SWRK4002 - Social Work Theory & Practice 6
Course Outline

Semester 2, 2009

Course Co-ordinators: Lou Johnston & Debbie Plath
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Fax: 49216933 & 49216933
Email: Lou.Johnston@newcastle.edu.au & Debbie.Plath@newcastle.edu.au
Consultation hours: Wednesdays 10.00-12.00 & Thursdays 11.00 – 1.00

Unit Weighting: 10
Teaching Methods: Experience Based Learning
                      Workshops

Brief Course Description
This course focuses on preparing students for a career in social work including job application and continuing professional education. Professional workshops are held in areas where students feel that further skills are required. Students are required to prepare a conference paper and presentation that evaluates and area of social work practice.

Contact Hours
Workshop for 42 Hours per Term for the Full Term

Course Objectives
This is the final course in the social work stream and has as its objective preparing students for practice, for professional writing and practice evaluation.

Course Content
Career planning including continuing professional education, job application and workshops in specialised areas of practice. Support and supervision in preparing a conference presentation and paper.

This course outline will not be altered after the second week of the term except under extenuating circumstances with Head of School approval. Students will be notified in advance of the change.

Course Outline Issued and Correct as at: Week 1, Semester 2 - 2009
CTS Download Date: 17th July, 2009
Assessment Items

<table>
<thead>
<tr>
<th>Presentations - Individual</th>
<th>Conference presentation abstract – 200-300 words (10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DUE: Monday 31st August (week 6) – 9.00am in class.</td>
</tr>
<tr>
<td>Conference presentation – 20 minutes (40%)</td>
<td>DUE: 28 / 29th October (timeslot to be allocated)</td>
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<thead>
<tr>
<th>Essays / Written Assignments</th>
<th>Written paper based on conference presentation – 5000 words (50%)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>DUE: Friday 6th November (week 13) – 5.00pm at Hub.</td>
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<table>
<thead>
<tr>
<th>Group Task</th>
<th>Participation in the organisation and running of student conference held on 28th / 29th October.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading: Satisfactory / Unsatisfactory.</td>
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Assumed Knowledge
Third Year Social Work courses, SPSW3070, LEGL1001 or equivalent, PHIL3580, SWRK4001, SWRK4005.

Callaghan Campus Timetable
SWRK4002
SOCIAL WORK THEORY & PRACTICE 6
Enquiries: School of Humanities and Social Science
Semester 2 - 2009

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Time</th>
<th>Location</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>and Workshop</td>
<td>Monday 9:00 - 12:00</td>
<td>[W202]</td>
<td>Wks 3,6,9, 11, 12 &amp; 13 only</td>
</tr>
<tr>
<td>and Workshop</td>
<td>Monday 13:00 - 16:00</td>
<td>[W202]</td>
<td>Wks 11, 12 &amp; 13 only (note SWRK4004 afternoon sessions in wks 3, 6, 9)</td>
</tr>
<tr>
<td>and Workshop</td>
<td>Wednesday 9:00 - 12:00</td>
<td>Student conference</td>
<td>Wk 12 only</td>
</tr>
<tr>
<td>and Workshop</td>
<td>Wednesday 13:00 - 16:00</td>
<td>At Shortland Union</td>
<td>Wk 12 only</td>
</tr>
<tr>
<td>and Workshop</td>
<td>Thursday 9:00 - 12:00</td>
<td>Building</td>
<td>Wk 12 only</td>
</tr>
<tr>
<td>and Workshop</td>
<td>Thursday 13:00 - 16:00</td>
<td></td>
<td>Wk 12 only</td>
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</table>

Mandatory Program Component
This course is a mandatory program component in the Bachelor of Social Work and must be passed in order to progress to 4000 level SWRK courses. Refer - [http://www.newcastle.edu.au/policylibrary/000647.html](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. Refer - [http://www.newcastle.edu.au/policylibrary/000648.html](http://www.newcastle.edu.au/policylibrary/000648.html)

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
Further course details are available on your course Blackboard site. Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

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:

a) falsification of data;

b) using a substitute person to undertake, in full or part, an examination or other assessment item;

c) reusing one's own work, or part thereof, that has been submitted previously and counted towards another course (without permission);

d) making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;

e) bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item; and

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 below.

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

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.

