

The University of Sydney



**Board of Studies in  
Social Work  
Handbook  
1997**

*Editors*  
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The University of Sydney  
 N.S.W. 2006  
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**Semester and vacation dates 1997\***

<b>Semester</b>	<b>Day</b>	<b>1997</b>
<b>First</b> Semester and lectures begin	Monday	3 March
Easter recess Last day of lectures Lectures resume	Thursday Monday	27 March 7 April
Study vacation — 1 week beginning	Monday	16 June
Examinations commence	Monday	23 June
<b>Second</b> Semester and lectures begin	Monday	28 July
Mid-semester recess Last day of lectures Lectures resume	Friday Tuesday	26 September 7 October
Study vacation -1 week beginning	Monday	10 November
Examinations commence	Monday	17 November

\*There may be variations to the semester dates for some courses.

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# Message from the Chairperson

It is my pleasure on behalf of the members of the Board of Studies in Social Work to welcome all of you beginning a program of studies in the Department of Social Work, Social Policy and Sociology. I would also like to welcome back those of you already in various stages along the way to a degree. Your department, like your University, was the first of its kind in Australia. Many developments have taken place over the years in the Social Work program. These developments have occurred in order to ensure that the program continues to be committed to academic excellence and continues to be responsive to changing social needs and professional roles.

The undergraduate Social Work course requirements allow a wide choice of subjects in the first two years at the University. These form the basis for the more specific professional training that follows in the next two years. The *Faculty of Arts Handbook* provides details of Arts courses and you should consult it as well as this handbook in planning your coursework. Your choice of courses in the first two years helps determine the kind of professional social work expertise you develop. Please feel free to discuss your choice of courses and your career prospects with the Head of the Department of Social Work, Social Policy and Sociology, or with Ms Janice Whittington who is Secretary to the Board of Studies in Social Work.

Chapter 6 of this handbook presents the formal avenues for consultation between students and the university staff, but I am sure you will find us all happy to participate in informal conversations. A great additional resource for you is the Sydney University Social Work Students' Association. I hope you will in turn actively participate in its work. May I wish you all success and satisfaction in your studies and in your future careers.



Associate Professor T.H. Irving  
*Chairperson*

# 1 Staff<sup>1</sup>

## *Professor of Social Work*

Stuart John Rees, BA DipSocStud CertSocCasework *S'ton*  
PhD *Aberd.*

Appointed 1978

## *Associate Professor*

Michael D. Horsburgh, MSW *U.N.S.W.* BA DipSocWk  
(*Head of Department*)

## *Senior Lecturers*

Janet E.G. George, BA *N.E.* MPhil *H.K.* PhD

John Hart, MA *Brad.* DiplSocAdmin *Lond.* PhD

Jude Irwin, BSW *U.N.S.W.* MA *Macq.*

Mary Lane, BA MSW DipSocStud

Alec Pemberton, BSocSt MA *Qld* PhD

Robert M. van Krieken, BA PhD *U.N.S.W.*

## *Lecturers*

Sue Goodwin, BA *A.N.U.*

Renee Koonin, MA(Social Work) *Witw.*

Jan Larbalestier, BA PhD *Macq.*

Glenn Lee, MSW *U.N.S.W.* BSocStud

Denise Lynch, BSW *U.N.S.W.* MCrim

M. Lindsey Napier, MA *Aberd.* DipSocStud *Edin.* DipMH  
*Lond.* MSW

Zita I. Weber, BSocStud PhD

Marie Wilkinson, BSocStud *U.N.S.W.* GradDipEd *U.T.S.*  
MSW

## *Associate Lecturers*

Christine Crowe, BA *U.N.S.W.*

Annette Falahey, BA *U.N.S.W.*

Agi O'Hara, BA

## *Secretary to the Board*

Janice Whittington, BA (on leave until 1 April 1997)

## *Office staff*

Sylvia Devlin

Nancy Reimer

## *Assistant to Head of Department*

Mary Yew

## 2 Social Work and Social Policy

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### Department of Social Work, Social Policy and Sociology

The department's primary function is to offer a professional education to men and women who wish to become social workers. The qualification offered is a requirement for employment in this field. The course involves the study of social policy, social administration, community studies and the social sciences generally. The department is also responsible for teaching sociology courses in the Faculty of Arts.

### Social work

In contemporary Australia, social work is a crucial activity. For example, some of the worst consequences of events such as the economic recession can be alleviated by Federal, State and local initiatives in social policy over which social workers exercise influence, in particular in projects often described as 'community development'. In addition, there are many areas of national life where politically initiated reforms, whether in the administration of justice or the provision of child care or in attempts to increase employment opportunities for disabled people, have to be carried out by staff who have some expertise in managing the human and other resources of organisations and who know how to make effective use of other professionals and volunteers. The promotion and administration of changes in key areas of health and welfare are also tasks for social workers.

Another traditional job of social workers is to provide those statutory services that aim at meeting basic human needs, whether for income maintenance, shelter, personal support, information, guidance and counselling, and to carry out those statutory functions, such as supervision and control which may involve involuntary clients. These services for individuals and families involve casework but they also require social workers to know about agencies' resources and to be effective in planning, organisation, and administration.

The importance of social work in providing services for individuals lies in the location of social workers between powerful institutions on the one hand and the predicament and powerlessness of ordinary people on the other. This requires that social workers and social policy planners have extensive knowledge of the social, political and economic contexts of welfare practice.

### The fields

Social work can be roughly classified into fields indicating the groups of social agencies that serve each area, as follows:

*Physical health:* general hospitals, government departments of health, rehabilitation centres, special agencies for the physically handicapped;

*Mental health:* psychiatric hospitals, child guidance clinics, community health centres;

*Corrections:* probation and parole services;

*Public welfare:* the major government departments charged with the individual's economic and social security;

*Family and child welfare:* various government and voluntary services that care for the needs of the families and children both in and out of their own homes; and

*Community work:* the process of enabling local people, including participants in specific projects, to develop their own resources and initiatives in improving services and to increase their power over various forms of decision making.

This is only a selection covering the chief areas of social work services.

### Professional education

While social work has come to be regarded as a profession only during the last sixty years, appropriate training at the tertiary level is now widely accepted and demanded. This demand has accompanied developments in the biological, psychological and social sciences and the increasing complexity of industrial society. The emergence of 'social work' has, in fact, been universally associated with the growth of industrial society.

In Australia in the last fifty years developments in the field of social work have been rapid. These have included the provision of undergraduate social work education in university departments of social work, among which Sydney's is the oldest. Courses given take a variety of forms but in no case can a recognised undergraduate qualification be obtained in less than four years, dating from the beginning of this period.

