

STUDENT EXPECTATIONS:

- The practicum student will contact you to set up an interview.
- At the interview, the student should bring their:
 - Resume, including a covering letter to introduce themselves.
 - Learning plan (these may be loosely formulated, initially)
 - Schedule of their hours and days of availability
 - Practicum course outline (available online at <https://hhs.viu.ca/bachelor-social-work/course-outlines>)
- The student may want to discuss the type of mentoring support that best suits their learning (e.g., ongoing feedback; more contact initially).

MENTOR EXPECTATIONS:

- Orient the student to your agency (e.g., staff introductions, tour of building; discuss confidentiality, review policies, procedures and protocols, and program areas)
- Familiarize yourself with the Practicum Course Outline and the Mentor Handbook in order that you can get an overall sense of practicum expectations.
- At the beginning of the practicum, it is helpful if the mentor and student review the student's learning plans (goals) and identify possible activities, tasks and projects in which the student can be involved.
- Working in partnership with VIU is essential. You have the most immediate hands-on contact, and are a direct link back to faculty regarding students' progress. Ways to best support students could include:
 - Weekly scheduled supervision times as a vehicle for the student to debrief and process his/her learning.
 - Ongoing feedback to the student and VIU Faculty Field Liaison regarding the student's personal and professional development in meeting his/her learning goals.
 - Contact with the VIU Faculty Field Liaison if you have any questions or concerns about how the student is progressing.
- Ensure that the student has brought their Criminal Record Check before starting his/her practicum. This is the student's responsibility.
- Evaluating the student and providing feedback is a critical part of the practicum. This process should involve the student and the Field Instructor (agency mentor). The VIU Faculty Field Liaison maintains contact with the Field Instructor (agency mentor) and the student.