

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Field Work Seminar I

CODE NO.: DSW 104 SEMESTER: I

PROGRAM: Developmental Services Worker Program

AUTHOR: DSW Faculty

DATE: September 1995 PREVIOUS OUTLINE: September 1994

NEW: REVISED:

APPROVED:

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

Date

Aug 11/95

****NOTE:** Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

I. PHILOSOPHY/GOALS

This course is designed as a corequisite to Fieldwork. Seminar provides the forum through which students can process their field placement experiences.

Field placement provides the student with exposure to real-life situations and seminar enables them to gain self-confidence in their knowledge, skills and abilities. They will further develop skills involved with working as a team and with working with professionals in various disciplines involved with supporting persons with developmental delays. This course is designed to facilitate the growth of a competent worker with multifaceted skills.

II. STUDENT PERFORMANCE OBJECTIVES

Students will by the completion of this course be able to:

1. demonstrate effective abilities to access and organize appropriate supports and resources. They will do so by accurately analyzing the key components of:
 - a. Unemployment Insurance
 - b. Education Act
2. Organize and demonstrate the effective use of techniques and strategies which promote the development of functional skills of everyday life. They will do so by role play of effective techniques which consistently show value and respect to individuals and their personal preferences and capacities. These techniques should be the least intrusive possible.
3. define professional behaviour by:

A. CONDUCTING ONESELF EFFECTIVELY AND ETHICALLY

- i. Working efficiently which means:
 - a. be punctual
 - b. manage own time
 - c. complete tasks on time
 - d. establish priorities and organize daily work load
 - e. organize and maintain work areas
 - f. demonstrate initiative
 - g. persevere in challenging situations
 - h. seek, accept, act on, and provide constructive feedback
- ii. Maintain Ethical Standards which means:
 - a. treat all others with dignity and respect
 - b. have regard for personal possessions
 - c. be honest
 - d. maintain confidentiality
 - e. be discrete in discussions and reports
 - f. judge what should and should not be shared with whom
- iii. In the context of a diverse multicultural society, work cooperatively with others by:
 - a. displaying sensitivity with members of both genders
 - b. modelling professional appearance and behaviour
- iv. Work effectively with others in complex situations including:
 - a. being able to separate personal and professional life.

B. CARRY OUT PRESCRIBED PROCEDURES AND DUTIES IN A VARIETY OF SETTINGS

- i. Follow workplace objectives, policies and procedures, including:
 - a. designated lines and patterns of communication
- ii. According to workplace and legal requirements:
 - a. report suspected abuse and neglect
 - b. prepare and complete incident and accident reports

C. CONTINUE LIFE-LONG LEARNING AND PROFESSIONAL DEVELOPMENT

- i. Continuously evaluate whether this particular field is one in which they can find satisfaction and continue to grow.
- ii. Create career plans which lead to long-term action plans for growth.
- iii. Demonstrate knowledge of sources of continuing education such as:
 - a. related College and University programs
 - b. in-service training conducted by employers
 - c. organizations that provide ongoing training opportunities such as workshops, conferences, symposia, etc.
 - d. various professional organizations

D. KEEP UP TO DATE ON CHANGING NATURE AND IMPACT OF TECHNOLOGY

4. Describe your observations by:

- a. creating and using daily logs
- b. identifying and describing the factors which influence the accuracy of observations
- c. record an observation using the format given in class
- d. list types of recording

5. Express effective communication by:

- a. describing the feelings and problem areas they are attempting to resolve.

III. REQUIREMENTS

1. Preservation of confidentiality as per DSW policy.
2. Regular attendance at Integrated Seminar. This means that 80% of classes per semester is minimum attendance. The total grade will be reduced if attendance falls below 80%. The purpose of attendance is to ensure that presentations are done before a receptive contributing audience as well as to allow students to demonstrate their professional commitment. Graduate-level participation is expected and one cannot participate if absent!
3. Projects and presentations are due on the assigned date in class. In the event of serious illness and/or emergencies, they must contact the instructor prior to or on the due date. Failure to do so will result in a zero grade. the instructor reserves the right to ask for verification of absence in any case.
4. Participation in presentations and discussions is expected. the instructor will determine the grading for this section.
5. Unemployment Insurance Quiz
Education Act Worksheet
Roleplaying
Fieldwork I Evaluation
Policies and Procedures Group Discussion
Review Abuse Report Procedures
Complete Accident Injury Report
Review Professional Development
Daily Log Record
Complete Observation Tool
Oral Report

IV. PROFESSIONAL OBLIGATIONS

1. To regard the welfare of the individuals, the groups 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 you 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.
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.

IV. PROFESSIONAL OBLIGATIONS (cont.)

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 students' 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 only 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 and observe.
5. Never be judgmental on the programme 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 programme. Never be openly critical. Concerns of the service delivery can be discussed in the confidence of the Integrated Seminar.
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 if you are asked.
8. Any problems encountered in your field placement should be taken to your field work supervisor. Never confront the staff with the problem.
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 experience 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 and correspondence in a confidential manner. During the Integrated Seminars you will maintain confidentiality by referring to your clients by fictitious names and deleting only facts that you believe to be identifying to those present.

IV. PROFESSIONAL OBLIGATIONS (cont.)

11. Always complete all assignments that you must do while at field work.
12. The Integrated Seminar is correlated to your field placement and is compulsory.

V. EVALUATION

For an "A+"

- . Unemployment Insurance Quiz
- . Education Act Worksheet
- . Roleplaying
- . Fieldwork I Evaluation
- . Policies and Procedures Group Discussion
- . Review Abuse Report Procedures
- . Complete Accident/Injury Report
- . Review Professional Development
- . Daily Log Record
- . Complete Observation Tool
- . Oral Report

For an "A"

- . Oral Report
- . Complete Observation Tool
- . Daily Log Record
- . Review Abuse Report Procedures
- . Policies and Procedures Group Discussion
- . Fieldwork I Evaluation
- . Education Act Worksheet
- . Complete Accident/Injury Report

For a "B"

- . Oral Report
- . Complete Observation Tool
- . Review Abuse Report Procedures
- . Daily Log Record
- . Policies and Procedures Group Discussion
- . Fieldwork I Evaluation
- . Complete Accident/Injury Report

For a "C"

- . Daily Log Record
- . Review Abuse Report Procedures
- . Policies and Procedures Group Discussion
- . Fieldwork I Evaluation
- . Complete Observation Tool
- . Oral Report

V. EVALUATION

COLLEGE GRADING POLICY

90 - 100% = A+
80 - 89% = A
70 - 79% = B
60 - 69% = C
BELOW 60% = R

- * Fieldwork Seminar I and Fieldwork I are to be taken simultaneously. If in either course the student is unsuccessful, this will result in a repetition of both courses.
- * Fieldwork I Evaluation must be handed in at designated times during Seminar. This is the student's responsibility.

VI. SPECIAL NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

ADDENDUM

To All Students:

In order to assist you in your attempt to complete your course requirements, any special 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.



SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
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: _____

