Faculty of Social Work Mission Statement

The social work program of education, research and community service is designed to prepare students for critical generalist social work practice with diverse peoples. Informed by the principles of social justice, the social work program encourages students to identify the needs of the disadvantaged, marginalized and oppressed; to develop the commitment, knowledge, values, attitudes, and skills required to confront structural inequalities; to address personal issues; and to empower individuals, families, and communities to realize their full potential.

Revised July 2018
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**Glossary of Terms**

*Practicum* is another word for internship or field work. It means the practical application of knowledge and skill through an apprenticeship/closely supervised work experience. In the University of Regina’s social work program, practicum is made up of the following required components:

- Information Session
- Field Placement
- Orientation
- Practicum Seminars
- Agency Consultation Meetings

The **Information Session**
Attendance at the Information Session is mandatory. During this session information about registering, engaging in the placement process, and providing the appropriate documentation will be provided. There will be an opportunity to ask questions at the end of the session.

The **Orientation** is mandatory SW 348 and SW 448. Both take place during the week immediately preceding the commencement of the field placement component of the practicum. They serve to orient the student to the field experience.

The **Field Placement** is the practical experience of the practicum. This takes place in a human service agency, preferably under the supervision of a professional social worker. In the field placement, the student has the opportunity to observe agency workers and begins to practice a wide range of social work skills through direct intervention with recipients of human services, community resources, agency policy and administration.

**Practicum Seminars** are also required for both SW 348 and SW 448 practica. Seminars represent a classroom component of the practicum and provide opportunities for students to discuss and reflect on their fieldwork experiences. The seminars are designed to analyze the integration of social work values, knowledge, theory, and skill with the student’s experience in the field placement.

**Agency Consultation Meetings** take place at least once for SW 348 and SW 448 during the practicum semester. Additional agency consultation meetings occur if determined to be necessary by the student and/or Faculty Field Coordinator/Liaison and/or Practicum Supervisor. The student, the Practicum Supervisor, and the Field Liaison meet to ensure that the student’s learning objectives and expectations are reviewed, and to evaluate the student’s performance.

The **Practicum Supervisor** represents the agency where the student has been placed for the practicum. Practicum Supervisors are employed by human service agencies and provide student instruction, guidance and supervision in the field setting. Practicum Supervisors are vital instructional links assisting students with the practical application of social work practice methodologies, ethics, and theories.
Practicum Supervisors will, ideally, have a minimum of a BSW from an accredited School or Faculty of Social Work and two years post BSW experience. Under certain circumstances, the Field Education Coordinator may approve Practicum Supervisors who have not achieved a professional social work degree but have comparable education and experience. In these circumstances, the Field Liaison and/or designate will provide a greater role in the monitoring and supervision of the student.

The Faculty of Social Work does not provide financial reimbursement to Field Instructors.

The **Field Education Coordinator** is a faculty member and representative of the Faculty of Social Work. The Field Education Coordinator is responsible for the overall coordination of the field education program. The Coordinator of Field Education is responsible for ensuring that there is consistency between the Faculty’s mission statement, policies, procedures and objectives and the implementation of the field education program.

The **Placement Coordinator** has the primary role of coordinating and placing students in their agency practicum settings. This role includes ensuring all student documentation is completed, students are interviewed to find a suitable match, and liaising between students and prospective agencies throughout the placement process.

The **Field Liaison** is a representative of the Faculty of Social Work. The Field Liaison’s primary role is as an educator and consultant to the Field Instructor. Field Liaisons will have a minimum of a MSW from an accredited School of Social Work. Their roles include ensuring the student learning agreements are well defined, social work ethics and professional standards are met, facilitation of practicum seminars, counseling students as required, and acting as a resource to both Field Instructors and students. The Field Liaison serves as a catalyst for the integration of social work knowledge, skills, and values with the field experience.
Executive summary

The manual is intended to provide students with the understanding of the BSW practicum requirements. The practicum is a vehicle for integration and reflection of values and knowledge with practice skills. There are two BSW practicums consisting of a total of 700 hours and additional time for practicum preparation workshops and seminar instruction.

Preparation Workshops

Students are required to attend two Practicum Preparation Workshops which will be held in the term prior to their commencement of Practicum. These sessions will provide a summary of the theory, ethics and professionalism which are key areas in Practicum. Students will be advised of the dates of these sessions by the Practicum Placement Coordinator. Students who reside over 150 km from the Regina or Saskatoon campus should contact the Field Education Coordinator to arrange to complete this requirement.

SW 348

The first practicum is SW 348 and is offered in the fall and winter terms only. Students wishing to be exempted from SW 348 must demonstrate knowledge, skills and ability. The exemption process requires students to apply for Recognition of Prior Learning Assessment and Recognition (PLAR) at least 6 months in advance. To apply for SW 348, students also must have successfully completed the following:

- SW 390, SW 346, and SW 100, 6 additional SW credit hours (SW 202, SW 350, SW 460 are highly recommended)
- a minimum grade point average of 70% in the Social Work portion of their BSW
- criminal record check
- while not required, a driver’s license is beneficial

SW 348 practicum is completed over a 15 week period. A total of 230 hours are spent at the field placement or approximately 2 days per week. Students are required to complete the practicum preparation workshops offered in the term before they begin SW 348. When practicum begins, students must attend 7 seminars, each 2 hours and 45 minutes long.

SW 448

The second practicum is SW 448, which is also offered in the fall and winter terms only.

Students applying for SW 448 must have successfully completed the following:

- ALL required SW courses (SW 100, SW 346, SW 347, SW 350, SW 390, SW 451, SW 460, and SW 469)
- a minimum 70% average on the social work portion of the BSW program
- criminal record check
• SW 348 or PLAR credit for SW 348 are required.

