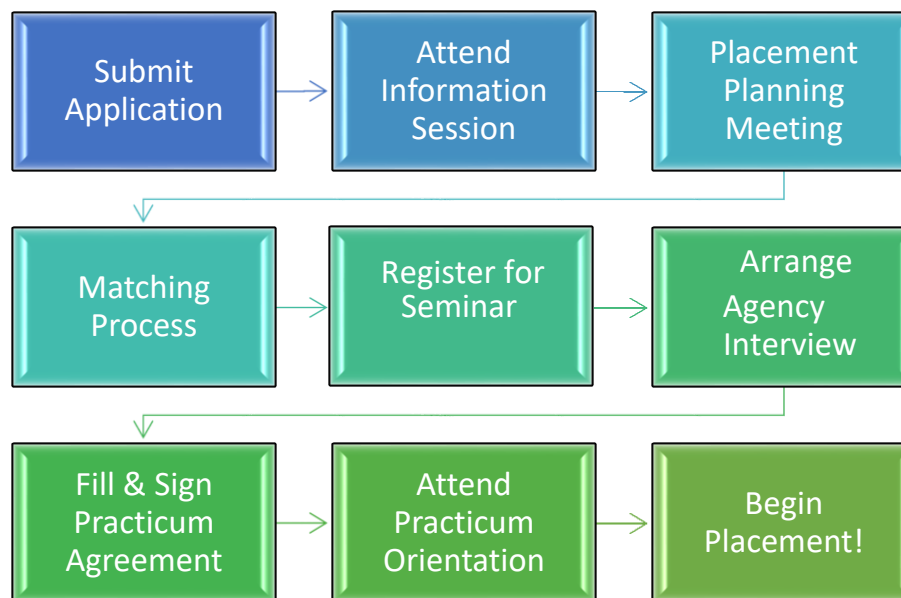


BSW Practicum Placement Process – Quick Guide



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

- Students residing south of Davidson, SK: Submit your application to the Practicum Placement Coordinator (PPC) at our **Regina Campus**
- Students residing north of Davidson, SK: Submit your application to the Practicum Placement Coordinator (PPC) at our **Saskatoon Campus**
- **Practicum Application DEADLINES:**
 - Fall Practicum: January 15th
 - Winter Practicum: May 15th
 - Spring/Summer (special projects only – limited availability): follow Fall timelines

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

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

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

- The appointment booking page is located at:
<https://www.uregina.ca/socialwork/BSW/Practicum/Appointment-Booking.html>
- **Fall practicum:** Meetings will be held in February, and bookings early February.
- **Winter practicum:** Meetings will be held in June, and bookings open early June.

4) Matching Process:

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

5) Register in Practicum

- The PPC will notify Social Work Student Services that you have completed the initial stages of the practicum placement process. Our team will enter a special approval code for you to register online in SW 348 or SW 448. You will only be able to register using the CRN that is provided to you by the Practicum Placement Coordinator.

6) Arrange Agency Interview

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

7) Complete Required Paperwork

- After your placement is confirmed, complete the
 1. Practicum Placement Agreement
 2. WCB Schedule C
 3. Travel & Field Safety- Assumption of Risk (found on IPT).
- Those with placements with SHA will have extra paperwork to complete and collect.
- The agreements also require your Practicum Supervisor's or agency representative's signature.
- Upload all required documents independently to IPT.

8) Attend Practicum Orientation

Held on the first day of the term

- **Fall Practicum:** early September
- **Winter Practicum:** early January

9) Begin in your placement!

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