



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Social Work and Social Policy

Bachelor in Social Studies

Year 4 Senior Sophister

Course Handbook 2020-2021

V4.0



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Alternative formats of this handbook can be made available on request to Social.Studies@tcd.ie

Welcome and Introduction

Welcome to the final year of your BSS degree. The current public health crisis necessitated some changes in the format of placements and teaching this year, but our core objectives for the year remain unchanged. We hope you will find this a very enjoyable and rewarding year and that it will equip you to feel ready and confident to begin your social work career.

Final year is distinctive in several ways. It is divided into two semesters, with almost all the first semester spent on placement, and most of the second semester devoted to teaching. All your courses this year are focused on social work theory, practice and policy and will be closely related to your practice experience. You will be encouraged to draw on academic and practice learning from all four years, but your current placement will be linked to most of your course-work projects.

Final year 2021 is also distinctive in that it features much more distance and online learning than previous years. Your placement will follow a hybrid model of face-to-face meetings with clients/colleagues and remote working where possible. Meanwhile, teaching will be a mixture of online and face-to-face sessions.

The year is tightly structured, and because this is a professional course, we expect you to keep to deadlines, to attend all classes (online and in person) and to explain all necessary absences. Core themes will run across courses, but substantive issues may be addressed only once - hence the importance of attendance. We also hope you will participate actively and share your ideas in class, as, by final year, your combined experience is considerable and forms the testing ground for much of the teaching.

This Handbook¹ aims to provide the basic information you need to find your way about the Senior Sophister programme:

- Course content
- Written requirements
- Placement guidelines.

Further information will be available on Blackboard and in handouts, notices and emails throughout the year. Visit the School Web Page at <http://socialwork-socialpolicy.tcd.ie/> for information about the School and for Internet links to sites of interest. Also be sure to check your college TCD email account very regularly for information about timetable changes, assignments, meetings, jobs, post-graduate courses, scholarships, conferences and so on. Your feedback on any aspect of the course is, as always, very welcome.

Wishing you a rewarding and enjoyable year.

Michael Feely, Director of the BSS Programme

¹ Please note that, although this Handbook aims to be as accurate as possible, in the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in this handbook, the provisions of the General Regulations in the Calendar will prevail.

General Information

Emergency Procedure

In the event of an emergency, dial Security Services on extension 1999.

Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency)

Data Protection for Student Data

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared a guidance note to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services. The guidance note is available to view via https://www.tcd.ie/info_compliance/data-protection/student-data/ and is intended to supplement the University's Data Protection Policy.

Student Feedback and Evaluation

The feedback students provide about BSS course content and teaching methods are valuable in helping to continuously improve both the course and student experience. The School will request student feedback via in-class feedback forms and online surveys. We would strongly encourage students to participate in the evaluation surveys.

College Maps

The College Maps website is a great resource for finding your way around the Trinity campus. The website also includes information about gate access times, lecture theatres and computer rooms **Web:** <https://www.tcd.ie/Maps/>

Student Supports

College Tutor

All registered undergraduate students are allocated a College Tutor when starting in College. Your Tutor is a member of the academic staff who is appointed to look after the general welfare and developments of all students in his/her care. Your College Tutor can advise you on course choices, study skills, examinations, fees, represent you in academic appeals, in applications for 'time off books', readmission, course transfer applications, and any other matter which may require an official response from College. Your College Tutor can also advise you if personal matters impinge on your academic work, and tell you about relevant services and facilities in college. It is helpful to keep your College Tutor informed of any circumstances that may require his / her help at a later stage, especially in relation to examinations. Details of your tutor can be found on your TCD Portal.

Social Work Tutor

In the Sophister years each BSS student is assigned an individual Social Work Tutor, who is the person primarily concerned with your professional development as a social work student and practitioner and who will maintain an ongoing, individual tutorial relationship with you until graduation. Your Social Work Tutor will work with you to clarify your learning needs and placement preferences, visit and monitor each placement, advise you on practice projects, read placement reports, co-mark your practice projects, and can act as a referee for you in job applications.

Tutorial meetings will last up to an hour, and can be as frequent as necessary. Your Social Work Tutor and you will jointly set your agenda and appropriate confidentiality boundaries. Your Social Work Tutor will not enquire into your personal circumstances or difficulties, unless these are raised by you, or clearly impinge on your academic work or placement performance. Your Social Work Tutor will not act as a counsellor but will offer support, advice, and referral to other sources of help, if you so wish.

Social work tutorials aim to:

- Promote your academic and professional learning.
- Monitor your progress, jointly plan ways to meet your educational needs, through choice/timing of placements, recommended reading, etc.
- Provide a link between practice & academic courses, placement & College
- Offer personal support

Your Social Work Tutor has a pivotal support role. For example, if concerns are expressed for/about you by academic staff or Practice Teachers, the Tutor will explore these issues with you. If you are concerned about an aspect of placement, or your relationship with the Practice Teacher, your Tutor will support you to address the

matter and/or arrange a meeting with your Practice Teacher. The Social Work Tutor is the key person to consult, promptly, if you have any concerns about your placement or your performance in social work courses. There are also other sources of advice available. Course related matters can be discussed, as appropriate, with the BSS Course Director, individual lecturers, and Fieldwork Coordinators, all of whom will readily arrange to meet with you. Another key support is your College Tutor.

Fieldwork Education Team

The fieldwork team co-ordinates the provision and development of practice-based education for social work students. They manage the selection, training and support of practice teachers for both the Bachelor in Social Studies (BSS) and MSW/P.Dip.SW programmes. They provide practice teacher training and support courses; they also offer guidance to tutors and develop initiatives to promote practice teaching at agency and team levels. Using a reflective learning approach they prepare students for placements and help them develop their learning objectives through scheduled class seminars prior to placement.

Trinity College Dublin Students Union (TCDSU)

The Students' Union is run for students by students. The Students' Union website is a vital resource for Trinity students, it has information on accommodation, jobs, campaigns, as well as information pertaining to education and welfare.

Web: <https://www.tcdsu.org/>

Student Counselling Services

The SCS offer free, confidential and non-judgmental support to registered students of Trinity College Dublin who are experiencing personal and/or academic concerns.

Phone: (01) 8961407

Email: student-counselling@tcd.ie

Support Provision for Students with Disabilities

Trinity has adopted a [Reasonable Accommodation Policy](#) that outlines how supports are implemented in Trinity. Any student seeking reasonable accommodations whilst studying in Trinity must apply for reasonable accommodations with the Disability Service via their student portal [my.tcd.ie](#). Based on appropriate [evidence of a disability](#) and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer will prepare an Individual [Learning Educational Needs Summary \(LENS\)](#) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS will be communicated to the relevant School via the student record in SITS.

Examination accommodation and deadlines

Students should make requests as early as possible in the academic year. To ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes the following deadlines are applied:

- Semester 1 assessments and Foundation Scholarship assessment: Thursday 22nd October 2020
- Semester 2 assessments: to be confirmed in early 2021
- Reassessments: to be confirmed in 2021

Student responsibilities for departmental assessments/course tests

- Students are required to initiate contact with the School/Department and request reasonable accommodations as **per their LENS report, or email received following their needs assessment** for particular assessments for School/ Department administered assessment. Students are advised to make contact **at least two weeks prior** to the assessment date to enable adjustments to be implemented.

Professional Learning Education Needs Summary - PLENS

Students with disabilities on the BSS programme in receipt of reasonable accommodations provided by College the Disability Service will be issued a PLENS report and are provided with supports such as examination and academic reasonable accommodations. In the background section of the PLENS the following text is included:

Student is encouraged to discuss any disability supports required on professional course and placement with the Academic contact and/or Placement Co-ordinator of their course. Student can be referred back to Disability Service for placement planning supports - Level 2 - Placement Planning, if and when required.

Students are encouraged to speak with the placement co-ordinator if they are unsure of any needs for placement supports. Students can be referred back to Disability Service for placement planning supports, if and when required. More Information on placement supports offered are linked [here](#)

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity [Reasonable Accommodation Policy](#).

More detailed text on placement planning and supports can be found at the following link:

<https://www.tcd.ie/disability/services/placement-planning.php>

Student Learning Development

In addition to the guidance offered to students in lectures and tutorials, the college also provides additional student supports to any student who is in need of assistance with their written work, examinations and other course assessments. The webpages of SLD (Student Learning Development) list a variety of workshops and events on a range of academic skills to help you achieve your academic potential. Web: <http://student-learning.tcd.ie/>

Library Facilities

Advice on how to find, borrow, reserve books, access periodicals and search computerised catalogues is provided by library staff. If your efforts to locate reading material fail, consult the Social Work Librarian Siobhán Dunne

Office Location: Ground Floor, Berkeley Library

Telephone: +353 1 8961807

Email: dunnes22@tcd.ie

Financial Assistance

All undergraduate students can apply for financial assistance once they are a registered student. The only exception is a student who enters through HEAR/TAP, as they will receive financial assistance from the Trinity Access Programme. There are a number of different financial assistance schemes which you may qualify for. Further information on these is available via

<https://www.tcd.ie/seniortutor/students/undergraduate/financial-assistance/>

Carol McIlwaine Fund

This fund was established in 1979 in memory of Carol Elizabeth McIlwaine who read Social Studies in Trinity College from 1968-71. The income is available to assist financially needy BSS students in their Sophister years. Applications, signed by College Tutors, should be made to the Head of the School. Application forms with closing date of application will be circulated to students in Semester 1.

General Programme Information

Course Director

Title	Name	Email
Director of Bachelor in Social Studies	Dr. Michael Feely	mfeely@tcd.ie Tel (01) 8964101

Course Coordinator

Title	Name	Email
BSS Course Coordinator	Dr. Susan Flynn,	Sflynn7@tcd.ie Tel (01) 8963241

Course Year Heads

Title	Name	Email
Head of Junior Freshman	Dr. Susan Flynn,	Sflynn7@tcd.ie Tel (01) 8963241
Head of Senior Freshman	Professor Robbie Gilligan	Robbie.Gilligan@tcd.ie Tel (01) 8961331
Head of Junior Sophister	Dr. Simone McCaughren	SMCCAUGH@tcd.ie Tel (01) 8962627
Head of Senior Sophister	Dr. Michael Feely	mfeely@tcd.ie Tel (01) 8964101

Administration

Title	Name	Email
Senior Executive Officer Bachelor in Social Studies	Ms Mairead Pascoe	social.studies@tcd.ie Tel (01) 8962347

Head of School

Title	Name	Email
Head of School of Social Work and Social Policy	Dr. Stephanie Holt	sholt@tcd.ie Tel (01) 8963908

Director of Undergraduate and Learning (Undergraduate)

Title	Name	Email
Director of Teaching and Learning (Undergraduate)	Dr. Stan Houston	Shouston@tcd.ie Tel (01) 8962065

School Fieldwork Team

Title	Name	Email
Practice Learning Development and Placement Co-ordination	Dr. Erna O'Connor	connorer@tcd.ie Tel (01) 8962627
	Dr. Sinead Whiting	swhiting@tcd.ie Tel (01) 8962991

Staff Members in the School of Social Work and Social Policy

To view a complete list of staff members in the School of Social Work and Social Policy please go to: <https://www.tcd.ie/swsp/people/>

School Office Location and Opening Hours

Address: School of Social Work & Social Policy Room 3063, Arts Building, Trinity College Dublin. Dublin 2	Opening Hours: Monday – Friday 9am – 4pm Closed 1pm – 2pm
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Course Committee

The BSS Programme is overseen by a course committee composed as follows:

- BSS Course Director and Head of Senior Sophister , Dr Michael Feely (Chair)
- Course Coordinator & Head of Junior Freshman, Dr Susan Flynn
- Head of School, Dr Stephanie Holt,
- Director of Teaching & Learning (Undergraduate), Dr Stan Houston
- Head of Senior Freshman, Professor Robbie Gilligan
- Head of Junior Sophister, Dr Simone McCaughren
- Assistant Professor in Social Work & Fieldwork Officer, Dr Erna O Connor
- Assistant Professor in Social Work, Dr Eavan Brady
- Teaching Fellow, Dr Ruth Elliffe
- Social Policy lecturing representative
- Part-time social work tutor representative
- Part-time lecturer representative
- Student representatives (BSS Years 1-4)

Staff – Student Liaison

In addition to student representation on course committees, there will be regular staff-student liaison through our open-door policy for all students, the class representative system and additional scheduled meetings as required to discuss matters of mutual interest or concern.

BSS Student Representatives

Position	Name
BSS Junior Freshman (Year 1)	Joshua Porter PORTERJO@TCD.IE
BSS Senior Freshman (Year 2)	Niamh Doyle NDOYLE3@TCD.IE Charmaine Doyle DOYLEC63@TCD.IE Buchi Ofor OFORB@TCD.IE
BSS Junior Sophister (Year 3)	Martin Doolan MADOOLAN@TCD.IE
BSS Senior Sophister (Year 4)	Yvonne McDonagh Joy Quigley quiglej1@tcd.ie
Undergraduate School Convenor	Áine Mannion Mannioai@tcd.ie

Bachelor in Social Studies Practice Panel

A Practice Panel exists, consisting of experienced practitioners with a commitment to, and interest in, practice teaching. The panel members review placement reports and projects submitted by students with a view to providing advice to the course team both on the maintenance of standards in relation to placement performance and on the quality of practice teaching and teacher's reports. Their annual report is made available to the External Examiner.

The Practice Panel 2020/21 members are:

- Ms Saragh McGarrigle, Probation Officer, The Probation Office (Chairperson)
- Ms Lavina Temple, TUSLA, Child Protection and Welfare
- Mr Noel O'Driscoll, Part time lecturer in Social Work, Ulster University a psychotherapist/ social worker in private practice
- Ms Karen Burke, Social Work Team Leader, TUSLA Child and Family Agency

External Examiner

Professor Michelle Lefevre, Department of Social Work & Social Care, University of Sussex. Bio available <https://profiles.sussex.ac.uk/p28733-michelle-lefevre>

Overview of the Bachelor in Social Studies Degree (BSS)

Regulatory Body - Health and Social Care Professionals Council/ Social Workers Registration Board (CORU)

In accordance with Irish statutory regulations this Bachelor in Social Studies Programme is reviewed and approved by the national regulatory body for health and social care professionals (CORU). The academic and practice curricula are designed and delivered in accordance with the CORU Criteria and Standards of Proficiency for Social Work Education and Training Programmes as specified in relation to the following standards of proficiency:

- 1: Professional Autonomy and Accountability
- 2: Communication, Collaborative Practice and Teamworking
- 3: Safety and Quality
- 4: Professional development
- 5: Professional Knowledge and Skills

(www.coru.ie)

Aims and Objectives

The BSS programme aims to provide students with the necessary knowledge, skills and value base to enter social work as competent beginning practitioners, to work professionally and accountably with service users and colleagues in diverse settings, and to use the guidance and support of senior colleagues effectively.

BSS graduates are not finished social workers but rather - in the language of Trinity's conferring ceremony - at the commencement of their professional careers. New graduates begin a process of continuing education, and their professional development will depend on commitment to continuing practice, training, up-to-date reading, post-qualifying study and research.

Prior to completing the degree at the end of the SS Year, we aim to facilitate an integration of learning on the programme from the diverse, yet interconnected, strands that have contributed to the curriculum over the four years of study. Building on this important process, we will facilitate a reflection on 'endings, transitions and the management of change' as students prepare to leave the programme, say goodbye to staff and each other and prepare for their professional careers.

Knowledge Base

Social workers need a knowledge base from which to formulate, practise and critically review a variety of social interventions into the lives of service users. Students need to understand multiple factors which may impact on service users, influencing their health, circumstances, behaviour, perceptions and resilience. Such understanding derives from social work and the social sciences.

In social work theory courses, skills workshops, placement experience and tutorials, students enhance their self-knowledge, gain understanding of the principles, theories and methods of social work intervention, and develop their practice competence.

In psychology, sociology and applied social work courses, students become familiar with theories of human growth and development, behaviour, cognition, responses to stress and to social support, social interaction and group processes.

Social policy, sociology, law, economics and politics courses provide frameworks for understanding social-structural forces acting on individuals, families, communities and welfare organisations and a grasp of their local and global impact and context. Students are also introduced to social research and supported to apply small-scale research methods in project work.

Social work practice requires this wide range of knowledge to be grounded in research evidence, well theorised and integrated, applied critically and sensitively, and to be informed by professional ethics and values.

Value Base

Social work practice is inextricably bound up with ethical questions. Each intervention introduces a variety of possible tensions between personal and professional values, service users' values and the implicit and explicit agenda of the agency. Working ethically with such tensions requires the worker to demonstrate sensitivity, clarity, ability to question received wisdom, commitment to social justice and commitment to practise in an inclusive, anti-discriminatory and respectful manner. Students will have ongoing opportunities to address ethical questions in college and on placements.

Skills Base

Professional training builds on students' communication, social and analytical skills to develop a firm base in counselling, groupwork and community work skills. These skills are developed through exercises, role-play, seminars and workshops in college, and through supervised practice on placement.

Challenges

Social work practice challenges practitioners in many ways.

The knowledge, values and skills used in social work practice are not unique to social workers. Other practitioners subscribe to and use many of them. It is the combination of these elements - the ethical base, the social context, and the empowerment purposes for which they are used - which characterise the field of social work. The BSS programme aims to offer students a critical understanding of the scope of social work, a positive social work identity, and opportunities to practise creatively in a climate of social and professional change.

Social workers frequently work in multi-disciplinary agencies and must meet the challenge of maintaining their professional identity whilst actively helping to develop shared understandings and common purpose with colleagues from other disciplines.

Social workers face other challenges too, if they are to develop the highest standards of practice. These include the need to innovate and avoid stock responses to situations, to challenge institutionalised and internalised discrimination and inequality, to be reflective, open and explicit about their practice, to maintain professional integrity and confidence in the face of conflict and controversy, and to strive to work in genuine partnership with service users.

Programme Learning Outcomes

In the context of the aims and objectives as well as the challenges outlined above, the BSS programme is designed around a set of Learning Outcomes which are key learning objectives that the BSS programme aims to offer students who undertake this degree.

On successful completion of this programme, students will have acquired and demonstrated the necessary knowledge, skills and ethical base for professional social work, and will have satisfied the requirements for an honours social science degree and for professional social work qualification in Ireland.

Specifically, graduates will be able to:

1. apply social science theories and social research evidence to the critical investigation, analysis and evaluation of contemporary social issues and social policies.
2. integrate social science and social work perspectives in the analysis of social work topics, debates and practice examples, and in the identification of best practice in these areas.
3. adopt a comparative, research-informed approach to academic project work.

4. practice at newly qualified level within all contemporary fields of social work practice, and work effectively as individual practitioners, as team members, and within multi-disciplinary settings.
5. employ effective interpersonal skills and communication skills in both academic and practice contexts.
6. demonstrate competence in social work assessment, counselling, groupwork, community work, advocacy, case management, practice evaluation, and other core social work skills and tasks.
7. use professional and peer supervision constructively and engage in critical reflection on their social work practice.
8. maintain personal accountability and professional behaviour in academic and practice contexts.
9. uphold high ethical standards in their social work practice, with reference to Irish and international codes of social work ethics.
10. engage in social work practice that promotes inclusivity, equality and social justice, and challenge practice that does not.
11. engage in continuing professional development including further study.

Teaching and Learning Methods

In order to offer taught programmes in line with government health and safety advice, teaching and learning in Semester 1 for your programme will follow a blended model that combines online and in-person elements to be attended on campus. This blended model will include offering online lectures for larger class groupings, as well as in-person classes for smaller groups. Information on the modes of teaching and learning in Semester 2 will be available closer to the time.

Trinity will be as flexible as possible in facilitating late arrivals due to travel restrictions, visa delays, and other challenges arising from the COVID-19 pandemic. If you expect to arrive later than 28th September, please alert your Head of Year as early as possible.

For those students not currently in Ireland, according to current Government health and safety guidelines, please note that these students are expected to allow for a 14-day period of restricted movement after arrival and prior to commencement of their studies, and therefore should factor this into their travel plans.

For those students currently on the island of Ireland, we remind you of the Irish Government's advice that all non-essential overseas travel should be avoided. If you do travel overseas, you are expected to restrict your movements for 14 days immediately from your return, during which time you will not be permitted to come to any Trinity campus.

Therefore, as you are required to be available to attend College from the beginning of the new teaching year on 28 September, **please ensure you do not return from travel overseas any later than 13 September.**

Timetable

Your timetable can be found on the School website at: <https://www.tcd.ie/swsp/timetables/> There are two timetables for Senior Sophister, a Semester 1 Pre Placement timetable which runs from 31st August – 4th September and a Semester 2 timetable which runs from 1st February – 23rd April 2021.

The week numbers on the School timetable refer to academic calendar weeks which are shown on the copy of the Academic Year Structure within this handbook.

There may be occasions where lecturers will need to cancel or rearrange their lectures, students will be given as much notice as possible and will be notified via an email alert to their TCD email.

