

Subject Description Form

Subject Code	APSS3781											
Subject Title	Attachment for Social Policy and Administration Practitioners											
Credit Value	6											
Level	3											
Pre-requisite / Co-requisite/ Exclusion	<u>Pre-requisite:</u> APSS3782 Attachment Workshop											
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. Written assignments</td> <td style="text-align: center;">70 %</td> <td style="text-align: center;">--</td> </tr> <tr> <td>2. Work performance: assessed by agency and attachment supervisors</td> <td style="text-align: center;">30 %</td> <td style="text-align: center;">--</td> </tr> </tbody> </table>			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Written assignments	70 %	--	2. Work performance: assessed by agency and attachment supervisors	30 %	--
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	<ul style="list-style-type: none"> • The grade is calculated according to the percentage assigned; • The completion and submission of all component assignments are required for passing the subject; and • Student must pass all components at 50% or grade D if he/she is to pass the subject. 											
Objectives	<p>The subject aims to:</p> <ol style="list-style-type: none"> 1. enhance students' competence in social policy analysis and human service administration through basic professional training in real-life organization setting. 2. provide opportunities for students to integrate knowledge, values and skills necessary for performing the roles of a human service professional in real professional work setting. 											
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. acquire basic competence in policy analysis and human service administration b. apply classroom knowledge and skills in analyzing social policies, planning and managing human service delivery c. communicate effectively and professional both verbally and in written work to clients, professionals and the general public d. articulate the relationship between policy and administration, self and society, micro and macro social issues in local and global perspectives 											

	<p>e. critically reflect on work experiences in the field of policy studies and social administration, particularly in relation to social awareness, responsibility, social justice and the role of being an ethical practitioner.</p>																																						
<p>Subject Synopsis/ Indicative Syllabus</p>	<p>Students will be assigned to work in an organization engaging in research or service delivery tasks. Students are required to apply their knowledge and competence in the following areas:</p> <ol style="list-style-type: none"> 1. Appreciating social policy in real life setting 2. Understanding administration in human service organizations 3. Integration of theory and practice 4. Development of professional commitment, values, ethics and humanistic concerns 																																						
<p>Teaching/Learning Methodology</p>	<p>Students are required to carry out a range of specific tasks assigned in a group or individual setting in private, public or quasi-public organizations including research centres in local universities or overseas organizations under close supervision and guidance by supervisors throughout the attachment period to develop a sound appreciation of the responsibility, ethics, standards and values normally expected of practitioners working in the field of social policy and administration.</p> <p>In addition, in preparing students for their attachment, they are required to attend the Attachment Workshop prior to their attachment. The Workshop is designed to enhance their competence in completing policy and administrative tasks in policy and administrative settings.</p>																																						
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="443 1283 1473 1765"> <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>e</th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Written assignments</td> <td>70%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>2. Work performance: assessed by agency and attachment supervisors</td> <td>30%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Students' performances are continuously monitored by attachment supervisors and designated personnel of the attached agencies. Reports are submitted to APSS at the end of the attachment period and they will be assessed by attachment supervisors and subject coordinators.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e		1. Written assignments	70%	✓	✓	✓	✓	✓		2. Work performance: assessed by agency and attachment supervisors	30%	✓	✓	✓				Total	100%						
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	The detail guidelines and marking criteria of written assignments can be found in the Attachment Handbook.	
Student Study Effort Expected	Class contact:	
	▪ Direct Practice	224 Hrs.
	▪ Workshops	6 Hrs.
	Other student study effort:	
	▪ Preparation of Reflective Report and Assignments	70 Hrs.
	Total student study effort	300 Hrs.
Medium of Instruction	Chinese	
Medium of Assessment	English	
Reading List and References	<p><u>Essential</u></p> <p>Alcock, P., May, M., & Wright, S.D. (Eds.) (2012). <i>The student's companion to social policy (4th edition)</i>. Hoboken, NJ: Wiley & Sons.</p> <p>Department of Applied Social Sciences (2015). <i>Handbook of professional attachment</i>. Hong Kong: The Hong Kong Polytechnic University.</p> <p>Fischer, F., Miller, J. G. & Sydney, M. S. (Eds.) (2007). <i>Handbook of public policy analysis: Theory, politics and methods</i>. New York: CRC Press. [Electronic Resource]</p> <p>O'Connor, M. K. and Netting, F. E. (2009). <i>Organization practice: A guide to understanding human services (2nd Ed.)</i>. N.J.: John Wiley & Sons.</p> <p>Patti, R. J. (Ed.) (2009). <i>The handbook of human services management (2nd Ed.)</i>. Thousand Oaks, CA: Sage.</p> <p><u>Supplementary</u></p> <p>Attachment supervisors will periodically assign additional readings when necessary.</p>	