

**REGULATIONS FOR THE DEGREE OF  
BACHELOR OF SOCIAL WORK (PART-TIME)  
(BSW)**

*These regulations apply to students admitted to the BSW(PT) curriculum in the academic year 2010-2011 and thereafter.*

*(See also General Regulations and Regulations for First Degree Curricula)*

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**Definitions**

**BSWPT 1<sup>(1)</sup>** In these Regulations, and in the Syllabuses for the degree of BSW, unless the context otherwise requires -

‘Core departments’ means the Departments of Geography, Politics and Public Administration, Psychology, Social Work and Social Administration, and Sociology.

‘Course’ means a course of study, with a credit value expressed as a number of credit-units as specified in the syllabus.

‘Credits’ means the value assigned to each course to indicate its study load relative to the total study load under a degree curriculum. The study load refers to the hours of student learning activities and experiences, both within and outside the classrooms, and includes contact hours and time spent on assessment tasks and examinations.

‘Prerequisite’ means a course or a group of courses which candidates must have completed successfully or a requirement which candidates must have fulfilled before being permitted to take the course in question.

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**Admission to the degree**

**BSWPT 2** To be eligible for admission to the degree of Bachelor of Social Work (part-time) candidates shall

- (a) comply with the General Regulations;
  - (b) possess a recognized higher diploma or associate degree in social work;
  - (c) pass the designed screening test; and
  - (d) complete the curriculum in accordance with the regulations that follow.
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**Advanced standing**

**BSWPT3** Advanced standing may be granted to candidates in recognition of studies completed successfully in an approved institution of higher education elsewhere before admission to the University but advanced credits will not be included in the calculation of the GPA. The amount of credits to be granted for advanced standing shall be up to 51 credits as determined by the Board of the Faculty.

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<sup>(1)</sup> This regulation should be read in conjunction with UG1 of the Regulations for First Degree Curricula.

### Period of study

**BSWPT 4** The curriculum shall normally require six semesters of part-time study, plus the three interim summer semesters, extending over not fewer than three academic years, and shall include any assessment to be held during and/or at the end of each semester. Candidates shall not in any case be permitted to extend their studies beyond the maximum period of registration of five academic years.

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### Completion of the curriculum

**BSWPT 5** To complete the curriculum, candidates shall:

- (a) complete not fewer than 180 and not more than 216 credits of courses, unless otherwise required or permitted under the Regulations;
- (b) follow the required number of compulsory and elective courses as prescribed in the syllabuses;
- (c) normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester) unless otherwise permitted or required by the Board of the Faculty, or except in the final semester of study when the number of outstanding credits required to complete the curriculum requirements may be fewer than 24 credits; and
- (d) successfully complete 129 credits of required courses offered by the Department of Social Work and Social Administration and 15-18 credits of introductory courses as prescribed in the syllabuses.

**BSWPT 6** Candidates with unsatisfactory academic progress may be required by the Board of Faculty to reduce the study load during a specified period.

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### Selection of courses

**BSWPT 7** Candidates who wish to change their selection of courses at the beginning of each semester may do so up to 2 weeks after the commencement of the semester. Requests for changes beyond the 2-week deadline will not be permitted, except for medical or other reasons accepted by the Faculty Board. Candidates' withdrawal from any course without permission will result in a fail grade.

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### Assessment

**BSWPT 8** Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only satisfactorily completed courses will earn credits. Grades shall be awarded in accordance with UG 8(a) of the Regulations for First Degree Curricula.

**BSWPT 9** Candidates are required to make up for failed courses in the following manner

- i) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
- ii) re-submitting failed coursework, without having to repeat the same course of instruction; or
- iii) repeating the failed course by undergoing instruction and satisfying the assessments; or
- iv) for elective courses, taking another course in lieu and satisfying the assessment requirements.

**BSWPT 10** Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.

### **Discontinuation of studies**

**BSWPT 11** Unless otherwise permitted by the Board of the Faculty, candidates shall be required to discontinue their studies if they have:

- i) failed to complete 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters; or
  - ii) failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters; or
  - iii) exceeded the maximum period of registration specified in BSWPT4.
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### **Absence from examination**

**BSWPT 12** Candidates who are unable, because of illness, to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held on a date specified by the Board of Examiners. Any such application shall normally be made on the form prescribed within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.

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### **Award of the degree**

**BSWPT 13** To be eligible for award of the degree of BSW, candidates shall have:

- (a) achieved a cumulative GPA of 1.00 or above; and
  - (b) satisfactorily completed a minimum of 180 credits.
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### **Degree classification**

**BSWPT 14** A list of candidates who have successfully completed all the degree requirements shall be published in five divisions: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, Pass. The classification of honours shall be determined by the Board of the Faculty at its full discretion by taking the overall performance of candidates and other relevant factors into consideration.

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## **SYLLABUSES FOR THE DEGREE OF BACHELOR OF SOCIAL WORK**

### **1. Objectives**

The Department of Social Work and Social Administration in the Faculty of Social Sciences offers a three-year part-time undergraduate curriculum of professional studies in Social Work for holders of recognized higher diplomas and associate degrees in social work, leading to the Degree of Bachelor of Social Work (BSW). The degree curriculum has the following objectives:

- to graduate social workers committed to lifelong learning, integrity and professionalism, and to be capable of being reflective practitioners;
- to develop fully the intellectual and personal strengths of students so as to serve the needy in society through social work intervention, research and policy advocacy;

- to develop a stimulating and supportive learning environment that cultivates students' self inquiry ability and integrative application of social work theories and practice;
  - to promote students' awareness of the social inclusion perspective and develop their competence for working with people from diverse social and cultural backgrounds;
  - to act in partnership with the community, NGOs, service users and other social institutions in the education and professional development of social work students; and
  - to equip social work graduates with essential knowledge, values and skills of becoming effective team players and responsive leaders in social work and other human service professions.
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## 2. Curriculum requirements

The regulations specify the requirements with which candidates have to comply for completion of the BSW degree curriculum.

The curriculum of the degree of Bachelor of Social Work (part-time) normally extends over a period of three academic years. Candidates are required to follow instruction through the medium of lecture courses, laboratory work, small group tutorials and field instruction.

