The University of Hong Kong

Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Student Evaluation Report (MSW)**

# Before completing this report please read carefully

# the Explanatory Notes attached at the end

|  |  |
| --- | --- |
| Name of student: | (UID: ) |
|  |  |
| Program of Study: |  ( MSW Full Time / MSW Part Time )\* |
|  |  |
| Name of fieldwork supervisor: |  |
|  |  |
| Agency: |  |
|  |  |
| Duration of placement: |  | (Field placement I / II)\* |
|   |  |
| No. of days absent: | (If yes, state reasons) |
|  |  |
|  |  |
| 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

**Additional comments from Supervisor (if any)**

**Please refer to A-08 for the statistic and brief description of work development, student’s efforts in facilitating client’s change and achievements. Please add additional comments (if any)**

**If no, please state no further comments. If not applicable, please mark N/A.**

*Case Work Practice (individual case comment)*

*Group Work Practice*

*Program/Project work*

*Community Work Practice*

*Other Learning experiences*

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**

***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.***

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I(25%) | Field placement II(25%) |
| 1. Professional social work conduct
 | 1. deals with ethical and value dilemmas openly while meeting one’s professional responsibilities to agency, colleagues and clients
 |  |  |
| 1. examines 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 values and ethics
 | 1. knows, understands and abides by the SWRB Code of Practice
 |  |  |
| 1. upholds integrity and honesty in professional practice
 |
| 1. respects individual worth, human dignity and the client’s right to self-determination
 |
| 1. respects and protects client’s right of confidentiality
 |
| 1. begins to show commitment to social work value
 | N/A |
| 1. shows strong commitment to social work value
 | N/A |  |
| 1. Critical thinking and professional development
 | 1. is reflective on own performance, recognizes strengths and deficit
 |  |  |
| 1. reflects on broader issues beyond the immediate day to day work (e.g. service trends, policy development, social issue, system impact and adequacies of services 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
 | N/A |

**Section One (Cont’d)**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I(25%) | Field placement II(25%) |
| 1. Professional work attitude 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**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I (15%) | Field placement II (10%) |
| 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. begins to understand the dynamics and unique culture of the service unit and their impact to the direct service provision
 | N/A |
| 1. demonstrates ability to work on the dynamics and unique culture of the service unit and their impact to the direct service provision
 | N/A |  |
| 1. Orientation and Understanding of the community context
 | 1. understands the serving community through different means
 |  |  |
| 1. reviews the community needs and characteristics critically
 |
| 1. understands the linkage among the existing service provision, the community and the agency mission as well as service trend
 |
| 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 as well as operation of the agency and learns from the agency workers
 |
| 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**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I (40%) | Field placement II (50%) |
| 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 social work practice models in planning and intervention
 |
| 1. takes initiative to link up the past experience with current practice
 |
| 1. reviews the strengths and limitations of applying the theoretical concepts and theories in practice
 | N/A |
| 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 service users’ 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.)
 |

**Section Three (Cont’d)**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I (40%) | Field placement II (50%) |
| 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
 |
| 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
 |

**Section Three (Cont’d)**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I (40%) | Field placement II (50%) |
| 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. recognizes and facilitates clients’ contribution (e.g. achievement, efforts, strengths, inner resources, resilience) towards individual/group/ community growth
 |
| 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, use of self, confrontation, negotiation, structured experience, education, alliance, lobbying, etc.)
 |
| 1. uses skills and employs different means associated with particular intervention approach or strategy to facilitate client change (e.g. CBT, crisis-intervention, narrative therapy, family therapy, networking, social skills training, social action, etc.)
 |
| 1. recognizes client resistance, explores meaning and patterns in the resistance
 |
| 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**

|  |  |
| --- | --- |
|  | Overall grade range |
|  | Items to be assessed - The student: | Field placement I (20%) | Field placement II (15%) |
| 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. shows language proficiency in Chinese / English
 |
| 1. writes reports according to agency and university requirements
 |
| 1. Use of supervision
 | 1. is clear about own learning interest, and needs for setting 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. takes initiative to report work progress and seeks advice or comments from supervisor
 |
| 1. participates in supervision, identifies issues for discussion, introduces ideas and shares own feelings
 |
| 1. puts into action what has been learned in supervision
 |
| 1. articulates own experience, feeling, personal construct & values and critically examines their impact towards own practice
 |

**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 following aspects: |
| *Review of Learning Objectives*

|  |  |
| --- | --- |
| Learning Objectives | Progress/Achievement: |
|  |  |
|  |  |
|  |  |

 |
| *Students Individual Characteristics, Strengths and Weakness* |
| *Areas for future development:* |
| Recommended Grade Range**\*** : |  |
| **\* Subject to review of Internal Examiner and endorsement of Board of Examination.** |
| Fieldwork supervisor: |  |
|  | Signature / Date |
| **Student’s acknowledgement of having read the report:** |  |
|  |  | Signature / Date |
| Student’s comments, if any: |

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.