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

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

**Hard copy submission:**
- **Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker’s comments, use 1.5 or double spacing, and include page numbers.
- **Word length:** The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **Staple the pages** of your assignment together (do not use pins or paper clips).
- **University Assessment Item Coversheet:** All assignments must be submitted with the University coversheet available at: [http://www.newcastle.edu.au/study/forms/](http://www.newcastle.edu.au/study/forms/)  
- **By arrangement with the relevant lecturer, assignments may be submitted at any Student Hub located at:**  
  - Level 3, Shortland Union, Callaghan  
  - Level 2, Student Services Centre, Callaghan  
  - Ground Floor, University House, City  
  - Opposite Café Central, Ourimbah  
- **Date-stamping assignments:** All students must date-stamp their own assignments using the machine provided at each Student Hub. If mailing an assignment, this should be address to the relevant School. Mailed assignments are accepted from the date posted, confirmed by a Post Office date-stamp; they are also date-stamped upon receipt by Schools.  
- **Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse.  
- **Keep a copy of all assignments:** It is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in electronic and hard copy formats.  

**Online copy submission to Turnitin**
In addition to hard copy submission, students are required to submit an electronic version of graded written assignments to Turnitin via the course Blackboard website available @ [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

Prior to final submission, all students have the opportunity to submit one draft of their assignment to Turnitin to self-check their referencing. Assignments will not be marked until both hard copy and online versions have been submitted. Marks may be deducted for late submission of either version.

For information on the University policy on plagiarism, please see above and refer to the Policy on Student Academic Integrity at the following link -  
Penalties for Late Assignments
Assignments submitted after the due date, without an approved extension of time will be penalised by the reduction of 5% of the possible maximum mark for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due date will be awarded zero marks.


Refer - ‘Rules Governing the Administration of Assessment Items - Rule 000113’ available @ http://www.newcastle.edu.au/policylibrary/000113.html (section 18)

Special Circumstances
Students wishing to apply for Special Circumstances or Extension of Time should apply online. Refer - ‘Special Circumstances Affecting Assessment Items - Procedure 000641’ available @ http://www.newcastle.edu.au/policylibrary/000641.html

Assignment Re-submission
Graded assignments may not be resubmitted in this course. Students are, however, always welcome to contact their Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

Re-marks & Moderations
A student may request a re-mark of an assessment item before the final result have been posted in the course to which the assessment item contributes. If a final result in the course has been posted, the student must apply under ‘Procedures for Appeal Against a Final Result’ (Refer - http://www.newcastle.edu.au/study/forms/).

Students concerned at the mark given for an assessment item should first discuss the matter with the Course Coordinator. If subsequently requesting a re-mark, students should be aware that as a result of a re-mark the original mark may be increased or reduced. The case for a re-mark should be outlined in writing and submitted to the Course Coordinator, who determines whether a re-mark should be granted, taking into consideration all of the following:

1. whether the student had discussed the matter with the Course Coordinator
2. the case put forward by the student for a re-mark
3. the weighting of the assessment item and its potential impact on the student’s final mark or grade
4. the time required to undertake the re-mark
5. the number of original markers, that is,
   a) whether there was a single marker, or
   b) if there was more than one marker whether there was agreement or disagreement on the marks awarded.

A re-mark may also be initiated at the request of the Course Coordinator, the Head of School, the School Assessment Committee, the Faculty Progress and Appeals Committee or the Pro Vice-Chancellor. Re-marks may be undertaken by:

1. the original marker; or
2. an alternate internal marker; or
3. an alternate external marker (usually as a consequence of a grievance procedure).

Moderation may be applied when there is a major discrepancy (or perceived discrepancy) between:

1. the content of the course as against the content or nature of the assessment item(s)
2. the content or nature of the assessment item(s) as against those set out in the Course Outline
3. the marks given by a particular examiner and those given by another in the same course
4. the results in a particular course and the results in other courses undertaken by the same students.

For further detail on this University policy refer - ‘Re-marks and Moderations - Procedure 000769’ available @ http://www.newcastle.edu.au/policylibrary/000769.html
Return of Assignments
Students can collect assignments from a nominated Student Hub during office hours. Students will be informed during class which Hub to go to and the earliest date that assignments will be available for collection. Students must present their student identification card to collect their assignment.


