

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 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 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. Establishes and sustains working relationships with consumers, staff, and external community partners.
 - b. Maintain professional boundaries with clients and colleagues
 - c. Works collaboratively to clarify SSW role and responsibilities within the setting and fulfills them in a professional manner
 - d. Functions effectively as a member of a team
 - 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 standard learning goal expectations
- 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.
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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 current skills and knowledge
- 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 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 required to complete preliminary research about the selected setting prior to the scheduled appointment.
- (b) Students are to prepare for the orientation meeting and conduct him or her 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 develop a Learning Contract. The student, the professor, and the fieldwork supervisor, throughout the placement, will monitor the established goals. Learning Contracts must be completed within **3 weeks** of placement commencing. The signed learning contract (format on page 14 & 15 of course outline) is to be submitted to professor on September 29, 2005 unless otherwise negotiated. The student may be withdrawn from the fieldwork setting if the learning contract is not completed. Goals may be modified and additional goals determined during the course of the placement.

- (d) 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 modified throughout the placement.
- (e) Students must maintain a weekly journal record of their activities, experiences, reactions, and progress through the placement (see page 11 of course outline).
- (f) Students will be required to maintain and submit College Field Placement time sheets. (see page 12 of course outline). 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. 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.
- (h) Students are encouraged to maintain regular communication with designated fieldwork faculty regarding their fieldwork experience.
- (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 200 hours (minimum 180 hours, dependent upon start date) 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.

IV. EVALUATION PROCESS/GRADING SYSTEM

1. Students will be required to develop and maintain a learning contract. Format to be provided. This will be reviewed with the professor and revised accordingly. The student must submit the learning contract with comments about their progress with the final placement evaluation. The fieldwork supervisor must sign all submissions.
2. There will be two formal performance evaluations – one at mid-placement and one at the end of placement. The evaluation will encompass the student's achievement of objectives, as well as their process of achievement and performance. The evaluation is coordinated and organized by the College fieldwork professor, with the assistance and input by the fieldwork supervisor and the student.

3. The College's format 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.
4. 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.
5. The professor in assigning the field grade will also consider punctual and regular attendance at placement and timely completion of assignments.

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.

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.

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%	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.	

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.

ADDITIONAL NOTES:

1. Students are required to observe and abide by the SSW Field Placement Manual. Each student will receive a copy of the manual at the start of the placement. Any breach of these policies, including items related to attendance, punctuality, attitude, confidentiality etc. could result in disciplinary action, suspension, or termination of the placement.
2. Students are expected to read the "Professional Obligations", attached to this outline.
3. Students are expected to be familiar with and abide by the College's "Student Rights and Responsibilities" policies.
4. Course outline retention: It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. 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.

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 493 so that support services can be arranged for you.

V. 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.

VI. 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.

PROFESSIONAL OBLIGATIONS: (*Always keep in mind that you are a student on this placement*)

1. To regard the welfare of the individuals you serve, the agency, and the College (not always in this order) as your primary professional duty.
2. To hold yourself responsible for your professional conduct.
3. To be willing always to increase your professional competence and to willingly share your knowledge with others in your profession.
4. To strive to support the further development of your profession by participating to the best of your ability in related professional activities.
5. To work cooperatively with other persons having regard for their areas of competence.
6. To use clear communication in expressing your view on the findings, opinions, and professional conduct of colleagues, confining such comments to matters of fact and matters of your own knowledge.
7. To respect the privacy, dignity, and other rights of clients and fellow staff (see policy on confidentiality).
8. To use in responsible manner information received in the course of professional relationships.
9. To follow the Ontario College of Social Workers and Social Service Workers Code of Ethics (attached) where applicable to students.

Following are a number of guidelines pertaining to the student's relationship to the field placement agency in which he or she will be training. It is imperative that each student comprehends fully and follows closely these **guidelines** to get the maximum educational value from the field placement experience.

