



University of Regina
Faculty of Social Work
Advocacy, Understanding and Empowerment



BSW Field Education Program Manual

2011

University
of Regina

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.

Table of Contents

Glossary of Terms.....	Page 1
1.0 Introduction.....	Page 3
2.0 Social Work and Practicum Curriculum.....	Page 4
2.1 The Undergraduate Social Work Curriculum.....	Page 4
2.1.1 Prior Learning Assessment Recognition.....	Page 6
2.2 Practicum Curriculum.....	Page 7
2.2.1 SW 348: Social Work Practicum I.....	Page 7
2.2.2 SW 448: Social Work Practicum II.....	Page 8
2.3 Part-time Practicum.....	Page 8
2.4 Orientation.....	Page 9
2.4.1 SW 348 – Practicum I.....	Page 9
2.4.2 SW 448 – Practicum II.....	Page 9
2.5 Seminars.....	Page 9
2.5.1 SW 348 – Practicum I.....	Page 9
2.5.2 SW 448 – Practicum II.....	Page 9
3.0 Out of Province Practicum.....	Page10
3.1 International Placements.....	Page11
4.0 Pre-Placement Practicum Planning.....	Page 12
4.1 Student Suitability.....	Page 12
4.2 Application Procedures.....	Page 12
4.3 Application Deadlines.....	Page 13
4.4 Placement.....	Page 13
4.5 Students with Disabilities.....	Page 13
4.6 Security Clearance.....	Page 14
5.0 Practicum Process.....	Page 14
5.1 Agency Contact.....	Page 14
5.2 Interviews.....	Page 15
5.3 Registration and Payment of Fees.....	Page 15
5.4 Signing the Contract (Memorandum of Agreement).....	Page 15
5.5 Learning Agreement.....	Page 16
5.6 Roles of Field Instructor and Faculty Field Liaison.....	Page 16
5.6.1 The Role of the Field Instructor.....	Page 16
5.6.2. The Role of the Faculty Field Liaison.....	Page 17
6.0 Practicum Rules and Regulations.....	Page 18

Table of Contents, continued

7.0	Student and Agency Safety.....	Page 19
7.1	Discrimination and Harassment.....	Page 19
7.2	Insurance and Professional Liability.....	Page 19
7.3	Strike Action at Field Placement Locations.....	Page 20
8.0	Personal Suitability and Performance Evaluation.....	Page 21
8.0.1	Use of Social Media and Electronic Devices.....	Page 21
8.1	Professional Practice Standards.....	Page 21
8.2	Performance Evaluation.....	Page 22
8.3	Students at Risk of Failure.....	Page 22
8.4	Faculty Field Liaison, Field Instructor and Field Placement Evaluations.....	Page 23
9.0	Appeal Procedures.....	Page 23
	Appendices.....	Page 24

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:

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

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. The field placement is composed of both SW 348 – Practicum I (mini) and SW 448 – Practicum II (major).

The **Orientation** is a required element for 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.

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 Field Instructor. The student, the Field Instructor, and the Faculty Field Liaison meet to ensure that the student's learning objectives and expectations are reviewed, and to evaluate the student's performance.

The **Field Instructor** represents the agency where the student has been placed for the practicum. Field Instructors are employed by human service agencies and provide student instruction, guidance and supervision in the field setting. Field Instructors are vital instructional links assisting students with the practical application of social work practice methodologies, ethics, and theories.

Field Instructors will have a minimum of a BSW from an accredited School or Faculty of Social Work. Under certain circumstances, the Coordinator of Field Education may approve Field Instructors who have not achieved a professional social work degree but have a comparable

* Adapted from the University of Regina Field Education Program Manual, April 2003, pg. 5-6.

degree with a significant number of years of work experience. In these circumstances, the Faculty Field Liaison 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 Coordinator of Field Education is responsible for the overall coordination of the field education program. The Coordinator of Field Education is responsible for ensuring that there is consistency with the Faculty's mission statement, policies, procedures and objectives in regard to the implementation of the field education program.

The Field Education Coordinator is the instructor-of-record for SW348 and SW448, and in consultation with the Field Instructor (agency supervisor) and/or the Field Liaison is responsible for assigning the final grades for practicum.

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, interviewing students to ensure a suitable match, and liaising between students and prospective agencies during the placement process.

The **Faculty Field Liaison** also represents the Faculty of Social Work. The Faculty Field Liaison's primary role is as an educator and consultant to the Field Instructor. Faculty Field Liaisons will have a minimum of a MSW from an accredited School of Social Work. The role includes ensuring that the student's learning agreement is well defined, social work ethics and professional standards are met, assisting with orientation, facilitating the practicum seminars, counseling students as required, and acting as a resource to both Field Instructors and students. The Faculty Field Liaison serves as a catalyst for the integration of social work knowledge, skills, and values with the field experience.

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, Field Instructors, and Faculty 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.

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 Faculty of Social Work program consists a minimum of 700 hours of practicum experience through a combination of orientation, field experience and seminar instruction. As with many Social Work courses, SW348 and SW448 are offered each fall and winter semester. SW 348 is not offered during the spring/summer term; SW 448 may be offered during the spring/summer term, although placements during this term are typically only in settings outside of major urban centres in Saskatchewan (i.e. outside Regina and Saskatoon).

2.1 The Undergraduate Social Work Curriculum

The undergraduate social work program was developed on an adult education model, which recognizes the instructional value of life experiences that students have had outside of their formal university education.

