



# COURSE OUTLINE

## SSW101

Prepared: Leanne Murray, MSW, RSW    Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

<b>Course Code: Title</b>	SSW101: INTRODUCTION TO SSW HELPING SKILLS										
<b>Program Number: Name</b>	1203: SOCIAL SERV WORKER										
<b>Department:</b>	SOCIAL SERVICES WORKER										
<b>Semester/Term:</b>	17F										
<b>Course Description:</b>	Essential to Social Service Work practice is the ability to develop collaborative helping relationships with others. This course is designed to introduce students to effective interpersonal communication and interviewing skills that promote the helping process. Students can expect a strong emphasis in reflective practice (self-awareness), integration of theory and application of concepts to promote personal and professional skill development.										
<b>Total Credits:</b>	3										
<b>Hours/Week:</b>	3										
<b>Total Hours:</b>	45										
<b>This course is a pre-requisite for:</b>	SSW203, SSW212										
<b>Course Evaluation:</b>	Passing Grade: 50%, D										
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	Students must complete, submit and achieve a minimum grade of 60% of the Helping Skills Interview Demonstration Assignment in order to be successful in the course. This is irrespective of grades on other evaluative components.										
<b>Evaluation Process and Grading System:</b>	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Chapter quizzes, tests, exams</td> <td>40%</td> </tr> <tr> <td>Helping Skills Interview Demonstration Assignments</td> <td>30%</td> </tr> <tr> <td>In-class Skill Acquisition/Demonstration/Participation</td> <td>15%</td> </tr> <tr> <td>Self Reflection Report</td> <td>15%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Chapter quizzes, tests, exams	40%	Helping Skills Interview Demonstration Assignments	30%	In-class Skill Acquisition/Demonstration/Participation	15%	Self Reflection Report	15%
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Self Reflection Report	15%										
<b>Books and Required Resources:</b>	Choices Interviewing and Counselling Skills for Canadians by Shebib, B. Publisher: Pearson Canada Inc., Toronto, Canada Edition: 6th Ed.										



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### Course Outcomes and Learning Objectives:

#### Course Outcome 1.

Identify and describe the phases of the helping process within the context of the human services system.

#### Learning Objectives 1.

1. Define and describe the the phases of helping process.
2. Describe the elements of empowering relationships.
3. Recognize the importance of ethical & culturally competent practice
4. Identify appropriate relationship building and helping skills

#### Course Outcome 2.

Identify, integrate and apply helping/interviewing skills within the SSW Scope of Practice.

#### Learning Objectives 2.

1. Identify and accurately label the foundational helping skills that promote collaborative relationships.
2. Label and use such skills such as, but not limited to active and reflective listening, empathy, effective questions, non-verbal communication skills and validation.
3. Demonstrate essential SSW interpersonal communication skills in a collaborative and respectful manner within the class.

#### Course Outcome 3.

Engage in self-reflection and skill development that promotes effective interpersonal communication style consistent with SSW professional standards.

#### Learning Objectives 3.

1. Explain and demonstrate centering skills and readiness to work with others.
2. Describe and adhere to the SSW professional values and ethics that promote competence in helping practice.



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3. Identify personal values/skills and evaluate impact on helping relationships and adjust accordingly to ensure client-centered practice.
4. Demonstrate willingness to “risk” and learn in order to demonstrate integration of skills in class work and major course assignments.
5. Model respectful, non-judgmental communication strategies.

### **Course Outcome 4.**

Develop and maintain positive working relationships with others.

### **Learning Objectives 4.**

1. Interact with others in ways that contribute to effective working relationships by taking responsibility for one’s own actions/decisions.
2. Maintain accountability while working collaboratively with others.
3. Show sufficient energy, focus, and commitment to classmates, the professor, and particularly the practical demonstrations.
4. Consistently describe and demonstrate professional behaviour including issues related to: confidentiality, dual relationships, boundaries and mutual respect.
5. Seek and utilize support and feedback from professor and peers as related to one’s own performance and adjust skills accordingly.
6. Employ effective self-care techniques that enhance interpersonal relationships with others.
7. Use a variety of critical thinking skills to anticipate and solve problems.

### **Course Outcome 5.**

Communicate effectively in a variety of media.

### **Learning Objectives 5.**

1. Produce work in written and electronic format that is clear and understandable with minimal errors, in order to stress the importance of accurate and precise communication as a fundamental counselling competency.
2. Communicate clearly, concisely and correctly in the written and spoken form required.
3. Maintain personal and professional congruency with respect to use of social media, emails and other technological devices.



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**Date:**

Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.