

Course Number	SOWK 410 S05 and S06	Classroom	Online via ZOOM
Course Name	Practicum I		
Day(s) & Time	300 hours within the Fall term, generally Mondays to Wednesdays each week		
Instructor	Peter Gabor (S05) and Iris Plain Eagle (S06)		
U of C E-mail	gabor@ucalgary.ca Iris.plaineagle@ucalgary.ca	Phone	Peter (403)329-2386 Iris (403)332-4036

SYLLABUS STATEMENT

Application of conceptual framework, experience, knowledge and skills within a specific practice setting.

COURSE DESCRIPTION

The purpose of Practicum I is to provide students with an introduction to professional social work practice in a specific setting. Students, as learners, are provided with opportunities to develop their practice skills, apply and build knowledge, and develop their professional identity under the supervision of a field instructor.

The field practicum will focus primarily on the application of the knowledge, values and skills of a generalist framework to knowledge-directed practice in a purposeful, ethical, and planned way. A learning agreement will be developed by the student that addresses five core learning areas. Emphasis will be placed on integration of theory and social work practice with professional and personal development.

Please refer to the BSW Field Education Policy Manual for additional information relating to the field practicum, including policies, procedures and roles/responsibilities of all involved. The Manual is available at: <https://fsw.ucalgary.ca/files/fsw/ucalgary-field-education-manual-feb-2020.pdf>

Prerequisite(s): All required 300 level Social Work courses

Co-requisite: This course must be taken concurrently with SOWK 411: Integrative Seminar I.

The link for prerequisites is: <https://www.ucalgary.ca/pubs/calendar/current/social-work.html>

COURSE LEARNING OUTCOMES

By the end of practicum, students are expected to exhibit beginning competency in each of five Practice Objectives. These are described in detail on pages 4 and 5. These practice objectives are closely aligned with all Program Level Outcomes (PLOs) of the BSW Program.

- 1) Professional Social Work Identity: Learners develop a professional identify in accordance with the values and ethics of the social work profession. (PLO 1, 2, 3)
- 2) Generalist Practice: Learners demonstrate knowledge and skills of generalist practice, using a variety of social work roles. (PLO 9)
- 3) Reflective Practice: Learners practice reflectively and apply methods of critical thinking and inquiry to their social work practice. (PLO 5, 6, 10)
- 4) Competence with Diversity: Learners demonstrate knowledge about and ability to provide effective service to diverse clients or communities. (PLO 4)
- 5) Social Policy and Social Justice: Learners understand how social policies, in various forms, influence the services provided by the agency and, ultimately, clients and communities. Learners understand various forms of oppression and use anti-oppressive frameworks as a basis for practice. (PLO 3, 4, 7, 8, 10)

The PLO's can be found at: <https://fsw.ucalgary.ca/files/fsw/bsw-program-level-outcomes-april-2015.pdf>

LEARNING RESOURCES

REQUIRED TEXTBOOKS AND/OR READINGS

There is no required textbook for this course. Students are encouraged to review the Field Education Manual 2020 in detail. The Manual can be found at <https://fsw.ucalgary.ca/files/fsw/ucalgary-field-education-manual-feb-2020.pdf>

LEARNING TECHNOLOGIES AND REQUIREMENTS

A D2L site is set up for this course which contains required readings and other relevant class resources and materials. A laptop, desktop or mobile device with Internet access, microphone and speaker is required for D2L and Zoom access.

RELATIONSHIP TO OTHER COURSES

BSW field education is intended to be consistent with and complementary to the classroom-based coursework of the BSW curriculum. SOWK 410 is directly linked and taken concurrently with SOWK 411, Integrative Practice Seminar. The introductory practicum also serves as a foundation for SOWK 412 or senior practicum, which is completed in the winter semester.

CLASS SCHEDULE

Each student has an agency-based *Field Instructor* who provides orientation to the field setting, assigns and directs practice activities, provides supervision and opportunities for integrating theory with social work practice, and evaluates the student's progress and learning.

One of us will act as your *Faculty Liaison*, or instructor-of-record for the practicum course. Faculty liaisons consult as needed with students and field instructor(s), and usually meet with the student and field instructor(s) at least twice during the term (face-to-face if possible, or by distance if needed - e.g., phone conference). We will also be the instructors for the integrative seminar (SOWK 411), which is taken concurrently with practicum.