Details of the admission procedures are in Chapter 4 of this handbook.

### Employment and training

In carrying out these activities, whether in community development, in social policy initiatives including research or in the direct provision of services, social workers are employed by a range of government and non-government organisations. In New South Wales, their major employers are hospitals and the Department of Health, the Department of Social Security, the Department of Community Services and the Department of Corrective Services, the last being responsible for probation and parole supervision. In the non-government or voluntary sector there are employment opportunities in women's and youth refuges, and in residential child care, with housing associations and a variety of self-help organisations concerned to develop services for particular minority and other disadvantaged groups.

In some of those organisations there are career ladders, in others the duration of the social worker's job is limited to the completion of particular projects. In all of these posts the direction of social work depends partly on the values and beliefs of the practitioners

and on their skills in making effective alliances with people who share their objectives. In all of these activities the competence of social workers depends on their knowledge of policies and agencies' resources, their skills in research and administration and on their ability to communicate effectively, orally and in various forms of writing from letters to memoranda, and from social enquiry reports to the completion of research-type papers. The demanding standards expected of social workers and the complex nature of their activities underline the need and importance of professional training.

A professional qualification in social work opens up opportunities for experience outside Australia. In the firstplace, Australians find interesting employment in most English-speaking countries, and secondly, provided they hold a degree, they may proceed to a higher qualification or take shorter specialised courses offered by schools of social work, particularly in the United States and Britain.

# 3 Board of Studies in Social Work

*Chairperson:* Associate Professor T.H. Irving

It is the task of the Board of Studies in Social Work to oversee the academic work of the department. The Board draws heavily on the knowledge and experience of distinguished practitioners from outside the University and senior academics from cognate fields within the University.

The composition of the Board of Studies in Social Work is governed by a resolution of the Senate as follows:

## *Members pursuant to section 1*

- (a) Ms C. Crowe  
Ms A. Falahey  
Dr J. George  
Ms S. Goodwin  
Dr J. Hart  
Associate Professor M.D. Horsburgh  
Ms J. Irwin  
Ms R. Koonin  
Ms M. Lane  
Dr J. Larbalestier  
Mr G. Lee  
Ms D. Lynch  
Ms L. Napier  
Mr A.G. Pemberton  
Professor S.J. Rees  
Dr R. van Krieken  
Dr Z. Weber  
Ms M. Wilkinson
- (b) Professor B. Cass
- (c) *Anthropology*  
Dr. R. Basham (Head)  
Associate Professor D. Austin-Broos
- Behavioural Sciences in Medicine*  
Associate Professor S.C. Hayes (Head)
- General Practice*  
Professor G.A. Broe  
Professor S.R. Leeder  
Professor T. Usherwood (Head)
- Government and Public Administration*  
Professor G. Gill  
Associate Professor H. Nelson  
Associate Professor M. Paynter (Head)
- Paediatrics and Child Health*  
Professor R.K. Oates (Head)
- Psychological Medicine*  
Professor P.J.V. Beumont (Head)  
Professor R.A. Meares  
Professor C.C. Tennant
- Psychology*  
Dr D. Kavanagh (Head)

*Educational Psychology, Measurement and Technology*

## *Public Health*

Professor G. Berry  
Professor C.B. Kerr  
Professor S. Leeder (Head)

## *Social and Policy Studies in Education*

Associate Professor P. Jones (Head)  
Associate Professor G. Sherington

## *Teaching and Curriculum Studies*

Associate Professor R Arnold (Head)

(d) Three student members

(e) Ms A. O'Hara

(f) Ms E. Browne  
Mr R. Dunston  
Ms A. O'Neill  
Ms J. Shier  
Ms L. Voigt

# 4 Undergraduate degree requirements

## The Social Work Programs

The degree of Bachelor of Social Work (BSW) is an accredited qualification to practise as a social worker in Australia and it is widely accepted overseas. The Bachelor of Social Work degree may be taken as a single degree (BSW) or as part of a combined course leading to the degrees of Bachelor of Arts and Bachelor of Social Work (BA/BSW).

Entry to the BSW degree course is at first year or, for qualified applicants, at second or third year level. Entry to the combined course for the BA/BSW degrees is at first year level.

The BSW degree and the combined course for the BA/BSW degrees are governed by resolutions of the Senate.

It is possible to undertake the first two years of the social work degree program by studying less than the full component of courses in each year. Some of the subjects taught in the Faculty of Arts may be available in the evening. The subjects taught in the Department of Social Work, Social Policy and Sociology, including Sociology 101, 201 and 202, are day courses. There are time limits to the completion of the degree as a full-time program.

There are formal requirements governing the order in which the various subjects may be attempted. Students who wish to complete the program in more than the minimum time must ensure that their course plans meet all these requirements.

Length of candidature: in both the BSW and BA/BSW program the maximum length of candidature is twice the minimum period required at point of entry.

## Structure of the BSW degree

The degree program involves four years' full-time study. A full-time candidate for this degree would normally proceed as outlined below:

### *First Year—48 units comprising:*

- (a) Sociology 101 (12 units); and
- (b) 36 junior units from the Table of Courses for the Bachelor of Arts degree taken in accordance with the resolutions for that degree. Credit may be given for courses taken at other institutions.

### *Second Year—48 units comprising:*

- (a) Sociology 201 and Sociology 202 (16 units); or
- (b) Sociology for Social Work 201 (16 units); and
- (c) Psychology 201 (16 units); or
- (d) Psychology for Social Work 201 (16 units); and
- (e) 16 units from the Table of Courses for the Bachelor of Arts degree taken in accordance with the resolutions for that degree. Credit may be given for courses taken at other institutions.

### *Third Year—48 units comprising:*

- (a) Preparation Seminar 301 (6 units); and
- (b) IBL Unit 1 (6 units); and
- (c) IBL Unit 2 (6 units); and
- (d) Skills Workshop 301 (6 units); and

- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units).

### *Fourth Year—48 units comprising:*

- (a) IBL Unit 3 (9 units); and
- (b) Field Education 401 which include field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units); and
- (c) IBL unit 4 (9 units); and
- (d) Integrative Studies 402 (6 units).

### *Honours*

Honours are awarded on the basis of achievement in the third and fourth years.

## Structure of the combined course for the BA/BSW degrees

Candidates first complete the requirements for the award of the BA degree in accordance with the resolutions for that degree. Within their BA program they include Sociology 101, Sociology 201 and Sociology 202 and Psychology for Social Work 201 or Psychology 201.

Having completed the BA, they then proceed to the third and fourth years of the BSW degree.

