

HONG KONG POLYTECHNIC
DEPARTMENT OF APPLIED SOCIAL STUDIES



Degree of Bachelor of Social Work
(Honours)

Course Scheme
(Full Time & Part Time)



1993

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DEPARTMENT OF APPLIED SOCIAL STUDIES

Degree of Bachelor of Social Work (Honours)

1993/94

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1. GENERAL INFORMATION

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|-----|-------------------------------|---|---|
| 1.1 | Course Title | : | Degree of Bachelor of Social Work
(Honours) |
| 1.2 | Department | : | Department of Applied Social Studies |
| 1.3 | Course Codes | : | *5416 (Full Time);
*5425 (Part Time);
*5432 (Full Time) for A-Level Entrants |
| 1.4 | Mode of Attendance | | Full Time or Part Time |
| 1.5 | Structure of the
Programme | | Structured programme on credit-unit
values |
| 1.6 | Normal Duration | | Full Time : 2 years (for Diploma of
Social Work
holders)

3 years (for A-Level Entrants)

Part-time: 4 years |
| 1.7 | Implementation Date | : | Full Time : September 1989
Part Time : September 1989
Full Time (A-Level Entrants):
October 1991 |
| 1.8 | Final Award | : | Degree of Bachelor of Social Work
(Honours) |

• There are three routes and two modes of study leading to the same award. 5416 and 5425 accept applicants holding a Diploma in Social Work with a minimum of 2 years social work experience. 5432 accepts applicants holding A-Level qualifications.

2. MINIMUM ENTRANCE REQUIREMENTS

2.1 For 5416 and 5425, applicants must possess the following:-

- (a) Diploma in Social Work awarded by the Hong Kong Polytechnic or an equivalent qualification, and
- (b) A minimum of 2 years' relevant social work experience after completion of (a) above.

Applicants will normally be expected to have achieved at least a credit level in their first social work qualification.

2.2 For 5432 applicants must possess the following:-

- (a) Grade E or above in 2 subjects in Hong Kong Advanced Level Examination (HKALE) which can be attained at multiple settings; AND
- (b) Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE); AND
- (c) Grade E or above in the Use of English Examination; AND
- (d) Grade E or above in Chinese Language or in another language other than English in HKCEE.

3. COURSE OBJECTIVES

3.1 The objectives of the Course are to enable the students:-

- (a) to deepen conceptual understanding of the nature of social work;
- (b) to enhance direct practice competence for effective functioning in the various roles of social workers facing increasingly complex social problems;
- (c) to expand knowledge and develop critical understanding of the social sciences as a foundation to inform social work study and practice;
- (d) to study social issues and problems from a wide perspective, drawing on a range of theoretical and methodological approaches;

- (e) to develop basic understanding of, and beginning skills in, supervision, management, planning, and research in social work;
- (f) to develop learning competence in using flexibly and creatively information, knowledge, theories, and resources for on-going improvement of professional practice.

3.2 In particular, the first year of the 3-years Course 5432 for A- Level Entrants is a "Foundation Year" which prepares students for the subsequent 2 years of study in the BSW (Hons) Course. The theme of the "Foundation Year" is "on becoming a social worker", i.e. to provide the students with attitudes, knowledge and competencies necessary for becoming a beginning professional social worker. The specific objectives of the "Foundation Year" include:-

- (a) to broaden the intellectual outlook and theoretical perspectives of students and to develop a holistic conception of human existence;
- (b) to begin to cultivate and develop among the students values and attitudes commensurate with professional social work practice;
- (c) to begin to develop among the students an understanding of the contextual reality of social work practice;
- (d) to provide students with a basic understanding of the essential ingredients of professional social work practice;
- (e) to provide actual and simulated field experience for students and to develop beginning competence in social work practice;
- (f) to begin to develop among the students learning orientations typical of active learners and reflective practitioners.

