



UNIVERSITY OF MANITOBA FACULTY OF SOCIAL WORK  
DISTANCE DELIVERY PROGRAM



**BSW FIELD PLACEMENT AND  
INTEGRATIVE SEMINAR HANDBOOK**  
A Guide for Distance Delivery Students,  
Field Instructors, and Faculty Liaisons



# Contact

## Mailing Address

Faculty of Social Work Distance Delivery Program

114 Isbister Building

183 Dafoe Road W

University of Manitoba (Fort Garry Campus)

Winnipeg, Manitoba, R3T 2N2

## Distance Delivery Field Team

Front Desk Receptionist

Email: [ddsocial.work@umanitoba.ca](mailto:ddsocial.work@umanitoba.ca)

Phone: 204-474-7912

Fax: 204-474-7594

Distance Delivery Program Coordinator – Joan Churley

Email: [Joan.Churley@umanitoba.ca](mailto:Joan.Churley@umanitoba.ca)

Distance Delivery Field Program Coordinator – Candielya Jackson

Email: [Candielya.Jackson@umanitoba.ca](mailto:Candielya.Jackson@umanitoba.ca)

Distance Delivery Field Academic Advisor – Joel Montgomery

Email: [Joel.Montgomery@umanitoba.ca](mailto:Joel.Montgomery@umanitoba.ca)

Distance Delivery Field Assistant – Kat Maddocks

Email: [Kat.Maddocks@umanitoba.ca](mailto:Kat.Maddocks@umanitoba.ca)

## Table of Contents

Land Acknowledgements

Introduction

BSW Field Practicum and Integrative Seminar Course Objectives

Course Components

### Part 1: Field Placement

Field Placement Overview

Pre-Placement Process

- a. *Eligibility Requirements*
- b. *Field Application Process*
  - i. *Student Placement Application Process for Distance Delivery Students*
  - ii. *Searching for Field Placement*
    1. *Field Application Form*
    2. *Resume and Cover Letter*
    3. *Preparing for Interview*

Confirmation of Field Placement

- c. *Acceptable Agency Placements*
- d. *Confirmation of Field Form*
- e. *Required Documents*
- f. *Exceptional Field Placements*
  - i. *Field Placement at your place of employment*
  - ii. *Health Authority Placements*

### Part 2: Roles and Responsibilities

Student Roles and Responsibilities

Student Rights in the Field Placement

Field Instructor Roles and Responsibilities

Faculty Liaison Roles and Responsibilities

Faculty of Social Work Staff Roles and Responsibilities

### Part 3: Field Education

Integrative Seminars

Field Education Accreditation Standards Developing  
your Learning Plan

General Guidelines for Confidentiality

### Part 4: Field Placement Checklist

## - Land Acknowledgement -

The University of Manitoba campuses are located on original lands of Anishinaabeg, Inineew, Anisininew, Dakota and Dene peoples, and on the National Homeland of the Red River Métis. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

We are committed to promoting awareness and understanding of equity, diversity, inclusion, justice, and decolonization and to advancing these principles within UM's mission of teaching and learning, research and scholarship, and service. We believe that the Faculty of Social Work, including faculty, instructors, support staff and students should reflect the diversity of the communities we serve, ensuring access and opportunity for all. We are committed to building a learning and working environment where differences are valued and respected, where inequities and barriers to full participation are identified and eliminated, and where all students, staff, and faculty are safe, supported, and belong (Adapted from President's Task Force on Equity, Diversity, and Inclusion, December 2020).



**University  
of Manitoba**

## Introduction

Welcome to the Distance Delivery Field Education and Field Placement Program. Field Education is a significant part of the Bachelor of Social Work program at the University of Manitoba. It is important that our students receive exceptional quality field experience and supervision throughout the course of their degree, to equip them with the necessary skills and knowledge going forward in their Social Work career.

This handbook is designed to be a quick-reference guide for students, field instructors, and Faculty Liaisons. This handbook will encompass the field application process, the process of finding a placement, the roles, and responsibilities of everyone involved in Field Education, and an overview of Field Education at the University of Manitoba.