SCHEDULE AND STUDENT ATTENDANCE IN PRACTICUM

Students are expected to be in the field placement for 13 weeks, three days per week (normally Monday to Wednesday), eight hours per day (24 hours per week), September 8 to approximately December 9, for a total of 300 hours. The specific practicum schedule is to be negotiated with the field instructor/agency, approved by the faculty liaison, and documented in the IPT system. The student's time in practicum is spent according to the particular requirements of the setting and learning needs of the student, but must include direct and indirect social work practice opportunities as well as educational supervision.

Students are not expected to attend practicum when they are ill, but must make-up the practicum hours missed due to illness. In the event of illness, please contact the field instructor as soon as possible to inform them you will not be at your practicum due to illness. For more extended absences from practicum (more than two days), please contact your Faculty Liaison as well. Students are responsible for arranging with the agency a convenient time to fulfill the remainder of the practicum hours required for the course and/or to complete learning activities.

EDUCATIONAL SUPERVISION

Educational supervision is an integral part of the field practicum as it provides opportunities (two hours per week or 1 hour per 15 hours of practicum) for reflection, review, instruction, and feedback. Students are expected to prepare for and participate fully in supervision, according to the requirements of the field instructor. This may be structured as individual and/or group sessions and directed by your field instructor and/or others depending on the field placement.

Educational supervision includes:

- a. Instruction: integration of knowledge, values, and skills with practice situations
- b. Supervision: case management and case/project supervision
- c. Feedback: on progress and professional development
- d. Other: instructional seminars/workshops as are available

Please note important dates for Fall 2020:

- First Day of Classes: Tuesday, September 8
- Monday, October 12: Thanksgiving Day – no classes
- Sunday-Saturday, November 8-14: Term Break – no classes
- Last Day of Classes for fall courses: Wednesday, December 9

At least two agency visits will be arranged individually with each student and field instructor(s) during the term.

ADDITIONAL CLASSROOM CONDUCT AND RELATED INFORMATION

Use of Internet and Electronic Communication Devices at Practicum

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the practicum activities. Students are to refrain from accessing websites that may be of a personal nature, and are expected to adhere to practicum guidelines around using personal devices while at practicum.

ASSESSMENT COMPONENTS

Evaluation of students in practicum is considered an ongoing process intended to highlight students' strengths and learning needs. Formal assessment of students' needs and progress occurs at the beginning, middle, and end of the placement. Evaluation processes and policies for SOWK 410 are detailed in the Field Practicum Manual. Briefly, these are:

1. Learning Agreement – During the first two to three weeks in practicum, the student, in consultation with the field instructor, develops a plan for development toward achieving the five practice objectives of SOWK 410. The plan, approved by the faculty liaison, is tailored to the practicum setting as well as the student's particular learning needs and interests, and includes activities the student will undertake to learn and demonstrate competence in the objectives.

The Learning agreement serves to guide the focus of the practicum, and helps the field instructor and student clarify respective responsibilities and expectations. Learning agreements are intended to be working documents. That is, with agreement between the student and field instructor (and approval of the faculty liaison), activities can be modified, added, or removed as the practicum progresses and the student's learning interests and needs become clearer. Please submit this agreement using the IPT database.

BSW Program Level Learning Objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Completed: End of September

2. Preliminary Impressions – Field instructors and students are asked to evaluate preliminary impressions of the practicum by the end of the third week. Recording preliminary impressions is intended to support the student's development of reflective self-evaluation, and to facilitate discussion of the student's strengths and potential areas of concern. Please submit the Preliminary Impressions using the IPT database.

BSW Program Level Learning Objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Completed: End of September

3. Mid-Course Evaluation – At about the halfway point in the practicum, a written mid-practicum report is prepared by the student and field instructor and submitted to the faculty liaison. The student's progress may be discussed at a mid-semester meeting between the student, field instructor and faculty liaison. A determination regarding whether the student is meeting or failing to meet practicum requirements at mid-course is made. Please submit the Mid-course evaluation using the IPT database.

BSW Program Level Learning Objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Completed: by October 12-26

4. Final Evaluation – At the end of the practicum (near or upon completion of required hours), the written report is repeated and a meeting between the student, field instructor and faculty liaison may be held. A determination regarding whether or not the student has met or failed to meet practicum requirements is made. The completed evaluation forms are due at the end of term. Please submit the final evaluation using the IPT database.

BSW Program Level Learning Objectives: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Completed: No later than December 14, 2020

Please refer to the Field Education Manual for details regarding student assessment in practicum, including students-at-risk of failing practicum.

