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SOCW4017

Social Work Practice Level 4 Placement A

Term Three // 2020

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Maree Higgins	m.higgins@unsw.edu.au	Monday, Wednesday, Friday, 3-5pm	Maree is working off- campus until further notice	+614319872 28
Phillipa Evans	p.evans@unsw.edu.au	flexible, please email for further information	Phillipa is working off- campus until further notice	0402 739 687
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School Contact Information

School of Social Sciences

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Course Details

Credit Points 6

Summary of the Course

Your final placement allows you to apply theoretical and skills based learning in a practice setting. You will be linked with a qualified social worker in a human services agency offering practice based learning, in accordance with the AASW Practice Standards. This learning experience is supported by social work supervision promoting critical reflection; it will guide you through a developmental process focusing on knowledge, skills and values relevant to the social work profession. You are consulted about your placement allocation so your learning goals and professional interests are given close consideration. Placements occur in diverse contexts of practice such as hospitals, state and federal government departments, and non-government community based organisations. Social work interventions may include policy, research, counselling, case work and community work. You will develop general social work skills, transferable to all social work contexts. The first part of placement comprises 23 attendance days (163 hours) and is generally undertaken four days per week from mid Term 2. The placement is accompanied by a series of Integration Seminars that support and complement your field based learning, with an emphasis on theory-practice integration, critical social work and critical reflection. This course is Part A of your second Field Education placement which continues into Term 3 at the same agency in the course Social Work Practice Level 4 Placement B, at the end of which grading is finalized for both courses.

Course Learning Outcomes

1. Identify and evaluate links between social work theory and practice.
2. Undertake systematic inquiry with and on behalf of individuals, couples, families, groups and/or communities.
3. Validate their developing professional identity reflectively throughout the placement.
4. Demonstrate initiative and responsibility in their professional practice.
5. Distinguish between personal and professional relationships and respond accordingly.
6. Establish collaborative and open relationships within and external to the organisation.
7. Apply effective communication and interpersonal skills appropriate to audience and situation.
8. Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.

Teaching Strategies

This is Part A of the Level 4 placement. Your learning in this course occurs in the field, supported by Integration Seminars held every 4 weeks at the university during the placement period. Teaching strategies include:

1. 23 attendance days (163 hours) at the allocated agency for Level 4 Placement
2. One hour per week supervision at the agency with the Field Educator (supervisor). This is structured according to an agenda prepared you and based on issues from your journal, and written analyses/reports on their work with additional agenda items added by your Field Educator. At placements with no on-site social work supervision students participate in an External Supervision Group held at the university fortnightly throughout the placement.

3. Your daily Diary and weekly Practice Journal (these continue for both Part A and Part B of the placement).
4. Your Learning Contract developed in consultation with the Field Educator.
5. Integration Seminars at university during placement, where work will be set and time allocated for its completion.

Assessment

Templates for all assessment pieces are available on Moodle.

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Timesheet	5%	Last day of placement	3,4,6,7
Integration Seminar activities	30%	08/08/2020 05:00 PM	1,3,4,5,6,7
Learning Contract	60%	Day 10 of placement	1,3,4,6,7,8
Placement Diary and Journal	5%	Day 35 of placement	1,3,4,5,8

Assessment Details

Assessment 1: Timesheet

Start date: Day 1 of placement

Length: Variable

Details:

The Timesheet is a formal record of the placement hours that the student completes over the semester. The minimum requirement for Part A of the placement is 23 days and 163 hours. The Timesheet should reflect this accurately. The Timesheet is verified by the Field Educator weekly.

All pieces of work in SOCW4017 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Timesheet is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW4017. The opportunity for re-submission will not have an effect on WAM as SOCW4017 is graded satisfactory/unsatisfactory only.

Additional details:

See Moodle for more detail.

Submission notes: Timesheets must be signed by student and supervisor.

Turnitin setting: This is not a Turnitin assignment

Assessment 2: Integration Seminar activities

Start date: 11/09/2020 09:00 AM

Length: Approx. 500 words

Details:

A range of interactive and written class activities receive verbal feedback in class from the tutor, and are rated overall satisfactory or unsatisfactory.

Additional details:

See Moodle for further detail.

