

Requirements for Completing a Practicum

All of the steps required to plan and complete the MSW Practicum are outlined in the MSW Practicum Student Checklist

MSW Student Placement: Planning and Documentation Table		
Document or Requirement	Role/Responsibility	
MSW Field Practicum Student Agreement	Graduate Field Coordinator & Student	<input type="checkbox"/>
Agency/School of Social Work MSW Practicum Agreement	Faculty Supervisor, Student & Agency Supervisor	<input type="checkbox"/>
Insurance Form: Student Declaration Required for community & research placements	Graduate Field Coordinator & Student	<input type="checkbox"/>
Insurance Form: Letter to Placement Employers Required for community & research placements	Graduate Field Coordinator, Student & Agency Supervisor/HR Department. (Faculty Supervisor for Research placements)	<input type="checkbox"/>
Pre-placement Safety Orientation Checklist	Graduate Field Coordinator, Student and Agency Supervisor/HR Department	<input type="checkbox"/>
Learning Contract/Research Plan	Student (with input from Faculty & Agency Supervisor)	<input type="checkbox"/>
Mid-term Evaluation	Faculty Supervisor, Agency Supervisor and Student	<input type="checkbox"/>
Mid-term Evidence of Learning	Student, following direction of Faculty and Agency Supervisor (if applicable)	<input type="checkbox"/>
Final Evaluation Form	Faculty Supervisor, Agency Supervisor and Student	<input type="checkbox"/>
Final Evidence of Learning	Student, following direction of Faculty and Agency Supervisor (if applicable)	<input type="checkbox"/>
Reflexive Writing Activity	Student with feedback from Faculty Supervisor	<input type="checkbox"/>
Exit Interview and complete practicum checklist	Practicum Coordinator	<input type="checkbox"/>
Attend at least two integrative Seminars (one seminar held per term)	Student	<input type="checkbox"/>
Change of Mark Form for placement (SOWK 9601/5601)	Faculty Supervisor	<input type="checkbox"/>
MSW Student Feedback Form	SW Administrative staff and student	<input type="checkbox"/>
Practicum Agency Feedback Form	SW Administrative staff and Agency Supervisor	<input type="checkbox"/>