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1. Introduction

This student handbook provides some general information about the Social Work and Social Administration Programme in the Division of Humanities and Social Sciences, at BNU-HKBU United International College. In this handbook, students can also find specific information about the programme curriculum, structure, degree requirements, etc. Students should read this handbook carefully and talk to their mentor, teacher, Programme Coordinator, or the Division Dean if they have any queries. The contents of this handbook are for reference only, and are subject to change without prior notice.

2. The Division of Humanities and Social Sciences

The primary academic objective of the Division is to provide students with a number of four-year Honours Degree Programmes. Six major programmes are currently offered:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Degree (Honours)</th>
<th>Years of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cinema and Television</td>
<td>BA (Hons) (i)</td>
<td>4</td>
</tr>
<tr>
<td>Government and International Relations</td>
<td>B SocSc (Hons) (ii)</td>
<td>4</td>
</tr>
<tr>
<td>International Journalism</td>
<td>BA (Hons) (iii)</td>
<td>4</td>
</tr>
<tr>
<td>Public Relations and Advertising</td>
<td>BA (Hons) (iv)</td>
<td>4</td>
</tr>
<tr>
<td>Social Work and Social Administration</td>
<td>BSWSA (Hons) (v)</td>
<td>4</td>
</tr>
<tr>
<td>Teaching English as a Second Language</td>
<td>BA (Hons) (vi)</td>
<td>4</td>
</tr>
</tbody>
</table>

(i) The degree will be awarded by the Hong Kong Baptist University: (i) Bachelor of Arts (Honours) in Cinema and Television; (ii) Bachelor of Social Sciences (Honours) in Government and International Relations; (iii) Bachelor of Arts (Honours) in International Journalism; (iv) Bachelor of Arts (Honours) in Public Relations and Advertising; (v) Bachelor of Social Work and Social Administration (Honours); (vi) Bachelor of Arts (Honours) in Teaching English as a Second Language.
3. The Bachelor of Social Work and Social Administration Programme

Social Work and Social Administration belongs to the discipline of “Applied Social Sciences”. This Programme is committed to quality, leading-edge education, and research. Graduates will be equipped with the professional knowledge, skills and values as well as the confidence and capability to meet challenges in the rapidly changing societies. On successful completion of all the requirements of the programme, students will be awarded the Bachelor of Social Work and Social Administration (Honours) degree.

3.1. Teaching Methods, Field Practice and Medium of Instruction

Teaching will take on a variety of approaches and modes including lectures, workshops, seminars, community study, case study, simulation exercises, group projects/activities, group discussions, class presentations, etc. Field practicum, conducted in the form of direct and actual field practice/ fieldwork, is an important component of Social Work education. Field practice/fieldwork takes the forms of block and concurrent placements with a total of 1000 hours (including skills training) among which direct practice constitutes not less than 900 hours. Field placements are to be held at local settings in Mainland China, Hong Kong, and/or Macau. Overseas field-placement and/or agency attachment might be arranged in due course.

English is the medium of instruction for lectures; however, it is recognized that in the situations of field-study and field-practice in the local context (particularly in Mainland China), the use of Putonghua and/or Cantonese is desirable. Supplementary use of Chinese will be necessary for the practice subjects such as SWSA 2040, SWSA 2080, SWSA 3010, SWSA 3040 and SWSA 3150 of special nature. Special arrangements might be considered for non-Chinese speaking students.

3.2. Programme Aims, Objectives and Learning Outcomes

The general aims of the Bachelor of Social Work and Social Administration Programme is to equip students with professional values, knowledge, and skills in Social Work for rendering quality services at the frontline or in administrative positions. More specifically, it gears (1) to prepare students for a professional career in Social Work and Social Administration, and (2) to enable them to pursue postgraduate study in either local or overseas higher educational institutes as well as those in Hong Kong and Macau.
The Programme enables students to acquire the professional knowledge, skills, and values of Social Work: (a) to engage in direct and indirect Social Work practices at micro, mezzo, and macro levels, as well as in the field of Social Administration (in the areas of social welfare and security, etc.); (b) to work as frontline social workers who have the capability to help cope with special and complex social needs in a variety of service domains and social service fields such as children and family services, youth services, elderly services, rehabilitation and medical social services, correctional services, substance abuse, mental health and community development, etc., and (c) to prepare them for career development in supervisory/managerial positions. Social Work graduates can offer their services in such settings as elderly homes, child care institutions, schools, nursing homes, health clinics/hospitals, welfare NGOs, civil affairs organizations, social security departments, welfare enterprises, community and human service organizations as well as other public institutions.

