

In this outline:

"Student" refers to the College S.S.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

"Fieldwork Supervisor"

refers to the person assigned by the placement site to be the S.S.W. student's on-site supervisor

I. COURSE DESCRIPTION:

This course is the practicum for the Social Service 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 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 sound and effective interpersonal skills that promote effective working and helping relationships.

Potential Elements of the performance:

- a. Establish and sustain working relationships with consumers, staff, and external community partners.
 - b. Maintain professional boundaries with clients and colleagues
 - c. Work collaboratively to clarify SSW role and responsibilities within the setting and fulfill them in a professional manner
 - d. Functions effectively as a member of a team demonstrating problem solving, conflict resolution and decision-making skills expected at SSW entry level
 - e. Demonstrates competency in various methods of communication
2. 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 vocational standards.
- b. Apply agency policies and practices related to duties assigned
- c. Apply previously/currently-studied knowledge and skills to helping 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. Perform ongoing self-assessment and self-care to promote awareness and enhance professional competence.

Potential Elements of the performance:

- a. Establish reasonable and realistic personal and professional goals for oneself to enhance work performance
 - b. Access and utilize resources and self-care strategies to enhance personal growth
 - c. Act in accordance with ethical and professional standards
 - d. Apply organizational and time-management skills
 - e. Utilize agency supervision effectively
 - f. Evaluate own performance using College reporting formats and evaluations.
4. Identify and use professional development resources, strategies and activities that promote professional growth.

Potential Elements of the performance:

- a. Seek and utilize supervision/consultation as necessary and appropriate
- b. Determine and build current skills and knowledge at entry SSW level
- c. Demonstrate an increased understanding and knowledge of self in relation to the helping process
- d. Apply theoretical knowledge, skills, and models of intervention to their helping relationships.
- e. Evaluate the effectiveness of their interventions and demonstrate initiative for further professional development

III. REQUIREMENTS:

Field Work is conducted in an individualized learning mode consistent with the SSW program vocational 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 responsible to regularly review the SSW Learning Contract Plan & SSW Student Performance Evaluation and engage in learning activities/tasks at fieldwork that promote professional development and skill acquisition at the graduating level. 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.
- (b) The student, the professor, and the fieldwork supervisor, throughout the placement, will monitor the student progress with learning. Students must maintain a record of their activities, experiences, reactions and progress through the placement as instructed by the professor.
- (c) Students must submit documentation regarding their progress on standardized goals and learning in accordance with faculty instructions and as per negotiated due date.
- (d) Students will be required to maintain and submit College Field Placement time sheets. 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.

- (e) 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.
- (f) The College considers the Learning Management System (**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 is directly related to your willingness to take advantage of the LMS communication tool.
- (g) Student **must maintain the attendance requirement** in the co-requisite course, SSW401 to continue in fieldwork.
- (h) Students are required to complete the *minimum* number of fieldwork (**294 hours**). Students are required to attend all placement days scheduled and arrive on time.
- (i) **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. An approved plan to make-up the hours missed must be indicated on monthly time sheet. Make-up times require approval of faculty and placement supervisor. Students are granted two days, 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, and/or termination from the placement. It is the students’ responsibility to meet the required fieldwork hours by the last day of winter semester unless prior negotiation/approval by Professor & Fieldwork Setting Supervisor.
- (j) Students are expected to be prepared for scheduled field placement site visits with faculty, fieldwork supervisor and student. The student is responsible to bring to each scheduled meeting a copy of his or her learning contract and verbally report on learning progress. These meetings afford the opportunity to monitor and evaluate the individual student’s progress, provide support and assist with problem solving when necessary. Students are to forward agenda to faculty one week prior to scheduled site visit.
- (k) 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.
- (l) Students are expected to be familiar with and abide by the College’s “Student Code of Conduct”.

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 maintain a 2.0 GPA or better to continue in fieldwork. The evaluation format used is documented in the fieldwork manual.

The primary methods of evaluation include:

- A) Successful and timely completion of learning contract/fieldwork documents detailing evidence of achievement of SSW fieldwork outcomes.
- B) Successful attainment of co-requisite SSW401 (Seminar II) course requirements
- C) Successful and timely completion of attendance records.
- D) Minimum fieldwork hours are obtained by student.
- E) Faculty & Placement supervisor evaluations indicate successful skill development.
- F) Formal evaluations are submitted as expected.

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.

There will be one formal performance evaluations at the end of placement. The evaluation is completed by the Fieldwork placement supervisor in conjunction with the student and submitted to the designated faculty.

The SSW Program evaluation format (located in SSW Field Placement Manual) and posted on LMS will be used. 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. Students are encouraged to maintain a copy of fieldwork evaluations and learning contract reports.

Toward the end of the placement, each student will be required to write a "Student Evaluation of Fieldwork Placement Setting". This is to be submitted to the professor and the agency supervisor prior to the student's last day of placement.

Grading System:

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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.	

College Practice Statement:

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

SSW Professor Approach:

This professor will explain the student success strategy to students. The professor will request students sign a SSW Program Consent/Authorization to determine permission to release pertinent information to Student Services in order to promote and support student success and retention.

V. SPECIAL NOTES:

Pertinent information pertaining to the SSW402 course is located in the SSW Field Placement Manual.

VI. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline. Professor will post on LMS for student reference.