



# BSW Field Practicum Checklist for Field Instructors/Agency Mentors

School of Social Work

This checklist is intended to assist in ensuring that students, field instructors, and field settings 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: [Fall Practicum \(SCWK 3300\)](#) or [Winter Practicum \(SCWK 4302\)](#).

### Prior to Practicum:

- Complete the *Confirmation of Agreement* form and upload to IPT.
- Complete the *Field Instructor/Agency Mentor Information* and upload to IPT (if new or updated info.)
- Identify types of activities appropriate for student involvement
- Arrange space, supplies, and orientation for student
- Review the BSW Field Education Manual
- Review the Field Education Resource Manual
- Communicate with a field education coordinator concerning requirements of students in relation to criminal records, vulnerable sector, child welfare, health, and other checks (if applicable)
- Conduct interviews with students (if applicable)
- Advise field education coordinator of your preferred student (if applicable)
- View the *BSW Field Orientation for Field Instructors/Agency Mentors* for the appropriate semester
  - o BSW Field Orientation for Field Instructors – First Practicum (SCWK 3300)
  - o BSW Field Orientation for Field Instructors – Second Practicum (SCWK 4302)
- Communicate with student regarding details needed for first day including dress code.

### During Practicum:

- Refer to and follow the guidelines in the BSW Field Education Manual
- Meet weekly with student for 1.5 hour block field instruction session
- Review student's *Student Self-Assessment* during first field instruction session
- Assist student with completion of *Learning Contract*. This is to be completed in IPT within the first 10 days of the field practicum
- Ensure student is completing recording requirements and review, including:
  - Timesheet and supervision record (in IPT)
  - a daily log/daily planner recording use of time
  - Weekly Critical Reflection
  - other field setting notes and reports as required
- Review and discuss with the student **at least 6 recordings of their work with** service users, including a combination of recordings (at least 3 different types and no more than 2 of any 1 type) chosen from:

– agency documentation/analysis	– 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

- Assist student with identifying agency/program visits (in person or virtual) relevant to the work of the practicum agency or for general social work practice learning.
- Review student's completed *Student Midterm Reflection*
- Complete and submit *Midterm and Final Evaluations* through IPT in consultation with student, relevant field setting staff, and agency coordinator (if appropriate)
- Provide feedback to your assigned field education coordinator/field liaison
- Connect with your assigned field education coordinator/field liaison as needed

**Activity Table**

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