A possible plan of courses for the combined degrees is as follows:

### *First Year—48 units comprising:*

- (a) Sociology 101 (12 units); and
- (b) 36 junior units from the Table of Courses for the Bachelor of Arts degree taken in accordance with the resolutions for that degree. They may include Psychology 101.

### *Second Year—48 units comprising:*

- (a) Sociology 201 and Sociology 202 (16 units); or
- (b) Sociology for Social Work 201 (16 units); and
- (c) Psychology 201 (16 units); or
- (d) Psychology for Social Work 201 (16 units); and
- (e) 16 units from the Table of Courses for the Bachelor of Arts degree taken in accordance with the resolutions for that degree.

*Third Year—48 units prescribed for the Bachelor of Arts degree and taken in accordance with the resolutions for that degree.*

### *Fourth Year—48 units comprising:*

- (a) Preparation Seminar 301 (6 units); and
- (b) IBL Unit 1 (6 units); and
- (c) IBL Unit 2 (6 units); and
- (d) Skills Workshop 301 (6 units); and
- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units).

*Fifth Year—48 units comprising:*

- (a) IBL Unit 3 (9 units); and
- (b) Field Education 401 which include field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units); and
- (c) IBL unit 4 (9 units); and
- (d) Integrative Studies 402 (6 units).

#### *Honours*

It is possible to complete an honours BA degree and/or an honours BSW degree within the combined course program. For the BA honours degree an additional honours year is completed after the third year of the combined course program, before enrolling in the fourth year (which is the equivalent of the third year in the BSW degree course). Students proceeding full-time would normally complete an honours BA degree and a BSW degree (pass or honours) in six years of enrolment. For information about the honours BA degree, the *Faculty of Arts Handbooks* should be consulted and discussed with the Secretary to the Board of Studies.

#### **Admission**

There are three methods of admission to the BSW degree:

- HSC admission
- Undergraduate or graduate admission
- Special admission

#### **HSC admission—**

##### **BSW or BA/BSW degree program**

This method is for people who:

- (a) are completing the HSC or its equivalent; or
- (b) have completed the HSC in the past, but have *not* completed any tertiary study.

Successful applicants enter the first year of the degree program.

#### *Application and selection*

1. Applicants are selected on the basis of their Tertiary Entrance Score.
2. Lodge an 'Application for Enrolment' form with the Universities Admission Centre by the specified date in the year preceding that in which you are seeking entry. Application forms are available in August from the Student Centre and from the Universities Admission Centre, Locked Bag 500, Post Office Lidcombe, N.S.W. 2141. Telephone (02) 9330 7200.

#### **Undergraduate or graduate admission— BSW degree program**

This method is for people who:

- (a) have an HSC (or equivalent);  
*and*
- (b) are currently undertaking a *full-year* degree/diploma course at Sydney or another tertiary institution;  
*or*
- (c) have completed at least one year or more of a degree/diploma;  
*or*
- (d) have been awarded an associate diploma.

#### *Application and selection*

To apply and be selected for enrolment in the BSW degree course, you must:

- (a) have met the University's minimum eligibility requirements;
- (b) have completed one year of university or equivalent tertiary studies;
- (c) lodge an 'Application for Enrolment' form with the Universities Admissions Centre by the specified date in the year preceding that in which you are seeking entry; application forms are available in August from the Student Centre and from the Universities Admissions Centre, Locked Bag 500, Post Office Lidcombe, N.S.W. 2141; telephone (02) 9330 7200;
- (d) lodge a Social Work application with the Secretary of the Board of Studies in Social Work by the specified date in the year preceding that in which you are seeking entry.

Selection into the course is based on both academic and non-academic merit to the extent that places are available. You are required to include in your application the names of two referees who can comment on your suitability for social work.

The Department of Social Work, Social Policy and Sociology welcomes applications from graduates and from students who have social work related experience, who have shown academic merit in tertiary education.

If you seek credit for courses which were not completed at the University of Sydney, you should also submit to the Secretary of the Board of Studies in Social Work at the time of making application through UAC, a copy of the certified statement of your academic record from the other tertiary institution and relevant handbook extracts describing the course(s) for which you seek credit. These extracts should be photocopies from the handbook for the year in which you completed the course(s).

Credit may be granted, where appropriate, for up to the equivalent of twelve single semester courses (i.e. for admission to the second or third years) towards the BSW degree (see section 13 of the Senate resolutions in the Appendix of this handbook).

#### **Special admission**

Mature age applicants:

- (a) are 21 years of age or over on 1 March of the year of entry or are from an educationally disadvantaged background;  
*and*
- (b) must produce evidence which satisfies the University's Special Admissions Committee that they have the ability to undertake the Bachelor of Social Work course.

Most Special Admissions applicants have successfully completed postsecondary studies at a technical college or 'Special Admission' university preparation course. If you think you may be eligible, contact the Special Admissions Adviser (telephone (02) 9351 3615).

Applicants who succeed in gaining a place through Special Admissions usually commence in the first year of the degree program. In cases where a successful

applicant has already completed work towards another degree, however, this can be credited towards the Bachelor of Social Work degree.

### **Broadway Scheme**

Year 12 students who are currently sitting the N.S.W. HSC and who have experienced serious educational disadvantage should check their eligibility for consideration under this scheme with their school (or equivalent). For more information please contact the University Admissions Office, telephone (02) 9351 3615.

### **Disabilities**

If you have a medical or physical disability of a kind likely to impair your working program you should place this on record, accompanied where appropriate by medical evidence. Allowance may be made to accommodate your needs in the lecture room and at examination time.

### **Further information**

For full details of the arts courses see the *Faculty of Arts Undergraduate Handbook*. Enquiries about the BSW degree or the combined BA/BSW degrees course may be made to the Secretary of the Board of Studies in Social Work (Ms Janice Whittington), who is located in the Department of Social Work, Social Policy and Sociology, R.C. Mills Building, A26 (telephone (02) 93514038). Prospective applicants are advised to obtain a copy of the booklet *Department of Social Work, Social Policy and Sociology at the University of Sydney*.

# 5 Undergraduate courses of study

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*Note:* Courses and arrangements for courses, including staff allocated, as stated in this or any other publication, announcement or advice of the University, are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such courses, arrangements or staff allocations at any time without notice.

The Board of Studies in Social Work offers, at both pass and honours levels, a degree program leading to a Bachelor of Social Work. The structure of the program is presented in Chapter 4. Provision is made for candidates for any degree of the University or persons with equivalent qualifications who have completed approved courses to be admitted to the second or third year of the Bachelor of Social Work degree.

During the third and fourth years a candidate completes seven social work courses including two placements in social work agencies.

## First year

Students are required to enrol in Sociology 101 and 36 junior units from the Table of Courses for the Bachelor of Arts degree.