Bachelor in Social Studies Course Regulations and Conventions

The BSS Examination Regulations and Conventions Booklet 2020 - 2021 contains information about the regulations governing examinations, as well as the conventions determining the award of grades in examinations, in the Bachelor in Social Studies degree programme.

This Booklet is available to download from the School of Social Work and Social Policy Website via <https://www.tcd.ie/swsp/undergraduate/social-studies/structure-content.php>

School of Social Work and Social Policy Marking Scale

First class honors

I

70-100

First class honors in the School of Social Work & Social Policy is divided into grade bands which represent excellent, outstanding and extraordinary performances.

A first class answer demonstrates a comprehensive and accurate answer to the question, which exhibits detailed knowledge of the relevant material as well as a broad base of knowledge. Theory and evidence will be well integrated and the selection of sources, ideas, methods or techniques will be well judged and appropriately organised to address the relevant issue or problem. It will demonstrate a high level of ability to evaluate and integrate information and ideas, to deal with knowledge in a critical way, and to reason and argue in a logical way.

70-76

EXCELLENT

First class answers (excellent) demonstrate a number of the following criteria:

- comprehensiveness and accuracy;
- clarity of argument and quality of expression;
- excellent structure and organization;
- integration of a range of relevant materials;
- evidence of wide reading;
- critical evaluation;
- lacks errors of any significant kind;
- shows some original connections of concepts and theories;
- contains reasoned argument and comes to a logical conclusion.

This answer does not demonstrate outstanding performance in terms of independence and originality.

77-84

OUTSTANDING

In addition to the above criteria, an outstanding answer will show frequent original treatment of material. Work at this level shows independence of judgement, exhibits sound critical thinking. It will frequently demonstrate characteristics such as imagination, originality and creativity.

This answer does not demonstrate exceptional performance in terms of insight and contribution to new knowledge.

This answer is of a standard far in excess of what is expected of an undergraduate student. It will show frequent originality of thought, a sophisticated insight into the subject and make new connections between pieces of evidence beyond those presented in lectures. It demonstrates an ability to apply learning to new situations and to solve problems.

What differentiates a first class piece of work from one awarded an upper second is a greater lucidity, a greater independence of judgement, a greater depth of insight and degree of originality, more evidence of an ability to integrate material, and evidence of a greater breadth of reading and research.

----- o -----

Second Class, First Division

II.1

60-69

An upper second class answer generally shows a sound understanding of both the basic principles and relevant details, supported by examples, which are demonstrably well understood, and which are presented in a coherent and logical fashion. The answer should be well presented, display some analytical ability and contain no major errors of omissions. Not necessarily excellent in any area.

Upper second class answers cover a wider band of students. Such answers are clearly highly competent and typically possess the following qualities:

- accurate and well-informed;
- comprehensive;
- well-organised and structured;
- evidence of reading;
- a sound grasp of basic principles;
- understanding of the relevant details;
- succinct and cogent presentation; and
- evaluation of material although these evaluations may be derivative.

One essential aspect of an upper second class answer is that it must have completely dealt with the question asked by the examiner. In questions:

- i) all the major issues and most of the minor issues must have been identified;
- ii) the application of basic principles must be accurate and comprehensive; and
- iii) there should be a conclusion that weighs up the pros and cons of the arguments.

----- o -----

A substantially correct answer which shows an understanding of the basic principles.

Lower second class answers display an acceptable level of competence, as indicated by the following

qualities:

- generally accurate;
- an adequate answer to the question based largely on textbooks and lecture notes;
- clearly presentation; and
- no real development of arguments.

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Third Class Honors III 40-49

A basic understanding of the main issues if not necessarily coherently or correctly presented.

Third class answers demonstrate some knowledge of understanding of the general area but a third

class answer tends to be weak in the following ways:

- descriptive only;
- does not answer the question directly;
- misses key points of information and interpretation
- contains serious inaccuracies;
- sparse coverage of material; and
- assertions not supported by argument or evidence.

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Fail - 1st Division F1 30-39

Answers in the range usually contain some appropriate material (poorly organised) and some evidencethat the student has attended lectures and done a bare minimum of reading.

The characteristics of a failgrade include:

- misunderstanding of basic material;
- failure to answer the question set;
- totally inadequate information; and
- incoherent presentation.

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Fail – 2nd Division F2 0-29

Answers in this range contain virtually no appropriate material and an inadequate understanding of basic concepts.

Course Expectations

The Programme is a professional training course. Part of that training entails adopting standards of behaviour and practice that denote sound professional practice. *Reliability, punctuality, participation, peer support and respect for colleagues* are not only expectations of employers and colleagues in work settings but are also our expectations of students on this programme. Time management and organisational skills are also important survival skills in the field of social work that students are expected to develop and demonstrate on the course.

The following are therefore course requirements:

Attendance

While 2020-21 will see a move to blended learning and a hybrid placement model, students are expected to attend all components of the course consistently. Full attendance is considered essential for both teaching (both online and in-person) and practice (whether in- person or remote). This is a requirement of both the College and the Health and Social Care Professionals Council (CORU). Any student who is unable to attend a teaching session (whether online or offline) is obliged to contact the school by e-mailing Social.Studies@tcd.ie as early as possible on the first day of their absence and to give an estimate of its probable duration. In the case of sickness or exceptional personal circumstances, a limited amount of non-attendance may be allowed if the Course Committee (in consultation with tutor and practice teacher when on placement) is satisfied that the relevant course or practice work can be compensated. Attendance – both online and in-person - will be monitored in all social work modules, lecturers will also report to the Course Executive officer when attendance is low, students arrive late to class or leave early. A BSS Attendance Policy explains how attendance will be monitored and how poor attendance will be addressed. (See Appendix 5 of this handbook).

Punctuality

Students are expected to attend lectures, tutorials and placement days on time. While on placement, students should also be on time for appointments with clients and colleagues.

Reliability

Students will be required to make class presentations or prepare material for specific classes and should ensure that they fulfill these commitments. Similarly on placement, commitments should be honored.

Participation

It is well established in educational research that members of a group learn a great deal from their peers. Participation in group discussions, sharing experiences, being proactive and taking responsibility for your own learning will enhance both your own and your class-group's learning.

Peer Support and Respect

Along with academic staff, every student shares the responsibility to help create a supportive and respectful learning environment. This involves accepting that there will be different learning needs in every group, allowing peers to contribute and treating colleagues and lecturers with respect.

Deadlines for Assignments

Students must observe all published deadline dates, which are final and have the status of examination dates. Course work submitted beyond the final deadline may be penalised at the rate of 5% marks per week or part thereof, past the submission date. The Course Director will make the final decision on such sanctions. All assignments for modules with a prefix of SS must be submitted to Blackboard as per instructions under the 'submission of Coursework' section below.

Submission of Coursework

Students are required to complete all assessment components for each module. The unexplained absence of an assessment for a module will result in exclusion from the course. To avoid this, students who are unable to complete or submit an assessment for a module or modules by the due date due to certified illness or other grave cause beyond their control must, through their College Tutor, inform the module lecturer of the absence and seek permission from the lecturer to submit at a later date within the relevant assessment semester(s) or if more appropriate, permission from the Senior Lecturer to defer the submission(s) to the reassessment session.

All coursework must be submitted on Blackboard no later than the deadline set by the lecturer. No hard copies will be accepted by the School Office. All submissions made to blackboard must be in PDF format in order to retain the original format submitted by the student. Students are responsible for ensuring the correct version of their coursework is submitted on time.

Requests for extensions where they involve illness extenuating family circumstances and bereavements must come from your College Tutor and must be requested in advance of the deadline.

Word Count: Where a maximum and minimum word count is provided students may receive a 5% penalty on the overall assignment mark if their word count is not within this range.

Likewise, the staff of the School have a role to play in maintaining a rewarding and ethical learning and working environment. Student's expectations of staff should include the following.

Student's expectations of staff

- Providing an enriching learning environment which is stimulating, challenging and involves students as active participants in teaching and learning.
- Linking theory / research to real world /practice situations.
- Supporting fieldwork-college links.
- Providing timely, fair and constructive responses to students' work.
- Rewarding effort and encouraging students to achieve their potential.
- Being accessible to students and responsive to their concerns and feedback.
- Combining support for students in difficulty with fairness to other students.
- Transparency about rules and procedures.
- Returning individual feedback on assessed coursework no later than twenty working days after the assessment submission deadline or agreed extension. In cases where this is not logistically possible, or academically appropriate, the lecturer will inform the class in advance, and provide an alternative date for when the feedback will be provided, as well as clear reasons for the delay. This does not apply to SSU44100 Senior Sophister Placement practice project submission.

Online Student Code of Conduct

As a student on a professional course in Trinity College, you are expected to behave appropriately when communicating and interacting with colleagues and staff. This expectation applies to all students, including those completing their courses via a blended model. That is, through online and face to face methods. As social workers, and social workers in training, online is just one more social context where we are all trying to learn to be social in respectful and sensitive ways. While the standards set out below will not be onerous for most students, those who exhibit inappropriate behaviours when interacting with colleagues and staff are liable to face disciplinary measures. For information about the College's Dignity and Respect Policy please see <https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf>.

Two key elements to keep in mind when studying online are netiquette and privacy.

Netiquette

Netiquette is a term coined to describe the commonly accepted norms and behaviours used when communicating in online environments.

At one level, the same rules of regular communication apply when communicating online. By adopting the same respectful manner that you would expect in all communications, you are unlikely to encounter many issues.

That said, it should be recognised that the online environment lacks the face-to-face element of regular discussions and interactions, where people can rely on body language and tone of voice to capture the full meaning. In the online environment, without these visual cues, miscommunications and misunderstandings can occur and some extra care when interacting can be warranted. Netiquette has slowly developed into an informal standard that helps transmit tone and emphasis when online and helps to address many of these communication issues.

Keeping the few simple rules of netiquette in mind will help ensure that what you say will be better understood by those listening and reading.

1. Typing in 'all caps' (all upper case letters) denotes anger when communicating online. A message delivered in all caps is likely to be read as if sent in an aggressive tone. When possible, refrain from using all caps, even when emphasising certain words in sentences (italics may be used as an alternative for emphasis).
2. Emoticons, also known as emojis, are commonly used in online communication to transmit the tone in which the message was sent. Emoticons/emojis can take the form of a series of characters or be little images of faces which aid in the transmission of the sender's facial expression when communicating. For example:
 - 'I got a great result in my first assignment. Yay! 😊'
 - 'I am unable to attend this evening due to work commitments, sorry. :('

These can be more useful than it first seems to ensure messages are received in the spirit in which they were sent.

3. Be careful when using irony and sarcasm online. This can be easily misinterpreted by those receiving your message.
4. Conduct debates and discussions in a respectful manner. Do not attempt to provoke personal debates and remember that it's better to reply when calm should you ever feel provoked. If you feel angry it is often best to take a moment to think about what you are posting online. Keep all messages on the topic and aim never to get personal. Healthy disagreement can be very informative and lead to key learning but be constructive in any criticism you give and always aim to be respectful.

Other tips for effective online communication

Some tips for engaging with other students online to have a healthy and engaging online classroom experience include:

- Turn on your microphone and camera during online sessions – this helps students to connect, helps the lecturer to get feedback and shape the session accordingly, and will enrich your learning experience.

- Participate! Interact with other students and don't just 'lurk' in the background. This helps create a community of learners and allows you to better get to know your class. This will be very useful in terms of support as you progress through your course.
- Thank other students for their comments. Be mindful of the time and effort that has gone into posting comments.
- Acknowledge other students before disagreeing with them.
- Help other students. Some students may not have as much experience in communicating online.
- Comment using your own perspective (i.e. It is my opinion) rather than being dogmatic ('it is a fact that').
- Quote other messages when replying to them. This helps other students follow the thread of conversation.
- Stay on topic. Don't post irrelevant links, comments or pictures.
- Read all the comments in the discussion before replying. This helps avoid the same questions or comments being repeated.
- Write full sentences with correct spelling and grammar when communicating with other students and lecturers.
- Remember that online comments will shape how other students and lecturers will perceive you. Think about what you are going to post before submitting.

Privacy considerations

Considerations of privacy are critical when completing your course online. Remember the permanence of online communications. It is for that reason and your own protection that we employ a strict line on privacy and anonymity. It is best practice to anonymise all those who you mention in any tasks or assignments that you complete. Please do not mention any real company names or disclose the names of any real individuals in your course. Be mindful that you do not know the personal histories of all your classmates, and all your academics who may be in view of your communications.

Note that information presented or shared throughout the course, from the academics and fellow students, should not be used for any purpose other than the course itself. Do

not present others' opinions as your own and also make sure not to present content shared on the course for any other purpose outside of the course. Those deemed to have transgressed these privacy measures are liable to be disciplined by the School.

BSS Senior Sophister Academic Year Structure 2020/21

Cal. Wk.	Dates 2020/21	2020/21 Academic Year Calendar	Term / Semester
	(Week Beginning)		
1	31-Aug-20	JS & SS Pre Placement Teaching Week	←Michaelmas Term begins / Semester 1 begins
2	07-Sep-20	BSS JS & SS Professional Placement	
3	14-Sep-20		←Michaelmas teaching begins
4	21-Sep-20		
5	28-Sep-20		
6	05-Oct-20		
7	12-Oct-20		
8	19-Oct-20		
9	26-Oct-20		
10	02-Nov-20		
11	09-Nov-20		
12	16-Nov-20		
13	23-Nov-20		
14	30-Nov-20		
15	07-Dec-20		
16	14-Dec-20		Submission of JS / SS Practice Project (Friday 18th December)
17	21-Dec-20	Christmas Period - College Closed 24 December 2020 to 3 January 2021 inclusive	
18	28-Dec-20		
19	04-Jan-21	Study Period	
20	11-Jan-21		
21	18-Jan-21		← Hilary term begins / Semester 2 begins
22	25-Jan-21		
23	01-Feb-21	Teaching and Learning	← Hilary / Semester 2 teaching term begins
24	08-Feb-21	Teaching and Learning	
25	15-Feb-21	Teaching and Learning	
26	22-Feb-21	Teaching and Learning	
27	01-Mar-21	Teaching and Learning	
28	08-Mar-21	Teaching and Learning	
29	15-Mar-21	Study Week	
30	22-Mar-21	Teaching and Learning	
31	29-Mar-21	Teaching and Learning	(Friday, Good Friday)
32	05-Apr-21	Teaching and Learning	(Monday, Easter Monday)
33	12-Apr-21	Teaching and Learning	
34	19-Apr-21	Teaching and Learning	←Hilary term ends Sunday 25 April 2021

35	26-Apr-21	Trinity Week	←Trinity Term begins
36	03-May-21	Revision	(Monday, Public Holiday)
37	10-May-21	Assessment *	
38	17-May-21		
39	24-May-21	Marking / Results	
40	31-May-21	Marking / Results	←Trinity Term ends Sunday 6 June 2021 / Semester 2 ends.
41	07-Jun-21	Summer Period	
42	14-Jun-21		
43	21-Jun-21		
44	28-Jun-21		
45	05-Jul-21		
46	12-Jul-21		
47	19-Jul-21		
48	26-Jul-21		
49	02-Aug-21		
50	09-Aug-21		
51	16-Aug-21		
52	23-Aug-21		
*Note: additional/contingency days may be required outside of the formal assessment / reassessment weeks.			
^Reassessment may be scheduled within the Summer Period			

BSS Senior Sophister Course Structure 2020/21

BSS senior Sophister students must take the following modules totaling 75 ects

Module	Course	ECTS
SSU44042	Perspectives in Social Work (Contemporary Discourses in Social Work Practice)	5
SSU44052	Social Work and Social Systems A. Social Work Management and Organisations B. Professionalism and Practice Issues in Social Work C. Self in Social Work and Organisations-A Psycho-Dynamic Perspective	5
SSU44062	Social Work and Childcare a) Direct Work with Children b) Children in Care c) Children, Families and Social Support d) The Adoption Triangle	10
SSU44072	Social Work and Equality Issues	5
SSU44082	Social Work and Mental Health a) Mental Health b) Addictions c) Child and Adolescent Mental Health	5
SSU44092	Groupwork	5
SSU44100	Social Work Practice a) Skills Workshops b) Integrating Seminars c) Social Work Practice in an Inter-disciplinary context d) Practice Project	15
SSU44111	Senior Sophister Placement	20
SSU44122	BSS General Paper or International Social Work Project	5
Total ECTS =		75

European Credit Transfer System (ECTS)

The BSS programme is based upon a system of credits that is aligned with the European Credit Transfer System (ECTS), an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable recognition for periods of study, to facilitate student

mobility and credit transfer accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

BSS Students are required to achieve 70 credits in the first year of the programme, 80 credits in the second year, 75 in the third year, and 75 in the fourth year leading to a total of 300 credits. The programme is divided into distinct modules in each year, which each module carrying a credit value.

Workload related to ECTS

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time and assessments.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components.

BSS Senior Sophister Course Assessment & Written Assessment Due Dates

Module	Course	Assessment Type
SSU44042	Perspectives in Social Work (Contemporary Discourses in Social Work Practice)	Written Assignment (100%) <i>Due date: [TBC]</i>
SSU44052	Social Work and Social Systems A. Social Work Management and Organisations B. Professionalism and Practice Issues in Social Work C. Self in Social Work and Organisations-A Psycho-Dynamic Perspective	Sections A, B & C will be assessed by Coursework <i>Due date: [TBC]</i>
SSU44062	Social Work and Childcare A. Direct Work with Children B. Children in Care C. Children, Families and Social Support D. The Adoption Triangle	A question on Section A and section D will be included in the General Paper assessment (SSU44122). <i>Due date: [TBC]</i> Sections B and C are assessed jointly by a written project (100%) <i>Due date: [TBC]</i>
SSU44072	Social Work and Equality Issues	Written Assignment (100%) <i>Due date: [TBC]</i>
SSU44082	Social Work and Mental Health A. Mental Health B. Addictions C. Child and Adolescent Mental Health	All three sections of the module will be assessed by means of coursework. Essay 1 (50% weighting) based on Section A or B Essay 2 (50% weighting) based on Section C Each essay will have a word count of approx. 1,500 words. See module descriptors for further information. <i>Due Dates: [TBC]</i>

SSU44092	Groupwork	Group Assignment (100%) <i>Due Date: [TBC]</i>
SSU44100	Social Work Practice A) Skills Workshops B) Integrating Seminars C) Social Work Practice in an Inter-disciplinary context D) Practice Project	Student Placement Report <i>Due date: 1pm on Friday 18th December 2020</i>
SSU44111	Senior Sophister Placement	Placement Performance & Practice Teacher Report PASS / FAIL <i>Due date: 1pm on Friday 18th December 2020</i>
SSU44122	BSS General Paper or International Social Work Project (ISW)	This module will be assessed by a General Paper assessment where students will be required to submit two essays from a selection of essay titles Essay 1 (50%) Essay 2 (50%) or a student can choose to complete an International Social Work Project (100%) <i>Due Dates: [TBC]</i>

See individual module outlines for further detail on assessments.

Moderation

All assessed Senior Sophister coursework will be moderated.

Moderation is a process separate from the marking of assessed coursework that ensures that an assessment outcome (eg mark or grade) is fair, valid and reliable, that assessment criteria have been applied consistently, and that any differences in academic judgement between individual markers can be acknowledged and addressed. It ensures consistency in marking within cohorts and across time. Moderation occurs before the External Examiner reviews the operation of the marking and internal moderation processes. Moderation is required for all of the academic components of formative and summative assessment on year 4 of the degree, irrespective of the level of the work or the credit weighting of the assessments. The exception to moderation is the double marking arrangement of double marking that currently exists and applies to the assessment of SSU44100 student practice projects, where the student's tutor assesses the project first of all, and passes his/her views to an independent marker for consideration. In this case, the latter's view is binding.

Method of Moderation

A minimum sample size of 20% of the total number of assignments will be moderated. The sample will include all fails and examples of work falling into each of the pass bands.

The moderator will review the first marker's marks and comments for the sample, and check that marking for the sample is consistent with the School's marking guidance and criteria including the university's conceptual grade indicators. If the moderator is not satisfied that the recommended mark or comments are fair, his/her view should be discussed with the first marker attempting to reach a consensual view, and then adjust the mark and feedback. If the first marker and moderator cannot reach a consensus on the mark and comments, the matter will be referred to the Course Director, who will review the disputed assessment and reach a final determination. External examiners will not normally be asked to intervene to resolve individual cases of disagreement between the first marker and the moderator.

Module Outlines

SSU44042: Perspectives in Social Work (Contemporary Discourses in Social Work Practice): (5 ECTS)

Module Name	SSU44042 Perspectives in Social Work <i>Contemporary Discourses in Society</i>
Module Lecturer	Dr. Stan Houston shouston@tcd.ie
Module aims	<p>In this module, students will be introduced to historical and contemporary social discourses shaping societal trends and impacting on social welfare and social work. Through a combination of lectures, directed reading and class-based discussion, students will consider the relevance of these ideas and perspectives and their application to social work.</p> <p>The aims of the module are to enable students to:</p> <ol style="list-style-type: none">1. Develop an understanding, through critical reflexivity, of how personal and social characteristics influence personal and professional development;2. Examine the historical influence of changes in modernity over time on social justice movements such as feminism, anti-racism and radicalism and how they affected the development of social welfare and social work;3. Identify and describe contemporary critical perspectives in social work and social welfare, including anti-oppressive practice, and their uses as frames of reference and analysis for social work interventions;4. Develop an understanding of how critical social theory can shape knowledge, skills and values;5. Explore the societal and organizational influences on practice; and6. Understand the historical and current impact of neo-liberalism on social work and service users linking it with power and ideology.