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## 3. Course registration

Course registration will take place before the commencement of each semester. Candidates are advised to consult relevant teachers or Head of Department on the suitable combinations of courses and to adhere closely to the normal study pattern. Less suitable combinations of courses may not be permitted because of timetabling difficulties. Courses listed in the syllabuses may not necessarily be offered every year; depending on the exigencies of staffing, additional courses may be offered.

Candidates may change their course selection during the two-week add/drop period which is scheduled at the beginning of each semester. Requests for changes beyond the 2-week deadline will not be permitted, except for medical or other reasons acceptable by the Faculty Board. Candidates' withdrawal from any course without permission will result in a fail grade. In course registration, candidates should pay special attention to the pre-requisite and co-requisite requirements of courses as specified in the syllabuses. A prerequisite is a course which candidates must have completed successfully in accordance with the conditions stipulated by the Head of Department before being permitted to take a course in question. A co-requisite is a course which candidates must take at the same time as the course in question.

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## 4. Advanced standing

Candidates who possess a recognized higher diploma or associate degree in social work and have completed related courses in their higher diploma/associate degree training, shall be granted up to 51 credits. The amount of credits to be granted shall be determined by the Board of the Faculty. Candidates who have been granted up to 51 credits shall be exempted from the following courses:

### **Exempted Courses (Credits)**

An introductory course on psychology (6)

An introductory course on sociology (6)

SOWK1002. Introduction to social work (6)

SOWK1004. Human behaviour and the social environment (I) (6)

SOWK2014. Social work skills laboratory I & II (12)

SOWK3006. Field work placement I (15)

## 5. Coursework and examination ratio

Unless otherwise specified, the examination for each 6-credit course consists of a two-hour written examination paper. The final grading will be determined by performance in the examination and an assessment of coursework in the ratio of 60:40, unless otherwise specified.

### Required Courses offered by the Department of Social Work and Social Administration

Course	Credits	Prerequisites
SOWK1002. Introduction to social work*	6	Nil
SOWK1004. Human behaviour and the social environment (I)*	6	A course in Psychology or a credit / distinction in A-level or AS-level in Psychology
SOWK1007. Knowing ourselves, knowing our world	3	Nil
SOWK1008. Social welfare system and social policy	6	Nil
SOWK0030. Law and social administration	6	SOWK1002. Introduction to social work
SOWK0055. Management in human service organizations	6	Nil
SOWK0085. Social service research I: methodology	6	SOWK1002. Introduction to social work and SOWK1008. Social welfare system and social policy
SOWK0086. Social service research II: analysis and utilization	6	SOWK0085. Social service research I: methodology
SOWK0107. Foundation of social work practice I	6	SOWK1002. Introduction to social work
SOWK0108. Foundation of social work practice II	6	SOWK1002. Introduction to social work, SOWK0107. Foundation of social work practice I
SOWK2008. Human behaviour and the social environment (II)	6	SOWK1004. Human behaviour and the social environment (I).
SOWK2014. Social work skills laboratory I & II*	12	SOWK1002. Introduction to social work
SOWK3006. Field work placement I*	15	SOWK0107 Foundation of social work practice I and SOWK0108. Foundation of social work practice II and SOWK2014. Social work skills laboratory I & II,
SOWK3002. Advanced social work practice I	6	SOWK0107 Foundation of social work practice I and SOWK0108. Foundation of social work practice II
SOWK3003. Advanced social work practice II	6	SOWK0107 Foundation of social work practice I and SOWK0108. Foundation of social work practice II
SOWK3007. Field work placement II	15	SOWK0107 Foundation of social work practice I and SOWK0108. Foundation of social work practice II and SOWK2014. Social work skills laboratory I & II and SOWK3006. Field work placement
Practice-related Elective	12	Nil

\* Course to be exempted

**Recommended sequence of required courses**

Semesters I, II & Summer I	An introductory course on psychology (6)* An introductory course on sociology (6)* SOWK1002. Introduction to social work (6)* SOWK1004. Human behaviour and the social environment (I) (6)* SOWK1007. Knowing ourselves, knowing our world (3) SOWK1008. Social welfare system and social policy (6) SOWK1101. Practical Chinese language course for social sciences students (3) SOWK1102. Academic English and professional writing skills for social work students (6) SOWK0107. Foundation of social work practice I (6) SOWK2008. Human behaviour and the social environment (II) (6) SOWK1105. Culture, media and identity (3) SOWK1106. Science and technology in the post-modern world (3) Remaining credits of elective courses
Semesters III, IV & Summer II	SOWK0030. Law and social administration (6) SOWK0055. Management in human service organizations (6) SOWK0085. Social service research I: methodology (6) SOWK0086. Social service research II: analysis and utilization (6) SOWK0108. Foundation of social work practice II (6) SOWK2014. Social work skills laboratory I & II (12) * SOWK3002. Advanced social work practice I (6) SOWK3003. Advanced social work practice II (6) Remaining credits of elective courses
Semesters V & VI	SOWK3006. Field work placement I (15) * SOWK3007. Field work placement II (15) Remaining credits of elective courses

\* Course to be exempted

Candidates must complete the IT course SOWK1103. "Introduction to information technology" (3 credits) or IT test SOWK1104. "Information technology proficiency test for social work students" (0 credit) by the end of the fourth semester.

**Introductory Courses****SOWK1101. Practical Chinese language course for social sciences students (3 credits)**

This course aims at enhancing students' knowledge and skills in practical Chinese writing in the social sciences. Students will be trained to write letters, proposals, reports, press releases, and announcements. They will also acquire the skills in making public speeches and presentations.

Assessment: 100% coursework.

Eligibility: BSW(PT) students only.

**SOWK1102. Academic English and professional writing skills for social work students (6 credits)**

This course aims to develop students' abilities to write and speak English clearly, particularly in the field of Social Work. Areas of study include identifying and correcting common errors, learning jargon, orally presenting opinions/arguments, writing professional documents, and increasing confidence. Assignments include short essays and speeches, role plays, and mock case reports and project proposals.

Assessment: 100% coursework.

Eligibility: BSW(PT) students only.

