



## UNSW Course Outline

# SOCW1001 Introduction to Social Work - 2024

Published on the 12 May 2024

## General Course Information

**Course Code :** SOCW1001

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

**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 introduces you to the scope and parameters of the social work profession. It provides an overview and rationale for the BSW(Hons) curriculum by presenting on key areas of social work knowledge and practice, including the diversity contexts of social work intervention,

the range of theory and knowledge that informs social work practice, and the code of ethics that guides professional intervention. A variety of case studies, social work practice scenarios and practitioner perspectives will be used to illustrate this material. Applied social work field examples will also be used to examine the links between conceptual knowledge and practical application. A range of relevant agencies will be profiled and studied in this course.

## **Course Aims**

This course provides an overview and rationale for the Bachelor of Social Work curriculum.

This course will enable students to identify the range of issues that social workers are engaged with; characteristics of the sectors in which this work takes place and the methods of intervention and skills, required to practice social work. The course introduces students to the values and ethics framework of social work practice in Australia by drawing on current practice issues.

## **Relationship to Other Courses**

This course introduces you to social work knowledge, skills and values. You will come across the themes and ideas we cover in subsequent courses and hopefully be able to build on what you learn this term. It's a course that also provides a warm welcome into a community. Over time, we hope your fellow students will become your 'people' and know from experience that you may well keep in touch with people you meet this year all your life. Our tutors also teach in other courses so you will see them again as you progress and remember them fondly when you complete your degree.

# Course Learning Outcomes

Course Learning Outcomes
CL01 : Explain social work theory and values
CL02 : Outline the diverse range of fields and contexts within which social work intervention may occur
CL03 : Apply knowledge of social work theory and values to a range of social work fields, contexts, methods, and interventions
CL04 : Examine the role of social work theory and values in social work practice

Course Learning Outcomes	Assessment Item
CL01 : Explain social work theory and values	• Critical Exercise on topics relevant to the course
CL02 : Outline the diverse range of fields and contexts within which social work intervention may occur	• Analysis of Context and Practice relevant to the course
CL03 : Apply knowledge of social work theory and values to a range of social work fields, contexts, methods, and interventions	• Analysis of Context and Practice relevant to the course
CL04 : Examine the role of social work theory and values in social work practice	• Analysis of Context and Practice relevant to the course

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Echo 360 | slido, youtube

## Learning and Teaching in this course

Our aim in teaching this course is to create a situation where students become enthusiastic about understanding the content themselves and consequently deeply integrate new content and frames of meaning into their way of thinking. To attempt to achieve this we use a variety of methods such as speaking in pairs, small groups, role plays and debates. Most important is the use of individual and group projects in which students tackle current issues linking subject material with contact with people outside the university. This approach can generally be called student-centred and problem-based.

## Additional Course Information

We pay attention in this course to the academic skills you need for success at uni including managing your time effectively, critically reflecting on content, referencing and structuring an

argument.

We also pay attention to you - who you are, what your goals are and how you approach and progress in your learning. Congratulations on your enrolment and welcome to SOCW1001!

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Critical Exercise on topics relevant to the course Short Extension: Yes (3 days)	40%	Start Date: Not Applicable Due Date: 25/06/2024 11:59 PM Post Date: 09/07/2024 11:30 PM
Analysis of Context and Practice relevant to the course Short Extension: Yes (3 days)	60%	Start Date: Not Applicable Due Date: 05/08/2024 11:59 PM

## Assessment Details

### Critical Exercise on topics relevant to the course

#### Assessment Overview

A 1500-word assignment on topics relevant to the course.

Students are given written feedback within two weeks of submission.

#### Course Learning Outcomes

- CLO1 : Explain social work theory and values

#### Detailed Assessment Description

In this assessment you will write and submit four short responses that demonstrate your current understanding of key elements of learning in the first 4 weeks of this course.

1. Discuss ONE of the definitions of social work provided in this course and explain how it enhances your understanding of social work as a profession, and also explain why there is not just one definition of social work. Cite the source of the definition and any other sources of information you draw upon. (400 words).