## Second year

### Psychology for Social Work

*Classes Yr:* (3 lec & 1 tut)/wk

*Assessment* two 1500w essays, two tut diaries, two exams

The course focuses on those areas of psychology which have most relevance to the practice of social work. It contains units on growth and development, personality, social interaction, problems in everyday living, mental health and counselling psychology.

### Sociology 201 and 202

Refer to the *Faculty of Arts Undergraduate Handbook*.

### Sociology for Social Work

*Classes Yr:* (1 lec & one 2hr tut)/wk

*Assessment* one exam, two 3000w essays

Sociology for Social Work will provide social work students with an introduction to the concepts, theories and methods of the social sciences. It is a core second-year Bachelor of Social Work course.

First semester will acquaint students with the development of sociology from the Enlightenment to the present day, emphasising both its historical development in response to particular social conditions and the continuities of themes, concepts and arguments in the work of different theorists.

Second semester will introduce students to the range and types of research methods sociologists commonly use in relation to key areas of sociological study and research. In each semester, students also take one option class (2 hours per week). These are taken from: Sociology of Deviance, Social Inequality,

Sociology of the Family, Sociology of Religion, Sociology and Feminism, Sociology of Work and Welfare, Professions, Mental Illness, Religion, Development, the Body.

Textbooks

Consult department

## Third year

The core program consists of issue based learning units. These are based on principles of adult learning, of interdisciplinary integration and of enquiry and action. The units are supported by lectures and skills workshops. The program includes a preparation seminar of three weeks duration. Assessment, directed to meeting the learning objectives of the overall and separate components of the program, includes evaluation of both the process and outcomes of learning. Strategies are diverse and continuous—they reflect the forms demanded in professional work e.g. submissions, assessment reports, briefing papers, oral reports, as well as standard testing of knowledge and skills by essay and exam.

## Semester 1

### Preparation Seminar

*Classes* 3 full weeks (Weeks 1, 7, 13)

This course aims to :

- introduce students to the world of Australian social policy, social welfare and social work and its interdisciplinary nature and to the professional component of their social work education;
- introduce the educational process, including an understanding of the relevance of prior learning, the development of individual and collaborative learning and the development of skills in negotiated learning;
- prepare students and assess their readiness for Field Education.

### IBL Units 1 and 2

*Classes* 12hr/wk (seminars and lectures)

These units are context based. They are selected from the following list of units and are sequenced to develop students' capability in transferring knowledge and in negotiating learning: Ageing, Caring and Citizenship; Mental Health, Drugs and Alcohol; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures. They demand that students acquire both specific knowledge and skills and general knowledge and skills in relation to Theories, Values and Research in social policy and social work.

Students complete two units each of five weeks duration, in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time.

## Skills Workshops

Classes 3hr/wk (workshop)

This course aims to develop the capability of students to practise generic skills in practice and policy such as assessment, advocacy, negotiation, evaluation. They form an essential support for the learning in IBL Units.

## Semester 2

### Field Education 302 (60 days)

Classes 2hr/wk

## Fourth year

### Semester 1

#### IBL Unit 3

Classes 12hr/wk (seminars and lectures)

This course combines the aims of the Year 3 IBL Units and the Skills Workshop and is intended to develop further students' capabilities to transfer knowledge and work more independently. It additionally aims to build on the knowledge and skills gained in Field Education and prepare for Field Education in Year 4. Students will complete one unit of five weeks duration.

### Field Education 401 (80 days)

Classes 1hr/wk

### Semester 2

#### IBL Unit 4

Classes 12hr/wk (seminars and lectures)

This course shares the aims of the Year 4 Semester 1 IBL Unit and will demand greater responsibility for self directedness and capability in transferring knowledge and skills. Students will complete one unit of five weeks duration.

## Integrative Studies

Classes 12hr/wk (seminars and lectures)

This course aims to consolidate the knowledge and skills gained over the four years of the BSW program; to develop the students' capacity to comprehend, analyse and critique the debates about **Theories**, **Values** and **Research** at a general level. These debates will be related to the several levels of intervention- individual, interpersonal, collective, institutional, societal, including a comparative perspective; inform and analyse professional social work employment opportunities and practices. This course is of four weeks duration.

## 6 Other information

### Placement timetable 1997

Placement	First (3rd year)	Second (4th year)
Duration of placement	60 days: commencing 22 July, ending on completion of 60 days	80 days: commencing 7 April, ending on completion of 80 days
Placement days	A four-day week	Full-time block
Mid Placement evaluation due	16 September	10 June
End of Placement evaluation due	4 November	12 August

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### Class timetables

Owing to the variety of locations and optional classes available, students are asked to consult the department for a timetable at the beginning of the year.

### Assessment

Details of the assessment arrangements in each course are included with course descriptions in Chapter 5.

### Determination of results

A candidate's results in each course are determined by a Board of Examiners appointed by the Board of Studies in Social Work.

*Grades of results* will be awarded in relation to percentage marks having regard to the following general scale:

Grade	Description	Percentage mark
HD	High Distinction	85 and over
D	Distinction	75 to 84
Cr	Credit	65 to 74
P	Pass	50 to 64
XX	Fail	Below 50 and either not awarded further tests or has not passed them
AXX	Absent Fail	

### Further tests

- No supplementary examinations are awarded by the Board of Studies in Social Work.
- In respect of courses offered by another faculty or board of studies, the examination rules of that faculty or board of studies shall apply where not otherwise incorporated into the rules of the Board of Studies in Social Work.
- Further tests may be awarded in a course where the examiner requires additional evidence to reach a final assessment of a candidate who has failed a course and whose mark is between 45 and 49%. Where possible and practicable, all further tests will be administered before the Board of Examiners' meeting.
- Examiners may give further tests to candidates whose marks have been affected by attested illness or misadventure.
- Further tests may take the form of oral or written examination, essay or other assignment.

6. Individual students granted a further test should wherever possible be given at least three days' prior notice. A candidate who is absent from a further test without sufficient reason may be deemed to have failed the test.

7. In respect to the notification of students referred to in sections 5 and 6, students will be deemed to have been notified as a result of the posting of information by the due date on the departmental noticeboards.

8. It is the responsibility of the student to provide evidence of illness or misadventure to the appropriate head of department in advance of, or as soon as possible and practicable after, the date of the final examination in a course. Where such evidence is not presented in time for the student to be offered a further test on the advertised date, it will only be considered by the Head of Department where there is sufficient reason why it has not been presented by that date.

### Discontinuation, exclusion and restriction upon re-enrolment

The resolutions about discontinuation and exclusion for the Bachelor of Social Work and Bachelor of Arts degree courses are reproduced below from the University's *Calendar 1996, Vol. I: Statutes and Regulations*.

