

Subject Description Form

Subject Code	APSS4681																	
Subject Title	Professional Attachment																	
Credit Value	9 credits																	
Level	4																	
Pre-requisite / Co-requisite/ Exclusion	<u>Pre-requisite:</u> APSS230 Introduction to Human Service Professions APSS234 Introduction to Social Service in Hong Kong APSS265 Self Understanding & Communication Skills APSS331 Management in Human Services APSS345 Social Research Method APSS451 Social Policy																	
Assessment Methods	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">100% Continuous Assessment</th> <th style="width: 30%;">Individual Assessment</th> <th style="width: 30%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td>1. Written work: Proposal and Report Writing</td> <td style="text-align: center;">50 %</td> <td style="text-align: center;">0 %</td> </tr> <tr> <td>2. Work performance: assessed by agency and attachment supervisor</td> <td style="text-align: center;">30 %</td> <td style="text-align: center;">0 %</td> </tr> <tr> <td>3. Reflection: reflective journals and self-evaluation report</td> <td style="text-align: center;">20 %</td> <td style="text-align: center;">0 %</td> </tr> <tr> <td>0% Examination</td> <td style="text-align: center;">0 %</td> <td></td> </tr> </tbody> </table>			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Written work: Proposal and Report Writing	50 %	0 %	2. Work performance: assessed by agency and attachment supervisor	30 %	0 %	3. Reflection: reflective journals and self-evaluation report	20 %	0 %	0% Examination	0 %	
100% Continuous Assessment	Individual Assessment	Group Assessment																
1. Written work: Proposal and Report Writing	50 %	0 %																
2. Work performance: assessed by agency and attachment supervisor	30 %	0 %																
3. Reflection: reflective journals and self-evaluation report	20 %	0 %																
0% Examination	0 %																	
Objectives	The subject aims to: <ol style="list-style-type: none"> 1. To enable students to put into practice the knowledge they learn in social policy and administration and develop competence in social and policy administration through practical work tasks in real life organization setting. 2. To prepare students acquiring basic professional training for pursuing career opportunities in the field of social policy and administration. 																	
Intended Learning Outcomes	Upon completion of the subject, students will be able to: <ol style="list-style-type: none"> a. acquire basic competence in problem analysis and problem-solving skills in policy analysis and human service management b. apply classroom knowledge and skills in developing humanistic social policies, to plan and manage human service delivery c. attain effective competence in verbal and written communication with clients, 																	

