

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Field Work I & II & III

CODE NO.: DSW103 & DSW111 & 205 SEMESTER: I & II & III

PROGRAM: Developmental Services Worker

AUTHOR: K. DeLuco/Ed Finn

DATE: September 93/January 94

New: X Revision:

APPROVED: [Signature] DEAN DATE June 29/93



I. Philosophy/Goals:

Fieldwork II is designed to give students the experience and skills necessary to work in a variety of work/school settings. Students will become familiar with various settings as well as hands on training with Developmentally Handicapped individuals.

II. Student Performance Objectives:

After completing the requirements for Fieldwork II the student will:

- a) have a greater understanding of the functions and services their placement agency provides
- b) develop a sense of team work by experiencing interaction with other professionals in the field
- c) observe a variety of techniques for training and teaching Developmentally Handicapped persons
- d) learn the importance of proper work habits and how these habits affect others, i.e. supervisors, other staff and peers
- e) learn to follow lines of communication and how to deal with conflicts should they arise
- f) learn to manage and utilize their time effectively
- g) develop a sense of responsibility and a feel for the role of a DSW professional
- h) to follow their individual placement's policies and procedures

III Methodology:

Students will be assigned to various agencies such as; schools, vocational placements, nursing homes, developmental centres, etc. by the DSW department. DSW students will be required to work according to a schedule mutually agreed upon by the student, faculty and field placement supervisor. Shiftwork may be required.

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

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 with the field agency supervisor and college supervisor. The grade will be assigned by the instructor. Student must be successful in DSW103 in order to progress to DSW111.

* Evaluation will be according to:

- DSW103 - DSW Field Work Evaluation Form Seminar I
- DSW111 - DSW Field Work Evaluation Form Seminar II
- DSW205 - DSW Field Work Evaluation Form Seminar III

Additional Notes:

1. Students are expected to observe the DSW 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.
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.
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.

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DEVELOPMENTAL SERVICES WORKER PROGRAM

**ADDITION TO D.S.W. PROGRAM POLICIES
NOTICE OF AGREEMENT**

Student Agreement Form

Regarding the Developmental Services Worker Course Outline:

I, _____, have read the D.S.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 weeks.

Regarding the Developmental Services Worker Course Outline:
I, _____, have read the D.S.W. Course Outline for the Course _____
I understand its contents and agree to adhere to them.

Signed: _____

Dated: _____