The specific objectives of the Social Work and Social Administration Programme are to equip students with:

1. An in-depth knowledge in theory and practice of social work and social administration;
2. A solid and broad foundation in social work skills;
3. A solid and broad foundation in social management knowledge and skills;
4. A profound understanding of social work values and ethics;
5. Good problem solving skills; and
6. Good communication and interpersonal skills.

In order to achieve the above objectives, the Social Work and Social Administration curriculum has been carefully designed based on internationally recognized standards (set by the International Federation of Social Workers in Geneva) and values in social work and social administration. Upon completion of this programme, students will acquire:

1. the fundamental knowledge, and the learning capability for sustainable self-development in the fields of social work, social administration, and social management;
2. the necessary knowledge to analyze and help solve problems at personal, group, community and societal level;
3. deeper insight and knowledge in areas of social work, social administration (social policy) and social management;
4. the sense and creativity to identify real world social and societal problems, be they in area of (i) social work and social development, (ii)
social administration (i.e., social security and social policy), or (iii) social management (i.e., management situations in social sector organizations);
(5) the problem-solving, communication, and management skills for a career in social work, social administration, and social management.

4. Teaching Staff

Full-time faculty members are recruited from all over the world. The SWSA programme will try to acquire a proper mix of academics and professionals with a variety of professional backgrounds, direct practice experiences and expertise in a wide spectrum of the social work and social administration fields whereas additional staff of other related disciplines will also be invited to teach courses in social and behavioural sciences, management and law. All faculty members being recruited possess substantial experiences in teaching, field-practice, and/or research. Presently, Prof. Jeff Wilkinson is the Acting Dean of Humanities and Social Sciences, and Prof. Samuel Hui is the Coordinator of the SWSA Programme

5. Programme Structure

<table>
<thead>
<tr>
<th>Subjects (科目)</th>
<th>Credits (学分)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Subjects (专业主修科目)</td>
<td>75</td>
</tr>
<tr>
<td>Major Elective Subjects (专业选修科目)</td>
<td>9</td>
</tr>
<tr>
<td>General Education Required Subjects (通识教育必修科目)</td>
<td>39</td>
</tr>
<tr>
<td>General Education Elective Subjects (通识教育选修科目)</td>
<td>15</td>
</tr>
<tr>
<td>Whole Person Education Experiential Learning Modules (全人教育体验学习课程)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total (合计)</strong></td>
<td><strong>143</strong></td>
</tr>
</tbody>
</table>

② “PSY1010 Introduction to Psychology” and “SOC1010 Introduction to Sociology” are compulsory, and “SWSA1040 Introduction to Social Welfare” is recommended for students of the Social Work and Social Administration Programme.
5.1. **Major Core Subjects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Chinese Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWSA1050</td>
<td>Hong Kong Society and Social Welfare</td>
<td>香港社会与社会福利</td>
<td>3</td>
</tr>
<tr>
<td>SWSA1060</td>
<td>Introduction to Social Work</td>
<td>社会工作学导论</td>
<td>3</td>
</tr>
<tr>
<td>SWSA2040</td>
<td>Social Work Skills</td>
<td>社会工作技巧</td>
<td>3</td>
</tr>
<tr>
<td>SWSA2050</td>
<td>Social Work Intervention and Processes</td>
<td>社会工作介入与过程</td>
<td>3</td>
</tr>
<tr>
<td>SWSA2060</td>
<td>Human Development</td>
<td>人类发展</td>
<td>3</td>
</tr>
<tr>
<td>SWSA2070</td>
<td>Sociology of Social Problems</td>
<td>社会问题</td>
<td>3</td>
</tr>
<tr>
<td>SWSA2080</td>
<td>Theory and Practice in Social Work (Individual)</td>
<td>社会工作理论与实践 (个人)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3010</td>
<td>Theory and Practice in Social Work (Group)</td>
<td>社会工作理论与实践 (团体)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3040</td>
<td>Social Work and Law</td>
<td>社会工作与法律</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3041</td>
<td>Field Practice I</td>
<td>实习 (一)</td>
<td>6</td>
</tr>
<tr>
<td>SWSA3060</td>
<td>Social Policy</td>
<td>社会政策</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3100</td>
<td>Integrative Seminar in Social Work Practice I</td>
<td>社会工作实务整合研讨 (一)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3110</td>
<td>Principles of Social Management</td>
<td>社会管理学原理</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3120</td>
<td>Social Welfare in Chinese Societies</td>
<td>华人社会之社会福利学</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3130</td>
<td>Human Behaviour and Social Environment</td>
<td>人类行为与社会环境</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3140</td>
<td>Social Work Research</td>
<td>社会工作研究</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3150</td>
<td>Theory and Practice in Social Work (Community)</td>
<td>社会工作理论与实践 (社区)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4031</td>
<td>Field Practice II (Part I)</td>
<td>实习 (二) (上)</td>
<td>4</td>
</tr>
<tr>
<td>SWSA4032</td>
<td>Field Practice II (Part II)</td>
<td>实习 (二) (下)</td>
<td>5</td>
</tr>
<tr>
<td>SWSA4041</td>
<td>Final Year Project (Part I)</td>
<td>毕业论文 (一)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4042</td>
<td>Final Year Project (Part II)</td>
<td>毕业论文 (二)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4300</td>
<td>Integrative Seminar in Social Work Practice II</td>
<td>社会工作实务整合研讨 (二)</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4310</td>
<td>Human Service Management</td>
<td>人本服务管理</td>
<td>3</td>
</tr>
<tr>
<td>---</td>
<td><strong>Total</strong></td>
<td>合计</td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>
5.2. **Major Elective Subjects**