2. Select and describe ONE theory to inform social work, outlining several key concepts, main theorists, how it is used in social work, and evidence that supports or upholds the theory (Refer to Chapter 5 of Chenoweth and McAuliffe, Edition 5, 6 or 7, and at least one other source). (400 words).

3. Read Walter & Baltra-Ulloa (2019), Chapter 4 in Our Voices. Referring to this text and others as needed, outline the history of the social work profession in Australia and the current impacts of colonisation. Explain what is meant by 'white privilege' and explain why the profession needs to re-think social work in Australia. (400 words).

4. State the social work agency you will research this term. Describe the agency briefly, outlining the purpose and main services provided, and the field and context of practice, citing the sources of all information (300 words).

Please note that *in-text citations* do count towards the word count while *your reference list* does not count towards the word count.

Please see the attachment for more information about the assessment rubric.

### **Assessment Length**

1500 words, including in-text references

### **Submission notes**

Please follow the UNSW or School referencing guide, consult the rubric, answer all questions asked and format your assignment appropriately.

### **Assessment information**

Weeks 1-4 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 1, while weeks 5-10 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 2.

This is why attendance is important and active participation and communication with your convenor and tutors is essential.

General feedback on assessment completion will be provided in the class after you receive your grade and detailed feedback will be provided on your submitted assessment. Please ensure you read all comments and seek help early if you need it. We are here to encourage and support your development as active and reflexive learners.

### **Assignment submission Turnitin type**

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

## Analysis of Context and Practice relevant to the course

### Assessment Overview

A 2500-word assignment on a topic relevant to course material.

Students are given written feedback within two weeks of submission.

### Course Learning Outcomes

- CLO2 : Outline the diverse range of fields and contexts within which social work intervention may occur
- CLO3 : Apply knowledge of social work theory and values to a range of social work fields, contexts, methods, and interventions
- CLO4 : Examine the role of social work theory and values in social work practice

### Detailed Assessment Description

In this assessment, you will apply what you have been learning throughout the term by researching and explaining the work social workers undertake in a social work organisation. You will identify and explain the focus population, field (focus) and context (location) of practice, method of practice, a useful theory, legislation, and values underpinning practice. You will apply the knowledge from this course by critically reflecting on the activities of the organisation and engaging in discussion, debate and examination of the resources provided in this course. Please read and cite the textbook and be prepared to do your own curious and careful research. Written feedback and a numerical mark are provided two weeks after the submission due date. To complete this assessment, follow the instructions below:

Please select one organisation in NSW, Australia, in which social workers are employed. This should be the same as for your first assessment. If you change your mind please discuss with your tutor and ensure you provide an appropriate description of the organisation, at a similar level of depth as you did in your first assessment. Read the organisation's website and most recent annual report as well as peer-reviewed literature about the field or context of practice. Next, listen to a podcast, watch a videoclip or meet with a social worker describing and discussing their work in the organisation you are researching, or a very similar one. Provide a 'contextualised analysis of practice' by answering the questions below:

1. State the name of the organisation (25 words).
2. Tell us about the social issues the organisation addresses (275 words). (e.g. mental health, aged care, education, child protection, etcera...)

3. Using an intersectional lens, describe who the organisation works with. What brings them to the organisation and what are their particular vulnerabilities? Who is eligible and who is ineligible for care? How might it feel to be involved with this organisation? (300 words).
4. Discuss and critique a theory that appears to inform social work practice in this organisation (300 words).
5. Describe a method of social work practice utilised in the organisation (e.g. counselling, case work, policy, research, community development, awareness raising, etcetera) (300 words).
6. Critically review three key skills social workers utilise in this organisation (300 words).
7. Describe a law that is relevant to the work of the organisation and briefly examine how it supports or potentially undermines justice and dignity (300 words).
8. Critically evaluate how this organisation addresses one of the core values of the social work profession (500 words).
9. Explain why you chose this organisation to research and how your research has enhanced or changed your perspective (200 words).

Make sure you cite all sources of information.

You will be given time in class to work in small groups on specific aspects of this assessment from week 5 onwards. Please download the info sheet with answers to FAQs and the assessment rubric.

