

**PRACTICUM (or Field Experience) - SOCIAL WORK
SCWK 1364/1365**

PROFESSOR: Gloria H. Jackson, M.A., M.A.C., L.C.D.C.

OFFICE: C-229

PHONE: 972-860-7624 or 972-860-8313
E-mail: ght4589@dcccd.edu

REQUIRED MATERIALS: Cooperative Education forms
(Provided by Instructor)

I. COURSE DESCRIPTION

Prerequisite: SCWK 1305, 1313, 1321, 2301, 2307, 2311, 2331

The **336 contact hours** must be completed at an approved practicum site. Practical general training and experience in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study. The guided external experience may be for pay or no pay. **Round table seminar is mandatory** (1 Lec,20 Ext).

II. LEARNING OUTCOMES

As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.

III. COURSE REQUIREMENTS

A. Each student is **REQUIRED** to attend the **ORIENTATION** schedule in the campus schedule (fall, spring or summer).

SCWK 1305 Group Work Intervention
SCWK 1313 Introduction to Social Work
SCWK 1321 Orientation to Social Services
SCWK 2301 Assessment and Case Management
SCWK 2307 Human Behavior and Social Environment
SCWK 2311 Interviewing and Counseling Theories
SCWK 2331 Abnormal Behavior

- B. Each student is required to read the book *Who Moved My Cheese*, by Spencer Johnson. Complete a two page typed summary. **Due:**

_____.

IV. EACH STUDENT IS REQUIRED TO OBTAIN THEIR OWN INTERN TRAINING SITE WITH APPROVAL FROM INSTRUCTOR.

- A. Cooperative Work Experience must be with a social service agency and site supervisor must be a licensed professional (LMSW, LPC, LCDC, etc.).
- B. Each student **MUST** complete a professional **RESUME**.

V. COURSE HOUR REQUIREMENTS AND SEMINARS

- A. Each student must **complete a minimum of 336 clock hours** in the area defined as the Learning Objectives (i.e., **screening, intake, assessment, referral, case management, consultation, and client education, record keeping, treatment planning**). **Ten (10) hours minimum** are required for each objective. Hours are to be recorded on the *Time Sheet* and is due in SA/SW office one week prior to the end of the semester. **Failure to promptly turn in and complete *Time Sheet* correctly will result in -20 points of final grade.**
- B. Each student must complete a *Weekly Journal* of activities and will be reviewed by instructor at visit.
- C. Each student will receive a *Completion Letter*. You must have a **transcript to verify your course** work before requesting a letter from the division secretaries.
- D. Each student will be required to complete the packet and document their hours for community service.
- E. Each student is required to complete the Service Learning application and hours **two weeks** before the end of the semester.

VI. EACH STUDENT WILL SIGN A CODE OF ETHICS AND IS ENCOURAGED AND EXPECTED TO CONDUCT YOURSELF IN A PROFESSIONAL MANNER AT ALL TIMES. Each student MUST purchase malpractice insurance at the beginning of the internship for \$18.13. (PAY AT BUSINESS OFFICE)

- A. Each student is required to attend **10 clock-hours of seminars** and complete appropriate *seminar form*.

- B. Course credit is received for work performed in the semester the course is taken. If you are presently employed with an agency, course required standard must be met.
- C. Each student is responsible for scheduling **ONE Site Visit** with your training supervisor and instructor. Please schedule appointment and return completed *site visit form* by _____.
- D. Each student is required to attend **2 MANDATORY** round table seminars.
- Date: _____ Time: 2-4 pm Room: _____
- Date: _____ Time: 2-4 pm Room: _____
- E. All appropriate forms are to be completed and **signed ONE (1) week prior** to the end of the semester and submitted the SCWK/DAAC office.

TYPES OF FORMS

1. Co-op Education Learning Objectives (Part A)
 2. Co-op Basic Skills (Part B)
 3. Co-op Time Sheet (if apply)
 4. Counselor Self Evaluation
 5. Time Sheets
 6. Seminar Report
 7. Weekly Journal
 8. Weekly Supervision
- G. Each student must complete **all** forms **appropriately** and **adhere to deadlines**. Failure to meet deadlines will result in a -30 from the final grade. All paperwork must be completed and signed by _____ deadline.

VII. COURSE ASSESSMENT (grade system)

Final grades will be determined by the instructor with recommendation from the training supervisor evaluation forms.

- A= Received above average on evaluation by training supervisor in all areas, completing and adherence to deadlines and requirements.
- B= Lack of adherence to deadlines and to complete **ALL** documents and average rating by training supervisor.

C= **Completion of 336 clock hours** related to learning objectives and **completed appropriately all paperwork.**

F= Failure to complete the course requirements.

VIII. DROP/WITHDRAWAL POLICY

If you are unable to complete this course, you must withdraw from it by _____. Withdrawing from a course is a formal procedure which you must initiate; I cannot do it for you. You may do this in Admissions or Counseling. If you stop attending and do not withdraw, you will receive a performance grade of an “F”.

Students sometimes drop courses when help is available that would enable them to continue. I hope you will discuss your plans with me if you do feel the need to withdraw.

IX. STUDENTS WITH LEARNING, MENTAL OR PHYSICAL DISABILITIES

Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact DSO at 972-860-8348 (voice/TDD).