SW 448 practicum is completed over a 16 week period. A total of 470 hours are spent at the field placement or 4 days a week. Students must have completed the preparation workshops prior to having begun SW 348 or if seeking PLAR credit, in the term prior to SW 448. When the practicum begins, students must attend 7 seminars, each 2 hours and 45 minutes long

SW 448 practicum also can be completed on a part-time basis for a period of 32 weeks, beginning in the Fall term only. Part-time offerings of SW 448 are contingent on the availability of field placements and is subject to approval by the Field Education Coordinator.

International placements and other out-of-province practicums are available for only SW 448. Students must find their own placements in these circumstances and these placements are subject to the approval of the Field Education Coordinator.

Practicum application deadlines

• October 1 for Winter placements
• March 1 for Fall placements
• International placements to be arranged a year in advance

Students MUST attend an information session in order to apply for practicum. No exceptions will be made for late applicants.

For both SW 348 and SW 448, students receive a grade of either “pass”, “fail” or “incomplete” for the course. All student placements begin on the first day of the term and end on the last day of the semester.
SECTION I - ACADEMIC REQUIREMENTS

1.0 Introduction

The field placement component of Social Work Practicum involves a unique collaborative effort between the student, social work faculty, and human service agencies in the community. Since practica represent at least 30% of a student’s social work credit requirements for the Bachelor of Social Work degree, careful planning is required. This manual is designed to guide students, Practicum Supervisors, and Field Liaisons as they work through the practicum process.

Social Work Practicum is the part of the Social Work education where the student has the opportunity to integrate the theoretical and methodological foundations of professional social work practice with practical, hands-on social work experience. A mentorship model, which includes observing professionals in action and completing professional tasks under the supervision of an experienced practitioner, provides students with the necessary experience to begin the process of developing a professional self. Through direct field experience in the practice community, and reflecting on these experiences in a supportive learning environment which includes seminars and other learning activities, Social Work students attain and integrate social work knowledge, skills, and values preparing them to enter professional social work practice.

Acknowledgment of the contributions to this manual includes: The University of Montana, University of Regina, University of Toronto, and University of Calgary.
2.0 Social Work and Practicum Curriculum

The University of Regina’s undergraduate social work degree program is a comprehensive program of professional education designed to graduate generalist social workers. Analysis of the student’s knowledge, skill, and values in light of the field experiences is intended to stimulate the emergence of a “professional self.” This integration takes place in the classroom as well as in a field experience. The social work practicum promotes this integration and a socialization process for initiating students into the social work profession.

Practicum is a vehicle for integration and reflection of values and knowledge with practice skills. The BSW field education program consists of 700 hours of direct practice experience plus practicum preparation workshops and seminar instruction for each practicum. SW348 and SW448 are offered each fall and winter term. SW 348 and 448 will not be offered in the spring/summer term.
2.1 The Undergraduate Social Work Curriculum

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Note: Stale Dated Courses:

- Required Social Work courses taken more than 10 years prior to commencing a practicum in the BSW are considered 'stale dated'. Students will be required to update their knowledge by repeating stale dated Social Work courses.
- This policy excludes Social Work elective courses and general university courses.
- Social Work courses that have contributed to completed Social Work credentials (i.e. certificate or diploma) will not be subject to this stale-dating policy.

The current University of Regina Undergraduate Calendar (http://www.uregina.ca/gencal/ugcal/) should be the student’s first stop when looking for answers regarding any university program. It is the student’s responsibility to be familiar with any relevant information regarding practicum, as well as course descriptions found in the Calendar.

2.1.1 Prior Learning Assessment and Recognition (PLAR)

In the Winter 2011 term, the Faculty of Social Work introduced a new Recognition of Prior Learning (RPL) policy. In consultation with appropriate members of Departments/Programs, the Faculty of Social Work may evaluate and grant credit for qualifying informal learning up to a maximum of 15 credit hours. Credit may be granted on a case by case basis and according to the Recognition of Prior Learning (RPL) assessment process. Credit will only be awarded for demonstrated learning which includes knowledge, skills and abilities. It will not be awarded for experience alone. SW 448, Practicum II, is not considered for RPL credit due to the number of practicum hours required under CASWE accreditation standards. All other courses are eligible to be challenged for RPL credit. Students who PLAR still MUST apply for practicum. Students intending to apply for PLAR should plan to start the process a year in advance prior to the deadline to apply for SW 348 or SW 448.

Application for PLAR deadlines:

Students who submit PLAR portfolios by the 15th of the first month of every semester can expect a response by the end of that semester.

Fall: September 15th
Winter: January 15th
Spring/Summer: May 15th

Note: There is a fee associated with PLAR assessment. For details, please refer to the ‘other fees’ section of the University of Regina’s Undergraduate domestic or international fee schedules.

The University of Regina processes used for evaluating prior learning include:

a) assessment of educational documents
b) assessment of portfolios that identify and verify prior learning augmented by interviews and assignments as required
Granting credit under a) the assessment of educational documents is addressed in the University Calendar (see sections 2.4.2 and 10.3.1).

Credit may be granted as elective transfer credit, as credit specific to courses that are approved for prior learning assessment, or as a combination of both up (i.e., Level credit in a particular discipline) to the maximum of 15 credit hours.

As of January 1, 2014, students applying for credit for SW 348, Practicum I, must:
- have a minimum of 2 years of full-time waged or unwaged human service experience (approximately 4000 hours), which has been completed in the past 10 years;
- have successfully completed the prerequisites for the course (currently SW 390, SW 346, and SW 100, 6 additional SW credit hours, plus a minimum grade point average of 70% in the Social Work portion of their BSW) prior to credit being granted;
- contact the appropriate Practicum Placement Coordinator prior to the relevant practicum application deadline to discuss their intent to apply for PLAR credit and, if needed, participate in the placement planning process (for contact information, visit http://www.uregina.ca/socialwork/programs/bsw/practicum; and
- clearly demonstrate in their PLAR application how they have met the objectives and competencies for SW 348.