Module learning Outcomes	<p>After attending lectures and successfully completing the relevant assignment, a student will be able to:</p> <ul style="list-style-type: none"> •Describe the historical antecedents of at least two current critical, theoretical perspectives. •Describe the contribution of critical social theories to social welfare and social work practice. •Assess and critically evaluate one critical perspective in relation to both its benefits and disadvantages for practice. •Describe the meaning of critical reflexivity and apply it to their personal and professional development.
Module Content	<p>Lectures will cover the following themes:</p> <ol style="list-style-type: none"> 1.The nature of critical social theory and its importance for social work. 2.The historical development of critical social theory under modernity and post-modernity and how it shaped social work. 3.The nature and application of critical reflexivity for social work practice. 4.The contribution of a range of critical social theorists to social work practice. 5.How critical social theory contributes to critical social work. 6.The effects of neo-liberalism on service users and social welfare.
Teaching and learning format	<p>Pre-recorded lectures of around 50 minutes can be watched in the student's own time. Major lecture themes will be covered in two related lectures (part(a) and part(b)). The issues raised in the lectures will then be discussed through scheduled, live, on-line seminars. The pre-recorded lectures will introduce reflective exercises which can be discussed in the seminars. Directed readings will also be discussed.</p>
CORU domains of proficiency addressed	<p>1.3,1.5,1.9 2.4,2.12 4.1,4.3,4.4,4.5 5.1,5.2,5.3,5.4,5.5,5.6,5.7,5.12, 5.15, 5.24</p>
Assessment	<p>Assignment Word Count: 2,500 words</p>

Re-assessment	Assignment Word Count: 2,500 words
Indicative bibliography (if available) 4-5 titles max.	<ul style="list-style-type: none"> • Jones, P, Bradbury, L. and Le Boutillier, S. (2011). <i>Introducing Social Theory</i>. (2nd ed.). Cambridge: Polity Press. • Elliott, A. (2009). <i>Contemporary Social Theory: An Introduction</i>. Oxon: Routledge. • Layder, D. (2004). <i>Understanding Social Theory</i>. London: Sage. • Stones, R. (1998). <i>Key Sociological Thinkers</i>. Basingstoke: Macmillan. • Gray, M. & Webb, S. (2013). <i>Social Work Theories and Methods</i> (2nd ed.). London: Sage. • Garrett, P.M. (2013). <i>Social Work and Social Theory: Making Connections</i>. Bristol: The Policy Press. • Cree, V. (2000). <i>Sociology for Social Workers and Probation Officers</i>. London: Routledge. • Payne, M. (2014). <i>Modern Social Work Theory</i> (4th ed.). London: Palgrave Macmillan. • Thorpe, C. (2018). <i>Social Theory for Social Work</i>. London: Routledge. • Best, S. (2002). <i>A Beginner's Guide to Social Theory</i>. London: Sage. • Webb, S. (2019). <i>The Routledge handbook of critical social work</i>. London: Routledge. • Payne, M. & Reith-Hall, E. (2019). <i>The Routledge handbook of social work theory</i>. London: Routledge.
Useful web-based content	The on-line journal, 'Critical and Radical Social Work', is highly recommended.

SSU44052: Social Work and Social Systems: (5 ECTS)

This second semester module examines personal, professional and management related matters relevant to social workers in the context of their work organisations. It considers the organisational structures in which social work is conducted and through which social work services are delivered. Attention is given to how social work is planned, organised, managed and evaluated. From the viewpoint of soon to be qualified social workers, the module considers the professional standards expected of them and how these may be achieved, maintained and monitored. The importance of continued professional development and its connection to statutory registration and regulation is discussed. The realities of working in human service organisations where demands to respond to complex human need can produce stress and have personal impact is explored. Theories to help deepen understanding about personal and organisational responses to stress and ideas to manage it are shared.

The module comprises three complementary sections, focusing on different aspects of the topic:

- A) Social Work Management and Organisations.
- B) Professionalism and Practice Issues-Social Work in Organisations.
- C) Self in Social Work and Organisations- A Psycho-Dynamic perspective.

A module overview, outlining each part and how it fits overall will be provided online. Additionally, a wrap tutorial towards the modules end will allow for any remaining queries about the module and general questions about the assignment to be raised and addressed.

Assessment

This module will be assessed by written assessment.

Lecturers will offer a choice of 6 questions covering learning from each section of the module. The questions will be published at the same time on Blackboard.

- 2 questions covering learning in section A
- 2 questions covering learning in section B
- 2 questions covering learning in section C

Students will be required to answer two questions, no more than one question from any individual section. (50% per answer)

The word count for each answer is 1000 words (with a 20% allowance + or -)

Questions will be available to students in week 33 (w/c 12th April) Both answers to be submitted to Blackboard by same due date during week 36 (w/c 3rd May).

Reassessment

Students will be reassessed in the same format.

Module Name	SSU44052 Social Work and Management Systems Section A. Social Work and Management Organisations
Module Lecturer(s)	Martin McCormack Martin.McCormack@tcd.ie
Module aims	Develop contextual awareness and understanding of how management practices in organisations can impact the practice of a professional social worker. Consider the organisational structures in which social work is conducted and through which social work services are delivered. Attention is given to how social work is planned, organised, managed and evaluated.
Module learning Outcomes	On successful completion of this section of the module, students should be able to: 1. Have developed a critical understanding of quality management in the delivery of social services. 2. Have an awareness of the importance of the role of leadership in social work and develop techniques to speed up your transition as a leader. 3. Develop an understanding of good governance in social work and have an awareness of how to manage resilience at a strategic level in an organisation. 4. Understand general information technology concepts as applied to social work and the elements of a leading a successful digital transformation. 4. Gain knowledge of the strategic process used in organisation's to deliver value and growth for the organisation . 5. Understand the factors involved in successful strategy implementation and leading organisation change.
Module Content	<ul style="list-style-type: none"> • Understanding the organisational environment. • Public sector consumerism and its impact on social service provision. • Quality Management in the delivery of social services. • Relationships, structures and effective communication. • Strategic management, Service Planning and programme development. • Governance and the role of evaluation in organisations.
Teaching and learning format	This 8 hour section of the module will be delivered via lectures online. We will have one collaborate session where students are given this case study to critically evaluate https://mitsloan.mit.edu/LearningEdge/CaseDocs/10%20110%20BP%20Deepwater%20Horizon%20Locke.Review.pdf based on the BP and the Deepwater Horizon Disaster of 2010. I am gratefully obliged to my colleagues at MIT Sloan School for Management for permission to share this under creative commons licence. Copyright © 2011, Richard M. Locke.

<p>CORU domains of proficiency addressed</p>	<p>1.14 Be aware of current data protection, freedom of information and other legislation relevant to the profession and be able to access new and emerging legislation</p> <p>2.15 Understand the role of relationships with professional colleagues and other workers in service delivery and the need to create professional relationships based on mutual respect and trust</p> <p>3. 11 Understand the principles of quality assurance and quality management.</p>
<p>Indicative bibliography (if available) 4-5 titles max.</p>	<p>Berends, L. & Crinall, K. (2014) <i>Management and Practice in Health and Human Service Organisations</i>, Melbourne: Oxford University Press.</p> <p>Brody, R. & Nair, M. (2014) <i>Effectively Managing and Leading Human Service Organizations</i>, 4th edition, Los Angeles: Sage.</p> <p>Hanford Letchfield, T and Lawler, J (2013) <i>Perspectives on Management and Leadership in Social Work</i>.</p> <p>Huffington, C., Armstrong, D., Halton, W., Hoyle, L., Pooley, J., (Reprint 2004, 2005, 2007) <i>Working Below the Surface: the Emotional Life of Contemporary Organisations</i>, Chapters 2,5, 6 & 7.</p> <p>Langley GL, Moen R, Nolan KM, Nolan TW, Norman CL, Provost LP. <u>The Improvement Guide: A Practical Approach to Enhancing Organizational Performance</u> (2nd edition). San Francisco: Jossey-Bass Publishers; 2009.</p>
<p>Useful web-based content</p>	<ul style="list-style-type: none"> • Quality improvement: http://www.ihi.org/resources/Pages/HowtoImprove/default.aspx & http://www.apiweb.org • Good governance- managing resilience at a strategic level: https://www.lenus.ie/handle/10147/579790 • Quality and management : https://www.eaq.ee/quality2013/sites/www.quality2013.eu/files/webform/full-papers/The%20illusion%20of%20quality%20management%20in%20social%20services.pdf • Leadership V management https://hbr.org/2004/01/managers-and-leaders-are-they-different
<p>Relevant Journals</p>	<p>Harvard business review IASW journal</p>

Module Name	SSU44052: Social Work and Social Systems Section B. Professionalism and Practice Issues in Social Work
Module Lecturer	Anna Deneher, 6 hours online Sonya Bruen, 2 hours online anna.deneher@gmail.com , bruens@tcd.ie
Module aims	This 8 hour section of the module will address professionalism in social work practice within the context of professional regulation and expectations of accountability and transparent practice. It examines the expectations and challenges these various contexts can bring. The section pays particular attention to decision making in the context of a changing practice landscape where the law, the code of professional conduct and ethics and public expectations of accountability influence social work practice.
Module learning Outcomes	On successful completion of this section of the module, students should be able to: <ol style="list-style-type: none"> 1. Understand the purpose of statutory professional regulation and their obligations as registered social workers with particular reference to the Code of Professional Conduct and Ethics 2. Understand the complexity of professional decision-making, autonomy and accountability in social work practice; 3. Apply an understanding of the law in terms of confidentiality, data protection and freedom of information to their record keeping and data management practices.
Module Content	Briefly provide details of this section of module syllabus. <ul style="list-style-type: none"> • The regulatory context of practice – registration with CORU and the code of professional conduct and ethics - Anna Deneher • Record management, electronic communications and report writing- Anna Deneher • Professional role and identity; role autonomy and accountability; professional judgement and decision making - Anna Deneher • Confidentiality, data protection and freedom of information responsibilities - Sonya Bruen
Teaching and learning format	Online – combination of pre-recorded lectures and online tutorial-style classes.
CORU domains of proficiency addressed	CORU Domains addressed: <ol style="list-style-type: none"> 1) Professional Autonomy and Accountability 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.20

	<p>2) Communication, Collaborative Practice and Team working 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15</p> <p>3) Safety and Quality 3.1, 3.2, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.13</p> <p>4) Professional Development 4.1, 4.2, 4.3, 4.5, 4.6</p> <p>5) Professional Knowledge and Skills 5.1, 5.2, 5.3, 5.5, 5.8, 5.9, 5.11, 5.19, 5.20</p>
Indicative bibliography (if available) 4-5 titles max.	<p>Banks, S. (2004) Ethics, Accountability & the Social Professions. Palgrave/MacMillan.</p> <p>Charleton, M. (2007) Ethics for Social Care in Ireland: Philosophy and Practice. Dublin: Gill & MacMillan.</p> <p>Connolly, M. & Ward, T. (2008) Morals, Rights and Practice in the Human Services: Effective and Fair Decision-Making in Health, Social Care and Criminal Justice. London: Jessica Kingsley.</p> <p>Halton, C., Powell, F. and Scanlon, M. (2015) Continuing Professional Development in Social Work. Bristol: Policy Press.</p> <p>Reamer, F.G. (2003) Social Work Malpractice and Liability: Strategies for Prevention. New York: Columbia Press.</p> <p>Taylor, B. (2010) Professional Decision Making in Social Work Practice. Exeter: Learning Matters.</p>
Useful web-based content	<p>CORU – Health and Social Care Professionals Council https://www.coru.ie https://coru.ie/files-recognition/standards-of-proficiency-for-social-workers.pdf</p> <p>Office of the Data Protection Commissioner: https://www.dataprotection.ie/docs/Home/4.htm</p> <p>Office of the Information Protection Commissioner: http://www.oic.gov.ie/en/</p>
Relevant Journals	<p>The Irish Social Worker British Journal of Social Work Journal of Social Work Ethics and Values</p>

Module Name	SSU44052 Social Work and Management Systems Section C Self in Social Work and Organisations-A Psycho-Dynamic Perspective
Module Lecturer(s)	Adjunct Assistant Professor Pamela McEvoy PMCEVOY@tcd.ie
Module aims	<p>This 8 hour section of the module aims to consider the experience of self in professional social work within an organisational context. A psycho-dynamic lens will be used to explore questions such as:</p> <ul style="list-style-type: none"> • What are the unconscious factors that might be at play as we take up the professional demands made of us human service work? • Are there hidden connections to be found between case dynamics and the way workers find themselves responding? • How might a psycho-analytic framework help us make sense of our actions/ inaction, decisions/ indecision in anxiety provoking work? • Is there a cost to caring? How can we mitigate the negative and embrace the positive in this challenging work?
Module learning Outcomes	<p>On successful completion of this section of the module, students should be able to:</p> <ol style="list-style-type: none"> 1. Identify and discuss some of the key psycho-analytic ideas on unconscious psycho-dynamics involved in working in organisations. 2. Identify common defence mechanisms used by workers and social defences used by organisations in response to anxiety provoking situations in human service organisations. 3. Draw on a psycho-dynamic theoretical base to help understand otherwise surprising or confusing aspects of their work-life interactions. 4. Begin to understand how the complexities involved in the dynamic interactions of human service work can unwittingly activate personal default defence reactions, especially where anxieties and tensions are high. 5. Be better prepared to recognise and address these dynamics when they occur. 6. Appreciate the need to foster self-care practices to lend their work balance and to nourish both their personal and professional working lives. 7. Appreciate the role reflective supervision plays in effectively managing the social work task and any personal impact issues arising in an organisational context.
Module Content	Each of us comes to social work with our own unique personal story, motivation, experience and preferred style of relating. Our training and practice experience help hone our nascent social work

	<p>qualities into professional attributes. This, in turn, helps prepare us for the realities of working as social workers in organisations. Less expected for the newly qualified worker, can be the push and pull experienced on a personal level, as we engage in the social work task. In an ever changing human service environment, anxiety provoking situations and interactions are inevitable. At times and often unwittingly, stressful circumstances can activate our personal default coping mechanisms. These reflex like defences kick into automatic action as the anxiety involved threatens to overwhelm. Psycho-analytic writers have noticed that organisations behave similarly, developing social defences to defend against anxieties inherent in the organisational task. Through focused individual, small and large group study of key selected papers, these psychoanalytic concepts will be explored. We will look at how hidden dynamics, bubbling under the surface of the work can impact powerfully on the worker and the job at hand. Students are encouraged to consider how this might throw fresh understanding on previous work/practice placement experiences.</p>
<p>Teaching and learning format</p>	<p>Fully online, flipped classroom format.</p> <p>(More details on this format will be made available on Blackboard)</p> <p>Briefly, it will involve a combination of synchronous and asynchronous learning to include pre-set study material/key reading for self-directed study, coupled with task focused small group work and timetabled live sessions.</p>
<p>CORU domains of proficiency addressed</p>	<p>1) Professional Autonomy and Accountability 1.1,1.2,1.3,1.9,1.10,1.17,1.18,1.19,1.20,1.21,1.22,1.23</p> <p>2) Communication, Collaborative Practice and Team working 2.3, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.17.</p> <p>3) Safety and Quality 3.4, 3.6, 3.9, 3.10, 3.15</p> <p>4) Professional Development 4.1, 4.3, 4.4, 4.5, 4.6</p> <p>5) Professional Knowledge and Skills 5.1, 5.2, 5.4, 5.5,6, 5.7, 5.8, 5.9, 5.10, 5.13, 5.14, 5.15, 5.19</p>

<p>General Reading:</p>	<p>Bower, M (Ed.) 2005 Psycho-analytic Theory for Social Work Practice: Thinking under Fire. Routledge</p> <p>Donnelan, H and Jack, G (2015) The Survival Guide for Newly Qualified Social Workers. Hitting the ground running. Second Edition, Jessica Kingsley Publishers.</p> <p>Emanuel, L (2002) Deprivation x 3: The contribution of organizational dynamics to the “triple deprivation” of looked-after children. Academic Journal: Journal of Child Psychotherapy. Aug 2002, Vol. 28 Issue 2, p163-179. 17p.</p> <p>Ferguson, H (2018) How Social Workers reflect in action and when and why they don't: the possibilities and limits to reflective practice in social work. Social Work Education DOI: 10.1080/02615479.2017.1413083 Informa UK limited, trading as Taylor & Francis Group.</p> <p>Menzies, I.E.P. (1960) A case-study in the functioning of social systems as a defence against anxiety: A report on a study of the nursing service of a general hospital. Human Relations 13: 95 – 121.</p> <p>Obholzer, A and Zagier Roberts V (Eds.) (1994) The Unconscious at Work. Individual and Organisational Stress in the Human Services. By the members of the Tavistock clinic consulting to Institutions Workshop. Chapters 5, 12, 14 & 18. Routledge</p> <p>Skovholt, T M. and Trotter-Mathison, M (2016) The Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions. Routledge, Taylor & Francis Group Third edition.</p>
<p>Useful web-based content</p>	
<p>Relevant Journals</p>	

SSU44062: Social Work and Child Care: (10 ECTS)

This module aims to equip students for practice in child welfare.

The overall learning objectives of the module include:

- To stimulate conviction about the importance of child welfare as a field of practice, and the vital role of social work - in collaboration with other disciplines within it.
- To imbue enthusiasm, optimism and enjoyment for this field of practice.
- To build a secure knowledge base for practice: child development, child care law, new practice developments, theoretical debates and research evidence.
- To reflect on minimum standards for ethical practice.
- To formulate a set of practice values and feasible goals for personal practice.

The course comprises four related sections:

- A. Direct Work with Children
- B. Children in Care
- C. Children, Families and Social Support
- D. Adoption and Fostering

Assessment of the Module:

A question on Section A and a question on section D will be included in the General Paper assessment.

Sections B and C are assessed jointly by a written project.

