Course Outline

SOCIAL WORK DIPLOMA PROGRAM

SOWK 260

SOCIAL WORK PRACTICUM 11B

Winter, 2014

3 CREDITS

1 HOUR PER WEEK (MEETING)

180 HOURS OF PRACTICUM PER TERM (AT ASSIGNED AGENCY)

INSTRUCTOR: STEPHANIE BRAKE MSW, RSW
SOCIAL WORK PRACTICUM

COURSE OUTLINE

INSTRUCTOR: STEPHANIE BRAKE

PHONE NUMBER: 780-791-4993

E-MAIL: Stephanie.Brake@keyano.ca

OFFICE NUMBER: S113B

OFFICE HOURS: Mondays 11a.m.-12 noon, Tuesdays 1:00 – 2:00pm, Wednesdays, Thursdays, and Fridays 10:00am – 11:00am.

HOURS OF INSTRUCTION: Tuesdays 3:00 – 3:50pm Room S210

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 organizational fit. 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, 160 and 250.

LEARNING OBJECTIVES:

The student will have the opportunity to further develop their skills in social work in a field placement that matches their interest and learning needs.

Students will continue to develop their intervention and social work competency skills with assigned client groups which could include individuals, families, groups, organizations, or communities.

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 an understanding of the role of a social worker
- Develop a sound understanding of the helping process
- Understand the function of human service agencies in our society
- Have some understanding of funding sources for social service delivery
- Have a sound 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

LEARNING OUTCOMES:

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

- Integrate theory into practice and to blend practice with theory
- Demonstrate a high level of self-awareness in relation to their work with clients
- Apply concepts, principles and theories to their field work
- Show a commitment to the helping profession
- Demonstrate the ability to build working relationships with individuals, groups, organizations or communities
- Demonstrate an ability to work independently
- 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
- Develop and practice effective problem solving and conflict resolution skills
- Understand the importance of ongoing professional development
- Work collaboratively and co-operatively with other team members and agencies
- Understand the importance of observing the person in environment
- Understand the unwritten chain of command when conflict/disagreements arise
- Demonstrate a commitment to adhere to ethical standards as set out in the Social Work Code of Ethics
- Accept responsibility for his/her learning
- Demonstrate the development of a professional self

REQUIRED RESOURCES:


Social Work Diploma Practicum Manual (Keyano College)

TOPICS TO BE COVERED:

**PLEASE NOTE THAT THE 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>Activities</th>
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<tbody>
<tr>
<td>1-January 7th</td>
<td>Review of course outline, practicum manual, practicum documents and text. Introduction to course.</td>
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<tr>
<td>2- January 14th</td>
<td>ACSW Code of Ethics</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>3- January 21st</td>
<td>Journal due, Discussion regarding practice questions and round table discussions. Student practice question dates assigned and options discussed (Feb 4, March 4, 11, 25, April 8)</td>
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<tr>
<td>4- January 28th</td>
<td>Journal due, ACSW Standards of Practice</td>
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<tr>
<td>5- February 4th</td>
<td>Time sheets for January due, journal due, Practice Question from students – round table discussion</td>
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<tr>
<td>6-February 11th</td>
<td>Journal due, ACSW Code of Ethics (continued)</td>
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<tr>
<td>7- February 18th</td>
<td>Journal due, ACSW Code of Ethics (Continued) &amp; Guidelines for Ethical Practice</td>
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<tr>
<td>8-February 25th</td>
<td><strong>READING WEEK</strong></td>
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<tr>
<td>9- March 4th</td>
<td>Time sheets for February due, journal due, Practice Question from students – round table discussion</td>
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<tr>
<td>10- March 11th</td>
<td>Journal due, Practice Question from students – round table discussion</td>
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<tr>
<td>11- March 18th</td>
<td>Journal due, guest speaker</td>
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<tr>
<td>12- March 25th</td>
<td>Journal due, Practice Question from students – round table discussion</td>
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<tr>
<td>13- April 1st</td>
<td>Journal due, guest speaker</td>
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<tr>
<td>13- April 8th</td>
<td>Time sheet for March due, journal due, Practice Question from students – round table discussion</td>
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<tr>
<td>14- April 15th</td>
<td>Journal due, course material review and questions</td>
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<tr>
<td>April 22-30</td>
<td><strong>FINAL EXAMS</strong></td>
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**EVALUATION:**

**PASS:**

- Completion of all 180 hours of practicum
- Completion and submission of the learning journals
- Completion and submission of the Learning Agreement & Learning Contract
- Completion and submission of all practicum documents
- Satisfactory written evaluation from the practicum placement
- Attendance at all scheduled integration seminars (only excused absences permitted)

**FAIL:**

- Non-compliance with any of the above

Students who do not complete all the required work should not expect to pass the course.
PERFORMANCE REQUIREMENTS:

- 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

ACADEMIC MISCONDUCT:

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 2013-2014 Credit Calendar for more information: http://www.keyano.ca/Portals/0/Documents/Academic%20Calendar/creditcalendar2013-14_book.pdf

PLAGIARISM:

Plagiarism means submitting someone else's work as your own. For example, copying material from the Internet, a book or other source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words, exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. Please see the Student Rights and Responsibilities document, regarding Academic Misconduct:
COLLEGE POLICIES:

Equality, Equity and Respect
The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation. 

Students should consult:
http://www.keyano.ca/Committees/IRA/Individual_Rights_Policy.asp

Plagiarism and Cheating:
Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student’s own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities
Students should consult the Keyano College Credit Calendar or online at:
http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf
Specialized Supports and Duty to Accommodate

Disability Support Services: Learner Assistance Program
If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate
Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

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<tr>
<th>IMPORTANT DATES TO REMEMBER</th>
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<tbody>
<tr>
<td>January 1st</td>
<td>College Closed (New Year’s Day)</td>
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<td>January 6th</td>
<td>Winter semester begins for academic programs</td>
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<td>January 10th</td>
<td>Last day to add for academic programs</td>
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<td>January 13th</td>
<td>Winter late fee applied</td>
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<td>January 17th</td>
<td>Last day to drop academic programs</td>
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<td>Last day withdraw from full year courses without academic penalty</td>
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<tr>
<td>January 31st</td>
<td>Last day to withdraw with a 50% refund</td>
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<tr>
<td>February 17th</td>
<td>College closed (Family Day)</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>February 24&lt;sup&gt;th&lt;/sup&gt; - February 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Reading week, no classes for academic programs</td>
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<tr>
<td>March 7</td>
<td>Last day to withdraw without academic penalty</td>
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<tr>
<td>April 17</td>
<td>Last day of classes for Certificate, Diploma, and University programs</td>
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<td>April 18</td>
<td>Good Friday</td>
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<tr>
<td>April 21</td>
<td>Easter Monday</td>
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<tr>
<td>April 22-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final exams for Certificate, Diploma, and University programs</td>
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<tr>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Last day of classes for Academic Upgrading and Childhood Studies</td>
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<tr>
<td>April 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>End of winter semester for academic programs</td>
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[Signature]
Instructor

Date

Reviewed and approved by:

[Signature]
Vincella Thompson, Chairperson

[Signature]
Guy Harmer, Dean

[Signature]
Date