Turnitin setting: This is not a Turnitin assignment

Assessment 3: Learning Contract

Start date: Day 1 of placement

Length: 1000 words (excluding template)

Details:

The Learning Contract is prepared in the first two weeks of the placement by the student in consultation with their Field Educator using the template available on Moodle. The Learning Contract states the learning goals and related learning tasks. It shows how these tasks will increase in complexity over the semester, gives guidance on the processes of learning to be utilised, clarifies roles and responsibilities and establishes clear expectations for the entire placement.

The Learning contract is reviewed by the Liaison Tutor within two weeks of submission. If determined to be of satisfactory quality a 'satisfactory' grade is entered in Moodle and brief comments are entered by the tutor. If determined to be incomplete or unsatisfactory the grade is withheld and the student is contacted by the Liaison Tutor and requested to revise and resubmit per the process outlined below.

All pieces of work in SOCW4017 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Learning Contract is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW4017. The opportunity for re-submission will not have an effect on WAM as SOCW4017 is graded satisfactory/unsatisfactory only.

Additional details:

1. Complete the Learning Contract in consultation with your Field Educator(s), save and print it.
2. Save the signed Learning Contract as a Word, PDF or JPEG document and upload as a Moodle Assignment in **Submission of Placement Reports**.

Submission notes: The Learning Contract is to be typed and both student and Field Educator(s) are required to place their signatures on the final page of the Learning Contract.

Turnitin setting: This is not a Turnitin assignment

Assessment 4: Placement Diary and Journal

Start date: Day 1 of placement

Length: Approx. 200 words daily

Details:

The Placement Diary and Journal allow the student to reflect on their daily activities and to map their development as a practitioner during the placement. Entries in the Diary and Journal are to be stored by the student and may be viewed by the Field Educator and the Liaison Tutor for the purposes of teaching and learning.

All pieces of work in SOCW4017 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Journal is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW4017. The opportunity for re-submission will not have an effect on WAM as SOCW4017 is graded satisfactory/unsatisfactory only.

Additional details:

See Moodle for additional detail.

Submission notes: Student to provide samples for the Liaison Tutor to review

Turnitin setting: This is not a Turnitin assignment

Attendance Requirements

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
O Week: 8 September - 11 September	Seminar	<p>This seminar will be online and held on Friday 11th September 2020. It is a Careers Symposium that is part of UNSW's Social Sciences Week. Social Sciences Week is a series of events held across Australia during the second week of September. Offering insights into the impact of the Social Sciences on our lives, this initiative was established to introduce Social Sciences to the wider public and discuss social and political change and the potential such change promises for our daily lives.</p> <p>The Careers Symposium will provide an opportunity for BSW(Hons) students to meet with social work graduates working in government, the community sector, and non-traditional employment. Although all students enrolled in a social work program may attend, attendance is mandatory for Level 4 students undertaking Social Work Practice – Level 4 Placement. Presenters will discuss employment trends, share how they foster opportunities and build networks in human services, and offer their unique insight on how to enhance graduate employability.</p> <p>We have an agenda with various activities including workshops, discussions, and many more!</p> <ul style="list-style-type: none">• Panel discussion with Alumni• Industry Exhibition and Career Booths• Indigenous Yarn• International Students Careers in Social Work Discussion• Skills workshops (CV, Cover Letter, Social Media and Cold Calling Workshop)• Panel discussion on Equity, Diversity and Inclusion in the Workplace

Resources

Prescribed Resources

Cleak H & Wilson J (2019) Making the Most of Field Placement, Third Edition. Cengage Learning, Australia.

Healy K & Mulholland J (2019) Writing Skills for Social Workers, Third Edition, Sage Publications, UK.

Course Outline SOCW4017 should be read in conjunction with Course Outline SOCW4018 - Social Work Practice Level 4 Placement B.

It is the responsibility of all students to read the Placement Manual prior to their placement. This document is available in Moodle.

Recommended Resources

Additional readings are available on in the SOCW4017/SOCW4018 Moodle Site.

Course Evaluation and Development

Student feedback is welcome throughout the term.

In addition, students are surveyed about their experience at the end of the placement about the quality of their experience of supervision and learning. They are also encouraged to complete the MyExperience survey.

Previous student feedback has prompted re-imagining and re-development of the Careers Symposium, placement documents and seminar materials.

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

<http://subjectguides.library.unsw.edu.au/elise/aboutelise>

Academic Information

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

Image Credit

Maree Higgins

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Acknowledgement of Country

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.