

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

## COURSE OUTLINE

**COURSE TITLE:** Field Work II for Social Service Workers

**CODE NO. :** SSW200 **SEMESTER:** 3

**PROGRAM:** Social Services Worker Program

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**DATE:** Sept 2007 **PREVIOUS OUTLINE DATED:** Sept 2006

**APPROVED:**

	_____	_____
	<b>DEAN</b>	<b>DATE</b>

**TOTAL CREDITS:** 8

**PREREQUISITE(S):** SSW110, SSW112 & minimum GPA of 2.0  
Co-requisite: SSW202

**HOURS/WEEK:** 14 hours per week for semester

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## **I. COURSE DESCRIPTION:**

This course is the practicum for the Social Services Worker Program. Students will be placed in a community setting where, under supervision; they will carry out social service work duties as defined by the student, the agency supervisor and the program faculty. The goal of fieldwork is to provide the students the opportunity to integrate and apply the knowledge, skills and values needed to carry out the role of Social Service Worker.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Demonstrate understanding of the social/human service system and how programs are delivered to address the needs of people served.

### Potential Elements of the Performance:

- A. Identify and articulate the services offered and the population served
  - B. Recognize the relevant social policies and legislation that governs the organization and service delivery
  - C. Familiarize with the intervention models and the theories of practice that guide services offered
  - D. Adhere to organizational policies and procedures, as well as ethical and legal standards of the SSW profession
  - E. Understand the diverse needs of the population served and the multiple factors that impact clientele served
  - F. Identify key formal and informal community resources and be able to access, link and refer clients when deemed appropriate
2. Establish respectful, professional and effective helping relationships with diverse populations.

### Potential Elements of the Performance:

- A. Utilize effective interactive and communication skills for SSW practice
- B. Initiate respectful and responsive interactions with clients
- C. Adapt interpersonal communication skills to meet the developmental, cultural and unique needs of clients
- D. Observe and identify the social work helping process and the role of social workers/helpers in the organization
- E. Respect clients' rights and privacy and adhere to professional/organizational standards of confidentiality
- F. Practice in accordance with SSW values, ethics and standards

3. Demonstrate ability to assess and intervene from a strengths-based and holistic approach.

Potential Elements of the Performance:

- A. Observe and routinely involve clients in identifying strengths, needs and capacities
  - B. Structure interactions with clients which promote clients to identify strengths, engage in problem-solving and client-centred goal setting
  - C. Advocate and assist client in activities of daily living that enhance social functioning
  - D. Observe and assist in the planning and facilitating of appropriate intervention strategies
  - E. Produce client/organizational documentation that describes facts, observations and goals in accordance with legal, ethical and professional standards
  - F. Recognize support systems within communities that promote client social functioning and facilitate positive change
  - G. Observe and develop knowledge and skills to apply the biopsychosocial and strengths-based perspective with client systems (individual, family, group, community)
4. Demonstrate sound and effective interpersonal skills that promote effective professional and work relationships.

Potential Elements of the Performance:

- A. Recognize and understand the implications of one's own attitude, values, and actions in an organization setting and make modifications when needed
- B. Adhere to workplace setting norms and expectations regarding attendance, punctuality, timely completion of tasks and professional behaviour
- C. Establish and sustain working relationships with fieldwork supervisor, staff, faculty, and external community partners
- D. Communicate accurately and professionally in verbal, non-verbal and written forms
- E. Actively seek consultation on performance and integrate feedback
- F. Demonstrate an ability to prepare for supervision and field site visits
- G. Use supervision to focus on learning needs, problem-solve, integrate and generalize social work knowledge
- H. Maintain professional boundaries in accordance with legal and ethical standards
- I. Work collaboratively to clarify SSW role and responsibilities within the setting and fulfill them in a professional manner
- J. Demonstrate respect, initiative and interest in the organization and clientele served

- K. Demonstrate ability/willingness to accept input, including direction; able to follow through on recommendations; negotiate and problem solve effectively; and work independently as required
5. Demonstrate the integration of social work knowledge, principles, and values from theory to practice.

Potential Elements of the Performance:

- A. Develop placement-learning goals related to duties assigned and SSW standard learning goal expectations
- B. Apply field placement policies and practices related to duties assigned
- C. Identify major social work knowledge and intervention models applicable to population served and organizational mandate
- D. Observe, label and practice entry level social service work skills in accordance with the scope of practice
- E. Demonstrate ability to self-reflect and self-evaluate regarding practice skills
- F. Maintain a posture of interest and inquisitiveness in learning about the organization, models of practice and clientele served
- G. Demonstrate SSW skills and knowledge through active, planned and deliberate participation in co-requisite seminar class
- H. Complete accurate, timely and professional documentation as required

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

SSW Field Placement Manual

**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 “F” (fail). Additional comments in the evaluation form will identify particular areas of strength and areas for improvement. Students must be successful in both SSW202 & SSW200 in order to continue in SSW214 and SSW210. Students must maintain a 2.0 GPA or better to continue in fieldwork. The evaluation format used is documented in the fieldwork manual.

Fieldwork evaluation involves some degree of subjectivity and the evaluation process recognizes this. Agency circumstances change and student needs change during the course of fieldwork. Accordingly, flexibility may be required and shall be regarded as a professional skill. The professor provides the consistency required for fair and accurate placement evaluation.