The Faculty of Social Work recognizes that human service work occurs in a variety of settings including organizations, institutions, collectives, communities and coalitions. A diversity of experience is highly valued in this process. Students who have completed practica in a diploma or certificate program may draw from their learning from these practice experiences in their portfolios.

An individual interested in seeking credit for prior learning is strongly encouraged to contact the Recognition of Prior Learning Centre (see www.uregina.ca/rpl for contact information) or a Faculty of Social Work academic advisor. The RPL Centre will assist students with the process to facilitate a focused application. The approval of credit is at the discretion of the Associate Dean or designate. If students intend to apply for PLAR they must inform the Placement Coordinator.

2.2 Practicum Curriculum

The University of Regina, Faculty of Social Work’s BSW field education program is developed in accordance with the standards for the field education component of programs of social work education set out by the Canadian Association of Social Work Education (CASWE). CASWE field education requirements related to the hours of practicum experience are that “BSW programs provide a minimum of 700 practice hours, not including time spent in integrative activities.” (CASWE, Accreditation Standards, Section 3.2.2, page 13).

The University of Regina, social work program provides 700 hours of field education.
2.2.1 SW 348: Social Work Practicum I

SW 348 – Practicum I is taken in one semester over a 15 week period. This is comprised of 230 hours at the field placement, equivalent to 2 full days per week, and 7 seminars, 2 hours and 45 minutes in length (approx. 19 hours) occurring at set times throughout the course of the 15 weeks. Please note that the 19 hours of seminar are NOT included in the required 230 hours of field experience. Students must have completed the Practicum Preparation Workshops offered prior to registering for SW 348 to be eligible to complete SW 348, which is a 6 credit hour course.

Goal: To acquaint the student with social work practice via direct involvement in a human service organization.

Objectives:
This course is intended to assist students in:
- broadening their human service experience by engaging with and assisting social workers in direct practice
- demonstrating an understanding of the effective use of self
- examining personal value biases, emotional reactions and the impact they have on others
- applying reflective and critical thinking to:
  - self and the practicum experience within the context of the placement, client population and emerging practice issues
  - social policies and their influence on the agency, clients and community
  - theories of social work practice
  - diversity and forms of oppression

Prerequisites for SW 348 are:
- SW 100, SW 390, and SW 346
- 6 credit hours of social work courses concurrent with or following SW 346
- a minimum 70% average on the social work portion of the BSW program
- Practicum Preparation Workshops

SW348 - Practicum I is not offered during the spring/summer semester.

SW348 - Practicum I must precede SW 448 - Practicum II.

2.2.2 SW 448: Social Work Practicum II

SW 448 - Practicum II is taken in one semester over a 16-week period; however, it is possible to take SW 448 part-time over two semesters (see Section 2.3). This is comprised of, 470 hours at the field placement equivalent to 2 full days per week, and 7 seminars, each 2 hours and 45 minutes in length (19 hours) occurring at set times throughout the course of the 16 weeks. Please note that the 19 hours of
seminar and NOT included in the required 470 hours of field experience. Students must have completed the Practicum Preparation Workshops offered prior to registering for SW 348 to be eligible to complete SW 448 - Practicum II, which is a 15 credit hour course.

**Goal:** To assist the student’s integration of the theoretical and methodological foundations of social work practice with practice opportunities.

**Objectives:**
By the end of this course, the student should be able to:
- apply social work practice skills in the planned change process, including: engagement, assessment, planning, implementation/intervention, evaluation and termination
- demonstrate entry level social work skills and competencies
- describe the field placement in terms of philosophy, structure, policies, and relationship with clients and the community
- integrate theory and practice in a specific problem area
- critically analyze the placement experience in terms of personal values, impact and reactions and in terms of social work knowledge, skills, and ethics

SW 448 is required of all students, and there is no exemption or prior learning credit granted for the course.

**Prerequisites for SW448 for students admitted after May 01, 2003**
- completion of ALL required SW courses (SW 100, SW 346, SW 347, SW 350, SW 390, SW 451, SW 460, and SW 469). SW 348 or PLAR credit for SW 348 is also a requirement.
- a minimum 75% average on the social work portion of the BSW program
- Practicum Preparation Workshops

Note: Students admitted after January, 2012 will be required to have completed SW 202; students admitted after January, 2013 will be required to have completed SW 421

**2.3 Part-Time Practicum**

The part-time offering of SW 448, which is completed over a 32-week period (Fall and Winter terms) is to be approved by the Field Education Coordinator. Part-time students attend the Practicum Preparation Workshops and make arrangements with their Field Liaison in regard to practicum seminar attendance and completion of assignments. Academic credit is granted (15 credit hours) after the successful completion of the second semester. **Part-time SW 448 placements only begin in the Fall term, and are contingent on the availability of appropriate field placement(s).**

SW 348 is not offered on a part-time basis.
2.4 Orientation

2.4.1 Practicum Preparation Workshops

Two mandatory half day workshops will be held for students prior to the term in which they plan to take SW 348. This orientation will cover ethics, theory, professionalism, a review of course requirements and will assist students with any concerns they may have about entering practicum. Once students have completed these workshops, there will be no further orientation provided prior to SW 448. Students applying for PLAR credit for SW 348 must attend these workshops.

2.4.2 SW 448 – Practicum II

For SW 448, students must have attended the Practicum Preparation Workshops offered prior to SW 348.