### **Assessment Length**

2500 words, including in-text references

### **Submission notes**

Please follow the UNSW or School referencing guide, consult the rubric, answer all questions asked and format your assignment appropriately.

### **Assessment information**

You will be given time in class to work in small groups on specific aspects of this assessment each week and your tutor will oversee this work, to ensure you are able to investigate and show critical reflection in your analysis of the agency, including identifying the nature of their governance and funding arrangements and the limitations and strengths of the organization, and

the role of social work, including the resources available and the way their work reflects the values and standards of the profession. To complete this assignment, you should spend time researching the organisation in depth.

- Visit the organisation if possible – but remember they are very busy and please always present yourself professionally!
- Explore the organisation's website
- Read a few of the organisation's annual reports
- Collect literature that the organisation gives to clients which may answer some of your questions
- Explore multimedia that the organisation provides which may answer some of your questions
- Think critically about the adequacy of the written information and how it could be differently presented

#### **Assignment submission Turnitin type**

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

## **General Assessment Information**

Weeks 1-4 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 1, while weeks 5-10 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 2.

This is why attendance is important and active participation and communication with your convenor and tutors is essential.

General feedback on assessment completion will be provided in the class after you receive your grade and detailed feedback will be provided on your submitted assessment. Please ensure you read all comments and seek help early if you need it. We are here to encourage and support your development as active and reflexive learners.

#### **Grading Basis**

Standard

#### **Requirements to pass course**

To pass this course you must achieve a composite mark of at least 50/100 and engage actively in all lectures and tutorials. Based on experience, if your attendance drops below a certain level it is unlikely you will have the skills and knowledge to effectively achieve the learning outcomes of this course, which is why we highly encourage active attendance and participation.



# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 20 May - 26 May	Homework	Invest in your success We want you to feel well-supported in your studies. Please think about any educational adjustments you might need to succeed this year. Register for support with the Equitable Learning Service (ELS) at <a href="https://www.student.unsw.edu.au/els/register">https://www.student.unsw.edu.au/els/register</a> Please also reach out to the Course Convenor, Maree Higgins ( <a href="mailto:m.higgins@unsw.edu.au">m.higgins@unsw.edu.au</a> ) if you have any questions, big or small.
Week 1 : 27 May - 2 June	Lecture	The professional and values base of social work Note that you are expected to listen to the recorded lecture each week before your tutorial. In the first social work lecture, we will inspire and inform you about studying social work and being a social worker. You will begin the work of thinking reflectively and critically about what social work is, and discuss some of the big issues social work responds to and the places in which they are located. During this lecture, we will welcome you to the degree and give you space to begin building relationships with your colleagues. We will introduce your tutors and emphasise who to contact if you experience challenges. By the end of this lecture, you will be able to start planning your assessments and your approach to the course.
	Tutorial	Introduction to the course, goal setting and definitions of social work Note that we expect students to attend all tutorials in person. In your first social work tutorial, you will meet your tutor and other students in your tutorial group and begin to feel part of a learning community. The activities will encourage you to think reflectively and critically about social work as a profession. Our tutorials are highly interactive and you will have the chance to share your perspectives with others, compare and contrast your ideas, and build research skills. By the end of this tutorial, you will be able to start writing your first assessment response. Attending your on-campus tutorials in person is preferred but we will follow all guidelines to ensure your safety and inclusion. Please email your tutor, Jenni Graves ( <a href="mailto:j.graves@unsw.edu.au">j.graves@unsw.edu.au</a> ), prior to your tutorial, if COVID-related or other health-related reasons prohibit your attendance at your first tutorial.
Week 2 : 3 June - 9 June	Lecture	Social work theory: An overview Social work is a profession that draws thoughtfully on psychology, sociology, politics and other theories about the world. In this lecture, we discuss a range of theories that are useful for social work practice and show how they apply to a case. By the end of this lecture, you will be able to start planning your response to question 2 of the assessment.
	Tutorial	Mapping the knowledge base of social work practice In this tutorial, you will have the chance to explore the evidence base for theories we use in social work. You will have the chance to develop a description of your chosen theory and undertake activities to answer questions such as why is this theory useful, who is it useful for, and are there any gaps in knowledge? By the end of this tutorial, you will be able to start writing your response to question 2 of your first assessment.
Week 3 : 10 June - 16 June	Lecture	Social Work Values and Ethics: First Nations ways of knowing, being and doing Social work in Australia has been influenced by our colonial history. Today we examine how this has shaped our values and ethics and think beyond this to how Australian First Nations knowledges are influencing practice and why this is important. By the end of this lecture, you will be able to start planning your response to question 3 of the assessment.
	Tutorial	Social Work Values and Ethics: Whiteness, Privilege and Decolonising Social Work An important lesson you should come away with today is that difference is nothing new. Difference is not dangerous or threatening. And differences of culture, skin colour, language, ways of celebrating, preferred diet, and social arrangements, do not create barriers between people and groups. Yet, these aspects do confer privilege on some and remove privilege from others. In this tutorial we will discuss difference and privilege, and what it means for social workers. Our activities in this tutorial will enable you to explore privilege and support you in completing question 3 of the first assignment.
Week 4 : 17 June - 23 June	Lecture	Fields and contexts of practice The International Federation of Social Workers states that social work intervenes at the points where people interact with their environments. In today's lecture, we will define fields and contexts of practice and discuss the wide range of environments in which social workers can be employed.