4. **CURRICULUM**

All the subjects (including Fieldwork) taught in the Full Time and Part Time modes are listed as follows:-

4.1 For Course 5432:

Subjects	Department Responsible	Stage	Credit Value
Self, Culture and Society	APSS	I	2.0
Human Growth and Behaviour	APSS	I	0.75
Economics	BUS	I	0.75
The Art of Reasoning	APSS	I	0.5
Hong Kong Social Services	APSS	I	1.0
Introduction to Social Work	APSS	I	2.0
Social Work Skills Laboratory	APSS	I	1.0
Language Workshop	ENG/CHIN	I	N.A.
Fieldwork I (Foundation Year)	APSS	I	4.0
Psychology	APSS	II	1.5
Social Research Method	APSS	II	0.5
Social Structure and Social Theory	APSS	II	1.5
Contemporary Chinese Society	APSS	II	0.5
Philosophy of Welfare	APSS	II	0.75
Social Policy	APSS	II	0.75
Law and Social Work	APSS	II	0.75
Social Work Theory and Practice I	APSS	II	1.0
Social Welfare Administration	APSS	III	0.75
Social Work Theory and Practice II	APSS	III	1.5
Options (each student takes ONE of the following):	APSS	III	1.0
Mental Health and Mental Disorder	APSS	III	1.0
Health, Disease and Disability	APSS	III	1.0
Social Work with Aging	APSS	III	1.0
Family Welfare	APSS	III	1.0
Deviance and Delinquency	APSS	III	1.0
Social Work in Work Organizations	APSS	III	1.0
Integrative Seminar	APSS	III	1.0
Fieldwork (Honours Curriculum)	APSS	III	4.0
Personal Tutorial	APSS	I, II, III	N.A.

4.2 For Courses 5416 and 5425 (Honours Curriculum):

Subjects	Department Responsible	Stage		Credit Value
		FT	PT	
Induction Workshop	APSS	I	I	N.A.
Psychology	APSS	I	I	1.5
Social Research Method	APSS	I	II	0.5
Social Structure and Social Theory	APSS	I	I	1.5
Contemporary Chinese Society	APSS	I	II	0.5
Economics	BUS	I	II	0.75
Philosophy of Welfare	APSS	I	II	0.75
The Art of Reasoning	APSS	I	I	0.5
Social Work Theory and Practice I	APSS	I	II	1.0
English Practice Communication Skills	ENG	I	I	0.5
English Practice Communication Skills*	ENG	I	II	N.A.
Social Policy	APSS	II	II	0.75
Social Welfare Administration	APSS	II	III	0.75
Law and Social Work	APSS	II	III	0.75
Social Work Theory and Practice II	APSS	II	III	1.5
Options (each student takes ONE of the following):				
Mental Health and Mental Disorder	APSS	II	III	1.0
Health, Disease and Disability	APSS	II	III	1.0
Social Work and Aging	APSS	II	III	1.0
Family Welfare	APSS	II	III	1.0
Deviance and Delinquency	APSS	II	III	1.0
Social Work in Work Organizations	APSS	II	IV	1.0
Integrative Seminar	APSS	II	IV	4.0
Fieldwork	APSS	II	IV	N.A.
Personal Tutorial	APSS	I, II	I, II, III, IV	

* Optional and non-assessed

5. COURSE STRUCTURE

5.1 For Course 5432:

Year I (October to August)				
Name of Subject	No. of Hours/Week			
	1st Term	2nd Term	Summer	
Self, Culture and Society	4	4		
Economics		3		
Human Growth and Behaviour	3			
The Art of Reasoning	2			
Hong Kong Social Services	2	2		
Introduction to Social Work	4	4		
Social Work Skills Laboratory	2	2		
Language Workshop*			30	
(five days in a week, six hours in a day)			(1st week only)	
Fieldwork I (Foundation Year)				40
(five days a week for ten weeks)				
TOTAL:	17	15	30	40

* Non-assessed

Year II (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Social Structure and Social Theory	3	3
Psychology	3	3
Contemporary Chinese Society		2
Law and Social Work	3	3
Philosophy of Welfare	2	
Social Research Method	3	
Social Policy	2	2
Social Work Theory and Practice I		
TOTAL:	16	13

Year III (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Social Welfare Administration	3	
Social Work Theory and Practice II	3	3
Options (each student takes ONE of the following):	2	2
Mental Health and Mental Disorder		
Health, Disease and Disability		
Social Work and Aging		
Family Welfare		
Deviance and Delinquency		
Social Work in Work Organizations		
Integrative Seminar	2	2
Fieldwork (Honours Curriculum) (Two days per week for 30 weeks)	16	16
TOTAL:	26	23

+ Not including Personal Tutorial (8 hours during each year). Personal Tutorial is non-assessed.