2.5 Practicum Seminars

2.5.1 SW 348 – Practicum I

For SW 348, practicum seminars take place every other week (7 seminars in total) during the course of the semester, and are each 2 hours and 45 minutes in length.

Seminars provide students with an opportunity to debrief their field placement experiences in a confidential environment, engage in critical reflection on their practice experience, and integrate theory and practice. The Field Liaison facilitates these seminars, integrating the students’ own experiences with theoretical information and the Field Liaison’s personal practice experience. Students are required to complete academic assignments that assist with building critically reflective practice skills and integrating social work values, principles, and ethics with their field experiences.

Students receive a grade of either “pass”, “fail” or “incomplete” for the course. The academic assignments will be assigned a numerical grade according to the University of Regina Grading Policy. In order to receive a grade of “Pass” for the course, students must achieve a passing final grade (50% or higher) in the academic (seminars/assignments) portion of the course and a satisfactory final evaluation of the field portion of the course.

2.5.2 SW 448 – Practicum II

For SW 448, practicum seminars take place every other week (7 seminars in total) during the course of the semester, and are each 2 hours and 45 minutes hours in length.

In addition to providing an opportunity for students to debrief and critically reflect upon their practicum experiences, students are required to complete academic assignments that complement their learning
and critical reflection in the field placement. In SW 448, students are expected to take on leadership roles in their seminar groups and be actively engaged in the learning process.

Students receive a grade of either “pass”, “fail” or “incomplete” for the course. The academic assignments will be assigned a numerical grade according to the University of Regina Grading Policy. In order to receive a grade of “Pass” for the course, students must achieve a passing final grade (50% or higher) in the academic (seminars/assignments) portion of the course and a satisfactory final evaluation of the field portion of the course.

3.0 Out-of-Provence Placements

Out-of-province placements are defined as placements outside of Saskatchewan but within Canada. These placements are supervised by the Field Education Coordinator and are only available for SW 448 – Practicum II.

Hours for out-of-province placements are typically adjusted to compensate for the lack of access to in-person seminars. In lieu of seminar attendance, students can add the 19 hours required for seminar to their hours at the agency and alternative arrangements for contact and integration of theory and practice will be provided. Students placed out of province complete the same academic assignments as their in-province peers and provide these directly to their assigned Field Liaison/Field Education Coordinator.

Out-of-province Practicum Supervisors must have a minimum BSW level of education or equivalent combination of education and experience. Because of the distance involved, out-of-province Practicum Supervisors are often relied on much more heavily to ensure the student receives the necessary support and instruction to successfully integrate the knowledge, values and skills of social work. The evaluation of the student’s performance in the practicum placement is a collaborative process between the student, Practicum Supervisors(s) and Field Liaison/Field Coordinator.

Careful pre-planning and preparation is required for out-of-province placements. Students are expected to locate their own placement, and an appropriate Field Instructor, prior to submitting their application for practicum, ideally the semester prior to applying for practicum. Suitability for an out-of-province practicum will be determined by the Field Education Coordinator, in consultation with members of the field team and/or other faculty members as needed.

Students completing their placement out-of-province are covered for general liability and malpractice insurance.

3.1 International Placements

International placements are defined as placements outside of Canada. These placements are only available for SW 448 – Practicum II. Field Liaison responsibilities, which include student supervision, are carried out by the Field Education Coordinator and/or a faculty member identified by the Field Education
Coordinator and based on faculty availability, interest area or expertise, and/or knowledge of the practicum setting.

Placement hours for students placed outside Canada are typically adjusted to compensate for the lack of access to in-person seminars. In lieu of seminar attendance, students will add the 19 hours required for seminar to the agency hours and alternative arrangements for contact and integration of theory and practice will be provided. Students placed internationally are required to complete the same academic assignments as their in-province peers and provide these directly to their assigned Field Liaison, or may be given alternative assignments.

Practicum Supervisors must have a minimum BSW level of education or equivalent combination of education and experience. Because of the distance involved, international Practicum Supervisors are relied on much more heavily to ensure the student receives the necessary support and instruction to successfully integrate the knowledge, values and skills of social work. The evaluation of the student’s performance in the practicum placement is a collaborative process between the student, Practicum Supervisors, and Field Liaison.

Careful pre-planning is a must for international placements. Students are expected to locate their own placement, and an appropriate supervisor, prior to submitting their application for practicum. Students requesting international placements must submit their application by March 31 for Fall practicum placements and June 30 for Winter practicum placements. Suitability for an international practicum will be determined by the Field Education Coordinator(s), in consultation with members of the field team and/or other faculty members as needed. For additional information, refer to Appendix C International Practicum Proposal, and Appendix D Assumption of Risks, Release of Liability, Waiver of Claims and Indemnity Agreement.

Students are also expected to contact UR International (http://www.uregina.ca/international/) for assistance and guidance in planning their international placement, including completion of required pre-travel documents, information on resources in their placement country, and opportunities for university funding.

Applications for international placements is October 1.

4.0 Student Professional Suitability

Students applying for a practicum placement must meet standards of professional suitability as defined by Policy and Procedures for Student Performance of Professional Responsibilities (refer to Appendix B). This document defines standards for professional conduct. Violation of these standards at any point in the student’s program may be grounds for rejecting a practicum application and/or dismissal from the social work program, including dismissal from a practicum placement.
4.1 Communication, Social Media, and Technology

In January 2014, The Canadian Association of Social Workers (CASW) released Social Media Use and Social Work Practice that outlines some of the ethical considerations and best practice guidelines for social media use in social work practice. Please go to: CASW Social Media Use and review the document to ensure you are aware of this issue.