		By the end of this lecture, you will be able to start planning your response to question 4 of the assessment.
	Tutorial	Examining fields and contexts of social work practice and the sectors in which social workers practice When thinking about promoting change, it is important to be critical about what is being done, whose needs are being addressed and why. In this tutorial, you will research and explore an organisation of your choice and critically examine what the organisation says it does. Our activities in this tutorial will support you in completing question 4 of the first assignment. This will conclude your preparation for the first assignment and enable you to complete and submit by 11:59pm on Tuesday the 25th of June 2024.
	Assessment	Reminder: Assessment 1 due next week Please submit the critical exercises by 11:59pm on Tuesday the 25th of June 2024. Are you experiencing difficulties that are preventing you from submitting your assessment on time? If so, please apply for a short extension or Special consideration ( <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a> ). For further information please contact Maree Higgins ( <a href="mailto:m.higgins@unsw.edu.au">m.higgins@unsw.edu.au</a> ) or Jenni Graves ( <a href="mailto:j.graves@unsw.edu.au">j.graves@unsw.edu.au</a> )
Week 5 : 24 June - 30 June	Assessment	Assessment 1 due Please submit the critical exercises by 11:59pm on Tuesday the 25th of June 2024. Are you experiencing difficulties that are preventing you from submitting your assessment on time? If so, please apply for a short extension or Special consideration at <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a> . For further information please contact Maree Higgins ( <a href="mailto:m.higgins@unsw.edu.au">m.higgins@unsw.edu.au</a> ) or Jenni Graves ( <a href="mailto:j.graves@unsw.edu.au">j.graves@unsw.edu.au</a> )
	Lecture	Social Work Values and Ethics Social work ethics come from a range of thinkers and traditions. This lecture will introduce you to some of the main thinkers and traditions you will learn about during your degree and stimulate your interest in how ethics applies in practice. This lecture will enable you to begin preparing for the second assignment.
	Tutorial	Establishing Your Ethics Framework Using activities and case studies, this tutorial will bring together your personal ethics and values (often shaped by family, friends and personal experience), and professional ethics and values. Our activities in this tutorial will stimulate your thinking for the second assignment.
	Fieldwork	Research: Methods of Practice Between weeks 5-7 you will have the opportunity to actively explore social work methods of practice, via one or more of the following activities: * Listen to one or more of the recommended podcasts where social workers discuss their practice * Listen to one or both of the recorded practice discussions provided * Watch the recommended films/practice videos * Visit an agency and take notes about your experience Share your experiences with others in the Week 7 tutorial and in your second assessment.
Week 6 : 1 July - 7 July	Fieldwork	Flexibility Week Note that as Flexibility Week is a week in which no new content is to be delivered to students, our normal lectures and tutorials will not be running in Week 6. This week, review the learning from the fieldwork activities set in week 5 regarding social work methods of practice.
Week 7 : 8 July - 14 July	Fieldwork	Research: Methods of Practice Between weeks 5-7 you will have the opportunity to actively explore social work methods of practice, via one or more of the following fieldwork activities: * Listen to one or more of the recommended podcasts where social workers discuss their practice * Listen to one or both of the recorded practice discussions provided * Watch the recommended films/practice videos * Visit an agency and take notes about your experience. Discuss your experiences in class this week.
	Lecture	Methods and Skills: Promoting change at the micro and macro level Social work practise spans a range of activities including various forms of therapy and counselling, group work, and community work; policy formulation and analysis; and advocacy and political interventions. These are all methods of practice. This lecture will introduce these methods and discuss some key skills used by practitioners. It will also promote your thinking about the micro-macro, personal-political dimensions of practice.
	Tutorial	Methods of Practice: Micro and Macro Levels of Change Our tutorial activities will support your preparation of Assessment 2 by focusing you on a service, program or initiative conducted by the agency you are researching. By conducting research and discussing with your peers, you will be

