



Course & Session Number	SOWK 410 B07	Classroom	Various Agency Settings
Course Name	Practicum I		
Dates and Time	<p>Start of Classes: September 12</p> <p>End of Classes: Approximately December 6</p> <p>Dates and Time: Students are typically in practicum Tuesday, Wednesday, and Thursday full days</p> <p>Add/Drop/Withdrawal Dates: Please refer to the course-specific deadline in your Student Centre¹.</p>		
Instructor	<p>Julie Mann-Johnson, MSW, RSW</p> <p>Associate Professor (Teaching)</p> <p>Alyssa Scammell, BSW, RSW</p> <p>Graduate Teaching Assistant</p>	Office Hours	As requested
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OUR COMMITMENT TO EQUITY, RACIAL JUSTICE, DIVERSITY, INCLUSION AND DECOLONIZATION

The Faculty of Social Work (FSW), University of Calgary (UCalgary), is committed to promoting and actualizing equity, racial justice, diversity, inclusion and decolonization. We affirm that diversity and uniqueness are enriching and valuable, and that they can strengthen our teaching, learning, research, scholarship, and community connections. We aim to foster an inclusive, thriving and equitable environment for our students, non-academic and academic staff, and community members. We take the stand that [equity](#) does not mean sameness in treatment of people, but rather requires measures and accommodations for diverse life experiences and circumstances to ensure that no one of a particular social group is disadvantaged, underrepresented or overlooked in all aspects of our work. We intend to address systemic inequities and compounded disadvantages due to intersectionality of social locations, particularly for those who are members of racialized communities, Indigenous peoples, Black peoples,

¹ In the Enrolled Courses table, under Deadlines, click on the Calendar icon by each course and the deadlines will appear.

persons with disabilities, migrant groups (including refugees and immigrants), 2SLGBTQ+ communities, linguistic minorities as well as those who have experienced socioeconomic, caregiving, religious, political, and/or cultural barriers to their education and employment. We also recognize, honour, and integrate into our work diverse perspectives, ways of knowing and doing, experiences, and strengths. An anti-oppressive lens, particularly intersectional, anti-colonial, anti-racist and decolonizing frameworks, will inform our work.

Please refer to our full statement of our [Commitment to Equity, Racial Justice, Diversity, Inclusion and Decolonization](#), our [Statement on Anti-Black Racism](#) and the work of the faculty's [Anti-Black Racism Task Force](#), our [Statement on Anti-Asian Racism](#), and the university's [Indigenous Strategy](#).

SYLLABUS STATEMENT

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

COURSE DESCRIPTION

This course is designed to give students an introductory experience in the provision of social work service in a specific practice setting. Students, as learners, are provided with opportunities to develop practice skills, apply and build knowledge, and acquire a professional identity under the supervision of an approved field instructor. Registration in this course requires fourth year standing in the Faculty of Social Work. This course must be taken concurrently with SOWK 411: Integrative Seminar.

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 completed that addresses core learning areas, such as generalist practice, diversity and professional ethics and values and serves as the learning contract in the agency setting. Emphasis will be placed on integration of theory and social work practice with personal and professional development.

Each student has an agency-based Field Instructor (sometimes referred to as practicum supervisor) 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.

The instructor-of-record for this practicum course serves as a faculty liaison. Faculty liaisons consult as needed with students and field instructors, and usually meet with the student and field instructor(s) at least twice during the term (via zoom or face to face if preferred). The Faculty Liaison will also be the instructor for the integrative seminar (SOWK 411), which is taken concurrently with practicum.

Students are expected to be in the field placement for 13 weeks, three days per week (normally Tuesday, Wednesday, and Thursday), eight hours per day (24 hours per week), September 12 to December 6, 2023, for a total of minimum 300 hours. This time can be configured in other ways depending on the needs of the student, field instructor and agency, but must include 1 hour of supervision per 15 hours of practicum. Students may be required to complete an additional week (more

or less as needed) of practicum time in order to make up missed time (e.g., medical appointments; sick days) or to complete learning activities.