Preferred Referencing Style
In this course, it is recommended that you use the Harvard in-text referencing system (similar to the APA system) for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, gives the date of publication, and for a direct quote includes a page number, in parentheses. At the end of the paper, a list of references provides publication information about the source; the list is alphabetised by authors’ last names (or by titles for works without authors). For further information on referencing and general study skills refer - ‘Infoskills’ available @ www.newcastle.edu.au/services/library/tutorials/infoskills/index.html

Student Representatives
Student Representatives are a major channel of communication between students and the School. Contact details of Student Representatives can be found on School websites.

Refer - ‘Information for Student Representatives on Committees’ available @ http://www.newcastle.edu.au/service/committees/student_reps/index.html

Student Communication
Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students
Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services is available @ http://www.newcastle.edu.au/currentstudents/index.html

<table>
<thead>
<tr>
<th>Grading guide</th>
<th>Fail (FF)</th>
<th>Pass (P)</th>
<th>Credit (C)</th>
<th>Distinction (D)</th>
<th>High Distinction (HD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>49% or less</td>
<td>An unacceptable effort, including non-completion. The student has not understood the basic principles of the subject matter and/or has been unable to express their understanding in a comprehensible way. Deficient in terms of answering the question, research, referencing and correct presentation (spelling, grammar etc). May include extensive plagiarism.</td>
<td>The work demonstrates a reasonable attempt to answer the question, shows some grasp of the basic principles of the subject matter and a basic knowledge of the required readings, is comprehensible, accurate and adequately referenced.</td>
<td>The work demonstrates a clear understanding of the question, a capacity to integrate research into the discussion, and a critical appreciation of a range of different theoretical perspectives. A deficiency in any of the above may be compensated by evidence of independent thought. The work is coherent and accurate.</td>
<td>Evidence of substantial additional reading and/or research, and evidence of the ability to generalise from the theoretical content to develop an argument in an informed and original manner. The work is well organised, clearly expressed and shows a capacity for critical analysis.</td>
<td>All of the above, plus a thorough understanding of the subject matter based on substantial additional reading and/or research. The work shows a high level of independent thought, presents informed and insightful discussion of the topic, particularly the theoretical issues involved, and demonstrates a well-developed capacity for critical analysis.</td>
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</table>
COURSE DETAILS

Course Goals
The learning goals for Social Work Theory and Practice VI are to demonstrate:

Communication skills
1. The ability to develop effective written and oral skills to market your qualifications and skills to potential employers.
2. The ability to write a professional paper that presents analysis and argument of a particular perspective and is appropriate to the target audience.

Professional practice
3. The capacity to work and actively participate in teams to achieve learning tasks, negotiate differences of opinion within the working group and take a range of group task and maintenance roles.
4. The ability to apply social work knowledge, theory, research, and codes of ethical conduct to practice.

Knowledge building: Research and enquiry skills
5. An understanding of the relationship between research and practice, how research informs practice and how research is used to evaluate practice in the interests of empowerment, advocacy and organisational change.

