BACHELOR OF SOCIAL WORK PROGRAM

SOCW380: PRACTICUM: COMMUNITY SOCIAL WORK PRACTICE

<table>
<thead>
<tr>
<th>COURSE OUTLINE</th>
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<tbody>
<tr>
<td>Section</td>
<td>S19W70</td>
</tr>
<tr>
<td>Instructor</td>
<td>Fiona Meyer Cook</td>
</tr>
<tr>
<td>Online Office Hours:</td>
<td>Please contact me as needed via email. You can also set up a zoom or face-to-face appointment with me. Please do not expect responses after hours or on weekends.</td>
</tr>
<tr>
<td>Office Phone</td>
<td>please use the email to set up an appointment</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:Fiona.meyercook@viu.ca">Fiona.meyercook@viu.ca</a></td>
</tr>
</tbody>
</table>

Hay ch qa’ sii’em siye’yu mukw mustimuxw.

In keeping with regional protocol, Vancouver Island University students, staff, faculty and administration would like to acknowledge and thank the Snuneymuxw First Nation, Tla’amin First Nation, Snaw-naw-as First Nation and the Cowichan Tribes for allowing students, staff, faculty and administration to teach, learn, live and share educational experiences on the traditional territories of these nations.
COURSE DESCRIPTION

Students are required to complete a 350-hour fieldwork placement to develop basic interview, intervention, and advocacy skills within a multidisciplinary framework. Particular emphasis will be placed on formulation of relationships with individual families and groups.

Prerequisite: Admission to the BSW program; SOCW 300B, SOCW 301, SOCW 322, SOCW 352, and SOCW 350A (may be taken concurrently).

LEARNING OUTCOMES

Upon completion of the practicum, students will be able to:

1. Demonstrate the integration of theory and knowledge with anti-oppressive practice.
2. Demonstrate the ability to engage and maintain purposeful and positive relationships in professional practice.
3. Demonstrate an integration of basic communication, intervention, and advocacy skills in relationships with colleagues, instructors, community, individuals and other professionals
4. Demonstrate professional and ethical practice.
5. Demonstrate an awareness of the roles and mandate of a variety of community agencies
6. Demonstrate the ability to work within a multidisciplinary framework.
7. Understand, adhere to, and apply the CASW Code of Ethics and Ethical Practice Guidelines in their practice, their practicum setting, and in the SOCW 380 seminars.

REQUIRED TEXTS:

There are no required texts for this course

CLASS FORMAT AND ASSIGNMENTS

Students will be assessed via a learning contract, midterm and final assessment. Additional mentorship is offered as required.

SOCIAL WORK CODE OF ETHICS

Students enrolled in the Bachelor of Social Work program at Vancouver Island University are expected to comply with the social work Code of Ethics within the jurisdiction in which they are residing. In Canada, students are expected to have read and comply with the Canadian Association of Social Workers Code of Ethics located here: https://casw-acts.ca/sites/casw-acts.ca/files/documents/casw_code_of_ethics.pdf

Non-compliance with the Code of Ethics can result in discontinuation from the Bachelor of Social Work program.

PARTICIPATION

Presence, engagement and participation in this class is mandatory. Students are expected to follow the course outline and keep current with their weekly readings and assignments.
Instructors are able to keep track of student progress in the course, and will connect with students who appear to be struggling to ensure that they can complete the course successfully.

In some courses, participation will be graded and students who have extended attendance issues may not be able to complete the course.

**METHOD OF STUDENT EVALUATION:**
You will be assessed on your practicum performance.
There is also a 5% grade which this instructor will grade you on that gets included in your 301 course grade.

Here is further information:
**Practicum Seminar Attendance and Participation**
SOCW 301/SOCW 380
5%

All students in SOCW 380 will participate in two seminars with their Faculty Liaisons. The first will be focused on an introduction to the Learning Contract and how it needs to be completed and used through the placement. The second will be a meeting at the mid way mark to discuss issues specific to practicum and address challenges and issues that may emerge with classmates. These seminars will be scheduled by each Faculty Liaison.

Students will be graded on the seminar by their Faculty Liaison in SOCW 380 and this mark will be applied to the SOCW 301 grade.