**SOWK1103. Introduction to information technology (3 credits)**

This course introduces students to information technology, its uses and applications. Topics include: basic computing concepts, practical experience in using computer applications, and appreciation of how computers can be used to solve problems and facilitate routine tasks.

Assessment: 100% coursework.

Eligibility: BSW(PT) students only.

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**SOWK1104. Information technology proficiency test (0 credit)**

This course introduces students to information technology, its uses and applications. Topics include: basic computing concepts, practical experience in using computer applications, and appreciation of how computers can be used to solve problems and facilitate routine tasks.

Assessment: 100% Examination.

Eligibility: BSW(PT) students only.

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**SOWK1105. Culture, media and identity (3 credits)**

The course addresses the processes and impacts of identity formation. Students will be exposed to theoretical discussions and empirical research on the meaning making process as well as a range of identities and its formation within a culture. Media and communication forms a pervasive part of contemporary culture. The course will also discuss the evolution of local media and communication in Hong Kong society and how it contributes to the formation of a unique identity for local people. The conflict of culture between mainland and Hong Kong and its consequences in politics and daily living will also be explored.

Assessment: 100% coursework.

Eligibility: BSW(PT) students only.

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**SOWK1106. Science and technology in the post-modern world (3 credits)**

This course is intended to provide a general understanding of science and technology and its recent development in the post-modern world. Through this course, students are expected to increase their scientific understanding and their ability to approach scientific material intelligently. The course consists of 2 components: (1) Life which deals with topics such as bio-diversity, food production, genes and human cloning, and biotechnology in the day-to-day life of humans; (2) Energy, which explains the range of energy sources exploited by human (fossil fuels, plant bio-mass, nuclear, solar, wind, water, and geothermal sources) (3) Information and communication technology, which introduces the newest trends of its development and its impact to the way we live, work and study in the future around the world.

Assessment: 100% coursework.

Eligibility: BSW(PT) students only.

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**Core courses****SOWK1002. Introduction to social work (6 credits)**

The course introduces the basic principles and concepts of social work. Students will obtain an understanding of the philosophy, knowledge and values which form the base for social work practice, social work as a profession, and the role of the social worker in modern society.

Assessment: 50% examination, 50% coursework.

**SOWK1004. Human behaviour and the social environment (I) (6 credits)**

This course introduces a holistic approach to an exploration of normal patterns of development from infancy to old age. Social and familial conditions affecting growth at different stages in the life-cycle will be studied, together with related problems of adaptation and adjustment.

Prerequisite: A course in Psychology or a credit/ distinction in A-level or AS-level in Psychology.

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**SOWK1007. Knowing ourselves, knowing our world (3 credits)**

In social work helping process, the *self* of social worker is one of the most important tools that facilitate changes in clients. This human dimension of one's values, needs, and personality trait will greatly influence the helping process. As a first step to explore what counseling is, this course invites the students to start the journey from within themselves. Through reflective exercises, discussions, and assigned readings, the students will go through a self-discovery journey, visiting issues of body, gender, love, work, and death. This journey will enhance the students' understanding of their values and philosophy of life, and extend to know more about their relationship with the world. The course will adopt an active-learning and experiential approach.

Assessment: 100% coursework.

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**SOWK1008. Social welfare system and social policy (6 credits)**

This course introduces the basic concepts and function of social welfare and social services, and the principles and methods of social policy and social planning. Analysis will be undertaken on a range of social services in Hong Kong such as housing, health, labour, education, social security and social welfare services including family, children and youth, community development, rehabilitation, elderly and other relevant services. Students taking the course will also acquire an understanding of the philosophy, mechanism and processes of policy making and planning, the methods of analyzing and evaluating social policy.

Assessment: 40% examination and 60% coursework.

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**PSYC1001. Introduction to psychology (6 credits)**

Discussion of basic concepts in psychology and a preliminary survey of representative work carried out in various areas of psychological investigation, together with an investigation at some length of one such area.

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**SOCI1001. Introduction to sociology (6 credits)**

This course introduces students to the nature of sociological enquiry and the basic concepts used in sociological analysis. After some reference to the influence of inheritance and environment on human social behaviour, the course will focus on key concepts used in the analysis of cultures, social structures, social processes and social change. The relationship between research, concepts and contemporary theory will be explored at an introductory level.

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**SOCI1003. Introduction to anthropology (6 credits)**

This course will explore, through cross-cultural comparison, key social and cultural issues, such as marriage and the family, caste and class, ethnicity and identity, language and culture, state formation, economic values, gender and religion. The course will draw on studies of the peoples and cultures of Asia.

## Advanced Courses

### Core courses

#### **SOWK0030. Law and social administration (6 credits)**

On a practice level, the course aims to pass on legal analytical skills and knowledge to future front liners and administrators of welfare and human services so that clients (be it families in dissolution, children juvenile needing care protection and rehabilitation, labourers, the mentally ill and underdeveloped, those suffering under discrimination, public housing tenants, residents in urban renewal, consumers etc.) may be better served. On social policy level, the course aims to examine broad general social policy and human rights issues above mentioned and more (e.g. the criminal justice system, privacy, bill of rights, the legal system and the Basic Law etc.) so that students may commit to improving the various systems including the legal system.

Assessment: 40% examination, 60% coursework.

Prerequisite: SOWK1002. Introduction to social work.

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#### **SOWK0055. Management in human service organizations (6 credits)**

The aim of this course is to enable students to understand the recent business-oriented reforms in human service organizations. Human service organizations provide welfare, education and medical services to their users. The dynamics of quality improvements, strategic planning, monitoring and control, management information system, performance appraisal, supervision, stress management, teamwork, financial management and change are included.

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#### **SOWK0085. Social service research I: methodology (6 credits)**

This course is designed to provide a basic grounding in research methodology and to illustrate the major concepts, methods and goals of social service research.

Prerequisite: SOWK1002. Introduction to social work and SOWK1008. Social welfare system and social policy.

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#### **SOWK0086. Social service research II: analysis and utilization (6 credits)**

The objective of this course is to enable students to apply and interpret various methods in data analysis, as well as to enable them to critically analyze research reports and make intelligent use of research findings in social policy planning and administration.