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/sites/default/files/teams/6/Field_Education/Field_Education_Manual.pdf

COURSE LEARNING OUTCOMES

For Social Work 410: Practicum I, students are expected to exhibit beginning competency in each of five practice objectives:

Practice objective 1: Professional Social Work Identity

Learners develop a professional identity in accordance with the values and ethics of the social work profession. For example, learners will be able to:

- Demonstrate an understanding of the CASW Code of Ethics and ACSW Standards of Practice.
- Use the CASW Code of Ethics and ACSW Standards of Practice to guide practice, including:
 - 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 practice.
- Identify ethical dilemmas in practice and apply ethical decision-making processes.
- Practice with integrity and demonstrate professionalism in the practicum setting.

Practice objective 2: Generalist Practice

Learners demonstrate knowledge and skills of generalist practice, using a variety of social work roles. For example, learners will be able to:

- Perform generalist practice roles across settings and populations (resource developer, advocate, educator, clinician, consultant, broker, researcher, project leader, etc.).
- Communicate effectively in both oral and written formats.
- Demonstrate the ability to effectively engage others.
- Complete comprehensive social work assessments (clinical/community).
- 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.

Practice objective 3: Reflective Practice

Learners practice reflectively and apply methods of critical thinking and inquiry to their social work practice. For example, learners will be able to:

- 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 (e.g., scientific, intuitive, experiential) and different kinds of research methods (e.g., qualitative, quantitative, participatory) contribute to social work knowledge and practice.
- Identify and critically evaluate theories used to inform their social work practice.
- Discuss practice, organizational or project constraints or limitations (e.g., funding, scope, optimization of resources).
- Use supervision effectively (e.g., prepare by developing questions request and remain open to feedback integrate feedback into practice, etc.).

Practice objective 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). For example, learners will be able to:

- Identify how personal and social factors (e.g., personal identities, values, experiences, socialization, social structures, stereotypes, media) influence professional practice with diverse clients and communities.
- Identify and challenge their own personal assumptions, views and stereotypes regarding diversity.
- Describe how they show respect for and work effectively with diverse populations.
- Analyze how the practicum agency/project responds to the needs of diverse clients or communities.
- Adapt the generalist practice model to meet the needs of diverse individuals or groups.

Practice objective 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. For example, learners will be able to:

- 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 agency/project.
- Describe the role of the social worker within a society structured to benefit some groups at the expense of others (e.g., because of race, class, gender, age, etc.).
- Evaluate the impact of agency/social policies on clients and communities, including access to opportunities and quality of life.
- Identify systemic barriers in the organization and/or community that perpetuate oppression and social injustice.

- Advocate for change and justice at individual, organizational and systemic levels.
- Discuss potential social action strategies.
- Describe how they use anti-oppressive frameworks as a basis for practice.

Note: 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 before beginning the assignment."

LEARNING RESOURCES

REQUIRED TEXTBOOKS AND/OR READINGS

There is no required text for this course. Students may refer to the [field education manual](#) for information supporting their field practicum. The field education manual can also be found on the D2L course shell for SOWK 411, which is taken concurrently as a co-requisite.

LEARNING TECHNOLOGIES AND REQUIREMENTS

A D2L site is set up for the concurrent and co-requisite course, SOWK 411, 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 and supports overall learning and integration of the practicum experience. The introductory practicum also serves as a foundation for SOWK 412 or senior practicum, which is completed in the winter semester.

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.

CLASS SCHEDULE

Important Dates for Fall 2023

- Start of Term: Monday, August 28, 2023
- First Day of Class: Tuesday, September 5, 2023
- End of Term: Friday, December 22, 2023
- Last Day of Class: Wednesday, December 6, 2023
- Fee Deadline: Friday, September 22, 2023
- Labour Day, no classes: Monday, September 4, 2023
- National Day for Truth and Reconciliation, no classes: Saturday, September 30, 2023

- Thanksgiving Day, no classes: Monday, October 9, 2023
- Remembrance Day, no classes: Saturday, November 11, 2023 (observed Monday, November 13)

Class Schedule

Students will be in practicum for a minimum of 300 hours throughout the duration of the fall term. Typically, students will in practicum Tuesday, Wednesday and Thursdays for full the working day of their particular agency. Students will record their hours in practicum on a timesheet that is signed off by the student and field instructor.