ADDITIONAL ASSESSMENT AND EVALUATION INFORMATION

The faculty liaison, as instructor-of-record, has final responsibility for assigning student grades. Students receive a CR (Completed Requirements) or F (Fail) as a grade for this course. Concerns regarding a student's performance in practicum at any point in the semester may result in the student being identified as at-risk for failing the practicum, and such concerns should be discussed with the faculty liaison immediately. Policies and procedures related to at-risk situations are detailed in the Field Education Manual.

Students who do not receive a CR (completed requirements) grade in the field practicum course may be required to withdraw from the program. A student who is permitted to repeat a field practicum course will be required to repeat both the field practicum course and the corresponding Integrative Seminar course.

The learning agreement and all other forms relating to practicum, including practicum evaluation forms, are available for students, field instructors and faculty liaisons to complete online through the IPT (Intern Placement Tracking) system. Go to: <http://www.runiptca.com>

IPT instructions and login information will be provided at the beginning of the term by e-mail. Please contact Wendy Sera (wendy.sera@ucalgary.ca) if you do not receive this information. A detailed IPT instructions booklet on how to use the IPT database is available at: <https://fsw.ucalgary.ca/files/fsw/2017-ipt-instructions-booklet.pdf>

ACADEMIC MISCONDUCT

It is expected that all work submitted in assignments is the student's own work, written expressly by the student for this particular course. Students are reminded that academic misconduct, including plagiarism, has serious consequences, as set out in the University Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/k.html>

GRADING

A student's final grade for the course is the sum of the separate assignments. It is not necessary to pass each assignment separately in order to pass the course.

The University of Calgary **Undergraduate Grading System** and Faculty of Social Work Percentage Conversion will be used.

Grade	Grade Point	Description	Percentage Range
A+	4.0	Outstanding	95 - 100
A	4.0	Excellent – superior performance, showing comprehensive understanding of subject matter	95 – 100
A-	3.7		90 – 94
B+	3.3		85 – 89
B	3.0	Good – clearly above average performance with knowledge of subject matter generally complete	80 – 84
B-	2.7		75 – 79
C+	2.3		70 – 74
C	2.0	Satisfactory – basic understanding of subject matter	65 – 69
C-	1.7		60 – 64
D+	1.3		55 – 59
D	1.0	Minimal Pass – marginal performance	50 – 54
F	0.0	Fail – unsatisfactory performance or failure to meet course requirements	Below 50

COURSE EVALUATION

Student feedback will be sought at the end of the course through the standard University and Faculty of Social Work course evaluation forms. Students are welcome to discuss the process and content of the course at any time with the instructor. Students are encouraged to complete the evaluation of their placement in IPT upon completion of the practicum.

ADDITIONAL SUGGESTED READINGS

As per agency expectations.

UNIVERSITY OF CALGARY POLICIES AND SUPPORTS

PROFESSIONAL CONDUCT

As members of the University community, students and staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Students and staff are also expected to demonstrate professional behaviour in class that promotes and maintains a positive and productive learning environment. Consistent with the aims of the Social Work Program and the University of Calgary, all students and staff are expected to respect, appreciate, and encourage expression of diverse world views and perspectives; to offer their fellow community members unconditional respect and constructive feedback; and to contribute to building learning communities that promote individual and collective professional and personal growth. While critical thought and debate is valued in response to concepts and opinions shared in class, feedback must always be focused on the ideas or opinions shared and not on the person who has stated them.

Students and staff are expected to model behaviour in class that is consistent with our professional values and ethics, as outlined in the Canadian Association for Social Workers, Code of Ethics (2005) and the Alberta College of Social Work Standards of Practice (2019). Both can be found online at: <https://acsw.ab.ca/site/practice-resources?nav=sidebar>

ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations according to the University policies and procedures. Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS). SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

RESEARCH ETHICS

"If a student is interested in undertaking an assignment that will involve collecting information from members of the public, they should speak with the course instructor and consult the CFREB Ethics Website (<http://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb>) before beginning the assignment.

ACADEMIC MISCONDUCT

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by professor(s) (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

COPYRIGHT LEGISLATION

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf>) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information

related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

SEXUAL VIOLENCE POLICY

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at

<https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at: <https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- **Wellness and Mental Health Resources**
- **Student Success**
- **Student Ombuds Office**
- **Student Union (SU) Information**
- **Graduate Students' Association (GSA) Information**
- **Emergency Evacuation/Assembly Points**
- **Safewalk**