## BSW Field Course Objectives

<b>Field Placement 1: SWRK 3240</b>	<ul style="list-style-type: none"> <li>▪ Apply the knowledge of social work values, the CASW Code of Ethics, standards, and principles in practice.</li> <li>• Demonstrate responsibility for all aspects of learning related to field placement activities, integrating feedback from new learning.</li> <li>• Complete a range of required documentation in a timely manner in accordance with agency standards and professional writing skills.</li> <li>• Integrate an unbiased position in practice incorporating the client's right to self-determination.</li> <li>• Implement a range of interpersonal communication skills and effective use of self in engagement, assessment, and intervention planning.</li> <li>• Promote equity, diversity, inclusion, decolonization, and Indigenization in the delivery of services and case planning.</li> <li>• Develop effective and collaborative working relationships with the placement agency, community, and stakeholders.</li> <li>• Integrate an anti-oppressive framework by collaboratively working with clients to build social networks and supports.</li> <li>• Articulate how theoretical knowledge is integrated into social work practice.</li> <li>• Engage in ongoing reflective and reflexive capacity in social work practice including reflections of self, clients, and service delivery.</li> <li>• Implement an awareness of global issues into practice including having respect and understanding of environmental and human rights.</li> <li>• Integrate awareness of the impact of colonization and the role of social work in decolonization and reconciliation.</li> <li>• Integrate cultural humility into practice recognizing the range of diversity, values, beliefs, and ways of knowing and being.</li> <li>• Understand the implications of policy in the lives of clients, including the need for related advocacy.</li> </ul>
<b>Field Placement 2: SWRK 4350</b>	<ul style="list-style-type: none"> <li>• Maintain professional boundaries practicing within a framework guided by social work values, the CASW Code of Ethics, standards, and principles in practice.</li> <li>• Initiate professional learning related to field placement activities while integrating feedback.</li> <li>• Independently complete a range of required documentation in a timely manner in accordance with agency standards and professional writing skills.</li> <li>• Practice from an unbiased position incorporating the client's right to self-determination.</li> <li>• Engage in a range of interpersonal communication skills and effective use of self in engagement, assessment, and intervention planning.</li> <li>• Practice within a context that promotes equity, diversity, inclusion, decolonization, and Indigenization in the delivery of services and case planning.</li> <li>• Maintain effective and collaborative working relationships with the placement agency, community, and stakeholders.</li> <li>• Practice within an anti-oppressive framework by collaboratively working with clients to build social networks and supports.</li> <li>• Analyze the theoretical models used in their social work practice.</li> <li>• Commit to ongoing reflective and reflexive capacity in social work practice including reflections of self, clients and service delivery.</li> </ul>

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

	<ul style="list-style-type: none"> <li>• Examine the implications of global issues impacting service delivery inclusive of environmental and human rights.</li> <li>• Practice with an understanding of the impact of colonization and the role of social work in decolonization and reconciliation</li> <li>• Apply cultural humility recognizing the range of diversity, values, beliefs, and ways of knowing and being.</li> <li>• Assess the connections between social policy and social work practice advocating for change.</li> </ul>
<b>Accelerated Field Placement</b>	<p>Accelerated field placements, also referred to concentrated field placements, are both Field Instruction 1 and Field Instruction 2 condensed into one year. (September – April).</p> <p>In the Fall term, students will complete SWRK 3240 between the months of September until January. In the first half of the accelerated placement, students will work on completing the learning objectives for SWRK 3240, as listed above.</p> <p>In the Winter term, Students will complete SWRK 4350 between the months of January until April. In the second half of accelerated placement, students will work on completing the learning objectives for SWRK 4350, as listed above. It is the goal that as students move into the winter term, they will further develop their skills and knowledge in field.</p> <p><i>Please be aware that accelerated field placements are for students who have completed most of their courses for their BSW. Accelerated placements are more time intensive, as students are required to be in placement 4 days a week at 7.5 hours per day. Please be aware that accelerated placements are also a larger financial commitment, as students are required to register for both 3240 and 4350, as well as the two co-requisite Integrative Seminar courses. Financial supports are available at the <a href="#">Financial Aid and Awards</a> website.</i></p>

