisor. This letter will be added to the student's electronic file.

**As a student, I will:**

1. Attend regular meetings with supervisor(s) to assess performance, discuss progress, and preparation and submission of required work for thesis, field or research practicum reports, etc.
2. Arrange meetings or other means of communication to discuss potential delays in learning due to personal or other matters and manage these effectively.
3. Understand that the availability or ability of my academic supervisor to support my work can change, especially if there are significant delays, interruptions, or periods of leave of absence (LOAs) that affect the completion of my academic work.
4. Be up to date in matters related to deadlines, calendar, schedule, policies, regulations and registration, about academic and non-academic issues at all university levels (home faculty and FGSR, university).
5. Develop the skills, learning approaches, and background knowledge necessary to carry out graduate work. This may include participation in FSW seminars, workshops or specific trainings on literature searches, writing workshops.
6. Carry out academic activities with rigour, academic integrity and intellectual honesty.
7. Make sure that I understand that the use of generative AI tools in academic work that would compromise my original work is considered academic misconduct and will be reported to an investigating Dean.
8. Make timely progress towards completion of degree and spend the required number of hours carrying activities and course work.
9. Follow the FSW deadlines for submitting required documents for thesis work (Thesis Proposal, Thesis), practicum proposal or final practicum reports as outlined in the MSW Thesis Manual and MSW Field Practicum Manual.
10. Respect the timelines for receiving feedback from my Academic Supervisor and Academic Committee Members in an FGSR-recommended time period, such as 2-3 weeks for reviewing my written work such as thesis proposal, thesis chapters, final reports, etc. (*Academic Supervisor can add information/discuss their typical response time to students' email inquiries, voice mail (2-3 business days), except when on vacation, during the University closure dates, specify the availability during a sabbatical*).
11. Become familiar with and follow the FGSR timelines and policies for timely completion of thesis or practicum requirements and attend to these deadlines.

12. Read [FGSR's policy on Intellectual Property](#) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.
13. Follow and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) in the classroom, residence, laboratory, and campus at large.

**As a Supervisor, I will:**

1. Attend meetings with the student to assess performance, discuss progress and preparation and submission of required work for thesis, field or research practicum, etc.
2. Make sure that the student's thesis research or practicum work and final reports have achievable learning goals, can be finished within the given time and align with the MSW program requirements.
3. Provide timely feedback that is also constructive, honest and fair on thesis drafts and other documents about the student's graduate work (FGSR recommends returning feedback to students in 2-3 weeks).
4. Inform about and make the necessary arrangements to ensure the continuity of supervision during leaves or extended periods of absence.
5. Read [FGSR's policy on Intellectual Property](#) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.
6. Evaluate, assess, communicate, follow, and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) to make sure all students and personnel under my supervision in the classroom, office, and laboratory, are safe.
7. Discuss the student's timelines for completing their thesis or practicum work to ensure their understanding of the FSW deadlines for submitting required work for their program route (thesis proposal, thesis, practicum proposal or final practicum reports) as outlined in the MSW Thesis Manual and MSW Field Practicum Manual.
8. Become familiar with FGSR timelines and processes for timely completion of the requirements for completion of a student program routes and attend to the FGSR deadlines and policies for thesis and final report submission.

*In some circumstances a student may be required to work with a co-supervisor, and when that is the case, all the relevant points listed above will be negotiated and settled between the supervisor, co-supervisor and the student, and will apply. The main supervisor and co-supervisor will establish how they would work together, decide if there are specific responsibilities between the two, and divide the work to collegially support the student to completion of their program. These points will be added to this Letter of Understanding, and a signed copy kept on the student's file (forwarded to MSW Advising).*



---

Supervisor

---

Date

---

Co-Supervisor (if applicable)

---

Date

---

Graduate student

---

Date

**Timelines and deadlines for thesis defense are outlined here:**

[https://www.uregina.ca/graduate-studies-research/thesis-project-prac/index.html#fact\\_2\\_1](https://www.uregina.ca/graduate-studies-research/thesis-project-prac/index.html#fact_2_1)

**Table of deadlines for Graduation, Thesis or Final Report submission:**

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/thesis-deadlines.html>