Field Placement Request Form

**The information on this form is collected under the authority of the Toronto Metropolitan University Act and is needed to consider your interest in providing a learning experience to one or more students in a social work degree program at Toronto Metropolitan University. The information will be used in connection with placement negotiations, communication with students, and to keep you informed and up-to-date on the School of Social Work’s activities, such as workshops and events for Field Instructors.**

**The School of Social Work is also required to collect certain information about the people who will be supervising our students. The reason we ask for this information is for reports required for accreditation and to allow the School of Social Work to understand the experience that each Field Instructor brings to the placement. If you have any questions about the collection, use and disclosure of this information by the School of Social Work, please contact the Field Education Office at** **swfield@torontomu.ca****.**

**Please complete this form as follows:**

1. **Download a copy of this form to your computer.**
2. **Complete the form electronically.**
3. **Email your completed form to** **swfield@torontomu.ca** **or to the Field Education Office contact you have been working with.**

# Placement Setting

* 1. **Name of your organization:**

**If different than above, the incorporated name of your organization:**

* 1. **What is the mission and or vision of your organization?**

* 1. **Placement Mission/Vision Assessment**

The School of Social Work’s **mission** is to prepare graduates for critically engaged social work practice with marginalized populations and communities, and to develop leadership and innovation in social work education, at the undergraduate and graduate level, through teaching, scholarship, research and community service.

The School of Social Work’s **vision** is to be a leader in critical education, research, and practice with culturally and socially diverse students and communities in the advancement of anti-oppression/anti-racism, anti-Black racism, anti-colonialism/decolonization, Aboriginal reconciliation, feminism, anti-capitalism, queer and trans liberation struggles, issues in disability and Madness, among other social justice struggles. Our vision is to transform social structures into more equitable and inclusive social, economic, political, and cultural processes of society.

Field Placements are one method in which the School strives to fulfill its mission and work towards achieving its vision. As such, the learning goals, objectives and anticipated outcomes of student placements reflect the School’s core values and critical approach to practice.

**From your understanding of the school’s mission and vision, do you believe the placement being offered through your organization will provide a student with the opportunity to deepen their skills, knowledge and values as they relate to aspects of our mission and vision?**

[ ]  Yes

[ ]  No

[ ]  Unsure

[ ]  I would like to discuss this with someone in the Field Education Office

# Supervision

1. **Model of Supervision**

**The Field Education Office recognizes that organizations utilize a variety of different supervision models in providing field instruction to our students. Please specify which model of supervision is being proposed for this placement.**

[ ]  **One-to-One Supervision** (*student has one field instructor who they receive field instruction from throughout the duration of the placement*)

[ ]  **Co-Supervision** (*student has two or more field instructors who they receive field instruction from throughout the duration of the placement*)

[ ]  **Group Supervision** (*student is part of a group of students who receive field instruction by one or more Field Instructors and who come together regularly, to process practice situations and learning*)

[ ]  **Rotational Supervision** (*student has one field instructor who they receive field instruction from for a period of time, followed by a move a different field instructor in a different department or program for another period of time*)

[ ]  **Interprofessional Supervision** (*student has one field instructor who provides field instruction to an inter-disciplinary team of students and another field instructor who provides social work specific field instruction)*

[ ]  **Other** *(please specify)*:

1. **Frequency of Supervision**

**The School of Social Work anticipates that field placement settings will provide Field Instructors with the necessary time to carry out instructional duties and to attend orientation meetings, workshops and seminars held by the School. We ask Field Instructors to provide, at minimum, the equivalent of 1.5 hours a week to engage in direct supervision with their student. Is this something the organization is prepared for and willing to support?**

[ ]  Yes

[ ]  No

[ ]  Unsure (please explain):

# Primary Field Instructor

**The primary Field Instructor is the employee at your organization / agency who will be working most directly with the student(s). The primary Field Instructor is also the person who will be responsible for working with the student(s) to develop a learning plan and submit mid-term and final evaluations. If your organization will be using a supervision model other than one-to-one supervision, please identify one Field Instructor for the Field Office or Faculty to contact for site visits, emergencies, and other placement related activities.**

1. **Contact Information:**

Name:

Title:

Program:

Email:

Address:

City:

Postal Code:

Telephone Number:

1. **Experiential background:**

[ ]  0-2 years in the social work field [ ]  3-5 years in the social work field

[ ]  6-10 years in the social work field [ ]  10+ years in the social work field

1. **Educational background:**

[ ]  BSW [ ]  MSW

[ ]  PhD in social work [ ]  Not applicable

[ ]  Other (please specify):