## Course Components

## Field Placement 1

- Field Course: SWRK 3240
- Co-Requisite Course: SWRK 3220 Integrative Practice Seminar for Field Instruction 1
- 390 Hours in Field Placement
- 21 Hours of Integrative Seminars
- 2 days per week, 7.5 hours per day

## Field Placement 2

- Field Course: SWRK 4350
- Co-Requisite Course: SWRK 4240 Integrative Practice Seminar for Field Instruction 2
- 390 Hours in Placement
- 21 hours of Integrative Seminars
- 2 days per week, 7.5 hours per day

## Accelerated Field Placement

- Field Course: SWRK 3240 and SWRK 4350
- As an Accelerated student, you will complete both 3240 and 4250 in one year.
- September - December SWRK 3240 (390 hours in placement, 21 hours of integrative seminars)
- January - April - SWRK 4350 (390 hours in placement, 21 hours of integrative seminars)
- 4 days per week, 7.5 hours per day

## Summer Field Placement

- May -August

## Fall/Winter Field Placement

- September -April

Accelerated Field Placement  
(Fall/Winter only)

- SWRK 3240: September - January
- SWRK 4350: January - April



## Part 1: Field Placement

### 1.1 Field Placement Overview

All BSW Students are required to complete two field placements:

<b>Field Instruction 1: SWRK 3240</b>	<b>Field Instruction 2: SWRK 4350</b>
*Corequisite Course: SWRK 3220 Integrative Practice Seminar for Field Instruction 1	*Corequisite Course: SWRK 4240 Integrative Practice Seminar for Field Instruction 2

### 1.2 Pre-Placement Process

#### 1.2.1 Eligibility Requirements

<b>Field Placement 1: SWRK 3240</b>	<ul style="list-style-type: none"> <li>○ The completion of all pre-requisite courses.             <ul style="list-style-type: none"> <li>○ SWRK 1200 – Introduction to Canadian Social Welfare</li> <li>○ SWRK 1210 – Mitakuye Oyasin We are All Related</li> <li>○ SWRK 1220 – Social Justice, Diversity, and Human Rights</li> <li>○ SWRK 1230 – Community Health and Well-Being: Imagination for Social Work Practice</li> <li>○ SWRK 1240 – Social Work and Professional Identity</li> <li>○ SWRK 1250 – Human Behaviour, Family and Community Well-Being: Theory and Practice</li> <li>○ SWRK 2010 – Indigenization and Decolonization in Social Work</li> <li>○ SWRK 2030 – Communication and Relational Skills in Social Work</li> </ul> </li> <li>○ A GPA of 2.5 or higher</li> </ul>
<b>Field Placement 2: SWRK 4350</b>	<ul style="list-style-type: none"> <li>○ The Completion of Field Placement 1, SWRK 3150.</li> <li>○ A GPA of 2.5 or higher</li> </ul>
<b>Accelerated Field Placement</b>	<ul style="list-style-type: none"> <li>○ The completion of all pre-requisite and co-requisite courses.             <ul style="list-style-type: none"> <li>○ SWRK 1200 – Introduction to Canadian Social Welfare</li> <li>○ SWRK 1210 – Mitakuye Oyasin We are All Related</li> <li>○ SWRK 1220 – Social Justice, Diversity, and Human Rights</li> <li>○ SWRK 1230 – Community Health and Well-Being: Imagination for Social Work Practice</li> <li>○ SWRK 1240 – Social Work and Professional Identity</li> </ul> </li> </ul>

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

	<ul style="list-style-type: none"> <li>○ SWRK 1250 – Human Behaviour, Family and Community Well-Being: Theory and Practice</li> <li>○ SWRK 2010 – Indigenization and Decolonization in Social Work</li> <li>○ SWRK 2030 – Communication and Relational Skills in Social Work</li> <li>○ Successful Completion of 75 credit hours, and a GPA of 3.0 or higher.</li> </ul>
--	--

## 1.2.2 Field Application Process

## Searching for Field Placement

## Student Placement Application Process for Distance Delivery Students

**Step 1:** Attend an information session with the Field Coordinator on Microsoft Teams

**Step 2:** Submit your Field Application form.

**Step 3:** Your application and eligibility will be reviewed by an Academic Advisor, you will be contacted by an Academic Advisor to confirm your eligibility for Field