Module Name	SSU44062 Social Work and Child Care Section A. Direct Work with Children
Module Lecturer	Adjunct Assistant Professor Pamela McEvoy PMCEVOY@tcd.ie
Module aims	<p>This section of the module aims to:</p> <ul style="list-style-type: none"> • Introduce ideas, techniques and a clear rationale for direct work with children in varied situations. • Provide an opportunity to consider the importance of communicating directly with children and how to plan for this in your social work practice. • Make connections between theoretical and practice-based learning. • Develop skills and confidence to help children and young people communicate their needs, wishes distress and hopes. • Explore issues from the child's perspective to help plan interventions that can make a genuinely helpful difference in their lives.
Module learning Outcomes	<p>On successful completion of this section of the module, students should be able to:</p> <ol style="list-style-type: none"> 1. Appreciate the importance of communicating directly with children and teenagers. 2. Identify some of the common unconscious dynamics that can influence the process in direct work. 3. Draw on the direct work pointers framework shared in class, to help plan and undertake direct work with a child/young person. 4. Demonstrate an understanding of key factors to be considered when working directly with a child/young person and their parents/carers. 5. Incorporate prior learning around child development, trauma and relationship based practice, into direct work practice. 6. Source appropriate materials and resources to facilitate child focused work. 7. Recognise and comprehend on a deeper level the

	<p>various issues that can emerge for all involved in this work.</p> <p>8. Foster a reflective stance on the personal impact (both positive and negative) that can be experienced in working directly with children, young people and their families.</p> <p>9. Identify, organise and prioritise appropriate supports as required, including reflective supervision, collegial back up and self-care strategies.</p>
<p>Module Content</p>	<p>While children and young people are often of key concern in social work practice, professional communications can tend to be about and around them, rather than with them directly. We will explore why this may be so and look at what we can do to address this. We will consider how effective direct work involves tuning into each child's unique situation and disposition. As such, it may require creative adaptations in our practice to help them express their needs, wishes and concerns. Our focus will be on developing an open and flexible direct work approach. We will identify previous relevant learning/experience and key psycho-dynamic concepts relevant in helping to work sensitively with children in painful and difficult circumstances. As part of this, we will consider the demands such work can make on us personally and why self-care practice has come to be valued as an essential part of the process. A direct work pointers framework will be used to explore the broad factors that are important to be kept in mind. Direct work resources will be signposted and there will be opportunities to experience some of the ideas shared. Ultimately however, the module is designed to help you think deeply about direct work and how you might hope to work with children and young people in your future social work practice.</p>
<p>Teaching and learning format</p>	<p>TBC (This 12 hour section of the module is planned to be delivered face to face on campus, however it remains subject to public health advice and may revert to online/blended delivery if required).</p> <p>While there will be formal input throughout with a series of lectures, the workshops are also experiential in nature. They will involve the use of creative exercises, small group discussion, individual reflection, DVDs and role play.</p>

	Students are encouraged to bring examples from their own work/ practice experience to consider with the class. On occasion, professionals from agencies working directly with children may be invited to provide specific input on specialised areas of the work.
CORU domains of proficiency addressed	Domain1:1.1,1.2,1.3,1.5,1.6,1.9,1.11,1.12,1.13,1.16,1.18,1.21 Domain 2: 2.1,2.2,2.3,2.4,2.12,2.14,2.15 Domain 3: 3.1,3.4,3.6,3.7,3.8,3.14 Domain 4: 4.3,4.4,4.5 Domain 5: 5.1,5.10,5.11,5.13,5.14,5.17,5.18,5.22,5.23
Assessment	A question on Section A will be included in the General Paper assessment for module SSU44122.
Re-assessment	In same format as original assessment.
Indicative bibliography (if available) 4-5 titles max.	Bower M. (Editor) (2005), Psychoanalytic Theory for Social Work Practice; Thinking Under Fire. Fahlberg, V. (2004) A Childs Journey through Placement. BAAF Music, G. (2017) Nurturing Natures Attachment and Children's Emotional Sociocultural and Brain Development. Routledge. Oaklander V (1978) Windows to our Children. Real People Press. Tait, A. and Wash, H. Direct Work with Vulnerable Children: Playful Activities and Strategies for Communication. Jessica Kingsley Publishers. 2012 Additional reading lists focusing on specific areas of direct work with children may also be provided in class.
Useful web-based content	http://www.socialworkerstoolbox.com/childrens-participation-toolkit-for-social-workers/ https://www.tusla.ie/services/family-community-support/resources-to-support/
Relevant Journals	

Module Name	SSU44062 Social Work and Child Care Section B. Children in Care
Module Lecturer	Professor Robbie Gilligan RGILLIGN@tcd.ie
Module aims	This module offers an overview of critical issues in social work with children and young people in care, and care leavers. It draws on key messages from international research and selected theoretical concepts and their application to various practice challenges. There will be a strong focus on the role of social workers and carers in responding to the lived experience of children in care and their families. the issues to be explored include types of placement, care careers, relational permanence, family contact, and promoting positive outcomes for children in care and care leavers.
Module Learning Outcomes	On successful completion of this module, students should: <ol style="list-style-type: none"> 1. Have developed a critical understanding of <i>the children in care system</i> – its key actors, ‘moving parts’ and broad policy principles 2. Have gained an awareness of the lived experience of the different service user groups in the children in care system 3. Have developed a critical understanding of key theoretical concepts relevant to work with children in care and care leavers; 4. Have a critical understanding of the role of the social worker in serving the needs of children in care, their carers and biological families 5. Have an awareness of key messages from international research evidence on provision for children in care, and care leavers 6. Have gained experience in analysing relevant case scenarios and identifying evidence-informed responses
Module Content	Overview of care system Lived experience of children in care and their families Placement types and related evidence Roles of carer and social workers in promoting positive outcomes for children in care Managing family contact issues Promoting positive transitions for care leavers Key concepts in work with children in care: relational permanence, support networks, care identity and stigma,

	agency, narratives of failure and narratives of potential.
Teaching and learning format	<p>Fully Online</p> <p>Each week, students will be asked to:</p> <ul style="list-style-type: none"> - Watch 1-2 short pre-recorded lectures in their own time - Complete short written/reflective exercises in their own time - Attend an online group tutorial to discuss the pre-recorded content, recommended readings, and exercises related to the weekly topic. Group tutorials may occasionally feature guest contributors <p>Students will also be required to undertake independent study in relation to their assessment for this module.</p>
CORU domains of proficiency addressed	<p>1.5 Respect and uphold the rights, dignity and autonomy of every service user including their role in the diagnostic, therapeutic and social care process</p> <p>1.6, Be able to exercise a professional duty of care</p> <p>2.3, Recognise service users as active participants in their health and social care and be able to support service users in communicating their health and/or social care needs, choices and concerns</p> <p>2.12, Understand the need to work in partnership with service users, their relatives/carers, guardians and other professionals in planning and evaluating goals, treatments and interventions and be aware of the concepts of power and authority in relationships with service users</p> <p>5.5, Critically understand and be able to apply principles of social justice in one's work including being able to appropriately challenge negative discrimination and unjust policies and practices</p> <p>5.10, Critically understand the role and purpose of relationship-based practice, including the importance of planning the withdrawal of services</p> <p>5.22 Demonstrate skills in evidence-informed practice, including translation of theory, concepts and methods to</p>

	professional practice
Assessment	Assignment: Case based scenario with practice-based questions requiring evidence informed answers (Word Limit: 3,000 words)
Re-assessment	Students who fail the assignment will be reassessed by way of an essay
Indicative bibliography (if available) 4-5 titles max.	<p>Brady, E., & Gilligan, R. (2020). The Role of Agency in Shaping the Educational Journeys of Care-experienced Adults: Insights from a Life Course Study of Education and Care. <i>Children & Society</i>, 34(2), 121-135.</p> <p>Gilligan, R. (2019) 'The family foster care system in Ireland – Advances and challenges'. <i>Children and Youth Services Review</i>, 100, 221-228.</p> <p>Gilligan, R. (2000) 'The Key Role of Social Workers in Promoting the Well Being of Children in State Care – A Neglected Dimension of Reforming Policies' <i>Children and Society</i> 14, 4, 267-276, 2000</p> <p>Iyer, P., Boddy, J., Hammelsbeck, R., and Lynch-Huggins, S. (2020). <i>Contact following placement in care, adoption, or special guardianship: implications for children and young people's well-being. Evidence review</i>. London: Nuffield Family Justice Observatory.</p> <p>McSherry, D., & Malet, M. F. (2018). The extent of stability and relational permanence achieved for young children in care in Northern Ireland. <i>Children Australia</i>, 43(2), 124.</p>
Useful web-based content	See my entry in Myreadinglist (via library site) for access to readings, references, and web resources
Relevant Journals	<i>Child and Family Social Work</i> , <i>Children and Youth Services Review</i> .

Module Name	SSU44062 Social Work and Child Care Section C. Children, Families and Social Support
Module Lecturer	Professor Robbie Gilligan RGILLIGN@tcd.ie
Module aims	This section of the module will help students develop an understanding of social support as a preventive and developmental measure in the lives of children and families. There will be attention to the different forms support may take, the potential support roles of different institutional actors such as schools the value of informal support, the implications of children's ages for the types of support relevant, the importance of support for parents as well as children, and the additional needs for children and families in special circumstances (children with disabilities, children from migrant / refugee backgrounds etc).
Module learning Outcomes	On successful completion of this section of the module, students should have: <ol style="list-style-type: none"> 1. a critical understanding of social support as it applies to children and families 2. an appreciation of the significance of informal sources of support in children's lives 3. a critical understanding of key related concepts and research evidence 4. an awareness of the social work role in promoting social support for children and families in key community sites 5. an awareness of key sources of social support for children and families at community level 6. an awareness of the additional support needs of children who may experience challenging intersecting stressors/ vulnerabilities in their lives
Module Content	Social Support Types Formal and Informal Social Support Help-seeking Adult and peer support for young people Age related social support Key relevant concepts and research evidence Social support and marginalised / vulnerable groups The role of schools and other community institutions
Teaching and learning format	Fully Online Each week, students will be asked to: - Watch 1-2 short pre-recorded lectures in their own time,

	<p>and occasionally related resources from the web</p> <ul style="list-style-type: none"> - Complete short written/reflective exercises in their own time - Attend an online group tutorial to discuss the pre-recorded content, recommended readings, and exercises related to the weekly topic. <p>Students will also be required to undertake independent study in relation to their assessment for this module.</p>
CORU domains of proficiency addressed	<p>2.15 Understand the role of relationships with professional colleagues and other workers in service delivery and the need to create professional relationships based on mutual respect and trust.</p> <p>5.12 Critically understand and apply the principles of partnership, participation and power sharing within the social work context.</p>
Assessment	See entry for Section B for this Module
Re-assessment	See entry for Section B for this Module
Indicative bibliography (if available) 4-5 titles max.	<p>Axford, N. and Whear, R. (2008) 'Measuring and Meeting the Needs of Children and Families in the Community: Survey of Parents on a Housing Estate in Dublin, Ireland', <i>Child Care in Practice</i>, 14:4, 331 – 353</p> <hr/> <p>Gilligan, R. (2000) 'Adversity, Resilience and Young People: the Protective Value of Positive School and Spare Time Experiences' <i>Children and Society</i> 14, 1, 37-47.</p> <hr/> <p>Munford, R. and Sanders, J. (2016) Finding Meaningful Support: Young People's Experiences of "Risky" Environments, <i>Australian Social Work</i>, 69:2, 229-240, DOI: 10.1080/0312407X.2015.1133682</p> <hr/> <p>National Scientific Council on the Developing Child (2015). <i>Supportive Relationships and Active Skill-Building Strengthen the Foundations of Resilience: Working Paper No. 13</i>. Retrieved</p>

	<p>from www.developingchild.harvard.edu from www.developingchild.harvard.edu.</p> <hr/> <p>Thompson, R. A. (2015). Social support and child protection: Lessons learned and learning. <i>Child Abuse & Neglect</i>, 41, 19-29.</p> <hr/>
Useful web-based content	<u>www.developingchild.harvard.edu</u>
Relevant Journals	<i>Child and Family Social Work</i> <i>Children and Youth Services Review</i>

Module Name	SSU44062 Social Work and Child Care Section D. The Adoption Triangle
Module Lecturer	Dr Simone McCaughren SMCCAUGH@tcd.ie
Module aims	To explore the Irish context, current trends, legal developments, discourses and debates in adoption and fostering.
Module learning Outcomes	On successful completion of this section of the module, students should be able to: <ol style="list-style-type: none"> 1. Understand the historical context of Irish adoption policy and practice 2. Have an awareness of Ireland's adoption legacy and critical understanding of its human impact 3. Understand key legal frameworks that affect adoption policy and practice 4. Have an awareness of the evolving needs of children, young people, and adults who have experienced adoption 5. Develop a critical understanding of key theoretical approaches that inform adoption practice
Module Content	Module content will critically examine adoption through the children's rights lens and explore key theoretical ideas that inform adoption policy and practice. It will explore the historical development of adoption in Ireland and examine the reforms in Irish social policy, legislation and assessment practices in the adoption of children from state care.
Teaching and learning format	Fully Online 6 hours (to include online and self-directed learning) Students will be asked to: <ul style="list-style-type: none"> - Watch 1-2 short pre-recorded lectures in their own time - Watch online material (as directed by lecturer) - Complete short written/reflective exercises in their own time
CORU domains of proficiency addressed	5.3 Have a critical understanding of sociology, psychology, human growth and development, health, law, economics and political science
Assessment	A question on this section D will be included in the General Paper assessment (SSU44122).

Re-assessment	In same format as original assessment.
Indicative bibliography (if available) 4-5 titles max.	<p>McCaughren, S. & Powell, F. (2016) <i>The Fate of the Illegitimate Child in Law and the Family</i>, Palgrave</p> <p>McCaughren, S. & Ni Raghallaigh (2015), 'Adoption in Ireland: Exploring the Changing Context' in <i>Social Work in Ireland: Changes & Continuities</i>, (eds.) Christie, A. et al., London, Palgrave</p> <p>Milotte, M. (1997) <i>Banished Babies</i>, Dublin, New Island Books.</p> <p>O'Brien, V. & Palmer, A. (2015) <i>Adoption and the Irish Care System: context and Drivers for Change?</i> In <i>Irish Journal of Family Law</i>, Vol. 3, pp. 52-59</p>
Useful web-based content	https://aai.gov.ie/en/
Relevant Journals	

SSU44072: Social Work and Equality Issues (5 ECTS)

Module Name	SSU44072 Social Work and Equality Issues
Module Lecturer	Michael Feely MFEELY@tcd.ie
Module aims	<p>The module aims to allow students:</p> <ul style="list-style-type: none"> • Explore ideas and theories concerning equality, oppression, and diversity and consider how these might influence social work practice • Examine some of the implications of culture, religion, ethnicity, race, gender, sexual orientation, socioeconomic class, age or disability for social work practice. • Critically reflect on social work as form of social control. • Provide an opportunity to reflect on our own biases and prejudices. • Consider possible social work interventions with groups in Irish society who have experienced discrimination or exclusion. • Provide an update on relevant legislation and public policies that relate to issues of equality, including the Equal Status Act. • Facilitate direct communication between social work students and representatives of minority groups to foster increased empathy and understanding.
Module learning Outcomes	<p>On successful completion of this module, students should:</p> <ul style="list-style-type: none"> • Have knowledge of a range of theories relating to in/equality, oppression, and diversity and understand their significance for social work practice • Be familiar with key principles, values and methods of anti-racist, anti-discriminatory, anti-oppressive and culturally sensitive practice in a social work context • Understand critiques of identity-based politics found within queer theory. • Have increased knowledge of, and empathy with, a range of marginalized groups, developed through direct communication with representatives of these groups.

Module Content	Briefly provide details of module syllabus: <ul style="list-style-type: none"> • Theories of in/equality and their significance for social work • Anti-oppressive practice • A critical exploration of cultural competence • Social Work as a form of social control • Queer theory and the limits of identity politics • Presentations by representatives of marginalised groups
Teaching and learning format	<ul style="list-style-type: none"> • This module will be taught face to face and online. • Readings, recorded Panopto lectures, and exercises shall be made available in advance of live Blackboard Collaborate discussion sessions.
CORU domains of proficiency addressed	1.1, 1.9, 2.2, 2.12, 5.3, 5.5, 5.6, 5.7.
Assessment	<ul style="list-style-type: none"> • The module will be assessed by essay. • Students shall have a choice of approximately five essay titles.
Re-assessment	<ul style="list-style-type: none"> • Essay
Indicative bibliography (if available) 4-5 titles max.	<ul style="list-style-type: none"> • Students shall be provided with one or two short relevant readings in advance of each session. • They shall also receive a recommended reading list for each of the five essay titles
Useful web-based content	Irish Human Rights and Equality Commission https://www.ihrec.ie/ Harvard unconscious bias tests: https://implicit.harvard.edu/implicit/takeatest.html
Relevant Journals	

SSU44082: Social Work and Mental Health (5 ECTS)

This module comprises three sections:

- A. Mental Health
- B. Addictions
- C. Child and Adolescent Mental Health

Assessment

All three sections of the module will be assessed by means of coursework.

Eight essay type questions will be published on same date at end of Semester 2 on Blackboard. Section A will contain four questions based on Mental Health and Addictions teaching and Section B will contain four questions based on Child and Adolescent Mental Health teaching. Students will be required to answer two questions, one from Section A and one from section B. Each essay answer will have word count of 1,500 words (to be confirmed).

Module Name	SSU44082 Social Work and Mental Health Section A. Mental Health
Module Lecturer	Calvin Swords swordsca@tcd.ie
Module aims	<ul style="list-style-type: none">• Develop a critical appreciation of changing trends in mental health policy and provision;• Sharpen their understanding of the major psychiatric disorders and the impact which these disorders have on sufferers, families and the wider society;• Gain an understanding of what social work can contribute to formal mental health services
Module learning Outcomes	On successful completion of this section of the module, students should be able to: <ul style="list-style-type: none">• Understand the contentious nature of 'mental illness' as a concept, and of the difficulties involved in multidisciplinary work where different professionals operate from different ideological perspectives;• Have an awareness of the ongoing stigmatisation and social exclusion of people labelled as 'mentally ill', despite the apparent acceptance and implementation of 'community care' policies in the mental health sphere;• Have knowledge of the legal basis of involuntary detention in mental treatment centres and the challenges involved in balancing individual liberties

	<p>against personal / communal safety;</p> <ul style="list-style-type: none"> • Have knowledge of the current national mental health policy and the challenges involved in delivering on its recovery-oriented agenda; • Have knowledge of the signs and symptoms of the major illness categories, their putative causation and treatments of choice; • Understand the contribution which social work can make to specialist mental health services, and an understanding of how social workers in generic settings can apply a mental health perspective in these settings; • Understanding of the issues involved in supporting service users and those in 'carer' roles and the relevance of promoting the involvement of service users at every level in the design, delivery and evaluation of service systems.
Module Content	<p>Briefly provide details of this section of module syllabus.</p> <ul style="list-style-type: none"> - The historical development of mental health services in Ireland and how it functions - Irish mental health policy, including the most recent developments. - Introduction to explanatory models of mental health distress - A focus on the role of Social Work and how to engage and implement a psychosocial assessment - A focus on risk and social exclusion - Introduction to WRAP. - A focus on the significance of lived experience. - Future developments in mental health – what role for social work?
Teaching and learning format	<p>Fully Online This module will be delivered online over seven sessions in Semester Two.</p> <p>Each week students will be asked to:</p> <ul style="list-style-type: none"> - Watch 1-2 short pre-recorded lectures in their own time - Asked to complete short written/reflective exercises in their own time - Attend an online group tutorial to discuss the pre-recorded content, recommended readings, and exercises related to a weekly topic. - There will be several guest speakers delivering their experiences online, with attendance imperative for these also. - Students will also be required to undertake

	independent study in relation to their assessment for this module.
CORU domains of proficiency addressed	<p>The proficiencies from each of the 5 CORU domains will be addressed during the lectures. The list below is not exhaustive, but provides some examples:</p> <p>1. Professional Autonomy and Accountability</p> <ul style="list-style-type: none"> - 1.3 Be able to act in the best interest of service users at all times with due regard to their will and preference - 1.5 & 1.20 also – see CORU domains document. <p>2. Communication, Collaborative Practice and Teamworking</p> <ul style="list-style-type: none"> - 2.3 Recognise service users as active participants in their health and social care and be able to support service users in communicating their health and/or social care needs, choices and concerns - 2.1, 2.9, 2.12 & 2.14 other examples from Domain 2. <p>3. Safety & Quality</p> <ul style="list-style-type: none"> - 3.4 Be able to analyse and critically evaluate the information collected in the assessment process. <p>4. Professional Development</p> <ul style="list-style-type: none"> - 4.4 Understand and recognise the impact of personal values and life experience on professional practice and be able to take responsibility and manage this appropriately <p>5. Professional Knowledge and Skills</p> <ul style="list-style-type: none"> - 5.2 Demonstrate a critical understanding of social work theory, methods and skills, social policy and social research, including consideration in a global context. - 5.1, 5.3 and 5.9.
Assessment	<p>All three sections of the module will be assessed by means of coursework.</p> <p>Eight essay type questions will be published on same date at end of Semester 2 on Blackboard. Section A will contain four questions based on Mental Health and Addictions teaching and Section B will contain four questions based on Child and Adolescent Mental Health teaching. Students will be required to answer two questions, one from Section A and one from section B. Each essay answer will have a word count of 1,500 words (to be confirmed).</p>

Re-assessment	In same format as original assessment.
Indicative bibliography (if available) 4-5 titles max.	<ul style="list-style-type: none"> - Higgins, A. and McDaid, S. (Eds.) (2014). <i>Mental Health in Ireland: Policy, Practice and Law</i>. Dublin: Gill and Macmillan (Available through library) - HSE (2020) <i>Sharing the Vision: A Mental Health Policy for Everyone</i>. Dublin: Ireland (Available online) - WHO (2013). <i>Mental Health Action Plan 2013-2020</i>. Geneva, Switzerland: World Health Organisation (Available Online) <p>Further titles will be given at beginning of module</p>
Useful web-based content	<ul style="list-style-type: none"> - Mental Health Commission www.mhcirl.ie - Shine Ireland www.shineonline - Aware www.aware.ie - National Office for Suicide Prevention www.nosp.ie - Department of Health www.health.gov.ie - Shaping Our Lives http://www.shapingourlives.org.uk/ - Wellness Recovery Action Plan https://copelandcenter.com/
Relevant Journals	<ul style="list-style-type: none"> - Swords, C. (2019). Recovery and Co-Production: Understanding the Diverging Paradigms and Potential Implications for Social Workers, Irish Social Worker. <i>Irish Social Worker</i>. (Lecturer will provide to students – should be available online also) - Swords, C., & Houston, S. (2020). Exploring the Concept of Recovery in Irish Mental Health Services: A Case Study of Perspectives within an Inter-Professional Team, <i>Irish Journal of Applied Social Studies</i>, 20(1). (Available Online) - Ramon, S. (2018). The Place of Social Recovery in Mental Health and Related Services. <i>International Journal Of Environmental Research And Public Health</i>, 15. (Available online) - Pilgrim, D. (2008). 'Recovery' and current mental health policy. <i>Chronic Illness</i>, 4, pp. 295-304.