Note that, in these resolutions, 'Faculty' includes, for these purposes, a 'College Board'.

### Discontinuation of enrolment and re-enrolment after discontinuation—undergraduate

#### All Faculties and Boards of Studies

- A candidate for a degree of Bachelor who ceases attendance at classes must apply to the Faculty or Board of Studies concerned and will be presumed to have discontinued enrolment from the date of application, unless evidence is produced (i) that the discontinuation occurred at an earlier date and (ii) that there was good reason why the application could not be made at the earlier time.
- A candidate for a degree of Bachelor who at any time during the first year of attendance discontinues

enrolment in all courses shall not be entitled to re-enrol for that degree unless the Faculty or Board of Studies concerned has granted prior permission to re-enrol or the person is reselected for admission to candidature for that degree.

3. Subject to paragraphs (i) and (ii) of section 1, no candidate for a degree of Bachelor may discontinue enrolment in a course or year after the end of lectures in that course or year.

4. The Dean, Pro-Dean or a Sub-Dean of a Faculty, or the Chairperson of a Board of Studies, may act on behalf of that Faculty or Board of Studies in the administration of these resolutions unless the Faculty or Board of Studies concerned decides otherwise.

*Withdrawal from full-year and First Semester courses*

5. A candidate for a degree of Bachelor who discontinues enrolment in a full-year or First Semester course on or before 30 March in that year shall be recorded as having withdrawn from that course.

*Withdrawal from Second Semester courses*

6. A candidate for a degree of Bachelor who discontinues enrolment in a Second Semester course on or before 30 August in that year shall be recorded as having withdrawn from that course.

**All Faculties and Boards of Studies except the Faculty of Engineering**

*Discontinuation*

7. (1) A discontinuation of enrolment in a course shall be recorded as 'Discontinued with Permission' when the discontinuation occurs after the relevant withdrawal period and

- (a) on or before the Friday of the first week of Second Semester for a full-year course, *or*
- (b) up to the last day of the seventh week of teaching in a one semester course.

(2) A discontinuation of enrolment in a course shall be recorded as 'Discontinued' when the discontinuation occurs

- (a) after the Friday of the first week of Second Semester for a full-year course, *or*
- (b) after the last day of the seventh week of teaching in a one semester course.

(3) Notwithstanding paragraph (2) the Dean, Pro-Dean or Sub-Dean of the Faculty or Chairperson of the Board of Studies concerned may determine that a discontinuation of enrolment should be recorded as 'Discontinued with Permission' on the grounds of serious ill-health or misadventure.

**Faculties of Arts, Economics and Education and Boards of Studies in Music and Social Work**

9. (1) A candidate for the degrees of Bachelor of Arts, Commerce, Economics, Economics (Social Sciences), Education, Music and Social Work, who discontinues enrolment in a course at the request of the Dean, Pro-Dean or a Sub-Dean of the Faculty or the Chairperson of the Board of Studies concerned shall be recorded as having withdrawn from that course.

**Restriction upon re-enrolment**

The resolutions of the Senate concerning 'Restriction upon Re-enrolment of Certain Students who fail in Annual Examinations' are as follows:

1. The Senate authorises any Faculty or Board of Studies to require a student who comes within the provisions of sections 8 to 24 below to show good cause why he or she should be allowed to re-enrol or to repeat a year of candidature or a course in that Faculty or Board of Studies.

2. Subject to section 5, the Faculty or Board of Studies may exclude a student who fails to show good cause from (a) the degree course or year of candidature concerned, and / or (b) the course or courses concerned both in the Faculty or Board of Studies and in any other Faculty or Board of Studies in which that course or those courses may be taken.

3. Subject to section 5—

- (a) Anystudentwhohasbeenexcludedfrom a year of candidature or from a course or courses by a Faculty or Board of Studies in accordance with section 2, and who wishes to re-enrol in that year of candidature or that course or those courses, may apply for such re-enrolment after at least two academic years and that Faculty or Board of Studies may permit him or her to re-enrol in the year or the course or courses from which he or she was previously excluded.

- (b) Anystudentwhohasbeenexcludedfrom a course or courses by one Faculty or Board of Studies in accordance with section 2, and who wishes to enrol in that course or courses in another Faculty or another Board of Studies, may apply for such enrolment after at least two academic years and that other Faculty or Board of Studies may permit him or her to enrol in the course or courses from which he or she was previously excluded.

4. Except with the express approval of the Faculty concerned a student excluded from a year or course who is readmitted shall not be given credit for any work completed in another Faculty or Board of Studies or another university during the period of exclusion.

5. Before exercising its powers under section 2 or 3 in relation to an individual course, a Faculty or Board of Studies shall consult the Head of the Department or School responsible for the course.

6. The Senate authorises the Faculty or Board of Studies as a whole, or a Faculty Committee or Board of Studies Committee representing the main teaching departments in each Faculty or Board of Studies, to carry out all duties arising out of sections 1, 2, 3, 4 and 5.

7. (1) Subject to section 7(10), a student who, having been excluded in accordance with these resolutions, has been refused enrolment or re-enrolment in any year or course by any Faculty, Or Board of Studies, or any Faculty or Board of Studies Committee, may appeal to the Senate. (2) The Senate will refer initial appeals made under these resolutions to a Senate Appeals

Committee (Exclusions and Readmissions) which shall comprise the three *ex-officio* members, the Chair and Deputy Chairs of the Academic Board, two Student Fellows and up to four other Fellows of Senate.

(3) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least one member of each of the categories of

- (i) *ex officio* member;
- (ii) Chair or Deputy Chair of the Academic Board;
- (iii) student Fellow; and
- (iv) other Fellows.

Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.

(4) The Appeals Committee and its sub-committees shall have power to hear and determine all such appeals and shall report its decision to the Senate annually.

(5) The Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of two years at which a student who has been excluded shall be permitted to apply to re-enrol.

(6) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.

(7) The Appeals Committee or sub-committee may hear the Dean of the Faculty but that Dean may only be present at those stages at which the student is permitted to be present. Similarly, the Dean is entitled to be present when the Committee or sub-committee hears the student.

(8) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.

(9) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.

(10) A second or subsequent appeal to the Senate shall only be heard by leave of the Chancellor or the Deputy Chancellor.

#### A. Students in all Faculties and Boards of Studies

8. The Senate authorises any Faculty or Board of Studies to require a student to show good cause why he or she should be allowed to repeat in that Faculty or Board of Studies (a) a year of candidature in which he or she has failed or discontinued more than once, or

(b) any course in which he or she has failed or discontinued more than once, whether that course was failed or discontinued when he or she was enrolled for a degree supervised by the Faculty or Board of Studies, or by another Faculty or Board of Studies.