BSW program requirements for students admitted after May 01, 2003 are as follows:

Courses to be completed prior to the admission to BSW:

ENGL 100- Critical Reading & Writing I	03 hrs
INDG 100 - Introduction to Indigenous Studies	03 hrs
PSYC 101 - Introduction to Psychology A	03 hrs
SOC 100 - Introduction to Sociology	03 hrs

Required courses to be completed at any time in the BSW program:

ENGL 110 – Critical Reading & Writing II	03 hrs
INDG 201 - Introduction to Indigenous Studies II	03 hrs
WGST 100 - Introduction to Women's Studies	03 hrs
SOC 200 level or higher courses	06 hrs
Electives - university courses at the 100 level or higher.	
May include up to 09 credit hours of SW courses	<u>33 hrs</u>
Subtotal	<u>60 hrs</u>

* for students admitted to the BSW programme in January of 2012 ENG 110 is required.

Required Social Work Courses:

SW 100 - Explorations in SW	03 hrs
SW202 – Critical Issues/Critical Thought	03 hrs
SW 346 - SW Practice I	03 hrs
SW 347 - SW Practice II	03 hrs
SW 350 - Anti-Oppressive SW Practice	03 hrs
SW 390 - Communication Skills	03 hrs
SW 451 - Intro to Human Service Research	03 hrs
SW 460 - Ethics in Social Work	03 hrs
SW 469 - Contemporary Social Welfare Policy	03 hrs
Social Work electives (4 courses)	15 hrs
SW 348 - SW Practicum I	06 hrs
SW 448 - SW Practicum II	<u>15 hrs</u>

Subtotal 60 hrs

Total credit hours for BSW: 120 hrs

* For students admitted to the BSW programme in January 2012 SW 202 is required thus changing the number of Social Work electives to 4 courses.

Recommended Sequence of Social Work Courses

We recommend that students follow this sequencing pattern when taking the Social Work portion of the BSW:

Prior to Admission to BSW Program

3 credit hours – SW100 – Foundations in SW (**recommended** prior to admission)
3 credit hours – SW202 – Critical Issues/Critical Thought (**recommended** prior to admission)
6 credit hours

Semester 1

3 credit hours – SW346 – Social Work Practice I
3 credit hours – SW350 – Anti-Oppressive Social Work Practice
3 credit hours – SW390 – Communication Skills in Social Work Practice
3 credit hours – one SW elective
12 credit hours

Semester 2

3 credit hours – SW347 – Social Work Practice II
3 credit hours – SW451 – Introduction to Human Service Research
3 credit hours – SW460 – Ethics in Social Work
3 credit hours – one SW elective

12 credit hours

Semester 3

6 credit hours – SW348 – Social Work Practicum I

3 credit hours – SW469 – Contemporary Social Welfare Policy

6 credit hours – two SW electives

15 credit hours

Semester 4

15 credit hours – SW448 – Social Work Practicum II

2.1.1 Prior Learning Assessment and Recognition

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.

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.

The PLAR process is facilitated by the RPL Program Coordinator, who is housed in the Centre for Continuing Education. Faculty members from relevant disciplines/practice backgrounds will be asked by the Associate Dean (Undergraduate) or designate to evaluate a portfolio supplied by a student who is seeking credit (see: www.uregina.ca/rpl).

In the case of Social Work, PLAR credit will be awarded on a course-specific basis. Credit will be awarded for demonstrated learning equivalent to the standards of the specific course(s) as required by the Faculty of Social Work.

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 programmes 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 programmes will normally provide a minimum of 700 practicum hours." (CASWE, Appendix A, SB 6.0 – 6.8).

The University of Regina provides a minimum of 702 practicum hours, which include hours in direct practice at the placement site, orientation sessions, seminars, and other field-oriented learning activities.

2.2.1 SW 348: Social Work Practicum I

SW 348 Practicum I is taken in one semester over a 13 week period. The total time commitment for this practicum course is 207 hours comprised of: a half-day practicum orientation that occurs prior to the commencement of the practicum; 195 hours at the field placement, equivalent to 2 full days per week at 7.5 hours per day; and 3 half-day seminars (totaling 9 hours) occurring at set times throughout the course of the 13 weeks.

Prerequisites for SW 348 are:

- SW 390 and SW 346
- 9 credit hours of social work courses
- a minimum 70% average on the social work portion of BSW classes

SW348 - Practicum I is not offered during the spring/summer semester. Any exemption must be approved by the Associate Dean of the Faculty of Social Work.

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

SW 348 learning objectives:

1. assist students in broadening their human service experience by engaging with and being in an assisting role to social workers
2. assist students in demonstrating an understanding of the effective use of self
3. assist students in examining personal value biases, emotional reactions and the impact they have on others
4. assist students in applying reflective and critical thinking related to self, 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, diversity, and forms of oppression

2.2.2 SW 448: Social Work Practicum II

SW 448 Practicum II is taken in one semester over a 15 week period; however, it is possible to take SW 448 part-time over two semesters (see Section 2.3). The total time commitment for this practicum course is 495 hours comprised of: 3 hours orientation that occurs prior to the commencement of the practicum; 450 hours at the field placement equivalent to 4 full days per week at 7.5 hours per day; 18 hours professional development, and 24 hours for seminar meetings. SW 448 Practicum II is a 15 credit hour course.

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, SW350, SW390, SW451, SW 460, and SW 469) (students admitted after January 2012 will be required to have completed SW 202)
- a minimum 70% average on the social work portion of BSW classes

Refer to the current University of Regina General Calendar for detailed information about the Social Work program and curriculum including course descriptions.

2.3 SW448: Part-time Practicum

SW448 taken part-time over a two-semester period (fall and winter) is to be approved by the Coordinator of Field Education. Part-time students attend the orientation and make arrangements with their Faculty Field Liaison in regard to practicum seminar class attendance and completion of assignments. Academic credit is granted (15 credit hours) after the successful completion of the second semester.

