

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
Sault Ste. Marie, ON



COURSE OUTLINE

COURSE TITLE: Field Work 1A and Field Work 1B

CODE NO: CCW 128-7 and CCW 200-7 SEMESTER: 1 & 2

PROGRAM: Child and Youth Worker

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PROFESSOR: Betty Brady, Hon. B.A. (Psy), M.A., I.C.A.D.C>

DATE: Sept. 1997 PREVIOUS OUTLINE DATED: Jan. 1997

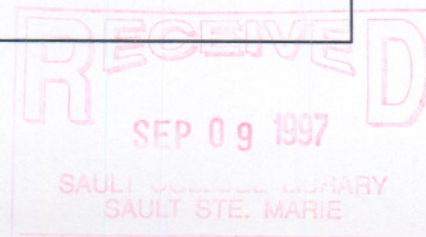
APPROVED:

**Donna Tremblay, Dean
Health and Human Sciences and
Teacher Education**

Date

TOTAL CREDITS: CCW128 - 7; CCW200 - 7

CO-REQUISITES: CCW 109 and CCW 131



**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(cont.)**

3. Communicate effectively in verbal, non-verbal and written forms which enhance the quality of service.

Elements of Performance:

- plan and organize communications according to the purpose and audience
- choose the appropriate form of communication
- incorporate the content that is meaningful to the task
- use language and style suitable to the audience and purpose
- evaluate communications and adjust for any errors in content, structure, style and mechanics

4. Engage in on-going self-assessment for the purpose of enhancing professional performance.

Elements of Performance:

- review the results of one's actions and decisions
- reflect on the processes and practices used
- identify any errors and make corrections
- identify successes for adaptation to other situations
- examine the impact of personal values and beliefs on actions and decisions
- evaluate and act upon constructive feedback

V. EVALUATION PROCESS/GRADING SYSTEM (cont.)

3. Regular supervision meetings with the student, agency supervisor (teacher) and instructor will afford the opportunity to monitor the individual student's progress. The instructor will also be prepared to use this opportunity to demonstrate such things as treatment methodologies, methods of professional conduct or teaching theories as applicable to the situation.
4. Requirements as part of Integrated Seminar will be fulfilled as well.
5. Students are expected to observe the CYW Placement Policies. Each student will receive a copy of these at the start of Placement. Any breach of these policies, including items relating to attendance, punctuality, attitude, confidentiality, etc., could result in disciplinary action suspension or termination of the placement.
6. Students are expected to read and adhere to the "Professional Obligations" attached to this outline.

VI. SPECIAL NOTES

Special Needs

If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Substitute Course information

Available in the Registrar's Office.

VII. PRIOR LEARNING ASSESSMENT

Not applicable at this time.

VIII. PROFESSIONAL OBLIGATIONS (cont.)

1. Be polite, courteous and attentive. Remember, you are there to learn, observe, and work.
2. 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 merit 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.
3. Dress and personal deportment are according to acceptable norms of the placement setting.
4. Be willing to share any pertinent information you have learned in the setting with the relevant staff 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 your records as well as correspondence in a confidential manner.