



Course Number	SOWK 412, B09, B10, B11, B12	Classroom	Online
Course Name	Practicum II		
Day(s) & Time	300 hours* within the winter term usually Tuesday – Friday (* this time reflects COVID 19 constraints and is less than the 400 hours normally required)		
Instructor	Leeann Hilsen (B09), Ninetta Tavano (B10) Helena Hawryluk (B11), Jane Slessor (B12)		
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SYLLABUS STATEMENT

This course is designed to give students an intensive experience in the delivery of social work in a specific practice setting. Students, as learners, are provided with opportunities to continue the development of their practice skills, the acquisition and application of knowledge, and the formation of a professional identity to a level appropriate for an entry-level professional practitioner. Students will be expected to assume responsibility for a moderate-sized workload, and to perform competently with minimal support under the supervision of a field instructor. This course is equivalent to three half courses and must be taken concurrently with SOWK 413: Integrative Practice Seminar.

COURSE DESCRIPTION

As the final field experience in the BSW program, the senior practicum supports students’ preparation for entry-level professional social work positions. Students have opportunities to apply generalist knowledge and theories, while exploring ethics, values, skill development and an emerging professional social work identity. Emphasis is placed on personal and professional development, integrating theory and practice, and on building purposeful practice.

Please refer to the BSW Field Education Manual and the BSW Field Education Policy Manual (2018) for field education policies generally and senior practicum policies and procedures specifically.

COURSE LEARNING OUTCOMES

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

1. Identify, apply and reflect on their developing social work knowledge, values, and skills in the areas of generalist practice, reflective practice, competence with diversity, social policy and social justice, and professional identity/ethics;

2. Critically assess social work practice experiences through reflection, peer review, constructive feedback and consultation;
3. Have an enhanced ability to identify the linkages between the personal experiences of individuals and issues of social structures, and to act appropriately in relation to these insights;
4. Examine, critically reflect on and discuss the applications of theory in practice and the suitability of various practice methods;
5. Demonstrate entry-level social work intervention/response skills in specific area(s) of focus;
6. Consider and apply the CASW Code of Ethics in their social work practice and discussions; and
7. Actively participate in class discussions and work collaboratively and collectively with other students in furthering learning and professional development;

LEARNING RESOURCES

REQUIRED TEXTBOOKS AND/OR READINGS

None

LEARNING TECHNOLOGIES AND REQUIREMENTS

Students will need to access the Intern Placement Tracking (IPT) system. A laptop, desktop or mobile device with Internet access, is required to access IPT. Passwords for IPT will be sent to students and Field Supervisors at the beginning of term. The website for IPT can be found here:
<https://www.runiptca.com/web/login.php>.

RELATIONSHIP TO OTHER COURSES

BSW field education is intended to be consistent with and complementary to the classroom-based coursework of the BSW curriculum. The learning outcomes for the senior practicum reflect the objectives of the undergraduate curriculum. Students generally take SOWK 412 in their final semester in the pro-gram, allowing optimal opportunities for integration of classroom-based learning and field experience. Practicum II is directly linked and taken concurrently with SOWK 413, Integrative Practice Seminar.

CLASS SCHEDULE

Please note important dates for Winter 2021:

- First Day of Regular Classes: Monday, Jan 11
- **First Day of Practicum: Tuesday, Jan 12**
- Fee Deadline: Friday, January 22
- Winter Break: February 14 -20 (Sunday to Saturday) – no classes, assignments or course activities
- Good Friday: Friday, April 2
- Easter Monday: Monday, April 5
- Last Day of Regular Classes: Thursday, April 15
- Add/Drop/Swap and Withdraw deadlines: Check the Student Centre

Key logistical information about SOWK 412:

- SOWK 412 requires students to be in placement for 300 hours* within the winter term usually Monday through Thursday (* this time reflects COVID 19 constraints and is less than the 400 hours normally required). Typically, students are in their practicum settings Tuesday through Friday, 7.75 hours each day, for the entire 13 weeks of the semester. With appropriate approvals, alternative arrangements may be negotiated.
- Each student has an agency-based field supervisor who provides orientation to the field setting, assigns and directs practice activities, provides supervision and facilitates opportunities for integrating theory with social work practice. The field supervisor also evaluates the student's progress and learning.
- Students receive a minimum of 2 hours per week of educational supervision from the field supervisor. Students are expected to prepare for and actively participate in supervision.
- Each student is linked with a faculty liaison who is the instructor-of-record for the practicum course. Faculty liaisons consult as needed with students and Instructors, and usually make initial, mid-course, and sometimes, final visits to the practicum placement (generally face-to-face, occasionally electronically).

ADDITIONAL CLASSROOM CONDUCT AND RELATED INFORMATION

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.

Leeann Hilsen (B09), Ninetta Tavano (B10), Helena Hawryluk (B11), Jane Slessor (B12) will be your Faculty Liaison, or instructor-of-record for the practicum course in session B09, B10, B11 & B12. 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 meeting at least once for Calgary area agencies). Leeann Hilsen (S09), Ninetta Tavano (S10), Helena Hawryluk (S11), Jane Slessor (S12) will be the instructor for the integrative seminar (SOWK 413), which is taken concurrently with practicum in session S09, S10, S11, & S12.