Prerequisite: SOWK0085. Social service research I: methodology.

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#### **SOWK0107. Foundation of social work practice I (6 credits)**

This course aims to provide students with foundations of social work concepts, models, and theories in social work practice. Students are expected to relate theoretical knowledge with practice situations. Students have to perform a functional analysis of human needs and plan basic intervention steps accordingly.

Assessment: 100% coursework.

Prerequisite: SOWK1002. Introduction to social work.

**SOWK0108. Foundation of social work practice II (6 credits)**

This course consolidates students' learning in Foundation of social work practice I in their knowledge and appreciation of casework, group work and community work in professional social work practice. Students will adopt an integrative perspective in the analysis and handling of social needs and human problem. This course aims to lay a solid foundation for students and prepare them for undertaking their placement in the subsequent semester.

Assessment: 100% coursework.

Prerequisite: SOWK1002. Introduction to social work and SOWK0107. Foundation of social work practice I.

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**SOWK2008. Human behaviour and the social environment (II) (6 credits)**

This course studies a spectrum of disturbed behaviours, from concepts of normality, abnormality, classification and assessment, to the clinical syndromes: neuroses, psychoses, personality disorders, psycho-physiologic disorders, organic brain syndromes, and mental retardation; sociopathy, sexual deviations and drug abuses; and behavioural disorders of childhood and adolescence.

Prerequisite: SOWK1004. Human behaviour and the social environment (I).

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**SOWK2014. Social work skills laboratory I & II (12 credits)**

The aim of this course is to equip social work students with the basic practice knowledge, skills and attitudes necessary for professional practice, via an action-learning approach. In-house training workshops will be followed by field projects in a variety of social service settings. Students' active participation in the design and implementation of these projects, together with self-reflection and guidance from teachers, will contribute to the best learning outcome. In special circumstances, a student may be permitted to take a period of field practice in lieu of the social work skills laboratory.

Assessment: 100% coursework.

Prerequisite: SOWK1002. Introduction to social work.

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**SOWK3006. Field work placement I (15 credits)**

Fieldwork practice is an integral part of social work education with the emphasis on learning through practicum. In this course, students are placed in real life work situation to deliver services commensurate with social work professional requirement under the guidance of Field Instructor. Students have to acquaint with social work values and assumptions, develop continuous self reflection on learning, and demonstrate the application of basic social work service skills in practice. The Social Workers' Registration Board requires the fulfillment of 800 placement hours for professional accreditation. Students taking this course have to fulfill at least 400 placement hours.

Assessment: 100% coursework.

Prerequisite: SOWK0107. Foundation of social work practice I and SOWK0108. Foundation of social work practice II and SOWK2014. Social work skills laboratory I & II.

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**SOWK3002. Advanced social work practice I (6 credits)**

This advanced course builds on the students' previous knowledge of social work theories and practice and their field placement experience. It introduces and reviews a number of significant and influential theories and approaches in counseling. The key concepts, assessment and therapeutic techniques as well as evaluation of these approaches are explored. Through lectures, role-play, and experiential exercises, students are expected to acquire knowledge and grasp hands-on skills and techniques. The course aims at helping the students to integrate the different approaches flexibly in facilitating changes in clients.

Prerequisite: SOWK0107. Foundation of social work practice I and SOWK0108. Foundation of social work practice II.

**SOWK3003. Advanced social work practice II (6 credits)**

This course provides various theoretical frameworks and perspectives for students to analyze and understand the processes leading to multifarious social problems in local and international context, and to examine the possible outcomes and impacts, and finally to devise social work intervention plans (at the 'macro' level) to address and alleviate these problems. The course draws upon knowledge and concepts from various disciplines: sociology, political science, public administration, urban planning and the like.

Assessment: 100% coursework.

Prerequisite: SOWK0107. Foundation of social work practice I and SOWK0108. Foundation of social work practice II.

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**SOWK3007. Field work placement II (15 credits)**

Field work placement II serves as a transition practicum for student social workers to move towards becoming a full-fledged social worker. Students are trained to be responsible, able to cope with pressure and crisis, as well as to work independently. They should be aware of their strengths and weaknesses, and be ready to make continuous efforts to further develop in professional competence after graduation. The Social Workers' Registration Board requires the fulfillment of 800 placement hours for professional accreditation. Students taking this course have to fulfill at least 400 placement hours. Full time BSW students are required to complete SOWK3001 as pre-requisite to SOWK3004. Part time BSW students are exempted from this requirement.

Assessment: 100% coursework.

Prerequisite: SOWK0107. Foundation of social work practice I and SOWK0108. Foundation of social work practice II and SOWK2014. Social work skills laboratory I & II and SOWK3006. Field work placement I.

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**Elective Courses in Macro Application****SOWK0012. Social welfare in China (6 credits)**

The course explores the philosophies, organization, techniques and development of social welfare provision in China. The work of the service organizations such as Civil Affairs Bureau, Street Offices, Unions, Federation of Women, and Communist Youth League would be studied. Issues of social security, youth policy, woman status, child care, the care of the elderly people, the physically and mentally handicapped and professional training would be discussed.

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**SOWK0023. Social policy issues in Hong Kong (6 credits)**

This course will examine the issues of social policy in Hong Kong including privatization of welfare services, the impact of ideology of welfare on welfare development in Hong Kong, the issue of equity and equality in welfare provision, community care and service needs of the new arrivals from the mainland. Different theories of welfare will be discussed in relation to local welfare issues.

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**SOWK0029. Comparative social administration (6 credits)**

The course is designed to introduce the comparative study of social policy in selected countries in the world, and to examine the provision of social development programmes and social services for analysis and evaluation in cross-country case studies.

Assessment: 100% coursework.

**SOWK0050. Government and politics of social services in Hong Kong (6 credits)**

This course explores the evolution of social policy in Hong Kong. Alternative approaches to understanding the political, economic, and social dynamics that influence social policy and the implications of these dynamics for social reform will be considered. The formation of political responses to human problems and the impact of such responses on social policy will be discussed with reference to the constitution, the legislature, the Chief Executive and the Executive Council, political parties, pressure groups and the electoral system.