SW448 learning objectives:

1. Apply social work practice skills in the planned change process, including: engagement, assessment, planning, implementation, evaluation and termination
2. Demonstrate entry level social work skills and competencies
3. Describe the field placement in terms of philosophy, structure, policies, and relationship with clients and the community
4. Integrate theory and practice in a specific problem area
5. Critically analyze the placement experience in terms of personal values, impact and reactions and in terms of social work knowledge, skills, and ethics.

2.4 Orientation

2.4.1 SW 348 - Practicum

An orientation session is held the week before the commencement of the semester. For **SW 348** students the orientation is a half-day classroom experience at the beginning of the practicum. This experience is designed to assist students through any of their concerns prior to entering practicum. Discussion of ethics, time management, the use of consultation and supervision are some of the components presented.

2.4.2 SW 448 – Practicum II

For **SW 448**, students attend a minimum half-day orientation session that is a classroom experience occurring prior to the commencement of practicum. The primary methodologies of the profession are reviewed including interviewing, assessment, and intervention skills. Social work values, principles and ethics and the application of ethical decision-making are also discussed.

2.5 Practicum Seminars

2.5.1 SW 348 – Practicum I

For **SW 348**, the Practicum Seminars take place three times during the course of the semester and are each 3 hours in length.

Seminars provide students with an opportunity to debrief their field placement experiences in a confidential environment. The Faculty Field Liaison facilitates these seminars, integrating the students' own experiences with theoretical information and the Field Liaison's personal practice experience.

Students receive a grade of either “pass”, “fail” or “incomplete” for the course.

2.5.2 SW 448 – Practicum II

For **SW 448**, a total of 24 hours of practicum seminar time is scheduled to take place during the semester. The Faculty Field Liaison determines the particular format based on the objectives stated in the course outline. In addition to providing an opportunity for students to critically reflect upon their practicum experiences, students are required to complete academic assignments including reflective practice assignments and a final paper on social work practice.

If there are a significant number of students from outside of Regina, Saskatoon or Prince Albert located in a common geographic location, SW 448 seminars may be offered in that location.

Students receive a grade of either “pass”, “fail” or “incomplete” for the course.

3.0 Out of Province Practicum

Out-of-Province placements are defined as **placements outside of Saskatchewan but within Canada**. These placements are supervised by the Field Coordinator and are only available for SW 448 – Practicum II. Out-of-province placements for SW 348 – Practicum I may be approved by the Associate Dean of Social Work.

Students out-of- province are required to complete 495 hours at their placement. This number is determined based upon same total hour requirement for in-province students. Students placed out-of-province complete the same academic assignments as their in-province peers and may participate in seminars and other learning activities as determined by the student and Field Education Coordinator.

Out-of-province Field Instructors must have a minimum BSW level of education. Because of the distance involved, out-of-province Field Instructors 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, Field Instructor(s) and Field Coordinator.

Careful pre-planning is a must for out-of-province placements. Students requesting international placements must submit their application by January 1 for Fall practicum and June 1 for Winter practicum. Students completing their placement out-of-province are covered for general liability and malpractice insurance. As it is provincially regulated, provision for Workers Compensation coverage is currently not available for out-of-province placements.

Students are expected to explore out-of-province placement options and then establish a preliminary commitment from the potential agency which fits with their practice interests and learning objectives. On occasion, the Coordinator of Field Education, or another faculty member may be able to assist. Once the student has received a commitment from an agency, the student forwards all pertinent information to the Coordinator of Field Education for a comprehensive review. The student is then required to meet with the Coordinator of Field Education to further discuss the placement and expectations related to out-of-province placements. The Coordinator of Field Education also contacts the pending agency Field Instructor to gain additional information and clarify any questions the Field Instructor may identify.

Students must apply by the deadline and, if they do not have a placement option secured outside of Saskatchewan, plan an in-province concurrently with the out-of-province option. If the student is unable or unwilling to consider an in-province placement, then the student is advised to re-apply the following term.

Upon approval of the out-of-province placement, the Coordinator of Field Education then forwards a package of relevant information to the agency.

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 International Practicum Committee and based on faculty availability, interest area or expertise, and knowledge of the practicum setting.

Students placed outside Canada are required to complete 495 hours for SW448. This number is determined based upon same total hour requirement for all students. Students placed outside Canada complete the same academic assignments as their in-province peers and may participate in seminars and other learning activities as determined by the student and Field Education Coordinator. Students placed internationally may be asked to complete the same academic assignments as their in-province peers and provide these directly to their Field Liaison or may be given alternative assignments.

International Field Instructors must have a minimum BSW level of education. Because of the distance involved, international Field Instructors 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, Field Instructor, and Faculty Field Liaison.

Careful pre-planning is a must for international placements. Students requesting international placements must submit their application by January 1 for Fall practicum and June 1 for Winter practicum. Suitability for an international practicum will be determined by the International Practicum committee. Refer to Appendix C **Practicum Proposal Graduate & Undergraduate Faculty of Social Work Students** and Appendix D **Assumption of Risks, Release of Liability, Waiver of Claims and Indemnity Agreement**.

Students are encouraged to contact UR International <http://www.uregina.ca/international/> for assistance in planning their international placement.

For travel and fieldwork deemed 'High Risk' faculty, staff and students must refer to and comply with the Travel and Fieldwork Policy and Procedures, including the completion of the Safety Planning Record, located at <http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010570.shtml>.

4.0 Pre-Placement Practicum Planning

Potential Social Work practicum students are expected to attend a practicum information session prior to applying for a practicum placement.

The Coordinator of Field Education is available for consultation with students upon request.

In addition, the current University of Regina General Calendar 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.