Students are required to take *not less than 3 major electives (i.e., 9 credits)* from the following streams in the third and fourth years of their studies:

- **Social Work and Social Management**
- **Social Policy and Administration**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Chinese Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS2010</td>
<td>Organizational Behaviour</td>
<td>组织行为</td>
<td>3</td>
</tr>
<tr>
<td>BUS4040</td>
<td>Strategic Management</td>
<td>策略管理</td>
<td>3</td>
</tr>
<tr>
<td>MHR3010</td>
<td>Human Resource Management</td>
<td>人力资源管理</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3070</td>
<td>Social Work with the Elderly</td>
<td>长者社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4060</td>
<td>Social Work with Youth</td>
<td>青少年社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4070</td>
<td>Social Work with Mentally Disordered</td>
<td>精神病患者与社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4150</td>
<td>Residential Care and Services</td>
<td>院护照顾与服务</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4170</td>
<td>Social Work with Families</td>
<td>家庭社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4180</td>
<td>Supervision and Staff Development</td>
<td>督导与员工发展</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4190</td>
<td>Social Work with Drug Abusers</td>
<td>药物滥用者与社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4200</td>
<td>Marketing for Human Service Organizations</td>
<td>人本服务机构市场学</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4210</td>
<td>Delinquency and Social Work</td>
<td>违法行为与社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4220</td>
<td>Programme Planning and Evaluation</td>
<td>项目策划与评估</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4230</td>
<td>Non-profit Fund Raising</td>
<td>非营利组织经费筹募</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4240</td>
<td>Topics in Social Management</td>
<td>社会管理议题研习</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4270</td>
<td>Rehabilitation Service and Social Work</td>
<td>复康社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4280</td>
<td>Medical Social Work</td>
<td>医务社会工作</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4290</td>
<td>Topics in Social Work</td>
<td>社会工作议题研习</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3020</td>
<td>Social Welfare in Asia</td>
<td>亚洲社会福利</td>
<td>3</td>
</tr>
<tr>
<td>SWSA3080</td>
<td>Social Policy in Asia</td>
<td>亚洲社会政策</td>
<td>3</td>
</tr>
<tr>
<td>SWSA4050</td>
<td>The Welfare State in China</td>
<td>中国社会福利</td>
<td>3</td>
</tr>
</tbody>
</table>
5.3. **General Education Required (GER) Subjects**

Students should complete the required subjects under each of the following GER categories. For detailed subject offerings, please see Appendix I.

<table>
<thead>
<tr>
<th>GER Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Chinese Language</td>
<td>6</td>
</tr>
<tr>
<td>English Language</td>
<td>18</td>
</tr>
<tr>
<td>I.T. Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

5.4. **General Education Elective (GEE) Subjects**

All students are required to take 15 GEE credits. They should complete at least one subject from the category of Chinese Culture and Society, and the remaining credits from any of the following GEE categories, preferably subjects outside their own specialization. For detailed subject offerings, please see Appendix I.
5.5. Whole Person Education (WPE) Experiential Learning Modules

Within the WPE structure, 8 modules are grouped into 5 sections. Each module is worth one credit unit. Students should earn at least one credit from each section in order to meet the WPE graduation requirements.

Please see Appendix II for information about the 8 WPE modules.

6. Subject Descriptions

6.1. Major Core Subjects

SWSA1050 HONG KONG SOCIETY AND SOCIAL WELFARE (3 credits)

Pre-requisite(s): None

Subject Description: The main objective of this subject is to provide students with the basic knowledge on the status and development of social trends and social problems in modern Hong Kong society, while also introducing today’s welfare system in Hong Kong, its historical development, current changes and dilemmas. In particular, emphasis will be given to present-day problems, policies and programmes of the post-colonial era.