5.2 For Course 5416:

Year I (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Social Structure and Social Theory	3	3
Psychology	3	3
The Art of Reasoning	2	
Economics	3	
Social Work Theory and Practice I	2	2
English Practical Communication Skills	2	(2)*
Social Research Method		2
Philosophy of Welfare		3
Contemporary Chinese Society		2
TOTAL:	15	15

(2)* Optional and non-assessed

Year II (July to June)			
Name of Subject	No. of Hours/Week		
	1st Term	2nd Term	Summer
Social Welfare Administration			5
Social Policy			5
Law and Social Work			5
Social Work Theory and Practice II	3	3	
Options (each student takes ONE of the following):	2	2	
Mental Health and Mental Disorder			
Health, Disease and Disability			
Social Work and Aging			
Family Welfare			
Deviance and Delinquency			
Social Work in Work Organizations			
Integrative Seminar	2	2	
Sub-total:	7	7	15
Fieldwork*	16	16	
TOTAL:	23	23	

- ** An Induction Workshop will be held during the first week of Term I, Year I. The Induction Workshop will be non-assessed.
- * In the second year the students will be on fieldwork for two full days each week for a total of 30 weeks.
- + Not including Personal Tutorial (8 hours during each year). Personal Tutorial is non-assessed.

5.3 For Course 5425:

As the Part Time mode is an alternate way to attain the Degree of Bachelor of Social Work, the Part Time programme will be on parity with that of the Full Time. In other words, the course content of the two courses will be the same.

The normal practice will be for the student to attend classes two evenings and one Saturday morning each week during the first three years of the programme. During the fourth year, the student will devote two full days (16 hours) to Fieldwork, for 30 weeks, and attend classes one evening per week. In exceptional cases, students may be allowed to take block placements whereby they will devote five days (40 hours) to Fieldwork, for 12 weeks, and attend classes one evening per week.

Year I (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Social Structure and Social Theory	3	3
Psychology	3	3
The Art of Reasoning	2	
English Practical Communication Skills		2
TOTAL:	8	8

Year II (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Economics	3	
Philosophy of Welfare	3	
Social Work Theory and Practice I	2	2
Social Research Method		2
Social Policy		3
Contemporary Chinese Society		2
English Practical Communication Skills	(2)*	
TOTAL:	8	9

* Optional and non-assessed

Note: (1) Students may be allowed to either take the subject "Social Policy" in Year Two Term Two or in the summer immediately after Year Two Term Two together with the BSW Full Time students. This option will allow the students to take fewer subjects in term time if they so wish so that their work-load in term time could be reduced.

(2) The remedial English class may be offered either in the summer before or after Year Two.

Year III (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Social Work Theory and Practice II	3	3
Social Welfare Administration	3	
Law and Social Work		3
Options (each student takes ONE of the following):	2	2
Mental Health and Mental Disorder		
Health, Disease and Disability		
Social Work and Aging		
Family Welfare		
Deviance and Delinquency		
Social Work in Work Organizations		
TOTAL:	8	8

Year IV (October to June)		
Name of Subject	No. of Hours/Week	
	1st Term	2nd Term
Integrative Seminar	2	2
Fieldwork*	16	16
TOTAL:	18	18

In exceptional cases, students may be allowed to take block placements whereby they will be on fieldwork for five full days each week for a total of 12 weeks.

** An Induction Workshop will be held during the first week of Term I, Year I. The Induction Workshop will be non-assessed.

* In the fourth year, the students will be on fieldwork for two full days each week for a total of 30 weeks.

+ Not including Personal Tutorial (4 hours during each year). Personal Tutorial is non-assessed.

6. CRITERIA FOR ASSESSMENT, PROGRESSION AND AWARD

(complemented by the Hong Kong Polytechnic General Assessment Regulations and to be amended when the need arises. Students will be advised of the changes.)

6.1 The Assessment System

The assessment system for the degree course is a combination of CONTINUOUS ASSESSMENT and EXAMINATION. The assessment criteria, while varying according to the different components, aim to provide the students with as many opportunities as possible to demonstrate their competence.

6.2 Board of Examiners

6.2.1 Functions

The Board of Examiners is responsible to the Academic Board for making an overall assessment of each student's performance, for making a decision on the progression of each student at each intermediate stage of the Course, and for making a decision on the award to be granted to each student at the end of the Course.