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**SOWK0051. Information and communication technology in human services (6 credits)**

This course is designed to introduce students to the utilization of information and communication technology in human service settings. The major areas are (a) a review of the trends in the human service agencies' use of information and communication technology; (b) an exploration of software frequently used in the human services; and (c) the ethics of IT usage in the human services.

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**SOWK0053. Evaluation of social services (6 credits)**

This course will introduce students to a variety of approaches used to evaluate social services. Students will learn how evaluation techniques can help social service personnel respond to the growing demand for accountability, given that appropriate measures have been taken to collect and analyze data in order to inform decision making. These techniques include: evaluability assessment, designing goals and objectives, choosing an evaluation approach and developing process and outcome measures. Through the course materials, students come to understand the necessity of grounding evaluation approaches within an organization context and the practical issues that arise while implementing an evaluation and using evaluation results.

Assessment: 100% coursework.

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**SOWK0058. Managing people in human services (6 credits)**

This course introduces concepts for the understanding of organization behaviour and emphasizes on the application of these concepts and the skills in managing people in non-profit making organizations. This course is particularly suitable for students who have not taken any management courses before but will be soon required to take up people management responsibility as a team leader or supervisor in the course of their own professional career development. The topics will include basic concepts on management functions, purposes of a managerial position and the roles of a manager; and skills in managing subordinates including motivation, morale, leadership, coaching, performance management and disciplinary actions.

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**SOWK0061. Financial development and management for social service organizations (6 credits)**

This course introduces and examines concepts and practices critical to good financial management of social service organizations. The focus is on preparing students to understand the financial activities and reports essential to management and to analyze and use financial information in planning, budgeting and measuring results to promote the organization's mission and goals. Fund-raising will also be discussed.

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**SOWK0062. Special topics in policy study (6 credits)**

Any special topics in policy study that reflect current topical and changing needs in the community.

**SOWK0084. Theoretical foundations in social policy and planning (6 credits)**

This course is designed to examine various models for the analysis of social policy, as well as basic concepts of social planning, programme design and implementation. Selected social policy issues in Hong Kong and neighbouring countries will be critically analyzed to enhance students' understanding of the subject.

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**SOWK0087. Social service research project (6 credits)**

In this course, students are going to conduct a selected group research project of their interest. Under the guidance of the teacher, students can learn and experience the whole research process including: defining research objectives, identifying research questions, designing research methodology and instrumentation, collecting data, analysing data, writing up research report and disseminating the research results.

Assessment: 100% coursework.

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**SOWK0122. Community building and the civil society (6 credits)**

The course examines the various theories related to community building and the development of civic society. It will also highlight the development of civic society organizations (CSOs) in Hong Kong and internationally, and their growing importance both in the international and global scene. Relevant public policies including urban development, housing, social welfare, home affairs, sustainable development, etc., that are both relevant and important to community building would be examined. The role played by the CSOs in various public policies in Hong Kong will also be discussed.

Assessment: 100% coursework.

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**SOWK0123. Community partnership and political dynamics (6 credits)**

The provision of human services in the community including family services, children and youth services, rehabilitation services, medical services, elderly services, and community organization involves the development of strategic partners within the community. This course enables the students to develop in-depth understanding of the social, political and administrative structures in both the neighbourhood and district levels, the political and inter-group dynamics in the community, and the theory and practice in promoting community partnership.

Assessment: 100% coursework.

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**SOWK0124. Urban development and community engagement (6 credits)**

This course introduces the dynamic interplay of various forces in affecting community development in the context of rapid urban development in Hong Kong, especially that related to urban renewal. Urban changes induced by any stakeholders, ranging from government, commercial sector to local organizations, should engage with all relevant stakeholders. Specific disadvantaged groups marginalized in the urban development process should be empowered to re-enter into the community engagement process. Students will appreciate the background and dynamics of these processes and will therefore be able to analyze or even participate in such processes in the future.

Assessment: 100% coursework.

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**SOWK0125. Comparative social policy (6 credits)**

The course will examine social security, health, housing, and education policies in Hong Kong, Singapore, South Korea, and Taiwan in comparison to industrialized countries. It will focus on

alternative programme designs and their implications so as to highlight the potential and limitations of different policy alternatives.

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### **SOWK0128. Basic medical knowledge for social work students (6 credits)**

Medical Social Work is a very important component in our health care system. It is a crucial interface between health care and social welfare sector. Medical education and social work education however have not been developed from the same vein historically. Their fundamental outlooks and values are often different. There is a need to bridge the two. This course is designed to help social work students to understand the perspectives of medical practitioners and enhance their communication with the medical team.

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### **Elective Courses in Micro Application**

#### **SOWK0001. Advanced group work (6 credits)**

The small group as a mode of social work intervention will be considered as it relates to the treatment of a range of behavioral and interpersonal problems. Selected group work models, group development, and group dynamics will be reviewed in relation to the students' current fieldwork experiences.

Assessment: 100% coursework.

Pre-requisite: SOWK0108 Foundation of social work practice II.

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#### **SOWK0007. Working with families (6 credits)**

This course will examine the concept of a 'family perspective' and assist students in gaining an understanding of the major approaches to working with families. Theories on family, methods of assessment, and a range of strategies and techniques for effective intervention with the family as well as their applicability to the local context will be considered.

Assessment: 100% coursework.

Prerequisite: SOWK1004. Human behaviour and the social environment (I) or SOWK0103. Counselling in different contexts or SOCI0021. Marriage and the family.

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#### **SOWK0009. Issues and interventions in mental health settings (6 credits)**

This course aims to enhance the students' basic understanding of mental illness by focusing on alternative definitions of mental illness, cross-cultural considerations, etiology, and interventive strategies. The diversity of roles of the professionals in team work with the mentally ill within the Hong Kong context will also be examined.

Assessment: 100% coursework.

Prerequisite: SOWK1004 Human behaviour and the social environment (I).

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#### **SOWK0013. Social work practice with selected target groups or in specific settings (6 credits)**

This course will focus on the practice of social work with selected target groups such as children, youth and delinquents, alcoholics and drug addicts, or in specific settings such as school, hospital, youth centres and correctional facilities. For each group or setting, attention will be focused on gaining a comprehensive understanding of the nature of the problems encountered and the role of social work in solving such problems.

