The University of Hong Kong

Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Student Evaluation Report**

# Before completing this report please read carefully

# the Explanatory Notes attached at the end

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of student: | | | (UID: ) | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Program of Study: | | | | (FT/PT BSW/MSW)\* | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Name of fieldwork supervisor: | | | | | | |  | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Agency: | |  | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Duration of placement: | | | | | |  | | | | | | | | | (First/Final placement)\* | |
|  |  | | | | | | | | | | | | | | | | |
| No. of days absent: | | | | |  | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| No. of hours spent on individual supervision: | | | | | | | | | | | |  | | | | |
|  |  | | | | | | | | | | | | | | | |
| No. of hours spent on group supervision: | | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Total no. of supervision hours: | | | | | | | |  | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Final mark recommended by the Internal Examiner: | | | | | | | | | | | | |  | | | |
|  |  | | | | | | | | | | | | | | | |
| Name and signature of the Internal Examiner: | | | | | | | | | | | |  | | | | |
|  | | | | | | | | |  | | (Name) | | | (Signature) | | |

\*Delete as necessary

|  |
| --- |
| DESCRIPTION OF WORK DONE BY THE STUDENT (nature of work, i.e. case, group, project, etc.; issues/problems tackled and results. It is not necessary to describe the work development in detail, but a brief summary of the services rendered by the student, student’s intervention efforts and achievements will be useful.): |

[Please start writing here and write about 1-1.5 pages]

**Statistics on services rendered:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Casework: No. of cases ( )** | | | |
|  | **Activity Count** |  | **Activity Count** |
| Interview sessions |  | Collateral contacts |  |
| Outings with clients/home visits |  | \* Meetings/case conferences |  |
| Telephone contacts |  | Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \* Discussion with colleagues |  |
| **B. Group Work: No. of groups ( )** | | | |
|  | **Activity Count** |  | **Activity Count** |
| Group sessions |  | \* Meetings/discussions with colleagues |  |
| Individual discussions (with clients) |  |
| Home visits |  | Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Telephone contacts |  |
| **C. Programs/Projects: No. of programs/projects ( )** | | | |
|  | **Activity Count** |  | **Activity Count** |
| Program sessions |  | \*Meetings/discussions with staff/representatives of outside organizations |  |
| Individual discussions (with clients) |  |
| Telephone contacts |  |
| Home visits/Community visits |  | Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \*Meetings/discussions with colleagues |  |
| **D. Others** | | | |
|  | **Activity Count** |  | **Activity Count** |
| Counter Receptions |  | Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Enquiries/Consultation |  |  |
| Hotline calls/telephone enquiries |  |  |  |
| Outreaching visits/Spot works |  |  |  |
|  |  |  |  |

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

SPECIAL CIRCUMSTANCES, IF ANY, WHICH CONTRIBUTE TO OR IMPEDE LEARNING (e.g. agency characteristics, nature of assignment, personal crisis, compatibility of fieldwork supervisor and student in the teaching-learning situation. How the student’s performance is affected by the circumstances mentioned should be stated.):

[Please start writing here and write about 2/3 pages]

OTHER INFORMATION (if any):

[Please start writing here and write about 1/3 pages]

**ASSESSMENT OF PERFORMANCE**

**Section One: Professional Requirements (25%)**

***Please note: a passed grade for Student Fieldwork Placement will only be awarded if the student obtains a pass or above in Section One (Professional Requirements). A failed grade in Section One will lead to a failed grade in this Student Fieldwork Placement regardless of student’s performances in other assessment areas.***

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Professional social work conduct | 1. is willing to deal with ethical and value dilemmas openly while meeting one’s professional responsibilities to agency, colleagues and clients |  |
| 1. is able to examine one’s own values and belief systems and how they influence one’s practice with clients |
| 1. manages one’s own affect in both direct practice encounter and in the context of the professional environment |
| 1. Social work ethics | 1. knows, understands and abides by the SWRB Code of Practice |  |
| 1. respects individual worth, human dignity and the client’s right to self-determination |
| 1. shows certainty in social work value |
| 1. respects and protects client’s right of confidentiality |
| 1. Critical thinking and professional development | 1. is reflective on own performance, recognizes strengths and deficits |  |
| 1. reflects on broader issues beyond the immediate day to day work (e.g. service trends, policy developments, adequacies of service provision) |
| 1. is open to feedback and criticism as an essential part of learning |
| 1. delineates possible areas of ambiguities in practice; respects different opinions |
| 1. is aware of the need to extend and improve knowledge and skills for continued professional growth |
| 1. is aware of own professional limitations and identifies the possibilities for further improvement |
| 1. Professional work attitudes and habits | 1. assumes responsibility for work, takes initiative and works independently |  |
| 1. develops positive work habits (punctuality, discipline, courtesy, etc.) |
| 1. is efficient in workload management (direct services/ written assignments) |
| 1. perseveres through difficulties |
| 1. analyzes experience and transfers learning to other situations |
| 1. shows compassion in social work practice |

