

SWRK3300: Field Practicum 1

Ourimbah and Newcastle City Precinct
Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.

OVERVIEW

Course Description

Each student is placed in a human service organisation for a minimum of 70 days/ (500 hours) to complete social work tasks with the support of supervision from a qualified social worker.

Academic staff locate and support the field practicum. Each student is allocated to a practicum organisation by the BSW (Hons) academic staff, taking into account the learning needs of the student and the type of placements available.

The practicum is assessed against learning objectives. Students are well supported during the practicum with a preparation for practicum workshop prior to the commencement of the placement, mid-placement workshops during the practicum and a staff liaison person allocated to each student. Policies, procedures and expectations relating to field practicum courses in the Bachelor of Social Work (Hons) program are detailed in the BSW (Hons) Field Education Handbook, a copy of which is available on the Social Work Program Canvas Site, and also on the Professional Experience Unit site.

Academic Progress Requirements

This course is a compulsory program requirement and is monitored for academic progress purposes. The course must be completed to progress in the program or meet other program requirements.

Failure or withdrawal from this course will result in students being considered under the Student Academic Progress Procedure.

Requisites

To enrol in this course students must be active in the Bachelor of Social Work (Honours) (12317), and have successfully completed SWRK1001 and SWRK1002, or SWRK1010 and SWRK1020, or SWRK1001 and SWRK1020. Students must also have completed SWRK2001, SWRK2003 and SWRK2200.

Assumed Knowledge

SWRK1001, SWRK1002, SWRK2003, SWRK2001, SWRK2200.

Contact Hours

Ourimbah and Newcastle City Precinct
Online Activity

Online
6 hour(s) per term starting Week 1

Practicum

Face to Face Off Campus
500 hour(s) per term starting Week 1
Practicum for 500 hours per term

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

Workshop

Face to Face On Campus
9 hour(s) per term
3hr pre-placement workshop + 3hr mid-placement workshop +
3hr end of placement workshop

Unit Weighting 30

Workload Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

CONTACTS

Course Coordinator **Ourimbah and Newcastle City Precinct**
Social Work Field Education
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Teaching Staff Other teaching staff will be advised on the course Canvas site.

School Office **School of Humanities Creative Industries and Social Sciences**
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SYLLABUS

Course Content

Each student is placed in a human service organisation for a minimum of 70 days/ (500 hours) to complete social work tasks with the support of supervision from a qualified social worker (field educator or external field educator).

The student prepares a learning plan based on the AASW practice standards in consultation with the field educator and/or external field educator that specifies tasks and outcomes to be achieved during the practicum. The learning plan template and preparation guide is available on Canvas for SWRK3300. The learning plan identifies how the student will demonstrate achievement of the learning objectives, against which the student is assessed.

The learning plan should be submitted electronically to the student's University Field Liaison Officer within ten days of commencing placement. The Field Liaison Officer will provide feedback to the student on their plan and advise of its feasibility and acceptance.

A mid-placement review is conducted to facilitate processing of what has happened to date on the placement, contribute to planning of the remainder of placement and renegotiate the learning plan, if necessary.

The mid-placement review involves a visit to the agency by the university liaison officer and a three-way discussion on the learning process with the student, field educator and external field educator where one is appointed. Decisions and outcomes from this discussion should be incorporated into a mid-placement report prepared by the student. The mid-placement report template is available on Canvas for SWRK3300. The mid-placement report should be submitted electronically to the university liaison within five days of the mid-placement visit. Your university liaison will complete feedback and make recommendations on the basis of this report.

An end of placement review by student, field educator and external field educator where there is one appointed provides the opportunity to reflect on the second part of placement and to look for future learning needs. The end of placement report is submitted by the Field Educator but is completed in consultation with the student. Students do not need to submit an additional report.

NB. All reports must be received by the School (with a signed hard copy) before a final grade will be awarded. The end of placement field educator's report seeks feedback from the field educator/s on the student's progress towards learning goals, an assessment of the student's strengths and areas for development, and a review of opportunities the field educator has had to observe student performance.

A standardised report format is included on Canvas for SWRK3300. All field educators also receive an electronic copy of these documents. The completed and signed report should be sent to the PEU in hard copy. Mailing details are included in the Field Education Handbook (a copy of which is on the Canvas site for SWRK3300). Classes prior to and during the placement will address practicum learning processes needed to progress through the course and are a compulsory requirement of SWRK3300.

**Course Learning
Outcomes**

On successful completion of this course, students will be able to:

1. Display professionalism and integrity, including practicing in a professional manner that is in accordance with social work values and ethics, the AASW Code of Ethics and shows an understanding of policies, procedures and structures within the organisation and wider systems and how these impact on outcomes for clients, groups and communities.
2. Engage with clients/service users/communities in a respectful, non-discriminatory way that is culturally responsive, inclusive and appropriate to presenting situations and in keeping with ethical and legislative requirements.
3. Articulate knowledge for social work practice, including systemic influences, theories and concepts, the role of research and evaluation and articulate how theories, and knowledge informs practice.
4. Demonstrate skills in social work practice, including assessment and intervention, working collaboratively, and critical, and reflective practice.
5. Employ effective communication and teamwork when engaging with a diverse range of people, including other professional disciplines.
6. Complete appropriate written communication skills in recording and reporting on practice in keeping with ethical principles, legislative requirements and organisational procedures.
7. Participate in self-reflection and effective use of supervision to increase self-awareness, manage stress and continually develop practice, taking initiative and responsibility for own learning and professional development.

Course Materials

Other resources for the course will be provided on the Canvas website.

COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

Course Assessment Requirements:

- Assessment 1 - Students must demonstrate competency in all listed assessment items below: Pass requirement - Must pass this assessment item to pass the course.

Course Assessment Requirements:

1. Learning Plan to be submitted in the first 10 days of placement
2. Students to complete two written 500-word reflection tasks, due week 3 and week 6 of placement
3. Mid Placement meeting and report
4. End of placement meeting and report

Compulsory Placement and WHS Requirements:

- National Police Certificate - Students must complete a National Police Check.
- NSW Health Verification Requirements - Mandatory NSW Health Verification Requirements must be met. NSW Health Immunisation Requirements, and where placed in a NSW Health site online HETI training as stipulated by NSW Health.
- Working with Children - A national criminal history check and review of findings of misconduct involving children, required for any child-related work.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
	19 Feb	Pre-Placement Workshop: NuSpace- 19/2/24, 9am -12pm Ourimbah- 20/2/24, 12-3pm		
Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb			
2	4 Mar		1hr online zoom meetings to be directed	
3	11 Mar			Online reflections Friday 15 March 11:59pm
4	18 Mar	Mid-Placement Workshop: NuSpace- 18/4/24, 9am -12pm Ourimbah- 19/4/24, 2-5pm	1hr online zoom meetings to be directed	
5	25 Mar			
6	1 Apr		1hr online zoom meetings to be directed	Online reflections Friday 5 April 11:59pm
7	8 Apr			
Mid-Semester Recess				
Mid-Semester Recess				
8	29 Apr		1hr online zoom meetings to be directed	
9	6 May			
10	13 May	End of Placement Workshop: NuSpace- 16/5/24, 9am -12pm Ourimbah- 13/5/24, 2-5pm	1hr online zoom meetings to be directed	
11	20 May			
12	27 May		1hr online zoom meetings to be directed	
13	3 Jun			
Examination Period				
Examination Period				

ASSESSMENTS

This course has 1 assessment. The assessment is described in more detail in the sections below. Students must demonstrate competency in all listed assessment items below*

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Demonstrated Competency:	As directed	Individual	100%	1, 2, 3, 4, 5, 6, 7
a)	3 Reports*:	Uploaded 11.59pm 10 working days after:	Individual	Formative	
	(i) Learning plan	(i) Commencement of the placement			
	(ii) Mid-placement review	(ii) Mid-placement review meeting			
	(iii) End of placement	(iii) End of placement meeting			
b)	Online reflections*	Week 3 Friday 15 March 11:59pm Week 6 Friday 5 April 11:59pm	Individual	Formative	

* This assessment has a compulsory requirement.

Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

Assessment 1a - Students must demonstrate competency in all listed assessment items below

Assessment Type Description

Demonstrated competency

This is a continuous assessment of performance on placement for the duration of 500 hours and is based on (i) 3 reports, (ii) 2 meetings at the mid-way and end of placement and (iii) feedback provided by agency mentor/s and the University Liaison. It includes the successful completion of tasks associated with meeting the learning goals articulated in the Learning plan and an assessment by the agency mentor at the mid and end of the Placement. The three reports are made up of the Learning Plan - to be uploaded two weeks after commencement of the placement; the mid placement Review Report - to be uploaded 10 working days after the Mid-Placement Review meeting and the End of placement Report to be uploaded 10 working days from the end of placement meeting. All reports should be uploaded to Canvas with student, agency mentor, and if needed external supervisor signatures and comments.

Weighting Length

100%

Placement - 500 hours of placement

Reports - 1500 words (suggested maximum length of 500 words per report)

Compulsory Requirements Due Date

Pass requirement - Must pass this assessment item to pass the course.

Submission Method Assessment Criteria Return Method Feedback Provided Opportunity to Reattempt

See assessment schedule; reports' submission dates depend on the date of commencement of the placement

Online for reports

See Canvas

Not returned

Online and face to face

Students WILL NOT be given the opportunity to reattempt this assessment.

Assessment 1b Assessment Type

Online Reflections

Professional Task

Description	The completion of two online reflective tasks, (i) postcard of placement outlining students initial experience and thoughts on the first 3 weeks of placement. (ii) supervision reflection outlining your experience of supervision so far.
Weighting	Formative
Length	1000 words (500 words each)
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Week 3 Friday 15 March 11:59pm Week 6 Friday 5 April 11:59pm
Submission Method	Online
Assessment Criteria	See Canvas
Return Method	Online
Feedback Provided	Online
Opportunity to Reattempt	Students WILL NOT be given the opportunity to reattempt this assessment.

ADDITIONAL INFORMATION

Grading Scheme	This course is graded as follows: <table border="1"><thead><tr><th>Grade</th><th>Description</th></tr></thead><tbody><tr><td>Ungraded Pass (UP)</td><td>There are no marks associated with this result and you have met the level requirements to pass the course.</td></tr><tr><td>Fail (FF)</td><td>Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.</td></tr></tbody></table>	Grade	Description	Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.	Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.
Grade	Description						
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.						
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.						
Placement Requirements	This is a placement course covered by the Student Professional Experience Policy. Refer to https://policies.newcastle.edu.au/document/view-current.php?id=30 for further information						
Communication Methods	Communication methods used in this course include: <ul style="list-style-type: none">- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.- Email: Students will receive communications via their student email account.- Face to Face: Communication will be provided via face to face meetings or supervision.						
Course Evaluation	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.						
Oral Interviews (Vivas)	As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination (viva) Procedure . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule .						
Academic Misconduct	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to https://policies.newcastle.edu.au/document/view-current.php?id=35						

**Adverse
Circumstances**

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

**Important Policy
Information**

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <https://www.newcastle.edu.au/current-students/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.

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