SWSA1060 INTRODUCTION TO SOCIAL WORK (3 credits)

Pre-requisite(s): None

Subject Description: This subject orients students to the Social Work profession. It provides students with an overview of the philosophical foundations and basic elements of social work covering such aspects as its purposes, values, sanction, knowledge, and skills. Students will examine the approaches/methods of direct and indirect social work practice; the various fields of social work practice and the types of clientele served as well as the roles and functions of social workers. Field trips and visits to social service agencies may be organized to enable them to gain a better idea of the different agency settings and their services.

SWSA2040 SOCIAL WORK SKILLS (3 credits)

Pre-requisite(s): None

Subject Description: This subject facilitates students’ self-understanding and awareness of their own behaviour and attitude related to the role of a social worker, as well as students’ reflection of values and to identify value conflict, if any, in the application of the international Social Work Code of Ethics to practice. The main part of the subject concentrates on students’ acquisition of basic knowledge and micro skills of social practices with individuals, groups, and community.
SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES (3 credits)

Co-requisite: SWSA2040 SOCIAL WORK SKILLS, or consent of the SWSA Programme

Subject Description: This subject is an introduction to the integrated model as a conceptual framework for the study of social work theory and practice. Students will learn the practice content that encompasses the generic knowledge and skills common to social work practice at micro, mezzo, and macro levels. This content includes the activities of intervention and processes of engaging clients in an appropriate working relationship, identifying issues, problems, needs resources, and assets; collecting and assessing information; and planning for service delivery. Exercises based on case, group, and community studies will be used to help students develop their practical and analytical skills. This subject runs concurrently with SWSA2040- Social Work Skills.

SWSA2060 HUMAN DEVELOPMENT (3 credits)

Pre-requisite(s): PSY1010 INTRODUCTION TO PSYCHOLOGY, or Consent of the SWSA Programme

Subject Description: This subject focuses on the study of human adjustments and coping behaviours with references to the various features and characteristics of human development from prenatal stage to death. Students will examine the developmental problems, adjustment difficulties, and changes in human behaviour as a result of interaction of biological, psychological, socio-cultural factors across lifespan, and their implications for social work practice.

SWSA2070 SOCIOLOGY OF SOCIAL PROBLEMS (3 credits)

Pre-requisite(s): SOC1010 INTRODUCTION TO SOCIOLOGY

Subject Description: This subject focuses on the macro-study of major social problems and issues of the contemporary societies with references to the local context such as social deviations, ageism, domestic/family violence, inequality, unemployment, poverty, and certain other emerging issues from a sociological perspective. Students will examine the major theoretical explanations (such as social disorganization; labelling theory etc.) to the causative factors, and the strategies or approaches by which society seeks to cope with them. Policies on treatment and prevention of the social problems under study will also be discussed.

SWSA2080 THEORY AND PRACTICE IN SOCIAL WORK (INDIVIDUAL) (3 credits)

Pre-requisite(s): SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

Subject Description: This subject devotes to the study, application, and evaluation of the major theoretical models/approaches in social work with individuals and their
families. It enables students to grasp and apply the knowledge and skills of the major theories and practice of counselling and psychotherapy covering humanistic, cognitive-behavioural, and family therapies. References to the new developments of counselling theories and approaches to the practice of counselling will also be made. Students will develop their skills through participation in a variety of simulation exercises and case studies.

**SWSA3010  THEORY AND PRACTICE IN SOCIAL WORK (GROUP)**

(3 credits)

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

**Subject Description:** This subject outlines the purpose and rationale behind social work with groups. Students will examine and evaluate the major theoretical models and practical approaches of social group work. Problems and issues in the application of group work will be analyzed. Skills necessary for setting up and running a group in particular the handling of group dynamics will be examined. Students will participate in a variety of simulations exercises to develop their skills.

**SWSA3040  SOCIAL WORK AND LAW**

(3 credits)

**Pre-requisite(s):** None

**Subject Description:** This subject orients students to the subject of law in welfare-related areas, and its importance for the welfare state system in particular and the general society at large. It will discuss the basic foundation of law in the field of social work and social welfare. It will examine social welfare legislations concerning the protection of women and children; the physical and mentally disabled; family; labour; and those laws related to social work, social security and social welfare, health and education.