4.1 Student 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.

4.2 Application Procedures:

Students begin by indicating their intent to apply for practicum by completing the Practicum Application by the appropriate application deadlines of October 1 for Winter practicum and March 1 for Fall practicum. A completed Placement Planning Information Form along with a current resume and covering letter is used to guide the placement process. The Placement Planning Information Form is uploaded onto Placepro (a computer software placement program available at www.placeprocanada.com). 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.

Students are placed in a practicum setting based on the information provided on the Placement Planning Information Form, a meeting with the Placement Coordinator prior to placement, and an interview with the potential placement setting. Students who have followed the recommended program sequencing and have completed the prerequisite classes *prior to the practicum application deadline* will have first priority when being placed.

Detailed information regarding expectations for these documents will be provided at the Practicum Information Sessions. Submission of these two documents, along with three references, constitutes application for practicum. Student eligibility to register for practicum will be determined by the Field Education Coordinator and/or Placement Coordinator.

4.3 Application Deadlines:

Applications are to be submitted by the following dates:

- for the Winter semester application is due October 1
- for the Fall semester application is due March 1

Students planning to complete their practicum out of province or internationally must submit their application to the Field Coordinator at least six months prior to the commencement of the practicum semester for which they wish to register. Deadlines for out-of-province and international practica are June 1 for Winter term and March 1 for Fall term.

4.4 Placement:

The Placement Coordinator receives and reviews applications for practicum, then interviews each of the applicants to further assess the student's interests and learning objectives. The Coordinator of Field Education 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. This process usually takes several weeks. She/he maintains close contact with students to re-assess and re-negotiate the plan as necessary.

Students who refuse an offered field placement may be offered another placement only if additional sites are available. 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 the application is to be processed the next semester.

4.5 Students with Disabilities:

The University encourages all students, including students with disabilities, to investigate the possibility of a university education. The University 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
Room 251, Dr. William Riddell Centre
University of Regina
Regina, SK S4S 0A2
Tel (voice/TTY): 306-585-4631

Students who need assistance should discuss their needs with their faculty as early as possible. To view the policy document, refer to the University of Regina website: www.uregina.ca/presoff/vpadmin/policymanual/students/901020.html.

In order to have 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 accommodations in a practicum placement will have the right to self-disclose to the agency and/or potential field instructor as this will not be disclosed by practicum field staff. Every attempt will be made to place a student in a practicum setting that will meet their individual learning goals and interests. Some agencies however, have requirements that preclude some students from being placed there; for example, the agency may require that the student have a driver's license.

Should a student require assistive technology in order to be able to participate fully in their practicum learning experience, the Centre for Student Accessibility may be able to obtain funding to provide to the agency should the agency demonstrate financial need. Agencies who demonstrate financial need may be eligible to apply for funding for other things as well (eg. accessible transportation). Field instructors are advised to please contact the CSA to see what is available and to find out if the agency qualifies for funding.

4.6 Security Clearance

Most placement settings require the completion of a criminal record check prior to accepting a practicum student. A criminal record check can be obtained from the police department in your city, or from an RCMP detachment if in the rural areas. You must request the criminal record check in the location where you are currently living. A fee is charged for this service and is the responsibility of the student. If you have a criminal record and are concerned about how it might affect your practicum placement, please contact the Field Education Coordinator. All information is confidential. Students may also be asked to provide other security checks, i.e. vulnerable sector check, as requested by their agency.

5.0 Practicum Process

5.1 Agency Contact

The Placement Coordinator makes the initial agency contact to determine if a practicum placement is available. The Placement Coordinator is responsible for facilitating the placement of all student practica. The Coordinator of Field Education is responsible for monitoring contacts made to agency Field Instructors by Placement Coordinators. Students are strongly encouraged not to make agency contacts. Field Instructors 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 is forwarded to the potential Field Instructor 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 other agencies on the student's behalf.

5.2 Interviews

Once the Field Education Coordinator/ Placement Coordinator have 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.

If this meeting does not result in an agreement for field placement, the search continues for another placement.

If the student and the Field Instructor are satisfied that the placement is able to meet the student's learning needs, the Placement Coordinator is advised and then the Field Instructor is contacted in writing informing him/her of the dates of field placement and additional placement-related information as required.

5.3 Registration and Payment of Fees

Registration for practica is completed by Faculty of Social Work Student Services. Deadlines for late registration and payment of fees apply to practica just as they apply to registration for other courses. Refer to the University of Regina General Calendar 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.

5.4 Signing the Contract (Memorandum of Agreement)

The Field Instructor 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.

5.5 Learning Agreement

In the initial weeks of the field placement, the student and the Field Instructor review or determine the student's learning goals and objectives and develop a specific set of expectations of what will be accomplished during the field placement. Goals are developed and specific tasks are defined to assist in goal attainment. The skills and knowledge that the student will demonstrate while fulfilling these duties, the supervision and support that will be provided, and administrative details (office space, hours of work, access to specific resources, and beginning and end dates) should all be included in the development of the learning agreement.

The learning agreement is to be as specific as possible. Students are to work at developing goals in selected areas. Once goals and learning activities and outcomes have been agreed upon, the student completes the Learning Agreement. The document is signed by the student and the Field Instructor and returned to the Faculty 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.

5.6 Roles of Field Instructor and Faculty Field Liaison

5.6.1 Field Instructor

Field Instructors are human service professionals who are committed to the development of the Social Work profession. Whenever possible, efforts are made to place students under the supervision of a professional social worker. In the province of Saskatchewan, the use of the title "social worker" is protected by provincial legislation and is reserved for use only by those who are registered with the Saskatchewan Association of Social Workers.

