

# Student Practicum Program

## General Information

In recognition of the importance of fieldwork training for potential Social Work and Community Services professionals, Elizabeth Fry Toronto offers student placement opportunities for those who are registered in relevant programs at educational institutes such as colleges and universities

Elizabeth Fry Toronto defines a 'student' as an unpaid person who has chosen to acquire course credits in an approved academic or practical study placement. A person who is a student but is neither an intern nor required by their academic program to undertake a placement is considered a regular volunteer.

All individuals interested in a student practicum should read and follow the instructions established herein. Applicants who do not follow the instruction will not be considered or accepted for a placement.

## Opportunities

Elizabeth Fry Toronto is committed to providing opportunities within the organization for student practicums to ensure students on placement will be able to engage in real work that provides them with relevant training and experience for their future career path. However, these opportunities can be provided only when a service or program has the capacity and resources to undertake student placements. Please review the Programs & Services on the website to identify the service or program of interest and pertinent to your practicum objective.

## Application

Individual student should complete the Student Placement Application Form, submit it together with a letter of request, and resume according to the instructions – **please see “ How to Apply”**

Any educational institute that wishes to enquire on behalf of their students should contact the executive assistant directly by emailing your request, specifying the name of student, resume and program objective to [executiveassistant@efrytoronto.org](mailto:executiveassistant@efrytoronto.org)

Interviews are required to determine the suitability of the candidate and the program. All applications are assessed on an individual basis based on personal aptitudes and relevant experience to bring about the agreed upon outcomes.

## How to Apply

1. Review **current student placement opportunities**.
2. Select a placement opportunity, and then **download the application form** (save the file to your computer before completing the form; save it with your name in the filename before you submit your application). Completed applications should be submitted by email to [executiveassistant@efrytoronto.org](mailto:executiveassistant@efrytoronto.org). Once submitted, you will receive an email confirming receipt of the application.

3. After reviewing applications, we will invite student candidates to a screening interview to ensure the best match between students' interests and opportunities at Elizabeth Fry Toronto. (Please note that due to the large volume of applications we receive, we are only able to contact those candidates who are selected for an interview.)
4. If you are accepted for a student placement at Elizabeth Fry Toronto, you will receive a letter of acceptance by email. Your student placement packet will include your acceptance letter, as well as policy and training information, including: Confidentiality Policy, Conflict of Interest Policy, Bill 168 Training Material, AODA Training Material.
5. Your student placement is complete only when you make a commitment to the program by signing and returning your letter of acceptance to the attention of the Executive Assistant within 10 days.

### **Terms**

The participant of Elizabeth Fry Toronto Student Practicum Program, including the corresponding educational institute, understands the following terms:

- The student placement does not in any way displace nor replace any Elizabeth Fry Toronto employee.
- A police reference check, CPIC or vulnerable sector screening with local police is required of the student on placement at her own expense. The placement student has to forward such documents to Elizabeth Fry Toronto prior to the commencement of the placement.
- Safety and insurance benefits must be provided by the student's educational institution or comparable insurance coverage by the student herself. The proof of such coverage has to be forwarded to Elizabeth Fry Toronto prior to the commencement of the placement.
- Depending on the service or program that the placement student is involved in, reference checks and/or other health documents may be required and dealt with on a case-by-case basis.

### **Responsibilities of Elizabeth Fry Toronto**

- To determine the initial point of contact for completing the placement agreement and other essential documentation
- To provide proper orientation and adequate information on agency policies, procedures and practices concerning compliance
- To designate a placement supervisor, who shall
  - negotiate the placement activities
  - provide guidance or act as a mentor to support, monitor and evaluate the student's performance
  - provide assistance to help resolve any conflicts that may arise in the work environment

## **Responsibilities of the Placement Student**

- To follow the placement procedure and comply with Elizabeth Fry Toronto's required documentation, policies, procedures, and practices; including confidentiality agreement
- To understand, accept and sign the Agreement/ Release and Waiver form prior to the commencement of the placement
- To complete an evaluation of their placement at the end of the placement period.

## **Frequently Asked Questions**

### **1. Who is a student on placement?**

A student on placement is a person who is registered in a program that requires course-related hours to be done before they can successfully complete the program and graduate.

### **2. How do I arrange for a placement?**

All placements are arranged through Elizabeth Fry Toronto's Executive Assistant.

### **3. How many hours can I expect to complete during my placement?**

The required hours are most often determined by your course requirements.

### **4. What types of placement opportunities does Elizabeth Fry Toronto provide?**

Elizabeth Fry Toronto's programs provide opportunities for placement students; however, these opportunities vary depending on program needs and time of the year. Student placement opportunities are posted and updated on our website.

### **5. Can I volunteer at Elizabeth Fry Toronto when my placement is complete?**

Yes! If you would like to become a volunteer, please contact us. The Volunteer Coordinator will review the difference between being a student on placement and being a volunteer before you begin your new role.

### **6. Whom should I contact if I have any further questions?**

Contact Elizabeth Fry Toronto's Executive Assistant at 416-924-3708 ext. 246 to ask any questions you may have prior to, during, or after your placement.

**Thank you for your interest in completing the placement at Elizabeth Fry Toronto!**