Course Outline
SWRK4001 SOCIAL WORK THEORY AND PRACTICE

Course Co-ordinator: VAL CLARK
Room: W229
Ph: 4921 5396
Fax: 4921 6933
Email: Val.Clark@newcastle.edu.au
Consultation hours: Wednesday 3pm–4pm & Thursday 4pm–5pm. Other times by appointment.

Lecturer: LOU JOHNSTON
Room: W220
Ph: 4921 6702
Fax: 4921 6933
Email: Lou.Johnston@newcastle.edu.au
Consultation hours: Wednesday 3pm–4pm & Thursday 4pm–5pm. Other times by appointment.

Lecturer: VIVIEN HART
Email: vivien.hart@sydneyivf.com
Consultation time: By appointment

Course Overview

Semester: Semester 1 - 2010
Unit Weighting: 20
Teaching Methods: Lectures, Experience Based Learning Workshops and Groupwork

Brief Course Description
The final year of the social work degree draws together learning over the three previous years of study. This course focuses on advanced theory and practice issues including ethical decision making, and interpersonal intervention skills relating to individual, group and community practice.

This course contains two learning units:
Learning Unit 1 - Ethical Decision Making in Social Work Practice – classes will be held on Wednesdays, 9am – 12pm, weeks 1 to 12.
Learning Unit 2 – Interpersonal Skills for Professional Practice – classes will be held on Thursdays, 1pm – 4 pm, weeks 1 to 12.

Course Outline Issued and Correct as at: Week 1, Semester 1 - 2010

CTS Download Date: 8th February 2010
Week 13 class times on Wednesday and Thursday will be used to record your videos for your learning unit 2 assessment task.

**Learning Materials/Texts**
See Learning Unit Outlines for detail

**Course Objectives**
This course has as its objective the drawing together of previous learning and addressing more complex issues including ethical decision-making and practice intervention. See Learning Unit Outlines for more specific detail.

**Course Content**
Advanced social work theory and practice, including ethical decision making.

**Assessment Items**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Written assignment on an ethical dilemma 50% (2,500 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>– due 5pm Friday 4(^{th}) June</td>
</tr>
<tr>
<td></td>
<td>Video assessment of practice skills 50% - video recording of practice that will take place on 2(^{nd}) and 3(^{rd}) June and 2,500 word paper</td>
</tr>
<tr>
<td></td>
<td>– due 5pm Friday 11(^{th}) June</td>
</tr>
</tbody>
</table>

| Projects   | There are ungraded assessment tasks in this course (satisfactory/unsatisfactory). Students must successfully complete these assessment tasks to pass the course. If an unsatisfactory result is given on an ungraded assessment task a new task will be set to provide an opportunity for the student to attain a satisfactory result. |

**Assumed Knowledge**
Successful completion of first, second and third year Social Work courses, SOCA1010, SOCA1020, PYSC1010, PYSC1020, SPSW3070, PHIL3580, LGAL1001 or equivalent.

**Callaghan Campus Timetable**

<table>
<thead>
<tr>
<th>SWRK4001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Wk Theory &amp; Practice 5</td>
</tr>
<tr>
<td>Semester 1 - 2010</td>
</tr>
<tr>
<td>Workshop</td>
</tr>
<tr>
<td>and Workshop</td>
</tr>
</tbody>
</table>

**IMPORTANT UNIVERSITY INFORMATION**

**ACADEMIC INTEGRITY**

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise the integrity of research and devalue the quality of learning. To preserve the quality of learning for the individual and others, the University may impose severe sanctions on activities that undermine academic integrity. There are two major categories of academic dishonesty:

**Academic fraud** is a form of academic dishonesty that involves making a false representation to gain an unjust advantage. Without limiting the generality of this definition, it can include:

- falsification of data;
- using a substitute person to undertake, in full or part, an examination or other assessment item;
- reusing one's own work, or part thereof, that has been submitted previously and counted towards another course (without permission);
- making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;
- bringing material or device(s) into an examination or other assessment item other than such as may
f) making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item.

g) contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

Plagiarism is the presentation of the thoughts or works of another as one's own. University policy prohibits students plagiarising any material under any circumstances. Without limiting the generality of this definition, it may include:

a) copying or paraphrasing material from any source without due acknowledgment;

b) using another person's ideas without due acknowledgment;

c) collusion or working with others without permission, and presenting the resulting work as though it were completed independently.