**Step 4:** You will Gain access to the Field Preparation Modules in UMLearn

**Step 5:** You will start searching for a field placement. Students are responsible for securing their own placement.

## Field Application Form

Your field application form can be found in the UMLearn Distance Delivery Student Portal. **You do not need to secure a placement before applying for field, the field application form is to determine if you are eligible for Field\***

LINK: [UMLEARN Distance Delivery Student Portal – Contemporary Students](#)

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

- Each field placement requires one application form. If you are applying for more than one placement this year, please apply for each field placement you are applying for (SWRK 3150, SWRK 4120, or Accelerated Placement).
  - **Example:** if you are planning on taking 3240 in the summer and 4350 in the Fall/Winter, you will apply for Summer 3240, and a Fall/Winter application for 4350.
  - **Example:** if you are planning to apply for Summer PLAR and then completing SWRK 4350 in the Fall/Winter, you must submit a PLAR application form for summer, and submit a Fall/Winter field Application form for SWRK 4350.

### Resume and Cover Letter

For Distance Delivery Students, the student is responsible for searching for a field placement at an agency located close to them. A part of this process is submitting a resume and cover letter to the agency. It will be a similar process to applying to a job, but your application to an agency must include your intentions to be a student placed at the agency rather than an employee.

#### Helpful Resume and Cover Letter tips:

- *Your cover letter should answer the question, 'Why should I accept you as a student for the student placement position?'*
- *Your cover letter and resume should highlight qualifications and skills you have, while mirroring the requirements of the field placement agency.*

### 1.2.3 Field Application Submission and Deadlines

**Field Placement Application Deadline: February 1<sup>st</sup> annually**

## 1.3 Confirmation of Field Placement

### 1.3.1 Acceptable Agency Placements

For a BSW Student Field Placement, the agency you choose must meet the below required standards:

- The ability to provide you with supervision from someone who currently has a BSW or MSW.
- The ability to provide you with direct experience in the social work field.

### 1.3.2 Confirmation of Field Form

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

The Confirmation of Field form can be found in the UMLearn Distance Delivery Student Portal. Please fill out the form once you have confirmed your field placement details. Once you confirm your field placement, the form will require you to provide the following information:

- Agency Legal Name
- Agency Address, City, Province and Postal Code
- Agency Website
- Agency Director, Agency Director Contact Information
- Field Instructor Name, Field Instructor Credentials (BSW, MSW), Field Instructor Contact information

Please only fill out the confirmation of field form once you have received all the required information, we will not proceed with your field placement until we have all the required information.

### 1.3.3 Required Documents

Once confirming your field placement, the agency of your choice may require you to provide certain documents as a requirement of starting a student placement. Some of the documents may include the following:

- Immunization Records
  - *This is most required for students who are placed at Health Authority placements.*
  - *Students seeking field placement in a health-related setting are expected to comply with the immunization policies of the designated Health Authority in their region or community area.*
- Child Abuse Registry Search, and Adult Abuse Registry Search
  - *\*This type of Registry Search will depend on the province that you live in, not all provinces have Child Abuse and Adult Abuse Registry searches.*
- Criminal Record Check with Vulnerable Sector Search
  - *\*The type of Criminal Record Check you acquire will depend on which province you are located in, as well as depending on if you live in a rural or urban area.*

All students must meet all agency specific requirements prior to commencing field placement, such as; Child Abuse Registry Checks, Vulnerable Sector Record Checks and Criminal Record Checks, or others as determined and specified by the respective field agency. **Please note students will be responsible for any additional fees associated with the above requirements.**

Aside from special circumstances, the University of Manitoba will not require you to provide us with the above documents for your field placement. The Field Coordinator will contact you after you confirm your placement if you need to provide the University with any of the above documents.

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

Once you have secured a placement, please follow up with the Agency Director and/or your Field Instructor to ensure that you acquire all the required documentation before you start your placement.

### 1.3.4 Exceptional Field Placements

#### Field Placement at your Place of Employment

Students are permitted to complete a field placement at their place of employment if the following conditions are met by the agency.

