

## **Practicum Application Process Overview**

The School of Social Work utilizes a relational model whereby the Coordinator of Field Education meets with the students not only in several group orientations, but also in individual 30 minute meetings where the matching process and learning needs are discussed. Students all complete a preliminary form to facilitate discussion.

### **Step 1: Planning Forms**

- Updated resumes and planning forms must be submitted three months prior to the start date of the placement.
- Please complete 3<sup>rd</sup> year BSW planning form at the following link:  
<http://arts6.sites.olt.ubc.ca/3rd-year-bsw-placement/>
- 4<sup>th</sup> year BSW students must meet with the Field Coordinator during the month of April of their 3<sup>rd</sup> year to discuss planning for 4<sup>th</sup> year placements. Planning forms and updated resumes must be submitted by May 1<sup>st</sup>
- Please complete 4<sup>th</sup> year BSW planning form at the following link: <http://arts6.sites.olt.ubc.ca/>

*Policy statement: If students do not submit their resumes and planning forms by the deadlines, their application for practicum will move to the bottom of the list. This may result in not being placed in sequence.*

### **Step 2: Interview with Field Education Coordinator.**

- Sign up for (and attend) a Placement Planning Interview with the Field Education Coordinator.

### **Step 3: Matching and Assignment of Placement**

- During the interview with the Field Education Coordinator student placement preferences will be discussed. Although all attempts are made to secure an appropriate student in field placement, the School of Social Work does not guarantee any student a particular field placement site.
- Authority for the assignment of field placement sites rests with the Field Education Coordinator. By signing the Field Placement request form, the student agrees that s/he will not unreasonably refuse a field placement site that the Field Education Coordinator has determined to be appropriate.

*Policy statement: In consultation with the student, refusal of an appropriate site may constitute a withdrawal from field placement. The student also agrees to the sharing of pertinent information with potential field placement agencies, in compliance with the Freedom of Information and Protection of Privacy Act.*