

The University of Hong Kong
Department of Social Work & Social Administration

Social Work Fieldwork Placement

Guidelines for Non-University Fieldwork Supervisors in Supervising Students' Placements

1. The Department is obliged to provide necessary administrative and academic support to Non-University Fieldwork Supervisors. These include the provision of relevant documents (which are for internal use and reference only) and staff development sessions to enable Non-University Fieldwork Supervisors to meet the Department's expectations. Non-University Fieldwork Supervisors are also entitled to attend training workshops organized by the Department free of charge or at a reduced rate.
2. The Director of Field Instruction is responsible for the overall administration of fieldwork placements. He/She is assisted by different setting coordinators. The Director has to monitor the performance of Non-University Fieldwork Supervisors to ensure the quality of field supervision.
3. The Non-University Fieldwork Supervisor is expected to provide regular face-to-face supervision to students. **The Department requires that each student should be given at least 1.5 hours (concurrent placement) to 2 hours (summer block placement) supervision by the fieldwork supervisor per week.** The format of such supervision can be individual, group, role-play, live demonstration, and/or supervision seminars. 50% of the total required supervision time should be conducted on an individual basis and on-site supervision. The Non-University Fieldwork Supervisor is also expected to correct the student's written and/or audio-visual assignments which are submitted by the student before the supervision and are to be returned to the students at the earliest convenience.

[Note: According to the "Report on Social Work Fieldwork Placement" published by the Advisory Committee on Social Work Training and Manpower Planning (November, 1998), 'placement-related duties' include the followings: reading students' written work, listening to or watching tapes of student's intervention sessions, selecting reference materials, selecting reading assignments for students, keeping up-to-date reference materials, attending meetings/staff meetings, writing reports, liaison with agencies, organizing briefing sessions and orientation visits for students, participating in working groups on specific tasks related to developments in fieldwork instruction.] Further, the Non-University Fieldwork Supervisors should take reference to *the List of Fieldwork Supervisor's Tasks (A-01)* as to fulfil the requirement from Department.

4. The Non-University Fieldwork Supervisor (overseas fieldwork supervisors are excluded) is required to attend the following meetings:
 - (1) an orientation meeting at the beginning of each placement period to familiarize with the administrative and academic requirements related to fieldwork supervision.
 - (2) A mid-term sharing session to report on students' progress and to share the experience of supervision with other colleagues.
 - (3) A final evaluation meeting to report on the students' performance and to complete the necessary administrative and academic procedures.
5. In accordance with the regulations and policies of the Faculty BoE, only the grades range of the

evaluation sub-items and final grade range being marked on the Student Evaluation report (A-10a/ A-10a_updated) will be disclosed to students. But still, the supervisor has to attach a separate sheet with marks (A-10c/ A-10c_updated) for internal assessment use. Supervisors are required to elaborate more on “comments” in each section to distinguish students’ strengths and areas for improvement. The description should be coherent with the grades given and better to cite more concrete evidence to support the fieldwork supervisor’s assessment and judgment on the students’ performance.

6. All the fieldwork supervisors should understand that the comment sections are mainly used by the Internal Examiners (IEs) to get the evidence to support the supervisor’s assessment of students’ performance. It would be difficult for the IEs to assess if the evaluation is substantiated and to make further recommendations if the comments are just too brief. Thus, there should be at least half a page of description for Section Two and Section Four, one page for Section One, and at least one and a half pages for Section Three of the Student Evaluation Report (A-10a/ A-10a_updated)
7. The grades given by the fieldwork supervisors are the recommended grades and are subject to the final decision of the Internal Examiners and BoE. The student should sign his/her name on the last page of Form A-10a/ A-10a_updated to acknowledge that he/she has read through the report no matter whether he/she accepts the report content and/or grading or not. The student is encouraged to state his/her comment(s) on the report too.
8. Supervisors have to remind students to sign the Declaration Form attached in Form A-10a /Form A-10a_updated and make sure all clients’/members’ personal data is kept and handled properly. Upon the completion of the placement period, **all data/recordings with the name mentioned should be deleted** from the students’ computer and/or personal database before leaving the agency. Placement recordings should be kept for 3 months more upon the completion of the placement period. All concerned data (both hardcopies and softcopies) should be deleted after 3 months period. However, students are allowed to keep only group/project proposal(s) for their own reference. Supervisors are welcome to send copies of outstanding pieces of written assignment to the Director of Field Instruction/Deputy Director of Field Instruction for retention at the department library.
9. Supervisors have to remind students to adhere to the SWRB Code of Practice in their practice, even though they are not yet registered social workers in the capacity of a placement student.

Work Schedule for **Summer Block** and **Concurrent** Placements

Summer Block (Week of Placement)	Concurrent (Week of Placement)	Work Content
Before the placement starts	Before the placement starts	<p>Preparation:</p> <ul style="list-style-type: none"> - To read the student's file (optional) - To arrange a preparatory meeting with the agency supervisor - To arrange pre-placement contact/meeting with the student

1 st week	1 st – 3 rd week	<p>Orientation:</p> <ul style="list-style-type: none"> - To arrange an orientation to agency/services/community - To encourage students to actively engage with serving targets - To set up initial learning contract with students - To set up a supervision schedule with students - To ask the student to submit weekly reflective logs
2 nd to 3 rd week	4 th – 5 th week	<p>Planning:</p> <ul style="list-style-type: none"> - To confirm placement assignments with the agency and student - To recommend references and encourage students to conduct literature review - To prepare students to submit proposals/case intake reports etc.
5 th to 6 th week	12 th – 13 th week	<p>Mid-term evaluation:</p> <ul style="list-style-type: none"> - To give clear feedback on student's performance with concrete guidance on specific areas for improvement - To arrange a Mid-term review meeting with the involvement of the agency supervisor and student - To submit mid-placement review reports (A-07a & A-07b) to the Department - To issue formal warning on some difficult cases
10 th / 11 th week	24 th – 25 th week	<p>Final evaluation:</p> <ul style="list-style-type: none"> - To distribute and collect agency feedback form (A-09) - To arrange a final evaluation meeting with the agency - To remind students to clear all paperwork within 2 weeks after the placement completion date - To set up a timeline for students to submit a self-review report (A-08/ A-08_updated) to the supervisor - To remind students to on-line submit student feedback form (A-11) to the Department before the date of the final evaluation - To arrange a final evaluation meeting with the student - To sign on the placement hours record form (C-01a) (for all students) - To sign on the supervision hours record form (C-01b) (for all students)
Within 4 weeks upon completion of placement	Within 4 weeks upon completion of placement	<p>Report Submission:</p> <ul style="list-style-type: none"> - To complete Student Evaluation Report (A-10a /A-10a_updated and A-10c/A-10c_updated) - To collect Student's Review of the Placement Experience Report (A-08/ A-08_updated), Agency Feedback Form (A-09), Placement Hours Record Form (C-01a), and Supervision Hours Record Form (C-01b) - To sign on the Declaration Form (A-10a/ A-10a_updated) - To complete Fieldwork Supervisor's Feedback Form (A-12)