9. The Senate authorises the several Faculties or Boards of Studies to require a student who, because of failure or discontinuation has been excluded from a Faculty or course, either in the University of Sydney or in another tertiary institution, but who has subsequently been admitted or readmitted to the University of Sydney to show good cause why he or she should be allowed to repeat either (a) the first year of attendance in which after such admission or readmission he or she fails or discontinues, or (b) any course in which in the first year after admission or readmission he or she fails or discontinues.

#### D. Faculty of Arts

12. (1) The Senate authorises the Faculty of Arts to require a student to show good cause why he or she should be allowed to re-enrol in the Faculty of Arts if, in the opinion of the Faculty, he or she has not made satisfactory progress towards fulfilling the requirements for the degree.

(2) Satisfactory progress cannot be defined in all cases in advance but a student who:

- (a) has not passed at least three courses during the first two years of enrolment in the Faculty;
- (b) has failed or discontinued enrolment in more than one course twice;
- (c) has failed to pass any courses in any two consecutive years of enrolment in the Faculty; or
- (d) having been admitted subsequent to having completed one or more years of enrolment in another faculty or board of studies or at another tertiary institution, but having a record of failure in that faculty or board of studies or institution, then fails to pass at least one course in the first year of enrolment in the faculty;

shall be deemed not to have made satisfactory progress.

(3) For the purposes of these resolutions, where students 'Discontinue with Permission', 'Discontinue' or 'Fail' their total enrolment for an academic year, that year is to be regarded as a year of enrolment unless the Faculty determines otherwise in any particular case.

(4) In cases where the Faculty permits a student whose progress has been deemed unsatisfactory to re-enrol, the Faculty may require the completion of specified courses in a specified time, and if the student does not comply with these conditions the student may again be called upon to show good cause why he or she should be allowed to re-enrol in the Faculty of Arts.

#### N. Board of Studies in Social Work

23. (1) The Senate authorises the Board of Studies in Social Work to require a student to

show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course if, in the opinion of the Board of Studies, he or she has not made satisfactory progress towards fulfilling the requirements for the degree.

(2) Satisfactory progress cannot be defined in all cases in advance but a student who (i) has not passed at least three courses during the first two years of enrolment (not necessarily consecutive calendar years), or (ii) has failed or discontinued enrolment in more than one course twice, shall be deemed not to have made satisfactory progress.

(3) In cases where the Board of Studies permits the re-enrolment of a student whose progress has been deemed unsatisfactory, the Board of Studies may require the completion of specified courses in a specified time, and if the student does not comply with these conditions the student may again be called upon to show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course.

### Field education

Students begin their field education in the third year. Responsibility for their supervision rests with qualified field teachers in social welfare agencies who, as well as supervising students, have practice responsibilities. Some students are placed in agencies having a major commitment to social welfare education. Field teachers in these agencies devote much of their time to student supervision.

There are two placements. The first is in the third year, the next being in the fourth year. Details of timing are given in the field education placement timetable. Further information is in the *Field Education Handbook* available from the department.

### Social work practice/field education objectives

- To develop an understanding of the social, economic and political context of social work, and a critical analysis of the place of social work in society.
- To familiarise students with the claims of competing theories about the personal and social condition and the arising tensions which are inherent in all social work intervention.
- To promote competence to act in managing this tension through the acquisition of social work skills and methods, including research.
- To develop by the end of the course a coherent practice which enables student practitioners to help individuals and to promote social change.
- To emphasise an adult education philosophy which develops a partnership in learning between student, field education teachers located in agencies, and staff of the Department of Social Work, Social Policy and Sociology.

### Consultation within the department

1. Student members are elected to the Board of Studies in Social Work.
2. Each year of the Bachelor of Social Work course

is entitled to one representative on the Departmental Board.

3. Each subject establishes a Course Consultative Committee to meet with academic staff.

### Assistance, cadetships and prizes

#### Tertiary allowance

*BSW*—A candidate for the four-year Bachelor of Social Work degree course is normally able to apply for AUSTUDY for the four years of the course.

*BA/BSW*—A candidate for the five-year combined course for the BA/BSW degrees is normally eligible to apply for AUSTUDY for the five years of the course.

For further information contact the State Office of the Commonwealth Department of Employment, Education and Training, Sydney Plaza Building, 59 Goulburn Street, Sydney; tel. 9218 8800.

#### Support for research

##### *Dr Helen Marchant Memorial Scholarship*

The scholarship was established in 1988 following donations received from the family, friends and colleagues of Dr Helen Marchant, a distinguished teacher and researcher in the Department of Social Work, Social Policy and Sociology.

The scholarship is to support research in some areas to which Dr Marchant was particularly devoted, such as: social work and social change, gender and social welfare, women, work and technology, immigration, social welfare and social work.

Applications for the scholarship are to be submitted by 1 September of each year in which awards are offered.

Applications for the scholarship must include statements about the purpose for which support is sought; an outline of the research as a whole; detailed budget, including details of current or proposed sources of funding; and the intended outcome of the research.

##### *Katharine Ogilvie Memorial Award*

The award was established in 1988 following donations received from a group of retired social workers to honour pioneer social worker Katharine Ogilvie, and to support postgraduate research in social work.

The award is open to enrolled postgraduate research students within the Department of Social Work, Social Policy and Sociology, who are eligible for membership of the Australian Association of Social Workers.

The committee making the award takes into account the academic merit of each applicant and the appropriateness and quality of the research project.

The level of an award is determined by the committee, taking into account the availability of the funds and the level of financial support necessary for conclusion of the project.

#### Financial help

Information about financial assistance is available from the department. The booklet *Ways to Finance Your Studies* lists all the University's loans and bursaries and is available from the Financial Assistance Office. The Financial Assistance Office is open Monday to Thursday from 9.30 am to 2.30 pm.

## Prizes

### *The Social Work Pioneers Prize*

Established November 1991, the prize amalgamates the following: 'The Frances Mary Gillespie Prize' established in 1964; 'The Laura Bogue Luffman Memorial Prize' established in 1955 and the 'The Board of Social Study and Training Scholarship' established in 1941.

The prize is awarded annually on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology to the most proficient student in the third year, providing that the student's performance is of sufficient merit. The recommendation for an award shall take into account the student's level of performance in the third year including Field Education I. Value \$300.

### *Scholarships and prizes for Arts courses*

In addition, you should refer to the scholarships and prizes awarded in respect of those courses offered in the Faculty of Arts. For details see the *Faculty of Arts Undergraduate Handbook* or contact the Scholarships Office.

