

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Field Work 4
CODE NO. : CCW420/425 **SEMESTER:** 5-6
PROGRAM: Child & Youth Worker
AUTHOR: Jeff Arbus, CCW, BA, MA
DATE: Sept/2000 **PREVIOUS OUTLINE DATED:** Sept/99
APPROVED:

DEAN

DATE

TOTAL CREDITS: 7-7
PREREQUISITE(S): CCW234, CCW235
HOURS/WEEK: Varies as assigned

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In this outline:

"Student" refers to the College C.Y.W. student
"Client" refers to the recipient of service - this may be a "client" in a children's service setting or a "student" in a school setting or a "family" in a family services setting, or it may have a broader application in a community development setting

"Placement Site Supervisor"
refers to the person assigned by the placement site to be the C.Y.W. student's on-site supervisor

I. COURSE DESCRIPTION:

This is the senior level of field placement in the Child and Youth Worker Program. It is designed to further the student's practical CYW training.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Perform ongoing self-assessment and self-care to promote awareness and enhance professional competence.

Potential Elements of the performance:

- a. maintain professional boundaries with clients and colleagues;
 - b. establish reasonable and realistic personal and professional goals for oneself to enhance work performance;
 - c. access and utilize resources and self-care strategies to enhance personal growth
 - d. act in accordance with ethical and professional standards;
 - e. apply organizational and time-management skills
 - f. utilize agency supervision
 - g. evaluate own performance using College reporting formats and evaluations.
2. Promote overall well-being and facilitate positive change for children, youth and their families.

Potential Elements of the performance:

- a. develop placement learning goals related to duties assigned
- b. apply agency policies and practices related to duties assigned
- c. apply previously/currently-studied knowledge and skills to client case situations as assigned by agency
- d. contribute to agency work-team/staff meetings
- e. complete reports for agency, including client progress and planning reports, and others as required

3. Develop skills in entrepreneurship and community development.

Potential Elements of the performance:

- a. complete one "project proposal for funding" which obtains approval of placement site supervisor and College CYW faculty
- b. completion of one original program and/or special project to be delivered on-site at agency
- c. perform duties related to community development as assigned by agency field supervisor

4. Identify and use professional development resources and activities which promote professional growth.

Potential Elements of the performance:

- a. determine current skills and knowledge
- b. identify learning goals to accomplish professional growth and skill development
- c. initiate and engage in professional development activities
- d. demonstrate skill in teamwork and decision making by actively contributing to agency team meetings and supervisory sessions
- e. provide agency feedback as requested

III. REQUIREMENTS:

Field Work IV is conducted in an individualized learning mode. Students will meet with the professor, at the start of the placement. This meeting will be for sorting out the various assignments. Thereafter students will be in their individual placements. Even where more than one student is in the same agency, the placement learning process is individualized. The end result will be similar for all. The route each student takes will be specific to their needs, consistent with overall requirements, and responsive to placement agency circumstances.

- A. At the beginning of the placement, the students, with the assistance of the professor are to develop personal and professional performance objectives. The CYW Compendium of Skills is the main model used for this goal planning process. The goals are monitored by the student, the professor, and the agency supervisor throughout the placement. Goals are modified and additional goals developed during the course of the placement.

The student, the professor, and the agency supervisor will strategize and develop placement work assignments which will provide opportunities for the students to reach their objectives. These assignments are monitored and modified throughout the placement.

- B. Students must maintain a weekly record of their activities and progress through the placement.
- C. Completion of one special project (e.g. "Life Skills" Group Teaching project), on site. This must be approved by the Agency Supervisor and College Professor prior to implementation. Project description (written) must include: background and rationale, objectives, methods, resources needed, results, summary and evaluation. Proposal to be submitted to both the Agency and College fieldwork supervisors, in proper proposal-writing format. See Integrated Seminar outline.

- D. Students will be required to maintain and submit College placement time sheets. This procedure will be explained. There may be additional reporting and monitoring requirements for individual students, as assigned by the individual placement or by the College professor.

Meetings between the professor and the student, and usually including the agency supervisor, will afford the opportunity to monitor the individual student's progress, as well as to teach and discuss other issues related to the particular student's placement. The professor will be prepared to provide advice and demonstration of such processes as treatment methodologies, methods of professional conduct, or instruct in such areas as intra-agency or inter-agency functioning and community development. Again, the focus is on facilitating learning at the individual student's level and circumstances.

E. EVALUATION

- a) Students will be required to develop and maintain a goal attainment record. Format to be provided. This will be reviewed with the professor and revised regularly. This must be submitted with the mid-placement progress report, and with the final placement evaluation. All submissions must be signed by the placement supervisor.
- b) There will be two performance evaluations - one at mid-placement and one at the end. The evaluation will encompass the student's achievement of objectives, as well as their process of achievement and performance. Evaluation is coordinated and organized by the College field work professor, with input by the Placement site supervisor and the student.