**SOWK0020. Oncology, palliative and hospice care (6 credits)**

Professionals in the field of medical and health settings are expected to be competent in oncology care, palliative and hospice care. The students will learn about the medical, psychological, social, spiritual and policy aspects of care for cancer patients and persons with terminal illness. Cultural, sociological and traditional approaches to death and dying as well as bereavement will be explored through student projects.

Assessment: 100% coursework.

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**SOWK0028. Selected topics in social work practice (6 credits)**

The course aims at developing knowledge and skills relevant to the understanding and helping of focused target populations, the selection of which will be based on the special nature of specific client groups, problem areas or service settings.

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**SOWK0033. Working with youth at risk and juvenile offenders (6 credits)**

This course will focus on the various approaches in working with delinquents and young people experiencing emotional or behavioural problems. To facilitate skills development, emphasis will be placed on experiential learning through the use of simulated exercises, games and role-play. Throughout the course, case and group examples will be drawn from a variety of local practice settings-probation, residential facilities for juvenile offenders, correctional services, outreach and school social work.

Assessment: 40% examination, 60% coursework.

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**SOWK0034. Youth crime and juvenile justice issues (6 credits)**

This course will begin with a critical review of the current state of theory and research on youth problems and delinquency. It will then go on to evaluate existing policies and services directed at youth at risk and juvenile offenders in Hong Kong. Finally it will explore current issues in the field of youth policy and juvenile justice, particularly the overseas development of new programme initiatives. Special emphasis will be given to the relevance of these issues and programmes within the Hong Kong context.

Assessment: 40% examination, 60% coursework.

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**SOWK0037. Human sexuality (6 credits)**

This course tells you everything you always want to know about sex but are too afraid to ask: Whom you want to have sex with and why? What would you do in sex and where and when would you do it? Who's on your mind when you think about sex, Leon Lai or Shu Kei? Which is more pleasurable, heterosexual sex or homosexual sex? What is the best sex that you've ever had? Why are having sex with yourself and masturbation acts of revolution? What is pornography – a stimulant to or substitute for sex? Who has a better claim to authority on sex, your family doctor, your lecturer, the host of a radio phone-in program on sex or a sex worker in the street?

Assessment: 100% coursework.

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**SOWK0048. The Satir model and family reconstruction (6 credits)**

Human behaviour is heavily influenced by family upbringing and socialization. This course, based on a marathon experiential training mode, aims to help students to achieve an understanding of their

family. Virginia Satir's concepts of family rules, communication patterns, family mapping and self-esteem will be used to guide students through a process of self-discovery. Active participation will be essential.

Assessment: 100% coursework.

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#### **SOWK0057. Aging and society (6 credits)**

This course is to study the ways in which social and cultural factors enter into the aging process. The practical and immediate effects of aging on society are examined. The course provides a comprehensive description of the dimensions of aging. The goal is to provide a holistic view of aging and to point to the ways in which the personal, social and structural levels of the process interact to shape the daily life of the elderly. With these understandings, the ways to deliver appropriate services to the elderly are discussed.

Assessment: 100% coursework.

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#### **SOWK0060. Career skills training (6 credits)**

Success in one's career is one of the most important life tasks for most people. Besides teaching students the necessary knowledge and practice of core career skills, this course also trains students to design and conduct career skills programmes. Through participation in this course, students will be able to master the theories and skills of career planning, understand the relationship between labour market dynamics and job searching, analyze the effect of social, economic and political changes on the job market. Through understanding the social psychology of career aspects, students will become more sensitive to human dynamics in the work setting.

Assessment: 100% coursework.

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#### **SOWK0065. Understanding and working with young people (6 credits)**

This course examines the developmental characteristics and needs of young people and their actualization in the local context. Special focus is put on understanding the contemporary local youth culture and how it reveals the needs of the young people. Major models and concepts in youth work are introduced. Working skills with young people implied from these models and concepts are also introduced. This course is especially suitable for students who intend to join the fields that work with young people, e.g. social work, teaching, church, entertainment, etc.

Assessment: 40% examination, 60% coursework.

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#### **SOWK0066. Care management (6 credits)**

Care management is a major practice strategy to promote effective service delivery to diverse target populations. It is based on the notion that human service practitioners often work with people who have multiple needs. The major outcomes of care management are better integration of services provided by a cluster of organizations and community of care. This course covers the role of care management in the human services; the method and functions of care management in both direct and indirect services; and the monitoring and evaluation functions of care management practice.

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#### **SOWK0068. Social skills training for human service personnel (6 credits)**

This course will consider the theoretical foundation of social skills training. The relevance of social skills training to different areas of human service practice including teamwork and staff training will be discussed. Skills in working with individuals and groups in human service settings will be practiced. The course will be run in form of lectures, demonstrations, class discussion and exercises.

Assessment: 100% coursework.

**SOWK0069. Counselling in health care settings (6 credits)**

Counselling approaches used in health care such as crisis intervention, grief work, cognitive behavioral intervention, support groups, art therapy, psycho-education skills, bereavement counselling, pastoral care and peer counselling will be examined. Students will be provided with experiential training on skills/ techniques in working with patients in hospitals and in the community.

Assessment: 100% coursework.

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**SOWK0074. Teachers as counsellors (6 credits)**

As many students might join the teaching profession when they graduate, a purpose of this course is to help course participants understand the developmental characteristics, needs and struggles of students (children and adolescents). To understand the counselling process and acquire necessary skills in offering counselling to students are also main focuses of this course. It is expected that through the course, participants can be more equipped to be effective helpers in working with students to cope with their school life.

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**SOWK0075. Violence in intimate relationships (6 credits)**

The issue of violence in intimate relationships (e.g. domestic violence & violence in dating) is examined through multi-lenses. The course introduces the nature of the different kinds of violence in intimate relationships. The knowledge and skills necessary to understand the dynamics of different kinds of violence are taught. How to assess the violent issues, how to identify appropriate intervention strategies and how to apply the related skills in the working situation are introduced. Particular emphasis is given to the relationship between violence and gender issues.

Assessment: 100% coursework.

