

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

Social Work Fieldwork Placement

**General Requirements on Student Workload in Fieldwork Placements**

**Apply to: From the 2022 intake of MSW students and the 2020 intake of BSW students.**

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

**A) Working with Direct Services**

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

Negotiation, compromise and ongoing assessment and adjustment among the agency, fieldwork supervisor, and student are essential to facilitate mutual agreement for all parties concerned.

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

**Suggested Guidelines:**

**First Placement:**

- Case only: at least 4 cases
- Case + group + program: 2 cases + 1 group + 1 program
- Group + project/program: 2 groups + 1 program OR 1 group + 2 programs /projects (both have at least 2 sessions)
- Community Development Project: 1-2

**Second Placement:**

- Case only: at least 5 cases
- Case + group + program: 2-3 cases + 1 group + 1 program
- Group + project/program: 2 groups + 1 program OR 1 group + 2 programs/projects (both have at least 2-3 sessions)
- Community Development Project: 1-2

The assignments may take the form of direct service, such as case/group/program /project/campaign of a 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 and tasks being agreed upon 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) Weekly Self-Reflective Logs  
At least 2 for the summer block and at least 3 for concurrent placement, (depending on the fieldwork supervisor's further request)
- 4) Casework  
Intake summary, Case recordings (including 1 process recording for 30 minutes for each case. 2 process recordings at a maximum), Transfer/Termination report
- 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/Program Proposal, Ongoing Process record, Evaluation report. Session plans and evaluations must be submitted for a programme/project with more than 1-day sessions.
- 7) Supervision Logs and Supervision Agendas  
Identify the areas to be discussed in the Supervision Agenda and jot down the important areas being discussed or suggested. Submit to the Fieldwork Supervisor at least one day before supervision.

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

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

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

Updated on 14/11/2023