While the Field Education Coordinator/ Placement Coordinator seek to place students with professional social workers, or human service professionals with a minimum of a BSW, occasionally student learning objectives can be best met through a placement with an instructor whose education and practice experience is equivalent to a BSW. The close working relationship between the student, the Field Instructors, and the Faculty Field Liaison provides a high degree of assurance that the student will receive the necessary social work content in the practicum setting.

The evaluation of the student's performance in the field placement is the primary responsibility of the Field Instructor. The evaluation process is intended to meet the course completion requirements of the University as well as assist students to reflect on their practice experience and set goals for professional development.

Field Instructors are expected to model social work values and skills as they relate to the agency's service delivery and client systems. Additionally, their role is to assist the student in planning direct practice activities that will provide opportunities to demonstrate achievement of their learning goals and objectives. The Field Instructor's role also involves identifying student

learning needs, integrating theory and practice at the micro, mezzo and macro levels relevant to their agency, analyzing practice issues, problems and concerns and relating the *Code of Ethics* to the practicum experience (CASW *Code of Ethics*, 2005).

Supervision by Field Instructors is ongoing, but should also be a formal process, occurring at least weekly (1 hour is a suggested *minimum*) where student and instructors review progress, the student's performance, and plan learning activities.

The Faculty of Social Work is committed to ensuring that students are not exploited as free labour. Our emphasis is on a learning agreement rather than a work contract to address this issue. Students who do feel exploited in any way in the field placement are encouraged to speak with their Faculty Field Liaison immediately.

Field Instructor Training is offered in locations throughout the province on an ongoing basis at no cost. Three modules, "Evaluation and Feedback", "Ethics and Professional Boundaries" and "Theories, Perspectives and Models" are covered in a seminar format utilizing a variety of modalities. Upon completion of all three modules, a certificate of attendance is issued jointly by the Faculty of Social Work and the Saskatchewan Association of Social Workers (SASW). Field Instructor Training hours can be used to partially meet the Continuing Professional Education requirements of the SASW.

5.6.2 The Role of the Faculty Field Liaison:

The Faculty Field Liaison is either the Field Education Coordinator or a sessional instructor who has been approved by the Undergraduate Studies Committee of the Faculty of Social Work. The Faculty Field Liaison's primary role is that of a resource to Field Instructors and students. The Faculty Field Liaison is also responsible for the classroom portion of the practicum courses, including facilitating seminars and grading student assignments.

Each student is assigned a Faculty Field Liaison. The Faculty Field Liaison provides input in such areas as the integration of theory and practice, ethical dilemma resolution, professional development and conflict resolution. Students and Field Instructors who require clarification of program expectations or processes are to contact the Faculty Field Liaison. The Faculty Field Liaison also contributes to the student evaluation process. This includes explaining the evaluation criteria and process, and by participating in evaluation meetings with the student and the Field Instructor.

The student and Field Instructor are expected to negotiate any difficulties that may arise within their professional relationship. If a resolution cannot be agreed upon through this process, the Faculty Field Liaison may be required to mediate. In situations where the student and Field Instructor are unable to resolve the issues or concerns, the student may be discontinued from the placement setting. The Faculty Field Liaison initiates this action only after discussion with all parties involved and in consultation with the Field Education Coordinator.

6.0 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. Students are encouraged to familiarize themselves with the requirements of the University as described in the University of Regina General Calendar (available at <http://www.uregina.ca/gencal/>).

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 WPA of 70% 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 full time endeavor; it is a 15 credit hour course. Students are permitted to take up to a maximum of three courses concurrently with SW348 – Practicum I. Students are only eligible to register to take additional classes concurrently with the practicum with special permission from the Associate Dean.
- 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 requesting a field placement within their current employer are encouraged to explore other interests in other agencies.
- Students who fail the practicum are permitted to apply to repeat the practicum course only once. The Coordinator of Field Education, in consultation with the Associate Dean of the Faculty of Social Work, shall determine in which semester the student may return. If the student fails practicum a second time, he /she will be withdrawn from the program.

7.0 Student and Agency Safety

All of the 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.

7.1 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 unacceptable behavior as: "... any form of behavior which creates an intimidating, hostile or offensive environment for work or study through the harassment of or discrimination against individuals or groups on the basis of race and all race-related grounds such as ancestry, place of origin, colour, ethnic origin, citizenship and creed. . . . harassment of an individual or group on the basis of sex, gender, or sexual orientation" (The University of Regina General Calendar). This policy is extended into the field placement. Both the student and the Field Instructor(s) are protected under this policy.

Students should inform themselves about the university's Sexual Harassment and Discrimination 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.

Those who believe that harassment or discrimination has occurred in the practicum are encouraged to contact the Faculty Field Liaison and/or the Harassment and Discrimination Prevention Office (306) 585-5400 or respect@uregina.ca

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.

7.2 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 traveling 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 their agency regarding insurance coverage and the use of 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, students must complete a form for Workers' Compensation coverage while out on practicum. All students sign a consent form during orientation which is held in the Human Resources office. Refer to Appendix F - **Schedule "B" – Work-Based Learning Consent and Agreement.** Agencies are required to fill out the **Student Work Placement Health & Safety Checklist** - refer to Appendix E.

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 Faculty 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.

7.3 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. 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 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.

8.0 Personal Suitability and Performance Evaluation

8.1.1 Social Media and Electronic Devices in the Practicum Placement

Students are asked that they use caution when using cell phones or other electronic devices in the practicum placement. Agency policies and procedures regarding the use of these devices in the placement setting should be discussed at the start of the practicum with the Field Instructor and Field Liaison.

Students are also cautioned about putting any information about the practicum placement agency, staff and clients on any social media network during the practicum. This could constitute a breach in professional ethics and could result in the termination of a placement.

