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**NATIVE COMMUNITY WORKER
GUIDELINES FOR FIELDWORK PLACEMENT PRACTICUM
WINTER 1993**

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**NATIVE COMMUNITY WORKER (NCW)
FIELDWORK PLACEMENT PRACTICUM
AIMS AND OBJECTIVES**

General Aims and Objectives:

This practicum incorporates the following aims and objectives in field placement settings:

1. To experience the role of the agency worker in a social service-oriented facility.
2. To become familiar with the dynamics and operations of the services provided by the agency and of the clients that the agency serves.
3. To integrate practice, individual knowledge and experience with acquired theories.
4. To develop a constructive, working relationship with other placement personnel and with outside social service agencies as the placement necessitates.
5. To establish and maintain a helping relationship with clients using the skills learned in the academic program.
6. To become aware of his/her own personal feelings, values and responses in the role as helper with the goal of enhancing those skills.
7. To develop work and behavioural attitudes, if necessary, which reflect professional competencies.
8. To demonstrate the knowledge of social issues that the agency addresses.

Objectives of the NCW Student:

Objectives of the student, in conjunction with the NCW program, are completed individually by the students and shared with the field placement supervisors.

Each student must adhere to these objectives. In the beginning of the practicum, each student must document their personal objectives. During the first week of the placement, the student should meet with his/her placement supervisor to discuss these objectives and, if required, make any modifications (given the nature of the social service agency). The fieldwork seminar leader must be informed of final objectives.

TERMS & CONDITIONS OF FIELD PLACEMENT PRACTICUM

Length of Practicum:

The practicum will begin on January 11, 1993 and will terminate on April 12, 1993. It will be approximately fourteen weeks in duration.

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Hours of Work:

The student is required to work twice a week for a daily minimum of six hours to a daily maximum of eight hours. It is important that the student be exposed to the differing work hours and shifts to familiarize him/herself with the reality of the workplace. The student is **NOT** to be the sole staff member working at any one time, i.e. night shift.

During the first week, the student should meet with his/her field placement supervisor to arrange his/her work schedule.

Mandate of the NCW Student is:

1. To participate actively in the daily life of the social service agency, which presupposes:
a] the student will be involved in different activities at the agency, and b] the student will be a member of the team.
2. To practice his/her skills as a social service worker, to undertake tasks of increasing complexity while respecting the roles and responsibilities of the resident social service workers.

Termination of Field Placement by the Agency:

Before proceeding with field placement dismissal, the placement supervisor must discuss the reasons for the dismissal with the NCW student and the College contact person. «

Termination of Field Placement by the NCW Student:

Before terminating field placement, the NCW student must discuss the reasons for termination with the placement supervisor and the College contact person.

Transportation Costs:

The student is responsible for all travel costs and arrangements to and from the field placement agency.

Absences:

Any NCW student who is absent from his/her placement must advise his/her placement supervisor or designate. Absences in excess of two days must be reported to the College contact person by the NCW student and his/her placement supervisor.

TERMS AND CONDITIONS OF FIELD PLACEMENT SUPERVISION

Responsibilities of Agency Field Placement Supervisor:

Ideally, a placement supervisor who is a professional social service worker within the agency or facility, will be assigned to each NCW student to ensure on-going guidance, support and assistance.

The type of supervision, individual or group, offered is a function of the policies of the agency and should be determined at the beginning of field placement. Placement supervision should include training and performance monitoring.

Responsibilities of College Field Placement Contact Person:

During field placement practicum, the College contact person will regularly contact the NCW student and the field placement supervisor to determine practicum progress of the student. The College contact person may be reached at 759-6774, Extension 499.

EVALUATION AND GRADES

The Grading Formula:

The final mark is to be divided as follows:

- Mid-Practicum Evaluation
- Field Placement Practicum
- Final Practicum Report

Each report is evaluated separately but all MUST be completed satisfactorily in order to receive a final credit.

Mid-Practicum Evaluation:

A meeting will be held between the NCW student, the field placement supervisor and the College contact person approximately mid-way during the field placement practicum.

Appendix A - Mid-Practicum Evaluation will show the methods needed to prepare the evaluation.

Field Placement Practicum:

At the end of the field placement practicum, the NCW student will be marked (optional) and evaluated by his/her placement supervisor. This evaluation will be based on the objectives of the practicum as described in this guide and the NCW students' own written objectives as previously discussed.

It is suggested that the evaluation be in the form of an exchange between the NCW student and the field placement supervisor to verify whether the student has put into practice those suggestions established during the mid-practicum evaluation.

A grading form (Appendix B - Grading Form) is attached and its completion by the field placement supervision is optional. The grading form must then be returned to the College contact person at the end of the field practicum as well as a written evaluation of the practicum.

**NATIVE COMMUNITY WORKER
FIELD PLACEMENT PRACTICUM
APPENDIX A - MID-PRACTICUM EVALUATION**

A mid-practicum evaluation meeting will be made by the student, the agency fieldwork supervisor, and the College contact person. In order to prepare for the mid-practicum meeting, the NCW student should re-evaluate each of his/her specified objectives to gauge whether he/she is "on course"; and if not, what remains outstanding.

The following outline should be followed for each objective:

1. What objectives have been achieved up to this point?
2. What are the problems that have been encountered?
3. What were the methods used to rectify those problems?

This exercise should be carried out by both the field placement supervisor and the NCW student, but without consulting each other. The meeting may elicit differing perceptions and stimulate ways of resolving problems.

The Mid-Practicum Evaluation's findings will be taken into account during final supervisory evaluation, i.e. if solutions to resolve problems that were made during the mid-point evaluation have been utilized or attempted.

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FIELD PLACEMENT PRACTICUM**

**APPENDIX B - GRADING FORM (OPTIONAL COMPLETION
BY FIELD PLACEMENT SUPERVISOR)**

Recommended Grade; _____

Signature of
Field Placement Supervisor:

Name of Social Service Agency:

Address: _____

Phone Number:

Date: _____

My Field Placement Supervisor has discussed this evaluation with me.

I **AGREE** with the recommended grade

I **DISAGREE** with the recommended grade

Student's Signature _____

Date _____

If the student disagrees with the recommended grade, he/she should explain in writing and submit a copy to the Field Placement Supervisor and the College contact person.

Final Grade:

Assigned by:

College Contact Person

Date: _____

**NATIVE COMMUNITY WORKER
FIELD PLACEMENT PRACTICUM
APPENDIX C - FINAL REPORT**

The field placement supervisor should give an overall evaluation of the student's performance while in the social service-oriented agency. The report should include:

- (a) the quality of student observation and analysis skills;
- (b) interpretation of situations and the ability to communicate;
- (c) a brief summary of the student's work activities in field placement;
- (d) comment on the student's performance in the varied activities while in field placement;
- (e) identify areas in which the student needs improvement.

This final report should be received by the College contact person by April 22, 1993.

