Course Outline

SOCIAL WORK DIPLOMA PROGRAM

SOWK 160
PRACTICUM 1B MEETING

Winter, 2013

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

INSTRUCTOR: Stephanie Brake MSW, RSW
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):**

Successful completion of SOWK 150 / Practicum 1A Meeting.
The objective of the practicum in the first year is to understand the philosophy, activities and mandate of the agency. Students will learn and gain knowledge by observing, questioning, job shadowing, and reading materials pertaining to the agency. The students will begin to learn the importance of ‘working together’ and will be able to express the qualities of effective teamwork. The student will also learn the behaviours, expectations and appearance of the individual engaged to work in a professional work environment. 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
- Have a beginning understanding of the role of a social worker
- Begin to understand the helping process
- Understand the function of human service agencies in our society
- Have some understanding of funding sources for social service delivery
- Have basic understanding of how social service agencies deliver programs to populations in need
- Understand how social service agencies work together to address individual and societal problems
- Understand how agencies connect to other services in the community
- Recognize the differences in delivery models of social service agencies
- Identify support agencies for appropriate follow-up service
- Understand the limitations of agencies to meet all client needs
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><strong>Week 01- Jan 7</strong></td>
<td>Social Work Diploma Practicum Manual, Practicum Documents, Course Outline review</td>
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<tr>
<td><strong>Week 02- Jan 14</strong></td>
<td>Chapter 1: Getting Started</td>
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<td><strong>Week 03- Jan 21</strong></td>
<td>Chapter 2: Getting Acquainted <em>(week 1 &amp; 2 learning journals and Learning Contracts due)</em></td>
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<tr>
<td><strong>Week 04 - Jan 28</strong></td>
<td>Chapter 3: Developing Ethical Competence</td>
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<tr>
<td><strong>Week 05- Feb 4</strong></td>
<td>Chapter 4: Using Supervision / Chapter 6: Communicating with Clients *(week 3 &amp; 4 learning journals due) <em>(Time sheet for January due)</em></td>
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<tr>
<td><strong>Week 06 Feb 11</strong></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><strong>Week 07- Feb 18 (College Closed)</strong></td>
<td>College Closed <em>(week 5 &amp; 6 learning journals due February 19)</em></td>
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<tr>
<td><strong>Week 08 - Feb 25 (Reading Week – No Class)</strong></td>
<td>Reading Week</td>
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<tr>
<td><strong>Week 09- March 4</strong></td>
<td>Chapter 7: Developing a cultural Competence <em>(week 7 &amp; 8 learning journals due)</em> <em>(Time sheets for February due)</em></td>
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<tr>
<td><strong>Week 10- March 11</strong></td>
<td>Chapter 8: Writing and Reporting Within Your Field Agency</td>
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<tr>
<td><strong>Week 11 - March 18</strong></td>
<td>Chapter 9: Taking Care of Yourself <em>(week 9 &amp; 10 learning journals due)</em></td>
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<tr>
<td><strong>Week 12- March 25</strong></td>
<td>Chapter 10: Ending Your Internship</td>
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<tr>
<td><strong>Week 13 – April 1 (College Closed)</strong></td>
<td>College Closed – Easter Monday <em>(week 11 &amp; 12 learning journals and time sheets for March due Tuesday April 2)</em></td>
</tr>
<tr>
<td><strong>Week 14 – April 8</strong></td>
<td>Chapter 11: Planning Your Career <em>(Final site visit to be held this week and Practicum evaluation and evaluation summary to be completed this week)</em></td>
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<tr>
<td><strong>Week 15 – April 15</strong></td>
<td>Review (no readings) <em>(week 13 &amp; 14 learning journals due)</em></td>
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* *(Time sheets for April Due following your last day of Practicum in April 2013)*

* *(Learning journals for weeks 15 onward due following your last day of Practicum in April 2013)*
**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 (only excused absences permitted)

**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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<tbody>
<tr>
<td>Jan. 7</td>
<td>First Day of Classes</td>
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<tr>
<td>Jan. 11</td>
<td>Last day to add for academic programs</td>
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<tr>
<td>Jan. 18</td>
<td>Last day to drop courses for academic programs.</td>
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<tr>
<td>Feb. 18</td>
<td>Family Day – College Closed</td>
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<tr>
<td>Feb. 25-March 1</td>
<td>Reading Week – No Classes for Academic Programs</td>
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<tr>
<td>March 8</td>
<td>Last day to withdraw without academic penalty.</td>
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<tr>
<td>March 29</td>
<td>College Closed – Good Friday</td>
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<tr>
<td>April 1</td>
<td>College Closed – Easter Monday</td>
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<tr>
<td>April 19</td>
<td>Last day of classes for students in Certificate, Diploma, and University Programs</td>
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<tr>
<td>April 22-30</td>
<td>FINAL EXAM PERIOD.</td>
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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