

*(Revised on August 2019)*

THE HONG KONG POLYTECHNIC UNIVERSITY  
DEPARTMENT OF APPLIED SOCIAL SCIENCES

**Bachelor of Arts (Honours) in Social Work**

**Guidelines for Student Self Evaluation in Fieldwork**

1. At the end of each placement, students are required to submit a written self-evaluation report to the Department of Applied Social Sciences VIA theirA respective fieldwork supervisor.
2. The major purpose of this assignment is to help the student systematically reflect on how and what he/she has learnt and developed over the placement period. This can only fulfil its purposes if the student handles it in a self-reflective and honest manner.
3. This reflective self-evaluation is a useful document to be discussed during the final evaluation session with the supervisor. For this reason, the report should be submitted to the fieldwork supervisor before the session, which is normally set at a mutually convenient time.
4. The report must be written in English.
5. Below are some suggested guidelines. As these guidelines are designed to fit in a variety of fieldwork settings, students may add or delete items at their discretion where necessary.

Fact Sheet

- a) Name of student and year of study
- b) Name of fieldwork supervisor
- c) Name of agency and/or centre, unit, institution, etc.
- d) Option of study chosen
- e) Duration of the placement and number of working days per week
- f) Number of days absent, if any (with reasons)

Description of Range of Experience

- a) Brief summaries of work done, including objectives, social work method(s) used and outcomes.
- b) Summaries of additional experience i.e. conferences, meetings, visits etc. and any special circumstances which may contribute to or impede learning.

## **Major Areas of Evaluation**

### 1. Policy and Services in an Agency

- a) Understanding of agency policy and services, and their place in meeting community needs.
- b) Ability to work within the agency setting, including relationship with agency staff.

### 2. Knowledge and Skills in Working with Client Systems

This includes the ability to:

- a) identify and assess individual, group and community needs;
- b) gain access to client systems and establish a positive working relationship with them;
- c) plan remedial, preventive and developmental interventions;
- d) enlist the participation of client systems and mobilise resources to facilitate the implementation of agreed plans;
- e) evaluate the outcome of interventions with clients based on valid indicators;
- f) integrate classroom learning into practice.

### 3. Use of Supervision

This includes the:

- a) learning domain;
- b) service domain; and
- c) administrative domain.

### 4. Professional Development as a Social Worker

- a) Identification with and internalisation of professional values and ethics
- b) Commitment to the social work profession
- c) Confidence in integrating theory and practice as well as in carrying out social work tasks at the BASW level

### 5. Personal Strengths and Weaknesses

- a) Strengths and weaknesses as a social worker
- b) Further educational needs

### 6. Overall Remarks

Assessment on how far the placement experiences have helped a student meet his/her learning needs and objectives.

## Summary of Work Undertaken in the Placement

\* Please include only those meetings/discussions held to discuss tasks assigned to the student.

### A. Statistics on services rendered:

1. Casework: No. of counselling cases \_\_\_\_\_ Total No. of activities \_\_\_\_\_

Interviews \_\_\_\_\_  
Telephone contacts \_\_\_\_\_  
Home visits/accompanying clients \_\_\_\_\_  
Collateral contacts \_\_\_\_\_  
Case conferences/meetings\* \_\_\_\_\_  
Other activities related to client contacts, please specify: \_\_\_\_\_

2. Group work: No. of groups \_\_\_\_\_ Total No. of activities \_\_\_\_\_  
Nature of group(s): \_\_\_\_\_  
Membership (each group): \_\_\_\_\_

Group sessions \_\_\_\_\_  
Individual discussions (with members) \_\_\_\_\_  
Telephone contacts \_\_\_\_\_  
Meetings/discussions with colleagues in/outside agency\* \_\_\_\_\_  
Other activities related to client contacts, please specify: \_\_\_\_\_

3. Projects: \_\_\_\_\_ Total No. of activities \_\_\_\_\_  
Nature of Project(s): \_\_\_\_\_  
Attendance by clients (each session): \_\_\_\_\_

Programme sessions \_\_\_\_\_  
Individual sessions with clients/home visits \_\_\_\_\_  
Telephone contacts with clients \_\_\_\_\_  
Meetings/discussions with colleagues in/outside agency\* \_\_\_\_\_  
Other activities related to clients/collaborative organisations, please specify: \_\_\_\_\_

### B. Non-agency written work (please give figures):

Orientation Report _____	Group Proposal _____
Learning Contract _____	Session Plan _____
Case Intake Report _____	Group Process Recording _____
Interview/HV Summary _____	Group Summary Recording _____
Periodic Summary _____	Group Evaluation Report _____
Case Process Recording _____	Project/Programme Proposal _____
Transfer/Closing summary _____	Project/Programme Plan _____
Self-evaluation Report _____	Project/Programme Evaluation Report _____
Reflective Journal (including those submitted via e-portfolio) _____	