## Associations

### Sydney University Social Work Students' Association (SUSWSA)

All students enrolled in social work automatically become members of the Students' Association. The Association meets at regular intervals throughout the year in the Dungeon (student/staff common room in the Mills Building) at 1 pm. SUSWSA liaises with staff of the Department of Social Work, Social Policy and Sociology, both formally and informally, on all issues which concern students. These issues include curriculum changes and course content, structural issues to do with the course, and welfare rights issues. SUSWSA is concerned about welfare issues in the community and guest speakers are invited periodically to talk on a variety of topics to interested students. SUSWSA provides funding for students who wish to attend conferences and information on other funding and welfare services available on campus.

The Students' Association also provides social functions such as parties, public meetings and end-of-year functions. In essence, SUSWSA is a social, informative and support mechanism with which all social work students should feel free to associate.

The Department of Social Work, Social Policy and Sociology is committed to consultations with students on all course issues which affect them and there are various mechanisms in the department which meet these needs. Social work students are represented on course consultative committees, the Board of Studies in Social Work, and departmental meetings. SUSWSA provides support and coordination for student representatives on these consultative bodies.

SUSWSA encourages all social work students to take part in its activities. To contact the Association, leave a note in the SUSWSA pigeon hole—the General Office (Room 119A) of the Department of Social Work, Social Policy and Sociology, R.C. Mills Building.

## Australian Association of Social Workers

The Australian Association of Social Workers is the social workers' professional organisation in Australia. Membership is determined on the basis of qualifications received from the universities and other tertiary institutions in Australia that offer social work courses. Associate membership is offered to students of social work.

The AASW is now a registered company (in the A.C.T.) called 'AASW Ltd.' The Federal Council is the governing body of the AASW and meets biennially at the National Conference. It consists of the federal office bearers plus branch delegates. Delegates are elected for every 100 branch members, provided each branch has a minimum of two delegates.

The Association publishes a quarterly journal, *Australian Social Work*, which all members receive. It holds the National Conference of Social Work every two years in a different state capital city, the proceedings of which are published. Professional indemnity insurance covers all members. The Federal Office also provides a code of ethics. It reviews state, national and international standards of social work education, training and practice. It provides opportunities for national and international networking.

There are national standing committees which address issues affecting social work practice such as registration, social policy and international relations.

The N.S.W. Branch is administered by a Committee of Management elected annually at the AGM. There is close liaison with the unions, Public Service Association and Public Officers Association which concern social workers in state, commonwealth and voluntary agencies. It publishes a bi-monthly newsletter, and conducts seminars, one-day conferences and workshops both in the metropolitan and country areas.

The N.S.W. Branch of the Australian Association of Social Workers has at its disposal the Elvira M. Lyons Students' Loan Fund. Applications for assistance should be made to the Head of the Department.

### *AASW addresses*

Federal Office: P.O. Box 84, Hawker, A.C.T. 2614.  
Telephone: (06) 9255 2225

N.S.W. Branch: Room 5,66 Albion Street, Surry Hills, 2010.

Telephone: 9212 2676

## Genera! University information

This chapter of the handbook contains information specific to the Board of Studies in Social Work, for further information about examinations, the organisation of the University, assistance for students with disabilities, child care facilities, housing, health, counselling, financial assistance, careers advice and a range of other matters, see the separate publication *University of Sydney Diary*, available free from the Student Centre and from University of Sydney Union outlets.

# 7 Postgraduate study

## Master of Social Work

The degree of Master of Social Work is available within the Board of Studies in Social Work. It may be pursued in one of the two following patterns of study:

- (a) Research and thesis or
- (b) Coursework

Both patterns allow students to reflect and formulate their practice; to read about and appraise alternative practices and theories; to diagnose their work problems and clients' needs in new ways; to be able to evaluate existing practice and provision critically, all with a view to promoting change and improvement in services offered and outcomes effected.

Pattern (a) requires the completion of two core courses and a substantial thesis of up to 30 000 words, or two core courses, one option course and a 20 000 word thesis.

Pattern (b) requires the completion of two core courses and four options selected from a range offered by the department.

## Admission

Graduates who hold a BSW degree with first or second class honours or its equivalent are eligible to apply for entry to the MSW (research). Applicants for admission to the MSW (coursework) degree should hold a four-year (or equivalent) Bachelor's degree in Social Work. Graduates who do not hold an honours degree or its equivalent may be admitted to probationary candidature. All applicants are required to have completed the equivalent of one year full-time social work practice since graduation, or its part-time equivalent.

All candidates will complete two half-year core courses, although honours graduates may be exempted from one or both of these if the Board of Studies is satisfied that they have completed equivalent work.

## Time limits

Full-time candidates are required to complete the requirements of the degree within six semesters and part-time candidates within 12 semesters.

Candidates are required to enrol for and complete at least one piece of coursework or for research and thesis in each semester of their candidature.

## Supervision

Each student proceeding by research and thesis will have a departmental supervisor. In addition, an associate supervisor outside the department may also be appointed on the recommendation of the Head of Department.

## Assessment

*Seminar courses.* Assessment may take a variety of forms such as seminars, papers, video films, use of diaries, essays.

Attendance at and participation in seminar courses is essential for their satisfactory completion.

*Thesis.* In accordance with section 4 of the resolutions of the Senate governing the MSW degree the Board shall appoint at least two examiners for the thesis, of whom at least one may be an external examiner.

## Courses of study

There are two core courses:

- Ideologies in Social Work and
- Social Work Research

Both courses consist of 15 weekly two-hour seminars, usually held on one afternoon during the week. Assessment for both is based on *substantial* assignments produced by a student on a general topic requiring independent searching of relevant literature, and on his or her attendance and participation.

### *Ideologies in Social Work*

The course covers critical analyses of the major theories of the welfare state and welfare practice and relates these perspectives to the ideological positions which inform them. Competing theoretical perspectives are linked to the political, economic and social conditions in which they were formulated. Theories of welfare are related to specific welfare policies and practices (e.g. juvenile justice, labour market programs and policies, child welfare, disability, multiculturalism, health policies, the tax/benefit system) and to the research interests of the students.

### *Social Work Research*

This course will examine various approaches to social research and will include such topics as: nature of theory and problem definition; evaluation and action research; critical perspectives on research techniques such as surveys, interviews and career studies; data handling, computer and statistical techniques.

The course will be taught on a workshop basis.

## Options

Each year the department makes available some *options* which, as far as possible, reflect students' interests. These options are the equivalent of 14 two-hour seminars. Sometimes a student may pursue an option individually under the guidance of a relevant staff member.

## Doctor of Philosophy

Opportunities are available to obtain a PhD degree in the field of social work and social welfare.