Module Name	SSU44082 Social Work and Mental Health Section B. Addictions
Module Lecturer	This section of the module is taught by members of the Social Work Department based at The HSE National Drug Treatment Centre, Pearse St, Dublin 2.
Module aims	<ul style="list-style-type: none"> • Gain insight into the nature of addiction, the emergence of 'new' drugs and the various treatment options available. • Examine how historic and current drug policies influence treatment practices (particular emphasis placed on current National Drug Strategy). • Highlight the contribution and role of social work when engaging with pregnant drug users and working with child welfare issues. • Familiarise students with skills and social work theories used in practice when working with clients with addiction issues.
Module learning Outcomes	<p>On successful completion of this module, students should be able to:</p> <ol style="list-style-type: none"> 1. Understand the contribution social work makes to addiction services. 2. Understand the signs and symptoms of addiction and treatment services available. 3. Identify how parental addiction and mental health problems impact on children and how social workers can intervene in such problem. 4. Familiarise themselves with alcohol and drug policy in Ireland. 5. Understand the Client's perspective.
Module Content	This information will be outlined during session 1.
Teaching and learning format	This section of the module will be taught in three two-hour face to face teaching sessions focusing on the issues outlined above.
CORU domains of proficiency addressed	<p>2.1 Be able to communicate diagnosis/assessment and/or treatment/management options in a way that can be understood by the service user including non-voluntary service users.</p> <p>5.6 Demonstrate a critical understanding of cultural competence; and work towards social inclusion.</p>

	5.10 Critically understand the role and purpose of relationship based practice, including the importance of planning the withdrawal of services.
Assessment	<p>All three sections of the module will be assessed by means of coursework.</p> <p>Eight essay type questions will be published on same date at end of Semester 2 on Blackboard. Section A will contain four questions based on Mental Health and Addictions teaching and Section B will contain four questions based on Child and Adolescent Mental Health teaching. Students will be required to answer two questions, one from Section A and one from section B. Each essay answer will have a word count of 1,500 words (to be confirmed).</p>
Re-assessment	In same format as original assessment.
Indicative bibliography (if available) 4-5 titles max.	<ul style="list-style-type: none"> • Whittaker, A. (2003) Substance Misuse in Pregnancy: a resource pack for professionals in Lothian, Edinburgh: NHS Lothian. • European Monitoring Centre for Drugs and Drug Addiction (2012) Pregnancy Child Care and the Family: Key issues for Europe's response to Drugs. www.emcdda.europa.eu • European Monitoring Centre for Drugs and Drug Addiction, trends and developments. Ireland Report (2017). • National Drug Strategy 2017 – 2026 (Reducing Harm, Supporting Recovery). • Health Research Board. (2018) Drugnet Ireland. Issue 64, Winter 2018 , pp. 1-36. Dublin: Health Research Board.
Useful web-based content	http://www.nhslothian.scot.nhs.uk/news/publications/substance_mis_preg.pdf
Relevant Journals	

Module Name	SSU44082 Social Work and Mental Health Section C. Child and Adolescent Mental Health
Module Lecturer	Sinéad Freeley
Module aims	The aim of this module is to provide students with the opportunity to consider the mental health issues experienced by children and young people in their complexity and to reflect upon the role of social work in child and adolescent mental health. The module looks at the vulnerability of children and young people and at their developmental needs and rights. A systems approach to assessment and intervention in child and adolescent mental health is explored. Students will learn to respond with best practice, appropriate to their role, to the mental health and wellbeing needs of the children, young people and families they are working with. Self care will be emphasised.
Module learning Outcomes	On successful completion of this module, students should be able to: <ol style="list-style-type: none"> 1. Understand the complexity of the systemic prerequisites: economic, political, legislative, legal, social and psychological, for mental health and wellbeing in children and young people. 2. Understand the impact of prerequisites on attachment and resilience. 3. Understand trauma in this context. 4. Have an understanding of the key developmental milestones across the lifespan. 5. Have a knowledge of key mental health difficulties in childhood and adolescence and of issues relating to the classification of mental health difficulties, and be aware of the need to continually update knowledge and skills. 6. Have the ability to recognise mental health difficulties, and appropriate to their role to respond, assess and intervene with a systems approach, and have the ability to refer to appropriate services and to advocate on behalf of service users. 7. Understand the social work role in multi-disciplinary teamwork in child and adolescent mental health, the primacy of the social work relationship, and use in communication and engagement in assessment and

	<p>intervention.</p> <ol style="list-style-type: none"> 8. Consider that social workers will be called upon to provide informed judgements in the course of their work, and to reflect on the preparation and presentation of verbal and written opinions in this area and to learn that communication concerning service users is protected by policy and legislation. 9. Understand their duty of care and incorporate anti-discriminatory practice into their work. Work collaboratively with clients, including engaging with human needs and rights and with social justice. 10. Have a knowledge of the structure of child and adolescent mental health services and be able to navigate across services and within services to ensure effective teamwork, integration and seamless working. 11. Be aware of relevant National and International policy, legislation and inquiries. 12. Engage in supervision and in self care. 13. Consider the concept of best practice and it's relationship to quality of service.
<p>Module Content</p>	<ul style="list-style-type: none"> • Definition of Mental Health and the Prerequisites for Mental Health and Wellbeing and how to implement these for positive mental health. • Mental Health Difficulties. • The Structure of Child and Adolescent Mental Health Services. • National and International Policy, Systems, Legislation and Inquiries. • The Role of Social Work, Integrated working and Teamwork. • Child and Adolescent Mental Health: Systemic Assessment, Formulation, Intervention and Review, appropriate to the social work role with children and young people in the context of their families in a range of mental health presentations: <ul style="list-style-type: none"> • Developmental formulations: ADD/ADHD. Autism. • Anxiety, Low mood, Depression. • Eating Disorder • Self harm and Suicidal Ideation. • Psychosis

Teaching and learning format	This module will be delivered face to face over five sessions in the Semester two.
CORU domains of proficiency addressed	<p>The aim of this module is to incorporate the CORU 5 domains of the Standards of Proficiency into these lectures in Child and Adolescent Mental Health. See Learning Outcomes and Module Content above.</p> <ol style="list-style-type: none"> 1. Professional Autonomy and Accountability 2. Communication, Collaborative Practice and Teamworking 3. Safety & Quality 4. Professional Development 5. Professional Knowledge and Skills
Assessment	<p>All three sections of the module will be assessed by means of coursework.</p> <p>Eight essay type questions will be published on same date at end of Semester 2 on Blackboard. Section A will contain four questions based on Mental Health and Addictions teaching and Section B will contain four questions based on Child and Adolescent Mental Health teaching. Students will be required to answer two questions, one from Section A and one from section B. Each essay answer will have a word count of 1,500 words (to be confirmed).</p>
Re-assessment	In same format as original assessment.
Indicative bibliography (if available) 4-5 titles max.	<p>Sharing the Vision A Mental Health Policy for Everyone (2020) health.gov.ie</p> <p>Walker, S.(2010) The Social Workers Guide to Child and Adolescent Mental Health Jessica Kingsley London</p> <p>Carr, A.(2015) The Handbook of Child and Adolescent Clinical Psychology Taylor and Francis Ltd.</p> <p>Stern, D.N. (2002) The First Relationship Harvard (online)</p> <p>Bowlby J.(1958) The Nature of the Child's Tie to His Mother</p>
Useful web-based content	<p>Mental Health and Addiction Interventions for youth experiencing homelessness https://www.homelesshub.ca/sites/default/files/attachments/COH-MentalHealthBook_0.pdf</p>

	<p>Anxiety Disorders: Risk and Prevention Dr. Pete Lawrence 2020 https://www.youtube.com/watch?v=2UYiP0o_UbQ</p> <p>John Bowlby and Attachment Theory https://www.youtube.com/watch?v=Exf_rR1NnNs</p> <p>Autism Spectrum https://www.ted.com/talks/temple_grandin_the_world_needs_all_kinds_of_minds_4.</p> <p>Reflective Practice https://www.ted.com/talks/brene_brown_the_power_of_vulnerability_5</p> <p>Clarke et al 2016 Origins of Happiness https://voxeu.org/article/origins-happiness#</p>
Relevant Journals	<p>Waddell C, McEwan K, Shepherd CA, Offord DR, Hua JM. A public health strategy to improve the mental health of Canadian children. Can J Psychiatry 2005;50:226-33. https://journals.sagepub.com/doi/pdf/10.1177/070674370505000406</p> <p>Callaghan, J. (2016) Journal of Clinical Psychology and Psychiatry https://www.researchgate.net/publication/299988992_A_critical_analysis_of_Child_and_Adolescent_Mental_Health_Services_policy_in_England/link/5a633b814585158bca4d6da8/download</p>

SSU44092: Groupwork (5 ECTS)

Module Name	SSU44092 Groupwork
Module Lecturer	Dr. Mary Kelleher marymargaretkelleher@gmail.com
Module aims	The aims of this module are to provide an understanding of the major theories of groupwork, group dynamics and processes. In addition, the module aims to promote the development of groupwork leadership and facilitator skills in the classroom setting and an appreciation of the significant potential of groupwork practice within social work.
Module learning Outcomes	On successful completion of this module, students should be able to: <ol style="list-style-type: none">1. Demonstrate knowledge of group dynamics and processes, in particular as they relate to social work practice.2. Recognise the potential of groupwork for effective social work practice.3. Recognise typical stages of a group process and the various roles which group members perform.4. Apply groupwork theory in practice5. Recognise the rewards and challenges of collaborative teamwork in multidisciplinary, inter-professional, multi-service and inter-agency teams .6. Reflect on their own personal and previous work experiences of being in a group situation and how this may impact on their practice as a groupwork facilitator.7. Demonstrate a knowledge of culturally competent groupwork

<p>Module Content</p>	<p>The areas covered in this module will include:</p> <ul style="list-style-type: none"> • Stage models of groupwork practice • The various roles which participants perform in groups and strategies for facilitating these roles. • Preparation and formulation of groupwork interventions in social work practice • The therapeutic potential of groupwork practice • The use of self in a groupwork context • Development of leadership and facilitation skills • Group roles and dynamics in a teamworking context • Models of evaluation of groupwork practice.
<p>Teaching and learning format</p>	<p>Teaching will include online and face to face teaching. The BSS class will be divided into two groups for this module. Each group will have eight hours face to face teaching which will be based around an experiential groupwork project. Face to face teaching will be structured as four two-hour sessions on a fortnightly basis for each of the two student groups. In addition, there will be an online didactic component in the form of short pre-recorded lectures which students will be asked to view prior to each of the four face to face sessions. Students will be expected to participate in the experimental groupwork project and develop groupwork skills in the classroom setting.</p>
<p>CORU domains of proficiency addressed</p>	<ul style="list-style-type: none"> • Domain 6.1: Knowledge, understanding and skills. • Domain 5.1: Provision of Quality Services.

	<ul style="list-style-type: none"> • Domain 3.1: Effective communication. • Domain 2.2: Interpersonal and professional relationships. • Domain 4.1: Personal and professional development. • Domain 1.2: Professional autonomy and accountability.
Assessment	Small Group Project 5,000 words.
Re-assessment	Students who fail the small group project will be reassessed by way of an individual written assignment.
Indicative bibliography (if available) 4-5 titles max.	<p>Crawford K, Price, B and Price, M <i>Groupwork Practice for Social Workers</i>, SAGE, 2014.</p> <p>Doel, M. <i>Using Groupwork</i>, London: Routledge, 2005.</p> <p>Lindsay, T. and Orton, S. <i>Groupwork Practice in Social Work</i>. 2nd ed., Exeter: Learning Matters, 2011.</p> <p>Benson, Jarlaith. 2001. <i>Working More Creatively with Groups</i>. Psychology Press.</p>
Useful web-based content	To be provided in class.
Relevant Journals	Groupwork. Whiting and Birch.

SSU44122: General Paper (5 ECTS)

Module Name	SSU44122: General Paper (now a general written assignment)
Module Lecturer	Dr Michael Feely mfeely@tcd.ie
Module aims	<p>This year, instead of completing a general paper examination, students complete a general written assignment.</p> <p>The general written assignment is one of the final assignments at the end of the Senior Sophister year. It differs from module-specific assignments and aims to draw on your general knowledge of social work theory, practice and policy, and on your personal perspectives on topical issues and debates.</p> <p>Students will receive a list of essay questions, divided into two sections; one section concerned with theory and practice, and the other with policy. Students must answer one essay question from each section.</p>

For further information on International Social Work Project please contact Professor Robbie Gilligan via Robbie.Gilligan@tcd.ie

SSU44100: Social Work Practice (15 ECTS)

This module is designed to support the continued development of students practice skills and social work knowledge. It builds on modules offered in the previous three years of the programme. It also focuses strongly on the skills and knowledge acquired or utilised during the Senior Sophister and earlier placement. It has four components:

- A) Skills Workshops
- B) Integrating Seminars
- C) Social Work Practice in an Inter-disciplinary context
- D) Practice Project

Assessment

The assessment exercise related to this module is the Practice Project. It accounts for 100% of the marks awarded in this module.

Module Name	SSU44100 Social Work Practice Section A. Skills Workshops
Module Lecturer	Frank Mulville mulvillefrank@gmail.com Simone McCaughren SMCCAUGH@tcd.ie Ruth Elliffe RELLIFFE@tcd.ie
Module aims	<p>The aim of these workshops is to provide a forum for reflecting on your practice, exploring value issues, developing your counselling skills, and using your group as a 'learning group'. These aims require your learning in the workshops to be substantially student-led and experiential, combining role-play, exercises, student presentations and discussion.</p> <p>Skills workshops take place before, during and post placement, and the aim is for students to equip themselves with the skills required to complete placements successfully, as well as develop further the skills applied while on placement. The group can assist in brainstorming solutions to typical problems that may arise in practice and in placement relationships/situations. Throughout the post placement sessions students can raise issues which they themselves wish to reflect on or to develop further. Issues raised in previous years have included self-care/building resilience, dealing with hostile or aggressive clients, working in positive or negative environments, working effectively with colleagues and management, demonstrating confidence in MDT meetings, thinking on your feet, moving into role of professional, and particular issues which were emotionally hard to manage for example suicide. Student can develop the skills to continue to raise and address these kinds of issues effectively in their long-term future practice.</p>

	<p>Students can bring specific pieces of practice to sessions for reflective practice discussion such as identifying elements which impacted positively/negatively on work/student, the effect of particular skills or approaches, which skills and approaches were most effective, what could have been done differently, what student is happy to repeat etc peers may identify aspects which had not been considered and this usually leads to interesting and fruitful discussion. Students could gain a better understanding of areas they find difficult, personal likes /dislikes in practice situations, personal strengths etc enabling students to better develop self-evaluation (constructive criticism) and monitor their own performance in the role.</p>
Module learning Outcomes	<p>On successful completion of this section of the module, students should have:</p> <ol style="list-style-type: none"> 1. Advanced their level of personal and professional self-reflection in relation to their practice skills and knowledge. 2. Enhanced their capacity to seek and receive appropriate support from colleagues. 3. Have learned from the wide range of skills and experiences of the other students in their group, and developed a wider understanding of the possible approaches to the needs of clients etc. 4. Explored their understanding of the importance of boundaries in relation to their own practice. 5. Have further understood the importance of self-care and balance in their work.
Module Content	<ul style="list-style-type: none"> • Basic counselling skills for social work • Using relationships as a helping tool • Communication and interpersonal skills in social work • Anti-discriminatory practice. • Reflective practice and critical reflection • Self-care
Teaching and learning format	<p>Practice workshops take place in Semester 2 and will be face to face sessions on campus. Workshops provide the opportunity to reflect on the work undertaken during the placement and to explore further the skills and methods developed, as well as to consider ethical, professional and value-based issues and responses to the needs of the people with whom you work. The class is divided into 3 groups of approximately 15 students in order to maximise your opportunity to participate actively. Each group will meet with their leader twice. These sessions have a peer support element where common yet challenging issues</p>

	<p>which arise for students can be dealt with.</p> <p>Building on SF and JS skills workshops and on your practice experience, these workshops provide an opportunity to review and enhance your repertoire of social work skills in preparation for professional practice. The workshops are a combination of formal presentation, role play and reflection.</p>
CORU domains of proficiency addressed	<p>1.21 Be aware of and be able to take responsibility for managing one's own health and wellbeing.</p> <p>2.2 Be able to modify and adapt communication methods and styles, including verbal and non-verbal methods to suit the individual service users considering issues of language, culture, beliefs and health and/or social care needs.</p> <p>2.9 Be able to express professional, informed and considered opinions to service users, health professionals and others e.g. carers, relatives in varied practice settings and contexts and within the boundaries of confidentiality.</p> <p>2.15 Understand the role of relationships with professional colleagues and other workers in service delivery and the need to create professional relationships based on mutual respect and trust.</p> <p>4.1 Be able to engage in and take responsibility for professional development.</p> <p>4.3 Be able to evaluate and reflect critically on own professional practice to identify learning and development needs; be able to select appropriate learning activities to achieve professional development goals and be able to integrate new knowledge and skills into professional practice.</p> <p>4.4 Understand and recognise the impact of personal values and life experience on professional practice and be able to take responsibility and manage this impact appropriately.</p> <p>4.5 Understand the importance of and be able to seek professional development, supervision, feedback and peer review opportunities in order to continuously improve practice.</p> <p>5.13 Be able to evaluate the effect of their own characteristics, values and practice on interactions with service users and be able to critically reflect on this to improve practice.</p>
Assessment	N/A
Re-assessment	N/A

<p>Indicative bibliography (if available) 4-5 titles max.</p>	<p>General Readings</p> <p>Loughran, H. (2019) <i>Counselling Skills for Social Workers</i>. London: Routledge.</p> <p>Koprowska, J. (2005) <i>Communication and Interpersonal Skills in Social Work</i>. Learning Matters.</p> <p>Sharpe, Meg Ed. (1995) <i>The Third Eye</i>. London: Routledge.</p> <p>Thompson, N. (1997) <i>Anti-discriminatory Practice</i>. 2nd ed. London: MacMillan.</p> <p>Knott, C. and Scragg, T. (2007) <i>Reflective Practice in Social Work</i>. Learning Matters.</p> <p>Lishman, J. (2007) 2nd edition <i>Handbook for Practice Learning in Social Work and Social Care: Knowledge and Theory</i>. Jessica Kingsley.</p>
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<p>Module Name</p>	<p>SSU44100 Social Work Practice Section B. Integrating Seminars</p>
<p>Module Lecturer</p>	<p>Dr Simone McCaughren SMCCAUGH@tcd.ie</p>
<p>Module aims</p>	<p>The section of the module aims to provide students with the reflective space to consider topics not covered elsewhere in the course, but which are important as part of their programme or which are focused on emerging issues in practice. The module will address issues relevant to students in making the transition from student to professional practitioner.</p>
<p>Module learning Outcomes</p>	<p>On successful completion of this section of the module, students should be able to:</p> <ol style="list-style-type: none"> 1. Reflect on their time in college and process their arrival at the end of the course. 2. Develop their capacity to engage with issues related to their emerging professional selves 3. Explore the significance of endings, transitions and beginnings in their own experience and develop a deeper awareness of the importance of attending to these phenomena in their future working relationships 4. Gain practical information on employment and future supports available in their early careers.

Module Content	A number of reflective and interactive seminars focusing on beginnings, transitions and endings will be facilitated. Particular attention will be given to considering matters relevant to being in the final stages of the course and aspects relating to early stage social work career. In addition to this, IASW, CPL and Tusla will provide input on future work and employment opportunities and support. The aim being to provide help in navigating the transition from final year social work student to newly qualified social worker.
Teaching and learning format	Fully online to included online seminars/tutorials and self-directed work
CORU domains of proficiency addressed	4.1 Be able to engage in and take responsibility for professional development 4.3 Be able to evaluate and reflect critically on own professional practice to identify learning and development needs; be able to select appropriate learning activities to achieve professional development goals and be able to integrate new knowledge and skills into professional practice.
Assessment	N/A
Re-assessment	N/A
Indicative bibliography (if available) 4-5 titles max.	Donnellan, H and Jack, G. (2015)2 nd Edition. The Survival Guide for Newly Qualified Social Workers: Hitting the Ground Running. Jessica Kingsley Publishers Hatton, K. (2008) New Directions in Social Work Practice. Learning Matters. Salzberger-Wittenberg, I. (2013), Experiencing Endings and Beginnings. Karnac Books Ltd. Trotter-Mathison, M and Skovholt M.T. (2016),3 rd Edition, The Resilient Practitioner. Burnout and Compassion, Fatigue Prevention and Self-Care strategies for the Helping Professions. Routledge.

Module Name	SSU44100 Social Work Practice Section C. Social Work Practice in an Inter-disciplinary context
Module Lecturer	Dr Simone McCaughren SMCCAUGH@tcd.ie
Module aims	This module aims to provide students with the space to reflect on their fieldwork placements and to consider aspects of their practice specifically related to inter-professional team-work and practice. The module will assist students in learning from each other's fieldwork experience. It aims to provide students with a forum for teasing out the challenges of and opportunities for working with other disciplines in their professional practice.
Module learning Outcomes	On successful completion of this section of the module, students should be able to: 1. Reflect on their experiences of inter-disciplinary team-work in placement-related work. 2. Broaden their understanding of the distinct role of social work within multi-disciplinary teams 3. Develop and strengthen their awareness of building a strong professional identity. 4. Explore and advance the skills necessary for effective participation in inter-professional teams.
Module Content	This module will be interactive in nature and will facilitate students to reflect on their own experiences of working as part of inter-professional teams while on placement. Students will have the opportunity to learn from the experiences of others and to reflect on the importance of creating a culture of collaboration in social work practice. Students will get the opportunity to review and enhance their skills required for successful inter-disciplinary collaborative practice.
Teaching and learning format	Fully online to included online seminars/tutorials and self-directed work
CORU domains of proficiency addressed	<ul style="list-style-type: none"> • Domain 6.1: Knowledge, understanding and skills. • Domain 5.1: Provision of Quality Services. • Domain 3.1: Effective communication.
Assessment	N/A
Indicative bibliography (if available) 4-5 titles max.	To be provided in class.
Useful web-based content	To be provided in class.
Relevant Journals	To be provided in class.

