



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



INSTRUCTOR: Stephanie Brake
PHONE NUMBER: (780) 791-4993
E-MAIL: Stephanie.brake@keyano.ca
OFFICE NUMBER: S113B

OFFICE HOURS:

Monday	2:00 – 2:50 PM
Tuesday	1:00 – 1:50 PM
Wednesday	1:00 – 1:50 PM
Thursday	1:00 – 1:50 PM
Friday	1:00 – 1:50 PM

HOURS OF INSTRUCTION:

Monday	1:00 – 1:50 PM	Room 224
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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):

Successful completion of SOWK 150 / Practicum 1A Meeting.

COURSE OBJECTIVES:

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:

Kiser, P. (2012). *Getting the Most from Your Human Service Internship: Learning from Experience*. (3rd Edition). Belmont: Brooks/Cole, Cengage Learning.

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.

Tentative Course Calendar

Week	Activity
Week 01- Jan 7	Social Work Diploma Practicum Manual, Practicum Documents, Course Outline review
Week 02- Jan 14	Chapter 1: Getting Started
Week 03- Jan 21	Chapter 2: Getting Acquainted *(week 1 & 2 learning journals and Learning Contracts due)
Week 04 - Jan 28	Chapter 3: Developing Ethical Competence
Week 05- Feb 4	Chapter 4: Using Supervision / Chapter 6: Communicating with Clients *(week 3& 4 learning journals due) *(Time sheet for January due)
Week 06 Feb 11	Chapter 5: Learning to Learn from Experience: The Integrative Processing Model *(Midterm site visit to be held this week and midterm evaluation to be completed this week)
Week 07- Feb 18 (College Closed)	College Closed *(week 5 & 6 learning journals due February 19)
Week 08 - Feb 25 (Reading Week - No Class)	Reading Week
Week 09- March 4	Chapter 7: Developing a cultural Competence *(week 7 & 8 learning journals due)* (Time sheets for February due)
Week 10- March 11	Chapter 8: Writing and Reporting Within Your Field Agency
Week 11 - March 18	Chapter 9: Taking Care of Yourself *(week 9 & 10 learning journals due)
Week 12- March 25	Chapter 10: Ending Your Internship
Week 13 – April 1 (College Closed)	College Closed - Easter Monday *(week 11 & 12 learning journals and time sheets for March due Tuesday April 2)
Week 14 – April 8	Chapter 11: Planning Your Career *(Final site visit to be held this week and Practicum evaluation and evaluation summary to be completed this week)
Week 15 – April 15	Review (no readings) *(week 13 & 14 learning journals due)

***(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:

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

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:

[http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit\(2012-2013\).pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit(2012-2013).pdf)

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: [http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit\(2012-2013\).pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit(2012-2013).pdf)



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Stephanie Brake, Instructor

Date

Reviewed and approved by:

Vincella Thompson, Chairperson

Date

Guy Harmer, Dean

Date