Browsing the internet, online chatting, online social networking, and cell phone texting during seminars are disrespectful and are inappropriate ways to conduct oneself in a professional program. Students are invited to go online, make phone calls, and text during formal class breaks, and to do so briefly so as not to delay resumption of classes.

8.1 Professional Practice Standards

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

Students are expected to maintain professional conduct while in the agency setting. Field Instructors should be familiar with the Faculty of Social Work Policy and procedures **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 or is obviously deficient in competencies and skills required for the social work profession. This could include an inability to separate her or his own values from those of clients, inappropriate conduct related to substance abuse or discriminatory behavior, inability to develop helping relationships with clients, inability to handle stress, lack of commitment to the values of social work, harmful behavior toward others, emotional instability, unreliability and inability to maintain professional boundaries. Development of the above is expected in the practicum. Failure to meet beginning competencies or progressively develop skills during the practicum will result in withdrawal and/or failure. The

Coordinator of Field Education, Faculty Field Liaison, and/or additional faculty members will collaborate with the student to identify a plan to address identified issues and criteria for continuing with practicum. Students will be offered another practicum if they are able to demonstrate that they have addressed the issue(s) that led to the withdrawal and/or failure.

8.2 Performance Evaluation

Assigning a grade of “pass” meets the university’s requirements for course completion and is registered on the student’s transcript. Students who are assigned a grade of “fail” or “incomplete” do not complete the course (refer to 6.0, Practicum Rules and Regulations).

The ongoing informal evaluation process is intended to provide feedback for the student to promote his/her process of professional development. The formal evaluation procedures of practica are designed to provide feedback with regard to both a student’s performance and personal suitability. The SW348 and SW448 Evaluation Forms are used to facilitate student evaluation.

For SW 348 – Practicum I, the written evaluation form is to be completed at the end of the field placement. However, Field Instructors and students are encouraged to meet to discuss student progress, provide feedback, and identify any concerns. For SW 448 – Practicum II, the evaluation form is completed at mid-term and near the end of the field placement. The mid-term evaluation occurs in order to provide student feedback related to his or her progress. The evaluation involves the student and Field Instructor completing the evaluation form, followed by a scheduled face to face meeting between the student, Field Instructor and Faculty Field Liaison. In situations where a student may be experiencing difficulty or has been identified at risk of failure, a remedial plan will be developed with the student. It is the student’s responsibility to access any remedial assistance that may be required.

During the final evaluation period, the student and Field Instructor are to assess the student’s level of performance of social work competencies. The student and Field Instructor may choose to complete the evaluation form separately or jointly. At the end of the final evaluation period the Field Education Coordinator assigns and enters a grade of “pass,” “fail” or “incomplete”. This grade is determined based on the student’s completion of all required components which include performance in the field placement and seminars, and completion of academic assignments. **Failure to satisfactorily complete all requirements could result in a failing grade.**

8.3 Students at Risk of Failure

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

For a student who has been identified as “at risk of failure”, the Faculty Field Liaison and the Field Instructor will work with the student to develop necessary remedial measures to promote successful completion of the practicum. It is the student’s responsibility to actively contribute to this process and complete any agreed upon plan. Unsatisfactory completion of this plan may result in the student’s discontinuance from the field placement.

8.4 Faculty Field Liaison, Field Instructor and Field Placement Evaluations

At the end of the practica (SW 348 and SW 448) students will complete an Evaluation of Field Instructors and Evaluation of the Field Placement. An electronic evaluation of the Faculty Field Liaison is done via a computer program called Class Climate. Field Instructors 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 ongoing professional education opportunities for Field Instructors.

9.0 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 General 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. 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.

Appendices

Appendix A	CASWE Accreditation Standards for Field Education SB 6.0 – 6.18
Appendix B	International Practicum Proposal Graduate & Undergraduate Faculty of Social Work Students
Appendix C	Assumption of Risks, Release of Liability, Waiver of Claims and Indemnity Agreement
Appendix D	Policy and Procedures for Student Performance of Professional Responsibilities
Appendix E	SW348 Placement Planning Information Form
Appendix F	SW448 Placement Planning Information Form
Appendix G	Schedule “B” – Work-Based Learning Consent and Agreement
Appendix H	Employer’s Initial Report of injury
Appendix I	Worker’s Initial Report of Injury

Appendix A
CASWE Accreditation Standards
for Field Education
SB 6.0 – 6.18

The Canadian Association for Social Work Education (CASWE) Accreditation Standards can be downloaded from :

<http://www.caswe-acfts.ca/vm/newvisual/attachments/866/Media/StandardsofAccreditationMay200825012010sl.pdf>

Practicum Location (**Country & Agency**): _____

Practicum position title: _____

Dates of Placement: _____ to _____

Travel dates: _____

Do you require a visa for this practicum? Yes _____ No _____

If yes, explain how and when you will acquire the visa: _____

Language – what language is spoken, are you fluent/have working knowledge of this language, what translation arrangements are in place?

Name of International Field Supervisor _____

Position: _____

Qualifications and experience: _____

Mailing Address & Contact information: _____

Practicum Information:

Please provide a brief synopsis of the organization/agency, their mission and mandate, and your proposed role.

Why do you want to undertake this international practicum?

How will it contribute to your career aspirations?

Outline your Practicum Objectives (developed in collaboration with Supervisor):

List your Practicum Learning Goals and how these will be met (developed in collaboration with Supervisor):

International Practicum Financial Support:

Expense	Budget	Source of Funding
Travel (include all travel related costs for the term and itemize)		
Lodging (rent and bills)		
Food		
Insurance (list)		
Miscellaneous (itemize)		

*Students are eligible to apply for a grant through the international office by October 15th of each year. Students are required to attend an international orientation prior to departure.