**SWSA3041 FIELD PRACTICE I**

(6 credits)

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES; SWSA2080 THEORY AND PRACTICE IN SOCIAL WORK (INDIVIDUAL); SWSA3010 THEORY AND PRACTICE IN SOCIAL WORK (GROUP); SWSA3150 THEORY AND PRACTICE IN SOCIAL WORK (COMMUNITY)

**Subject Description:** This is a supervised field practice. It enables students to gain understanding of the placement agency’s philosophy, function, policy, service delivery, and the social problems in its purview. It also attempts to help students apply social work principles and internalize social work values through direct practice. Students, through direct field-practice, are expected to develop self-awareness and the ability to integrate knowledge with practice with different target groups and a range of problems;
and to sharpen assessment and intervention skills as applied to a broad range of social work roles in working with individuals, families, groups and communities.

**SWSA3060 SOCIAL POLICY**

*(3 credits)*

**Pre-requisite(s):** None

**Subject Description:** This subject develops students’ understanding of social policy and the relationship between social policy, social welfare and social work in a changing world. It focuses on modern social policy analysis, taking into account the full scope of social policies available today, and shows how they interact with each other – providing both a strong theoretical and practical point of view in the study of social policy. The subject will also discuss and analyze the history and development of the welfare state in international perspective.

**SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT**

*(3 credits)*

**Pre-requisite(s):** None

**Subject Description:** This subject will provide students with an orientation to the field of Social Management. Students will examine how a social organization is managed to accomplish the best results of its services. In this perspective, this subject aims at helping students acquire an understanding of the structure, characteristics and administrative functions of a social organization. Students will examine the relevancy and application of the knowledge of management principles and practices in non-profit settings.

**SWSA3120 SOCIAL WELFARE IN CHINESE SOCIETIES**

*(3 credits)*

**Pre-requisite:** SWSA1040 INTRODUCTION TO SOCIAL WELFARE, or Consent of the SWSA Programme

**Subject Description:** This subject aims at helping students to acquire an overview of the social development of contemporary Chinese societies, to develop an understanding of the institutional structure of modern China, to explore the current welfare issues and challenges, and to examine the actual welfare operation and training of welfare workers.

**SWSA3130 HUMAN BEHAVIOUR AND SOCIAL ENVIRONMENT**

*(3 credits)*

**Pre-requisite(s):** PSY1010 INTRODUCTION TO PSYCHOLOGY

**Subject Description:** This subject provides students with the knowledge on the reciprocal relationships between human behaviour and social environments. It introduces empirically based theories and knowledge that focus on the interactions between and among individuals, groups, societies, and economic systems. This
includes the examination of theories and knowledge of biological, sociological, cultural, psychological development across the life span; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being.

**SWSA3140 SOCIAL WORK RESEARCH** (3 credits)

**Pre-requisite(s):** STAT1020 STATISTICS FOR NON-SCIENCE

**Subject Description:** This subject helps students understand the basic principles and limits of scientific inquiry and their relation to the practice of social work and social administration. Students will examine the methods of qualitative and quantitative research design; data analysis and interpretation; as well as the use of statistical procedures and knowledge in social investigations. Students will be oriented to the use of computer/statistical software such as SPSS for data entry and analysis. It will also help students to acquire the practical skills of research through planning and undertaking a small-scale research project that is relevant to social work and social administration practice such as evaluative research, action research, and policy research.

**SWSA3150 THEORY AND PRACTICE IN SOCIAL WORK (COMMUNITY)** (3 credits)

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

**Subject Description:** This subject identifies community problems with the active participation of the community people and the priorities of problem solutions using the community participatory approach. It will examine the goals and development of community work as a social work method and theoretical models of community work. The subject will identify and analyze issues and problems specific to the practice of community work at the local, Asian context.

**SWSA 4031 FIELD PRACTICE II (PART I)** (4 credits)

**Pre-requisite(s):** SWSA3041 FIELD PRACTICE I

**Subject Description:** The field practice provides students with hand-on experience. It enables them to understand the agency’s philosophy, function, policy, service delivery, and the social problems in its purview; to sharpen assessment and intervention skills as applied to a broad range of social work roles in working with individuals, families, groups and communalities; to develop the ability in applying and integrating classroom learning and field practice with different target groups and a range of problems; and to apply social work principles and internalize social work values through direct practice.
SWSA4041  FINAL YEAR PROJECT (PART I) (3 credits)
SWSA4042  FINAL YEAR PROJECT (PART II) (3 credits)

Pre-requisite(s): None
Subject Description: The Final Year Project helps students to appreciate and utilize relevant literature and research within their discipline and to apply their knowledge and fieldwork experiences independently to a practical problem or issue in the field of social work. The Project will provide an opportunity for students to work independently on a problem or issue and to integrate knowledge and fieldwork experiences into an integral component for developing and reflecting on their social work practice. Students will be prepared to embark on the project at the start of their final year of study.

