

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FIELD WORK IA (150 HOURS)  
FIELD WORK IB (150 HOURS)

---

Code No.: CCW 128-6  
CCW 200-6

---

Program: CHILD AND YOUTH WORKER

---

Semester: ONE AND TWO

---

Date: SEPTEMBER 1991 Previous Date: SEPTEMBER 1990

---

Author: MICHAEL MCFARLING, B.A., C.C.W.  
MARY RITZA, B.A., C.C.W.

---

APPROVED:

K. DeRosario  
K. DeRosario, Dean  
School of Human Sciences  
and Teacher Education

DATE:

June 12/91

Field Work I (CCW 128/200)

Instructor: M. McFarling, M. Ritza

GOALS OF COURSE

This is the first level of field placement in the Child and Youth Worker Program. It is designed to initiate the student into the practical training of the field.

OBJECTIVES

1. To initiate the student into the practical nature of the course as per DACUM/CYW evaluation form outline.
2. To develop the ability to integrate knowledge and theory with practical work - with special emphasis on the various developmental needs of children.
3. To begin to develop professional skills and attitudes in relation to resolution of interaction concerns and academic concerns.
4. To begin the process of self-evaluation of one's own work and attitude in specific situations and with various other professionals in the school setting.
5. To begin to understand the workings of the school setting as it applies to the CYW.

COURSE REQUIREMENTS

Fieldwork IA and IB is conducted in an individualized learning mode. Students will meet once as a group with the instructor at the start of placement to sort out various assignments and will meet thereafter as a group at the discretion of the instructor. Even where more than one student is at the same school, the placement learning experience is treated as an individualized process.

- A. Students must maintain a weekly "diary" on their progress through the placement. Space for this is provided in the fieldwork evaluation form. Students will be asked to maintain time sheets as well.
- B. Personal performance objectives will be established with the instructor and in accordance with the DACUM/CYW guidelines. The agency supervisor will be aware of the expectations and will have considerable input into the evaluation process.

Field Work I (CCW 128/200)

Instructor: M. McFarling, M. Ritza

C. Students will be required to maintain College Placement time sheets. This procedure will be explained in class.

D. Regular supervision meetings with the student, agency supervisor (teacher) and instructor will afford the opportunity to monitor the individual student's progress. The instructor will also be prepared to use this opportunity to demonstrate such things as treatment methodologies, methods of professional conduct or teaching theories as applicable to the situation.

#### EVALUATION

Students will be evaluated on an ongoing basis with formal reports issued both at mid-term and at finals in each semester. Each student will have input into their evaluation to a certain extent but the field agency supervisor and college supervisor will decide the final format and the grade will be issued by the instructor. Student must be successful in 1A in order to progress to 1B.

#### ADDITIONAL NOTES

1. Students are expected to observe the CYW Placement Policies. Each student will receive a copy of these at the start of Placement. Any breach of these policies, including items relating 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.

#### PROFESSIONAL OBLIGATIONS

1. To regard the welfare of the individuals, the group and the community you serve as your primary professional duty.
2. To hold yourself personally 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 associations and activities.
5. To work cooperatively with other persons having regard for their areas of competence.
6. To use care in expressing views on the findings, opinions and professional conduct of colleagues, confining such comments to matters of fact and matters of his own knowledge.

Field Work I (CCW 128/200)

Instructor: M. McFarling, M. Ritza

7. To respect the privacy, dignity and other rights of clients.
8. To use in a responsible manner information received in the course of professional relationships.

Following are a number of rules pertaining to the student's relationship to the field placement location he or she will be working in. It is imperative that each student comprehend fully and follow closely these rules so as to get the maximum educational value from his or her 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, 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. New approaches to your assignments must first be approved by the field contact person.
3. Do not be afraid to ask the staff for guidance. Do not plunge into something you know nothing about.
4. Be polite, courteous and attentive. Remember, you are there to learn, observe, and work.
5. Try to avoid premature judgmentalism on the program 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 of the service delivery can be discussed in the confidence of the supervision meeting, or with the instructor.
6. Dress and personal deportment are according to acceptable norms of the placement setting.
7. Be willing to share any pertinent information you have learned in the setting with the staff who work there.

Field Work I (CCW 128/200)

Instructor: M. McFarling, M. Ritza

8. Any problems encountered in your field placement should be taken to your field work supervisor. Never confront the staff with the problem in front of clients - wait for a private, appropriate time. Be diplomatic.
9. Make sure you are always on time for your placement and contact the field work supervisor and the field placement well in advance if it is necessary for you to be absent.
10. 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 who have no direct relationships to the client. This is applied to other staff within your field placement as well as outside. At the field placement keep your records as well as correspondence in a confidential manner.
11. Always complete all assignments that you must do while at field work.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
CHILD & YOUTH WORKER PROGRAM

ADDITION TO C.Y.W. PROGRAM POLICIES  
NOTICE OF AGREEMENT

Student Agreement Form

Regarding the Child and Youth Worker Course Outline:

I, \_\_\_\_\_, have read the C.Y.W.  
Course Outline for the Course \_\_\_\_\_.

I understand its contents and agree to adhere to them.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

ADDENDUM

**To All Students:**

In order to assist you in your attempt to complete your course requirements, any special needs accommodation that you may require should be identified to the instructor. Please identify your concern before the next class and submit a written verification within these first three week.