

City University of Hong Kong

**Information on a Course
offered by Department of Applied Social Sciences
with effect from Summer 2014**

Part I

Course Title:	Practicum Related Workshops I and II
Course Code:	SS6217
Course Duration:	<ul style="list-style-type: none">✧ 40 hours of practicum related workshop I (10 sessions of skills practice, 2 sessions of professional writing and 2 agency visits) and,✧ 20 hours of practicum related workshop II (2 sessions of pre-placement workshop, 3 sessions of sharing and reflection during Fieldwork I and 1 session of post-placement evaluation and consolidation)
No. of Credit Units:	0
Level:	P6
Medium of Instruction:	English, supplemented by Cantonese / Putonghua (Remark 1)
Medium of Assessment:	English
Prerequisites:	Nil
Precursors:	Nil
Equivalent Courses:	Nil
Exclusive Courses:	Nil

Remark

1. English, supplemented by Cantonese / Putonghua in live demonstration, skills rehearsal, and role-play exercises as situation requires.

Part II

1. Course Aims

This course aims to enable students to have better preparation, knowledge-wide, skills-wide and in their attitude, for their 1st field practice in welfare organizations. Through this course, students should:

- 1.1 reflect on their attitudes and values in the helping process and have more capacity for self-understanding and awareness;
- 1.2 possess basic knowledge and helping skills in working with individuals, groups and community;
- 1.3 acquire skills in community need assessment;
- 1.4 acquire professional writing skills in practice learning in welfare organizations;
- 1.5 gain support from fellow practitioner-trainees through regular reflection and sharing of their practice experience.

2. Course Intended Learning Outcomes (CILOs)

Upon successful completion of this course, students should be able to:

No.	CILOs	Weighting (if applicable)
1.	Reflect and understand their values, attitudes and styles in helping and make constructive use of themselves in the practice learning	20%
2.	Demonstrate knowledge and skills in working with individuals, groups and community.	40%
3.	Make appropriate assessment to the needs of a community so as to develop appropriate service plan for the needs.	10%
4.	Prepare different professional writings with appropriate language and format.	10%
5.	Understand the daily operations and service provision of social welfare organizations in Hong Kong	10%
6.	Appreciate the meaning of field instruction and make constructive use of it.	10%

The Social Workers Registration Board requires the Programme to provide a minimum of 800 hours of practicum and an additional 100 hours of teaching and learning activities related to practicum. Practicum related workshops I & II are designed to meet the requirements partially. Workshop I includes 10 sessions of skills practice, 2 sessions of training in professional writing and 2 agency visits. Workshop II include 2 sessions of pre-placement workshop, 3 sessions of sharing and reflection during Fieldwork I and 1 session of post-placement evaluation and consolidation.

3. Teaching and learning Activities (TLAs)

(Indicative of likely activities and tasks designed to facilitate students' achievement of the CILOs. Final details will be provided to students in their first week of attendance in this course)

CILO No.	TLA1	TLA2	TLA3	TLA4	TLA5	TLA6	TLA7	Hours / course (if applicable)
CILO 1	√					√	√	
CILO 2		√				√	√	
CILO 3		√				√	√	
CILO 4			√				√	
CILO 5				√	√	√	√	
CILO 6	√	√	√	√	√	√	√	

TLA1: Self review and understanding

Help student have critical review and reflection on their attitudes, values and styles in helping and interpersonal communication. Through this review and reflection, students are led to make constructive use of their strengths and styles in field practice.

TLA2: Skills practice

Eight sessions of skills practice in working with individuals, groups and community will be arranged to help students have more practice opportunities in handling various scenarios in working with individuals, groups and community.

TLA3: Professional writing training

Help students familiarize with different types of professional writing in the context of field practice.

TLA4: Agency visits

Two agency visits will be arranged to help students understand the daily operations and service provision of social welfare organizations in Hong Kong.

TLA5: Pre-placement workshop

Two sessions of pre-placement workshop will be arranged to prepare students to (1) familiarize with all necessary administrative arrangements in field practice, e.g. written assignments, codes of practice, ethical concerns and meeting with field supervisor, and (2) have an initial understanding to the service setting where he/she will be placed in field practice.

TLA6: Sharing and reflection

Three sessions of sharing and reflection will be arranged as support for students in the process of Fieldwork I. This arrangement can help students have regular support and sharing of their practice experiences among fellow practitioner-trainees.

TLA7: Post-placement evaluation and consolidation

Help student consolidate and evaluate (1) their personal and professional growth through Fieldwork I, (2) their commitment to social work profession, and (3) their practice wisdom and experience gained that can be transferred to the next field practicum.

