

Subject Description Form

Subject Code	APSS2701 / APSS3700								
Subject Title	Preparatory Workshop (II)								
Credit Value	0								
Level	3								
Pre-requisite / Co-requisite/ Exclusion	Co-requisite: APSS4693 Fieldwork II								
Assessment Methods	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">100% Continuous Assessment</th> <th style="width: 33%;">Individual Assessment</th> <th style="width: 33%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td>1. Fieldwork Activities</td> <td style="text-align: center;">100 %</td> <td style="text-align: center;">--</td> </tr> </tbody> </table> <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>			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Fieldwork Activities	100 %	--
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Objectives	This subject aims to prepare students for their final fieldwork placement . Students explore the characteristics and needs of their service users, and broaden their knowledge about current welfare issues.								
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <p>a. Compare and contrast the learning objectives, the related policies and administrative requirements of professional fieldwork placement to foundation fieldwork placement;</p> <p>b. Examine fieldwork settings and their service users;</p> <p>c. Examine knowledge and skills to terminate service;</p>								
Subject Synopsis/ Indicative Syllabus	<p>1. Preparatory workshops</p> <p>There are two workshops namely “Administrative Briefing” and “Service Overview”.</p> <ul style="list-style-type: none"> • Administrative Briefing: To introduce the policies and procedures of fieldwork placement. • 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. <p>2. Integrative workshop</p> <p>A workshop is organized in the middle of fieldwork placement to review</p>								

	students' achievement and barriers in fieldwork. It also covers knowledge and skills needed for service termination.																																				
Teaching/Learning Methodology	<ol style="list-style-type: none"> 1. Various teaching methods are employed, e.g. small group discussion, role-play, structured exercise, and experience sharing by frontline practitioners or graduates. 2. Guided discussion are 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	<table border="1"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Attendance</td> <td>100%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td>100 %</td> <td colspan="6"></td> </tr> </tbody> </table>							Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d			1. Attendance	100%	✓	✓	✓	✓			Total	100 %						
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<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <ol style="list-style-type: none"> 1. Ongoing assessments of students' performance through the tutor's observation and feedback. 2. The subject grade for this non-credit bearing subject includes P (Pass in an ungraded subject) and U (Fail in an ungraded subject). 3. 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 rate as required receive U grade. 																																					
Student Study Effort Expected	Class contact:																																				
	<ul style="list-style-type: none"> ▪ Workshops for preparation of fieldwork placement (including preparatory workshops, integrative workshop and enhancement workshop) 						8 Hrs.																														
	Total student study effort						8 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.																																				