WORKSHOP TOPICS

<table>
<thead>
<tr>
<th>Week 3</th>
<th>Dates and Times</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Monday 10th Aug</td>
<td>Course overview</td>
</tr>
<tr>
<td></td>
<td>9.00 – 12.00</td>
<td>Preparing your CV and applying for jobs.</td>
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<tr>
<td></td>
<td>Note: SWRK4004</td>
<td>Field Issues &amp; follow up exercises</td>
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<tr>
<td></td>
<td>Field Placement</td>
<td></td>
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<tr>
<td></td>
<td>Class 10th Aug</td>
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<td></td>
<td>1.00 – 4.00pm</td>
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<table>
<thead>
<tr>
<th>Week 6</th>
<th>Dates and Times</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Monday 31st Aug</td>
<td>Job interview skills.</td>
</tr>
<tr>
<td></td>
<td>9.00 – 12.00</td>
<td>Guest presenter: Renee Smith</td>
</tr>
<tr>
<td></td>
<td>Note: SWRK4004</td>
<td>Field Issues &amp; follow up exercises</td>
</tr>
<tr>
<td></td>
<td>Field Placement</td>
<td></td>
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<tr>
<td></td>
<td>Class 31st Aug</td>
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<td></td>
<td>1.00 – 4.00pm</td>
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<tr>
<th>Week 9</th>
<th>Dates and Times</th>
<th>Topic</th>
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<tbody>
<tr>
<td></td>
<td>Monday 21st Sep</td>
<td>Writing abstracts and conference papers</td>
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<tr>
<td></td>
<td>1.00 – 4.00</td>
<td>Preparing for student conference.</td>
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<tr>
<td></td>
<td>Note: SWRK4004</td>
<td>Grief and Loss Workshop</td>
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<tr>
<td></td>
<td>Field Placement</td>
<td>Application to field placement experiences</td>
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<td></td>
<td>Class 21st Sep</td>
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<td></td>
<td>9.00 – 12.00pm</td>
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<thead>
<tr>
<th>Week 11</th>
<th>Dates and Times</th>
<th>Topic</th>
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<tbody>
<tr>
<td></td>
<td>Monday 19th Oct</td>
<td>Regrouping</td>
</tr>
<tr>
<td></td>
<td>9.00 – 10.30</td>
<td>Conference preparation, questions, and organisation</td>
</tr>
<tr>
<td></td>
<td>Monday 19th Oct</td>
<td>Preparing for Endings</td>
</tr>
<tr>
<td></td>
<td>10.30 – 12.00</td>
<td>Professional Supervision</td>
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<tr>
<td></td>
<td>Monday 19th Oct</td>
<td>Karen Menzies – Impact of Indigenous Trauma in Australia</td>
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<td></td>
<td>1.00 – 4.00</td>
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<tr>
<th>Week 12</th>
<th>Dates and Times</th>
<th>Topic</th>
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<tbody>
<tr>
<td></td>
<td>Monday 26th Oct</td>
<td>Social Work in Mental Health</td>
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<tr>
<td></td>
<td>9.00 – 12.00</td>
<td>Guest Presenter: Cath Wood (SW)</td>
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<tr>
<td></td>
<td>Monday 26th Oct</td>
<td>Conference presentation practice</td>
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<td></td>
<td>1.00 – 4.00</td>
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<tr>
<td></td>
<td>Wednesday 28th</td>
<td>Student conference</td>
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<td></td>
<td>Oct 9.00 – 4.00</td>
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<td></td>
<td>Thursday 29th</td>
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<td></td>
<td>Oct 9.00 – 4.00</td>
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<table>
<thead>
<tr>
<th>Week 13</th>
<th>Dates and Times</th>
<th>Topic</th>
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<tbody>
<tr>
<td></td>
<td>Monday 2nd Nov</td>
<td>Review of conference and evaluation</td>
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<tr>
<td></td>
<td>9.00 – 12.00</td>
<td>Endings, Closure, Group photo</td>
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<tr>
<td></td>
<td>Monday 2nd Nov</td>
<td>Students facilitate final class for all staff.</td>
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<td>1.00 – 4.00</td>
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ASSESSMENT TASKS

Tasks and assessment in this course all relate to organising and presenting at the annual 4th Year Student Conference.

UNIVERSITY OF NEWCASTLE
4TH YEAR SOCIAL WORK STUDENT CONFERENCE 2008

“Social Work and Social Inclusion”

Wednesday 28th & Thursday 29th October 2008
Shortland Union Building

Keynote Speaker: Prof Mel Gray

Issues surrounding social inclusion and social exclusion have always been central to social work. Social inclusion is currently high on the political agenda and it is important that social workers contribute to discussion and debate on the topic. This conference provides the opportunity for participants to consider the issue of social inclusion as it relates to a range of social work practice areas. Graduating social workers will enter a work environment where there is an expectation that practice interventions are thoughtfully examined in the context of social and political trends as well as informed by the critical appraisal of research literature. This conference provides graduating social workers from the University of Newcastle with the opportunity to present to social workers and fellow student their analyses of chosen areas of social work practice.

Students are required to select a topic for their conference presentation, prepare an abstract (brief summary) of the topic, give a verbal presentation at the conference (with powerpoint) and subsequently submit a written paper. Students are also responsible for aspects of planning and coordinating the conference, ensuring that it runs smoothly and professionally on the day/s. The conference participants will be student peers (from the 4 years of the BSW) and interested social work practitioners. The conference theme is ‘Social Work and Social Inclusion’. Students will need to think about how to shape conference presentations / papers to fit within this broad theme.

