



## UNSW Course Outline

# SOCW3010 Organisational Practice - 2024

Published on the 19 Sep 2024

## General Course Information

Course Code : SOCW3010

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Social Sciences

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course provides a critical and practical examination of social work practice in organisations. It introduces organisational and management theories and considers their relevance for social work settings. You will examine the tensions inherent in professionalism and contemporary

ideas about management and the management of change in organisations and the importance of planning and evaluating for change. The course explores and examines strategies for effective and ethical practice in organisations. Issues-based and experiential learning provides a basis for the development of organisational skills, such as skills in negotiation, advocacy, teamwork, program planning, supervision and the management of information.

## Course Aims

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Articulate important organisational issues involved in social work practice, including the relationship between social work and management, and the role social workers can take in leading and facilitating organisational change.
CLO2 : Critically evaluate organisational processes in hypothetical organisations and in organisations in which they have worked.
CLO3 : Consolidate practice skills developed in earlier courses and apply these to organisational work.

Course Learning Outcomes	Assessment Item
CLO1 : Articulate important organisational issues involved in social work practice, including the relationship between social work and management, and the role social workers can take in leading and facilitating organisational change.	<ul style="list-style-type: none"><li>• Critical Reflection Essay</li><li>• Organisational influence brief</li></ul>
CLO2 : Critically evaluate organisational processes in hypothetical organisations and in organisations in which they have worked.	<ul style="list-style-type: none"><li>• Critical Reflection Essay</li><li>• Organisational influence brief</li></ul>
CLO3 : Consolidate practice skills developed in earlier courses and apply these to organisational work.	<ul style="list-style-type: none"><li>• Organisational influence brief</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Critical Reflection Essay Assessment Format: Individual Short Extension: Yes (3 days)	40%	Due Date: Week 4: 30 September - 06 October Post Date: 06/10/2024 11:30 PM
Organisational influence brief Assessment Format: Individual Short Extension: Yes (1 day)	60%	Due Date: Week 10: 11 November - 17 November Post Date: 17/11/2024 11:30 PM

## Assessment Details

### Critical Reflection Essay

#### Assessment Overview

1500 words (total).

You will write a critical reflection essay for three organisational issues covered in the first four weeks of term. You will also select one organisational theory to showcase as part of this assessment, either integrating this within organisational practice issues or writing a separate section of the paper using one selected organisational practice theory to analyse a human service agency. You will include a critical evaluation of processes in hypothetical organisations, organisations you have researched or in organisations with which you have worked. You should draw on course-related materials in addition to relevant organisational materials.

Students will receive individual written feedback within 10 working days of submission. The feedback sheet/rubric will be available to students at the start of the course so that you can work towards specified standards.

#### Course Learning Outcomes

- CL01 : Articulate important organisational issues involved in social work practice, including the relationship between social work and management, and the role social workers can take in leading and facilitating organisational change.
- CL02 : Critically evaluate organisational processes in hypothetical organisations and in organisations in which they have worked.

#### Assessment Length

1,500 +/- 10%

### **Assessment information**

See Moodle for details

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### **Generative AI Permission Level**

#### **Assistance with Attribution**

This assessment requires you to write/create a first iteration of your submission yourself. You are then permitted to use generative AI tools, software or services to improve your submission in the ways set out below.

Any output of generative AI tools, software or services that is used within your assessment must be attributed with full referencing.

If outputs of generative AI tools, software or services form part of your submission and are not appropriately attributed, your Convenor will determine whether the omission is significant. If so, you may be asked to explain your submission. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

Students will be required to complete a cover sheet (template will be provided on Moodle) in relation to use of Gen AI.

## **Organisational influence brief**

### **Assessment Overview**

2,500 words.

This assessment is focused on influencing to progress change. You will have the option of selecting an organisational type (for example a large government agency or smaller non-government agency), population group and written tool (for example Government brief, grant application or strategic plan). Drawing on course and organisational materials, you will apply evidence, theories, frameworks and organisational documents to inform and document your approach to influencing stakeholders in relation to a key issue. You will apply a critical lens to barriers and enablers of change and have opportunity to practice and demonstrate writing skills to positively influence change within an organisation or across organisations.

Students will receive written feedback and a numerical grade within ten working days of submission. The feedback sheet/rubric will be available to students at the start of the course so that you can work towards specified standards.

### **Course Learning Outcomes**

- CLO1 : Articulate important organisational issues involved in social work practice, including the relationship between social work and management, and the role social workers can take in leading and facilitating organisational change.
- CLO2 : Critically evaluate organisational processes in hypothetical organisations and in organisations in which they have worked.
- CLO3 : Consolidate practice skills developed in earlier courses and apply these to organisational work.