**Not all students will be taking SOCW 380 concurrently with SOCW 301. Please let your Faculty Liaison know whether you are not taking SOCW 301. You will still need to participate in the seminars.**

Students will be graded on the following:

**Attendance**
- student attends and is on time for all seminars
- student communicates with instructor regarding attendance

**Participation**
- student participates actively and engages in all seminars
- student is respectful of the process

**Preparation**
- student comes prepared and ready to participate, specific to the task
- student has completed tasks specific to attending and participating in the seminars

Students are expected to review the following policy with respect to grade appeals:
http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp
HANDLING OF STUDENT WORK

1. Students are responsible for retaining a copy of all submitted work and for submitting all assignments by their due date. (Please see late policy).
2. Every effort will be made to return feedback to students within two weeks.
3. Students can email the instructor to review and discuss their exams, assignments or course grade.
4. Final grades will be posted for each student to view on the course VIU Learn site and on their VIU Student Account.

DISABILITIES ACCOMMODATION

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodation, please feel free to approach me and/or Disability Access Services (DAS) as soon as possible. The DAS staff is available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

Students who have an existing disabilities accommodation must submit their documentation to the course instructor within the first two weeks of the course. Students who are seeking a disabilities accommodation must submit their documentation to their instructor as soon as it is completed. Students will meet with each of their instructors to discuss how their accommodation will be applied to the course content, online setting and the evaluation process.

LATE SUBMISSION OF ASSIGNMENTS/MISSED EXAMS: CONSEQUENCES

All assignments must be submitted on the date and time specified, and all tests are to be written on the date specified. The only time an assignment can be handed in late is if there is a medical or family emergency and it must be communicated to the instructor as soon as possible. A doctor’s note will be required for illness and must include the dates of the student’s incapacity.

A student is responsible for communicating any late submissions to the instructor, regardless of the reason.

If a student hands in an assignment late, a late deduction of 2% per day will occur up to 7 days.

Papers or assignments will not be accepted after 7 days.
Extension requests for assignments will only be considered under exceptional circumstances. These include: death of a family member, prolonged illness, hospitalization or what would be deemed an emergency situation. Extension requests need to be submitted at least 24 hours ahead of time. For illness or hospitalization, the student will be required to produce a doctor’s note that are specific to the dates of their incapacity.

There are no rewrites and therefore, no rewrite will be granted for papers with a low mark or failing grade. It is the student’s responsibility to understand the content and expectations of the assignments that are due. The instructor will provide outlines, marking rubrics, and overviews for the assignments. Meetings with the instructor are recommended and encouraged if a student is struggling with the content.

Requests for “make-up assignments”, “additional work” or “alternate assignments” for the purposes of increasing grades will not be granted.

**It is the student’s responsibility to monitor their progress** and access assistance/resources early on in the event of low marks or if it appears there may be a risk of not achieving the necessary grade required to fulfill program requirements. All grades are available on the course VIULearn site.

*Students are expected to keep a copy of all their work.* Therefore, losing assignments as a result of not having saved a paper will not be accepted as a reason for an extension. Computers/laptops crashing or breaking down as well as theft of computers from vehicles or homes will no longer be considered valid reasons for an extension request. It is suggested that students e-mail themselves drafts of their work at regular intervals or save draft copies of assignments on a disc or memory stick.

**GENERAL REGULATIONS AND STUDENT CONDUCT**

Students are expected to review and adhere to the General Regulations and Student Conduct Code (Policy 32.05): [http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp](http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp)

Students are expected to review and adhere to the Faculty of Health and Human Services Policies and Procedures listed here: [https://hhs.viu.ca/faculty-health-and-human-services-policies-and-procedures](https://hhs.viu.ca/faculty-health-and-human-services-policies-and-procedures)

It is an expectation that students will have read the BSW Student Handbook in its entirety and understand its contents. The student handbook can be located here: [https://hhs.viu.ca/bachelor-social-work/bsw-student-handbook](https://hhs.viu.ca/bachelor-social-work/bsw-student-handbook)

**Academic Integrity**
Academic integrity is expected of all students. There are five values that underpin academic integrity (these are also consistent with professional social work standards): honesty, trust, fairness, respect, and responsibility. Please read through the Student Academic Code of Conduct policy (www.viu.ca/policies) to ensure that you are aware of VIU’s expectations. Violations of the academic code of conduct will be taken seriously and acted upon according to this policy.

