



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

**A. Division:** **Instruction** **Effective Date:** **September 2004**

**B. Department / Program Area:** **Faculty of Child, Family and Community Studies  
Community Social Service Worker** **Revision** ☐ **New Course** ☒

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision: **26 August 2003**

**C: CSSW 1240**

**D: Practicum**

**E: 4.5**

| Subject & Course No.   | Descriptive Title  | Semester Credits   |
|--|--|--|
| <b>F:</b>  | Calendar Description: <b>This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.</b>   |  |
| <b>G:</b>  | Allocation of Contact Hours to Type of Instruction / Learning Settings   | <b>H:</b> Course Prerequisites:<br><b>None</b>                               |
|  | Primary Methods of Instructional Delivery and/or Learning Settings:  | <b>I:</b> Course Corequisites: None<br><b>None</b>                           |
|  | Number of Contact Hours: (per week / semester for each descriptor)<br><b>Seminar: 10 hours</b><br><b>Clinical: 160 hours</b>   | <b>J:</b> Course for which this Course is a Prerequisite<br><b>CSSW 2340</b> |
|  | Number of Weeks per Semester:<br><br><b>Flexible delivery ranging over 6 to 15 weeks</b>   | <b>K:</b> Maximum Class Size:<br><b>30</b>                                   |
| <b>L:</b>  | PLEASE INDICATE: <b>Part of Block Transfer to Schools of Child and Youth Care at UVIC, UCFV, Malaspina University College; Bachelor of Professional Arts in Human Services degree program at Athabasca University; and Bachelor of Community Rehabilitation degree program at the University of Calgary.</b> |  |
| <input type="checkbox"/>                                     | Non-Credit   |  |
| <input type="checkbox"/>                                     | College Credit Non-Transfer  |  |
| <input checked="" type="checkbox"/>                          | College Credit Transfer:   |  |
| SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca) |  |  |

**M:** Course Objectives / Learning Outcomes

Upon successful completion of this course, the student will be able to:

- A. Professional Skills**
  - 1. demonstrate ethical behaviour
  - 2. use supervision and colleagues effectively by seeking and accepting feedback
  - 3. demonstrate changes in performance asked on feedback
  - 4. evaluate and articulate personal strengths and set goals for development
  - 5. establish effective and professional working relationships with colleagues
  - 6. manage personal needs in relation to workplace and clients
  - 7. demonstrate mental and emotional well-being
- B. Work Habits/Accountability**
  - 1. complete assigned workload
  - 2. deal with time and stress pressures  
(including keeping personal problems from affecting work)
  - 3. demonstrate appropriate work habits (punctuality, attendance, dress)
  - 4. maintain energy and enthusiasm
  - 5. demonstrate initiative and responsibility (i.e., learning, seeking out work during unstructured times)
- C. Administrative Skills**
  - 1. prepare accurate, objective, up-to-date file recordings, forms and letters, using appropriate terminology
  - 2. use relevant computer programs and technology
  - 3. access and use the agency policy
- D. Basic Knowledge of Agency and Community Resources**
  - 1. demonstrate basic knowledge of the agency, its history, philosophy, organizational structure, funding programs, and personnel
  - 2. demonstrate basic knowledge of legislation affecting the agency and the people it serves
  - 3. demonstrate knowledge of specific issues affecting clients of the agency (e.g., addictions, mental health, abuse, poverty, unemployment, etc.)
  - 4. demonstrate knowledge of community resources and the referral process
- E. Interviewing & Counselling Skills**
  - 1. be versatile by changing personal style and language to meet the unique needs of individual clients
  - 2. assess and understand client needs
  - 3. demonstrate empathy
  - 4. demonstrate genuineness
  - 5. communicate with clarity and precision
  - 6. use probing skills
  - 7. demonstrate assertiveness
  - 8. recognize and manage personal biases and assumptions

|           |  |
|-----------|--|
| <b>N:</b> | Course Content: The following global ideas guide the design and delivery of this course:<br><br><ol style="list-style-type: none"> <li>1. <b>Learning from experience is a characteristic of exceptional practitioners. Practicum settings create opportunities for students to refine their skills of reflection and adaptation in response to their practice experience.</b></li> <li>2. <b>Learning in a practicum setting provides opportunities to examine assumptions and biases.</b></li> <li>3. <b>Field settings provide opportunities to synthesize personal and classroom experiences and create openings for new learning. Learners gain both insight and practice knowledge from field experiences.</b></li> <li>4. <b>Observing, participating with, and receiving guidance from experienced practitioners is crucial for effective practice.</b></li> <li>5. <b>Practitioners who regularly and accurately assess their performance and who set goals for their ongoing professional development are more likely to be effective in their work.</b></li> <li>6. <b>A well-developed personal philosophy of practice is a cornerstone of competent human service practice.</b></li> <li>7. <b>Experience in the field settings allows learners to demonstrate and enhance their abilities to problem solve, be flexible, think creatively and take responsibility for their actions.</b></li> <li>8. <b>Reflecting on and evaluating practicum experiences with clients, colleagues and mentors maximizes field based learning experiences.</b></li> </ol> |
| <b>O:</b> | Methods of Instruction<br><b>Seminar/Field practice</b>  |
| <b>P:</b> | Textbooks and Materials to be Purchased by Students<br><b>No text required.</b>  |
| <b>Q:</b> | Means of Assessment: This course will conform to Douglas College policy regarding the number and weighting of evaluations.<br><ol style="list-style-type: none"> <li>1. <b>Practice reports</b></li> <li>2. <b>Self-evaluation</b></li> <li>3. <b>Field assessment</b></li> </ol>  |
| <b>R:</b> | Prior Learning Assessment and Recognition<br><b>This course is available for PLAR</b>  |

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Course Designer(s)

Education Council / Curriculum Committee Representative

Dean: **Jan Lindsay**

Registrar