SWSA3100 INTEGRATIVE SEMINAR IN SOCIAL WORK PRACTICE I (3 credits)
SWSA4300 INTEGRATIVE SEMINAR IN SOCIAL WORK PRACTICE II (3 credits)

Pre-requisite(s): SWSA2080 THEORY AND PRACTICE IN SOCIAL WORK (INDIVIDUAL)
SWSA3010 THEORY AND PRACTICE IN SOCIAL WORK (GROUP)
SWSA3150 THEORY AND PRACTICE IN SOCIAL WORK (COMMUNITY)
Subject Description: Integrative seminars aim at developing students’ academic and professional competence by helping them assimilate knowledge gained through a wide range of related subjects. They provide students with the opportunities to discuss, digest, and integrate what they have learned in the classroom and field settings.

SWSA4310  HUMAN SERVICE MANAGEMENT (3 credits)

Pre-requisite(s): SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT
Subject Description: This subject provides a basic understanding of social welfare management and administration. It discusses the problems, roles and tasks of social workers in human service management and the implementation of managerialism in social work practice. The subject comprises both macro-management practices (e.g. the shaping of organizational structure and processes of social welfare agencies) and micro-management practice (entrepreneurship, leadership and motivation, human resource management, social marketing, fundraising, quality control, etc.).

6.2. Major Elective Subjects

BUS2010  ORGANIZATIONAL BEHAVIOUR (3 credits)

Pre-requisite(s): SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT, OR BUS1010 INTRODUCTION TO BUSINESS
Subject Description: This subject focuses on the study of theories and concepts related to understanding of people’s behaviour in organizations. Students will study the
behaviours of individual and groups in organizations in order to gain both a theoretical and practical knowledge that can be applied in a work setting.

**BUS4040 STRATEGIC MANAGEMENT** (3 credits)

*Pre-requisite(s):* SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT, OR BUS1010 INTRODUCTION TO BUSINESS

*Subject Description:* This subject provides students with a general understanding of the importance and complexity of human service operations, and develops an awareness of the impact of external forces and of actions by the organization and its competitors over strategies on service delivery and the acquisition of resources. It uses the perspective of a CEO, not a sub-unit in dealing with decisions which determine the future direction and effectiveness of an organization. It focuses on the skills required of the CEO in diagnosing and finding solutions for critical problems in complex situations, and implementing them.

**MHR3010 HUMAN RESOURCE MANAGEMENT** (3 credits)

*Pre-requisite(s):* SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT, OR BUS1010 INTRODUCTION TO BUSINESS

*Subject Description:* This subject aims at providing students with the knowledge and understanding of human resource management with focus on both the management and operational functions. Students will examine the process, methods and skills of HRM planning, recruitment, selection, training, performance appraisal, compensation, incentive and staff welfare, health and safety as well as labour relations. References to the current issues and trends as they relate to the local situations will also be made.

**SWSA3020 SOCIAL WELFARE IN ASIA** (3 credits)

*Pre-requisite(s):* None

*Subject Description:* This subject introduces the issue of social welfare in Asia from a wholesome (integrative societal) and comparative perspective. Students will learn the importance of social welfare issues in the context of national development – including political and administrative development, as well as economic, social and cultural development. The subject will focus on a number of key countries and the welfare systems in Asia, such as: China, India, Korea, Malaysia, and Singapore.

**SWSA3070 SOCIAL WORK WITH THE ELDERLY** (3 credits)

*Pre-requisite(s):* SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

*Subject Description:* This subject develops and deepens the students’ understanding of the processes of human aging through an exploration of relevant social sciences concepts and theories. Students will understand and examine the philosophy and
rationale behind different provisions for older people, as well as acquire and develop practical techniques and skills in working with older people at different levels and settings.

**SWSA3080 SOCIAL POLICY IN ASIA**  
*(3 credits)*

**Pre-requisite(s):** None

Subject Description: This subject introduces, examines, and discusses a variety of key social policy issues in Asia, focusing particularly on policies for deprived classes and ethnic groups, women policy, population policy, social security and health care policy, education policy, employment policy, as well as anti-poverty policy. The subject also discusses social policy models in Asia, identifying the special characteristics of and needs for social policy in Asia.

