



<b>Course &amp; Session Number</b>	<b>SOWK 410 B01, B02, B03, B04</b>	<b>Classroom</b>	Field Placement
<b>Course Name</b>	Practicum 1		
<b>Day(s) &amp; Time</b>	225 hours, generally Tuesday - Thursday each week, from September 7 to December 9, 2021		
<b>Instructor</b>	Erin McFarlane (B01) Jolene Wright (B02) Marcia McKay (B03) Sarah Winstanley (B04)		
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**SYLLABUS STATEMENT**

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

**COURSE DESCRIPTION**

This course supports students' preparation for entry-level professional social work positions. Students have opportunities to apply generalist knowledge, values and skills to practice in purposeful and ethical ways. Emphasis is placed on integrating theory and practice, and on personal and professional development. A learning agreement will be developed by the student that addresses five core learning areas. Please refer to the Field Education Policy Manual at: <https://socialwork.ucalgary.ca/field-education/policy-manual-other-documents> for additional information relating to the field practicum, including policies, procedures and roles/responsibilities.

Course hours: 300 hours within one term. **The hours required, due to COVID-19, is 225 hours.**

Pre-requisite(s): completion of all required 300 level Social Work courses.

Co-requisite(s): SOWK 411: Integrative Seminar 1.

## COURSE LEARNING OUTCOMES

Students are expected to exhibit competency in each of five Practice Objectives. These practice objectives are closely aligned with all Program Level Outcomes (PLOs) of the BSW Program. Upon completion of this course students will be able to:

### **Outcome 1: Professional Social Work Identity**

Learners develop a professional identity in accordance with the values and ethics of the social work profession (PLO 1, 2, 3):

- Demonstrate and articulate a professional identity in accordance with the values and ethics of the social work profession
- Practice with integrity and demonstrate professionalism in the practicum setting
- Demonstrate an understanding of the CASW Code of Ethics and the ACSW Standards of Practice
- Use the CASW Code of Ethics and ACSW Standards of Practice to guide practice and to identify ethical dilemmas in practice and apply ethical decision-making processes
- Develop professional relationships and demonstrate respect for clients, research participants, colleagues, administrative personnel, and other stakeholders
- Work with clients in ways that respect their right to make independent decisions and participate actively in the helping process
- Follow professional and agency protocols for protecting confidentiality
- Develop processes for reviewing and evaluating practice

### **Outcome 2: Generalist Practice**

Learners demonstrate knowledge and skills of generalist practice, using a variety of social work roles (PLO 9):

- Perform generalist practice roles across settings and populations
- Communicate effectively in both oral and written formats
- Demonstrate the ability to effectively engage others
- Complete comprehensive social work assessments
- Demonstrate professional planning and goal setting skills
- Intervene effectively at the individual, group, family, organizational and/or community level
- Collaborate effectively with social work colleagues and professionals from other disciplines
- Evaluate outcomes and services provided
- Recognize and effectively address termination issues

### **Outcome 3: Reflective Practice**

Learners practice reflectively and apply methods of critical thinking and inquiry to their social work practice (PLO 5, 6, 10):

- Consider the impact of their personal culture, values and beliefs on practice
- Describe areas for personal and professional development
- Identify issues and social structures that influence them, and clients/communities served
- Articulate how various forms of knowledge and different research methods contribute to social work practice
- Identify and critically evaluate theories used to inform their social work practice
- Discuss practice, organizational or project constraints or limitations
- Use supervision effectively

#### **Outcome 4: Competence with Diversity**

Learners demonstrate knowledge about and ability to provide effective service to diverse clients or communities (e.g., diversity of race, class, age, gender, religion, culture, sexual orientation, age, ethnicity, national origin, ability) (PLO 4):

- Demonstrate knowledge about and ability to provide effective service to diverse clients or communities
- Identify how personal and social factors influence professional practice with diverse clients and communities
- Identify and challenge their own assumptions, views and stereotypes regarding diversity
- Describe how they show respect for and work effectively with diverse populations
- Analyze how the practicum setting responds to the needs of diverse clients or communities
- Adapt generalist practice models to meet the needs of diverse individuals or communities

#### **Outcome 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):

- Demonstrate an understanding of how social policies influence the services provided by the agency and ultimately clients and communities
- Articulate an understanding of oppression and use anti-oppressive frameworks as a basis of their practice
- Describe the field agency including its relevant history, organizational structure, policies, funding sources, key stakeholders, and roles in the community
- Identify how historical and/or current dynamics and the impact of oppression on populations being served by the practicum site
- Describe the role of the social worker within a society that perpetuates systemic oppression
- Identify systemic barriers in the organization and/or community that perpetuate oppression and social injustice
- Advocate for change and justice at the micro, mezzo and macro levels of practice
- Discuss potential social action strategies

### **LEARNING RESOURCES**

#### **REQUIRED TEXTBOOKS AND/OR READINGS**

Please refer to the Field Education Policy Manual: <https://socialwork.ucalgary.ca/field-education/policy-manual-other-documents>

Readings may be assigned by field instructors throughout the placement.