1. **Has the Field Instructor supervised students before? Select all that apply:**

[ ]  BSW student(s) from Toronto Metropolitan University

[ ]  MSW student(s) from Toronto Metropolitan University

[ ]  Students from other programs / institutions (please list the program and institution):

1. **How long has the Field Instructor supervised students?**

      years

[ ]  This will be the first time supervising students

1. **Is the Field Instructor a registered social worker in Ontario? (note: this is *not* a requirement for being a field instructor)**

[ ]  Yes [ ]  No

# Other Field Instructor (only complete if applicable)

1. **If using a supervision model other than one-to-one, please identify who else in your organization/ agency will be involved in providing field instruction to the student(s).**

Name:

Title:

Program:

Email:

Address:

City:

Postal Code:

Telephone Number:

1. **Experiential background:**

[ ]  0-2 years in the social work field [ ]  3-5 years in the social work field

[ ]  6-10 years in the social work field [ ]  10+ years in the social work field

1. **Educational background:**

[ ]  BSW [ ]  MSW

[ ]  PhD in social work [ ]  Not applicable

[ ]  Other (please specify):

1. **Has the Field Instructor supervised students before? Select all that apply:**

[ ]  BSW student(s) from Toronto Metropolitan University

[ ]  MSW student(s) from Toronto Metropolitan University

[ ]  Students from other programs / institutions (please list the program and institution):

1. **How long has the Field Instructor supervised students?**

      years

[ ]  This will be the first time supervising students

1. **Is the Field Instructor a registered social worker in Ontario? (note: this is *not* a requirement for being a field instructor)**

[ ]  Yes [ ]  No

# Education Coordinator (if applicable)

**Our School refers to the person who coordinates student placements within an organization / agency as the Education Coordinator. Not all organizations / agencies have one employee designated as the Education Coordinator to coordinate all student placements. In some organizations / agencies, each Field Instructor is responsible for all aspects of coordinating placements. If applicable, please provide information about the person in charge of student placements at your organization / agency (Education Coordinator).**

**A. Contact Information:**

Name:

Address:

City:

Postal Code:

Title:

Email:

Program:

Telephone number:

# Field Placement Details

**1. What will be the format of this placement?**

[ ]  **Remote** *(students will engage in their placement activities entirely in a virtual format from home.)*

[ ]  **Hybrid** *(students will engage in their placement activities partially in-person and on location some days, and other placement days will engage in placement activities entirely in a virtual format from home)*

[ ]  **In-person** *(student will engage in their placement activities entirely in person and on-site*

[ ]  **Flexible** (*placement can be successfully done in any format that is mutually agreed upon by the student and placement site*

1. **Please describe the social work student’s role in the field placement being offered. The more information provided in these questions, the better we may be able to find a potentially good match(es) with a student. This information may be shared with the potential placement student(s) we match.**
2. **Will this field placement be within a specific department, program or project at your organization? If so, please specify**

1. **What population(s) will the student(s) be primarily working with throughout this field placement?**

1. **What potential learning experiences will be made available to a student in this field placement?**

1. **What other details should the Field Education Office know about this placement opportunity to make the best possible match with a student and so that students know better what to expect?**

1. **The following are examples of tasks and activities that our students may engage in during the course of their field placement. Based on this, please select all those that apply to the field placement being offered.**

[ ]  Accompaniment of service user

[ ]  Administrative tasks

[ ]  Advocacy

[ ]  Arts-based / informed practices

[ ]  Assessment

[ ]  Case management

[ ]  Case presentations / case conferences

[ ]  Client monitoring

[ ]  Client support

[ ]  Coalition work

[ ]  Committee work

[ ]  Community development

[ ]  Community outreach

[ ]  Crisis intervention

[ ]  Direct practice with communities

[ ]  Direct practice with families

[ ]  Direct practice with groups

[ ]  Direct practice with individuals

[ ]  Discharge planning

[ ]  Documentation of practice / intervention

[ ]  Follow-ups with client

[ ]  Fundraising

[ ]  Home visits

[ ]  Information giving

[ ]  Intake

[ ]  Internet / web use

[ ]  Meeting facilitation

[ ]  Newsletters / publications

[ ]  Observing others’ practice

[ ]  Oral presentations

[ ]  Organizational planning / development

[ ]  Participation in staff / team meetings

[ ]  Policy analysis

[ ]  Policy development

[ ]  Program development

[ ]  Program evaluation

[ ]  Proposal writing

[ ]  Public education

[ ]  Referrals

[ ]  Research

[ ]  Skills development with client

[ ]  Social action

[ ]  Social planning

[ ]  Special projects

[ ]  Telephone/virtual counseling

[ ]  Use of mandated assessment tools

[ ]  Volunteer training / coordination

1. **Will the placement include any physically demanding tasks (e.g. lifting, long periods of standing, other strenuous activities)?**