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**SOWK0092. Adventure-based counselling: theory and practice (6 credits)**

Adventure-Based Counselling (ABC) is a popular contemporary approach employed to work with people in order to assist their building and/or promoting of a positive self-concept, improve their interpersonal relationship and enhance their problem-solving abilities. Although it is especially popular among working with young people, it can also be used in working with different age groups, families and couples. This course aims to introduce the basic theories and practices of ABC and to provide training in some micro skills in conducting ABC sessions. The quality of an ABC facilitator and the ethical considerations in employing ABC to work with people will be discussed in the course. The format of the course includes lectures, seminars and ABC workshops for students to participate and experience the process.

Assessment: 100% coursework.

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**SOWK0098. Working with people with disabilities (6 credits)**

Social workers who work with people with disabilities nowadays should have critical mind and self-reflective attitudes to meet the challenges from the changing field of disabilities. To enhance quality of life of people with disabilities, social workers should have sensitivity to understand situations of individuals with disabilities, and have substantial knowledge of intervening in different levels of environments. Providing students an insightful learning process, this course uses interactive and experiential activities besides traditional one-way lectures. Guests, including friends with intellectual disabilities, friends with physical handicap, their carers and social workers, will be invited to come to the class to share their life experience. This course introduces students the paradigm shift in the field, the

evolution of services affecting people with disabilities, and contemporary approaches to provide services to people with disabilities.

Assessment: 100% coursework.

Prerequisite: SOWK1002. Introduction to social work or SOWK1008. Social welfare system and social policy.

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### **SOWK0099. Separation, divorce and remarriage (6 credits)**

This course aims at enhancing student's understanding of (1) the psychological and social implications of separation, divorce and remarriage; (2) the separation/ divorce/ remarriage decision making process and the considerations involved; (3) legal issues related to separation, divorce and remarriage (grounds for divorce, custody and maintenance, adoption, etc.); (4) the characteristics, dynamics and needs of single parent families and stepfamilies; and (5) intervention approaches relevant to working with divorced and remarried families.

Assessment: 100% coursework.

Prerequisite: SOWK1002. Introduction to social work or PSYC1001. Introduction to psychology or SOCI1001. Introduction to sociology.

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### **SOWK0101. Bullying, aggression and resilience (6 credits)**

The issue of bullying and aggression in adolescents and adulthood is examined through multiple perspectives. An introduction to the prevalence of bullying, current theories and research on the etiology of bullying and aggression in school and workplace will be discussed. A model of resilience is adopted to rebuild the vocabulary of strengths and the culture of support. Students will be trained to equip risk assessment and management, crisis intervention, counseling skills, group therapy and institutional management in handling bullying. Particular emphasis is given to gender issues.

Assessment: 100% coursework.

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### **SOWK0102. Social work in school settings (6 credits)**

The objective of school counseling is to enhance students' whole person development through the provision of remedial, preventive and developmental services in school settings. Phenomenon such as students' suicide, physical and sexual abuse, mental health issues, study problems and school violence pose great challenges to a school counselor. Adopting the ecological perspective, this course will examine: the service provision of school guidance and counseling service in Hong Kong, the multiple roles of a school counselor, the establishment of collaborative relationship with school personnel, the application of practice theories and intervention strategies to individual and school-based family counseling, and the implementation of comprehensive school guidance and counseling programs. By participating in this course, social work students will be equipped with the knowledge and skills to be a competent school counselor.

Assessment: 40% examination, 60% coursework.

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### **SOWK0103. Counseling in different contexts (6 credits)**

Feeling sad, tense, distressed, frustrated and confused? Talk with a counselor before it gets worse. Counseling is a profession that helps individuals to identify and strengthen their capacity in resolving developmental issues, situational demands and crisis as well as working through inner and interpersonal conflicts. The objective of this foundation course is to equip students with the basic knowledge and skills of counseling. The following areas will be examined in this course: the attributes of an effective counselor; roles and focus of counseling in schools, social services, private organizations, medical and health settings; counseling theories; basic counseling skills; and ethical issues in counseling.

**SOWK0106. Use of creative arts in social work practice (6 credits)**

Arts is a natural form of communication that offers a way to express feelings and thoughts in a manner that is less threatening than strictly verbal means. Creative arts have powerful healing potentials in self-discovery, expression of feelings, insight stimulation, relaxation and communication. Creative arts can be utilized as effective medium in social work intervention to develop people in a holistic connection of body, mind and spirit. This course will provide an opportunity for the students to experience the use of creative arts for personal growth and inner exploration. Theory will be introduced in lecture and then integrated with practice through experiential exercises and sharing of reflections. The application of creative arts in individual counseling and group work will be shared through case studies, life demonstration and video analysis. Different arts media will be introduced in this course e.g. visual art, craft work, music, dramatic exercises, and body movement.

Assessment: 100% coursework.

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**SOWK0109. Working with ethnically diverse communities in Hong Kong (6 credits)**

Throughout Hong Kong's history it has been a cosmopolitan city where people arrived in the territory from across the globe as colonisers, merchants, soldiers, low paid manual workers, domestic workers, professionals or for family reunion thus starting at different rungs of the social ladder. This gave rise to its multicultural flavour and justifiably becoming 'Asia's world city'. However, not all migrants have benefited from this miraculous growth. Some were pushed to the margins, excluded or made invisible. This course will benefit those who work with members of ethnic minority communities, intending to do so or who are curious about racial discrimination and multiculturalism in Hong Kong. Topics discussed include stigma, discrimination and prejudice in the context of history, gender, culture and religion of members of ethnic minority communities, new arrivals or immigrant families. Lectures, group and panel discussions as well as field visits will constitute the learning process.

Assessment: 100% coursework.

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**SOWK0110. Counselling for older adults and their families (6 credits)**

This is a practice course for students who are interested in gaining knowledge and skills of counseling older people and their families. A multidimensional framework including the bio-psychosocial, developmental, family, ecological and spiritual perspectives will be adopted for assessment and intervention. The challenges and coping of the individual older adults and their families in face of the common 3Ds – depression, dementia and death will be examined in the context of care giving. Concepts about intimacy and connectedness in the dynamics of aged couples and also those between the adult children and their aged parents will be discussed.

