



BSW Field Practicum - Checklist for Students

School of Social Work

This checklist is intended to assist in ensuring that students meet all BSW field practicum expectations. Please refer to the BSW Field Education Manual for more information. Forms and resources below can be found here: [First Practicum SCWK 3300](#) or [Second Practicum SCWK 4302](#).

Prior to Practicum:

- Participate in all six Field Practicum Preparation Seminars
- Participate in BSW Pledge of Professionalism Ceremony
- Submit *BSW Student Application for Field Practicum* (in IPT) by designated date
- Submit *BSW Field Practicum – Student Brief Resume* (in IPT) by designated date
- Review *Student-School BSW Field Practicum Agreement*
- Participate in an interview with a field education coordinator
- Participate in interview(s) with agency personnel
- Complete criminal records/vulnerable sector check and other checks as required
- Read guidelines in the *BSW Field Education Manual*
- Read *Field Education Resource Manual* (emailed from scwkfield@mun.ca)
- View the School of Social Work field orientation for the appropriate semester
 - o BSW Field Orientation for Students – First Practicum (SCWK 3300)
 - o BSW Field Orientation for Students – Second Practicum (SCWK 4302)

During Practicum:

- Refer to and follow the guidelines in the *BSW Field Education Manual*
- Attend agency orientation and complete orientation activities
- Review agency policies and procedures
- Introduce yourself to and become familiar with agency staff / volunteers
- Submit completed *Student Self-Assessment* prior to first field instruction session
- Complete *Learning Contract (in IPT)* in consultation with field instructor and submit within the first 15 days of field practicum.
- Arrange and participate in familiarization visits with relevant community agencies
- Complete recording requirements including:
 - Timesheet & Supervision Record (in IPT)
 - a daily log/daily planner recording use of time
 - Weekly Critical Reflection
 - other field setting notes or reports as required
- Complete **at least 6 examples** of service recipient work for evaluation by the field instructor, including a combination of recordings (preferably at least 3 different types) chosen from the following list:

– agency documentation	– audio recordings
– community assessments	– critical analysis of meetings
– event planning and coordination	– group work recordings
– observation and analysis of intervention	– process recordings
– program or project recordings	– reflections on direct observations
– summary recordings	– video recordings

- Complete and submit *Student Midterm Reflection* to field instructor for review at least one week prior to their completion of the *Midterm Evaluation* (in IPT)
- Participate in *Midterm and Final Evaluations* (in IPT)
- Provide feedback on practicum to field education coordinator/field liaison as requested
- Complete *Student Evaluation of Field Practicum* (in IPT)

Activity Table

Field settings engaged in work with individuals, families, and groups	Field settings engaged in work related to organizations, communities, and policies
<p>Students are required to:</p> <ul style="list-style-type: none"> • work with service recipients and/or participate in group work (a minimum of five for SCWK 3300 and minimum of seven for SCWK 4302). • engage in at least one project (i.e., community development project, policy analysis, research, program development, committee work). • engage in activities listed below. • make at least one verbal presentation to agency staff / volunteers. • attend staff meetings and in-service sessions. • attend three peer consultation meetings (SCWK 4302 only). 	<p>Students are required to:</p> <ul style="list-style-type: none"> • engage in activities from the list below (a minimum of two for SCWK 3300 and minimum of three for SCWK 4302). • make at least one verbal presentation to agency staff / volunteers. • attend staff meetings and in-service sessions. • engage in at least one project (i.e., community development project, policy analysis, research, program development, committee work). • attend three peer consultation meetings (SCWK 4302 only).
<p><u>Activities</u></p> <ul style="list-style-type: none"> - Screening - Assessment/risk assessment - Referral - Service recipient advocacy - Resource coordination - Supportive counselling - Adjustment counselling - Change-focused counselling/therapy - Psychoeducational interventions - Art/play therapy - Grief/loss counselling - Addictions counselling - Social skill/life skill development - Conflict resolution intervention - Couples counselling - Family counselling - Group work - Case management - Discharge planning 	<p><u>Activities</u></p> <ul style="list-style-type: none"> - Program or event planning, marketing, and implementation - Program or event evaluation - Small group work - Team, committee, or board work - Task force or advocacy group involvement - Coalition formulation and maintenance - Mezzo or macro level advocacy - Community analysis - Community organizing - Needs assessment - Leadership development - Staff development - Policy analysis, development, and management - Issue analysis - Organizational assessment and development - Networking - Social policy research - Financial resource development - Planned change techniques - Resource development - Public education / presentations