Students will be required to document their learning progress and provide evidence of learning activities through the fieldwork activity log and comments on standardized learning contract. Format to be provided. This will be reviewed with the professor and revised accordingly. The fieldwork supervisor must sign all submissions.

There will be two formal performance evaluations – one at mid-placement and one at the end of placement. The evaluation is completed by the Fieldwork placement supervisor in conjunction with the student and faculty.

The SSW Program evaluation format (located in SSW Field Placement Manual) will be used for both the mid-placement progress report and the final evaluation. Each student will be fully aware of what is in his or her evaluations. The College professor then collates this information and assigns a final grade. The professor reserves the right to assign mid-term and final grade.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	

NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## 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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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. REQUIREMENTS:

Field Work is conducted in an individualized learning mode consistent with the SSW program outcomes required. The route each student takes may vary depending upon the fieldwork setting; however each student is responsible to demonstrate social service worker knowledge and skill development consistent with the SSW program requirements as well as, responsive to placement agency circumstances.

- (a) Students are required to attend an initial orientation meeting scheduled at the selected fieldwork setting. Students are encouraged to complete preliminary research about the selected setting prior to the scheduled appointment.
- (b) Students are to prepare for the orientation meeting and conduct themselves in a professional manner. Students are to bring the necessary documentation to this meeting (resume, Police Search Information, Health Record).
- (c) At the beginning of the placement, the students, with the assistance of the professor and fieldwork supervisor are responsible to review the SSW Standardized Learning Contract. In conjunction with the fieldwork supervisor, students identify the pertinent learning activities/tasks, along with unique activities related to the setting. The student, the professor, and the fieldwork supervisor will strategize and develop placement work assignments, which will provide opportunities for the students to reach their objectives. These assignments are monitored and may be modified throughout the placement.
- (d) The student, the professor, and the fieldwork supervisor, throughout the placement, will monitor the student progress with learning activities. Students must maintain a record of their activities, experiences, reactions and progress through the placement. Fieldwork Activity Log (form on page 11) must be completed and submitted bi-weekly to the fieldwork supervisor. Students submit the Fieldwork Activity Log to faculty at mid-term and at the end of November as directed by faculty.
- (e) Students must submit documentation regarding their progress on standardized goals and learning at mid-term and at the end of November.
- (f) Students will be required to maintain and submit College Field Placement time sheets (form on page 12). The procedure will be explained. There may be additional reporting and monitoring requirements for individual students, as assigned by the individual placement and/or by the College professor.
- (g) Students are expected to be prepared for scheduled field placement site visits with faculty, fieldwork supervisor and student.

- (h) Students must maintain regular communication with designated fieldwork faculty regarding their fieldwork experience, actively identify concerns/barriers and engage in effective solution/problem-solving process.
- (i) Student **must maintain the attendance requirement** in the co-requisite course, SSW202 to continue in fieldwork.
- (j) Students are required to be familiar with and abide by the SSW Program Field Placement Manual policies and procedures. Non-compliance with relevant fieldwork expectations and/or policies will result in placement review and/or termination in accordance with procedures detailed in the SSW Field placement manual.
- (k) Students are required to complete a **minimum of 175 hours** of fieldwork. Students are required to attend all placement days scheduled and arrive on time.
- (l) **Expectations regarding absences:** Students who are absent due to illness or exceptional circumstances are required to contact both the fieldwork supervisor and faculty **well in advance** when feasible and/or on the morning of their absence. An email must be forwarded within one week of day missed to the designated faculty detailing an approved plan to make-up the hours missed. **Students have one day per semester, which may be used for sick time if required without making up the fieldwork hours missed.** A request must be made by email to the faculty for this time to be considered. When a “pattern of absences” emerges, a student will be subject to placement review, academic contracting and/or termination from the placement.

## VII. 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.

## VIII. 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.



**Social Services Worker Program  
Field Placement Activity Log:**

**Student:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Field Placement Setting:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

<b>Date</b>	<b>Learning Activities/Tasks Completed/Comments</b>

**Field Placement Attendance Record:**

Students are expected to have time sheets signed by their field placement supervisor on a weekly basis. Students are to submit signed time sheets to the College Faculty monthly. Students must record the beginning time and end time of shift and the actual number of hours “worked” each day. Additionally, report any lateness or absences on the time sheet. Students are required to maintain a copy of their attendance record and to track the required hours.

Please complete daily by filling in the times you began and completed placement. Ensure your fieldwork supervisor initializes at the end of each week. Forms must be submitted to the designated College Faculty as required.

Student Name/Signature: \_\_\_\_\_

Placement Setting: \_\_\_\_\_

Fieldwork Supervisor Name/Signature: \_\_\_\_\_

Month of: \_\_\_\_\_

Week Of (DATE)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Field Supervisor Initials

Total for the Month: \_\_\_\_\_ hours      Total Hours to Date: \_\_\_\_\_

Total Days Absent: \_\_\_\_\_

Make-Up Time Dates Approved: \_\_\_\_\_

**Note:** Students are expected to complete **14 hours** per week during the fall semester and 21 hours per week in the winter semester. Students must complete a minimum of 175 hours during the fall semester. Students must notify College faculty and field placement supervisor when exceptional circumstances lead to absence at placement. Students are expected to make up missed time as approved by supervisor/faculty.