[ ]  No

[ ]  Yes

**If you have answered ‘Yes’, please describe the types of physical activities and frequency of the tasks that will be performed during placement:**

# Inclusion

1. **The organization has policies and/or statements around the following areas which the students will have electronic access to while in their placement. Select all those that apply:**

[ ]  Accessibility for Ontarians with Disabilities Act (AODA)

[ ]  [A Land Acknowledgment](https://www.ryerson.ca/aec/land-acknowledgment/)

[ ]  2SLGBTIQ+ inclusion

[ ]  Anti-racism

[ ]  Anti-oppression, equity, diversity and inclusion

[ ]  Other:

# Placement Flexibility

1. **Students are expected to be in placement during ordinary working hours (approximately 9 am to 5 pm or 7 placement hours per day, excluding breaks) unless otherwise arranged with both the school and the placement setting. What will be the typical working hours for the field placement being offered?**

1. **A significant number of our students (primarily advanced standing who already work in social services) seek field placements that offer flexible hours. Will this field placement involve one or more of the following? If yes, please specify:**

[ ]  Evening hours:

[ ]  Weekend hours:

[ ]  Shift work:

[ ]  Flexible hours:

# Resources

1. **FULLY REMOTE OR HYBRID PLACEMENTS ONLY: What equipment/software is needed for this placement?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment** | **Required** | **Would be an asset** | **Not Required** | **If required or would be an asset, could the organization provide this equipment and/or software?** |
| **Computer:*** **Windows (PC)**
* **MAC (Apple)**
* **Either one**
 | [ ]  [ ]  [ ]   | [ ] [ ] [ ]   | [ ] [ ] [ ]  |       |
| **Microsoft Office Suite (Word, Excel, PowerPoint, etc.)** | [ ]  | [ ]  | [ ]  |       |
| **Microphone** | [ ]  | [ ]  | [ ]  |       |
| **Webcam** | [ ]  | [ ]  | [ ]  |       |
| **Reliable Internet Access** | [ ]  | [ ]  | [ ]  |       |
| **Printer** | [ ]  | [ ]  | [ ]  |       |
| **Scanner** | [ ]  | [ ]  | [ ]  |       |
| **Digital recording device** | [ ]  | [ ]  | [ ]  |       |
| **Headphones** | [ ]  | [ ]  | [ ]  |       |
| **Cell phone/ Land line**  | [ ]  | [ ]  | [ ]  |       |
| **Cell phone with necessary service plan** | [ ]  | [ ]  | [ ]  |       |
| **Private voicemail**  | [ ]  | [ ]  | [ ]  |       |
| **Other:**       | [ ]  | [ ]  | [ ]  |       |

1. **FULLY REMOTE OR HYBRID PLACEMENTS ONLY: What privacy requirements are needed for this placement?**

[ ]  Student must have a private room for conducting meetings, data collection and/or other confidential tasks

[ ]  Student must have exclusive access to a computer (i.e., not shared with others)

[ ]  Student must have exclusive access to a cell phone (i.e., not shared with others)

[ ]  Student must have a secure place to lock sensitive documents and materials

[ ]  Other:

1. **FULLY REMOTE OR HYBRID PLACEMENTS ONLY: Will your organization provide any resources to the student related to their required placement activities? Please check all that apply.**

[ ]  Reimbursement for at-home internet costs

[ ]  Reimbursement for phone costs

[ ]  Reimbursement for printer toner and/or paper

[ ]  If needed by a student, assistive technology(ies) such as screen readers or software

[ ]  Other:

# Placement Accessibility

1. **FULLY ON-SITE OR HYBRID PLACEMENTS ONLY: Travel**

Address where the field placement will primarily be located:

If the placement requires frequent travel, please let us know how often, where (i.e. home visits, travel through community, court visits etc.) and if it can be done on public transit

If the student is required to travel as part of their placement activities, will the student be reimbursed:

[ ]  Reimbursement for mileage

[ ]  Reimbursement for public transit use

[ ]  No reimbursement will be provided

1. **Is the primary location accessible? Select all those that apply.**

[ ]  Does the organization have policies around accessibility?

