

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

Social Work Fieldwork Placement

General Requirements on Student Workload in Fieldwork Placements

The workload requirements of fieldwork placement constitutes of two parts: working with direct services and submission of written work. Both receive the similar, if not exactly the same weight, in assessing student's performance.

A) Working with Direct Services

The placement assignments vary according to the nature of the service setting. The suggested workload is just a general guideline rather than a strict rule for supervisors and students.

Negotiation, compromise and on-going assessment and adjustment among agency, fieldwork supervisor and student are essential to facilitate the achievement of mutual agreement for all parties concerned.

Factors that have impact on the quantity of task assignments are: type of the placement; the program student studies; first or second placement; the intensity of the work requirements and amount of individual involvement. All these need to be counted in the arrangement of work assignments.

Suggested Guidelines:

- 1) Case only: at least 5
- 2) Case + group/project: 2-3 cases, 1 group and 1 programme
- 3) Group only: at least 2
- 4) Group, project and programme: 1 group, 1 project, 1 programme
- 5) Community work project: 1-2

The assignments may take the form of direct service such as case/group/program /project/campaign of social work nature and/or indirect service such as staff training and project planning.

B) Written Work

- 1) Learning contract
To set up the learning objectives, tasks being agreed during the placement period. Students could refer to A-04 for details.
- 2) Orientation/Community Study/Observation report
Students should include his/her understanding and comments towards the agency, community and the resources available.
- 3) Logs
Logs are required at the beginning of the placement in most settings. In unstructured settings, such as community development or outreaching social work, logs will be required throughout the whole placement.

- 4) Casework
Intake and transfer/termination summaries are required. Each interview should be followed by a summary recording with analyses, reflections and follow up action plans. Process recordings may be required.
- 5) Group work
Group proposal, session plan and summary recording for each group session and final group evaluation report are required.
- 6) Project/Programme
Project/programme proposal and evaluation report are required. Ongoing development must be reported either by written or verbal format. In case of major project of the services assignment, interim progress report is required.

Chinese can be used for writing process recordings if it is acceptable for the placement agency, but proposals and analysis should be written in English.

All students should pay equal attention to the requirement of task assignments and written assignments. Written assignment should be prepared and submitted to the fieldwork supervisors 24 hours before each supervision session. Reports to agency should be submitted according to the agency's requirements.

All students are required to complete written assignments and submit them to fieldwork supervisors' review within **two weeks** after the end of placements. **A student is deemed to receive a failure grade for the placement if he/she fails to complete the placement written assignments properly according to the requirement.**