4. Assessment Tasks/Activities

(Indicative of likely activities and tasks designed to assess how well the students achieve the CILOs. Final details will be provided to students in their first week of attendance in this course)

CILO No.	Type of Assessment Tasks/Activities	Weighting (if applicable)	Remarks
CILO 1-6	AT1: Participation and Attendance in Practicum Related Workshop I	20%	
CILO 1-4	AT2: Reflection log in Practicum Related Workshop I	10%	
CILO 1-3	AT3: Final sharing Practicum Related Workshop I	10%	
CILO 1-4	AT4: Reflection paper in Practicum Related Workshop I	20%	
CILO 1-6	AT5: Participation and Attendance Practicum Related Workshop II	20%	
CILO 1-4	AT6: Reflection Paper in Practicum Related Workshop II	20%	

AT1: Participation and Attendance in Practicum Related Workshop I

To fulfil the registration requirements set by the Social Workers Registration Board, 100% attendance are necessary. Students are expected to have active and constructive participation in the discussion and sharing of the workshop.

AT2: Reflection log in Practicum Related Workshop I

After each session, each student is required to complete a short online reflection log (with not more than 100 words) regarding learning and/or insights from that session.

AT3: Final sharing Practicum Related Workshop I

In the last session of Workshop I, each student needs to present their overall insights regarding in what ways they have got prepared for the practicum.

AT4: Reflection paper in Practicum Related Workshop I

At the end of practicum related workshop I, each student is required to submit a reflection paper with not more than 1,500 words on an integrative review of the learning and gain from the skills practice and agency visits from the workshop. The reflection paper should be written in an academic style, following the APA citation style. A quick reference to the APA citation style can be found at: <http://www.library.cornell.edu/resrch/citmanage/apa>

AT5: Participation and Attendance Practicum Related Workshop II

To fulfil the registration requirements set by the Social Workers Registration Board, 100% attendance and getting pass of the workshop are necessary. Then students are expected to have active and constructive participation in the discussion and sharing of the workshop.

AT6: Reflection Paper in Practicum Related Workshop II

At the end of practicum related workshop II, each student is required to submit a reflection paper with not more than 1,500 words to review and consolidate the knowledge and practice wisdom gained in Fieldwork I that are considered as contributory to Fieldwork II.

5. Grading of Student Achievement: *Refer to Grading of Courses in the Academic Regulations for Taught Postgraduate Degrees.*

Pass / Fail	Grading Criteria
Pass	<p>Students can:</p> <ol style="list-style-type: none"> 1. Join the workshops with full attendance and active participation. 2. Complete the assignments in the professional English writing workshops with satisfactory performance. 3. Master practice skills competently in working with individuals, groups and communities during role play sessions. 4. Complete and present the community study project with satisfactory performance. 5. Write the reflection papers for Workshops I and II with critical and analytical thinking. 6. Reflect and review their practice experience critically in Workshop II.
Fail	<p>Students perform poorly with:</p> <ol style="list-style-type: none"> 1. Absence to session(s) of the workshops. 2. Full attendance with passive and unsatisfactory involvement in the workshops. 3. Unsatisfactory performance in completing the assignments in the professional English writing workshops. 4. Insufficient mastering of practice skills in working with individuals, groups and communities during role play sessions. 5. Unsatisfactory performance in completing and presenting the community study project. 6. Little evidence of critical and analytical thinking in writing up the reflection papers for Workshops I and II. 7. Insufficient sharing, unsatisfactory attitudes and little evidence of critical thinking in Workshop II.

To fulfil the requirement set by the Social Workers Registration Board, 100% attendance and pass the workshops are necessary.

Part III

1. Keyword Syllabus

1.1 Social work values, ethics, codes of practice

- ✧ Brief students on the requirements and arrangement of field practice.
- ✧ Help students have a thorough understanding to those important social work values, ethics, code of practice and helping attitudes particularly in field practice.

