

**City University of Hong Kong  
Course Syllabus**

**offered by Department of Social and Behavioural Sciences  
with effect from Semester A 2017/18**

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**Part I Course Overview**

**Course Title:** \_\_\_\_\_ Practicum I \_\_\_\_\_

**Course Code:** \_\_\_\_\_ SS3293 \_\_\_\_\_

**Course Duration:** \_\_\_\_\_ One Semester – 17 weeks\* (minimum 408 hrs) \_\_\_\_\_

**Credit Units:** \_\_\_\_\_ 9 \_\_\_\_\_

**Level:** \_\_\_\_\_ B3 \_\_\_\_\_

**Proposed Area:**  
(for GE courses only)

Arts and Humanities

Study of Societies, Social and Business Organisations

Science and Technology

**Medium of Instruction:** \_\_\_\_\_ English and other languages appropriate to the practicum setting \_\_\_\_\_

**Medium of Assessment:** \_\_\_\_\_ English \_\_\_\_\_

**Prerequisites:**  
(Course Code and Title)

SS2105 Introduction to Social Work and  
SS2113 Working with Individuals and Families and  
SS2115 Working with Groups and  
SS2116 Working with Organizations and Communities and  
SS3279 Introduction to Fieldwork Learning

**Precursors:**  
(Course Code and Title) \_\_\_\_\_ Nil \_\_\_\_\_

**Equivalent Courses:**  
(Course Code and Title) \_\_\_\_\_ Nil \_\_\_\_\_

**Exclusive Courses:**  
(Course Code and Title) \_\_\_\_\_ Nil \_\_\_\_\_

\*This may vary according to the calendar year

## Part II Course Details

### 1. Abstract

The first practicum provides students a goal-directed learning experience, part of which is incidental learning, in helping them to experience and understand what real-life practice is like and how a service delivery system operates in the organizational environment of a social work agency. In addition, students will, by way of taking on the staff and professional roles, acquire the professional identity of a social worker.

This course aims to enable students to:

- 1.1 apply and integrate social work theories and methods in the practicum service setting;
- 1.2 develop professional skills to implement social work theories and methods in practice;
- 1.3 familiarize with the professional role and staff role in host agencies; and
- 1.4 develop reflective attitude and skills in practice as they internalize social work values and ethics.

### 2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs <sup>#</sup>	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Apply and integrate social work theories and methods in the practicum service setting;	25%		✓	✓
2.	Demonstrate professional skills to implement social work theories and methods in practice;	25%		✓	✓
3.	Perform the professional role and the staff role in the host organization as a service provider, an agency employee, and a professional practitioner-trainee; and	25%	✓	✓	
4.	Demonstrate attitudes and skills required of a reflective practitioner with a professional identity through internalizing social work values and ethics.	25%	✓		✓
		100%			

\* If weighting is assigned to CILOs, they should add up to 100%.

<sup>#</sup> Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

The Social Workers Registration Board requires the Programme to provide a minimum of 800 hours of practicum and additional 100 hours of teaching and learning activities related to practicum. This course is designed to meet the requirements partially.

### 3. Teaching and Learning Activities (TLAs)

*(TLAs designed to facilitate students' achievement of the CILOs.)*

TLA	Brief Description	CILO No.				Hours / week (if applicable)
		1	2	3	4	
Practice	It aims at creating a context to acquire knowledge and experience in professional practice. Students are expected to enhance their practice competence which may now build on a broadened and more differentiated knowledge base on theoretical systems underlying specific practice approaches/models and how they are translated into client-specific and setting-specific social work interventions. Students should acquire the ability to perform as professional personnel in the host agency, with the capacity for independent practice, and accountable to the agency and clients for what one does in the professional role. Duration: 8 hours x 3 days per week x 17 weeks	✓	✓	✓	✓	
Intervention plan, progress and evaluation reports	It aims at helping students to master various professional records of their practice in text, and to reflect on their practice and examine it critically	✓	✓	✓	✓	
Supervision	To provide a space for students to consult and seek support from their fieldwork supervisor, teachers on the processes of tackling problems and issues in their field practice, students are required to meet fieldwork instructor weekly and periodically with agency team leader throughout the whole period of the practicum. Students should be able to perform as a reflective, ethical and competent practitioner under a sustained process of practicum supervision, and are expected to assume greater control and responsibility for their own learning in the second practicum. Frequency: weekly individual supervision of one-and-a-half hours by a qualified instructor who must also be a Registered Social Worker. Students are also required to attend an orientation program to be held prior to the Practicum.	✓	✓	✓	✓	

**4. Assessment Tasks/Activities (ATs)**

*(ATs are designed to assess how well the students achieve the CILOs.)*

Assessment Tasks/Activities	CILO No.				Weighting*	Remarks
	1	2	3	4		
Continuous Assessment: <u>100%</u>						
Coursework	✓	✓	✓	✓	100%	Students are assessed based on the written and verbal accounts of their work, including learning contract, background study report, summary and process recordings and intervention evaluation report, reflective journals on one's learning through participative observations and direct practice, meeting with respective fieldwork instructor in weekly individual supervision sessions, discussions with agency staff, mid and final self-evaluation reports, and mid and final evaluation reports of their practice by their fieldwork instructor.
Examination: 0% (duration: _____, if applicable)						