**Comments on Section One or Any Evidence to Support Ratings and Summary Statement:**

[Please start writing here and write about 1 page for Section One, with reference to the SWRB code of ethics, explanatory notes (A-10b) and concrete examples from observation/agencies/clients]

**Section Two: Organizational Requirements (10%)**

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Understanding of agency and service | 1. understands in general, the philosophy, objectives, target groups and service delivery pattern of the agency |  |
| 1. understands the agency’s role within the social welfare context in Hong Kong |
| 1. reviews and appraises service provision of the agency and makes suggestions for change in a responsible manner |
| 1. identifies service gaps, limitations or potential for service development |
| 1. Performance of student worker role | 1. understands own role and responsibility as a student worker |  |
| 1. works within the limitations and constraints of the agency |
| 1. takes initiative to understand the work setting and operation of the agency |
| 1. identifies himself/herself as a member of the agency team and participates appropriately in its work |
| 1. carries out agency procedures properly to meet with administrative requirements (e.g. statistics, record keeping, log sheets, proper use of agency’s documents, etc.) |
| 1. submits written reports according to the requirements of agency |
| 1. reports work progress to agency appropriately |

**Comments on Section Two or Any Evidence to Support Ratings and Summary Statement:**

[Please start writing here and write about ½ pages for Section Two with reference to A-09 and final evaluation meeting with agency, explanatory notes (A-10b) and concrete examples from observation/agencies/clients]

**Section Three: Practice Competency - Integration of KNOWLEDGE, ATTITUDE and SKILLS (55%)**

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Integration and application of theoretical knowledge | 1. reads up relevant theories and resource material for field practice |  |
| 1. describes the rationale for selecting the theories or models in practice |
| 1. uses concepts, theories to describe and explain human behaviour and phenomena observed in practice |
| 1. applies relevant practice principles/models in planning and intervention |
| 1. integrates intuitive, conceptual and experiential ways of learning |
| 1. Communication skills | 1. is able to communicate with different parties and people of diverse backgrounds |  |
| 1. listens attentively and detects underlying messages |
| 1. facilitates clients’ expression with appropriate skills (e.g. questioning, clarification, reflection, etc.) |
| 1. articulates ideas and gives information clearly, using language that different parties can understand |
| 1. is sensitive to different cultures and able to respond appropriately |
| 1. Relationship skills (General) | 1. is aware of own feelings in relating with people, recognizes their effects on the relationship and handles them constructively |  |
| 1. relates and works with colleagues (including field-mates and other professionals) |
| 1. relates and works with members of outside organizations (including government officials, voluntary agencies, district board members, etc.) |
| 1. Relationship skills (Working with clients) | 1. recognizes the use of relationship in helping |  |
| 1. initiates contacts with clients and engages them in purposeful relationships |
| 1. uses worker-client dynamics to learn about client’s communication patterns |
| 1. is able to build up trustful relationship with the client system |
| 1. maintains appropriate worker-client boundaries |
| 1. sustains relationships in difficult situations (e.g. inertia, testing behaviour, etc.) |
| 1. Need exploration | 1. collects information about a situation using different methods appropriately (e.g. record, literature review, collateral contact, observations, interview, home visit/community visit, participation in group sessions and meetings, questionnaires, etc.) |  |
| 1. explores a situation through examining related systems and draws out relevant information |
| 1. interprets information objectively, distinguishes between facts and inferences |