SSU44100 Social Work Practice Section D. Senior Sophister Practice Project

The practice project must be passed in order to pass your placement. It combines a summary of your practice and learning on placement with a focused analysis of one piece of work.

It should aim to:

- Provide evidence of competent and reflective practice, knowledge gained, skills developed, and key learning from your practice experience.
- Integrate relevant theory with practice in a detailed analysis of one piece of work

Project Format:

Section A Placement Context and Learning (4000 – 5000 words)

Agency and Community Context

- Provide a brief profile of community in which agency or workload is based: e.g. relevant current geographic / demographic / socio-economic indicators; diversity; community supports.
- Provide a brief profile of agency / unit: e.g. status, structure, funding, aims, personnel; impact of resourcing and practices on service users and service delivery.
- Discuss the role of social work in agency / unit: eg: status, legal base, roles & relationships; main pressures on social workers.
- Outline your role and how typical it was of social work in the agency.
- Outline how Covid-19 has impacted social work practices within the agency and how this has had an impact on the community the agency serves.

Placement Learning

- Provide a brief table of all work undertaken, and length of involvement in each intervention. The table should include headings for Client name/age/gender; Reason for Referral and Key Issues; Work Undertaken/Intervention; Relevant Evidence Base/Social Work Theory/Frameworks used; Frequency/duration of involvement and Outcome; Reflection/Main Learning. An example of this table is

in Appendix 2. ***Please state at the start of this section that all names have been changed in order to protect the confidentiality of service users.***

- Discuss your overall learning from this placement with respect to each of the following CORU / The Social Workers Registration Board Standards of Proficiency:
Domain 1 Professional Autonomy and Accountability
Domain 2 Communication, Collaborative Practice and Teamworking
Domain 3 Safety and Quality
Domain 4 Professional Development
Domain 5 Professional Knowledge and Skills
- Identify the special features of the placement which contributed to or limited your learning;
- Outline if/how the Hybrid Model of placement was relevant to your placement and the positive and negative impact of this on your practice learning;
- Critically assess overall learning and progress from start of placement and identify areas for future learning.

Section B Practice Study (4000 - 5000 words)

Describe and analyse one piece of work (e.g. work with an individual, group work), in the following terms, though not necessarily in this order:

- Social history and profile of service user/s; personal, interpersonal, social networks;
- Background to intervention; agency perspective; initial aims;
- The account of your work should:
 - Discuss relevant social work practice theories and demonstrate how they guided your interventions.
 - Apply a social policy perspective/framework (e.g. accountability, equality or rights) to this case. (Guidance on Social Policy Analysis set out below)
 - Identify the key practice issue (e.g. domestic violence) and discuss relevant key social science research evidence and how it informs your understanding of the issue.
 - Illustrate how you negotiated key ethical or professional issues.
 - Evaluate and reflect on the outcome of your involvement – lessons learnt for future practice whether the outcome is judged successful or not.

Guidelines for completion of practice project

- Observe overall word-length, though length of individual sections may be varied. Overall word-length excludes cover & contents page, tables, diagrams, bibliography & appendices.
- Electronic copies of the project and Learning Agreement must be submitted to Blackboard, instructions on how to do so will be provided.
- Include a Contents page and a comprehensive Bibliography.
- A copy of the Placement Learning Agreement must be submitted with the Practice Project. Please ensure progress in relation to the learning goals identified in your Learning Agreement is addressed within your Practice Project.
- A copy of your work log must be submitted as an appendix to the Practice Project.
- Ensure the project reads as an integrated whole (eg: introduction and conclusion).
- Anonymity: Change all names and identifying information relating to service users and colleagues, and state in the text that you have done so. Give people fictitious names rather than numbers or initials, as this humanises the narrative. Please state at the start of Section B that all names have been changed in order to protect the confidentiality of service users.
- Use clear, precise language throughout. Avoid jargon and slang except in direct quotations. Explain any technical terms or abbreviations you use.
- Reference correctly all texts cited in the Project. Aim to use recent publications. BE CAREFUL NOT TO PLAGIARISE. Also, ensure that you only submit original work that you have produced yourself. Unacknowledged reproduction of your own work is unacceptable. This means that you are not permitted to submit text that you previously submitted in other essays or projects.
- Appendices should be brief, self explanatory, relevant, but not essential to the main text. (eg: agency diagrams; key extracts from process recordings). Do not include lengthy reports, case-notes, or letters.
- Explain with key / notes any tables, diagrams, genograms, or eco-maps and, preferably, insert them at the relevant point in the text rather than in appendices.

- Give your Practice Teacher a copy of the Project to sign as a fair account of your work.

Guidance on Social Policy Analysis

Students are asked to apply a social policy perspective/framework to the case discussed in their practice study. You should begin by outlining the perspective/framework you have chosen and why you have chosen it. You should then discuss how this perspective/framework could be applied to the piece of work in question. References drawn on can include social policy theory and agency or government policy documents. Ultimately the aim of this small section is to indicate your ability to integrate social policy theory and analysis covered in earlier years in the BSS degree programme with placement experience and knowledge. This is in keeping with CORU's Domain 5: Professional Knowledge and Skills which states that on completion of the BSS students will:

5.2: Demonstrate a critical understanding of social work theory, methods and skills, social policy and social research, including consideration in a global context

5.9: Demonstrate an awareness and critical understanding of how social work practice is influenced by regulations, national guidelines and standards, findings of inquiries, investigations, associated reports; issues and trends in public and policy development; and be able to access new and emerging information which affects social work practice

Minimum word count = 8,000 words

Maximum word count = 10,000 words

The word allowance per section is a guide and therefore a 10% over or under allowance will be allowed within sections. However, students must observe the overall minimum and maximum word length. Projects over or under this range will be penalised in the final mark given (-1% per 200 words over / under). There is NO allowance either way on word count in this assignment as the maximum and minimum word count is clearly stipulated.

Both Practice Project and Practice Teacher's Report should be signed by both parties and submitted, as separate documents, by 1pm on Friday 18th December 2020.

SSU44111: Senior Sophister Placement (20 ECTS)

Co-ordination of student placements is the responsibility of the School's Fieldwork Unit.

Decisions regarding the allocation of placements are taken on the basis of the student's learning needs, prior experience and areas of interest and with reference to CORU guidelines. Placement planning is carried out in consultation with students, tutors and the Course Team and in the context of available placement opportunities. As a result of Covid-19 and the implications for social work services nationally a student's preferred placement sector or/and location will not always be possible, and the priority will be ensuring that each student has a placement that meets the identified learning needs.

Students must demonstrate readiness for placement. Relevant issues such as attendance in college and completion of coursework will be taken into account before a decision is made to permit a student to proceed to placement.

Students must ensure that they notify the Fieldwork Unit and the Course Director of any health and safety issues which may compromise their ability to undertake their placement. It is expected that students will have received any necessary vaccinations in earlier years of their course for placements in Irish settings. As of the academic year 2020/21 it is a requirement that students attending clinical placement receive the Flu vaccine. It is expected that all students will make arrangements to have this vaccine once it becomes available. Students must complete all Covid-19 related documentation and submit a signed Health and Safety Statement prior to being allowed to go on placement. Students must also complete the daily Covid questionnaire each day throughout placement. This must be completed by 8am, including days when you are working from home and study days. The College Health Service is available to students, if they have any queries or concerns about their health or preventative health measures such as vaccinations.

Garda Vetting statutes have changed since April 2016. Garda vetting had been carried out by the college when students enter the BSS programme. Some placements sites will now also request that students complete a further Garda vetting too.

The college will request a student to renew their Garda vetting if they have taken time off from their studies or for other operational reasons.

Assessment

Students are assessed in this module on their placement performance. The placement performance is graded as either Pass or Fail. The Practice Teacher recommends the placement grade to the college and outlines the reasons for their recommendation in the Practice Teacher Report.

Senior Sophister Practice Placement

Placement Overview

Practice-based education is an integral part of Bachelor in Social Studies programme. The Fieldwork Education Unit acts as the interface between the School of Social Work and Social Policy and social work professionals in generating and supporting social work placements. Placements are offered in partnership with agencies providing social work services in Ireland and abroad. We have strong and active links with social work practitioners, managers and employers within every social work sector to facilitate the required range of placement opportunities for our students annually. Most placements are provided within state agencies for example Tusla Child and Family Agency, Probation Service, HSE Mental Health Services, Health-related Social Work, (Hospital and Primary Care), Adult Safeguarding, Disability Services and Local Authorities. We also work in partnership with social workers in the Not for Profit and the emerging private sector. In general all social work sectors are represented in the cohorts of placements, secured each year.

Practice teachers are CORU/SWRB registered social workers who have a minimum of two years post qualifying social work experience and have successfully completed Practice Teacher training.

All placements are undertaken in accordance with the Code of Professional Conduct and Ethics for Social Workers. (Social Workers Registration Board, CORU.) Students are required to successfully complete a minimum of two hundred and twenty days on supervised placements, in order to fulfill the fieldwork requirements for the Bachelor in Social Studies course.

Students must pass the placement to the satisfaction of the BSS Court of Examiners to be awarded the Bachelor in Social Studies (Hons) degree. The practice teacher holds a key role in ensuring standards of professional social work practice are attained and upheld by the student. The practice teacher's evaluation of the student's performance constitutes a key recommendation to the Court of Examiners, though other material may also be taken into account.

Satisfactory completion is contingent on two criteria being met:

- (i) the first is a recommendation by the designated practice teacher that the student has reached required standards for the course; and
- (ii) the second is the submission by the student of a practice project which is deemed to be satisfactory both by an initial examiner and the external examiner.

As already outlined, the responsibility for the arrangement and approval of suitable fieldwork placements rests with the fieldwork team, in consultation with the Course Director and Course Team. The Fieldwork Unit and course team seek to develop students' range of knowledge and skills through contrasting placement settings (e.g.

child and family, adult, statutory (a setting where practice is set within statutory frameworks), non-statutory, structured and less structured settings, drawing from the full range of available social work sectors. Decisions regarding placement allocation are taken on the basis of the student's learning needs, prior experience and areas of interest. Placement planning is carried out in consultation with students, tutors and the course team and in the context of available placement opportunities.

The course team in conjunction with the designated tutor play an active role in the monitoring of and communication with the student on placement, whether it be in Dublin or further afield. Each student is allocated a Social Work Tutor who undertakes liaison, mentoring and quality assurance roles. The Social Work Tutor provides information and support to both the student and practice teacher and liaises with the course team for the duration of each placement. Students should maintain regular contact with their tutor throughout placement. In addition they should meet their tutor formally in advance of each placement, participate with their tutor and practice teacher in three placement reviews and have a post placement meeting with their tutor to review learning achieved and clarify continuing learning needs. Ideally these meetings should be held in person, however, should Covid-19 related restrictions or Covid-19 guidelines in an agency not allow this they can take place using a video platform such as Zoom or MS Teams. When placements are undertaken abroad, liaison is maintained through email, telephone and Skype and where possible the student is also linked to a local university School of Social Work.

There is no automatic right to a fieldwork placement for registered students, as the college has a responsibility to fieldwork agencies to ensure a student's fitness to practice-learn before sanctioning the placement.

Placement Structure

The Senior Sophister placement is the final placement of the four years of the BSS degree programme. It comprises of a full-time block placement of 14 weeks (70 days) full-time equivalent. Before students set out on placement, they are provided with a full week Induction Programme in college. Full attendance is mandatory.

Placement begins on Monday 7th September 2020 and continues 5 days per week (Monday-Friday) to the end of Semester 1 (Friday 11th December 2020).

Academic Requirements

Academic courses and workshops take place in college during Induction Week (31st August to 4th September 2020).

Successful completion of Social Work Practice modules SSU44100 and SSU44111, and final year as a whole, depends on students passing both the Placement and the Practice Project.

In order to concentrate on academic work in the second semester, **students must complete their Practice Project by the end of placement - which must be submitted by 1pm on Friday 18th December 2020.**

Working Hours

Students are required to work a normal working week – 7 hours per day - but precise hours are negotiated by student and Practice Teacher to suit their needs and those of the agency. If students work over-time, they should receive time-off-in-lieu, and are entitled to Bank Holidays in the normal way.

Hybrid Placement Model

As a result of Covid-19 and social distancing restrictions it will not be possible for all students to be on site each day of placement. To ensure that student learning on placement is not compromised the School has produced a Hybrid Placement Model to support practice learning. This is aimed at ensuring that learning through on-site practice, off-site practice, on-line practice and reflective practice are maximized. This model will not be a part of all placements, but it will be relevant in the many cases.

Most students will have to engage in off-site practice including working from home and off-site meetings and visits. All students must maintain a daily log (see Appendix 3) outlining the work undertaken each day, including your reading half day. This log must be included as an appendix to the student's Practice Project.

Reading Time

Students should reserve regular time for placement-related reading and writing and for preparation of the Practice Project. The time recommended is a half-day per week throughout the placement.

The allocated Reading Time is not time off. Reading Time should support specific placement learning, and should be taken on-site, unless space is a problem, or in the college library. Reading Time allocation is a guideline - how it is scheduled should be negotiated with Practice Teachers and must accommodate student workload and agency requirements. Reading Time also introduces some flexibility into an otherwise tight timetable, for example, if students are ill and have days to make up, Reading Time may be used, and students must then use their own time for placement reading and preparation.

Absences whilst on placement

If students are ill or need compassionate leave, their Practice Teacher must be notified as early as possible on the first day of absence to explain the reason for his / her absence and to give an estimate of its probable duration. If absent for 3 or more consecutive days, students must provide a medical certificate to both Practice Teacher and Social Work Tutor (or college). Absence of 2 or more days must be made up in a purposeful manner negotiated with the Practice Teacher. If necessary, students may use some of their Reading Time allotment (see below). If absence seems likely to be

prolonged, student, Practice Teacher and Social Work Tutor should discuss the implications at the earliest possible time.

If necessary, students may use some of their Reading Time allotment (as above). If absence is likely to be prolonged, student, Practice Teacher and Social Work Tutor should discuss the implications as soon as possible.

Students must follow all Covid-19 protocols while on placement. Students should complete their daily covid-19 questionnaire and submit it to the Fieldwork Unit by 8 am each day of placement. All students should read the Student Placement Information on Placement during the Covid 19 (Health and Safety) document sent to you by the Fieldwork Team and you should be familiar all of the relevant protocols, paying particular attention to the symptoms of Covid-19 and what you should do, should you have any symptoms of Covid-19 or be a close contact of anyone who has received a positive test result.

Needing more time

Placements are due to be completed by Friday 11th December 2020. If a student needs to compensate for time missed during placement, the arrangement put in place must be agreed in advance of the scheduled finishing date by the student, Practice Teacher and Social Work Tutor. This agreed plan must be notified to the Fieldwork Unit and the Course Director.

Attendance Record

A **record of attendance** on placement (including Reading Time) must be kept by the student and Practice Teacher, and appended to the Practice Teacher's Evaluation Report.

Placement meetings/reviews

Placement meetings/reviews are undertaken by the student's social work tutor, or other person nominated by the Course Director, to visit the student on placement and meet with the student and practice teacher together. It is preferable that these meetings are held in person but where this is not possible an online video platform can be used. The aims of these meetings are:

For the Tutor/Course Staff

- To monitor the practice experience offered to students and its fit with their learning needs and stage in training.
- To ensure that students have sufficient opportunities to gain necessary experience and to establish their competence.
- To assess students' learning needs for any future placements.

- To obtain feedback from practice teachers on the fit between the academic course and its arrangements, and the requirements of practice teaching.

For Practice Teachers

- To discuss students' performance: to acknowledge progress and strengths, and to discuss any difficulties in time to identify any remedial action to be taken.
- To discuss the final assessment and any future learning needs.
- To discuss links between teaching on placement and in college.
- To obtain feedback on the placement as a learning environment, and evidence of the college's interest in and support for the practice teaching offered on placement.

For Students

- To review their learning
- To discuss experiences on placement and the learning opportunities offered.
- To receive and discuss constructive feedback on their performance.
- To discuss difficulties or needs revealed on placement and ways of meeting them.
- To discuss future learning goals or, where relevant, additional placement needs.

For all three parties

- To allow material previously discussed by two of the parties to be raised and discussed by all three in a safe and constructive manner.
- To establish the outcome (Pass / Fail) of the placement.

Guidelines for Placement meetings/reviews

It is helpful to agree a broad agenda at the beginning of each visit, although this does not preclude discussion of other issues arising. The student should prepare and supply to their tutor *before* the visit a list of work in progress with sample case records, interview tapes or other material. These can be used as a guide for reviewing progress. The student should have placement agreements and assessment guidelines to hand during visits as a point of reference.

Pre-placement / Initial Meeting/Review

- Link previous experience and/or experience on last placement to current one
- Establish the student's learning needs and expectations of all three parties
- Agree learning goals in accordance with the 5 CORU domains.
- Draft the Learning Agreement to include: facilities for the student; ways to meet learning needs; workload size & content; opportunities to try out methods of intervention; access to meetings and other learning opportunities; if relevant how the student's placement will be structured in relation to the Hybrid Placement Model; methods of assessment to be used.

Mid-Placement Meeting/Review

- Review the learning goals and progress in relation to each goal
- Establish whether the student is likely to pass the placement
- Review workload and agree any adjustment needed
- Review how the Hybrid Placement Model if relevant is impacting placement and agreeing and adjustments that are required.
- Identify what has been achieved so far and areas to be worked on

Final Meeting/Review

- Establish whether the student has passed the placement
- Check that Placement Report and Practice Project are in preparation
- Identify the student's strengths, progress and learning needs yet to be met
- Review what will best meet learning needs in subsequent placement / professional practice.

Contact with College

In addition to the three-way placement reviews:

- Students should contact their Social Work Tutor fortnightly - by email or phone - to let them know how the placement is going.
- Students should review their placement experience with their Social Work Tutors before the Mid-Way Placement Review.
- Social Work Tutors should review placements with Practice Teachers before the Mid-Way Review.

These contacts are intended to avoid major surprises and to ensure that any concerns are raised early and can be discussed in a considered way at the Placement Review.

Additional Placement Review Meetings can be arranged as needed.

Practice Teaching and Learning Curriculum

The curriculum for practice teaching and learning is informed by the CORU/Social Workers Registration Board's Domains and Standards of proficiency for social work graduates. These domains are reflected in the college Learning Agreement to be completed at the beginning of placement by the student, practice teacher and tutor.

The individual learning needs of each student should also be established in the Learning Agreement and addressed throughout the placement. The Learning Agreement should be reviewed at regular intervals throughout the placement and reviewed formally at placement review meetings. It is submitted to college at the end of placement in conjunction with the student's placement project and the practice teacher's report.

Teaching and learning are ongoing processes throughout each placement. However it is a CORU requirement of placement that each student receives 90 minutes per week of formal Supervision with their Practice Teacher. Supervision should include formal

teaching and learning, critical reflection and case management. Arrangements for Supervision are agreed as part of the Learning Agreement.

Evidence for passing the placement

In order to facilitate student learning and an accurate all-round evaluation of student progress by practice teachers, it is important that a number of different forms of 'evidence' are both used in supervision and cited in the Evaluation Report. These may include: self-reports, process recordings, direct observation of student work by practice teacher or colleagues, audio or video recordings, client feedback, feedback from team/agency colleagues, and written or other materials produced by students in the course of their practice.

Practice Teacher Input: Student Practice Project

The Practice Project is designed to demonstrate the student's professional competence and reflective integration of theory and practice. Practice Teachers can help students greatly in preparing the Practice Project, with advice, discussion, references and other resources. They should be consulted about the project and are asked to read and sign it as a fair account of the student's work while on placement. The Project, however, remains the student's responsibility, and is marked by College staff. Practice Teachers are not responsible for directing or editing students' projects.

Supplementary placements

Situations may arise in which students are required to undertake a supplementary placement: for example, where:-

- For health or other pressing reasons, students start placement late or take time out of placement and are unable to complete the full number of placement days.
- A student's performance at the end of placement is judged to be marginal, or has not clearly reached a passing standard by the end of placement.

In the case where a student is unable to complete the full number of placement days, for health or other extenuating reasons, they will be required to apply to the Senior Lecture, with assistance from the Fieldwork Team and College Tutor, for permission to defer completion of their first attempt until after the summer examinations and a supplementary examination board will be held at the end of August / beginning of September.