		able to clarify the nature of the method of practice being used, identify where you can find out more, and explore what social work skills are involved in the provision of the service, program or initiative.
Week 8 : 15 July - 21 July	Lecture	<p>Social Work and Diversity</p> <p>Social Work is 'a profession characterised by diversity'. In the lecture this week we will explore</p> <ul style="list-style-type: none"> <li>• What is diversity and what does it look like in the Australian context?</li> <li>• Why is diversity important in social work?</li> <li>• What is dignity and what does it look like in social work</li> <li>• What is intersectionality and an intersectional lens in social work?</li> </ul>
	Tutorial	<p>Social Work and Diversity</p> <p>In the tutorials this week the activities will help you unpack these theories and ideas relating to diversity and how the AASW Code of Ethics can help us understand dilemmas and ethical issues in practice. Our activities in this tutorial will strengthen your research on the population that you plan to write about and to consider aspects of power, language and dignity that are relevant to completing the second assessment. By the end of this tutorial, your planning for the second assessment will be well on the way!</p>
Week 9 : 22 July - 28 July	Lecture	<p>Critical, Structural and Radical social work: conceptualising power, oppression and exploitation</p> <p>Critical perspectives are important in social work. They revolve around the idea that the way the world happens to be (at this moment, with all its oppressive conditions) is not the way it is meant to be, or could be if we acted (individually or collectively) to make it otherwise. In this lecture, you will examine how critical theory, or a critical way of thinking, intersects with real-world practice.</p>
	Tutorial	<p>Social Work Intervention - Power, Oppression and Exploitation</p> <p>In this tutorial, you will continue exploring why and how critical perspectives are important in social work. In particular, you will explore the connections between legislation and power. You will conduct research on a law that is relevant to the work of the organisation you are going to discuss in your assignment. By the end of this tutorial, you will have done work that enables you to answer almost all of the questions in Assessment 2.</p>
Week 10 : 29 July - 4 August	Lecture	<p>The Onward Journey</p> <p>In the final lecture of the term, you will reflect on everything you have learnt and will have the chance to ask any final questions about the assignment. You will also be introduced to a framework to help you remember and apply what you know and to focus on your wellbeing and safety as you continue with your studies in social work. This is also a chance to provide feedback on the course.</p>
	Tutorial	<p>Content</p> <p>Developing a practice framework, the importance of self-care, continuing to learn and looking to the future</p> <p>In the final tutorial of the term, you will complete activities that enable you to reflect on all that you have learnt and also have time to ask any last-minute questions about the assignment before the end of term. You will also have time to celebrate and unwind with your peers!</p>
	Assessment	<p>Reminder: Assessment 2 is due next week</p> <p>Please submit the Analysis of context and practice Assessment by 11:59pm on Monday 5th August 2024.</p> <p>Are you experiencing difficulties that are preventing you from submitting your assessment on time? If so, please apply for a short extension or for Special consideration at <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a>. For more information or support please contact Maree Higgins (m.higgins@unsw.edu.au) or Jenni Graves (j.graves@unsw.edu.au)</p>
Week 11 : 5 August - 11 August	Assessment	<p>Assessment 2 is due</p> <p>Please submit the Analysis of context and practice Assessment by 11:59pm on Monday 5th August 2024.</p> <p>Are you experiencing difficulties that are preventing you from submitting your assessment on time? If so, please apply for a short extension or for Special consideration at <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a>. For more information or support please contact Maree Higgins (m.higgins@unsw.edu.au) or Jenni Graves (j.graves@unsw.edu.au)</p>

