

**GUIDELINES FOR THE DISTRIBUTION OF
STUDENTS AMONG PRACTICE COURSE SECTIONS
School of Social Work, McMaster University**

To effect maximum integration of learning, equity in section assignment for both students and faculty, and efficiency for the school, **normally**,

1. enrolment in each section of 3D06 and 4D06 is limited to 15 to 20 students;
2. each class may be made up of four (4) sections;
3. enrolment and resources determines the number of 3D06 & 4D06 sections offered per year;
4. 4D06 may have one (1) block section and three (3) concurrent sections (September to April);
5. 3D06 may have one summer block, two (2) concurrent sections (September to April) plus one additional section of either block or concurrent; and,
6. students in summer 3D06 will usually not be admitted to 4D06 Fall block in the same year, unless the latter is their final course.

Normally, in selecting students into the practice course sections the following criteria will be used:

1. **students' wishes** for block or concurrent sections;
2. for **summer 3D06**
 - i) B.S.W. students
 - ii) part-time B.A./B.S.W. students who have successfully completed 90 units
 - iii) B.A./B.S.W. students who have successfully completed 90 units
 - iv) B.A./B.S.W. students who have successfully completed less than 90 units
3. for **fall 4D06 (block)** -
 - i) the student has only 4D06 to complete to qualify for graduation;
 - ii) B.S.W. students having successfully completed 48 units
4. **recommendations** of 3D06 instructors (faculty and field);
5. student's **wishes** concerning the type of placement (field of service) in which the student wants to find a field placement; special needs of students.
6. **availability** of placements in particular fields and geographic locations; and,
7. lottery by "drawing straws"

*** Students are reminded that summer 3D06 (Block) was implemented as part of the B.S.W. Second Degree curriculum. Students admitted to the B.A./B.S.W. program out of stream (i.e. beyond 2nd year) should not expect to complete the combined program within 3 years.