6.2.2 Composition

The Board of Examiners shall have the following composition:

Chairman: Head of Department of Applied Social Studies

- Members:
- (a) The Senior Course Tutor.
 - (b) Course Co-ordinators of each mode of the programme.
 - (c) Internal Examiners of the course - all members of staff with assigned responsibility for the assessment of those components of the course on which the Board of Examiners is taking decisions.
 - (d) The External Examiners.
 - (e) The extra-departmental examiner, a senior member of staff from another department.
 - (f) The Departmental Examinations Officer.

Secretary: The Academic Secretary, or his/her representative.

Assistant Secretary: Administrative Officer / Administrative Assistant of the Department of Applied Social Studies.

The Associate Director (Academic) and the Chairman of the Divisional Board shall have the right to attend and speak at meetings of the Board, and to receive documents if they so wish.

6.2.3 Quorum

The Board of Examiners shall be quorate if sufficient internal examiners are present to represent 75% of the subject matter of the year being considered.

6.3 Attendance

6.3.1 There is no attendance requirement for academic subjects. For a fieldwork placement, attendance should be 100%. In the event that fieldwork days are missed for any reason, these will normally need to be made up at a later date.

6.4 Marks and Grades

6.4.1 The assessment of a student's performance in an academic subject and in fieldwork will be by means of a percentage mark or a grade, and will be related to the final classification as set out in the following:

Final classification: Honours Degree	1st Class	2nd Class (Div. 1)	2nd Class (Div. 2)	3rd Class	Pass	Fail
Final assessment/ stage assessment/ subject mark/ fieldwork mark	≥ 75%	65% - 74%	55% - 64%	50% - 54%	40% - 49%	< 40%
Subject grade/ fieldwork grade	← Pass →				Unsatis- factory	Fail
	A	B	C		D	F

6.4.2 Only a grade corresponding to the percentage mark according to the above table will be released to the student.

6.4.3 In cases where the grades in 6.4.1 are not applicable the following will be used:

<u>Code</u>	<u>Interpretation</u>	<u>Calculation</u>
I	subject not yet completed by the student	omitted in the calculation of SAM/FAM
S	absent from assessment (only used prior to Board of Examiners meeting)	taken as 'zero' in the calculation of SAM/FAM.
Z	exempted subject)	omitted in the calculation of SAM/FAM.
)	
P	subject ungraded but awarded a "pass")	
)	

6.5 Assessment of Academic Subjects

6.5.1 An academic subject will be assessed by one or a combination of the following methods:

- (a) continuous assessment
- (b) written examination

6.5.2 Continuous assessment may be in the form of tests, quizzes, seminar presentations, assignments, laboratory work and projects.

6.5.3 The percentages allocated to each area of assessment will be specified in the subject syllabuses. An overall list concerning such allocations is provided in Appendix I.

6.5.4 Each area of assessment should not be less than 40%.

6.5.5 The aggregate passing mark for each subject should be 50%.

6.5.6 A student who has obtained less than 50% of the total possible marks in subjects where there is no examination but only continuous assessment, may be required by the Board of Examiners to undertake remedial work. Failure to do so may result in failure of the subject.

6.6 Re-assessments

6.6.1 A re-assessment is intended to provide an opportunity for a student to remedy an identified weakness after a short period of further study. It will be used sparingly and will only be decided upon when the Board of Examiners has evidence that the student has the ability to proceed further on the course.

6.6.2 A student may be re-assessed in a failed subject provided that he :

- i) shall not be re-assessed in more than two subjects in each year of study;
- ii) shall not be re-assessed in a subject more than once other than when the subject is repeated;
- iii) is not a final year student;
- iv) failed the subject under clear extenuating circumstances, such as ill health.

6.6.3 The Board of Examiners shall decide on the form of the re-assessment (e.g. written examination, viva voce, assignment), taking cognizance of the nature of the failed subject concerned and the nature of the failure.

6.6.4 All re-assessments should take place before the commencement of the next stage of the course, but should be late enough to allow the students sufficient time to prepare themselves.

6.6.5 A student who is re-assessed for a subject failure, where there are no clear extenuating circumstances (see 6.6.7 below), shall be awarded the minimum subject pass mark or grade on passing the re-assessment.

6.6.6 A student who is re-assessed for reasons other than a straight forward academic failure, e.g. ill health, may, at the discretion of the Board of Examiners, be awarded the actual mark or grade obtained in the re-assessment.

6.6.7 A student who has been absent from an assessment through illness or other good cause may be permitted, subject to the approval of the Chairman of the Board of Examiners, to be assessed as if for the first time.