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 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 sub-grades of evaluation items and final grade being marked on the Student Evaluation report (A-10a) will be disclosed to students. But still, the supervisor has to attach a separate sheet with marks (A-10c) for internal assessment use. Supervisors are required to elaborate more on “comments” in each section to distinguish student’s strengths and areas for improvement. The description should be coherent with the grades given and better to cite more concrete evidence to support fieldwork supervisor’s assessment and judgment on student’s 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 student’s performance. It would be difficult for the IEs to assess if the evaluation is substantiated and to make further recommendation 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 half pages for Section Three of the Student Evaluation Report (A-10a).

7. The grades given by the fieldwork supervisors are the recommended grades and subject to final decision of the Internal Examiners and BoE. Student should sign his/her name on the last page of the Form A-10a to acknowledge that he/she has read through the report no matter he/she accept 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 and make sure all clients’/members’ personal data to be kept and handled properly. Upon the completion of placement period, all data / recordings with name mentioned should be deleted in student’s computer and/or personal data base before leaving the agency. Placement recordings should be kept for 3 months more upon the completion of 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 own reference. Supervisors are welcomed 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 as a placement student.

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

<table>
<thead>
<tr>
<th>Summer Block (Week of Placement)</th>
<th>Concurrent (Week of Placement)</th>
<th>Work Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the placement starts</td>
<td>Before the placement starts</td>
<td><strong>Preparation:</strong></td>
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<tr>
<td></td>
<td></td>
<td>- To read the student's file (optional)</td>
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<td></td>
<td></td>
<td>- To arrange preparatory meeting with agency supervisor</td>
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<tr>
<td></td>
<td></td>
<td>- To arrange pre-placement contact/meeting with student</td>
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<tr>
<td>Week</td>
<td>Orientation</td>
<td>Planning</td>
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| 1st  | - To arrange 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 supervision schedule with student  
- To ask student to submit Daily / weekly reflective logs | - To confirm placement assignments with agency and student  
- To recommend references and encourage student to conduct literature review  
- To prepare student to submit proposal/case treatment plan writing etc. | - To give clear feedback on student’s performance with concrete guidance on specific areas for improvement  
- To arrange Mid-term review meeting with involvement of 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 | - To distribute and collect agency feedback form (A-09)  
- To arrange final evaluation meeting with agency  
- To remind student to clear all paper work within 2 weeks after placement completion date  
- To set up time line for student to submit self-review report (A-08) to supervisor  
- To remind student to on-line submit student feedback form (A-11) to the Department before the date of final evaluation  
- To arrange final evaluation meeting with 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)  
- To sign on the travelling expenses claim form (C-02) (for FT students) | - To complete Student Evaluation Report (A-10a and A-10c)  
- To collect Student's Review of the Placement Experience Report (A-08), 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)  
- To complete Fieldwork Supervisor’s Feedback Form (A-12) |