**SWSA4050 THE WELFARE STATE IN CHINA**  
*(3 credits)*

**Pre-requisite(s):** None

Subject Description: This subject gives a brief introduction to the history and evolution of the social welfare system in China. Students will review and discuss the evolution history of social problems in China, the Chinese social security system and the social service system, as well as Chinese societal policy. The subject will apply major welfare state theories in examining the development of the Chinese Welfare State – its past, present and future.

**SWSA4060 SOCIAL WORK WITH YOUTH**  
*(3 credits)*

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

Subject Description: This subject reviews contemporary theories and perspectives for understanding youth with particular reference to the socio-economic and political context of Asia, as well as the discourses on specific dimensions of youth in Asia. This subject will further examine and evaluate selected youth services and approaches to youth work with a view to promoting positive changes.

**SWSA4070 SOCIAL WORK WITH THE MENTALLY DISORDERED**  
*(3 credits)*

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

Subject Description: This subject helps students to understand a range of theories, classifications and diagnostic formulations pertaining to mental disorders and to gain the knowledge of unique manifestation and major features of various types of mental disorders. It will examine the different approaches and methods of intervention and prevention in the field of mental disorders and their implications for social work practice. Students will be acquainted with and evaluate the local policies, ordinance and
services related to mental disorders.

**SWSA4080  SOCIAL SECURITY SYSTEMS IN ASIA  (3 credits)**

**Pre-requisite(s):** None  
**Subject Description:** This subject will introduce students to the study of different types and constellations of social security systems, as applied throughout all of Asia. The students will realize the strengths and weaknesses, and current predicaments of social security systems in Asia. Students will be able to provide improvements and alternative solutions for current social security problems (e.g. aging of society, impact of economic globalization, new gender roles, and low birthrates) in different institutional settings.

**SWSA4090  OLD-AGE SECURITY IN AGING SOCIETIES  (3 credits)**

**Pre-requisite(s):** None  
**Subject Description:** This subject introduces in particular the issue of old-age security in aging societies and the issue of low fertility rates in the context of financial stability of social security systems. It examines and analyzes complexities of multi-pillar old-age security systems in times of rapid aging and rapid and lasting fertility decline, particularly in Western, but also Asian societies. The subject introduces old and new concepts and theories of providing old-age security and in devising social policies for the elderly.

**SWSA4100  HEALTH AND LONG-TERM CARE IN AGING SOCIETIES  (3 credits)**

**Pre-requisite(s):** None  
**Subject Description:** This subject introduces in particular the issue of health and long-term care in aging societies and the issue of longevity and the rise of modern mass diseases. It will examine and analyze issues of health care markets. The subject introduces old and new concepts and theories of providing health and long-term care services, and devising health and long-term care policies for the elderly.

**SWSA4150  RESIDENTIAL CARE AND SERVICES  (3 credits)**

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES.  
**Subject Description:** This subject provides students with a comprehensive knowledge of the services and practice of residential care. Students will examine the basic principles and characteristics of residential care; and the effects of residential care on both residents and staff, as well as the roles and functions of social workers in residential settings. This subject will devote to the study of the process and tasks of residential care. The concepts of therapeutic community and community care versus
long-term residential care will be analyzed.

**SWSA4170  SOCIAL WORK WITH FAMILIES**  (3 credits)

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

**Subject Description:** Building on the foundation of theoretical knowledge and practical skills as acquired from the earlier micro social work practice subjects, students will examine the application of the theories and practice in working with families. This subject devotes also to the study of the structures, functions, and the developmental stages of families and problems they may encounter. The role of social workers in family services will be examined, and the family policies and services will be analyzed with particular reference to the local context.

**SWSA4180  SUPERVISION AND STAFF DEVELOPMENT**  (3 credits)

**Pre-requisite(s):** SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT

**Subject Description:** This subject enables students to acquire the concepts, knowledge, skills and techniques of workplace learning, motivating and developing members of organizations. Students will examine the methods and skills of stimulating and directing staff to effectively achieve an organization’s objectives. Specifically, it will equip students with an understanding of the nature of people management and related activities and how these activities simultaneously promote staff well-being and organizational effectiveness. Special references will be given to the human/social service organizations.

**SWSA4190  SOCIAL WORK WITH DRUG ABUSERS**  (3 credits)

**Pre-requisite(s):** SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES.

**Subject Description:** This subject focuses on the study of alcoholism and drug abuse in terms of the nature, prevalence, etiology, and their effects on the individual, family and community. Students will identify the unique characteristics of the major categories/ types of the commonly abused drugs, and examines the theoretical bases, and the modalities to the treatment and prevention of drug abuse.