Assessment: 100% coursework.

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**SOWK0111. Addictive behavior (6 credits)**

This course introduces the growing body of knowledge on pathological addictive behaviors. Topics to be covered include drug abuse, alcoholism, computer addiction, and compulsive buying. Various models on the biological, psychological, and social factors related to the course of addiction will be explored. Assessment, treatment, and prevention strategies will also be discussed.

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**SOWK0112. Working with special target populations (6 credits)**

With increasing complexity in the Hong Kong society and the attendant problems faced by various groups of people, there is need to devise specific approaches in alleviating their problems. This course covers selected topics that pertain to the understanding of the characteristics and needs of special populations, and introduces relevant working approaches for practitioners and social policy analysts.

**SOWK0113. Special topics in social work practice (6 credits)**

The Hong Kong society and the world at large have unfolded multifarious new social phenomena that pose new challenges to professional social work practice. The social work professional community has to develop new insights in understanding the nature of such problems and challenges, and accordingly devise timely and appropriate intervention to address these issues. This course covers selected topics that meet acute societal needs, or are of current interest or on the cutting edge of knowledge advancement in social work.

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**SOWK0114. Special interventions: theories and techniques (6 credits)**

In dealing with the increasing complexity of problems handled by the social work professionals, the social work community across the globe has developed new theories and techniques in practice. This course covers intervention models that are of current interest in social work. The key concepts and techniques of the models, and their development in terms of empirical base will be discussed.

Assessment: 100% coursework.

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**SOWK0115. Frontiers in interventions around death, dying and bereavement (6 credits)**

There are more than a hundred deaths each day in Hong Kong, but death is a taboo for most for us. The unfamiliarity towards death induces a sense of anxiety when this topic is brought up to us. Death-related problem is one of the commonest issues that clients bring to counseling, but is often rated as the most uncomfortable scenario by beginning counselors. This course is designed for students with an interest in understanding death, dying and bereavement. It offers a close examination on the challenges individuals, families and service providers face surrounding life-threatening illness and death. Theories and intervention strategies on end-of-life and bereavement care are reviewed. The course aims to increase students' competence in working with clients facing death, dying, loss and trauma.

Assessment: 100% coursework.

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**SOWK0116. A self-reflective journey (6 credits)**

In the counseling process, the self of counselor is one of the most important tools that facilitate changes in clients. This human dimension of one's values, needs, and personality trait will greatly influence the helping process. As a first step to explore what counseling is, this course invites the students to start the journey from within themselves. Through reflective exercises, discussions, and assigned readings, the students will go through a self-discovery journey, visiting issues of body, gender, love, work, and death. This journey will enhance the students' understanding of their values and philosophy of life, and extend to know more about their relationship with the world. The course will adopt an active-learning and experiential approach.

Assessment: 100% coursework.

Prerequisite: SOWK0103. Counselling in different context or SOWK0117. Theories and practices in counseling.

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**SOWK0117. Theories and practices in counselling (6 credits)**

An overview of the process of counselling, the major theories/models in counselling and their applications will be introduced in this course. The politics of counselling, the therapeutic relationship and ethical issues will be examined.

Assessment: 100% coursework.

**SOWK0118. Child maltreatment and protection (6 credits)**

Every child has the right to a life free from violence. Unfortunately, millions of children around the world are the victims of physical, sexual and emotional abuse, as well as global neglect. Child maltreatment is a serious public health problem with a negative impact on the victims, their families and societies as a whole. The prevalence and risk factors of child maltreatment will be examined in the course. Effective prevention and intervention strategies will be investigated.

Assessment: 100% coursework.

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**SOWK0119. Mediation and negotiation (6 credits)**

The nature of interpersonal conflicts and strategies of conflict resolution will be examined in the course. The key elements of negotiation and mediation will be reviewed from different perspectives. Students will learn basic skills of negotiation and mediation. A win-win strategy in the conflict resolution process will be emphasized.

Assessment: 100% coursework.

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**SOWK0120. Counselling in business setting (6 credits)**

This course aims at equipping students with relevant knowledge and skills of counselling applicable to business settings. Some prominent approaches in helping people to change and/or solve their problems through the use of counselling strategies in the business settings will be introduced. An emphasis is placed on the application of counselling in helping people working in the business environments. Topics include the concepts of employee assistance, the needs of counselling in business settings, the applications of counselling in both profit-making and non-profit-making organizations, boundary and limitations.

Assessment: 100% coursework.

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**SOWK0121. Counselling in human resource development and training (6 credits)**

Concepts and strategies in human resource development and training will be introduced. Students will be equipped with the techniques in conducting need assessment, team building, effective communication, problem solving and decision making, crisis management and customer relationship management. Experiential approach is emphasized in this course to enhance students' experience and competence in implementing human resource development and training.

Assessment: 100% coursework.

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**SOWK0126. Experiencing drama and movement therapy (sesame) (6 credits)**

This course gives students an opportunity to a self exploration journey through drama and movement therapy and a basic understanding of the Sesame approach. This incorporates the philosophies and theories of certain key psychologists and psychotherapists, namely C.G. Jung, R. Laban, P. Slade and M. Lindkvist. Through lectures, group presentations, session facilitations and experiential workshop, students can reflect on how this approach has worked for them and the application of drama and movement techniques in the social work setting. It also provides students a picture for further academic development in this profession, as well as other related approaches.

Assessment: 100% coursework.

**SOWK0127. Theory and practice of employment assistance services (6 credits)**

Employment assistance service (EAS) has become one of the major social work interventions in Hong Kong. Billions of resources have been invested in enhancing the work capacity as well as employability of Hong Kong's workforce every year through various departments (e.g. Vocational Training Council, and Employees Retraining Board) and NGOs. A significant portion of social workers are actively engaging in employment related services such as development of a return to work action plan for the CSSA recipients, sharing labour market information and improving job search skills for the trainees of ERB's placement-tile programmes and so on. This course helps to provide basic training in theory and practice to social work students so that they can be equipped to become a competent social worker in providing employment assistance services soon after they are recruited into the employment related departments or agencies.

Assessment: 100% coursework.