

APPLIED ARTS DIVISION
Bachelor of Social Work
SW 346
Credit Course
Winter 2020



COURSE OUTLINE

SW 348
SOCIAL WORK PRACTICUM ONE

6 CREDITS

PREPARED BY: Dana Jennejohn
DATE: November 29th, 2019

APPROVED BY: UGS Faculty of Social Work
University of Regina



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SOCIAL WORK PRACTICUM ONE

INSTRUCTOR: Dana Jennejohn, MSW, RSW **OFFICE HOURS:** By appointment
Mon-Fri 9-5

OFFICE LOCATION: A2011

CLASSROOM: A2605

E-MAIL: djennejohn@yukoncollege.yk.ca

TIME: Friday 9am to 12pm

TELEPHONE: (867) 668-8746

DATES: January 3rd to April 11th

Practicum Days: Wed & Thurs - office working hours

Seminar: Fridays 9am - 12pm

Practicum Orientation: January 8th and 9th 9am to 4pm

Integrative Seminar: **Start Date:** January 17th **Finish Date:** April 17th

Practicum: **Start Date:** January 15th **Finish Date:** April 16th

UNIVERSITY OF REGINA CALENDAR DESCRIPTION

Students, with support of agency supervision, will become directly involved in social work services and systems within the community, and experience professional practice. Seminars assist in the integration of theory and practice through sharing of experience and knowledge.

Note: Practicum requires 230 hours in the placement, typically done as 2 days per week over 15 weeks. In addition, a mandatory orientation session is held prior to field placement and students are required to attend bi-weekly seminars. Graded on a pass/fail basis. No mid-term break.

ADDITIONAL YUKON BSW COURSE DESCRIPTION

In this course, students will have an opportunity to become directly involved in a human service organization as an initial introduction to the field of social work. With support of practicum supervisors, students will be directly involved with clients and other systems within the community. It is recommended that SW 348 be taken concurrently with other social work courses so as to assist the student in integrating practice experiences with social work theory. The practicum occurs under the combined supervision of a designated social work supervisor in the agency and the practicum placement coordinator from Yukon College.

Note: Students **MUST** obtain a 70% final grade on their written work and on their final practicum evaluation in order to obtain a Pass.

YUKON BSW PREREQUISITES

- Admission to the social work program
- Completed application package: 1) RCMP Criminal Record Check (CRC) within six months of the practicum application, 2) current resume, 3) statement of learning objectives, and 4) signed *Practicum Application Student Disclosure for Personal Readiness Factors* form
- Completion of SW 200, SW 346, SW 390 and 6 other social work credit hours. All students must have a minimum GPA of 70% on the social work portion of the BSW to be eligible to register for SW 348.
- Yukon BSW students must also have a minimum GPA of 70% between SW 390 and SW 346 to be eligible to register for SW 348.

EQUIVALENCY OR TRANSFERABILITY

For information about the transferability of this course, please contact the Bachelor of Social Work office.

LEARNING OUTCOMES

The practicum provides an opportunity for students to:

1. Integrate social work theories, knowledge, values, and skills;
2. Practice social work in an effective, ethical, confidential, and professional manner;
3. Increase self-awareness through on-going reflection and evaluation of personal and professional strengths, as well as areas for growth;
4. Increase awareness of personal values, biases, emotional reactions to the clients, as well as sensitivity to the impact they may have on clients and colleagues;
5. Expand understanding of issues of diversity in social work practice, especially for the First Nation populations and communities;
6. Accept responsibility for personal and professional learning and actions;
7. Expand knowledge and skills to advocate for social justice and social change;
8. Increase capacity for critical analysis and synthesis of information necessary for social work practice;
9. Demonstrate effective written and oral communication skills;
10. Demonstrate the following social work skills: 1) ability to establish helping relationships; 2) conduct client assessments; 3) document case involvement; 4) develop and implement case management plans; and 5) manage conflict situations with clients and colleagues;
11. Expand conflict resolution skills and strategies for effective social work with clients and colleagues.

COURSE FORMAT

There is an emphasis in practicum on participation. Practicum students are expected to function as an entry-level, generalist social work professional. Students usually carry

some responsibility for direct practice that may include: working with individuals, families, groups, and/or interagency professionals in the community, community development, policy practice, and/or research. Students should take responsibility for personal and professional learning and actions.

The Orientation Session provides an introduction and overview to the practicum experience. This session helps prepare students for their practicum and is designed to:

- Assist students in self-assessment of their current level of knowledge and skills, as well as to set goals to make changes;
- Help students clarify learning activities to demonstrate competencies outlined in the *Learning Agreement*;
- Emphasize and understand the importance of confidentiality in social work practice;
- Review student's expectations of the practicum placement and expectations by the practicum supervisor;
- Review social work ethics and how they relate to the practicum experience;
- Identify and review practice skills that will be required of the student for the practicum placement (i.e., employment, communication, relationship-building skills, interviewing, assessment, goal setting, case management, conflict management, report writing, and other relevant skills);
- Review additional areas of generalist practice: human behaviour, policy, evaluation, and research;

The Integrative Seminars are three hours on Friday mornings. The purpose of these seminars is the enhancement of professional growth through the exchange of information and knowledge that is generated by the practicum experiences. Students will be expected to share ideas and experiences from the practice setting. The methods used to facilitate learning in the seminar will include group processes, personal reflections, guest speakers, student-led discussion, agency visits, and role-plays.

