# MSW Field Placement Agreement

**All MSW applicants must read and agree to the following declarations:**

* I have read the information on the Faculty of Social Work website pertaining to the [MSW Field Education](http://wlu.ca/programs/social-work/graduate/social-work-msw/field-education/index.html) and have reviewed the time-frames and planning procedures that apply to my MSW program.
* I understand that it is my responsibility to review all field documents prior to the start of my field course(s): MSW Field Education Manual, Student Guidebooks, and other field resources provided by the field office.
* I understand that I will be required to adhere to the guidelines outlined in this document if admitted to the program: <https://laurier-fsw.blitzen.com/form/MSW-Applicants----Professional-Practice-Guidelines-and-Ethical-Standards-Form>.
* I understand that the Faculty of Social Work at Wilfrid Laurier University requests field placements without remuneration in order to complete the MSW program.
* I understand that students are generally not paid while completing their field placement course. Students may participate in paid workplace placements, should they meet the conditions of approval identified by the Faculty of Social Work. Field placement is a course with a curriculum for which students are assigned a grade.
* I understand that financial planning is important before I commence the MSW program in order to ensure I can fulfill the requirements of the field courses within the timelines provided. Students in placement should expect additional costs such as travel to and from the agency, as well as parking fees.
* I understand that the Field Education Office at the Faculty of Social Work will determine a suitable placement and assign me to a placement.
* I understand that the Field Education Office does not guarantee placements in a student’s home city.
* I understand that students are required to follow the placement term structure in order to graduate in a timely manner. The MSW Field Education website lists the placement timelines for each cohort of students.
* I understand that students must not arrange their own placement without approval from the Field Education Office.
* I understand that placements generally do not offer highly specialized training in, for example, psychotherapy. More specialized certifications, some of which are offered by our Professional Development Department online, may be pursued when they are available and do no interfere with MSW program requirements
* I understand that it is important to make every effort to have access to a vehicle as most agencies require possession of a car for the work they do. I understand that placement opportunities may be more limited for students who do not have access to a vehicle.
* I understand that many placement settings have requirements for a criminal record check and/or vaccinations prior to commencing the placement and that I am responsible for any expenses associated with these tests.
* Agencies conduct interviews to determine a suitable student for the placement opportunity. The final decision will be made by the Field Education Office.
* I understand that placements in Toronto and the Greater Toronto Area (GTA) are competitive and limited.
* I understand that if I wish to undertake a practicum in an agency where I have any prior relationships, I must declare a potential conflict of interest to, and discuss the appropriateness of the situation with the Field Office. I understand that I may have a potential conflict of interest if I am, or have been, or an immediate family member is or has been a client or an employee of the agency, or if I have, or an immediate family member has relatives at and/or other close relationships with staff members of an agency. It is my responsibility to either inform the Field Office of a potential conflict of interest or to refrain from requesting a placement setting in which there is a conflict of interest if I choose not to enter into the necessary discussion. I understand that if the Field Office discovers a conflict of interest that I have not declared with respect to my placement, the Field Office may in its sole discretion terminate that placement, and makes no guarantee that it will be able to arrange a substitute placement within the time limits of my program.
* I understand that if I have been subject to a finding of professional misconduct, incompetence or incapacity by a regulated health profession in any jurisdiction, or if I have been convicted of a criminal offence for which I have not received a record suspension (pardon) there may be challenges to secure a field placement.  Placement agencies may screen and impose restrictions for the protection of their agency and client population. Please be aware that you are required to complete all placement hours for the field courses that are part of your MSW program in order to meet the degree requirements for graduation.

**For online MSW applicants:**

* I understand that as a student in the online MSW program I am required to participate in the field planning process and propose viable placements in order to continue my registration in the program.
* When the proposed placement is not possible, we require student flexibility in terms of geography and placement settings.
* Students attend placement for a minimum of 16 hours across two days/week, during the agency’s hours of operation, and during the availability of the field instructor. Working professionals are expected to negotiate time off with their employers prior to starting the MSW program. The majority of agencies expect students to attend placement during a structured timeline during weekdays. Students who are unable to take time off from work (e.g. 2 days/week or a leave of absence) to attend placement in a structured manner will likely be unable to secure a placement.
* Some Healthcare providers do not consider placements for students completing graduate degrees at out of province universities. For example: organizations under the umbrella of Alberta Health Services are currently not offering placement opportunities.

**For in-class MSW applicants:**

* I understand that students may be placed by the Field Education Office in centres that are normally located within a radius of 150 km of the Kitchener campus.
* I understand that I will be required to participate in the field planning process and accept any field placements selected by the Field Education Office of the Faculty of Social Work in order to continue my registration in the program.
* Flexibility is required of students in terms of geography and placement settings.
* If you are in the two-year program: one of your field placements may be completed at your workplace in accordance with the criteria outlined in the workplace placement policy.

I have read and understand the above procedures that guide the field placement planning process. By checking the box below, I agree to abide by these procedures and understand that I am required to accept any placements selected by the Faculty of Social Work in order to continue my registration in the program.

Application information is collected under the authority of the Wilfrid Laurier University Act to administer the university-student relationship. This includes but is not limited to maintaining your academic and ancillary records, contacting you, and others on your behalf, and releasing such information as is appropriate for the operation of the university. Visit our [privacy coordinator's web-page](https://wlu.ca/about/public-accountability/privacy/) for more information and the Notice of Collection and Use or Disclosure of Personal Information.