In the situation where a student fails placement at first attempt, students will normally be given the opportunity to undertake a supplementary (2nd attempt) 14-week block

placement after the summer examinations and a supplementary examination board will be held at the end of August / beginning of September.

Health and safety

Covid 19 Coronavirus: A detailed health and safety document has been prepared by the Fieldwork Unit. All students must read and sign this document to indicate they have understood the content, will adhere to all agency protocols and public health advice and that there is no reason why the student should not undertake a placement at this time. All protocols are subject to change depending on the most up-to-date public health guidance. It is the student's responsibility to remain aware of public health advice and to follow this at all times.

Immunisation: The policy and practice of some agencies may require staff and students to be tested for, or immunised against, specific infectious diseases (e.g.: Hepatitis B or TB). In advance of placement, students are advised to seek medical advice, from their GP or the Student Health Service in college, on immunisation requirements. The Student Health Service offers both an information and immunisation service to students.

Vaccination Policy: The School of Social Work and Social Policy is obliged to exercise responsibility to the health of individual students and our duty of care to the public, with whom students are in close contact on placement. With this in mind:

- The School will **require** Hepatitis B vaccination, after College Registration. The School recommends that students are protected against Tuberculosis (TB), Mumps, Measles & Rubella (MMR) and Varicella (Chicken Pox).
- It is a requirement for the academic year 2020/21 that all students receive the Flu vaccine, when it becomes available. This is in response to public health advice in relation to the current pandemic. Students should arrange to have this vaccine when it becomes available.
- A record must be submitted to the Course Executive, prior to commencing placements.
- BSS students must arrange vaccination for Hepatitis B through their own GP or with College Health Service. Costs must be met by the students.

Critical incidents

If any incident occurs on placement which affects a student's health or well-being, Student and Practice Teacher should notify the Social Work Tutor, Fieldwork Unit and the Director of the BSS programme as soon as possible. The primary concern will be to ensure the student's safety and welfare and access to any necessary services.

Health Concerns

If students have personal or health difficulties which impact negatively on their placement practice and / or professional behaviour, they may be required to submit a medical / psychological report certifying their fitness to continue or repeat placement.

Garda Vetting

Agencies require students to undergo Garda vetting prior to commencing placement. Garda vetting is obtained by Trinity College on the student's behalf some months in advance of placement. Students sign consent forms and provide background information to enable the Garda vetting process.

Information arising from the Garda vetting process is treated with the utmost confidentiality. Only details relevant to placement are forwarded to Practice Teachers.

Students will not be allowed to commence placement until they have submitted the signed consent form to College and Garda vetting has been completed.

Access to Agency Held Information

On placement, students have access to and write highly confidential information about service users and others.

Students must not take confidential material electronic or hardcopy out of the placement agency - either to write up records or to prepare written assignments - as the risk of losing this material has serious implications for service users and agency staff.

Instead they must set time aside to write up reports in the agency. If preparing process-recordings or project work outside the agency, students must omit or disguise names and identifying data. Effective time-management and data-protection are crucial aspects of professional accountability.

The identities of service users and any of their details should not be shared with anyone who has no reason to have access to such information. This includes casual conversations or sharing of information through any social media. Information about service users that students work with should only be shared with others on a need-to-know basis. If a student is in any doubt about sharing information with other professionals, service agencies or extended family of the service user, they are advised to check in the first instance with their Practice Teacher.

Assessment of Social Work Practice: Guidelines for Placement Evaluation

Placement evaluation comprises three elements:

- Learning Agreement
- Practice Teacher's Evaluation Report.
- Student's Practice Project

Students should be evaluated in relation to the learning objectives agreed at the beginning of the placement and set out in the Learning Agreement, both in relation to the individual student's learning needs and the CORU/Social Workers Registration Board's Domains and Standards of proficiency for social work graduates.

Assessment of Students

Students should be able to integrate knowledge, skills and values pertaining to each domain of proficiency in their practice. They should recognize and respond appropriately to complexities arising in practice and be aware of their ongoing continuing professional development needs. At the end of a fourth year placement students must be deemed to be ready for professional practice.

The student's Practice Project is graded separately, but forms part of the overall placement evaluation. It should therefore be drafted *before* the Practice Teacher's Report, to enable the practice teacher to cite specific examples of practice that illustrate student progress.

Both Practice Project and Practice Teacher's Report should be signed by both parties and submitted, separately or together by 1pm on Friday 18th December.

1. Learning Agreement (see Appendix 1)

As already discussed the Learning Agreement sets the initial agenda for placements and the baseline for reviewing progress at the end. They should be attached to the placement report.

2. Practice Teacher's Evaluation Report

The structure of the Practice Teacher's Evaluation Report is based on the CORU/Social Workers Registration Board's Domains and Standards of proficiency for social work graduates.

Please discuss your student's learning, knowledge, skills and ethical awareness as applicable in relation to each of the five domains of proficiency. The standards in relation to each domain are included. Please illustrate and provide evidence of the student's performance, in relation to each domain, with examples from more than one source. And with reference to specific proficiencies identified under each domain in the student's Learning Agreement.

Please start by indicating recommendation:

Pass / Fail

The report should then read as evidence for this recommendation.

Domain 1 Professional Autonomy and Accountability

Domain 2 Communication, Collaborative Practice and Teamworking

Domain 3 Safety and Quality

Domain 4 Professional Development

Domain 5 Professional Knowledge and Skills

[Full document listing the proficiencies can be found here](#)

Summary

- Review of Learning Agreement and any issues arising from previous placement.
- Areas where progress has been made and skills acquired or consolidated.
- Any special strengths, gaps or weaknesses in student's performance.
- Priority learning goals for the student's next placement/continuing professional development as appropriate

Confirmation of Recommendation

Please state whether the student's performance merits a Pass or Fail, bearing in mind that the standard of work displayed towards the end of final placement should be that expected of a newly qualified social worker.

Grading Placement Performance: Pass / Fail

Practice teachers should state whether a Pass or Fail is recommended. This recommendation carries great weight with the Court of Examiners. Confirmation or modification of the recommendation will be based on evidence provided by practice teacher and student in their reports, but may also draw on evidence from the tutor and other relevant sources.

Reports and Projects may be read by a Practice Panel, and are also available to the External Examiner, who may interview any student about whose performance there is

doubt and who may meet with Practice Teacher and Social Work Tutor. The final responsibility for confirming the overall result of the student belongs to the Court of Examiners after consultation with the External Examiner.

Pass Grade

Pass applies when a student has accomplished agreed placement tasks to a satisfactory standard for the relevant stage of training. **On the Final Placement, Pass indicates fitness to practice as a professional social worker.**

Fail Grade

There are two divisions in the fail grade: F1 & F2.

F1 applies in any of the following situations:

1. Student has not *clearly* reached the required standard, but has demonstrated willingness and capacity to improve, and needs additional time to progress.
2. Placement did not afford the student sufficient opportunity to achieve and demonstrate the required standard of practice.
3. Performance has been deemed satisfactory, but the student's practice project has either not been submitted or has been failed.

F2 applies in the following situation:

1. The student has not reached a satisfactory standard, (for example has displayed major difficulties in completing agreed social work tasks or has acted in a seriously non-professional manner) AND
2. Has demonstrated no obvious signs of being able to do so in the short-term.

Practice teachers may recommend either an F1 or an F2, but the Court of Examiners must ratify it.

Regulations for 'Failed' Placements

- If F1 is obtained, a supplementary placement will be offered as already outlined.
- If F2 is obtained, a supplementary placement is not automatic and will be subject to further in-depth assessment and adjudication processes.
- Normal College Appeals procedures apply, as outlined in the College Calendar Part Two for Undergraduate Studies.

3. Student's Practice Project

The student's Practice Project is assessed and graded by the college but forms part of the overall placement evaluation. It should be drafted, therefore, before the Practice Teacher's Report, to enable the Practice Teacher to cite specific examples of practice which illustrate student progress. **Both Practice Project and Practice Teacher's Report should be signed by both parties and submitted, as separate documents, by 1pm on Friday 18th December 2020.**

Guidelines for the Presentation of all Written Work

General Points

- Structure all written work, with Introduction and Conclusion framing your argument, separate paragraphs for new themes, and subheadings for sections.
- Use practice examples, where relevant, to illustrate arguments. This demonstrates your ability to integrate theory and practice and gains credit. Credit will also be given for work that shows breadth as well as depth, by drawing on relevant material addressed in other courses.
- Disguise all names and identifying information concerning service users and colleagues when using practice examples, and state that you have done so.
- Avoid vague generalisations such as "research shows". Refer to specific authors or sources to support your statements.
- Reference carefully. For direct quote, cite author's name, publication date and page number [e.g. (Skehill 1999: 37) in brackets in the text. For general reference (Skehill 1999). Multiple references cited in the text should be referenced either chronologically or alphabetically and done so consistently.
- Detail all authors cited in your text in a comprehensive bibliography. Omit references not cited in the text. The bibliography should be presented alphabetically and in a consistent format, which includes: author's name, year of publication, title of book, or of article with its source book / journal, place of publication, and publisher. [e.g. Skehill, C. (1999) *The Nature of Social Work in Ireland: a Historical Perspective*. Lewiston, New York: Edwin Mellen Press.] Where available, primary source of your reference should always be used.
- Acknowledge any author or source, including unpublished and internet sources, whose ideas you cite or paraphrase. Plagiarism is unacceptable in academic work and is penalised. Please see further information on plagiarism in handbook. Mark quotations with quotation marks, page references, and appropriate indentation. Avoid using long or multiple quotations from any text.
- Use Appendices judiciously and sparingly.
- Observe word lengths and include word count on cover page. Work that is very short or exceeds the recommended length may be returned for resubmission, penalized or both.
- Word-process all written work - in 1.5 or double spacing - on one side of the page - with adequate margins on each side.
- Number your pages.
- Proof-read carefully before submitting work. Careless spelling, grammar and referencing errors will lower your grade or result in resubmission and penalties.

- Observe published deadline dates, which have the status of examination dates.
- Keep electronic copies of all written work as it is retained by the School for the External Examiner.
- You are required to submit every written assignment to TURNITIN to check for plagiarism and to Blackboard .

Referencing Guidelines

In general all assignment at third-level must be referenced. Some lecturers may request that you use a particular style of referencing; however different versions of the Harvard Reference style are commonly used in college. A Study skill Web Seminar on referencing is available to students on the Trinity Website:

http://www.tcd.ie/Student_Counselling/Seminar/Referencing/rdf2.shtml

Citations in the Text

References should include the author, (by surname only) followed by year of publication in brackets in the text. e.g. Butler (2002) states that “

Citations contain the name of the author and the year the information was published after the quote or paraphrase i.e. (Lucena & Fuks, 2000) or (Torode *et al.*, 2001).

If a point has been made by several authors then they should be listed either alphabetically or chronologically i.e. (Clarke, 2000; Holt, 2002; Torode *et al.*, 2001) or (Holt, 2002; Torode *et al.*, 2001; Clarke, 2000).

Quotes in the Text

Direct quotes of less than three lines can be included as part of the text as above but if direct quotes are three lines or longer, they must be indented

e.g. One such text (Torode *et al.* 2001) notes that:

‘It is one thing to promote ethical principles of equality and inclusiveness but quite another to test and implement these principles in complex practice situations, where there are conflicts of interest, and where the information and resources needed for good practice may be lacking’ (p.5).

Where there are more than two authors, the reference within the text should be cited as (Torode *et al.* 2001), but include all the authors in the reference list:

Torode, R., Walsh, T. & Woods, M. (2001) *Working with Refugees and Asylum-seekers: Social Work Resource Book*. Dublin: Department of Social Studies Trinity College.

Reference Lists

A reference list should appear at the end of the piece of work and should include **only** those references cited in the text. References should be double-spaced, arranged alphabetically by author, and chronologically for each other. Publications for the same author appearing in a single year should use a, b, etc. To create a reference list you will need, for each item you include, the following information:

Book: author or editor; year of publication; title; edition; place of publication and publisher

Journal article:

Author; year of publication; title of article; journal title; volume/issue number; page numbers of the article

Electronic information:

Author/editor; year of publication; article title; journal title; web URL,/name of database; date accessed

Book with multiple authors

Buckley, H., Skehill, C. & O'Sullivan, E. (1997) *Child Protection Practices in Ireland: A Case Study*. Dublin: Oak Tree Press.

Book with an editor and a revised edition:

Fook, J. (ed) (1996) *The Reflective Researcher 2nd ed.* Sydney: Allen & Unwin.

Chapter in an edited book

Gilligan, R. (2000) 'The importance of listening to the child in foster care', chapter ? in G. Kelly and R. Gilligan (eds) *Issues in Foster Care*. London: Jessica Kingsley. Give page numbers.

Journal article - print

Carter-Anand, J. & Clarke, K. (2009) 'Crossing borders through cyberspace: A discussion of a social work education electronic exchange pilot project across the Atlantic' *Social Work Education*, 28(6): 584-597

Conference Proceedings

Donnelly, S. (2009) 'Participation of older people in family meetings in a hospital' Proceedings of the sixth International Conference on Social Work in Health and Mental Health Conference, Dublin, Ireland, pp. 152-168.

Report/Government Reports

A Vision for Change: Report of the Expert Group on Mental Health Policy (2006) Dublin: Stationary Office.

Thesis/Dissertation

May, S. (2008) 'Cocaine use and homelessness' Unpublished MSW Dissertation, University of Dublin.

Lecture

Foreman, M. (2009) Lecture presented on (state date) to Equality Studies, Master in Social Work Course, Trinity College, Dublin, Ireland.

Electronic article

Foreman, M. (2009) 'HIV and Direct Provision – Learning from the Experiences of Asylum Seekers in Ireland' *Translocations, Migration and Social Change* (online), 4(1) pp.67-85 Available :<http://www.translocations.ie/volume 4 issue 1/index.html> (Accessed 14 Sept 2009)

Newspaper article

O'Brien, C. (2009) 'Social workers unsure of children rights' *Irish Times*, 5th May, p.16.

Website

'Research Ethics' (2009) School of Social Work and Social Policy, Trinity College (online). Available at URL: <http://www.socialwork-socialpolicy.tcd.ie/rsarch/ethics.php> (Accessed 8 Feb 2010).

Use of EndNote

EndNote is a widely used bibliographic reference software tool for publishing and managing bibliographies. EndNote allows users to: create a personalised database of references; type the references or import them from a database; and create a bibliography for a thesis, assignment or journal article in the reference style required, and easily change the reference style. Trinity College Dublin has a site license for EndNote and current staff and students are permitted to install a copy of the software on College-owned machines. EndNote is also installed on PCs in College Computer Rooms. Staff and students who wish to use EndNote on non-College-owned PCs may register to use the free EndNote Web version or purchase the full version at a substantial discount. Tutorials on the use of Endnote are available to post graduate students.

Guidelines on Plagiarism

Plagiarism of any kind is unacceptable in academic work and is penalised. To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

- (i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism> You should also familiarize yourself with the 2020-21 Calendar entry on plagiarism and the sanctions which are applied which is located at <http://tcd-ie.libguides.com/plagiarism/calendar> (also set out below)
- (ii) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write> Completing the tutorial is compulsory for all students.
- (iii) Familiarise yourself with the coversheet declaration that you will be asked to sign at <http://tcd-ie.libguides.com/plagiarism/declaration>;
- (iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

Coversheet Declaration

In line with the University policy on plagiarism, all Social Studies students are required to complete a coursework declaration form and return it to the School. Rather than asking you to add the declaration form to every assignment, essay, project or dissertation you submit, we ask that you complete the appended declaration form once at the beginning of the year and return a soft copy to Social.Studies@tcd.ie **The deadline to return the form is noon on Tuesday December 1st 2020.**

The Coursework Declaration Form can be found In Appendix 4 of this handbook.

Detection of Plagiarism

In an effort to ensure that students are submitting their own work and that they are appropriately referencing the work of other authors, students will be required to submit some assignments electronically, such as through Blackboard. For further information see <http://tcd-ie.libguides.com/plagiarism/detecting-plagiarism>

College Regulations on Plagiarism

The college regulations on plagiarism are clearly set out in the official College Calendar. The School of Social Work and Social Policy follows the college policies on dealing with plagiarism as set out in the College Calendar.

All students are required to familiarise themselves with these regulations. Any query regarding the regulations or any query regarding how to avoid plagiarism in one's work may be directed to the BSS Course Director by written email.

The following is a direct extract from the General Regulations section of the College Calendar regarding the issue of plagiarism and the college response to an act of plagiarism. (Please note that the College Calendar regulations will always take precedence over any information contained in this handbook).

You are asked to read and familiarise yourself with the college regulations on plagiarism and to take all necessary steps to avoid any act of plagiarism in your academic work.

University of Dublin Calendar Part II, 96 - 105

“Calendar Statement on Plagiarism for Undergraduates - Part II, 96-105

96 General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

97 Examples of Plagiarism

Plagiarism can arise from actions such as:

- (a) Copying another student's work;*

- (b) *Enlisting another person or persons to complete an assignment on the student's behalf;*
- (c) *Procuring, whether with payment or otherwise, the work or ideas of another;*
- (d) *quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;*
- (e) *Paraphrasing, without acknowledgement, the writings of other authors.*

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

- (i) *fail to distinguish between their own ideas and those of others;*
- (ii) *Fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;*
- (iii) *Fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;*
- (iv) *Come across a distinctive methodology or idea and fail to record its source.*

All the above serve only as examples and are not exhaustive.

98 Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

99 Self plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

100 Avoiding plagiarism

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available on <http://tcd-ie.libguides.com/plagiarism>.

87 If plagiarism as referred to in §82 above is suspected, in the first instance, the Director of Teaching and Learning (Undergraduate), or their designate, will write to the student, and the student's tutor advising them of the concerns raised. The student and tutor (as an alternative to the tutor, students may nominate a representative from the Students' Union) will be invited to attend an informal meeting with the Director of Teaching and Learning (Undergraduate), or their designate, and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Undergraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and college regulations §2.

101 If the Director of Teaching and Learning (Undergraduate), or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §87 above must state their agreement in writing to the Director of Teaching and Learning (Undergraduate), or designate. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Undergraduate), or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and college regulations §2.

102 If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Undergraduate), or designate, will recommend one of the following penalties:

- (a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;
- (b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;
- (c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

103 Provided that the appropriate procedure has been followed and all parties in §87 above are in agreement with the proposed penalty, the Director of Teaching and Learning (Undergraduate) should in the case of a Level 1 offence, inform the course director and where appropriate the course office. In the case of a Level 2 or Level 3 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The Senior Lecturer will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under conduct and college regulations §2.

91 If the case cannot normally be dealt with under the summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.”

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When using the work of others you must either

- i) quote their words directly in quotation marks and provide page numbers, or
- ii) paraphrase them.

Either way, an explicit citation of the work being referred to must be given. To fail to do this is to risk being accused of plagiarism. In order to support students in understanding what plagiarism is and how they can avoid it, the University has created an **online central repository** to consolidate all information and resources on plagiarism. Up to now, information has been spread across many sites, which can lead to confusion. Through the provision of a central repository, it is hoped to communicate this information to students in a clearer and more coherent manner. The central repository is being hosted by the Library and is located at <http://tcd-ie.libguides.com/plagiarism> .

Proceed on the general assumption that any work to be submitted for assessment should in fact be your own work. It ought not to be the result of collaboration with others unless your lecturer gives clear indication that, for that assignment, joint work or collaborative work is required or acceptable. In this latter situation, you should specify the nature and extent of the collaboration and the identity of your co-workers.

It is important to understand that stating that your intention was not to cheat and that you did not understand what constituted plagiarism will not be accepted as a defense. It is the action and not the intention that constitutes plagiarism.

The University has established regulations in relation to suspected cases of plagiarism and other forms of cheating. The University's full statement on Plagiarism is set out in The University of Dublin Calendar, Part 1 and Part 2. Students are strongly advised to read these documents carefully and follow all conventions described.

The Student Counselling Service provides seminars to help students in referencing, using information ethically, avoiding plagiarism and time management.

Resources for Students

<http://www.cite.auckland.ac.nz/>

<http://www.coventry.ac.uk/caw>

http://cad.auckland.ac.nz/index.php?p=quoting_and_paraphrasing

Websites that help with English and grammar include

<http://owl.english.purdue.edu>

<http://unilearning.uow.edu.au/main.html>

<http://www.hull.ac.uk/awe>

Resources for Academic Staff

<http://www.learnhigher.ac.uk/learningareas/referencing/resourcesforstaff.htm>

Angelil-Carter, S. (2000). *Stolen Language? Plagiarism in Writing*. Harlow: Person education

Neville, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*

'Ready, Steady, Write'

All students **must** complete the online tutorial on avoiding plagiarism , located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>

BSS Course Code of Conduct

Code of Conduct and Disciplinary Procedures

In the event of any conflict or inconsistency between the general regulations (of the College) and school handbooks (such as this one), the provisions of the general regulations shall prevail.

