

SS3284: INTRODUCTION TO FIELDWORK LEARNING II

Effective Term

Semester A 2025/26

Part I Course Overview

Course Title

Introduction to Fieldwork Learning II

Subject Code

SS - Social and Behavioural Sciences

Course Number

3284

Academic Unit

Social and Behavioural Sciences (SS)

College/School

College of Liberal Arts and Social Sciences (CH)

Course Duration

One Semester

Credit Units

1

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

SS2105 Introduction to Social Work and SS2278 Self Development Laboratory and SS3283 Introduction to Fieldwork Learning I

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Part II Course Details

Abstract

This course aims to enable students to meet partially the requirements set by the Social Workers Registration Board regarding practicum training. This course aims to enable students to

1.1 be competent in using appropriate language and format to manage different types of professional writings in social work practicum;

1.2 be familiar with necessary administrative arrangements in field practice; and

1.3 be sensitive and critical to integrate and apply theories in social work practice.

Course Intended Learning Outcomes (CILOs)

CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1 Use appropriate language and format to manage different types of professional writings in social work practicum.	20		x	
2 Describe the unique mode of field instruction and criteria of performance evaluation for the practicum courses.	20		x	
3 Describe necessary administrative arrangements and functions of supervision in field practice.	20		x	
4 Describe commonly used practice frameworks and issues of integration of theory and practice.	20		x	x
5 Critically review ethical concerns and dilemmas in social work practice.	20	x	x	

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 real-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.

Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1	TLA1: Professional writing lectures	Students will engage with different writing formats such as: formal correspondence in work/practicum setting; written assignments in orientation stage including background study reports, and learning contract; casework related written assignments including case intake, summary and process recordings, transferral, referral and closing summary; groupwork and programme related written assignments including programme/ group proposal, summary recording, programme evaluation and report. written assignments for fieldwork assessment including mid-term and final self-evaluation reports.	1, 2, 3
2	TLA2: Reading, Mini-lecture, Question and Answer	Students will gain their knowledge on the necessary administrative procedures and arrangements in practicum; how to make use of fieldwork supervision in practicum learning; how to engage in reflective learning and practice; how importance of integration of theories and practice in social work helping process; and the importance of evidence-based practice with scientific evaluation for its effectiveness.	3, 4

3	TLA3: Case Discussion	Students will engage in real case application of what they have learnt through class discussion in analysing specific situations. Emphasis will be placed on applying relevant knowledge and practice principles to handle the case-situations. Students will form small groups for discussion on the cases.	4, 5	
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Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks ("- " for nil entry)	Allow Use of GenAI?
1	Mid-term Quiz	2, 3, 4	30	-	No
2	End-of-Term Quiz	1, 2, 3, 4, 5	60	-	No
3	Class participation	1, 3	10	Students are encouraged to use AI to generate initial ideas in professional writings and compares the different type of reporting in real setting.	Yes

Continuous Assessment (%)

100

Examination (%)

0

Assessment Rubrics (AR)**Assessment Task**

Mid-term Quiz

Criterion

ABILITY to Understand and Accurately Describe: the importance of written assignments in consolidating practicum experience, the administrative requirements in practicum, & the functions of field instruction and supervision in social work practicum.

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

End-of-Term Quiz

Criterion

2.1 ABILITY to Understand and Accurately Describe: the importance of written assignments in consolidating practicum experience, the administrative requirements in practicum, the functions of field instruction and supervision in social work practicum, and the importance and difficulty in integrating theory and practice.

2.2 ABILITY to APPLY social science knowledge in analysing an ethical dilemma in social work practice.

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

Class participation

Criterion

ABILITY to FORMULATE students' own styles in professional writings and different type of reports in social work practice.

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Part III Other Information

Keyword Syllabus

Integration of theory with practice in fieldwork; Recording and professional writings; Workload and structured tasks in practicum; Working with practicum instructor and agency staff; Uses and limitations of practicum supervision; Effective communication within a practicum organization; Administrative briefing; Assessment and Moderation of Practicum.

Reading List

Compulsory Readings

	Title
1	Chu, L. L. K. et al. (Eds.). (2010). Rethinking on professional conduct of social workers: Casebook of disciplinary inquiries. H.K.: Social Workers Registration Board.
2	Kwong, W. M., & Lee, T. Y. (2014). Making the best out of field practicum: Field instruction manual. HK: Department of Applied Social Sciences, City University of Hong Kong.
3	Kwong, W. M., Lee, T. Y., & Chee, P. (Eds.). (2014). Documenting practice in field practicum: Examples, illustrations and feedback (3rd ed.). HK: Department of Applied Social Sciences, City University of Hong Kong. January, 1997.
4	Lee, T. Y., & Chan, K. H. (2014). First level integration of theory with practice in field practicum. HK: Department of Applied Social Sciences, City University of Hong Kong. (21 pages).
5	Practicum Handbook (Bachelor of Social Work [Hons.]) published by the Department of Applied of Social Sciences.