4.2 Professional Dress and Appearance

Expectations regarding appropriate dress and appearance vary from setting to setting and, within each setting, there may be variations dependent on role and plans for the day. When attending placement interviews at the agency, students are encouraged to inquire about appropriate dress and appearance.

It is important to reflect on the impact of our appearance on the people we work with. Wearing clothing that is viewed as “business” attire is appropriate in some settings, such as going to court. However, this same attire can create barriers between the student/worker and people who access services, so it is usually best to dress more casually when attending home visits or meeting with clients. It is also important to consider the impact of wearing visible brands, expensive jewelry, and other physical signs of privilege or affluence, as these may alienate some people.

When determining what type of dress is appropriate, it is also wise to consider the nature of the activities you will be participating in – choice of footwear, clothing, and accessories will be dictated by how much activity you will be engaging in, and where this will be happening. Safety is also a consideration when assessing appropriateness of clothing, footwear, and accessories. As such, it is recommended that students consult their Field Instructors about safety concerns and level of risk prior to the beginning of the placement or, at the latest, during the first few days of practicum.

Most human service agencies now have a fairly open culture when it comes to visible piercings, tattoos, and other body art, and some view it as a way of reducing barriers and building rapport. Due to health concerns, students may be requested to remove their body piercings. It is important that students check with their Practicum Supervisors to ensure that visible body art is acceptable in the agency, and identify any situations where body art may need to be covered.

The vast majority of human service agencies and public institutions now have “scent free space” policies. These are not gentle suggestions, and should be taken seriously as many colleagues and people you work with will have some degree of sensitivity to scent. Scent is also a powerful memory trigger, and can have very negative implications for survivors of trauma. For these reasons, students should refrain from using scented products whenever possible, regardless of whether their agency has a policy. This usually does not mean that you cannot use any scented products; rather, it typically refers to use of scented body spray, perfume, cologne, essential oil, and lotion that are applied after showering or bathing. If you are unsure if your particular product is included in this, refrain from using it until you can consult with your Practicum Supervisors.
4.3 Security Clearance

Prior to accepting a practicum student, most placement settings require the completion of a criminal record check. Standards for the length of time a criminal record check is considered valid vary greatly, so students are to wait until the Placement Coordinator and/or placement agency advise them on an agency’s policies and process.

A criminal record check can be obtained from the police department in your city, or from an RCMP detachment in rural areas. You must request the criminal record check in the location where you are currently living. Payment of fees charged for this service is the responsibility of the student.

Students may be asked to provide other types of security checks or undergo additional screening, including a Vulnerable Sector Check and/or CPIC.

4.3.1 Students with Criminal Records

If you have a criminal record and are concerned about how it might affect your practicum placement, please discuss this with your Placement Coordinator or Field Education Coordinator. Information shared is confidential and will not be disclosed by the Placement Coordinator or Field Education Coordinator.

Placement agencies vary greatly in their criteria for accepting students for practicum. In many agencies, decisions regarding whether to accept a student who has a criminal record are made on a case-by-case basis, taking into consideration the nature of the conviction, time that has passed since the offence, context surrounding the offence, and how the student frames past experience in relation to future social work practice.

5.0 Driver License

Although possession of a valid driver’s license is not a requirement for placement, having a driver’s license would be an advantage for students as some agencies may prefer students who can lawfully operate a vehicle.

6.0 Immunization

Some agencies may require that placement students complete or are up-to-date with their immunization

7.0 Practicum Application Procedures:

Application for practicum consists of three steps:
1. attend a practicum information session
2. complete and submit the Practicum Application form
3. prepare for and attend a placement planning interview
4. attend practicum preparation workshop (in the term prior to beginning SW 348)
The first three steps must be completed prior to the relevant application deadline.

Deadlines fall in the term/year prior to the placement start date:

- October 1 for Winter placements
- March 1 for Fall placements
- Out of province placements by November 1 for Fall and March 1 for Winter
- International Placements by March 31 for Fall and June 30 for Winter
- International and Out of Province placements to be discussed with the Field Team. Additional applications are required and must be submitted to the Field Education Coordinator for approval.

Once students have completed the application process, they will be provided access to Intern Placement Tracking (IPT), a computer software program the Faculty of Social Work uses to manage placement-related information.

Students will complete and upload their Placement Planning form. This form is made up of a face sheet with the student’s identifying information, and questions designed to determine the student’s interest and experience. It is imperative that students put careful thought and consideration into completing this form, as it provides important information about your learning goals, needs, and other considerations and will form the basis for establishing placement priorities. Students will also upload their cover letters and resumes.

Forms are completed and submitted to IPT before the application deadline of October 1 for Winter practicum and March 1 for Fall practicum. Students are also asked to bring a copy of this form, along with an updated resume and cover letter, to their placement interview. Detailed information regarding expectations for these documents will be provided at the Practicum Information Sessions.

If attendance at an information session, submission of a practicum application form and completion of a practicum planning interview is not completed before the deadline dates listed above, a student will not be eligible for practicum and no exceptions will be made.

7.1 Application Deadlines

Applications for practicum are to be submitted by the following dates:

Placements within Saskatchewan and Canada:
- for the Winter semester, application is due October 1
- for the Fall semester application is due March 1

International Placements:
- March 31st for Fall placement
- June 30th for Winter placement

Out of Province and Rural Placements
November 1st for Fall placement  
March 1st for Winter Placement

As noted in section 4.2 above, application for practicum requires completion of several steps prior to these deadlines.

**In addition to submitting the basic application for Practicum, students exploring International or Out of Province placements, have additional applications to complete with are provided to the Field Education Coordinator. These students are expected to find their own placement opportunities and submit the appropriate application to the Field Education Coordinator for approval.**

### 8.0 Placement

The Placement Coordinator receives and reviews applications for practicum, and interviews each of the applicants to further assess the student’s interests and learning objectives. The Field Education Coordinator and/or Placement Coordinator suggest placement opportunities that may be suited for a student.