Signatures

Student:

I, _____, have completed this form truthfully and accurately and confirm that all the information contained herein is accurate. I agree to attend an international placement orientation prior to my departure.

(Signature)

(Date)

International Practicum Supervisor: (Faxed signature can be attached to this form)

I, _____, have agreed to accept the above student in an international practicum placement for the _____ term from _____ to _____ and agree to support the student, in collaboration with the Academic supervisor, in achieving the stated practicum objectives and learning goals.

Signature

(Date)

International Practicum Application – Attachments

Check all attachments that are included with this application:

_____ Waiver

_____ Insurance coverage

_____ Visa

_____ Photocopy of current passport – picture page only

_____ Letter of Acceptance from host Organization/Agency

_____ Other _____

Appendix C
Assumption of Risks, Release of Liability, Waiver of Claims
and Indemnity Agreement

This form can be downloaded from the [University of Regina website](#).

Appendix D
Policy and Procedures for Student Performance
of Professional Responsibilities

This form can be downloaded from the [Faculty of Social Work website](#).

Appendix E SW348 Placement Planning Information Form

Date _____

The deadline for application to SW 348 is: March 1st for fall semester placements; October 1st for winter semester placements. Students are required to indicate their intent to apply for practicum by completing the Practicum Application.

The completed PPI Form along with a current resume and covering letter is used to guide the placement process. Once completed you are required to upload your documents to PlacePro by the appropriate deadlines. Please note that because the PPIF form may be sent to the placement agency for review, information that is of a confidential nature should not be included as part of this form

Students will be placed in a practicum setting based on the information provided on this form, a meeting with the Placement Coordinator prior to placement, and an interview with the potential placement setting.

Students who have followed the recommended program sequencing and have completed the prerequisite classes *prior to the practicum application deadline* will have first priority when being placed.

SW 348 – Practicum I (6 credit hours)

Prerequisites:

Completion of SW 390, and 346 plus 9 other Social Work credit hours.

Note: Students must have a minimum GPA of 70% on the Social Work portion of the BSW to be eligible to register. Please be sure that you have the required prerequisites before applying for the practicum.

Please Print:

Full Name _____ **Student ID#** _____

Address: _____

Daytime Phone: _____

URegina Email Address: _____

The following questions will help you to reflect on the knowledge and skills you currently have and inform your field instructor and the Placement Coordinator what you are hoping to learn in your field experience.

1. Check the **primary** client groups you would like to work with:

_____ Children	_____ Adolescents/Youth
_____ Families	_____ Elderly
_____ Aboriginal or First Nation	_____ People with Disabilities
_____ Immigrant/Refugees	_____ Women

_____ Men

_____ Communities
_____ Open to any client group

2. Check the **3 primary** types of work which interests you:

_____	Crisis/support/referral	_____	Community Practice
_____	Family/couples	_____	Group Work
_____	Individual casework/counselling	_____	Social Action/Advocacy
_____	Program evaluation/research	_____	School
_____	Social Planning/Policy Development	_____	In-home Support
_____	Workshops/training/prevention	_____	Open to any experience

3. Using the checklist provided above, identify areas of interest. In the space provided, describe:
a) reasons for your first choice, and b) what you hope to learn in your first field placement

4. List any special abilities, training and relevant courses that may be useful in placement (example: suicide prevention; first aid; second language; drama; specific classes such as Social Work in Health Care Settings).

5. Have you had a Criminal Record Check?
_____yes _____no _____Date (dd/mm/yr)

Most placement settings require the completion of a criminal record check prior to accepting a practicum student. A criminal record check can be obtained from the police department in your city, or from an RCMP detachment if in the rural areas. You must request the criminal record check in the location where you are currently living. A fee is charged for this service and is the responsibility of the student. If you have a criminal record and are concerned about how it might affect your practicum placement, please contact the Field Education Coordinator. All information is confidential. Students may also be asked to provide other checks i.e. vulnerable persons check as requested by their agency.

6. Are you prepared to participate in any agency pre-placement required training?

_____Yes _____No

7. Do you have a valid driver's license?

_____Yes _____No

8. Will you have *access to a vehicle* for your own transportation during your placement?

_____Yes _____No

KNOWLEDGE AND AWARENESS OF DIVERSITY

9. Discuss any previous and/or current employment or volunteer work where you directly or indirectly experienced diversity (i.e. gender, age, ethnicity, race, class, sexual orientation, abilities, ideologies and political beliefs).

10. Discuss any areas of diversity where you have had very little direct interaction and/or experience (i.e. gender, age, ethnicity, race, class, sexual orientation, abilities, ideologies and political beliefs).

11. What areas in questions 9 and 10 do you want to focus on during your practicum?

KNOWLEDGE AND AWARENESS OF SOCIAL ISSUES

12. What social issue areas do you have knowledge of or have experience with (e.g. **social issues may be broad** such as racism, sexism, ageism, poverty etc., **or specific**, such as the lack of second stage housing for battered women)? Please include both broad and specific areas.

13. What are the social issue areas that you are interested in learning more about?

14. What social issue areas do you want to focus on during your practicum?

PRACTICUM CONTEXT

15. Finding a practicum setting that best fits for you includes matching you with an agency that can meet your learning goals. Please check the following that apply.

_____structured feedback/supervision

_____diverse tasks

_____unstructured feedback/supervision

_____specific tasks

_____structured setting

_____self-directed work

_____unstructured setting

_____independent work

_____work as part of a team

_____large agency/system

_____small agency/system

_____open to any experience

_____Other

(be specific: _____)

Appendix F SW448 Placement Planning Information Form

Date _____

The deadline for application to SW 448 is: March 1st for fall semester placements; October 1st for winter semester placements. Students are required to indicate their intent to apply for practicum by completing the Practicum Application.