EQUITY, DIVERSITY AND INCLUSION

The Faculty of Social Work acknowledges the inequities experienced by racialized people, Indigenous people, and other marginalized populations. We aim to foster an environment that recognizes and celebrates diverse perspectives. Therefore, we are committed to eradicating all forms of injustices based on race, gender, ethnicity, sexual orientation, age, socio-economic status, religion, and disability.

GUIDELINES FOR ZOOM SESSIONS

Students are expected to actively set up the initial and midterm meetings, and participate actively in all

ASSESSMENT COMPONENTS

evaluation Zoom sessions.

The learning plan guides the student learning and development throughout the practicum; this is the foundational document upon which development needs are articulated and assessed.

- Students are expected to familiarize themselves with IPT and document their learning plan through this tool.
- This is a pass/fail course
- Evaluation 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 412 are detailed in the Course Book and the BSW Field Education Manual. Briefly, these are:

Learning Plan: During the first few weeks in practicum, the student, in consultation with the field instructor and faculty liaison, develops a plan for development toward achieving the 5 practice objectives of SOWK 412. The plan is tailored to the student's interests and needs, and includes activities the student will undertake to learn and demonstrate competence in the objectives. Copies of the field education manual (2018) are available through the Faculty's web site and on the IPT data base

<http://www.runiptca.com>). The learning plan is meant to scaffold learning and development opportunities, with the intent that students should be moving toward independence by the midterm point of the practicum.

Preliminary Impressions: Field Instructors and students are asked to evaluate preliminary impressions of the practicum by the end of the second week in placement. 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. This should be submitted through the online data base and coincides with the timing of the Faculty Liaison's first agency visit.

Mid-Course Evaluation Report: At the halfway point in the practicum, a written mid-course evaluation is prepared by the student and field supervisor. The student's achievement of the activities described in the learning agreement is reviewed, and the student and field supervisor rate and comment on the student's performance in each practice area. The student's progress is considered during the mid-semester meeting with the faculty liaison. A determination regarding whether the student is meeting or failing to meet practicum requirements is made. Minimum achievement for meeting practicum requirements are included in the Field Education Manual and in the IPT data base at

<http://www.runiptca.com>. If necessary, a remedial plan can be put into place.

Final Evaluation Report: At the end of the practicum, the student, field supervisor and faculty liaison provide ratings and overall comments regarding the student's performance. A determination regarding whether or not the student has met or failed to meet practicum requirements is made. Detailed practicum requirements are included in the BSW Field Education Manual and in the IPT data base at <http://www.runiptca.com>.

The following schedule notes topic areas covered in seminar, in the event that the students want to align practicum supervision and focus, with the corresponding topic. This is not mandatory.

Week/Date	Topic	Assignment Due
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January 11	Learning plan formulation COVID, student agreement forms in IPT to be signed off	Initial learning plan review appointments to be set
January 18	Learning Agreement to be finalized -Set learning plan review meeting with liaison	Preliminary impressions entered in IPT by approximately January 25
January 25	Initial learning plan review meeting with faculty liaison, student and field instructor	Initial learning plan meetings held week of January 25- February 1
February 1		
February 8		
February 15	Reading week	
February 22		Midterm evaluations completed in IPT -Meetings held week of February 22-March 1
March 1	Plan for termination timeline (dependent on hours)	
March 8		
March 15		
March 22		Professional Practice Framework paper due -Final IPT evaluations completed
March 29	Capstone presentations	
April 5	No class	
April 12	Capstone presentations	

ASSESSMENT AND EVALUATION INFORMATION

ATTENDANCE AND PARTICIPATION EXPECTATIONS

Students are expected to conduct themselves in a professional manner, in accordance with any practicum setting expectations around dress, hours, illness, COVID guidelines, communication, etc. All missed hours are to be made up. If students miss more than 2 consecutive days, the liaison needs to be informed.

GUIDELINES FOR SUBMITTING ASSIGNMENTS

All online learning plan evaluations need to be completed online in IPT, at least 24 hours prior to the meeting with the liaison.

EXPECTATIONS FOR WRITING

Students are expected to comply with placement documentation and writing standards.

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. Policies and procedures related to at-risk situations are detailed in the BSW Field Education Manual in the IPT data base at <http://www.runiptca.com>

WITHDRAWAL

Consult your Student Centre for the drop and withdrawal dates for this winter 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.

It is recommended that you complete the practicum evaluation forms on IPT.

Students are welcome to discuss the process and content of the practicum at any time with the faculty liaison.

ADDITIONAL SUGGESTED READINGS

Please refer to the 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://socialwork.ucalgary.ca/field-education/policy-manual-other-documents>

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>

SAFEWALK

Safewalk provides a safe and reliable alternative to walking alone at nights around and on the U of A Campus located at 0-22 SUB, phone (780) 492 5563 or 4-WALK-ME. In addition to the UofA's Safewalk Program, security personnel at Enterprise Square will provide an escort from the main lobby between 6:00 pm and 11:00 pm any day that the building is open. Arrangements to be accompanied can be made at the security desk opposite to the elevators on the main floor at the time the escort is required; reservation ahead of time is not possible. Security will escort you within a two- block radius of Enterprise Square.

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 (Calgary)**
- **Safewalk (Calgary)**

- **Counselling & Clinical Services (Edmonton)**
- **ACCESS Open Minds @ UA (Edmonton)**