

## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FIELD WORK IA (150 HOURS)  
FIELD WORK IB (150 HOURS)

---

Code No.: CCW 128-7  
CCW 200-7

---

Program: CHILD AND YOUTH WORKER

---

Semester: ONE AND TWO

---

Date: SEPTEMBER 1995/JANUARY 1996  
Previous Date: SEPTEMBER 1994/JANUARY 1995

---

Author: MICHAEL MCFARLING, B.A., C.C.W.  
MARY RITZA, B.A., C.C.W.

---

NEW: \_\_\_\_\_ REVISED:  X

APPROVED: K. DeRosario  
K. DeRosario, Dean  
School of Human Sciences  
and Teacher Education

DATE: June 28/95

**\*\*NOTE:** Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

**Field Work I (CCW 128/200)**  
**Instructor: M. McFarling, M. Ritza**

**VI. SPECIAL NOTES**

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

**VII. PROFESSIONAL OBLIGATIONS**

1. To regard the welfare of the individuals, the group and the community you serve as your primary professional duty.
2. To hold yourself personally responsible for your professional conduct.
3. To be willing to increase your professional competence and to willingly share your knowledge with others in your profession.
4. To strive to support the further development of your profession by participating to the best of your ability in related professional associations and activities.
5. To work cooperatively with other persons having regard for their areas of competence.
6. To use care in expressing views on the findings, opinions and professional conduct of colleagues, confining such comments to matters of fact and matters of his own knowledge.
7. To respect the privacy, dignity and other rights of clients.
8. To use in a responsible manner information received in the course of professional relationships.

Following are a number of rules pertaining to the student's relationship to the field placement agency in which he or she will be training. It is imperative that each student comprehend fully and follow closely these rules so as to get the maximum educational value from his or her field placement experience.

1. Find out all you can about your field placement setting, its policies, functions, and general philosophy taking care to ask pertinent questions.
2. Find out your designated role at your field placement location and follow it well. Remember, you are not on field placement in the capacity of diagnosticians but as students to follow through on the instruction of the field contact personnel. New approaches to your assignments must first be approved by the field contact person.
3. Ask the staff for guidance. Do not plunge into something you know nothing about.

**Field Work I (CCW 128/200)**  
**Instructor: M. McFarling, M. Ritza**

**PROFESSIONAL OBLIGATIONS CONTINUED**

4. Be polite, courteous and attentive. Remember, you are there to learn, observe, and work.
5. Try to avoid premature judgmentalism on the program carried out by a specific field placement setting. Remember, you are a student learning and not someone there to assess the relative merits of the program. Be careful about being openly critical. Concerns about the service delivery can be discussed in the confidence of the supervision meeting, or with the instructor.
6. Dress and personal deportment are according to acceptable norms of the placement setting.
7. Be willing to share any pertinent information you have learned in the setting with the staff relevant who work there.
8. Any problems encountered in your field placement should be taken to your field work supervisor. Never confront the staff with the problem in front of clients - wait for a private, appropriate time. Be diplomatic. Report all incidents to the College fieldwork teacher immediately.
9. Make sure you are always on time for your placement and contact the field work supervisor and the field placement well in advance if it is necessary for you to be absent.
10. Remember, that the experiences you have in your field placement are part of a learning experience and are to be held in the strictest confidence. The students will not discuss cases with others who have no direct relationships to the client. This is applied to other staff within your field placement as well as outside. At the field placement keep you records as well as correspondence in a confidential manner.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

CHILD & YOUTH WORKER PROGRAM

**ADDITION TO C.Y.W. PROGRAM POLICIES  
NOTICE OF AGREEMENT**

Student Agreement Form

Regarding the Child and Youth Worker Course Outline:

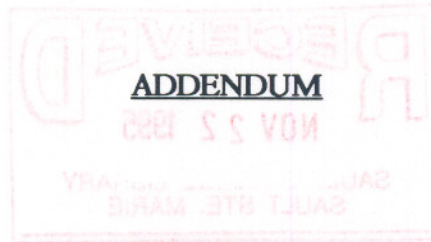
I, \_\_\_\_\_, have read the C.Y.W.

Course Outline for the Course \_\_\_\_\_.

I understand its contents and agree to adhere to them.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



**To All Students:**

In order to assist you in your attempt to complete your course requirements, any special needs accommodation that you may require should be identified to the instructor. Please identify your concern before the next class and submit a written verification within these first three week.

**RECEIVED**  
NOV 22 1995  
SAULT STE. MARIE LIBRARY  
SAULT STE. MARIE