Introduction

It is rarely the case that codes of conduct on professional courses need to be invoked on a formal basis. The code and related disciplinary procedures are outlined here as a measure of extreme last resort. In virtually all instances where there is a concern about a student's behaviour, informal approaches, premised on a desire to help a student through difficulties are seen as the most appropriate to the situation. The priority of the course team and the teaching staff is to enable any student experiencing difficulty or coming into conflict with this code of conduct to be helped in a manner which overcomes the difficulty successfully while remaining on the course. It is only as a last resort that formal procedures would be invoked.

Expectations of Students

In order to protect the interests of service users and carers and to assume sound professional relationships with colleagues, students are required to conduct themselves in accordance with established professional standards.

Students are assessed in relation to professional values (as outlined by the Health and Social Care Professionals Council - CORU) as part of their practice. However, students need to demonstrate their value base consistently not just in face-to-face contact with service users/carers.

This document therefore sets out the course's expectations of students' conduct in college and on placement in relation to colleagues, academic staff, managers and fellow students.

The Bachelor in Social Studies course requires that students:

- Attend all classes, tutorials and practice learning days, offering apologies and reasons for non-attendance at the earliest possible time. Students must e-

mail Social.Studies@tcd.ie as early as possible on the first day of absence to explain the reason for the absence and to give an estimate of its probable duration.

- Contribute to group discussions, practice simulations, supervision, tutorials, self and peer evaluations and any other group activity deemed appropriate by the programme.
- Take responsibility for their own learning. This includes seeking appropriate support from tutors, practice teachers, dissertation supervisors and colleagues;
- Take responsibility for contributing to a climate of adult learning by offering support to and sharing learning resources with other students
- Handle information about others (including peers, agency and university staff) in a sensitive and confidential manner;
- Treat every person as a unique human being. This should include
 - Respecting the privacy and dignity of others;
 - Being open and honest in learning and working with others;
 - Demonstrating personal qualities of warmth, genuineness and trustworthiness
 - Behaving in an anti-oppressive manner
- Present themselves in a manner appropriate to the specific professional different context. This includes dress codes and appearance, for example, when appearing in court it would generally be the expectation that more formal attire is worn such as trousers with jackets, suits or skirts and jackets.
- Seek to promote policies and practices which are anti-oppressive.

A student whose behaviour does not meet the standards outlined above will be advised by the Course Director in the first instance of these concerns and given support and guidance in addressing them to a satisfactory standard. Should these concerns persist, the Course Committee will be consulted with a view to invoking internal disciplinary procedures.

Termination of a Student's place on the Bachelor of Social Studies Course

Social Studies students are expected to uphold the value base of social work throughout the course. The diversity of experiences and beliefs which students bring with them to the course is to be welcomed, but recognition also needs to be given to the fact that students are likely to face tensions and dilemmas between personal values, social work values and organisational values. This is part of becoming a professional social worker.

However, there are certain kinds of behaviours or activities which are not acceptable within the social work profession. In circumstances where students are found to have engaged in such behaviour or activities, the course committee reserves the right to terminate the students study for the Bachelor in Social Studies or to introduce penalties, e.g. require the student to repeat a complete year.

In order to safeguard both the student and the social work profession, the Bachelor in Social Studies course has defined a list of behaviours/activities, which could warrant investigation if initial informal action does not successfully deal with the situation. Outlined below are the procedures to be followed if such behaviours/activities are formally alleged.

Unacceptable Behaviours or Activities

The list below is not exhaustive and may apply to behaviour/activities within both the University/College and Agency.

- Willful negligence or neglect of duty which endangers others.
- Incapacity for duty/study through alcohol/drugs
- Harassment, assault or bullying on the placement or in college
- Defiance of reasonable instructions/orders
- Dishonesty (including the belated disclosure of criminal offences)
- Deceit e.g. failure to disclose personal relevant or material facts
- Fraud or corruption, including the deliberate falsification of travel claims and/or theft of money
- Unprofessional conduct or action which would bring the profession into disrepute
- Violent or threatening behaviour (including outstanding charges of a violent or sexual nature)
- Serious breach of confidentiality
- Conviction of a sexual offence or an offence of violence whilst undertaking the programme
- Public expression of hostile and demeaning behaviour to a service user, carer, fellow student or member of University/College or Agency staff

Professional and ethical practice requires that social workers and social work students respect the confidentiality of service users, carers, family members, colleagues and

anyone encountered in the course of their work. Students are instructed not to upload any confidential material, comments or remarks about anyone connected with their placement work onto social media such as Facebook, Twitter or any other electronic media. It is necessary for students to understand that breaching the confidentiality of others or remarking (in conversation, on social media or in any other format) in any way about people you meet in the course of your work is unacceptable whether it happens during placement hours or in your spare time.

Disciplinary Procedures

University Regulations as outlined in the Trinity College Calendar, Part II (Undergraduate Studies) make reference to students' behaviour and discipline in Part B 'Conduct and College Regulations'. . In cases where students are alleged to be in breach of these regulations the College can institute disciplinary procedures through the offices of the Junior Dean.

The Bachelor in Social Studies Course Committee reserves the right to report a student to the Junior Dean and to invoke such regulations, if it is deemed necessary to do so.

In addition, the Course Committee may feel it is necessary to invoke internal disciplinary procedures if a student's behaviour is considered to be unethical or to be damaging or dangerous to service-users, colleagues, students or lecturers, or to create an unacceptable risk to themselves or others.

In such situations, the following procedures will be followed:

The student's behaviour is brought to the attention of the Course Director, normally by the practice teacher, social work tutor or lecturer.

The Course Director, in consultation with the Head of School, will instigate a formal review process by appointing a Review Team to investigate the allegation. The Review Team shall number at least three and consist of at least two members of staff from the School of Social Work and Social Policy, and at least one experienced practice teacher or fieldwork representative.

The Course Director shall advise the student in writing of the allegations relating to their behaviour.

A formal review meeting will be convened and the student's attendance will be requested in writing. The notice to the student shall give a brief statement of the alleged offence. The student will be entitled to bring a representative to the meeting.

The review team will consider all relevant evidence and will interview the student. The student will be able to respond to any allegation both in writing and in person at the meeting.

Following the investigation, the review team will consider the following options:

If serious threat or indication of professional misconduct is established, immediate suspension from the programme will follow, leading to termination of the student's place on the course. A formal report of this will be entered on the student's file and will be included in any reference requested from the School.

If the student's behaviour is considered to be of concern but not deemed to be such that termination of the student's place is necessary, possible consequences to be considered may include: the student being required to undertake additional studies (for example, repeat a year), to withdraw from the programme for a specified period of time, or a formal warning is issued. Students whose behaviour has led to disciplinary proceedings may be prevented from or delayed from going on their practice placement. A formal report of the complaint will be entered on the student's records and will be included in any reference requested from the School.

If it is decided that there is no case to answer, the matter will be dismissed, no further action will be taken and no formal record will be entered on the student's file.

The student shall be informed in writing of the outcome of the review meeting.

Appeals Procedures

The normal appeals procedures, as outlined in the College Calendar Part II, will apply. Students should seek support from their College Tutor.

Termination of a Student's Place on the Bachelor in Social Studies course

It may be possible for a student excluded from the Bachelor in Social Studies programme to apply for admission to another academic course within the College. It is the student's responsibility to investigate such possibilities and make any necessary applications.

Fitness to Practice

The full text of the Fitness to Practice Policy can be found on the College website and can be accessed here <https://www.tcd.ie/about/policies/fitness-to-practice-policy.php>. All students are expected to read the College policy as it applies to matters relating to students' fitness to practice trades or professions during their courses of student and after graduation, and in particular, applies to matters relating to students' fitness to participate in clinical or other placements which are an essential component of their course of study.

BSS Prizes

Pauline McGinley Prize

This prize was instituted in 2013 to honour the memory of Pauline McGinley, Bachelor in Social Studies graduate of 1996 who died in 2012. The prize is to be awarded, on the recommendation of the Director of the BSS programme, to the BSS Student in the Sophister years who achieves the highest mark in Mental Health Social Work.

Value: c €100

Marian Lynch Medal

This plaque was commissioned in 2006 by classmates of Marian Lynch, a Junior Sophister BSS student who died in May of that year. Marian greatly enjoyed her course, in particular the Community Work module which reflected her deep affection for and commitment to her own community, the Liberties. This plaque will be presented annually at the start of Junior Sophister year to the group who achieved the highest mark in the Senior Freshman Community Work project.

Anne Williams Memorial Prize

This prize was instituted in 1988, to honour the memory of Anne Williams, a BSS student who graduated in 1987 and died in the same year. It is awarded to the Junior Sophister BSS student who achieves the highest aggregate mark over all written assignments and examinations during the year.

Value: c €172

Mary Lynch Prize

This prize was instituted in 1983, by friends and colleagues of the late Mary Lynch to commemorate her outstanding work in the development of this Department and its courses and of social work generally in Ireland. It is awarded to the Senior Sophister BSS student who achieves the highest aggregate mark over all written assignments and examinations during the year.

Value: c €381

Vivienne Darling Prize

This prize was instituted in 1992-3, by friends, colleagues and students of Vivienne Darling to mark her retirement after 41 years in College. During that time, Vivienne steered and supported dynamic developments in Social Studies, and made a major contribution to Irish childcare policy and practice in the field of adoption. The prize is awarded to the Senior Sophister BSS student who achieves the highest mark, over 65%, for the final placement Practice Study.

Value: c €127

Appendix 1: Learning Agreement For Placement

BSS PLACEMENT LEARNING AGREEMENT PART 1		
Placement Start Date:	End Date:	
Student:	Telephone:	Email:
Practice Teacher:	Telephone:	Email:
Agency Name & Postal Address:		
Tutor:	Telephone:	Email:
Working Days/Hours:		
TOIL Arrangements:		
Sick Leave:		
Study Time:		
Placement Arrangements:		
On-site Working		
Off-site Working		
Online		
Covid Health & Safety Procedures:		

SUMMARY OF STUDENT'S RELEVANT SKILLS AND EXPERIENCE TO DATE

(as identified through previous work/life/ placement experience)

LEARNING RECOMMENDED FROM PREVIOUS PLACEMENT /PAST PRACTICE EXPERIENCE

PRACTICE LEARNING PLAN

(AS PER CRITERIA AND STANDARDS OF PROFICIENCY FOR SOCIAL WORK EDUCATION AND TRAINING PROGRAMMES,

THE SOCIAL WORKERS REGISTRATION BOARD;

Please see <https://www.coru.ie/files-education/swrb-standards-of-proficiency-for-social-workers.pdf> FOR A MORE IN DEPTH DISCUSSION OF THE 5 DOMAINS OF PROFICIENCY)

Domain 1 Professional autonomy and accountability

LEARNING GOALS	LEARNING PLAN IN RELATION TO THIS PROFICIENCY	INDICATORS/EVIDENCE OF PROFICIENCY
Identify two goals in relation to this proficiency	Identify areas of practice or other opportunities that will enable learning in relation to each goal	At the end of placement the student will be able to.....

Domain 2 Communication, Collaborative Practice and Teamworking

LEARNING GOALS	LEARNING PLAN IN RELATION TO THIS PROFICIENCY	INDICATORS/EVIDENCE OF PROFICIENCY
Identify two goals in relation to this proficiency	Identify areas of practice or other opportunities that will enable learning in relation to each goal	At the end of placement the student will be able to.....

Domain 3. Safety and Quality

LEARNING GOALS	LEARNING PLAN IN RELATION TO THIS PROFICIENCY	INDICATORS/EVIDENCE OF PROFICIENCY
Identify two goals in relation to this proficiency	Identify areas of practice or other opportunities that will enable learning in relation to each goal	At the end of placement the student will be able to.....

Domain 4. Professional Development

LEARNING GOALS	LEARNING PLAN IN RELATION TO THIS PROFICIENCY	INDICATORS/EVIDENCE OF PROFICIENCY
Identify two goals in relation to this proficiency	Identify areas of practice or other opportunities that will enable learning in relation to each goal	At the end of placement the student will be able to.....

Domain 5. Professional Knowledge and Skills

LEARNING GOALS	LEARNING PLAN IN RELATION TO THIS PROFICIENCY	INDICATORS/EVIDENCE OF PROFICIENCY
Identify two goals in relation to this proficiency	Identify areas of practice or other opportunities that will enable learning in relation to each goal	At the end of placement the student will be able to.....

ADDITIONAL KEY PERSONAL LEARNING GOALS

(identified in relation to previous experience, feedback and current areas of interest)

LEARNING GOAL	LEARNING PLAN TO MEET THIS STANDARD	INDICATORS/EVIDENCE OF PROFICIENCY

WORKLOAD

STUDENT SUPERVISION

It is a course requirement that formal supervision of 90 minutes duration takes place weekly.

Components of supervision include reflective learning and practice, support, case management and organisational and policy issues.

Note learning styles of student and practice teacher:

Supervision Arrangements:

Day:

Time:

Other Student Supports:

STUDENT ASSESSMENT / SOURCES OF EVIDENCE

Discuss and note the methods of assessment used by Practice Teacher and evidence of learning, skill development and practice required.

Sources of evidence may include direct observation, self-reports by student (verbal, written, process recording); feedback from colleagues, feedback from service users, preparation for supervision by student, recorded samples of work (audio/video), written reports/records by student on behalf of agency.

PERSONAL ISSUES

Are there any personal issues that may have an impact on the placement? Discuss and note if appropriate:

COLLEGE-RELATED ISSUES

Are there any college related issues that may have an impact on the placement? Discuss and note if appropriate:

AGENCY-RELATED ISSUES

Are there any agency-related issues that may have an impact on the placement? Discuss and note if appropriate:

SAFETY STATEMENT

By accepting a student on placement the placement providers is committed to providing a healthy and safe workplace for employees, contractors, students on placement, and visitors to their sites and premises while also meeting the duties and obligations of clients. It is the obligation of the placement provider to protect employees from accident or ill health at work. The placement provider will ensure that all their systems do not constitute a risk to the Health & Safety of employees and will comply with all relevant legislation, codes of practice and regulations.

The responsibility for the provision of a safe place of work rests with the Placement Provider. Specifically these responsibilities are:

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.

Students undertaking placements must:

- **Strictly adhere to School Social Work and Social Policy and HSE Protocols in relation to the COVID-19 Pandemic**
- Co-Operate with the placement provider in maintaining a safe work place.
- Report any potential risks to management and not work in any conditions they deem to be a risk to themselves, the company or the client.
- Never interfere with or misuse anything provided by the company in the interests of Health & Safety.

Signatures

We agree that this placement will be undertaken in compliance with the above safety requirements and in accordance with the Code of Professional Conduct and Ethics for Social Workers. (Social Workers Registration Board, CORU.)

Student:

Practice Teacher:

Tutor:

Date:

MID PLACEMENT MEETING ARRANGEMENTS

Date of Mid Placement Meeting:

Time:

Student will provide the Tutor with a short summary of work in advance of the mid placement meeting.

BSS PLACEMENT LEARNING AGREEMENT PART 2

MID PLACEMENT MEETING

Review Learning & Capacity In Relation to The CORU SWRB Standards of Proficiency:

1. Professional Autonomy and Accountability

2. Communication, Collaborative Practice and Teamworking

3. Safety and Quality

4. Professional Development

5. Professional Knowledge and Skills

-
- Additional Personal Learning Goals

Establish whether student is likely to pass the placement and outline very clearly what objectives are set for the second half of placement.

Objectives / Plan for remainder of placement

Student Issues/Concerns

Practice Teacher Issues/Concerns

PLACEMENT LEARNING AGREEMENT PART 3 FINAL PLACEMENT MEETING

Date: _____

Review Learning & Capacity in Relation to The Social Workers Registration Board Standards of Proficiency:

- Professional Autonomy and Accountability

- Communication, Collaborative Practice and Teamworking

- Safety and Quality

- Professional Development

- Professional Knowledge and Skills

- Additional Personal Learning Goals

Other Issues Discussed: _____

Areas of strength identified and recommendations for future development: _____

Signed:
Student
Practice Teacher
Tutor
Date

Appendix 2 : Workload Table Template

Service User Details	Aims and Purpose of Referral	Work Undertaken	Length of Involvement	Theories	Reflections
Name Age Gender	Why was referral made and what was the primary issue you were asked to address when the case was allocated to you.	What were the primary individual pieces of work undertaken? Include direct work, planning, inter agency/professional work	Number of meetings Duration of involvement	Name the theory and how it helped you understand the situation or How it helped you plan your intervention.	What are your reflections about the work and how you managed the work and any issues or challenges that arose .

Appendix 3 : Placement Log

All students must complete this log each day of placement, including reading/study days.

You should provide a brief outline of the work undertaken, indicating if the work was undertaken on-site or off-site.

Students should share this log with their practice teacher at each supervision session and with the tutor at placement meetings. It should be attached as an appendix to your Practice Project.

It is recommended that during supervision you plan your on-site and off-site work for the week ahead.

Weekly Placement Log

Student Name	Practice Teacher	Placement	Tutor

	Date	Location Morning	Location Afternoon	Tasks & Outcomes
Monday				<ul style="list-style-type: none"> • ... • ... • ...
Tuesday				<ul style="list-style-type: none"> • ... • ... • ...
Wednesday				<ul style="list-style-type: none"> • ... • ... • ...
Thursday				<ul style="list-style-type: none"> • ... • ... • ...
Friday				<ul style="list-style-type: none"> • ... • ... • ...

Appendix 4 : Coursework Declaration Form



UG DECLARATION

- I hereby declare that all submissions that I will submit during the academic year 2020/21 will be entirely my own work, free from plagiarism and will not have been submitted as an exercise towards a degree at this or any other university
- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>

Student Name

Date

Student Number

Course

Note to Students

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

- (i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism> . You should also familiarize yourself with the 2020-21 Calendar entry on plagiarism located on this website and the sanctions which are applied;
- (ii) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>. Completing the tutorial is compulsory for all students.
- (iii) Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>;
- (iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

Appendix 5 : BSS Attendance Policy

The School of Social Work and Social Policy are bound to comply with the following College Regulation.

'For professional reasons lecture and tutorial attendance in all years is compulsory for the B.S.S in the School of Social Work and Social Policy' (Calendar 2020-21, P.32)'

The School is also bound to comply with CORU the Regulating Health & Social Care Professionals Council requirements and guidelines which state 'the process of monitoring student attendance is declared, together with the implications of non-attendance'

This policy explains how attendance will be monitored and how poor attendance will be addressed.

Practice & Escalation Procedures - Lectures and Tutorials

Group and individual attendance, both online and in-person, will be formally monitored in social work modules*

The BSS Course Director, Year Heads and Module Co-Ordinators will monitor group and individual attendance at teaching sessions, whether online or in-person. If group or individual attendance is unsatisfactory, the BSS Course Director or Year Head will meet with the student to discuss and address issues that may be affecting attendance. If non-attendance persists the course director will escalate matters as appropriate (see section on Persistent Excused /Unexcused Absences).

Reporting Absences During Teaching Term:

Any student who is unable to attend a lecture or tutorial (whether online or face-to-face) is obliged to contact the School by emailing Social.Studies@tcd.ie as early as possible on the first day of absence to explain the reason for his/her absence and to give an estimate of its probable duration.

Excused Absences During Teaching Term:

In certain circumstances, absences may be unavoidable due to illness or unforeseen events. In the case of absence due to medical reasons, If absent for 3 or more consecutive days, students must provide original medical certificate from a registered General Practitioner or from College Health, to be submitted to the School Office, as soon as possible after illness, ideally within 3 days.

Absences Whilst on Placement:

If students are ill or need compassionate leave, their Practice Teacher must be notified as early as possible on the first day of absence to explain the reason for his/her absence and to give an estimate of its probable duration. If absent for 3 or more consecutive days, students must provide a medical certificate to both Practice Teacher and Social Work Tutor (or college). Absences of 2 or more days must be made up in a purposeful manner negotiated with the Practice Teacher. If necessary, students may use some of their Reading Time allotment. If absence seems likely to be prolonged student, practice teacher and social work tutor should discuss the implications at the earliest possible time.

Persistent Excused /Unexcused Absences

Individual students with a number of absences (both excused and unexcused) will be contacted and will be required to discuss their attendance record with the B.S.S Course Director, Year Head and Director of Teaching & Learning. Where students miss more than a third of a module in any term or fail to submit a third of the required course work in any term, the student's tutor will be contacted and will result in the student being returned to the Senior Lecturer as 'non-satisfactory'.

Students who are reported as 'non-satisfactory' will have this noted on their University record and transcripts. Students who are reported as 'non-satisfactory' to the Senior Lecturer for Semester 1 & 2 of the same academic year may have permission to take annual examinations withdrawn.

SEATS software

The School will be using SEATS software to monitor student attendance at face to face social work lectures. A blue tooth signal device called an iBeacon has been installed in all our teaching venues, Students will be required to download the SEATS app on their phone and will check in on arrival at their teaching venue. An induction for each student group will be provided at the start of term. Students who forget to check in should contact Social.Studies@tcd.ie

Notes

* This policy does not apply to lectures and tutorials delivered by the Departments of Economics, Sociology, Political Science, Social Policy.

* Individual lecturers may implement their own attendance monitoring system if attendance forms part of an overall module mark.