**SWSA4200  MARKETING FOR HUMAN SERVICE ORGANIZATIONS**  (3 credits)

**Pre-requisite(s):** SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT

**Subject Description:** This subject provides students with the knowledge and practices of service marketing in the human service context. An overview of the services marketing process and its differences from the marketing of customer products will be presented. The contents will also cover the issues of quality control and customer satisfaction.
SWSA4210  DELINQUENCY AND SOCIAL WORK  (3 credits)

Pre-requisite(s): SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSE

Subject Description: This subject aims at helping students understand the problem of deviancy and delinquency with references to such areas as types of crime, the demographic, ecological, and etiological factors. Students will also examine the process of prosecution, correctional systems and services, the rehabilitation and institutional services for delinquents/ law offenders as well as the role and functions of social workers in the legal system. Methods of intervention, prevention and skills in working with the target groups and their families will be studied. Discussion on care and services to the crime victims will also be included. The role of social work policy, services and programmes of both government and non-government agencies will be examined.

SWSA4220  PROGRAMME PLANNING AND EVALUATION  (3 credits)

Pre-requisite(s): SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT

Subject Description: This subject enables students to grasp the principles, methods and skills of planning service programmes, and to develop criteria and indicators which serve as bases for assessing the effectiveness of the services of the organization, and for improving its service quality and productivity. Students will be helped to understand the significance of engaging in the planning and evaluation activities.

SWSA4230  NON-PROFIT FUND RAISING  (3 credits)

Pre-requisite(s): SWSA3110 PRINCIPLES OF SOCIAL MANAGEMENT

Subject Description: This subject aims at providing students with practical approaches and techniques of fund-raising as means of acquiring financial resources for service delivery. The various approaches/methods used to appeal to the potential donors will be examined and evaluated. Students will learn how to present information, and communicate with the donors as well as maintaining relationships with them.

SWSA4240  TOPICS IN SOCIAL MANAGEMENT  (3 credits)

Pre-requisite(s): Year III students or consent of the SWSA programme

Subject Description: This subject is designed to be flexible to allow analysis and discussion on a range of selected issues and cases in human service management and administration which are complementary to those ordinarily offered as an integral part of the stream. Normally, no more than one such subject will be offered in any given semester.
SWSA4250  TOPICS IN SOCIAL POLICY AND SOCIAL ADMINISTRATION  
(3 credits)

Pre-requisite(s): Year III students or the consent of the SWSA Programme

Subject Description: This subject is designed to be flexible to allow analyses and discussions on a range of selected contemporary issues in Social Policy and Social Administration, which are complementary to those ordinarily offered as an integral part of the stream. Normally, no more than one such subject will be offered in any given semester.

SWSA4270  REHABILITATION SERVICE AND SOCIAL WORK  (3 credits)

Pre-requisite(s): SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

Subject Description: This subject provides students with an understanding of the theories, scope, and causes of physical and mental disorders. The different aspects of needs, problems, and adjustment of both groups of handicapped persons will be examined. Students will understand the methods of assessment, intervention, and prevention of mental and/or physical disability. The roles of the social worker and approaches in working with both clients and their families will also be examined.

SWSA4280  MEDICAL SOCIAL WORK  (3 credits)

Pre-requisite(s): SWSA2050 SOCIAL WORK INTERVENTION AND PROCESSES

Subject Description: The social work processes and intervention skills in the medical/health care setting are the key areas of study. This subject helps students acquire knowledge and skills in working with the clients in the medical setting. Students will study the social aspects of health and disease, sick role, multidisciplinary approach towards treatment and prevention. The roles of medical social workers in the multi-disciplinary setting, and the health care system will be examined.

SWSA4290  TOPICS IN SOCIAL WORK  (3 credits)

Pre-requisite: Year III students or the consent of the SWSA Programme

Subject Description: This subject is designed to be flexible to allow discussion on a range of contemporary issues in Social Work, which are complementary to those ordinarily offered as an integral part of the Social Work stream. Normally, no more than one such topic will be offered in any given semester.

6.3. General Education Subjects

See Appendix I of the Undergraduate Handbook.
6.4. Whole Person Education Experiential Learning Modules

See Appendix II of the Undergraduate Handbook.

7. Internship, Placement and Overseas Visits

In order to provide students with practical experience and broaden their minds and horizons, UIC will try to arrange internships and placement in industries, companies and enterprises, and overseas visits for students (see the UIC website for details). As far as Social Work Field Practices are concerned, students will be involved in direct field-practices at the social service/welfare organizations or settings in local and/or other off-shore cities such as Hong Kong and Macau.

8. Research Institute

In 2006, the College has established a research institute, the “Institute for Cross-Cultural Studies”, within which there is a “Centre for Social Development” (for details, see the UIC website).