ASSESSMENTS:

SW 348 consists of six *mandatory* components. All components must be *successfully* completed for a student to receive a passing grade:

- 1) Satisfactory attendance and participation in a two-day practicum orientation prior to commencement of practicum.
- 2) Satisfactory attendance and participation in weekly integrative seminars.
- 3) Satisfactory attendance and participation in practicum agency. 230 hours.
- 4) Three meetings between student, Practicum Supervisor and Practicum Coordinator to structure and evaluate the practicum placement.
- 5) Completion of *Learning Agreement* activities to demonstrate competencies. Students must achieve an average of 70% (3.5 on a 5 point scale) on their final evaluation.

6) 70% final mark on written assignments described in this course outline

Attendance and Participation

Attendance and participation is an expectation of all students preparing themselves for the responsibilities of professional social work practice. Courtesy to others, curiosity about the subject and diligence to the task of learning are all required for a student's success in this course. Readings and assignments are to be completed on schedule, punctuality for class is required, and full engagement in experiential learning within class time is mandatory.

"Regular and punctual attendance is expected of students in their courses. Students who are persistently tardy or absent or who neglect academic work may be subject to disciplinary action and may be excluded from the final examination" (University of Regina, 1996-97, p. 19).

Students who miss more than 2 seminars will have 5% of their final grade deducted for each additional class missed or portion thereof. Students must sign in at the beginning of each class. It is the student's responsibility to ensure that they are signed by the end of the class in if they arrive late for class.

Students must attend both full days of the Practicum Orientation.

Excessive absences from practicum and/or seminar may result in a failed grade. Any absence from the practicum must be reported to the agency **and** the Bachelor of Social Work office (668-8845) or the Practicum Coordinator (668-8746) prior to the day to be missed or the morning of the day to be missed in the case of illness or bereavement. Students in SW 348 are required to make up the missed time and complete the 225 hour requirement.

Students should **NOT** make independent arrangements with the practicum supervisor for absences, change of shifts, different hours of work, travel or holiday plans, or for extending the practicum past the end date without prior consultation and written approval of Practicum Coordinator.

Readings

Students will also be expected to read books and articles specifically related to their practicum placement. The Practicum Coordinator may assign additional readings each week as they pertain to class discussion and the practicum experience. Students are encouraged to introduce topics from the media that are relevant to the social welfare system and the social work profession for class discussion.

Practicum Meetings

The student, Practicum Supervisor, and Practicum Coordinator will evaluate the student's performance throughout the semester. These sessions include: 1) Initial Meeting; 2) Mid-term Evaluation; and 3) Final Evaluation.

Learning Agreement

This document is generated by the student in consultation with the practicum supervisor and other agency staff. The document outlines the competencies that emerging social workers must demonstrate and the activities the student will undertake to obtain them.

Due: January 31st at 4pm. Submit via email.

Assignments

All the assignments must be completed to obtain a passing mark for the practicum. Assignments are due in hard copy, in class on the specified due date unless otherwise indicated. If they are not handed directly to the instructor they should be dated and stamped by administrative staff. **Students must achieve a final mark of 70% on their written work in order to achieve a 'pass' in this course.** All assignments must be typed and double-spaced.

Evaluation criteria:

As a practice based profession, social work education must include the student's conscious and critical reflection on their practice performance. Evaluation of the assignment will be based on the student's demonstration of:

- integration of social work theory and knowledge with the practicum experience
- integration of social work ethics in the practicum
- awareness of areas for advocacy or social change efforts
- understanding the practicum agency's philosophy, relationships with clients, and role within the community
- growth in self-awareness (thoughts, emotional responses, behaviours, values, beliefs, and assumptions)
- appropriate level of analytical skills
- competence in writing

Competence in Writing:

Competence in writing is expected in courses at this University. Wherever possible, instructors are expected to conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing for a passing grade. (University of Regina General Calendar 2018-2019)

a) Practicum Daily Log

b) Learning Synthesis

Due: #1 Friday, February 14 th hardcopy in class	35%
#3 Monday, April 6 th 4pm hardcopy to mailbox	35%

c) Agency Analysis and Agency Presentation

Part I: Written Agency Analysis and Description

30% of final mark.

Due: March 13th hardcopy in class

- Do you have any recommendations for changes that could improve the services of the agency?

Part II. Agency Presentation to Seminar

- Due: Dates TBD in class

Dates for Presentations will be assigned in class.

EVALUATION

Assignments	50 % of final mark. 70% for pass.
Practicum Evaluation	50 % of final mark. 70% for pass.
Participation and Attendance	See policy
Total	100%

REQUIRED TEXT BOOKS AND MATERIALS

Baines, D. (Ed.). (2017). *Doing Anti-oppressive Practice: Social Justice Social Work*. (3rd ed.). Canada: Fernwood Publishing.