### **Detailed Assessment Description**

See Moodle

### **Assessment Length**

2,500 words +10%

### **Assessment information**

See Moodle for details

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### **Generative AI Permission Level**

#### **Generative AI Software-based Assessments**

This assessment is designed for you to use generative AI as part of the assessed learning outcomes. Please refer to the assessment instructions for more details.

For more information on Generative AI and permitted use please see [here](#).

## **General Assessment Information**

See Moodle for details

### **Grading Basis**

Standard

### **Requirements to pass course**

In order to pass the course, you must participate in tutorials, attend / listen to lectures (prior to your tutorial) and attempt and submit both assessment tasks.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	
	Tutorial	
Week 2 : 16 September - 22 September	Lecture	
	Tutorial	
Week 3 : 23 September - 29 September	Lecture	
	Tutorial	
Week 4 : 30 September - 6 October	Lecture	
	Tutorial	
Week 5 : 7 October - 13 October	Activity	Week 5 has a public holiday on the Monday. Learning tasks/ activity will be provided for students to do in their own time, rather than attending in-person lecture and tutorials in week 5.
	Tutorial	
Week 6 : 14 October - 20 October	Other	Week 6 is flexibility week so there will be no lectures or tutorials.
Week 7 : 21 October - 27 October	Lecture	
	Tutorial	
Week 8 : 28 October - 3 November	Lecture	
	Tutorial	
Week 9 : 4 November - 10 November	Lecture	
	Tutorial	
Week 10 : 11 November - 17 November	Lecture	
	Tutorial	

## Attendance Requirements

'Studies\* have shown that high attendance correlates with better engagement and success on a course. By punctually attending and actively participating your classes you not only increase your opportunities for success, but you also help build a learning community with other students. In social work learning, partnerships and collaboration between students and educators are particularly important. As well, to maintain our accreditation as a provider of social work education, it is important that each student finds themselves in an environment where they are able to experience all content to a high level of depth and engagement. For these reasons, active participation and commitment to attendance is expected of all students.

Lectures in this course are designed to provide essential learning, this means you must attend or listen to all 9 lectures BEFORE your scheduled tutorial each week. If you miss or do not catchup on lectures before the relevant tutorial, you will struggle to engage in the tutorial learning and pass the course assignments. Tutorials are designed to provide essential further knowledge and application of content; it is a course requirement that you will attend all of the 8 tutorials (and complete assigned work in your own time in Week 5, when there is a public holiday). Tutorials also include information and essential components of assessment tasks.

Based on experience, if your attendance is affected it is unlikely you will have the skills and knowledge to effectively achieve the learning outcomes of this course. With effective communication and planning we endeavour to avoid situations where students feel they have not adequately engaged with the course, and therefore strongly encourage students to communicate any concerns as early as possible. We strive for compassion and concern for student welfare and learning in our provision of social work education and this is enabled by two-way communication. Communication is especially important when a student is experiencing learning barriers, particularly those which affect class attendance and completion of independent learning tasks, to ensure that student learning and wellbeing is at the forefront of all decisions made.

If you experience a situation that will impact on your attendance please communicate as soon as possible with your course convenor, Ms. Jenni Graves and your course tutor.

## **Course Resources**

### **Prescribed Resources**

There is no set text book for this course. See recommended resources for three helpful texts and other resources will be available on Moodle.

### **Recommended Resources**

Hughes, M. & Wearing, M. (2017) *Organisations and Management in Social Work: Everyday Action for Change*. Third Edition. London: Sage.

Gardner, F. (2016) *Working with Human Service Organisations*. Second Edition. South Melbourne: Oxford University Press. Available as E book which you can access on the Course reading list on Moodle to access.

McDonald, C., Craik, C., and Williams, J. (2020) *Professional Practice in Human Service Organisations*, Routledge

Access to readings are provided on the course Moodle site under the Leganto READING link. Students wishing to obtain high grades for assessment will need to demonstrate individual research and application of theory to policy and practice. Unless using references for historic purposes, it is suggested not to reference books or articles older than twelve years (unless these are seminal articles that are commonly referenced).

## Course Evaluation and Development

Student feedback both formal via MyExperience and informal on the course will be gathered, and used to improve the student learning experience. This includes a mid-term very brief survey (three questions) conducted in tutorials. A summary of how student feedback has influenced the design of SOCW3010 is available on Moodle.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Jenni Graves		Morven Brown, Level 1		Please email for an appointment	Yes	Yes
Tutor	Anita Dyakova					No	No
	Freddy Burke					No	No

## Other Useful Information

### Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

### Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:



- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

## Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

## School Contact Information

### School of Social Sciences

**Location:** Room 159, Morven Brown Building (C20), Kensington campus

**Opening Hours:** Monday – Friday, 9am – 5pm (except public holidays)

**Telephone:** +61 2 9385 1807

**Email:** [soss@unsw.edu.au](mailto:soss@unsw.edu.au)

**Web:** <https://www.unsw.edu.au/arts-design-architecture/our-schools/social-sciences>