- The student can be supervised by a field instructor who has a BSW or MSW.
- The student will be supervised by a different person from their day-to-day employment supervisor.
- The student will gain new learning opportunities, completing duties and responsibilities in the field of social work.
- The student placement will involve separate duties, roles, and responsibilities, that are different from their role at their job day-to-day. This is to allow for new learning opportunities for the student.
- A letter must be provided to the University on behalf of the agency stating the following:
  - That the agency in which the student is employed at accepts the student for a student placement.
  - The details of the duties, roles, and responsibilities of the student placement, and how they are different from their job day-to-day.
  - The name, credentials, and contact information of the supervisor at the agency who will be acting as a Field Instructor for the student.

#### Health Authority Placements

#### **STUDENTS ARE NOT TO CONTACT THE HEALTHY AUTHOITIES DIRECTLY**

All students considering a Health Authority Placement must complete and submit both forms below to the Field Coordinator.

- HSP Net Placement Request Form
- HSP Net Student Consent Form

The Field Assistant will be in touch with you once you have submitted your interest in applying to a Health Authority.

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

For Health Authority Placements, you must have all of your immunizations up to date. If you apply to a health authority for a student placement, you must provide proof that you are working on updating your immunizations when you apply. Please do not leave this to the last minute, as it takes several months to get some of the required immunization tests back.

**Please note that all communication with Health Authorities must be made through the Field Coordinator. YOU MUST NOT AND CANNOT CONTACT HEALTH AUTHORITIES DIRECTLY, this may jeopardize your eligibility for a placement in a Health Authority.**

## Part 2: Roles and Responsibilities

### 2.1 Student Roles and Responsibilities

The student is responsible for:

- Fully Participating in the field placement and acting in a professional manner.
- Documenting daily activities and the completion of the monthly time sheet.
- Completing professional Critical Reflection at the end of each month. In each Critical Reflection, you are to complete a summary of your experiences, and reflect on your learning during placement experiences. The Critical Reflection is in exchange between the student and the Faculty Field Liaison.
- To work alongside the Field Instructor to develop the Learning Plan.
- Engaging in self-evaluation at the mid-term and final evaluation.
- Adhering to the Faculty of Social Work attendance policy. The student must begin placement on time and take appropriate breaks outlined by the field instructor (please note students will be responsible for fulfilling all required placement hours, as outlined in Field Instruction 1 and Field Instruction 2). Sick days or missed hours must be fulfilled by the student. Students can claim direct practice hours on their time sheet.
- Reviewing expectations for supervision and scheduling formal supervision meetings with your field instructor.
- Scheduling web conference meetings with your Field Instructor and Faculty Liaison to review the Learning Plan, midterm, and final evaluation.
- Adhering to all agency policies regarding cellphone use, Facebook, Instagram, Twitter, or any other social media.
- Adhering to all agency policies regarding confidentiality.
- Seeking learning opportunities when appropriate.
- Shadowing and practicing in a social work role.
- Maintaining Regular contact with the Faculty Field Liaison assigned to you and your Field Instructor.

### 2.2 Student Rights in their Field Placement

The student has the right to:

- Students have the right to a safe and supportive environment in their practicum placement.
- Students have the right to be made aware of any safety risks associated with the practicum placement, and access to the agency's safety protocols and procedures.
- Students have the right to have continuous learning opportunities and supervision that fosters a positive learning environment.

## BSW Field Placement and Integrative Seminar Handbook - Contemporary

### Field Instructor Roles and Responsibilities

The Field Instructor is responsible for:

- Providing 1-1.5 hours of formal supervision weekly, attending to the three pillars of social work supervision: education, administration, and support.
- Supervision documentation completed by field instructor and may be requested for review by the Faculty Field Liaison/Field Coordinator.
- Providing Agency orientation to the student.
- Discussing health and safety protocol including safety policies.
- Reviewing student's personal safety issues, concerns, and strategies to deal with them.
- Assigning tasks and duties that are appropriate social work learning opportunities for the student to develop and accomplish his/her learning objectives.
- Collaborating with student on developing the Learning Plan.
- Completing mid-term and final evaluations (see Important Dates document).
- Field Instructors are responsible to include summary comments pertaining to the student's skill progression at both mid-term and final evaluation.
- Assisting in connecting theory to practice.
- Reviewing with the student the Field Instructor's job description to gain an understanding of the role of a social work position in the agency.
- Reviewing agency vision, mission, and purpose statements, including the strategic plan as applicable.
- Notifying the student of agency training or staff development opportunities and supporting student participation as applicable. Professional development opportunities should be directly linked to the activities within the Learning Plan.



