

Field Placement Check List for Social Work Students

****2016****

Items which may be necessary for placement and should be confirmed at your interview:

- Does the placement require a police check? (This process could take to 4 weeks to complete – possibly 6 months if process requires RCMP contact.)
Cost of \$25.00 if you provide a letter from the school and \$50.00 cost with no letter.
Please prices are subject to change without notice.
- Does the placement require TB testing? (This could take 4 weeks + & could be 2 part process)
- Ensure that all your immunizations are up to date (if necessary for placement)
- Confirm whether placement requires a physician's note
- Make note of the Field Instructor's name and contact information

Field Instructor's Name
(Placement Supervisor)

Email Address

Phone Number

- Make note of the placement's administrator/contact person's information, which may be different from the Field Instructor (person who will be completing your WSIB form)

Agency Representative Name

Email Address

Title of Representative

Phone Number

- Make sure that your McMaster email address is working and your contact information is up to date with the school office. You may be asked, by the agency, for an alternative email address that will be able to receive large documents with respect to placement.

On your first day of placement, please:

- Complete your WSIB forms at your first meeting with your placement supervisor and return the white copy back to the school. Leave the yellow copy with the placement. The form itself may be changing, so this may be revised.
(Please note that all students are covered by WSIB through McMaster University. We ask that all four of the WSIB forms be completed to ensure that both the Agency, the Field Instructor and the Student are aware of the WSIB coverage.)
- Confirm that your placement supervisor has a copy of the Field Instruction Manual
- Confirm placement supervisor has a copy of the course outline

***** In order to avoid any complications or delays, please allow enough time to ensure all the necessary documents are completed prior to beginning your placement. Communicate with the agency/field instructor well in advance of your start date.*****