**Section Three (Cont’d)**

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Assessment | 1. identifies and assesses the factors which influence the situation (e.g. social, cultural, political, biological, psychological, etc.) and develops a multi-dimensional perspective in explaining human behaviour and social phenomena |  |
| 1. identifies and partializes potentially problematic issues, sorts out priorities |
| 1. identifies client’s strengths, assets and resilience |
| 1. identifies and assesses obstacles to change |
| 1. recognizes patterns of interaction between clients and social systems (e.g. family/group/community/social institution), assesses their impacts on the situation |
| 1. makes on-going assessment as new data become available |
| 1. Goal setting and contracting | 1. spells out overall goals in response to client’s needs and agency functions |  |
| 1. breaks down broad goals into specific objectives |
| 1. facilitates client to set priorities for problem solution and change |
| 1. clarifies roles and responsibilities of worker and clients in achieving goals |
| 1. engages in collaborative goal-setting with the identified needs |
| 1. Action planning | 1. prepares proposal of strategies, activities or services for goal attainment |  |
| 1. obtains approval for actions from the appropriate authorities, informs all concerned parties about action plans |
| 1. sets realistic work schedules |
| 1. locates the necessary human, physical and financial resources in the agency and/or community |
| 1. prepares contingency plans |
| 1. Action implementation and monitoring | 1. maintains a sense of purpose and direction in the intervention process |  |
| 1. coordinates action implementation |
| 1. is aware of the changes and developments of the case/group/ community and responds with appropriate actions |
| 1. analyzes work progress, takes into consideration feedback from clients and parties concerned, and draws out implication for further action |
| 1. facilitates clients’ contribution towards individual/group/ community growth |

**Section Three (Cont’d)**

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Actions in facilitating change | 1. performs appropriate social work roles in different practice situations (e.g. facilitator, educator, broker, mediator, advocate, etc.) |  |
| 1. uses appropriate techniques to facilitate client change (e.g. encouragement, self-disclosure, confrontation, negotiation, structured experience, education, alliance, lobbying, etc.) |
| 1. uses skills associated with particular intervention approach or strategy to facilitate client change (e.g. CBT, crisis-intervention, social skills training, networking, social action, etc.) |
| 1. recognizes client resistance, explores meaning and patterns in the resistance, and responds constructively to facilitate client change |
| 1. makes use of system dynamics in addressing issues of concern |
| 1. Action evaluation and termination | 1. carries out plan of evaluation |  |
| 1. identifies dynamics in the process of termination |
| 1. involves clients and parties concerned in preparing, consolidating and evaluating changes |
| 1. addresses specific tasks of termination, allows sufficient time for the process (e.g. review of progress, process of feelings aroused, identification of areas for follow up, referrals, etc.) |
| 1. makes appropriate decisions on termination or transfer, according to agency functions, client needs and the situation |

**Comments on Section Three or Any Evidence to Support Ratings and Summary Statement:**

[Please start writing here and write about 1.5-2 pages for Section Three based on social work skills, explanatory notes (A-10b) and concrete examples from observation/agencies/clients]

Section Four: Written Assignment and Use of Supervision (10%)

|  |  |  |
| --- | --- | --- |
|  | Items to be assessed - The student: | overall grade\* |
| 1. Written assignment | 1. uses clear, concise and systematic presentation |  |
| 1. completes written assignments with analyses and reflections |
| 1. submits written assignments on time |
| 1. writes reports according to agency and university requirements |
| 1. Use of supervision | 1. is clear about own learning interest, and identifies feasible learning objectives in consultation with the supervisor |  |
| 1. takes responsibility for one’s own learning (e.g. preparing for supervision, reading up relevant materials, etc.) |
| 1. submits written work according to the agreement with supervisor (e.g. time schedule, formats, etc.) |
| 1. participates in supervision, identifies issues for discussion, introduces ideas and shares own feelings |
| 1. puts into action what has been learned in supervision |

**Comments on Section Four or Any Evidence to Support Ratings and Summary Statement:**

[Please start writing here and write about ½ pages for Section Four based on students’ attitudes towards supervision, explanatory notes (A-10b) and concrete examples from observation/agencies/clients]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Overall remarks: | | Please comment on the student’s learning objectives and the progress made, student’s individual characteristics, strengths and deficits, etc. | | |
|  | | | | |
| Student’s comments, if any: | | | | |
|  | Recommended Grade \* : | |  | |
|  | Fieldwork supervisor: | |  | |
|  |  | | (Signature) | |
|  | Student’s acknowledgement of having read the report: | | |  |
|  |  | | | (Signature) |
|  | Date: | |  | |
|  | \* Subject to review of Internal Examiner and endorsement of Board of Examination. | | | |

The University of Hong Kong

## Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Record Keeping Declaration**

I declare that:

1. I have handed in all the records containing personal data of service recipients to the agency and the fieldwork supervisor as appropriate.
2. I have deleted all such records from my computer disks, where applicable.
3. I have not kept any copy of such records for my own personal reference without the consent of the agency and other concerned parties.

Remarks:

Name of student: Name of fieldwork supervisor:

Signature: Signature:

Program of Study: Date:

Note:

This Form should be completed and signed by the student social worker at the end of each period of fieldwork placement.