Turnitin is an electronic text matching system. During assessing any assessment item the University may:

- Reproduce this assessment item and provide a copy to another member of the University; and/or

- Communicate a copy of this assessment item to a text matching service (which may then retain a copy of the item on its database for the purpose of future checking).

- Submit the assessment item to other forms of plagiarism checking

RE-MARKS AND MODERATIONS

Students can access the University's policy at: http://www.newcastle.edu.au/policylibrary/000769.html

MARKS AND GRADES RELEASED DURING TERM

All marks and grades released during term are indicative only until formally approved by the Head of School.

SPECIAL CIRCUMSTANCES AFFECTING ASSESSMENT ITEMS

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations items must be submitted by the due date in the Course Outline unless the Course Coordinator approves an extension. Unapproved late submissions will be penalised in line with the University policy specified in Late Penalty (under student) at the link above.

Requests for Extensions of Time must be lodged no later than the due date of the item. This applies to students:

- applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or

- whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment.

Students must report the circumstances, with supporting documentation, as outlined in the Special Circumstances Affecting Assessment Items Procedure at: http://www.newcastle.edu.au/policylibrary/000641.html

Note: different procedures apply for minor and major assessment tasks.

Students should be aware of the following important deadlines:

- Special Consideration Requests must be lodged no later than 3 working days after the due date of submission or examination.

- Rescheduling Exam requests must be received no later than 10 working days prior the first date of the examination period.
Late applications may not be accepted. Students who cannot meet the above deadlines due to extenuating circumstances should speak firstly to their Program Officer or their Program Executive if studying in Singapore.

**STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS**

University is committed to providing a range of support services for students with a disability or chronic illness. If you have a disability or chronic illness which you feel may impact on your studies please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register contact the Disability Liaison Officer on 02 4921 5766, email at: student-disability@newcastle.edu.au. As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester. For more information on confidentiality and documentation visit the Student Support Service (Disability) website: www.newcastle.edu.au/services/disability.

**CHANGING YOUR ENROLMENT**

Students enrolled after the census dates listed in the link below are liable for the full cost of their student contribution or fees for that term.

http://www.newcastle.edu.au/study/fees/censusdates.html

Students may withdraw from a course without academic penalty on or before the last day of term. Any withdrawal from a course after the last day of term will result in a fail grade.

**Students cannot enrol in a new course after the second week of term, except under exceptional circumstances.** Any application to add a course after the second week of term must be on the appropriate form, and should be discussed with staff in the Student Hubs or with your Program Executive at PSB if you are a Singapore student.

To check or change your enrolment online go to myHub: https://myhub.newcastle.edu.au

**STUDENT INFORMATION & CONTACTS**

Various services are offered by the Student Support Unit:

www.newcastle.edu.au/service/studentsupport/

The Student Hubs are a one-stop shop for the delivery of student related services and are the first point of contact for students studying in Australia. Student Hubs are located at:

