

THE HONG KONG POLYTECHNIC UNIVERSITY
DEPARTMENT OF APPLIED SOCIAL SCIENCES

Types of Written Assignments in Fieldwork

For effective teaching and learning and the purpose of parity, all students are required to complete the following written assignments:

Types	Purposes	Remarks
Timesheets	To account for how the placement sessions are being used and keep a record of placement hours.	Compulsory for record
Learning Contract	To clarify expectations, set learning objectives and serve as the learning plan in placement.	Essential
Orientation Report	To understand student's learning of the service context and to assess the observational and analytical ability of student.	Essential <i>Written Report or PowerPoint presentation will be accepted</i>
Reflective Journal	To understand the student's feelings, thinking and learning at different stages of the placement.	Minimum 3 journals will be required
Case Intake Summary*	To understand the ability of student in case assessment, intervention strategies and expected overall outcomes.	Essential
Group/ Program/ Project Proposal(s)*	To understand the ability of student in applying knowledge to a specific situation, assessing the needs of clients and programme planning.	Essential
Session Plan(s)*	To understand the detailed planning of the student and to benefit the student with mindful comments from supervisor.	Essential <i>One for each session</i>
Summary Recording(s)*	To provide a brief account of work carried out with detailed analysis by student for supervision and assessment.	Essential <i>One for each session</i>

Process Recording(s)*	To get a detailed account and analysis of work done by student for supervision and assessment on both service quality and skill performance.	Minimum 1
Group/ Program/ Project Evaluation Report(s) and/or Case Transferal or Termination Report(s)*	To get an overall evaluation from the student on each piece of work. To assess the ability of the student to make improvements.	Essential
Report Forms and Records Required by Agency	To acquire competency in providing appropriate forms and records according to agency's requirements.	Essential
Self-evaluation Report	To get a self-evaluation of student's learning experience, performance and own strengths and weaknesses.	Essential

All the written assignment should be written in English.

**Application of theories and concepts should be included*