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<th>Task</th>
<th>%</th>
<th>Due date</th>
<th>Length</th>
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<tbody>
<tr>
<td><strong>Individual Tasks</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Conference Presentation Abstract</td>
<td>10%</td>
<td>31/8/09 9.00am (in class)</td>
<td>250 – 300 words</td>
</tr>
<tr>
<td>Conference Presentation</td>
<td>40%</td>
<td>28-29/10/09 Timeslot to be allocated</td>
<td>20 minutes</td>
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<tr>
<td><strong>Written paper</strong></td>
<td></td>
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<tr>
<td>Conference Paper</td>
<td>50%</td>
<td>06/11/09 5.00pm (to Hub)</td>
<td>5000 words</td>
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<tr>
<td><strong>Group Task</strong></td>
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<tr>
<td>Conference Organisation and participation</td>
<td>Satisfactory/ Unsatisfactory</td>
<td>Timely preparation for Conference 29-30/10</td>
<td>NA</td>
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Individual Task 1: Abstract – Due 31st August

The abstract should be 250 – 300 words in length and should contain the following:
1. Title of the paper: This should capture the audience’s attention while being informative and providing an accurate indication of the topic and content of the paper.
2. A summary of the paper’s contents: Usually an abstract comprises a single paragraph which outlines the topic area, the paper’s content and highlights key themes and issues which will be addressed in the presentation.
3. A maximum of 3 key references.

All abstracts will be included in the conference program. After your abstract has been marked, you may incorporate any feedback prior to finalising your abstract. All abstracts will be posted on the Blackboard site and included in the conference program. You are expected to read all the abstracts so that you can get a feel for the final shape of the conference and so that you can highlight resources that you come across that might be beneficial for your classmates. To this end, each student is required to post a critical reflection on the blackboard discussion board. Your critical reflection can be questions or comments about specific abstracts or more general questions or comments about issues raised by the abstracts, and or the contribution the conference will make to the broad theme of social inclusion.

Assessment Criteria for Abstract
- Clear outline of the nature of the paper: Subject matter, practice context, issue, purpose, and question being addressed.
- Clarity of purpose, rationale and focus of the paper.
- Demonstrated understanding of the chosen area of research.
- Appropriate professional writing and referencing style.
- Appropriateness to audience and purpose of conference.

Individual Task 2: Conference presentation – 20 minute presentation and respond to questions at the conference: 28/29th October

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Individual Task 3: Conference paper – 5000 word paper, based on conference presentation. Due: 6th November

Your conference presentation and the associated written paper will be on a social work practice topic of your choice and should relate in some way to the broad conference theme: “Social Work and Social Inclusion”. You should address this theme within the context of your specific chosen area of social work practice. Teaching staff will be available to assist with feedback and consultation as you prepare for the presentation and write the paper. Feel free to email social work teaching staff or make a time for a face-to-face consultation. Whilst your reading for these tasks will rely on your own literature searches relating to your specific topic area in the library and on electronic databases, provided below is a list of resources that will assist in a reflective and evaluative approach to your conference paper.

NB: Your conference presentation should be appropriately paced and delivered in an engaging way. You may use a powerpoint presentation to support your oral presentation. Whilst your presentation and paper will be based on the same content, you will need to carefully consider what is appropriate for an oral presentation and how this differs from a written presentation of the same material. People in the audience will have the opportunity to ask questions at the end of each presentation.

Assessment Criteria for Paper and Presentation
- Clarity of focus, subject matter, practice context, issues, purpose, and question being addressed.
- Rationale for and critical analysis of topic.
- Demonstrated knowledge of the literature relating to the area of study.
- A well argued position on the topic, supported by literature, research and other evidence.
- Appropriate, professional presentation (appropriate to audience, purpose and context – including accurate referencing for written paper).
Group Task – Conference organisation and participation

In addition to presenting at the conference and writing up your conference paper, you are required to participate in the organisation and running of the conference. There will be 5 or 6 groups of students running concurrent sessions. Each group will be required to:

- Draft a program for their concurrent session that can be incorporated into the overall conference program.
- Promote the event to peers, practitioners, and interested parties.
- Manage the day including setting-up, meeting and greeting participants, chairing, introducing speakers, time-keeping, and general housekeeping.
- Organise and provide peer feedback.
- Attend for the whole conference.
- Participate in reflection and evaluation of conference proceedings in class on 2nd November.

Whilst you are away from the University, undertaking your field placement, you will be required to participate in the online discussion forum in relation to organisation of the conference program and logistics. The quality of the final conference will depend on the input of all involved.

References on Reflective and Evaluative Approaches