The Placement Coordinator initiates contact with a potential agency to determine if a suitable practicum placement is available. **Please note: this process usually takes several weeks. Under no circumstances** are students to contact potential agencies or Field Instructors directly – all contact with agencies and Practicum Supervisors is made by the Placement Coordinator. Please note that potential agencies and field instructors cannot request specific students. This is to ensure a fair and equitable process for placing for all students eligible for practicum.

**Students who refuse an offered field placement may be offered another placement only if additional sites are available.** Students should be aware that from time to time agencies have an option to refuse students. Preference for placements may be given to students who are further along in their program and/or have followed the recommended sequencing for the BSW program.

If an appropriate field placement is not available for a student, the student will be informed in writing and they will be invited to apply the next semester.

### 8.1 Agency Contact

The Placement Coordinator is responsible for facilitating the placement of all student practica, and as such makes the initial agency contact to determine if a practicum placement is available. The Field Education Coordinator is responsible for monitoring contacts made to Field Instructors by Placement Coordinators.
Students are not to contact agencies to inquire about practicum opportunities. Practicum Supervisors who are approached by students requesting placements are often unsure of the criteria and whether the contact was sanctioned by the Field Education program.

Once the Placement Coordinator makes the initial contact with the agency, and the availability of student field placement is confirmed, the student’s resume, cover letter and additional documentation are forwarded to the potential Practicum Supervisor for review. The resume is the student’s initial introduction to the agency.

If the agency is prepared to further consider the student for a field placement, a pre-placement interview is scheduled. If the agency is not prepared to consider the student for a field placement, the Placement Coordinator will contact the student to discuss options.

Students should refer to the Student Professional Conduct Agreement Form, which must be signed when completing the practicum application.

**Out of Province and International Practicums are an exception and students are responsible for contacting potential placements.

8.2 Interviews

Once the Placement Coordinator has located a suitable agency that is interested in providing a learning opportunity for a student, a pre-placement interview is scheduled. The pre-placement interview is an opportunity for the student and the agency to meet and further explore the student’s learning objectives. Students are expected to prepare for their interview by researching the agency or program’s services, clientele, and practice setting.

If the Field placement is deemed satisfactory in meeting the student’s learning objectives, the Field Instructor is contacted in writing informing him/her of the dates of field placement and additional placement-related information as required.

All student placements begin on the first day of the term and end on the last day of the semester.

9.0 Memorandum of Agreement

The Practicum Supervisor and the Field Education Coordinator sign the Memorandum of Agreement. The Memorandum of Agreement clarifies the relationships, roles and responsibilities of the parties involved. Issues relating to insurance, liability, professional conduct, reimbursement of placement-related expenses, and student expectations are specifically addressed in the agreement.
9.1 Roles and Responsibilities of Practicum Supervisor and Field Liaison

9.1.1 Practicum Supervisor

The relationship between the student, the Practicum Supervisors, and the Field Liaison ensures the student will receive the necessary social work content in their placement. The primary responsibilities of the Practicum Supervisors are the support of the student in placement and the evaluation of the student’s performance. The evaluation process is intended to meet the course completion requirements of the University, to assist students to reflect on their practice experience, and to set goals for professional development.

Practicum Supervisors are expected to model social work values and skills. Additionally their role is to assist the student in planning appropriate direct practice activities. The Practicum Supervisor’s role also involves identifying student learning needs, integrating theory and practice, analyzing practice issues, and relating the Code of Ethics to the practicum experience (CASW Code of Ethics, 2005).

Supervision by Practicum Supervisors is ongoing, but should also be a structured process, occurring at least weekly (1 hour is a suggested minimum) where student and instructors review progress, student’s performance, and plan learning activities. It is the student’s responsibility to raise any concerns about their practicum with their Field Liaison immediately.

Practicum Supervisor Training is offered in locations throughout the province on an ongoing basis and at no cost to participants. Practicum Supervisor Training hours can be used to meet a portion of the annual Continuing Professional Education requirements of the SASW.

9.1.2 Field Liaison

The Field Liaison is either the Field Education Coordinator or a sessional instructor who has been approved by the Faculty of Social Work. The Field Liaison’s role is seminar leadership, student evaluation and resource to Field Instructors and students. Students and Practicum Supervisors who require clarification of program expectations or processes are to contact the Field Liaison. The student and Practicum Supervisors are expected to negotiate any difficulties that may arise within their professional relationship. If a resolution cannot be agreed upon through this process, the Field Liaison may be required to mediate. In situations where the student and Practicum Supervisor are unable to resolve the issues or concerns, the student may be discontinued from the placement setting. The Field Liaison initiates this action only after discussion with all parties involved and in consultation with the Field Education Coordinator.

9.2 Learning Agreement

In the initial weeks of the field placement, the student and the Practicum Supervisor review or determine the student’s goals, learning activities and desired outcomes. The learning agreement is to be as specific
as possible. The completed document is signed by the student and the Field Instructor and returned to the Field Liaison for review and signature. Incomplete or unclear Learning Agreements will be returned to the student for further work and/or revisions.

The student’s learning agreement is reviewed during a midterm evaluation and, if necessary, changes can be made at that time and/or as needed throughout the placement.

### 9.3 Student/Field Liaison/Practicum Supervisor Meeting(s)

Periodic meetings may be set up between the student, the Practicum Supervisor and the Field Liaison to discuss the practicum and any issues, concerns or questions that may arise. This is a part of the ongoing process of support for the student in achieving learning and practice goals.