<table>
<thead>
<tr>
<th>Callaghan Campus</th>
<th>City Precinct</th>
<th>Central Coast Campus (Ourimbah)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortland Hub: Level 3, Shortland Building</td>
<td>City Hub &amp; Information Common, University House</td>
<td>Student Hub: Opposite the Main Cafeteria</td>
</tr>
<tr>
<td>Hunter Hub: Level 2, Student Services Centre</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Faculty Website</th>
<th>Dean of Students Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/education-arts/">www.newcastle.edu.au/faculty/education-arts/</a></td>
<td>The Dean of Students and Deputy Dean of Students work to ensure that all students receive fair and equitable treatment at the University. In doing this they provide information and advice and help students resolve problems of an academic nature. <a href="http://www.newcastle.edu.au/service/dean-of-students/">http://www.newcastle.edu.au/service/dean-of-students/</a></td>
</tr>
<tr>
<td>Rules Governing Undergraduate Academic Awards</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.newcastle.edu.au/policylibrary/000311.html">www.newcastle.edu.au/policylibrary/000311.html</a></td>
<td></td>
</tr>
<tr>
<td>General enquiries</td>
<td></td>
</tr>
<tr>
<td>Callaghan, City and Port Macquarie</td>
<td></td>
</tr>
</tbody>
</table>
Mandatory Program Component

This course is a mandatory component of the BSW program. Refer - http://www.newcastle.edu.au/policylibrary/000647.html (section 2).

Essential Criteria in Assessment

This course contains compulsory components or assessment items that must be satisfactorily completed in order for a student to receive a pass mark or better for the course. These essential elements are described in the CTS and in greater detail in the Learning Unit Outlines.

Group Work, Peer and/or Self-Assessment

The assessment in this course involves group work/peer and/or self-assessment. Refer - http://www.newcastle.edu.au/policylibrary/000650.html

All group assessment tasks in this course are graded as satisfactory or unsatisfactory. Groups that do not obtain a satisfactory result will be required to submit additional work as directed by the lecturer or course coordinator.

The ability to work effectively in small groups and teams is an important aspect of professional social work practice. Small group assessment tasks are thus a fundamental component of your learning throughout the Bachelor of Social Work program.

Some class time is set aside for small groups to work on the allocated group tasks. Groups may, however, need to organise additional group meeting times outside of class times. A group discussion board will also be established for each small group on the online Blackboard site.
Groups are expected to work cooperatively in deciding how to approach each task and how work will be distributed and managed between group members. Some time will be spent in the first group meeting discussing group expectations and negotiating an agreement on how the group can work effectively together. Group members are to take responsibility for developing strategies for managing group processes and addressing any conflict that may arise in the group. Teaching staff will be available as a resource to groups during the group meetings scheduled in class times and are also available during consultation times (as listed above) to discuss any concerns in relation to the content or processes entailed in the group task.

Details on the requirements for each group task and the criteria against which tasks will be assessed are provided in the 2 learning unit outlines.

**Grading of Group Tasks**

All group assessment tasks are graded as satisfactory or unsatisfactory, based on the assessment criteria. Written feedback is given in line with the stated assessment criteria for the task. All group members will obtain the same result, unless a case is made by group members, to the course coordinator, to exclude one or more group members from the final result. Such cases will be reviewed by the course coordinator in consultation with the Bachelor of Social Work Program Convenor. Groups or individuals with an unsatisfactory grade will be required to submit additional work to a satisfactory standard.

**Attendance and class participation**

In order to satisfactorily complete assessment items students are advised to attend all classes and participate in all class exercises. Attendance records will be kept for all classes. Feedback regarding class participation will be provided verbally by staff to students throughout the semester and in writing as part of feedback on written assignments and group projects. If students are unable to attend a class they are asked to contact the relevant Lecturer. Teaching staff will consult throughout the semester with students who have a poor attendance and/or participation record. In some cases this will result in additional assessment requirements being established. Where it becomes apparent that a student is unable to complete (ungraded) group projects at a satisfactory level due to their poor class attendance and participation, they will be required to undertake additional assessment task(s). Additional make-up assessment tasks will be designed to ensure students demonstrate knowledge and skills equivalent to the original task(s).

**Studentmail and Blackboard:** Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)  

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

**Important Additional Information**

Details about the following topics are available on your course Blackboard site as a document in the Course Outline folder. Some of this information is also included in Learning Unit Outlines.

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnitin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
- Preferred Referencing Style
- Student Representatives
- Student Communication
- Essential Online Information for Students

The Grading Guide that will be used in determining grades for individual assignments is available on the Blackboard site in the Course Outline folder.