

FIELD EDUCATION SCHEDULE 2012 M.S.W. YEAR 1 KEY DATES

(may be subject to slight modification)

Total days in field education: 67 days

All students may observe their religious holidays, which fall on practicum days without penalty; however, the time observed must be rescheduled, and sufficient prior notice (ideally in the initial interview or orientation) must be given to field instructors.

Students are allowed the regular University holidays (including reading week), which fall on practicum days.

Time expectations in field education:

21 hours a week – Wednesday, January 11 to Friday, April 6, 2012.

28 hours a week; - Tuesday, April 10 to Friday; June 1, 2012.

Usually 9-5 or 8-4 with lunch break.

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| First day at practicum site: | Wednesday, January 11, 2012 |
| Student Forum on Practicum | Tuesday, February 7, 2012 noon – 1:00 pm Location: FIFSW room 218 *** <i>please note room change</i> *** |
| Learning contract due: | Friday, February 10, 2012 |
| Reading week: | February 20 – 24, 2012 Students are exempt from field education |
| Mid-term evaluation due: | Friday, March 30, 2012 |
| Tuesday – Friday schedule commences: (28 hours/week) | Tuesday, April 10, 2012 |
| Final evaluation due and last day of practicum: | Friday, June 1, 2012 |

The days listed above are those set aside in the student's timetable for the Practicum. The exceptions are:

- Students with **signed agreement** from the Assistant Dean, Field Education, and when:
 - there is **no conflict** with classes
 - it is mutually agreeable to student and field instructor
 - the field instructor is present on site
 - the Faculty Field Liaison is notified of the schedule modification/changes

“Overtime” cannot be accrued and used to end practicum before the set date.

• ILLNESS

In exceptional circumstances (e.g. sickness, family bereavement) students may miss practicum days with the field instructor's knowledge. Year 1 students may miss up to 2 days and Year 2 students up to 3 days. All absences of a longer duration **must be** compensated and the student or field instructor should notify the Faculty-Field Liaison.

FIELD EDUCATION SCHEDULE 2012 M.S.W. YEAR 1 PROFESSIONAL DEVELOPMENT FOR FIELD INSTRUCTORS

(may be subject to slight modification)

Four Professional Development Sessions *required* for New Field Instructors – December 7, 2011, January 25, February 29, and May 2, 2012.

Returning Field Instructors and FFLs are welcome.

Time expectations in field education: Total 67 days

21 hours a week – Wednesday, January 11 to Friday, April 6, 2012.

28 hours a week; - Tuesday, April 10 to Friday, June 1, 2012.

Usually 9-5 or 8-4 with lunch break.

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| <p>Professional Development #1 for Field Instructors – Orientation and Integrating Theory and Practice</p> | <p>Wednesday, December 7, 2011 Time: 9:00 am – 11:00 am, coffee available at 8:30 am Location: Factor-Inwentash Faculty of Social Work Room 548</p> |
| <p>Professional Development #2 for Field Instructors – Power and Authority This workshop is intended for both Field Instructors AND students</p> <p><i>There will also be an information session for new field instructors from 11:30 am to 1:00 pm.</i></p> | <p>Wednesday, January 25, 2012 Time: 9:00 am – 11:00 am OR 1:30 pm – 3:30 pm Location: Factor-Inwentash Faculty of Social Work Room 548</p> <p><i>You must register by Friday, January 20th to the Practicum Office for this event, as space is limited.</i></p> |
| <p><i>Learning Contract due:</i></p> | <p><i>Friday, February 10, 2012</i></p> |
| <p><i>Reading Week – Students are exempt from field education</i></p> | <p><i>February 20-24, 2012</i></p> |
| <p>Professional Development #3 for Field Instructors – Conflict and Its Resolution and Getting Ready for Midterm Evaluation</p> | <p>Wednesday, February 29, 2012 Time: 9:00 am – noon, coffee available at 8:30 am Location: Factor-Inwentash Faculty of Social Work Room 548</p> <p><i>You must register to the Practicum Office for this event, as space is limited</i></p> |
| <p><i>Midterm Evaluation due:</i></p> | <p><i>Friday, March 30, 2012</i></p> |
| <p>Professional Development #4 for Field Instructors – Endings</p> | <p>Wednesday, May 2, 2012 Time: 9:00 am – 11:00 am, coffee available at 8:30 am Location: Factor-Inwentash Faculty of Social Work Room 548</p> <p><i>You must register to the Practicum Office for this event, as space is limited.</i></p> |
| <p><i>Final evaluation due and last day of practicum:</i></p> | <p><i>Friday, June 1, 2012</i></p> |

FIELD EDUCATION SCHEDULE 2012 M.S.W. YEAR 1
JOINT MEETING: FACULTY-FIELD LIAISONS AND STUDENTS
JOINT WORKSHOP: FIELD INSTRUCTORS – STUDENTS

(may be subject to slight modification)

Students will meet with their Faculty-Field Liaison four times during the practicum. These sessions will be scheduled on either Mondays or Tuesdays (depending on the assigned Faculty-Field Liaison) over the lunch hour, from noon – 1:15 pm. Attendance at these meetings is mandatory.

There will be one workshop during the practicum where both the student and their field instructor are invited to attend.

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| FFL – Student Meeting #1 | Monday January 9, or Tuesday January 10, 2012 Time: noon – 1:15 pm Location: Factor-Inwentash Faculty of Social Work (see chart below for day and room information) |
| Professional Development Workshop for Students and Field Instructors – Power and Authority Students are encouraged to attend. | Wednesday, January 25, 2012 Time: 9:00 am – 11:00 am OR 1:30 pm – 3:30 pm Location: 548 <i>You must register by Friday, January 20th to the Practicum Office for this event, as space is limited. (Please indicate which session you will be attending.)</i> |
| <i>Learning Contract due:</i> | <i>Friday, February 10, 2012</i> |
| FFL – Student Meeting #2 | Monday January 30, or Tuesday January 31, 2012 Time: noon – 1:15 pm Location: Factor-Inwentash Faculty of Social Work (see chart below for day and room information) |
| <i>Reading Week – Students are exempt from field education</i> | <i>February 20-24, 2012</i> |
| FFL – Student Meeting #3 | Monday March 12, or Tuesday March 13, 2012 Time: noon – 1:15 pm Location: Factor-Inwentash Faculty of Social Work (see chart below for day and room information) |
| <i>Midterm Evaluation due:</i> | <i>Friday, March 30, 2012</i> |
| FFL – Student Meeting #4 | Please note: all groups will meet on Monday April 23, 2012 (unless otherwise arranged with FFL) Time: noon – 1:15 pm Location: Factor-Inwentash Faculty of Social Work (see chart below for day and room information) |
| <i>Final evaluation due and last day of practicum:</i> | <i>Friday, June 1, 2012</i> |

Please check the MSW student page of the practicum website to determine whether your FFL meeting days are on Mondays or Tuesdays, and to locate your room assignments.