### 9.4 Evaluation

The student's performance will be evaluated throughout the semester by the student, the Practicum Supervisor and the Field Liaison. The practicum evaluation form will be used at both mid-term and final evaluation as a way to provide an indication of progress and growth.

Students will arrange a mid-term evaluation meeting with their Practicum Supervisor and Field Liaison. This meeting will either take place in person or via video conference. This meeting will focus on the student's progress and goals for the remainder of practicum. **It is expected that the student and the Field Instructor will collaborate on the completion of this form prior to the evaluation meeting.** Face to face mid-term evaluation is required. Face to face final evaluation is only needed if there were some concerns at the mid-term evaluation or initiated by the agency. The final evaluation will only be a follow-up phone call or face to face contact with Field Instructor. This evaluation process should be followed for SW 348 and SW 448.

During the final two weeks of Practicum, the final evaluation will be completed by the student and Practicum Supervisor. It is recommended that the student and Practicum Supervisor collaborate on the completion of the form.

An electronic evaluation of the Field Liaison is done online via a program called Class Climate. Students also have the opportunity to evaluate the field program by completing an Evaluation of the Field Education Process. These evaluations assist the faculty in planning for future student learning, and developing the field program. **The completed evaluation is then signed and returned by the student to the Faculty of Social Work to be placed in the student’s file.** For both SW 348 and SW 448, students receive a grade of either “pass”, “fail” or “incomplete” for the course. This grade is determined based on the student’s completion of all required components which include satisfactory performance in field placement, participation in seminars and completion of academic assignments.
9.4.1 Students at Risk of Failure

Identified concerns or issues related to a student’s progress while in practicum should be directed to the Field Liaison immediately. The Practicum Supervisor is advised to document issues or areas of concern and follow-up with the student immediately. At any time, the Field Liaison may be contacted for consultation. If concerns or issues arise that cannot be resolved, the student and/or Practicum Supervisor may request a face to face meeting between the student, the Practicum Supervisor, and the Field Liaison, and, if necessary, the Field Education Coordinator.

Students are reminded that they are to follow the Faculty of Social Work’s Policy and Procedures for Student Performance of Professional Responsibilities at all times during the BSW program, including during the placement planning process, in the field placement, and in seminars.

9.4.2 Appeal Procedures

Practicum grades may be appealed. Students who are not in agreement with their evaluation or grade may request a reassessment or an appeal of the assigned grade. Reassessment and appeal procedures are clearly defined in the University of Regina Undergraduate Calendar. The procedure includes first appealing to the Field Education Coordinator who has assigned the grade and then the Associate Dean of Social Work.

Field Instructors are responsible for maintaining documentation supporting their evaluation of student performance. Similarly, Field Liaisons are responsible for maintaining documentation supporting the grades assigned to written work and seminar participation. In the event of an appeal, this documentation may be required to assist in an appeal decision.

Students are also encouraged to seek assistance from the Student Advocate’s office of the Student’s Union. The student advocate can assist students to objectively evaluate their concerns and develop a plan of action.

10.0 Practicum Rules and Regulations

All rules and regulations of the University of Regina and the Faculty of Social Work apply to students in practica. Although practicum students spend much of their time in an agency setting and may feel somewhat disconnected from the University community, they still have the same rights and responsibilities as other students. Students are encouraged to familiarize themselves with the requirements of the University as described in the University of Regina Undergraduate Calendar, which is available at http://www.uregina.ca/gencal/ugcal/

Students are also expected to familiarize themselves with the rules and regulations of the Faculty of Social Work and the specific workings of this program.
The following criteria and conditions are specific to practica:

- Students must complete prerequisite courses prior to the commencement of practicum.
- Students entering into practicum must have a minimum GPA of 75% for the social work portion of their academic program by the end of the term prior to starting their practicum placement.
- SW448 – Practicum II is a 15 credit hour course and is therefore considered to be a full course load.
- Students are permitted to take up to a maximum of three courses concurrently with SW348 – Practicum I.
- Students are encouraged to clear their schedules of activities that might distract from their learning in practicum. Employment and extra-curricular activities often conflict with learning opportunities in practica.
- Payment for student services in a field placement setting is not acceptable. Accepting financial compensation for work in practica alters the contract from a learning agreement to a work contract, and may represent a conflict of interest and therefore a conflict for student learning.
- Students can not complete a practicum at their place of employment.
- It is not permissible to begin employment at your practicum agency prior to the successful completion of SW 448. Completion of the course is considered to be when the mark of Pass is submitted by the Faculty Liaison at the end of the term, which is indicated in the Academic Schedule. Completing the required hours prior to that date does not mean you have completed the course. If a student is on track to have the required hours done prior to that date, they will need to slow down or keeping working until the appropriate date.
- Students who fail a practicum course are permitted to apply to repeat the practicum course only once. The Field Education Coordinator, in consultation with the Associate Dean of the Faculty of Social Work, shall determine in which term the student may return. If the student fails practicum a second time, he /she will be withdrawn from the program.
SECTION II – ADMINISTRATIVE REQUIREMENTS

11.0 Student and Agency Safety

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

11.1 Students with Disabilities

The University of Regina aims to provide services that will enable students with disabilities to approach their studies with minimal difficulty. These services are facilitated by:

Centre for Student Accessibility
Rm. 251, Dr. William Riddell Centre
University of Regina
Phone (voice/TTY): 306-585-4631
Email: accessibility@uregina.ca

Students who require assistance during the placement planning process or in their field placement should discuss their needs with the Field Education Coordinator or Placement Coordinator as early as possible. In order to receive academic accommodations, students must be registered with the Centre for Student Accessibility (CSA). Information regarding required accommodations for a particular class will only be released to the instructor using the U of R e-mail system and only should the student desire accommodations for a particular class.

