Course Outline

SOCIAL WORK DIPLOMA PROGRAM

SOWK 150A
PRACTICUM 1A MEETING

Fall, 2012

3 CREDITS
1 HOUR PER WEEK (MEETING)
180 HOURS OF PRACTICUM PER TERM (AT ASSIGNED AGENCY)

INSTRUCTOR: Stephanie Brake MSW, RSW
INSTRUCTOR: Stephanie Brake

PHONE NUMBER: (780) 791-4993

E-MAIL: Stephanie.brake@keyano.ca

OFFICE NUMBER: S113B

OFFICE HOURS:

Monday 9:00 – 9:50 AM
Tuesday 9:00 – 9:50 AM
Wednesday 9:00 – 9:50 AM
Thursday 9:00 – 9:50 AM
Friday 9:00 – 9:50 AM

HOURS OF INSTRUCTION:

Thursday 12:00 – 12:50 PM Room 233

COURSE DESCRIPTION:

The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practica are organized with consideration of relevant personal or practice backgrounds, learners’ academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning.

PRE-REQUISITE(S):

There are no prescribed pre-requisites for this course.
COURSE OBJECTIVES:

By attending the weekly Practicum Meetings and partaking in the 180 hours of Practicum Placement, students will be provided the opportunity to learn about the helping profession in a safe and supportive manner. Additionally, students will:

- Develop skills for working within a human service agency
- Develop skills in relationship building
- Practice human services practice skills
- Take responsibility for his/her learning
- Understand and work within the parameters of a professional Code of Ethics

COURSE OUTCOMES:

At the completion of the course, students will be able to:

- Integrate theory into practice and to blend practice with theory
- Reflect his/her self-awareness in relation to the helping profession
- Apply concepts, principles and theories to their field work
- Show a commitment to the helping profession
- Show that they have developed a personal practice model which draws on their individual skills and knowledge as well as various theoretical orientations
- Practice helping in a highly ethical and culturally sensitive manner
- Understand the importance of the natural helper
- Work effectively within various systems
- Understand policy and procedure of social agencies and how policy and procedure affects individuals that they will work with
- Utilize effective problem solving and conflict resolution skills
- Understand the importance of ongoing professional development
- Show that they have been able to develop and practice teamwork building skills
- Understand the importance of observing the person in environment
- Understand the unwritten chain of command when conflict/disagreements arise
- Demonstrate the development of a professional self
REQUIRED RESOURCES:


Social Work Diploma Program Practicum Manual (Keyano College).

TOPICS TO BE COVERED:

Please Note:
This course outline may be modified to facilitate learning needs of students as issues arise from the practicum placement.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 03 Sept - 21</td>
<td>Chapter 1: Getting Started</td>
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<tr>
<td>Week 04 Sept 24-28</td>
<td>Chapter 2: Getting Acquainted <em>(Learning Contracts and week 3 &amp; 4 learning journals due September 27th, 2012)</em></td>
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<tr>
<td>Week 05 Oct 1-5</td>
<td>Chapter 3: Developing Ethical Competence <em>(Time sheet for September Due October 4, 2012)</em></td>
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<tr>
<td>Week 06 Oct 8-12</td>
<td>Chapter 4: Using Supervision <em>(week 5 &amp; 6 learning journals due October 11, 2012)</em></td>
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<tr>
<td>Week 07 Oct 15-19</td>
<td>Chapter 5: Learning to Learn from Experience: The Integrative Processing Model <em>(Midterm site visit to be held this week and midterm evaluation to be completed this week)</em></td>
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<tr>
<td>Week 08 Oct 22-26</td>
<td>Chapter 6: Communicating with Clients <em>(week 7 &amp; 8 learning journals due October 25, 2012)</em></td>
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<tr>
<td>Week 09 Oct 29-Nov 2</td>
<td>Chapter 7: Developing a cultural Competence <em>(Time sheets for October Due November 1, 2012)</em></td>
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<td>Week 10 Nov 5-9</td>
<td>Chapter 8: Writing and Reporting Within Your Field Agency <em>(week 9 &amp; 10 learning journals due November 8, 2012)</em></td>
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<td>Week 11 Nov 12-16</td>
<td>Chapter 9: Taking Care of Yourself</td>
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<td>Week 12 Nov 19-23</td>
<td>Chapter 10: Ending Your Internship <em>(week 11 &amp; 12 learning journals due November 22, 2012)</em></td>
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<td>Week 13 Nov 26-30</td>
<td>Chapter 11: Planning Your Career</td>
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<tr>
<td>Week 14 Dec 3-7</td>
<td>Review (no readings) <em>(week 13 &amp; 14 learning journals due December 6, 2012)</em> *(Time sheets for November Due December 6, 2012) <em>(Final site visit to be held this week and Practicum evaluation and evaluation summary to be completed this week)</em></td>
</tr>
</tbody>
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*(Time sheets for December Due following your last day of Practicum in December 2012)*

*(Learning journals for weeks 15 onward due following your last day of Practicum in December 2012)*
Evaluation

PASS:

- Completion of all 180 hours of practicum
- Completion and submission of the learning journals
- Completion and submission of Learning Agreement & Learning Contract
- Completion and submission of all practicum documents
- Satisfactory written evaluations from the practicum placement
- Attendance at all scheduled integration seminars

FAIL:

- Non-compliance with above

Performance Requirements / Responsibilities of the student:

- All journals, contracts, and documents must be submitted in hard copy.
- Students are expected to work the negotiated schedule. One hundred percent attendance and punctuality are expected, with exceptions for valid medical reasons or personal emergencies.
- Participation and attendance at all scheduled integration seminars is expected.

IMPORTANT DATES TO REMEMBER:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Sept. 4</td>
<td>Orientation Day, No classes.</td>
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<tr>
<td>Sept. 5</td>
<td>First Day of Classes</td>
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<td>Sept. 6</td>
<td>Last day to add for academic programs</td>
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<td>Sept. 18</td>
<td>Last day to drop courses for academic programs.</td>
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<td>Sept. 21</td>
<td>Fall Awards Application deadline.</td>
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<td>Oct. 8</td>
<td>Thanksgiving Day, College closed.</td>
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<tr>
<td>Oct. 26</td>
<td>Last day to withdraw without academic penalty.</td>
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<td>Nov. 12</td>
<td>Remembrance Day Holiday, No classes.</td>
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<td>Nov. 27</td>
<td>Fall Awards Celebration</td>
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<tr>
<td>Dec. 7</td>
<td>Last day of classes for students in Certificate, Diploma, and University Programs</td>
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<tr>
<td>Dec. 10-19</td>
<td>FINAL EXAM PERIOD.</td>
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**Academic Misconduct (pages 37-38 of the Credit Calendar):**

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:
- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations
- Unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action. Please refer to the 2012-2013 Credit Calendar for more information:

**Accommodation for Students with Disabilities:**

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program (LAP) Office at 780-792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre.

**Student Rights and Responsibilities:**

Students should consult the Keyano College Credit Calendar or online information at:
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Stephanie Brake, Instructor

Date

Reviewed and approved by:

Vincella Thompson, Chairperson

Date

Guy Harmer, Dean

Date