



Social Work Field Placements, Carleton University 2021-2022

FIELD EDUCATION OVERVIEW

The purpose of field education in the BSW and MSW programs is to enable students to apply social work theory, knowledge, and skills learned in the classroom to real-life practice in the field setting.

Social work students on placement may engage in a variety of practice, policy and research activities aimed at the acquisition of entry-level (BSW) to advanced skills (MSW) in the areas of direct intervention and/or social administration and policy and an understanding of and commitment to the core values and standards of professional social work practice and conduct.

The School of Social Work supports both remote and traditional in-agency field placements. BSW field placements normally consist of 352 field hours in total, and MSW level placements consist of 450 field hours in total. Placements may take place over one or two terms, and may range from 14 hours per week (part-time over two terms) to 28 hours per week (full-time over one term).

Social work field placements could involve many activities, and be direct or indirect in focus. A few examples include:

- The provision of direct services or supports (web, phone, or in-person services)
- Community consultation, engagement and collaboration
- Program development, promotion, administration, delivery and evaluation
- Policy analysis and policy development
- Research
- Resource development
- Supporting virtual events and campaigns
- Advocacy

FACULTY LIAISON ROLE

All of our field placements are supported by a Faculty Liaison from Carleton University. This person holds a minimum of an MSW degree and is a member of the faculty in the School of Social Work. The Faculty Liaison is the key point of contact for both the Field Supervisor and the student throughout the placement and is available and accessible to support the placement as needed, particularly if issues or challenges arise.

The Faculty Liaison will hold two consultations with the Field Supervisor during the term via telephone or teleconference, and will remain available for further consultation should it be requested.

FIELD SUPERVISOR ROLE

A Field Supervisor generally holds a BSW or MSW degree, although exceptions can be made to this requirement. In cases where a Field Supervisor does not hold a social work degree, the School will provide the student with supplementary social work theory-to-practice supports via online, integrative seminars.

The Field Supervisor plays an important role in social work education. A Field Supervisor must have an interest in field instruction and supervision, and a willingness and ability to meet the following responsibilities:

- Provide the student with access to the appropriate resources and systems needed to effectively engage in remote work.
- Ensure the student receives a well-organized orientation to the agency, the client group or community served, the staff team, and agency policies and procedures, including safety policies and procedures.
- Learning contract:
 - i. Meet with the student once the student has prepared their initial learning contract and offer suggestions regarding how the learning objectives might be met in the setting, the tasks and activities available, and the possible limitations.
 - ii. Attempt to work out a mutually agreed upon learning contract with the student.
 - iii. Use the learning contract in the following ways: to guide the work of the student; to review the student's progress in supervision sessions; and to evaluate the student's achievement of learning outcomes at the mid-point and end-point of the placement.
- Select and provide the student with appropriate work assignments to ensure that the student is given the opportunity to work on tasks that are related to the learning objectives.
- Provide a minimum of one hour per week of regularly scheduled supervision with the student to work towards achieving the student's learning goals and competencies.
- Expose the student to other learning opportunities such as virtual or in-person staff meetings, team conferences, training workshops, etc.
- Meet and consult with the Faculty Liaison as required during the placement to discuss the student's progress and performance in the field placement.
- If concerns develop about the student's progress in placement: discuss the concerns with the student as early as possible and document the specific behaviours or indicators of lack of progress in writing; discuss remedial action with the student; and contact the Faculty Liaison and/or Practicum Coordinator for consultation.
- Complete the written Mid-Point and End-Point Evaluation forms, and facilitate mid-point and end-point evaluation conferences with the student.

- Provide a learning environment that is safe and free from harassment and discrimination.
- Ensure that the CASW Code of Ethics (2005) and the Guidelines for Ethical Practice (2005) are upheld by the student at all times.

ADMINISTRATIVE RESPONSIBILITIES FOR FIELD SUPERVISORS

TO FINALIZE A FIELD PLACEMENT OFFER:

Field Supervisor signature required:

1. BSW Practicum Agreement Form
2. Insurance form (to enable coverage through MTCU or ACE-INA for the duration of the placement)

DURING PLACEMENT:

Consultation with Faculty Liaison:

1. Telephone Consultation (first 2-4 weeks)
2. Telephone Consultation (mid-point)
3. As needed, should issues/challenges arise

Forms:

1. Approve Learning Contract
2. Mid-Point Evaluation Form
3. End-Point Evaluation Form

FIELD SUPERVISION MODELS

Supervision is primarily a task of the designated Field Supervisor(s). Field settings may utilize different models of supervision, including:

- A Traditional Supervision Model: One Field Supervisor is assigned to the student for the duration of the field placement. The Field Supervisor facilitates the supervisory meetings and conferences throughout the placement, and completes the Evaluation Forms.
- A Co-Supervision Model: Two or more Field Supervisors are assigned to the student for the duration of the field placement. The Field Supervisors share responsibility for facilitating supervisory meetings and conferences, and may jointly complete the Evaluation Forms.
- A Rotational Supervision Model: Two or more Field Supervisors are assigned to the student in a sequential manner. The Field Supervisor responsible for each rotation completes the supervisory meetings during the rotation time period. The Evaluation Forms/conferences may be completed by the rotation Supervisor at a point during the rotation or jointly by all Field Supervisors who have worked with the student.
- A Group Supervision Model: One Field Supervisor is assigned to a group of students for the duration of the field placement. Supervisory meetings may take place in a group format as well as individually during the field placement. The Field Supervisor completes the Evaluation Forms/conferences for each student in the group.

The supervision model to be used during the student's field placement should be anticipated and discussed, whenever possible, during the negotiations of the placement so that all parties are clear about their responsibilities. Students are expected to prepare for supervisory sessions by jotting down questions they wish to discuss, presenting case material or other samples of their work, and/or raising issues, concerns or reflections during placement.

STUDENT INSURANCE COVERAGE ON PLACEMENT

The Ontario Ministry of Training, Colleges and Universities (MTCU) provides Workplace Safety and Insurance Board (WSIB) coverage for Ontario students in unpaid field placements undertaken as part of their university degree program. The field placement setting must be an Ontario employer with WSIB coverage. If the field placement setting is not required to have coverage with WSIB, the Ministry provides private insurance coverage to students in unpaid field placements (through ACE-INA). The Ministry also provides private insurance coverage (through ACE-INA) for students in unpaid field placements outside of Ontario (i.e. international and other Canadian jurisdictions).

Carleton University carries liability insurance that covers students while they are participating in field placements undertaken as part of their university degree program. The coverage provided is in respect to any activity related to the discipline, in furtherance of the student's education or training whether conducted on or off the campus. This insurance covers the student against legal liability resulting in bodily injury or property damage arising out of malpractice or error or omission committed during the policy period in the rendering of or the failure to render (1) medical, dental or other professional treatment or service related to physical or mental health or (2) other professional services.

PLACEMENT TIMEFRAMES

2021-2022:

Part-time:

Fall-Winter

September to April

2 days per week

Full-time

Fall

September to December

3-4 days per week

Winter

January – April

3-4 days per week

CONTACTS

Interested field placement settings are invited to contact the Field Program Assistant for more information or to identify a placement opportunity that is available:

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