

SOCW4017

Social Work Practice Level 4 Placement A

Term 1, 2022



Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Jennifer Stephensen	j.stephensen@unsw.edu.au	Available for consultation by appointment	Room 170 Morven Brown Building	

School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

email: soss@unsw.edu.au

phone: 02 9385 1807

Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

Course Details

Units of Credit 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. 1.5 hours per week supervision at the agency with the Field Educator (supervisor). This is structured according to an agenda prepared by 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 task	Weight	Due Date	Course Learning Outcomes Assessed
1. Timesheet	5%	Last day of placement	3, 4, 6, 7
2. Integration Seminar activities	30%	Not Applicable	1, 3, 4, 5, 6, 7
3. Learning Contract	60%	Day 10 of placement	1, 3, 4, 6, 7, 8
4. Placement Diary and Journal	5%	Day 35 of placement	1, 3, 4, 5, 8

Assessment 1: Timesheet

Start date: Day 1 of placement

Assessment length: Variable

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

Due date: Last day of placement

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.

This is not a Turnitin assignment

Additional details

See Moodle for more detail.

Assessment 2: Integration Seminar activities

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

This is not a Turnitin assignment

Additional details

See Moodle for further detail.

Assessment 3: Learning Contract

Start date: Day 1 of placement

Assessment length: 1000 words (excluding template)

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.

Due date: Day 10 of placement

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.

This is not a Turnitin assignment

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**.

Assessment 4: Placement Diary and Journal

Start date: Day 1 of placement

Assessment length: Approx. 200 words daily

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

Due date: Day 35 of placement

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.

This is not a Turnitin assignment

Additional details

See Moodle for additional detail.

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 4: 7 March - 11 March	Seminar	<p>The first Integrative Seminar for SOCW4017 Level 4 Placement will be held in week 5 on Friday 2 July 2021 from 1300-1700 hours.</p> <p>The Seminar will be held in Mathews Lecture Theatre B.</p> <p>This is intended to be a seminar with face-to-face attendance. Online attendance is only available for students who demonstrate a need to attend online. Please contact the Course Convenor if applicable: jane.dennis@unsw.edu.au</p>
Week 9: 11 April - 15 April	Seminar	<p>The second Integrative Seminar for SOCW4017 Level 4 Placement will be held in week 10 on Friday 6 August 2021 from 1300-1700 hours.</p> <p>The Seminar will be held in Mathews Lecture Theatre B.</p> <p>This is intended to be a seminar with face-to-face attendance. An online attendance option will be available for students who demonstrate a need to attend in this mode. Please contact the Course Convenor.</p>

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 includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original 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 for the purpose of them plagiarising, 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

The [UNSW Academic Skills support](#) offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. 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 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

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided.)

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.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Image Credit

Photo by Marvin Meyer on Unsplash

CRICOS

CRICOS Provider Code: 00098G