[ ]  Physically accessible – for example, if needed, the space has an elevator, wide hallways, ramps inside / outside of building, automatic doors, accessible washrooms, etc.

[ ]  All gender and / or non-gendered washrooms

[ ]  Organization / agency has policy that allows people to self-select which gendered washroom they prefer (Trans inclusive washroom policy)

[ ]  Visually accessible – for example, braille on signs, desktop magnifiers, etc.

[ ]  Other:

1. **If needed by a student, could your organization / agency provide assistive technology(ies) to students? Examples include screen readers or software.**

[ ]  Yes [ ]  No

# Student Assets and Requirements

1. **The following are examples of attributes that our students possess. Select all those that are best suited to the field placement being offered:**

|  |  |  |
| --- | --- | --- |
| Item | This is a requirement  | This is an asset |
| Previous placement / work experience | [ ]  | [ ]  |
| Works well with little supervision | [ ]  | [ ]  |
| Works well independently | [ ]  | [ ]  |
| Works well as part of a team | [ ]  | [ ]  |
| Enjoys computer-based work | [ ]  | [ ]  |
| Enjoys online-interactions | [ ]  | [ ]  |
| Enjoys academic reading and writing | [ ]  | [ ]  |
| Enjoys telephone-based work | [ ]  | [ ]  |
| Previous research experience | [ ]  | [ ]  |

1. **Will students require a police record check for the field placement being offered?**

[ ]  Yes, police reference check – vulnerable sector screening

[ ]  Yes, police record check without a vulnerable sector search (e.g., clearance letter)

[ ]  No, police record check not required

[ ]  Do not know at this time

**NOTE:** The School of Social Work at Toronto Metropolitan University does not require that students obtain a police record check for admission to the program or for field placements. For this reason, the school does not oversee police record checks for student placements. Once matched with a placement setting, each student is instructed to inquire about the organization / agency’s protocols concerning police record checks and, if applicable, how to obtain one. Unless informed otherwise by organizations / agencies, students are responsible for covering the cost for obtaining police record checks.

1. **Are there other preferences / requirements for the field placement being offered? Select all of those that apply:**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | This is a requirement  | This is an asset | Notes |
| Full Vaccination Against COVID-19 | [ ]  | [ ]   |       |
| G Driver’s license | [ ]  | [ ]   |       |
| Access to own vehicle on placement days | [ ]  | [ ]   |       |
| Completion of BSW research courses *(note: only applicable to 4th year students)* | [ ]  | [ ]   |       |
| Completion of Addictions course  | [ ]  | [ ]   |       |
| Language(s) other than English | [ ]   | [ ]   | Please specify:       |
| Lived experience with the population / communities being served.  | [ ]  | [ ]   | Please specify:       |
| Other:       | [ ]  | [ ]  |       |

# Request for Student(s)

Students in a social work program at Toronto Metropolitan University (BSW or MSW) are expected to put in ordinary working hours (approximately 9 am to 5 pm or 7 placement hours per day, excluding meal breaks), unless otherwise arranged with both the school and the placement setting. The School has implemented the followinghours and timelines for placements:

* 3rd year BSW students are expected to complete their placements from mid-September to mid-April, two days per week, Tuesdays and Thursdays, for a total of 336 hours.
* 4th year BSW students are expected to complete their placements from mid-September to mid-April, two days per week, Wednesdays and Thursdays for a total of 364 hours.
* MSW students are expected to complete their placements during the Winter term, three days per week, Wednesdays, Thursdays and Fridays, for a total of 450 hours.

**From the options listed in the following table, please specify the number of students that the organization is able to support:**

|  |  |  |  |
| --- | --- | --- | --- |
| Term | 3rd year BSW student(s) | 4th year BSW student(s) | MSW student(s) |
| Fall/Winter (September to April)  | #       | #       | Not applicable |
| Winter (January to June) | Not applicable | Not applicable | #       |
| Spring/Summer (May to July/Aug.) | #       | #       | Not applicable |

# Timelines for Recruitment & Additional Information

**When would you like to receive applications from students?**

**Is there any additional information about the field placement being offered you think the School of Social Work should know?**

# Next Steps

If we do find one or more student(s) who would potentially be good matches, someone from our office will email the contact person and let you know the name(s) of the student(s) who will be contacting them with a copy of their cover letter and resume and to arrange an interview. If you have a particular timeline that you follow regarding interviews with students, please feel free to let us know in section 13 of this form.

Thank you for considering offering a learning opportunity to one or more BSW and / or MSW students from Toronto Metropolitan University. Your support and willingness to provide instruction in the field is an integral part of our program.