	<p>professionals and general public</p> <p>d. articulate the relationship between policy and administration, self and society, integrating micro and macro as well as local and global perspectives</p> <p>e. critically reflect on the experiences working in the field of policy studies and social administration, particularly in relation to social awareness, responsibility, social justice and the role of being a responsible professional.</p>
<p>Subject Synopsis/ Indicative Syllabus</p>	<p>Students will be allocated to an organization with specific assignments designed to allow them to be involved in a research or service delivery project requiring them to apply their classroom knowledge in developing basic competence in the following areas:</p> <ol style="list-style-type: none"> 1. Appreciating social policy in real life setting <p>The attachment will provide students an opportunity to understand how social policy is developed, formulated, implemented and analyzed through personal involvement in policy projects and administrative duties that allow them to meet with the policy community, including professionals who work in the field, those who will be affected by the policy project or administrative duties so that they can understand the policy impacts and subsequent implications for social development.</p> 2. Integration of theory and practice <p>Through individual or group consultation, students will be coached by their tutors to integrate classroom knowledge and practical skills to develop basic competence in managing and administrating service delivery, formulating, analyzing and assessing policy.</p> 3. Instilling of professional attitudes and values and humanistic concern <p>Through hands-on practice, in-depth discussions and frequent exchanges of views among tutors, clients, and other professional colleagues, students are expected to acquire of the professional ethic, standards and values expected of them as a humanistic practitioner in the field.</p>
<p>Teaching/Learning Methodology</p>	<p>Students are required to carry out a range of specific tasks assigned to them in a group or individual project in organizations in private, public or quasi-public sectors, including research centres in universities in Hong Kong and overseas under close supervision and guidance by a consultation tutor throughout the attachment period to develop a sound appreciation of the humanistic responsibility, professional ethics, standards and values normally expected of practitioners working in the field of social policy and administration.</p> <p>In addition, in preparing students for their attachment, they will be required to attend pre-attachment workshops.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b	c	d	e
	1. Written work: Proposal and Report Writing	50%	✓	✓		✓	
	2. Work performance: assessed by agency and attachment supervisor	30%	✓	✓	✓		
	3. Reflection: reflective journals and self-evaluation report	20%			✓	✓	✓
	Total	100 %					
<p>Ongoing assessments of students' performance to be conducted by Attachment Supervisor and designated personnel of the attached agency. Papers submitted to APSS at the end of the attachment will be assessed by Consultation Tutor. Details of marking criteria of written work and guidelines of reflection can be referred to Professional Attachment Handbook. Assessment form on work performance will also be included in Professional Attachment Handbook.</p> <p>Students are required to do a research in the attachment, and they have to submit a research proposal before they actually start the process of data collection, and a report will be submitted before the end of the attachment. These two pieces of assignments aim to enable students to <i>acquire basic competence in problem analysis and problem-solving skills in policy analysis and human service management</i>. The writing process will enhance the students' ability in <i>applying classroom knowledge and skills in developing humanistic social policies, and to plan human service delivery</i>. While in the process of collecting data, students will be able to <i>develop effective competence in verbal and written communication with professionals and general public</i>.</p> <p>Students are required to submit two reflective notes at different intervals throughout the attachment to indicate how they interpret their understanding to social policy and social administration, particularly in terms of <i>the relationship between policy and administration, self and society, integrating micro and macro as well as local and global perspectives</i>. As such, the framework of reflection -- describes, inform, confront, and reconstruct -- will be adopted. In addition to the reflective notes, students are also required to submit a self-evaluation report at the end of the attachment. This will to facilitate students to <i>reflect on the experiences working in the field of policy studies and social administration, particularly in relation to social awareness, responsibility, social justice and the role of being a responsible professional</i>.</p>							
Student Study Effort Expected	Class contact:						
	▪ Preparatory workshop 1		3 Hrs.				
	▪ Preparatory workshop 2		3 Hrs.				

	Other student study effort:	
	▪ Direct practice	320 Hrs.
	▪ Preparation of Reflective Report and Assignments	100 Hrs.
	Total student study effort	426 Hrs.
Medium of Instruction	Chinese	
Medium of Assessment	English	
Reading List and References	<p><u>Essential</u></p> <p>Professional Attachment Handbook</p> <p><u>Supplementary</u></p> <p>Allcock, D. (1994). <i>Administration skills: a practical handbook</i>. London: Industrial Society.</p> <p>Department of Applied Social Sciences (2009). <i>Handbook of professional attachment</i>. HK: The Hong Kong Polytechnic University.</p> <p>Frederickson, H.G. (1993). <i>Ethics and public administration</i>. Armonk, NY: M.E. Sharpe.</p> <p>Gil, D.G. (1992). <i>Unravelling social policy: theory, analysis and political action towards social equality</i>. Rochester, Vt: Schenkman Books.</p> <p>Gilbert, N. and Terrell, P. (2005). <i>Dimensions of social welfare policy</i>. Boston: Pearson/ Allyn and Bacon.</p> <p>Greenfield, J.M.& Connors, T.D. (2001). <i>The non-profit handbook</i>. NY: Wiley.</p> <p>Industrial Society (1993). <i>Management skills: a practical handbook</i>. London: Industrial Society.</p> <p>Lohmann, R.A. and Lohmann, N. (2002). <i>Social administration</i>. NY: Columbia University Press.</p> <p>Meenaghan, T.M., Kilty, K.M. and McNutt, J.G. (2004). <i>Social policy analysis and practice</i>. Chicago: Lyceum Books.</p> <p>Osborne, S.P.(1996). <i>Managing in the voluntary sector: a handbook for managers in charitable and non-profit organizations</i> . London: International Thompson Business Press.</p> <p>Weimer, D.L. and Vining, A.R. (2005). <i>Policy analysis: concepts and practice</i>. Upper Saddle River, NJ: Pearson/ Prentice Hall.</p>	