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](mailto:wendy.sera@ucalgary.ca)) if you do not receive this information.

## **LEARNING TECHNOLOGIES AND REQUIREMENTS**

A laptop, desktop or mobile device with Internet access, microphone and speaker is required for mid-term and final evaluation meetings and to complete the practicums forms in IPT.

## **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 taken in conjunction with, and is directly linked to, Integrative Seminar 1 (SOWK 411).

## **PRACTICUM SCHEDULE (KEY DATES)**

Please note important dates for Fall 2021:

- First Day of Practicum: Tuesday, September 7, 2021
- Approximate Last Day of Practicum: Thursday, December 9, 2021
- Term Break (Reading Week): November 7 to 13, 2021

<b>Date</b>	<b>Topic</b>	<b>Readings/Assignments Due</b>
On or before 75 hours	Preliminary Impressions due	(on IPT system)
On or before 75 hours	Learning Agreements due	(on IPT system)
Close to 125 hours	Mid-Course Evaluation due	(on IPT system)
Close to 225 hours	Final Evaluation due	(on IPT system)

Block Week: Monday – Friday, August 30 – September 3, 2021

Labour Day: Monday, September 6, 2021

Start of Classes: Tuesday, September 7, 2021

National Day of Truth and Reconciliation: Thursday, September 30, 2021

Thanksgiving Day: Monday, October 11, 2021

Remembrance Day: Thursday, November 11, 2021

Term Break, no classes: Sunday – Saturday, November 7-13, 2021

End of Classes: Thursday, December 9, 2021

End of Term: Friday, December 24, 2021

Add/Drop/Swap and Withdraw deadlines: Check the Student Centre

\*\* Please note that the University of Calgary recognizes Thursday, September 30, 2021 as the National Day of Truth and Reconciliation. This is a federal holiday. University operations are closed on this day.

## **ADDITIONAL CLASSROOM CONDUCT AND RELATED INFORMATION**

Each student has an **agency-based field instructor or faculty-hosted 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. Students may receive social work supervision onsite in the agency, or through external social work supervision.

**Faculty liaisons** (Erin, Jolene, Marcia, and TBD) 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 via a distance platform called Zoom. Faculty liaisons are also 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 a practicum schedule 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 or the faculty hosted placement 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 (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. Supervision can happen in-person, by telephone, or other distance means. Educational supervision includes:

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

### **EQUITY, DIVERSITY, INCLUSION AND RECONCILIATION**

The Faculty of Social Work (FSW) is committed to promoting and actualizing equity, diversity, inclusion and reconciliation. We affirm that diversity and differences are enriching and valuable, and that they can strengthen our teaching, learning, research, and community connections. We aim to foster an inclusive, thriving environment for our students, staff, postdoctoral fellows, and community members. We acknowledge systemic inequities and compounded disadvantages due to intersectionality of social

locations particularly for those who are members of the racialized, Indigenous peoples, disability and 2SLGBTQ+ communities, as well as those who have experienced socioeconomic, caregiving, religious, cultural barriers to their education. We recognize, honour and integrate into our work diverse perspectives, experiences, and strengths. <https://socialwork.ucalgary.ca/about/about-faculty/equity-diversity-and-inclusion>

### **MEDIA RECORDING FOR ASSESSMENT OF STUDENT LEARNING**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

## **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 Education Policy Manual. Briefly, these are:

- **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 the 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.
- **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.
- **Mid-Term Evaluation:** At about the halfway point in the practicum, a written mid-course report is prepared by the student and field instructor and submitted to the faculty liaison. A determination regarding whether the student is meeting or failing to meet practicum requirements at mid-course is made.
- **Final Evaluation:** At the end of the practicum (near or upon completion of required hours), a written final practicum report is prepared by the student and the field instructor and submitted to the faculty liaison. 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.

### **GUIDELINES FOR SUBMITTING ASSIGNMENTS**

Please complete all forms electronically on the IPT system. Please discuss with your faculty liaison if completion of these forms will be after the due date.

## ADDITIONAL ASSESSMENT AND EVALUATION INFORMATION

### **EXPECTATIONS FOR WRITING**

All writing is expected to be written to social work professional standards. If you need writing support, please connect with the Student Success Centre, at: <https://www.ucalgary.ca/student-services/student-success/writing-support>

### **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

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 normally will be required to repeat both the field practicum course and the corresponding Integrative Seminar course.

## 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.

## 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/](http://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 <https://ucalgary.ca/legal-services/sites/default/files/teams/1/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://ucalgary.ca/legal-services/sites/default/files/teams/1/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 AND GENDER-BASED 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/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy>

### **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