

# The Catholic University of Eastern Africa

| TITLE  | AUTHOR   |
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| <b>PROCEDURE FOR SOCIAL WORK/ FIELD ATTACHMENT PRACTICE FOR FASSc STUDENTS (CUEA/DVC ACD/FAS/01)</b> | <b>DEAN, FACULTY OF ARTS AND SOCIAL SCIENCES</b> |
|  | NO. OF APPENDICES:                               |
|  | <b>(NONE)</b>                                    |

**AUTHORIZATION**  
 This Standard Operating Procedure is issued under the authority of:

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**NOTE:**

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Academic and Dean, Faculty of Arts and Social Sciences office

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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at the relevant functions for authorized users.

**1.0 PURPOSE**

To ensure the efficient supervision of social work students practice within the Faculty of Arts and Social Sciences.

**2.0 SCOPE**


This procedure applies to all CUEA undergraduate students within the Faculty of Arts and Social Sciences who are eligible to do social work and/ or field attachment practice.

**3.0 TERMS AND DEFINITIONS**

FWC - Field Work Coordinator

**4.0 REFERENCES**

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- 4.1 Social Work Attachment Manual
- 4.2 ISO 9001:2008 Standard
- 4.3 CUEA Quality Management Manual

## 5.0 PRINCIPAL RESPONSIBILITIES


The Dean, Faculty of Arts and Social Sciences shall have the overall responsibility to ensure the implementation of this procedure.

## 6.0 METHOD

- 6.1 The field work coordinator shall contact organizations/ agencies to seek for or to confirm placement vacancies for students between November and February of the next year.
- 6.2 The FWC shall prepare the attachment schedule with the names of potential students in each respective organization.
- 6.3 The FWC shall organize and call for a briefing meeting for all the students and supervisors in Mid April.
- 6.4 The FWC shall present introduction letters, a confidential evaluation form and the attachment manual to the students.
- 6.5 The FWC shall draw up a supervision schedule according to the coverage area as stipulated in the attachment manual. Each student shall be assigned two supervisors (2) one of whom shall be the main supervisor.
- 6.6 The supervisor shall conduct supervision of the students according to the attachment manual.
- 6.7 The FWC shall ensure that the students have prepared and submitted final field work reports three weeks after the beginning of the first trimester of the academic year.
- 6.8 The FWC shall ensure that the confidential reports are handed in directly to him/her.
- 6.9 The FWC shall forward the reports to the main supervisors for marking and grading within one week of receiving them.
- 6.10 The main supervisor shall mark, grade and hand in the results to the FWC within two weeks of receiving them.
- 6.11 The FWC shall enter the marks into the AMIS within 2 days of receiving them and shall hand in the mark-sheets to the HOD.
- 6.12 The FWC shall hand in the marked reports to the HOD for custody.

## 7.0 APPENDICES

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