Plagiarism on papers is considered a breach of academic conduct and will be dealt with accordingly. A link to the VIU Academic Code of Conduct is included in the course outline. Please read it. If students have additional concerns or questions that come up for them throughout the duration of the course, they are encouraged to consult the instructor for clarification.

Submitting papers that are at an unacceptable level in terms of writing and organization are the student’s responsibility. If in the past, assistance was required with writing, it is strongly recommended that you be proactive early on to access assistance for this course. Links are provided for the Writing Centre at VIU and to the digital resource of Learning Matters. Learning Matters has excellent links to a variety of resources that can assist with studying, writing and researching.

Students will use APA referencing and formatting for all their academic papers. Not doing this correctly may result in deductions of marks (please see the rubrics for your assignments).

Respectful Behaviour and Communication

Students will exhibit professionalism and respect in their communication with both the instructor and their classmates. The online setting is easily misinterpreted, so be aware of how you write emails, post discussions and interact with one another in small groups or in online seminars.

Constructive feedback should not be taken personally, and if you are feeling upset or unsafe by something said or written or done online, please contact the instructor to discuss it further.

Any form of discrimination or harassment of your classmates or instructor will not be accepted.

Engagement with other students outside of the course itself, should also be respectful and professional. This includes discussion in student Facebook groups or on social media. Confidentiality is a key social work ethical principle and should be adhered to at all times in either online or face-to-face interactions.

STUDENT SUPPORTS

1. Vancouver Island University Calendar: http://www.viu.ca/calendar/
2. VIU Learning Matters: https://learningmatters.viu.ca/
3. VIU Writing Center: https://services.viu.ca/writing-centre
4. Student Affairs Department: https://www2.viu.ca/studentservices/
5. Vancouver Island University student information: https://www.viu.ca/students
6. Online APA style referencing sites provided under the APA style referencing link located here: https://learningmatters.viu.ca/pages/using-style-sheets and https://owl.english.purdue.edu/owl/resource/560/01/
7. Online access to Instructor through email

BSW GRADUATION REQUIREMENTS

1. Students must have completed at least 120 university-level credits and have completed all the required core and elective courses to be eligible for the Bachelor of Social Work degree.
2. A minimum "C+" average on all required courses with no grade lower than "C".
3. It is the student's responsibility to ensure that all requirements for the degree are met. Students are encouraged to consult the social work program Advisor for information and guidance.

INSTRUCTOR RESPONSIBILITIES

I aim to be responsive and to support you in your practicum.

Grades will be assigned according to the Vancouver Island University GRADE SCALE.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage (%)</th>
<th>Grade Value</th>
<th>Point Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.33</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>76-79</td>
<td>3.33</td>
<td></td>
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<tr>
<td>B</td>
<td>72-75</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>68-71</td>
<td>2.67</td>
<td></td>
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### Course Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>64-67</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>60-63</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>55-59</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>50-54</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0.00</td>
</tr>
<tr>
<td>UW</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>CR</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>INC</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>CS</td>
<td>N/A</td>
<td>0.00</td>
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<tr>
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<td>0.00</td>
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<tr>
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</tr>
<tr>
<td>NGS</td>
<td>N/A</td>
<td>0.00</td>
</tr>
</tbody>
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- **Satisfactory**: Finishing with this grade is considered satisfactory. It does not mean you have passed the course, but you must complete all requirements to receive a grade.

- **Poor**: Finishing with this grade will result in failing the course.

- **Failing work**: Unsatisfactory performance or failure to meet course requirements.

- **Unofficial Withdrawal**: Course not completed due to unofficial withdrawal. Calculated as a “0” in GPA.

- **Course passed**: Requirements completed, but not calculated in GPA.

- **Incomplete**: If course requirements are not completed after 90 days from the course end date, the “INC” grade will automatically become an “F” grade.

- **Continuing Status**: In good standing. Course is delivered over 2 terms, separated by a break. Final mark to be issued at end of 2nd term.

- **Audit**: In good standing. Student must re-enroll within one year.

- **In Progress**: In good standing. Student must re-enroll within one year.

- **No Grade Submitted**: Yet; neither Pass nor Fail.