Students who require accommodation in a practicum placement have the right to choose whether to share information about their disability, how much information to share, and when/how information is communicated with the agency and/or potential Practicum Supervisor as confidential information will not be disclosed by the Field Education Coordinator and/or Placement Coordinator. Every attempt will be made to place a student in a setting that will meet their individual learning goals and interests. Some agencies, however, have requirements that may limit their ability to accommodate during a practicum placement (i.e. driver’s license).

Should a student require assistive technology in order to be able to participate fully in their practicum learning experience, and should the field agency demonstrate financial need, the Centre for Student Accessibility may be able to obtain funding for the agency to obtain or install assistive technology devices. Agencies who demonstrate financial need may also be eligible to apply for funding for other disability accommodations, such as accessible transportation. Field instructors and/or agencies are advised to contact the CSA to learn more about funding opportunities and eligibility requirements.
12.0 Discrimination, Harassment and Dual Relationships

The University of Regina has developed clear policy and procedures to protect students and staff against discrimination and harassment. The University’s policy against discrimination and harassment defines harassment as “... any inappropriate conduct, comment, display, action or gesture by a person that:

- is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and,
- constitutes a threat to the health or safety of the employee/student. This type of harassment is prohibited in the OHS Act and The Saskatchewan Human Rights Code. It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.

” (Respectful Work and Learning Environment Policy, 2010).

This policy is extended into the field placement. Both the student and the Practicum Supervisor(s) are protected under this policy.

Students should inform themselves about the University’s Respectful Work and Learning Environment policy as well as their 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. The University policy and procedures are available here:

http://www.uregina.ca/hr/services/harassment-prevention/policy-procedures.html

Those who believe that harassment or discrimination has occurred in the practicum are encouraged to contact the Field Liaison and/or the Coordinator of Harassment, Discrimination Prevention, and Conflict Resolution Services at 306-585-5400.

Students and Field Instructors are to maintain a professional working relationship, as are students and agency clients. Dual relationships are discouraged, and may violate the CASW Code of Ethics (2005) because of their inherent power differences between individuals. Students are to maintain professional helping relationships with their clients, which excludes sexual relationships, dual relationships, lending/borrowing from clients, and/or other non-professional relationships.

13.0 Insurance and Professional Liability

Students registered in practica are insured against any claims or liability including personal injury. This coverage begins on the first day of the term and ends on the last day of the term. As such, students are not permitted to begin their field placement before the first day of classes or extend their placement beyond the last day of classes, nor are students allowed to attend their placement if they have not been officially registered in the course. Worker’s compensation benefits may be provided for students injured while performing duties related to their studies. This coverage is supplemental to Provincial Government Health Care Insurance.

Practicum students are also covered against claims incurred while traveling in the performance of practicum related duties; however clients transported by a student are not covered for liability or
personal injury by the University of Regina. Students and Practicum Supervisors are advised to check if the agency’s insurance policy covers students transporting clients, whether in personal or agency vehicles.

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, students must complete a form for Workers’ Compensation coverage while out on practicum. All students sign a consent form during orientation. Refer to Appendix F - Schedule “B” – Work-Based Learning Consent and Agreement. Agencies are required to fill out and submit the Student Work Placement Health & Safety Checklist - refer to Appendix E – prior to the start of the placement.

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 or medical care should contact their Field Liaison and Field Coordinator immediately. If the student is involved in an accident or has been injured, an Employer’s Initial Report of Injury (refer to Appendix G) and Worker’s Initial Report of Injury (refer to Appendix H) must be completed and submitted to the University of Regina Human Resources.

14.0 Strike Action at Field Placement Locations

If strike action occurs while students are in placement student will be advised by the Faculty of Social Work that they are not to cross and/or join the picket line. The University of Regina will not be liable for any mishap or injury while engaged in collective action.

Any 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 Coordinator of Field Education.

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 by the Field Education program following consultation with the Associate Dean of the Faculty of Social Work and students directly impacted.

In cases of illegal strikes, students in placement will be assigned alternate education activities. Students should not cross or join illegal picket lines.

Professional conduct between a student and Practicum Supervisor is governed by the same principles that govern conduct in worker - client relationships. Practicum Supervisors and other agency employees are expected to meet professional practice standards for social workers in relationships with students.
Students are encouraged to contact their Field Liaison immediately if they are experiencing difficulties as a result of agency/worker conduct.

Practicum Supervisors should be familiar with the Faculty of Social Work Policy and Procedures for Student Performance of Professional Responsibilities (refer to Appendix B). As outlined in the policy, unprofessional behavior or misconduct while in practicum could result in disciplinary action by the Faculty of Social Work and the University of Regina. Students are also expected to adhere to the standards of ethical practice during their practicum as defined by the Canadian Association of Social Workers in the Social Work Code of Ethics (2005).

A student may be asked to withdraw from the social work practicum, or be given a grade of “Fail”, if he or she engages in unethical behavior. Failure to meet beginning competencies or progressively develop skills during the practicum may also result in withdrawal and/or failure. The Coordinator of Field Education will collaborate with the student and her supervisors to identify a plan to address concerns. Criteria for successful completion of practicum will be provided to the student and his/her supervisors in writing. Unsatisfactory completion of this plan may result in the student’s discontinuance from the field placement.

15.0 Registration and Payment of Fees

Registration for practicum courses is completed by Faculty of Social Work Student Services. Deadlines for late registration and payment of fees apply just as they apply to registration for other courses. Refer to the University of Regina Undergraduate Calendar (http://www.uregina.ca/gencal/ugcal/) for specific information regarding registration dates and deadlines for payment of fees.

For liability insurance reasons, students MUST be registered prior to attending their practicum placement.
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