1. Find out all you can about your field placement setting, its policies, functions, and general philosophy, taking care to ask pertinent questions.
2. Find out your designated role at your field placement location and follow it well. Remember that you are not on field placement in the capacity of diagnosticians but as students to follow through on the instruction of the field contact personnel.
3. Ask the staff for guidance. Do not launch into something you know nothing about.
4. Be polite, courteous, and attentive. Remember that you are there to learn, observe, and work. Assertiveness is also expected, in obtaining feedback, getting information required, and in generating new ideas.
5. Avoid premature judgment on the program, which is carried out by a specific field placement setting. Remember you are a student learning and not someone there to assess the relative merits of the program. Be careful about being openly critical. Concerns about the service delivery can be discussed in the confidence of the supervision meeting, or with the College Professor or Field Placement Supervisor.
6. Clothing and personal deportment are according to acceptable norms of the placement setting. Remember that you are representing your profession, your College, and yourself. A high degree of professionalism is expected. Attendance and punctuality requirements are addressed in the "Program Policies", and under #9 below.
7. Any problems encountered in your field placement should be taken to your Field Placement Supervisor. Never confront the staff about a problem in front of clients - wait for a private, appropriate time. Be diplomatic! **Report all incidents to the College fieldwork professor immediately.**
8. Make sure you are always on time for your placement and contact the fieldwork supervisor and the field placement well in advance if it is necessary for you to be absent. See also the Field Work Policies for more on attendance and punctuality.
9. Remember that the experiences you have in your field placement are part of a learning experience and are to be held in the strictest confidence. The students will not discuss cases with others that have no direct relationships to the client. At the field placement keep your records and correspondence in a manner consistent with agency guidelines and policies.

**Ontario College of Social Workers and Social Service Workers
Code of Ethics**

1. A social worker or social service worker shall maintain the best interests of the client as the primary professional obligation.
2. A social worker or social service worker shall respect the intrinsic worth of the persons she or he serves in her or his professional relationships with them
3. A social worker or social service worker shall carry out her or his professional duties and obligations with integrity and objectivity.
4. A social worker or social service worker shall have and maintain competence in the provision of a social work or social service work service to a client.
5. A social worker or social service worker shall not exploit the relationship with a client for personal benefit, gain, or gratification.
6. A social worker or social service worker shall protect the confidentiality of all professionally acquired information. He or she shall disclose such information only when required or allowed by law to do so, or when clients have consented to disclosure.
7. A social worker or social service worker who engages in another profession, occupation, affiliation or calling shall not allow these outside interests to affect the social work or social service work relationship with the client.
8. A social worker or social service worker shall not provide social work or social service work services in a manner that discredits the profession of social work or social service work or diminishes the public's trust in either profession.
9. A social worker or social service worker shall advocate for workplace conditions and policies that are consistent with this Code of Ethics and the Standards of Practice of the Ontario College of Social Workers and Social Service Workers.
10. A social worker or a social service worker shall promote excellence in his or her respective profession.
11. A social worker or social service worker shall advocate change in the best interest of the client, and for the overall benefit of society, the environment, and the global community.

**SSW200
Weekly Journal**

Student Name: _____

Fieldwork Setting: _____

Dates of Journal: _____

Field Work Placement Supervisor's Signature: _____

Each student is responsible for recording the activities and responsibilities for each week at placement. In addition, students are asked to share their feelings, reactions, and thoughts about their experiences. The journal entries will enhance the student's awareness of professional and personal strengths and challenges in the helping field.

Please check the appropriate helping activities involved in this week and provide a brief narrative of skills utilized:

- Observation of "helping" activities (name specifically)
- Intake and/or assessment work
- Individual Casework
- Family Work
- Group Work
- Community Work
- Supportive Interventions (1:1 visits, home visits)
- Leisure, recreational or other supportive activities
- Social work documentation
- Agency documentation/recording
- Planning Activities
- Prevention &/or Education Activities
- Grant writing & Proposal Writing Activities
- Networking
- Referral &/or Linking Activities
- Administrative Duties
- Advocacy
- Case Management/Service Coordination
- Public Relations & Marketing Work
- Interviewing Skills
- Team/Staff Meeting
- Case Conferences & Community Committee Work
- Crisis Intervention Work
- Other: (Name specifically)

Narrative (Describe skills observed and/or used in above activities):

Describe your self-reflections (thoughts, emotional reactions, feelings, behaviours, etc.) and what situation(s) they were in relation to:

What was most meaningful to you this week, (a) personally, and (b) professionally?