*\* The weightings should add up to 100%.*

100%

## 5. Assessment Rubrics

*(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)*

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Coursework	Apply and integrate social work theories and methods in the practicum service setting	Strong evidence of critical thinking in integrating knowledge in practice; good organization, capacity to analyse and synthesize data; superior grasp of subject matter; evidence of extensive knowledge base, professional skills and attitude in performing both professional and staff roles; strong evidence of reflexivity in practice; strong commitment in professional values, ethics, and identity.	Evidence of grasp of subject matter in applying knowledge in practice; evidence of critical capacity and analytic ability; reasonable understanding of subject matter; evidence of familiarity with knowledge base, professional skills and attitude in performing both professional and staff roles; good evidence of reflexivity in practice; commitment in professional values, ethics, and identity.	Evidence in applying related knowledge in practice; some evidence of critical capacity and analytic ability; adequate understanding of subject matter; evidence of familiarity with essential theory base, core professional skills and attitude in performing both professional and staff roles; some evidence of reflexivity in practice; commitment in professional values, ethics, and identity.	Barely sufficient familiarity with basic knowledge, skills and attitude in practice to enable the student to progress. As fieldwork is the testing ground for practice, the Practice Board will review all the D cases to decide whether the students should retake the course.	Little evidence of familiarity with theories in practice; weakness in critical and analytic capacity and professional skills; limited or irrelevant use of knowledge and professional skills and attitude in performing both professional and staff roles; little evidence of reflexivity in practice; weak commitment in professional values, ethics, and identity.

### Part III Other Information (more details can be provided separately in the teaching plan)

#### 1. Keyword Syllabus

(An indication of the key topics of the course.)

Relating social work knowledge to practice in identifying and describing social problems and their impacts on individuals, families and the community; understanding individual clients from a human development and ecological perspective; identifying and describing the community contexts of practice, i.e. the host community; gaining direct knowledge of formal and informal community resources; understanding how social policies affect clients, families, and the community; and how to analyze social policies;

Demonstrating professional skills in verbal communication, relational and helping skills; written communication and documentation skills; utilizing community resources; developing sound assessment, and critically selecting and implementing interventions at all levels of generalist practice; influencing, guiding and managing the planned change process; developing skills in evaluating social work practice;

Analyzing the mission, goals, and services of the agency; understanding how agency policies affect clients, families, and the community; Performing both staff role, and professional social work roles and identity in the host organization as service provider, an agency employee, and a professional practitioner-trainee; reflecting on the values issues and ethical dilemmas in performing these roles;

Demonstrating attitude and skills required of a reflective practitioner with a professional identity through internalizing social work values and ethics reflexively; Integrating and deepening the commitments to generic social work principles, core beliefs and values in professional practice; appreciating social work values and ethics as central premise of practice through self reflection and use of fieldwork supervision;

Remarks

This is the first fieldwork practicum for students with no prior social work experience.

#### 2. Reading List

##### 2.1 References

1.	Department of Applied Social Sciences (2015). <i>Practicum handbook: BSS(SW) programme</i> (11 <sup>th</sup> ed.). Hong Kong: City University of Hong Kong.
2.	Kwong, W. M., Lee, T. Y., & Chee, P. (Eds.). (2008). <i>Documenting practice in fieldwork: Examples, illustrations and feedback</i> . HK: Department of Applied Social Studies, City University of Hong Kong.
3.	Lee, T. Y., & Chan, R. (2005). <i>First level integration of theory with practice in fieldwork</i> . HK: Department of Applied Social Studies, City University of Hong Kong.
4.	Lee, T. Y., Lo, J. Y. S., & Chow, E. O. W. (2008). <i>Writing reflection logs in social work practicum</i> . HK: Department of Applied Social Studies, City University of Hong Kong.
5.	Social Welfare Department. (2001). <i>English writing reference kit for social workers</i> . HK: Social Welfare Department.

##### 2.2 Web Resources

1.	Web Resource for Field Instruction <a href="http://www.cityu.edu.hk/ss/resources/bswfw/HOME.htm">http://www.cityu.edu.hk/ss/resources/bswfw/HOME.htm</a>
2.	Practice Teaching, Learning & Research <a href="http://ssweb.cityu.edu.hk/facil-ptlr.asp">http://ssweb.cityu.edu.hk/facil-ptlr.asp</a>
3.	Social Work Registration Board <a href="http://www.swrb.org.hk/">http://www.swrb.org.hk/</a>
4.	Social Work Resources - Ethics <a href="http://pages.prodigy.net/lizmitchell/volksware/ethics.htm">http://pages.prodigy.net/lizmitchell/volksware/ethics.htm</a>