The College's format will be used for both the mid-placement progress report and the final evaluation. Each student will be fully aware of what is in their evaluations. The College professor then collates this information and assigns a final grade.

- c) Toward the end of the placement each student will be required to write a "Field Placement Review". This is to be submitted to the professor and the agency supervisor prior to the student's last day of placement. This will be considered by the professor in the final assignment of grade, along with the evaluations. The outline for this review will be provided by the professor.
- d) Punctual attendance at placement and completion of assignments will be considered by the professor in assigning the field grade.

Note: Field work evaluation is subjective. It is not an exact science, and should not be regarded as an exact science. Agency circumstances change and student needs change during the course of field work. The professor provides the consistency required for fair and accurate placement evaluation. Flexibility may be required and shall be seen as a professional skill.

ADDITIONAL NOTES:

1. Students are required to observe the CYW Placement Policies. Each student will receive a copy of these at the start of the placement. Any breach of these policies, including items related to attendance, punctuality, attitude, confidentiality etc. could result in disciplinary action, suspension or termination of the placement.
2. Students are expected to read the "Professional Obligations", attached to this outline.
3. Students are expected to be familiar with the College's "Student Rights and Responsibilities" policies.

IV EVALUATION PROCESS/GRADING SYSTEM:

Fieldwork is assigned an "S" or "U" grade ("S" = satisfactory completion of requirements); "U" indicates unsatisfactory completion or incompleteness of requirements or "R" (repeat). Additional comments in the evaluation form will identify particular areas of strength and areas for improvement. Students must be successful in CCW 420 in order to continue placement in CCW 425.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

V. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 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 postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VI. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

PROFESSIONAL OBLIGATIONS: (Keep in mind that you are a trainee on this placement)

1. To regard the welfare of the individuals you serve, the agency, and the College (not always in this order) as your primary professional duty.
2. To hold yourself responsible for your professional conduct.
3. To be willing always 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 activities including and not limited to the Ontario Association of Child and Youth Care Counsellors.
5. To work cooperatively with other persons having regard for their areas of competence.
6. To use clear communication in expressing your view on the findings, opinions, and professional conduct of colleagues, confining such comments to matters of fact and matters of your own knowledge.
7. To respect the privacy, dignity, and other rights of clients and fellow staff (see policy on confidentiality).
8. To use in a responsible manner information received in the course of professional relationships.
9. To follow the CYW Code of Ethics (attached), where applicable to students.

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 to get the maximum educational value from the 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 that 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 Placement Site Supervisor.
3. Ask the staff for guidance. Do not launch into something you know nothing about.
4. Be polite, courteous, and attentive. Remember that you are there to learn, observe, and work. Assertiveness is also expected, in obtaining feedback, getting information required, and in generating new ideas.
5. Avoid premature judgment on the program which is 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 College Professor or Placement Site Supervisor.
6. Clothing and personal deportment are according to acceptable norms of the placement setting. Remember that you are representing your profession, your College, and yourself. A high degree of professionalism is expected. Attendance and punctuality requirements are addressed in the "Program Policies", and under #9 below.
7. Be willing to share any information regarding clients in the setting with the relevant staff who works there.
8. Any problems encountered in your field placement should be taken to your Placement Site 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 professor 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. See also the Placement Policies for more on attendance and punctuality.
9. 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 that have no direct relationships to the client. At the field placement keep your records and correspondence in a manner consistent with agency guidelines and policies.

C. Y. W. CODE OF ETHICS

- 1) We will treat client/family with dignity and will respect their unique differences in culture, religion, race and sexual orientation.
- 2) We will respect the confidentiality of each client/family.
- 3) We will respect, safeguard and advocate for the rights of each client and/or family.
- 4) We will be knowledgeable about and adhere to all relevant municipal, provincial and federal laws.
- 5) We will not use or condone the use of corporal punishment under any circumstances.
- 6) We will not condone sexual involvement with clients.
- 7) We will develop, implement and administer the policies and procedures of our respective agencies and institutions.
- 8) We will only enter into contracts that will allow us to maintain our professional integrity.
- 9) We will cooperate with other professions which offer service to our clientele.
- 10) Recognizing that we are a catalyst for change, we will:
 - a) utilize current and knowledgeable methods and techniques in order to provide quality service to our clientele and;
 - b) actively seek out opportunities to learn and develop as well as support growth in our co-workers and other professionals.
- 11) We will promote client autonomy and increased self-esteem.
- 12) We will treat our client, holistically, encompassing family, peer group and community.
- 13) We are committed to the ongoing development of our profession through competent training and supervision of Child and Youth Worker students.
- 14) We will conduct ourselves in a professional and ethical manner at all times.