Canadian Association of Social Workers (CASW). (2005). *Code of ethics*. Ottawa, ON: Author.

Canadian Association of Social Workers (CASW). (2005). *Guidelines for ethical practice*. Ottawa, ON: Author. (The CASW documents are available on-line at: www.casw-acts.ca)

Dolgoff, R., Lowenberg, F. & Harrington, D. (2012). *Ethical Decisions for Social Work Practice* (9th ed.). United States of America: Thompson Brooks/Cole.

Ivey, A., Ivey, M. & Zalaquett. C. (2017). *Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society* (9th ed.). United States of America: Thompson Brooks/Cole.

Garthwait, C. L. (2017). *The social work practicum: A guide and workbook for students* (7thed.). United States: Pearson Education, Inc..

Kirst-Ashman, K., & Hull, G. H. Jr. (2017). *Understanding generalist practice*. (8th ed.). Canada:Brooks/Cole, Cengage Learning.

Mathieu, Franciose. (2012). *The Compassion Fatigue Workbook*. United States of America: Routledge.

CONFLICT OF INTEREST

Conflict of interest with the practicum placement may interfere with the completion of a student's practicum. *Students need to discuss any possible or potential conflicts of interest with the practicum placement coordinator prior to the start of the practicum whenever possible and/or at any point during their practicum.* A possible conflict of interest may result from a student's current or previous employment, personal relationships, and/or activities.

ACADEMIC AND STUDENT CONDUCT (YUKON COLLEGE)

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

ACADEMIC AND STUDENT CONDUCT (UNIVERSITY OF REGINA CALENDAR)

5.14.2 Academic Misconduct

Acts of academic dishonesty or misconduct contravene the general principles described in §5.14.1. In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the University community. For the penalties, see §5.14.5.

5.14.2.1 Cheating

Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;

- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned;
- taking an examination out of the examination room if this has been forbidden.

Do not jeopardize your academic future with plagiarism. It is dishonest, unprofessional and has serious consequences.

5.14.2.2 Plagiarism

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. The Department of English Style Guide is available inexpensively from the University Bookstore. Students may also consult online resources such as the University of Toronto Writing Centre's "How Not to Plagiarize": www.utoronto.ca/writing/plagsep.html.

Plagiarism includes the following practices:

- not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the Internet.

Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

5.14.2.3 Other Examples of Academic Misconduct

The following list contains other examples of dishonest acts. It is not intended to be comprehensive.

- Falsifying lab results;
- Padding a bibliography with works not read or used;
- Helping another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's studio project;
- Providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer (see also §2.1.2);
- Providing false information to obtain a deferral of term work or examination;
- Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats;
- Hindering other students in obtaining fair access to University materials and facilities; for example, cutting an article out of a Library copy of a journal;
- Theft of another student's notes;
- Alteration or destruction of the work of other students;
- Behaviour that interferes with the evaluation of another student's work, such as failure to participate in a group project.

The two acts listed below may be considered to be academic misconduct unless authorized by the course instructor.

- Submitting the same or substantially the same work for credit in more than one course. Students who wish to submit work they have prepared for another course must consult the course instructor and receive permission to do so.
- Working jointly, with another student or group of students, on an assignment that is to be graded. If no explicit instructions are given by the instructor about group work, students who wish to work

together must request the instructor's permission in advance.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

SOCIAL WORK STUDENT CONDUCT

As future social workers, students must subscribe to a set of social work values and ethics, which include equality, justice, non-discrimination, advocacy, confidentiality, discretion, trust and utmost good faith (from Faculty of Social Work, University of Regina). Social workers are expected to behave in courteous, mature and respectful ways towards others. This is also the expectation of social work students. Appropriate behaviour is required between students in the classroom, with the instructor and at any time when students are approaching others in relation to projects originating from this class.

Part of professional conduct involves being punctual, prepared and self aware. Being present in class, prepared for class (by completing the readings and assignments on the dates due) and fully participating in class activities is expected.

More information on expectations of student academic and non-academic conduct is found in the University of Regina Undergraduate Calendar (5.14) and the University of Regina Faculty of Social Work website (Policy and Procedures Related to Unsatisfactory Professional Development).

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

GRADING DESCRIPTIONS (UNIVERSITY OF REGINA CALENDAR)

90-99 An outstanding performance with very strong evidence of:

- an insightful and comprehensive grasp of the subject matter;
- a clear ability to make sound and original critical evaluation of the material given;
- outstanding capacity for original creative and/or logical thought;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

80-89 Very good performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a good capacity for original, creative, and/or logical thinking;
- a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

70-79 Above average performance with evidence of

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative, and/or logical thinking;
- an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and to express thoughts both in speech and in writing.

60-69 A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.

50-59 A barely acceptable performance with evidence o

- a familiarity with the subject material;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and techniques;
- partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;
- basic competence in writing.

0-49 An unacceptable performance.