

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: FIELDWORK PLACEMENT FOR SOCIAL SERVICES I

CODE NO. : NSW 206 **SEMESTER:** Fall

PROGRAM: SOCIAL SERVICES WORKER-NATIVE

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DATE: SEPT. '09 **PREVIOUS OUTLINE DATED:** SEPT. '08

APPROVED: "Angelique Lemay"

CHAIR

DATE

TOTAL CREDITS: 6

Co-REQUISITE(S): NSW 205

HOURS/WEEK: 100 hours/ semester

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I. COURSE DESCRIPTION:

There are several significant hands-on experiences which enhance academic learning. The opportunity to apply acquired skills and to be exposed to the working environment is critical to the successful completion of a balanced education. Students in the Social Services Worker-Native (SSW-N) Program will gain an awareness of the skills required and challenges evident in the field of social services. The placement experience should be marked by self-initiative and active participation on the part of students.

Students will be placed in local Native and non-Native services in urban and First Nation Communities for two working days per week for a 7 week period. During this time, they will actively participate as a service team member, within guidelines set by agencies and fieldwork supervisors. Students in the SSW-N program become familiar with the agency in context of the network of services available to address a variety of issues in our communities.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

There are two categories of learning outcomes to be addressed during the fieldwork placement experience; Core Learning Outcomes and Orientation Learning Outcomes. The core learning outcomes relate to skills and activities expected of students in both third and fourth semester fieldwork placement, demonstrating a level of professionalism within the workplace.

The orientation learning outcomes relate to the students' ability to become familiar with and adapt to the fieldwork placement environment, preparing the student to have a functional understanding of the agency, services and consumers upon the beginning of the four day placement in semester four.

CORE LEARNING OUTCOMES: (All of the following must be completed satisfactorily)

When you have earned credit for this course, you will have reliably demonstrated ability to:

1. Communicate clearly, concisely and accurately in the written, spoken and visual form that fulfils the purpose and meets the needs of the workplace.
2. Apply essential interpersonal skills in an appropriate and effective manner i.e.: observation; active listening; self-disclosure; empathic understanding; development of the helping relationship; objectivity.
3. Implement and demonstrate effective work and time management skills.

4. Encourage respect and sensitivity for individual self-determination, dignity, rights, lifestyle choices and diverse cultures.
5. Adapt to the interpersonal dynamics of the workplace:
 1. Collaboration with co-workers.
 2. Relationship with supervisor.
6. Utilize the skills of self-initiative and discipline within the placement setting.

ORIENTATION LEARNING OUTCOMES:

For many students the third semester placement will be the first exposure to the fieldwork setting. The orientation learning outcomes are designed to assist students with the transition from the classroom to the work environment within a social services setting. Students must successfully complete all ten (10) orientation learning outcomes below:

1. Become familiar with and recognize how the mandate, goal, principles and philosophy of the placement agency fit with social work values, ethics and principles of practice.
2. Understand the policy, guidelines, legislation or government ministry that guides service delivery.
3. Recognize the scope of services, programs offered and the community partners, networks in place.
4. Initiate and contribute to a supervisory relationship with the placement supervisor.
5. Develop working and team relationships with staff and relevant collaterals.
6. Become familiar with the placement environment's setting, equipment, software etc. required for active placement participation.
7. Prepare and implement a self care plan.
8. Identify individual strengths and abilities that contribute to the program and services; identify areas of development and create a written plan to address the areas of development.
9. Become familiar with the theories, models, concepts etc. adopted by the agency/program related to the implementation of services.
10. Create the fourth semester learning contract in conjunction with fieldwork supervisor.

Third Semester Learning Contract: The Third Semester Learning Contract consists of the six (6) Core Outcomes and the ten (10) Orientation Learning Outcomes. Students will use the learning contract to guide their orientation process and determine placement specific tasks. Students are also required to prepare the Fourth Semester Learning Contract, which will be guided by the tasks and activities and knowledge they gained during the third semester.

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

Social Services Worker-Native Field Placement I Handbook.

Students are expected to dress appropriately for the workplace environment.

Transportation and parking related costs to and from placement are the responsibility of the student.

IV. EVALUATION PROCESS/GRADING SYSTEM:

Students receive an S (Satisfactory) or U (Unsatisfactory) for fieldwork placement. To obtain a satisfactory grade in this course:

- A. **ALL** Core Learning Outcomes must be evaluated by the Fieldwork Supervisor at the satisfactory level.
- B. Of the ten (10) Orientation Learning Outcomes, the student must be evaluated by the Fieldwork Supervisor at a level that **Satisfactorily Meets Expectations** for six (6) or more of the ten (10) orientation outcomes. If a student does not satisfactorily meet six (6) or more Orientation Learning Outcomes at the end of the semester, the student is deemed not successful at placement. The student will then meet with the faculty to discuss available options.

C. ***This is the continuum to be applied to evaluate the learning outcomes:***

F	1	2	3
Does not meet expectations	Meets minimal expectations, but significant improvement is required	Satisfactorily meets expectations	Exceeds expectations

Level of Achievement Scale:

F =	Does Not Meet Expectations The student has not demonstrated the required skill in this area. Considerable improvement is required in order to achieve an acceptable level.
1 =	Meets Minimal Expectations, Significant Improvement Required The student has demonstrated some level of skill in this area, but requires some additional assistance, direction, knowledge, or skill development to achieve an acceptable level.
2=	Satisfactorily Meets Expectations The student has demonstrated that they are able to comprehend and carry out this skill area on a regular basis.
3 =	Exceeds Expectations The student has demonstrated that they are able to comprehend and carry out this skill area with initiative and insight beyond acceptable levels of expectations.

Throughout the semester, students, supervisors and the fieldwork faculty will evaluate the student's performance of all Learning Outcomes. Formal evaluation will occur at Mid-term and at the end of the semester.

Students are expected to be prepared for the mid-term and final evaluation meetings with a personal evaluation of their level of achievement. The student and the field placement supervisor will meet and complete the evaluation prior to evaluation meeting with the Faculty Liaison.

Students must complete a minimum of **100 hours** of fieldwork placement during the semester in order to successfully complete their placement. This is commonly accomplished by the completion of two 8-hour shifts per week for a 7 week period. Some placement settings' hours of operation differ, therefore, consultation with the field supervisor will determine how the required hours will be completed.

Time missed must be rescheduled by the student with their respective placement.

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%	4.00
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.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

V. SPECIAL NOTES:

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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C",
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as a result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.