## BSW Field Placement and Integrative Seminar Handbook - Contemporary

### 2.3 Faculty Liaison Roles and Responsibilities

The Faculty Field Liaison is responsible for:

- Orienting Field Instructors to the faculty curriculum and aspects of field instruction.
- Reviewing the Learning Plan, providing feedback to the student and Field Instructor.
- Maintaining an ongoing relationship with the Field Instructor and Student.
- Maintaining ongoing contact with the student through feedback on reflective critical reflections.
- Consulting with the Field Instructor and Agency Mentor on any aspect of their work (e.g., Learning Plan, agency issues, learning opportunities, teaching techniques, professional development/training opportunities for the student)
- Engaging in web conferences with the Field Instructor and student to review the Learning Plan, mid-term, and final evaluation. Availability will be posted in Welcome Letter from the Faculty Field Liaison. Web Conferences can occur on Cisco WebEx or Teams or Zoom.
- Participating in the midterm and final evaluation review and discussion pertaining to student skill progression.
- Being involved when a breakdown of communication occurs or in problem situations.
- Communicating and responding to the Field Instructor throughout the term, especially after midterm and final evaluations.

### 2.4 Faculty of Social Work Staff Roles and Responsibilities

The Distance Delivery Field Program Coordinator is responsible for:

- Ensuring affiliation agreements between the agency and the University of Manitoba are in place and that the student is covered for workers' compensation.
- Providing orientation and delivering training modules to all students registered in Field Instruction prior to the first day in field placement.
- Supervising all Faculty Field Liaisons ensuring linkages to the University of Manitoba related policies, procedures, changes, and updates.
- Ensuring students and Field Instructors receive support and information regarding educational needs and goals.
- Acting as a consultant to Faculty Field Liaison and Field Instructor on any field instructional issues, where matters cannot be resolved at the liaison level.
- In the event of a critical incident the Field Coordinator should be notified immediately.

*If there are any questions, concerns, emergencies, or critical incidents relating to any matter, the Field Coordinator must be contacted immediately.*

*Please note the Field Coordinator meets with Faculty Field Liaisons regularly and monitors Field Placement arrangements very closely to ensure the successful delivery of Field Instruction.*

## Part 3: Field Education

### 3.1 Integrative Seminars

Integrative seminars are designed to further facilitate the integration of knowledge, values, and skills gained from other BSW courses, past experiences, and Field Instruction (SWRK 3220, and SWRK 4210). Students will have opportunities to discuss and critically reflect on social work practice by drawing on their field placement experiences. Students will have opportunities to further enhance their ability to identify, apply, critique, and evaluate professional practice, ethics, social work theories, research, and conceptual frameworks. The course culminates with students' reflective capstone presentations.

SWRK 3220 – Integrative Practice Seminar for Field Instruction 1	<i>SWRK 3220 is a co-requisite course for SWRK 3240 (Field Instruction 1)</i>
SWRK 4240 – Integrative Practice Seminar for Field Instruction 2	<i>SWRK 4240 is a co-requisite course for SWRK 4350 (Field Instruction 2)</i>

### Course Objectives for Integrative Seminars

Upon successful completion of the integrative seminar course, students will be able to:

1. *Identify, apply, and reflect on their developing social work knowledge, values, and skills in the areas of generalist practice, reflective practice, competence with diversity, social policy and social justice, and professional identity/ethics.*
2. *Critically assess social work practice experiences through reflection, peer review, constructive feedback, and consultation.*
3. *Have an enhanced ability to identify the linkages between the personal experiences of individuals and issues of social structures, and to act appropriately in relation to these insights.*
4. *Examine, critically reflect on, and discuss the applications of theory in practice and the suitability of various practice methods.*
5. *Apply the CASW Code of Ethics in their social work practice and discussions.*
6. *Actively participate in class discussions and work collaboratively with other students in furthering learning and professional development.*

## 3.2 Field Education Accreditation Standards

Field education is considered a central component of social work education because the integration of knowledge, values, and skills in the context of field education is a critical and distinctive aspect of social work education. The purpose of field education is to connect the theoretical/conceptual contributions of the academic setting with the practice setting, enabling the student to acquire practice skills that reflect the learning objectives for students identified in the Standards. Each program may vary its delivery of the field education component according to the nature and objectives of the program and the influences of its university and local context (CASWE-ACFTS Accreditation Standard 3.2).

