

Subject Description Form

Subject Code	APSS2700		
Subject Title	Preparatory Workshop (I)		
Credit Value	0		
Level	2		
Pre-requisite / Co-requisite/ Exclusion	Co-requisite: APSS2793 Fieldwork I		
Assessment Methods	100% Continuous Assessment	Individual Assessment	Group Assessment
	1. Fieldwork Activities	100 %	0 %
	<p>a. the grade is calculated according to the percentage assigned;</p> <p>b. the completion and submission of all component assignments are required for passing the subject; and</p> <p>c. student must pass the specific component(s) (standard of passing) if he/she is to pass the subject;</p>		
Objectives	The subject aims to prepare students for their first fieldwork placement. The workshops are to help students identify and apply professional values, effectively use supervision, know more about the service setting, and acquire knowledge and skills for their fieldwork placement.		
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <p>a. Describe the learning objectives, the related policies and administrative requirements of fieldwork placement;</p> <p>b. Develop an understanding of the roles and functions of fieldwork supervision.</p> <p>c. Review the use of social work values and assumptions in fieldwork placement;</p> <p>d. Be familiar with fieldwork settings and service users;</p> <p>e. Acquire basic competence in writing professional documents;</p>		

<p>Subject Synopsis/ Indicative Syllabus</p>	<p>1. Preparatory workshops</p> <p>Before the commencement of fieldwork placement, students are required to attend a series of preparatory workshops, including “Administrative Briefing”, “Use of Supervision”, “Service Overview”, “Professional Values”, “Written Work for Fieldwork”, and “Digital Competence in Direct Practice”.</p> <ul style="list-style-type: none"> • Administrative Briefing: To introduce the policies and procedures of fieldwork placement. • Use of Supervision: To orientate students the functions and roles of fieldwork supervision. • Service Overview: It covers a range of social services in Hong Kong. Students can understand the general service provision, service user characteristics, and commonly-used intervention approaches. • Professional Values: Students can understand the professional attitudes and behaviors of social workers in fieldwork settings. They can recognize common practice problems that may lead to fieldwork failure or social work profession de-registration. • Written Work for Fieldwork: Students can understand the rationale of recording/report writing. Students can learn the basic principles and skills of writing a good recording/report. • Digital Competence in Direct Practice: It includes global and local trend, effectiveness/outcome, ethical consideration and skills of using digital platforms and apps to run online services in various settings. <p>2. Integrative workshop with mid-term briefing</p> <p>It is organized in the middle of fieldwork placement. It helps students integrate theory with practice, review fieldwork achievement and barriers, and enable mutual support. Students are also reminded of the key tasks in the latter half of fieldwork placement.</p>
<p>Teaching/Learning Methodology</p>	<ol style="list-style-type: none"> 1. Various teaching methods are employed, including both online and offline learning strategies. For example, web-based tutorials and activities, face-to-face peer discussion, and sharing by frontline practitioners or graduates. 2. Guided discussion is used to promote creativity, as well as to generate meaningful interaction and understanding among students. 3. Reflective discussion is employed to enable students to derive personal insights.

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b	c	d	e
	1. Online record and workshop attendance	100 %	✓	✓	✓	✓	✓
	Total	100 %					
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <ol style="list-style-type: none"> Ongoing assessments of students' performance through online records and the tutor's observation and feedback. The subject grade for this non-credit bearing subject includes P (Pass in an ungraded subject) and U (Fail in an ungraded subject). To be eligible for graduation with the specific award, students are required to complete 100% continuous assessment by attendance. Students who are unable to attend all workshops are required to make up by attending other courses/seminars approved by the subject coordinator. Those who are unable to meet the 100% attendance will receive a U grade. 							
Student Study Effort Expected	Class contact:						
	<ul style="list-style-type: none"> Workshop for fieldwork placement (including preparatory workshops and integrative workshop) 		21 Hrs.				
	Total student study effort		21 Hrs.				
Reading List and References	All students have to read the Social Work Fieldwork Manual. Reading materials that are relevant to the nature and settings of the fieldwork placement are provided by the tutors.						