## Attendance Requirements

**LECTURES:** Lectures for this course are pre-recorded and made available to students at the beginning of each week. We suggest you set aside time each week to listen to the lecture prior to the tutorial so that you can participate actively in tutorials. We endeavour to create a respectful

and safe environment where you are engaged as a learner and find your knowledge developing over time.

**TUTORIAL ATTENDANCE:** Our tutorials are highly interactive and you are expected to attend all scheduled tutorial classes. We will keep a record of student attendance at tutorials. In keeping with AASW requirements for face-to-face learning all tutorials are offered face-to-face on campus.

Partnerships and collaboration between students and educators are particularly important in social work learning. 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 can experience all content to a high level of depth and engagement. For this reason, active participation and commitment to full attendance is expected of all students. Based on experience, if your attendance drops below a certain level it is unlikely you will have the skills and knowledge to effectively achieve the learning outcomes of this course; which is why we highly encourage active attendance and participation.

Compassion and concern for student welfare is what we strive for 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 that affect class attendance and completion of independent learning tasks.

## **General Schedule Information**

To ensure that student learning and wellbeing is at the forefront of all decisions made, we encourage all students to communicate any barrier to attendance to your course convenor, lecturer or tutor as soon as possible, so a collaborative plan can be developed to work around these barriers.

Our aim is to foster an environment where students feel comfortable coming forward regarding concerns about their learning and attendance. If your attendance is affected for a limited period of time, please contact the convenor and we will refer you to selected alternate tasks we have created to promote your access to vital content in this course. We will expect you to take full responsibility and initiative for completing these alternate tasks and to ensure that in completing them you develop a good working knowledge of the content missed. Any student who misses two tutorials will be contacted and may be referred to Student services for advice and support.

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 want to again emphasise the importance of collaboration and communication, and acknowledge the unique circumstances students may find themselves experiencing.

Please email the course convenor, Maree Higgins (maree.higgins@unsw.edu.au), as soon as possible if personal reasons (e.g. COVID infection) prohibit on-campus attendance.

## Course Resources

### Prescribed Resources

Chenowith, L. & McAuliffe, D. 2024, The Road to Social Work and Human Service Practice, 7th Ed. Cengage, South Melbourne (note that the 6th Edition, published in 2020, and the 5th Edition, published in 2017, is also acceptable if you have obtained it second hand)

Baldry, E, Hughes, M, Burnett, L, & Collinson, I, 2011, Studying for Social Work, Sage Publications, Los Angeles, London, New Delhi, Singapore, Washington DC.

### Recommended Resources

It is highly recommended that you purchase and read the prescribed text books over the term.

A range of other resources will be available on the Course Moodle Site, including relevant social work texts, journal article links and appropriate podcasts that focus on social work practice.

### Additional Costs

If you decide to visit an organisation you may incur minimal travel costs in Week 6-7.

## Course Evaluation and Development

Student feedback is welcome throughout the term. Students may email or phone their tutor and lecturer, and book a time to see the course convenor throughout the working week. In addition, students are also encouraged to complete the MyExperience link when available.

Previous student feedback has been utilised to:

- change the order of content to support completion of the assignments;
- develop new ways of examining content including thought maps, case studies and class activities;
- change the textbook;

- reduce the number of assessment pieces and change Assessments 1 and 2 to highlight the unique knowledge, skills and values of the profession taught in this course;
- introduce theories for social work earlier in the term, explain them better, and link them to the case studies used in class.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Maree Higgins		Morven Brown Building, Room 158	0431987228	Wednesday 2.30-4pm and other times by appointment	Yes	Yes
Tutor	Jenni Graves		Level 1, Morven Brown Building	9348 1664	By appointment	No	No

## Other Useful Information

### Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

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

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

### 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

### Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au)

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, 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](#).

## 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>