

**McMASTER UNIVERSITY
PLACEMENT PROCESS
SOCIAL WORK 3D06/3DD6
Summer and Fall 2016**

1. **PLACEMENT ORIENTATION:**
Learn about how placements are assigned. Begin work on learning objectives.

2. **BETWEEN NOW AND CHOOSING YOUR PLACEMENTS:** think about your learning objectives. Talk to your professors, and T.A.'s about what you need to concentrate on in placement.

3. **PLACEMENT OPPORTUNITIES:** Placement opportunities are listed on the McMaster School of Social Work, Community Connections website
<http://community.mcmaster.ca/>
You will receive a handout to assist you in reviewing the placements on this website. Please be sure that you are looking at 3rd level placements for your section, i.e., block or concurrent. At first, do a **basic search**.
DO NOT CONTACT AGENCIES.

4. **BEFORE SELECTING YOUR PLACEMENT PREFERENCES:**
 - **Prepare your learning objectives**
 - **Review “Puzzled about Placement?”** – This is a handbook available on the School’s website under “Undergraduate Program” and then “Field Education”
 - **Research placements.** You can do this by looking at Community Connections, and at the evaluations of placements completed by former placement students (in the school’s office KTH 319). Check agency websites .
 - **Talk** to students and faculty.

5. **SUBMIT PLACEMENT SELECTIONS AND LEARNING OBJECTIVES ON LINE USING COMMUNITY CONNECTIONS:**
List your learning objectives. List whether or not you have a car available for placement. List any work and volunteer experiences. Identify if you need any accommodation in your placement. Identify your first three placement preferences. Submit them on line (the Community Connections information handout will guide you in the selection process). Forms should be submitted by the dates below and will be reviewed in the order in which they are submitted.
If you have difficulty submitting your form, please contact Lorna O’Connell, Field Administrative Assistant at 23795 (KTH-319) or occonnell@mcmaster.ca

DO NOT SUBMIT YOUR FORM BEFORE THE DATE BELOW – *if so, it will not be considered until all other student’s submissions have been processed. Preferences will be considered based on your learning objectives, appropriate “fit”.*

**PLEASE SUBMIT YOUR PLACEMENT PREFERENCES ON:
Summer Block Only- Monday Feb. 22 at 8:00 a.m.**

Fall Concurrent date TBA

6. **CHECK YOUR MCMASTER EMAIL:** *Depending on the availability of field instructors, you may not hear for a while. You will be directed to contact one agency/field instructor for an interview.*

THERE IS NO GUARENTEE THAT YOU WILL BE ASSIGNED ONE OF YOUR THREE CHOICES.

ASSIGNMENT IS BASED ON A REVIEW OF YOUR APPLICATION, PLACEMENT AVAILABILITY AND SUITABILITY. OFTEN, A PLACEMENT WITH LEARNING OPPORTUNITIES SIMILAR TO THE ONES YOU SELECTED WILL BE ASSIGNED.

7. **WHEN YOU RECEIVE AN EMAIL DIRECTED YOU TO CONTACT AN AGENCY EMAIL OR CALL THE CONTACT PERSON(S) AT THE PLACEMENTS TO ARRANGE AN APPOINTMENT:** Email the organization your resume and your learning objectives. Expect delays so please call / email **as soon as possible** unless otherwise indicated. You may have to call/email them a few times before the field instructor returns the call/email. When you contact the agency you will likely need to leave a detailed message including:

- ❖ your name
- ❖ phone number /email contact and times you are available to get a call or check your email
- ❖ identify that you are a McMaster Social Work Student – 3rd year
- ❖ **BLOCK OR CONCURRENT STUDENT**
- ❖ the reason you are calling - about a pre-placement interview
- ❖ days & times you are available for an interview

When you talk to the field instructor or contact person, ask if there is anything you should do to prepare for the interview. Ask if the interview will be a group or individual one. And ask for directions to the agency. Confirm that the placement is available on the dates indicated in the community connections. (Remember, sometimes information is inaccurate or changes). If you have any scheduling or other concerns, ask about them on the phone. It might be a good idea to ask if you will need a car (in case the information on community connections needs updating).

If there is anything you find out that is contrary to what is entered on Community Connections, please let Lorna know.

EXPECT DELAYS. EXPECT CHANGES IN THE AGENCY AVAILABILITY.

8. **PREPARE FOR THE INTERVIEW:**
- ✓ Consult “Puzzled about Placement?” available on the School’s Website
 - ✓ Prepare a resume and your learning objectives, and bring them to the interview.

9. **MEET WITH THE CONTACT PERSON(S)/FIELD INSTRUCTOR(S).** Ask questions! Please tell him/her to contact Janice Chaplin (905) 525-9140 ext. 21587 or chaplijl@mcmaster.ca when a decision is made.
10. **CONTACT YOUR SEMINAR LEADER:** Consult with your seminar leader or Janice about your interview. If you are satisfied with the placement and the field instructor is willing to instruct you, it will be a match.
TRY TO HAVE THE MATCH ESTABLISHED AS SOON AS POSSIBLE
11. **CALL YOUR FIELD INSTRUCTOR TO ARRANGE YOUR START DATE AND TO FIND OUT WHAT YOU HAVE TO DO TO PREPARE BEFORE YOU CAN START PLACEMENT.**
This may be:
 - ✓ complete a police check – get a form letter from the school to facilitate this
 - ✓ get a TB test
 - ✓ have all immunizations up to date
 - ✓ arrange your schedule so that you are available on the days required by your placement
 - ❖ for concurrent students you need to have two full days available for placement per week and be available for your integrative seminar
 - ❖ for block students, you need to have four full days available for placement per week and have a full day available for your integrative seminar.
 - ✓ complete the placement checklist (pink form) and return to Lorna at the School
 - ✓ get a copy of the **WSIB form** from the school. Give the WSIB form to your field instructor to fill out; pick up the completed form from your field instructor or the appropriate person at the agency and return it to Lorna at the school. **Failure to do so will delay your placement start date as you cannot start placement without a completed form on file at the University.**
 - ✓ *read material about the agency or about the work you will be doing*
12. **DO NOT WAIT TO GET YOUR POLICE CHECK, IMMUNIZATIONS OR TB TESTS (MAKE AN APPOINTMENT WITH YOUR DOCTOR AS SOON AS POSSIBLE). THESE PROCESSES CAN TAKE A LONG TIME AND YOU WILL NOT BE ALLOWED TO START YOUR PLACEMENT UNTIL YOU HAVE CLEARANCE.**