

FIELD PLACEMENT: A QUICK GUIDE

KNOW YOUR RIGHTS AND RESPONSIBILITIES AS A MCGILL BSW STAGIAIRE

This info graphic is intended to provide information and guidelines for students involved in McGill's Bachelor's of Social Work Field Education program. It is the responsibility of each McGill BSW student to consult the Field Practice Policy Manual before commencing their Field Placement.

What is your Role?

To obtain a full field experience, students are expected to be treated a valuable member of the organization and should be included in such departmental activities as staff meetings, committees, ward rounds, consultations, case conferences, board meetings, etc.

****BUT students differ from the regular worker in the size of the workload carried, the amount of instruction per assignment, and, most importantly, in the fact that instruction for the student is a definite and planned learning process.**

What are some of your Responsibilities?

- * Arrive on time to the agency or for specially scheduled meetings.
- * Carry out assignments in a professional manner.
- * Provide weekly pieces of written work for their field supervisor
- * Meet with their field supervisor weekly.
- * Appropriately terminate all relationships with clients and agency upon completion of the field placement.

HOURS

- * A total of 200 hours per semester
- * You are entitled to three weeks off for Christmas break!
- You are entitled to have your Study Break off!
- * You are entitled to two sick days per term for religious observance or illness without needing to make up the time.
- * If you are concerned about your placement placing too many demands on you (i.e. asking for extra time; expecting too much work), your field liaison, the field coordinator or the director of field education are all resources you can use to discuss this concern



LEARNING CONTRACT ^{*mandatory}

- * The Learning Contract is a guide to monitor and direct the student's learning and the field instructor's teaching.
- * Filling this document out should be a joint process and acts as a negotiated agreement between the student and the field supervisor. If you are concerned about your workload or learning outcomes you can discuss your concerns with your field liaison.
- * Must be submitted by October 1st.
- * A copy of this form can be found on the McGill School of Social Work webpage.
- * This will serve as the basis for your evaluation.

How will you be graded?

Your grade will be pass/fail. You will receive two field evaluations. In a concurrent placement the field evaluation is submitted at the end of each term (up to 1 week after the end of term).

Evaluations are filled out jointly by instructor and student.

Your voice counts!

In the event of disagreement between student and field instructor concerning the evaluation, the student may submit his/her comments on a separate sheet, which will be included in his/her file. The field instructor shall recommend a grade.

In the event of major disagreement between the student and the field instructor, the Field Coordinator may call a Student Standing Committee together.

You are not powerless! Tips to prevent Rights Violations



EDUCATION

Read the Field Practice Policy Manual!



COMMUNICATION

Talk with your supervisor!

SPEAK UP!

Contact your Field Liaison, the Field Coordinator, the Director of Field Education, and/or any other McGill Social Work Faculty Member!

The Field Placement involves several key individuals with specific roles and responsibilities.

FIELD COORDINATOR -Francine Granner

- * Is responsible for matching students with their field placements
- * Is available for consultation with any student, field instructor or field liaison regarding field matters
- * Takes the lead and mediates in resolution of issues in the field

FIELD SUPERVISOR

- * Is the primary educator in a student's field placement
- * Works with the student to develop learning objectives and tasks that will be the focus of the field learning experience
- * Is responsible for evaluating the student
- * Is expected to have an interest in teaching social work practice
- * Is expected to provide 1-1/2 of individual supervision to a student that includes opportunities for reflection (not just focused on tasks that need to be accomplished)

DIRECTOR OF FIELD EDUCATION - Tamara Sussman

- * Works with the Field Coordinators, faculty, field liaisons, and sessional lecturers on field issues related to field curriculum planning and development
- * Responsibilities include: reviewing and revising field learning objectives, standards, and policies; developing pilot initiatives; and, working with other members of faculty to support field/classroom integration.
- * Is available for consultation with the field coordinator on complex issues including but not limited to student failures, exceptional circumstances, and harassment and/or discrimination.
- * is available as an additional support to students for field related matters

FIELD LIAISON

- * Is responsible to meets students and field instructors at least once a year to discuss field learning and teaching experiences
- * Is available to support students and field instructors to clarify expectations, and trouble-shoot
- * Is responsible for bringing field related issues to the attention of the field coordinator or field director

**Want to learn more or have concerns?
How about contacting:**

A SWSA Executive

Your cohort Advisor

Field Coordinator – Francine Granner

The Office of the Ombudsman

Director of Field Education – Tamara Susman

Legal Information Clinic at McGill

You'll find information about:

Student Appeals

Securing a new placement after any interruption

If you have concerns about the field learning environment

If you have an injury or accident at your field placement

If you experience discrimination or harassment at your field placement

AND MUCH MORE!!

Please visit...

<https://www.mcgill.ca/socialwork/field/bsw/forms>

...for a complete version of the Field Practice Policy Manual.



SWSA

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