The CASWE-ACFTS Standards for Accreditation require that field education be a central component of the core curriculum for all social work students in accredited social work education programs. Additionally, the program provides a formal opportunity for the preparation and orientation of new Field Instructors and provides opportunities to experienced Field Instructors for continuing professional education (CASWE-ACFTS Accreditation Standard SB/M 3.2.23).

## 3.3 Developing Your Learning Plan

### Learning Goals and Objectives

Your Learning Plan is developed within the first two weeks of placement. This is a collaborative document that is worked on between the student and the field instructor, with the support of the Faculty Liaison. The Learning Plan is designed to be an all-encompassing document regarding your learning goals and objectives, midterm evaluation, and final evaluation.

The Learning Plan will give students an opportunity to establish personalized goals and learning objectives. As a student, please take advantage of the opportunity to reflect on your past experiences in your career and education, identify any gaps that may be present in your learning, and to seek out fulfilling learning opportunities during your time in placement.

*Additional information about how to develop your Learning Plan can be found in the Field Modules in UMLearn once you have registered for your field course.*

### 3.4 General Guidelines for Confidentiality

- Students can receive a 'Fail' grade for breaching confidentiality.
- Students can be deemed professionally unsuitable if they breach confidentiality.
- If students are not sure who to share information with, they should discuss this with their Field Instructor or Agency Mentor.
- When writing critical reflections students should ensure no identifying information is included.
- Students are required to review the CASW Code of Ethics regarding confidentiality in professional practice prior to assignment of clients.
- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, and to confirm understanding and compliance.
- Students will be provided with training on The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) before entering their field placement and will sign a pledge of confidentiality.
- Students are expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations.
- Additional training and contracts may be required by the field placement.
- Limits to confidentiality include matters as required or permitted by relevant laws, court order, or when a clear threat to the safety of the client or others is evident.
- Documents with identifying information from field agencies must be treated in accordance with the agencies policies.
- Disposal of documents with identifying information, including electronic records, must be carried out according to agency protocols.
- Identifying information is not to be used in the classroom or in other context aside from Faculty of Social Work approved supervision meetings.

*\*These guidelines are based on general best practices. The Faculty of Social Work recognizes that circumstances can vary and encourages students to consult with their Field Instructor, Faculty Field Liaison, Academic Advisor, Field Coordinator, or course instructors.*

## Part 4: Field Placement Checklist

### Pre-Placement Application Checklist

- Attend a Field Information session with the Field Coordinator on Microsoft Teams
  - *Links and schedule for the information sessions can be found in the Distance Delivery Student Portal in UMLearn*
- Fill out the Field Application form for the Field placement you would like to apply for.
  - *Application form – **Deadline is February 1<sup>st</sup>, annually***
- Review and complete the 'Are you thinking about Field?' Modules in the Distance Delivery Student Portal in UMLearn.
- Email confirmation from an Academic Advisor, confirming your eligibility for field.

### Field Placement Confirmation Checklist

- Submit applications at Social Work agencies with student placement positions available.
- Fill out the Confirmation of Field Form for the field placement you have been approved for by an academic advisor.
- Reach out to your agency director, and/or Field Instructor to confirm if you need any required documentation before your placement begins (Criminal Record Checks, Immunization Records, Child and Adult Abuse Registry Checks)
- Register for your field courses on Aurora.
  - *Please reach out to your Academic Advisor if you have any questions regarding course registration.*
- Review and complete ALL mandatory Field Modules in your field course.
  - You will not be able to begin placement until you have completed all of the required modules in UMLearn.
- Attend a mandatory Field Orientation session held by the Field Coordinator.