Student Attendance in Practicum

It is expected that students will attend their placements three days per week (or as negotiated with the field instructor/agency). However, students are not expected to attend practicum when they are ill. In the event of illness, please contact your 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 liaison as well. Students are responsible for arranging with the agency a convenient time to complete missed practicum hours required to complete the course.

Educational Supervision

This is an integral part of the field practicum as it provides opportunities (two hours per week) 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.

ADDITIONAL CLASSROOM CONDUCT AND RELATED INFORMATION

MEDIA RECORDING FOR ASSESSMENT OF STUDENT LEARNING

The instructor may use Zoom 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.

IPT ONLINE SYSTEM FOR COMPLETING PRACTICUM AND EVALUATION FORMS

The learning agreement, timesheet, and all other forms relating to practicum, including practicum evaluation forms are available for students, field instructors and faculty liaisons to complete online. The IPT is available online at: <http://www.runiptca.com>

Instructions and login information will be provided at the beginning of the term to both the student and field instructor.

ASSESSMENT COMPONENTS

Evaluation of Students in Practicum

Evaluation of students in practica 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 also detailed in the BSW 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 learning and achieving the five practice objectives of SOWK 410. The plan, approved by the faculty liaison, is tailored to meet the particular context of the practicum, the student's interests and needs, and serves as a contract for learning. The learning agreement serves to guide the learning activities and 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 and evolve

Completed: end September

2. **Preliminary Impressions** – Field instructors and students are asked to evaluate preliminary impressions of the practicum at around 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. These impressions help inform the focus of the initial visit with the liaison.

Completed: end September

3. **Mid-Course Evaluation** – At about the halfway point in the practicum, midterm evaluation comments and ratings are completed using the learning agreement template through the ITP system. The student's progress will also be discussed at the midterm 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.

Completed: end October

4. **Final Evaluation** – At the end of the practicum (near or upon completion of required hours), the written report is repeated, and another meeting may take place between the student, field instructor and faculty liaison. The student, field instructor, and faculty liaison discuss and 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. The final evaluation forms are to be completed no later than December 15.

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

ADDITIONAL ASSESSMENT AND EVALUATION INFORMATION

PROFESSIONAL CONDUCT

Students are required to uphold ethical social work practice that aligns with the CASW Code of Ethics and the ACSW Standards of Practice. These documents will be available for review on the D2L shell for SOWK 411, which is taken concurrently as a co-requisite.

Students will also be required to acknowledge practicum responsibility for ethical practice by signing a document available on IPT at the beginning of practicum.

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. Policies and procedures related to at-risk situations are detailed in the BSW Field Practicum Manual.

Grade	Grade Point	Description	Percentage Range
A+	4.0	Outstanding performance	95-100
A	4.0	Excellent performance	85-94
A-	3.7	Approaching excellent performance	80-84
B+	3.3	Exceeding good performance	77-79
B	3.0	Good performance	73-76
B-	2.7	Approaching good performance	70-72
C+	2.3	Exceeding satisfactory performance	67-69

C	2.00	Satisfactory performance	63-66
C-	1.70	Approaching satisfactory performance	60-62
D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	57-59
D	1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject.	50-56
F	0.00	Failure. Did not meet course requirements.	Below 50
CG		Credit Granted. Not included in the GPA calculation. See section F.1.3 for additional detail.	
CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.	

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.

Feedback forms specific to the practicum process will also be available on IPT at the end of the term.

ADDITIONAL SUGGESTED READINGS

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’s [Code of Conduct](#).

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).

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. 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. Please refer to the full policy on [Student Accommodations](#).

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](#) before beginning the assignment.

Academic Misconduct

For information on academic misconduct and its consequences, please refer to the [Integrity and Conduct](#) section in the University of Calgary Calendar.

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 who use materials protected by copyright are expected to comply with the University of Calgary policy on [Acceptable Use of Material Protected by Copyright](#) and requirements of the [Copyright Act](#) 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 and Gender-based 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.

Other Important Information

Please visit the [Registrar's website](#) 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