

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

**COURSE TITLE:** Field Work for Social Services Worker II

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

**PROGRAM:** Social Service Worker Program

**AUTHOR:** Leanne Murray, MSW, RSW  
Judi Gough, MSW, RSW  
**Instructor: Hilda Bojko**

**DATE:** Jan 2012 **PREVIOUS OUTLINE DATED:** Sept 2011

**APPROVED:** "Angelique Lemay" Dec. 2011

---

**DEAN** **DATE**

**TOTAL CREDITS:** 8

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

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

**Copyright © 2012 The Sault College of Applied Arts & Technology**  
*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*  
*For additional information, please contact Angelique Lemay, Dean  
School of Community Services and Interdisciplinary Studies  
(705) 759-2554, Ext. 2603*

**I. COURSE DESCRIPTION:**

This course is the practicum for the Social Services Worker Program. Students will be placed in a community setting where they will carry out social service work duties as defined by the agency supervisor, the program faculty and the student. 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 with supervision and mentoring.

**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. Become familiar 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 biopsychosocial 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 and willingness to accept feedback and direction; ability 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

**ESSENTIAL EMPLOYABILITY SKILLS:** This course includes a variety of activities and roles that include/address the following skills. The degree that skill areas B and D are required will depend on the placement setting.

- A. Communication
- B. Numeracy (depends on placement setting: may include skills such as budgeting, grant writing, research and survey calculations, etc.)
- C. Critical thinking and problem solving
- D. Information management
- E. Interpersonal
- F. Personal

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

SSW Field Placement Manual. Other readings may be assigned throughout the semester.

**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 and SSW200 in order to progress to 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 on the SSW Program Standardized Learning Contract. Format to be provided. This will be reviewed with the professor and revised accordingly. The fieldwork supervisor must sign all submissions. Students must achieve a satisfactory grade on the Learning Contract Reports to proceed in placement and achieve overall success in the course.

The SSW Program evaluation format (located in SSW Field Placement Manual) must be used. Each student will be fully aware of what is in his or her evaluations. Regular feedback regarding the student progress is strongly recommended throughout the semester. Formal performance evaluation of the student will be completed by the end of placement as per due date indicated by the professor. The evaluation is completed by the Fieldwork placement supervisor in conjunction with the student. Faculty may provide input to the student evaluation and faculty reserves the right to assign mid-term and final grade. 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:

Grade	Definition	Grade Point Equivalent
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:**

Electronic Devices at placement:

Students are to follow the policies of the host placement site as well as adhere to Sault College Code of Conduct and SSW Fieldwork Policy Manual. Failure to do so will be dealt with within the Student Code of Conduct and SSW Fieldwork Policy Manual.

Communication:

The College considers **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.

## VI. REQUIREMENTS:

Field Work is conducted in an individualized learning mode consistent with the SSW program outcomes required. The route each student takes to meet the SSW fieldwork outcomes 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 may be 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 documented by the student. Activities 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 to achieve expected vocational outcomes related to fieldwork. Students must maintain a record of their activities, experiences, reactions and progress through the placement. Students are to document on the Standardized Learning Contract following each placement day, their activities/duties along with brief comments about their learning from the activities. Students are expected to bring their learning contract to placement each day as well as to seminar class as per professor request. Students must submit Learning Contract Report(s) to the professor on due date.
- (e) Students will be required to maintain and submit Placement time sheets on a monthly basis as per professor stated due dates. 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.

- (f) Students are expected to be prepared for scheduled field placement site visits with faculty, fieldwork supervisor and student by developing an agenda for the meeting, ensuring learning contract is available and being prepared to take minutes.
- (g) 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.
- (h) Students **must maintain the attendance requirement** in the co-requisite course, SSW202 to continue in fieldwork.
- (i) 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.
- (j) 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.
- (k) Expectations regarding absences:
  - Students who are absent due to illness or exceptional circumstances are required to contact both the fieldwork supervisor and faculty *in advance* when feasible and/or on the morning of their absence.
  - A makeup plan approved by the site supervisor must be documented on the time sheet of the month the absence occurred.
  - Students have one day per semester that may be used for sick time if required, without making up the fieldwork hours missed.
  - When a “pattern of absences” emerges, a student will be subject to placement review, academic contracting and/or termination from the placement.

## VI. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.