

Practicum Advisory Committee

The Practicum Advisory Committee (P.A.C.) is a permanent, independent committee to address practicum issues with constituency representation from students, field instructors, faculty, and Practicum Office (P.O.). The committee, where applicable, can make recommendations to the Practicum Office, requiring a timely response *to be noted in minutes. Timelines for responses may be included.*

While independent from other Faculty committees, the inception of the Practicum Advisory Committee was endorsed by the MSW Studies Committee. The MSW Studies student representative will give information to MSW studies on an on-going basis.

The committee will be Open; any constituency member can attend and participate.

MSW Studies

The Practicum Committee will report to the MSW Studies Committee. This committee will be permanent, to ensure that it is renewed each year.

There will be a *minimum two meetings per term*, with the option of having more meetings or concentrating meetings during the practicum selection process or other times.

Membership and Chair

The chair will rotate across the four constituencies. Each constituency will be responsible for selecting the permanent chair.

Each member will have one vote, which acts as a recommendation to the Practicum Office. *Clear consensual decision-making based on active constituency discussion is to be promoted.*

The term for Year One reps will, ideally, be two years, to facilitate a bridge between incoming and outgoing students. *Ideally, at least one student representative would be in a mezzo-macro level of practice.*

MSW Students:	2 Year One of two-year program 1 Year Two of two-year program 1 Year Two of one-year program 1 <i>Executive member</i> of the GSA 1 from MSW Studies
Alumni:	1 who has graduated within the last five years
Practicum Office:	3
Faculty:	1
Field Instructors:	5 – two new field instructors, two experienced field instructors and an education co-ordinator, when possible.

Total Members: 16

Some Responsibilities of the Committee

MSW Student Rotational Chair

Responsibility: emailing invitation to attend to all students before each meeting. Emailing official minutes or link to minutes to all students and faculty.

MSW Studies Committee Student Rep

Responsibility: report the progress of the committee to MSW Studies.

GSA Rep

Responsibility: report the progress to the GSA Executive *Management Team Meetings*.

Faculty Rep:

Responsibility: report progress to Faculty

Field Instructor Rep

Responsibility: report progress to AFPE and AFPE Teaching Centre. *Field instructor reps will be responsible for gathering information/ feedback from their peers in a formal or informal manner, as the need arises. In formal instances, the Practicum Office will help facilitate the method of communication (e.g. scheduling and notifying all field instructors of a meeting or sending written report summaries, etc.)*

Practicum Office

Responsibility: sending an email to all committee members before each meeting requesting additional items to add to the agenda. *The practicum office will circulate, in advance, the scheduled dates for Practicum Advisory Committee meetings to all current Year 1 and Year 2 field instructors.*

As a group, the committee will be responsible for ensuring student open forums are held immediately after interview selections and after final practicum selections are given to students. At a minimum, each Open Forum will be advertised in the student mailroom and via email to all students.

Purpose

- make recommendations to the Practicum Office and MSW Studies Committee in all areas related to the practicum process, including matters of philosophy, policy, practicum models, practicum selection and breadth, and ways in which policy is implemented and practiced.
- provide a bridge between the practicum office, students, field instructors and faculty.
- build and evaluate *models for communication* between the practicum office, field instructors and faculty.

Committee Recruitment

GSA will be responsible for recruiting student volunteers each year.

The *Associate Dean's Office* will be responsible for recruiting a member of faculty.

AFPE and AFPE Teaching Centre will be responsible for recruiting field instructors.