- ◇
- 1.2 Self-understanding and communication
 - ◇ Help students (1) familiarize with the interpersonal communication skills and attitudes in establishing rapport and collaboration in field practice, and (2) review their strengths and weaknesses as helping professionals, (3) use of themselves purposively in field practice.
- 1.3 Skills practice in working with individuals, groups and community
 - ◇ Brief students with skills and knowledge in (1) knowing a community and how to conduct an orientation in field practice, (2) case assessment and intervention in the beginning, working and ending stages, and (3) group stages of development and group dynamics
 - ◇ Help students practice the skills with role plays and demonstration.
- 1.4 Professional writing workshops
 - ◇ Help students familiarize with different formats of various types of written assignments in field practice.
 - ◇ Help students use appropriate language presentation in writing different types of correspondence in field practice.
- 1.5 Agency visits
 - ◇ Help students familiarize with the daily operations, service delivery and service provision of social welfare organizations in Hong Kong.
- 1.6 Pre-placement workshop
 - ◇ Brief students on the service settings where they will be placed.
 - ◇ Clarify clearly with students on the requirements and all necessary administrative arrangements in field practice.
 - ◇ Meet their field instructors
- 1.7 Sharing and reflection among fellow practitioner-trainees
 - ◇ Three sharing and reflection sessions are arranged as a means of support for students in the beginning, middle and ending stages of Fieldwork I. Through these sessions, students can get support and feedback from their fellow practitioner-trainees and the instructor to guide the further improvement of their field practice.
- 1.8 Post-placement evaluation and consolidation
 - ◇ Help students review and consolidate (1) knowledge and skills they learned, (2) practice experience gained, and (3) practice wisdoms accumulated in the 1st field practice.
 - ◇ Review and evaluate their personal and professional growth through field practice.

2. Recommended Reading

Essential Texts

- Hepworth, D. H., Ronney, R. H., Larsen, J. A., Ronney, G. D. & Gottfried, K. S. (2013). *Direct social work practice: theory and skills*. Belmont, Calif.: Brooks/Cole, Cengage Learning.
- Kwong, W. M., Lee, T. Y. & Chee, P. (Eds.) (2008). *Documenting practice in fieldwork: Examples, illustrations and feedback*. HK: Department of Applied Social Studies, City University of Hong Kong.
- Kwong, W. M., & Lee, T. Y. (2007). *Making the best out of field practicum - field instruction manual*. HK: Department of Applied Social Studies, City University of Hong Kong.
- Lee, T. Y. & Chan, R. (2005). *First level integration of theory with practice in fieldwork*. HK: Department of Applied Social Studies, City University of Hong Kong.
- Lee, T. Y., Lo, J. Y. S. & Chow, E. O. W. (2008). *Writing reflection logs in social work practicum*. HK: Department of Applied Social Studies, City University of Hong Kong.
- Social Welfare Department (2001). *English writing reference kit for social workers*. HK: Social Welfare Department.
- Toseland, R. W. & Rivas, R. F. (2012). *An introduction to group work practice* (7th ed.). Boston: Pearson/Allyn and Bacon.
- 甘炳光、胡文龍、馮國堅、及梁祖彬編 (1997)。《社區工作技巧》。香港：中文大學出版社。

Supplementary Texts

- Birkenmaier, J & Berg-Weger, M. (2011). *The practice companion for social work: integrating class and field work*. Boston: Allyn & Bacon.
- Bogo, M. (2010). *Achieving competence in social work through field education*. London: University of Toronto Press Incorporated.
- Doel, M., Shardlow, S. M. & Johnson, P. G. (2011). *Contemporary field social work: integrating field and classroom experience, Thousand oaks*. Calif.: SAGE Publications.
- Dominelli, L. (2004). *Social work: theory and practice for a changing profession*. Malden, MA: Polity Press.
- Fisher, C.B. & Hennessy, J. (1994). 'Ethical Issues'. In J.L. Ronch, V. Ornum, & N.C. Stilwell (Eds.). *The counselling source book: a practical reference on contemporary issues*. New York: Crossroad.

Fong, R. & Furnto, S. (Eds.) (2001). *Culturally competent practice: skills, interventions, and evaluation*. Boston: Allyn and Bacon.

International Federation of Social Workers. (2012). *Statement of ethical principles*. Retrieved April 14, 2013 from <http://social-workers.info/>

Matiche-Maroney, J. (2013). *E-field program: a competency-based program for the social work practicum*. Upper Saddle River, N.J.: Pearson Education.

Napier, L., & Fook, J. (eds.) (2000), *Breakthroughs in practice: theorising critical moments in social work*. London: Whiting & Birch Ltd.

Oko, J. (2008). *Understanding and using theory in social work*. Exeter: Learning Matters.

Social Workers Registration Board. (2010). Guidelines on code of practice for registered social workers. Retrieved April 14, 2013 from http://www.swrb.org.hk/engasp/draft_cop_c.asp

Online Resources

Web Resource for Field Instruction

<http://www.cityu.edu.hk/ss/resources/bswfw/HOME.htm>

Practice Teaching, Learning & Research

<http://ssweb.cityu.edu.hk/facil-ptlr.asp>

Social Workers Registration Board

<http://www.swrb.org.hk/>

Social Work Resources - Ethics

<http://pages.prodigy.net/lizmitchell/volksware/ethics.htm>