The completed PPI Form along with a current resume and covering letter is used to guide the placement process. Once completed you are required to upload your documents to PlacePro by the appropriate deadlines. Please note that because the PPIF form may be sent to the placement agency for review, information that is of a confidential nature should not be included as part of this form

Students will be placed in a practicum setting based on the information provided on this form, a meeting with the Placement Coordinator prior to placement, and an interview with the potential placement setting.

Students who have followed the recommended program sequencing and have completed the prerequisite classes *prior to the practicum application deadline* will have first priority when being placed.

SW 448 – Practicum II (15 credit hours)

Prerequisites:

Admitted to the degree program prior to Winter 2004: SW 346, SW 347, SW 469, SW 348, SW 390

Admitted to the degree program Winter 2004 onward: SW 210 or SW 100, SW 346, SW 347, SW 348, SW 350, SW 390, SW 451, SW 460 and SW 469.

Note: Students must have a minimum GPA of 70% on the social work portion of the BSW to be eligible to register for SW 448. Please be sure that you have the required prerequisites before applying for the practicum.

Please Print:

Full Name _____ Student ID# _____

Address: _____

Daytime Phone: _____

URegina Email Address: _____

The following questions will help you to reflect on the knowledge and skills you currently have and inform your field instructor and the Placement Coordinator what you are hoping to learn in your field experience.

1. Check the **primary** client groups you would like to work with:

- | | | | |
|--------------------------|----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Children | <input type="checkbox"/> | Adolescents/Youth |
| <input type="checkbox"/> | Families | <input type="checkbox"/> | Elderly |
| <input type="checkbox"/> | Aboriginal or First Nation | <input type="checkbox"/> | People with Disabilities |
| <input type="checkbox"/> | Immigrant/Refugees | <input type="checkbox"/> | Women |
| <input type="checkbox"/> | Men | <input type="checkbox"/> | Communities |
| | | <input type="checkbox"/> | Open to any client group |

2. Check the **3 primary** types of work which interests you:

- | | | | |
|--------------------------|------------------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Crisis/support/referral | <input type="checkbox"/> | Community Practice |
| <input type="checkbox"/> | Family/couples | <input type="checkbox"/> | Group Work |
| <input type="checkbox"/> | Individual casework/counselling | <input type="checkbox"/> | Social Action/Advocacy |
| <input type="checkbox"/> | Program evaluation/research | <input type="checkbox"/> | School |
| <input type="checkbox"/> | Social Planning/Policy Development | <input type="checkbox"/> | In-home Support |
| <input type="checkbox"/> | Workshops/training/prevention | <input type="checkbox"/> | Open to any experience |

3. Based on your current knowledge of possible field settings, list your three choices in order of preference (e.g. health, justice, child welfare, non-governmental organization, school).

#1 _____

#2 _____

#3 _____

4. In the space provided below, give:

- a) Reasons for your first choice;
- b) What you hope to learn;
- c) How your "1st choice" experience would build on your existing knowledge and experience;
- d) Why the "alternative" selections (#2 & #3) are of interest to you.

5. List any special abilities, training and relevant courses that may be useful in placement (example: suicide prevention; first aid; second language; drama, Social Work in Health Settings)

6. Have you had a Criminal Record Check _____yes _____no _____Date (dd/mm/yr)

Most placement settings require the completion of a criminal record check prior to accepting a practicum student. A criminal record check can be obtained from the police department in your city, or from an RCMP detachment if in the rural areas. You must request the criminal record check in the location where you are currently living. A fee is charged for this service and is the responsibility of the student. If you have a criminal record and are concerned about how it might affect your practicum placement, please contact the Field Education Coordinator. All information is confidential. Students may also be asked to provide other checks i.e. vulnerable persons check as requested by their agency.

7. Are you prepared to participate in any agency pre-placement required training?

_____ Yes _____ No

8. Do you have a valid driver's license?

_____ Yes _____ No

9. Will you have access to a vehicle for your own transportation while in practicum

_____ Yes _____ No

KNOWLEDGE AND AWARENESS OF DIVERSITY

12. Discuss any previous and/or current employment or volunteer work where you directly or indirectly experienced diversity (i.e. gender, age, ethnicity, race, class, sexual orientation, abilities, ideologies and political beliefs)?

13. Discuss any areas of diversity where you have had very little direct interaction and/or experience (i.e. gender, age, ethnicity, race, class, sexual orientation, abilities, ideologies and political beliefs).

14. What areas in Questions 12 and 13 do you want to focus on during your practicum?

KNOWLEDGE AND AWARENESS OF SOCIAL ISSUES

15. What social issue areas do you have knowledge of or have experience with (e.g. **social issues may be broad** such as racism, sexism, ageism, poverty etc., **or specific** such as the lack of second stage housing for battered women)? Please include both areas.

16. What are the social issue areas that you are interested in learning more about?

17. What social issue areas do you want to focus on in your practicum?

PRACTICUM CONTEXT

18. Finding a practicum setting that best fits for you includes matching you with an agency that can meet your learning goals. Please check the following that apply:

_____structured feedback/supervision

_____self-directed work

_____unstructured feedback/supervision

_____independent work

_____structured setting

_____work as part of a team

_____unstructured setting

_____large agency/system

_____diverse tasks

_____small agency/system

_____specific tasks

_____open to any experience

_____Other, (be specific)

Appendix G
Schedule “B” – Work-Based Learning Consent and Agreement

This form can be downloaded from the [University of Regina website](#).

Appendix H
Employer's Initial Report of injury

This form can be downloaded from the [University of Regina website](#).

Appendix I
Worker's Initial Report of Injury

This form can be downloaded from the [University of Regina website](#).