What was most challenging to you this week, (a) personally, and (b) professionally?

Have you noticed any themes or patterns in your feelings, thoughts, or actions this week? If so, what meaning do you make of them? Are they something to bring to your supervisor or to seminar to discuss and explore?

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 time sheets to the College Faculty as required. Initially, every two weeks and thereafter as instructed by the professor, monthly. Students must record the actual number of hours “worked” each day and 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, and the total number of hours this amounts to (i.e., 9:00 – 5:00, 7 hours). Ensure your fieldwork supervisor initials at the end of each week. Forms must be submitted to the designated College Faculty as required.

Student Name: _____
 Placement Setting: _____
 Fieldwork Supervisor Signature: _____

Month of: _____

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Supervisor Initials

Total for the Month: _____ hours
 Total Days Absent: _____
 Make-Up Time Dates Approved: _____

Sample: September

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Initials
12-16	9 – 5 (7)	9 – 5 (7)						14	
19-23	9 – 5 (7)	9 – 5 (7)						14	
26-30	9 – 5 (7)					12 – 4 (7)		14	
Total								42	

Total for the Month: 42 hours
 Total Days Absent: 0
 Make-Up Time Dates Approved: _____

**Social Services Worker Program
Learning Contract**

All students are expected to develop an individualized learning contract in consultation with their on-site field placement supervisor and designated faculty. Students are to identify and describe a minimum of three learning strategies per standardized learning goal area. Students are encouraged to review the final evaluation to develop strategies that are consistent with program expectations. At the end of the semester, students are expected to describe and document evidence of accomplishing the goal and strategies.

The learning contract will be reviewed and approved by both faculty and the field placement supervisor within three weeks of start date of placement. Students are expected to submit draft copies in advance of the due date to ensure supervisory feedback. Learning Contracts must be word-processed utilizing the format discussed by the College faculty.

Students are expected to maintain a copy of their learning contract, regularly review their progress toward goals and bring to scheduled meetings with their field placement supervisor and faculty for the purposes of supervision, evaluation and discussion.

The rating scale below is to be utilized by the fieldwork supervisor and/or faculty at the end of the semester in order to assess the student's progress in accomplishing strategies to meet goal areas.

Rating	Evaluation	Evaluation
5 =	Outstanding performance	Performance consistently above expected level
4 =	Very good performance	Performance usually above expected level
3 =	Acceptable performance	Performance is acceptable
2 =	Needs improvement	Performance inconsistent and requires improvement
1 =	Unacceptable/Incompetent Performance	Performance below acceptable level
NO =	Not observed	Not able to evaluate at this time
NA =	Not applicable	Not applicable to setting/at this time

Goal Area: The student demonstrates:	Strategies To Achieve Goal:	Target Dates	Evidence of accomplishment of goal and strategies (student completes at end of semester)	Evaluation Rating 1 2 3 4 5
1. Understanding of placement setting.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
2. Effective work related interpersonal skills.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
3. Ability to develop helping relationship with client (individual, families, group or community).	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
4. Knowledge and application of effective assessment approach and skills.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
5. Knowledge and application of effective intervention model(s) and skills.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
6. Ability to identify and use culturally competent practices with diverse groups.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
7. Ability to identify and understand the social policies, laws, and legislation relevant to the setting.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
8. Conveys professional values, ethics and attitudes.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
9. Ability to communicate clearly, concisely and professionally in a various methods.	1. 2. 3	1. 2. 3	1. 2. 3	1. 2. 3
10. Identify any additional or specialized knowledge, skills, attitudes, and values specific to this field practicum. (optional)	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.