Additional Readings

	Title
1	Birkenmaier, J & Berg-Weger, M. (2011). The Practice Companion for Social Work: Integrating Class and Field Work. Boston: Allyn & Bacon.
2	Bogo, M. (2010). Achieving Competence in Social Work through Field Education. London:University of Toronto Press Incorporated.
3	Doel, M., Shardlow, S. M. & Johnson, P. G. (2011). Contemporary Field Social Work: Integrating Field and Classroom Experience, Thousand Oaks: SAGE Publications.
4	International Federation of Social Workers. (2012). Statement of Ethical Principles. Retrieved from http://social-workers.info/
5	Kwong, W. M., Lee, T. Y., Mak, H. W., & others (Members, Sub-groups on Case Recording and Referral, Report and Minutes of Meeting, and Project Proposal and Correspondence) (2002). English writing reference kit for social workers. Hong Kong: Advisory Committee on Social Work Training and Manpower Planning. (CD-ROM also available).
6	Moore, L. S., Dettlaff, A. J., & Dietz, T. J. (2004). Using the Myers-Briggs type indicators in field education supervision. <i>Journal of Social Work Education</i> , 40(2): 337-349. Retrieved on February 29, 2008, from ProQuest Education Journals database. (Document ID: 884377561).
7	Royse, D., Dhooper, S. S., & Rompf, E. L. (2003). <i>Field instruction: A guide for social work students</i> . (4th ed.). New York: Longman.
8	Sheafor, B. W., Horejsi, C. R., & Sheafor, G. A. (2012). <i>Techniques and guidelines for social work practice</i> (9th ed.). Boston: Allyn and Bacon. (HV91.S48).
9	朱亮基等編 (2010) 。社工專業操守的再思：紀律研訊案例彙編。香港：社會工作者註冊局。
10	李德仁 (2004) 。再思「溫故知新」：從教育心理學、儒家學知思行學說、倫理學、哲學及詮釋學探討社會工作實務的反思 (本文試圖從哲學認識論、詮釋學、教育心理學、倫理學等方面對社會工作實務的反思(reflective practice)，給予闡釋，對反思的機制、過程和特徵作探討；剖析社會工作員成長的模式和難關；探討社工反思的內容和方法，並提出反思的幾點原則要求。) Keynote speech delivered in the Symposium on Learning to Practice / Learning in Practice. June 18-19, 2004. City University of Hong Kong.

11	李德仁 (2006) 。怎樣學好社會工作專業？刊於甘炳光、陳偉道、文錦燕編著 《堅守信念—給社工學生的30封信》。香港：香港城市大學出版社。頁189-200。HV40 .G34 2006
12	鄺偉文、李德仁 (2005) 。社工之藝-- 實務中「機巧處變」的能力。載於鄺偉文、李德仁編製「實務智庫 4」。香港：城市大學。(DVD)
13	鄺偉文 (2001) 。「從實務訓練中學習」。香港：城市大學。(VCD)
14	鄺偉文 (2001) 。「教學上如何適切學生的學習模式」。香港：城市大學。(VCD)
15	罗肖泉著 (2005) 。踐行社會正義: 社會工作價值與倫理研究。北京市：社会科学文献出版社。HV10.5 .L86 2005
16	Frederic G. Reamer 著；包承恩, 王永慈主譯；郭瓊灑, 鍾曉慧譯 (2000) 。社會工作價值與倫理 Social work values and ethics. 台北：洪葉文化事業有限公司。HV10.5 .R42712 2000
17	Web Resource for Field Instruction (T.Y LEE)(http://www7.cityu.edu.hk/sspltr/p1/web_res/index.htm)
18	Practice Teaching, Learning & Research (T.Y LEE)(http://www7.cityu.edu.hk/sspltr/)
19	Social Work Registration Board(http://www.swrb.org.hk/)
20	Social Work Resources – Ethics(http://pages.prodigy.net/lizmitchell/volksware/ethics.htm)
21	International Federation of Social Workers (2014). Global Definition of Social Work. Retrieved from https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/