The degree of Doctor of Philosophy is a research degree awarded for a thesis considered to be a substantially original contribution to the subject concerned.

Applicants should normally hold a master's degree or a bachelor's degree with first or second class honours of the University of Sydney, or an equivalent qualification from another university or institution.

The degree may be taken on either a full-time or part-time basis.

In the case of full-time candidates, the minimum period of candidature is two years for candidates holding a master's degree or equivalent, or three years in the case of candidates holding a bachelor's degree with first class or second class honours; the maximum period of candidature is normally five years.

Part-time candidature may be approved for applicants who can demonstrate that they are engaged in an occupation or other activity which leaves them substantially free to pursue their candidature for the degree. Normally the minimum period of candidature will be determined on the recommendation of the faculty but in any case will not be less than three years; the maximum period of candidature is normally seven years.

The Faculty of Arts is responsible for the supervision of this degree. Those interested should consult Dr Robert van Krieken on 9351 2641 for further information.

### **Master of Arts/Master of Philosophy**

The MA and MPhil degrees in Social Studies are available within the Faculty of Arts. They are similar in content and structure to the Master of Social Work and are offered to candidates with a major in the social sciences who have a strong interest in social welfare issues. For further details, contact Dr Robert van Krieken on 9351 2641.

## 8 Staff members and their interests

### *Christine Crowe*

Previously taught in the School of Sociology and the School of Health Services Management at the University of New South Wales. Currently completing a PhD in sociology at U.N.S.W. Research topic focuses on the sociology of medical/scientific knowledge, particularly regarding reproductive and genetic engineering.

Academic interests: sociology of science and technology, feminist theory, health and illness, women's studies, bioethics, sociology of knowledge.

### *Annette Falahey*

Currently enrolled in a PhD in sociology at the U.N.S.W., research topic is the sociology of music. Previous teaching experience in the School of Sociology and Social Science and Policy and the Centre for General and Liberal Studies at the U.N.S.W. Previously taught social theory and cultural studies at the University of Technology, Sydney and Sociology Summer School program, University of Wollongong. Currently teaching sociology at Sydney University.

Academic interests: cultural and media studies, particularly music production and its impact; sociological theories concerning the body and those surrounding modernity and post-modernity debates.

### *Janet George*

Member of the department since 1978, with background of teaching, research and practice in pharmacy, sociology and health promotion. Fellow of the Research Institute for Asia and the Pacific and board member of the regional and international organisations for social work education. Recently returned from three years' research and teaching in Hong Kong.

Academic interests: social policy, especially related to the areas of health, women and ageing; comparative social policy; social development and social work education.

### *Sue Goodwin*

Currently completing a PhD on women and policy making. Taught social policy at the University of Queensland in 1994 and 1995. Has worked as a researcher on a range of social policy projects and as a policy officer in women's policy units. Previously worked at Macquarie Community Legal Centre and at Blacktown Women's Health Centre.

Academic interests: social policy, particularly in the areas of women's policy, health policy and income support; sociology of welfare states; theories of citizenship, democracy and political participation; feminist theory.

### *John Hart*

Worked in a number of social work agencies in England, including probation, psychiatric and medical social work, local authorities, social services. He was student counsellor at the University of Edinburgh and then held a joint appointment involving practice and

teaching at the University of Sheffield. Prior to arriving in Australia he was for seven years principal lecturer in social work at the Sheffield Polytechnic. He is visiting Professor, Faculty of Social Administration, Thammasat University, Bangkok/Thailand.

Academic interests: social work with individuals; social work and mental health; the production of research evidence in the late modern period; HIV/AIDS in Australia and Southeast Asia.

### *Michael Horsburgh*

A member of the department since 1972. Currently Australian Editorial Consultant for *the journal of Social Policy and Administration*, a member of the Social Security Appeals Tribunal and Secretary of the Social Responsibilities Commission of the Anglican Church.

Academic interests: social policy generally, history of social welfare in Australia, religion and social welfare.

### *Jude Irwin*

Has worked as a social worker in the Department of Immigration and Ethnic Affairs in Sydney and Wollongong. Worked at Leichhardt Council as a community worker and Barnardo's Australia involved in group work with women who have experienced domestic violence. Since moving into academia has been involved in community based organisations such as the Immigration Advice and Rights Centre and International Social Sciences. Currently co-director of the Australian Centre for Lesbian and Gay Research.

Academic interests: violence against women and children; anti-racist welfare practice; feminism and social work practice; hetero sexism in social welfare practice.

### *Renee Koonin*

Educated and practised social work in South Africa in direct service and planning; major concern was the position of social work with respect to social change in South Africa. Practice in Sydney focused on the effective management, organisation and delivery of human services in ethnic welfare, family and children's services, mental health, aged care and developmental disability services.

Academic interests: social development, field education, the relationship between personal and social change, child welfare.

### *Mary Lane*

Background in community development practice, policy and research.

Academic interests: community development, urban planning, peace and conflict, post modernism, and social movements.

### *Jan Larbalestier*

Member of the department since 1989. Teaching and research background in indigenous/non-indigenous relations, comparative sociology and social anthropology.

Academic interests: colonial discourses, theories of representation and difference, feminist theories, social inequality.

*Glenn Lee*

Background includes community work, social planning, and welfare management positions in western Sydney. Previously Director of Fairfield Community Resource Centre and community development worker for various government and non-government organisations. Taught social work practice at U.N.S.W, before joining the department in 1989.

Academic interests: community work, field education, management, evaluation of social welfare programs, Green Social Work, and the social impacts of urban development policies in the Sydney region.

*Lindsey Napier*

Previously a social worker in family welfare and mental health services in London. New South Wales experience includes local government and health service work in front line, planning and policy positions.

Academic interests: social work praxis, health policy and practice, social development, old age and ageing, child welfare.

*Agi O'Hara*

Employed by the Department of Social Work and Social Policy to teach Psychology for Social Work to second and third year students; and by the Department of Psychology to teach psychology at the undergraduate and postgraduate levels. Has completed two counsellor training courses and is working part-time as a trainer and supervisor of group leaders, having recently completed writing a manual for an 8-week program 'Effective Group Leadership', which provides theory and practical application related to group processes and dynamics.

Academic interests: counselling and working with groups, student-staff liaison.

*Alec Pemberton*

Previously taught, studied and researched at the Queensland Institute of Technology, the University of Queensland, Trinity College, Oxford, Duke University (U.S.A.), and the N.S.W Institute of Psychiatry.

Academic interests: the sociology of the professions (especially the welfare or 'helping' professions), and mental illness; the empirical study of modern social problems (poverty, unemployment, crime, homelessness, chronic mental illness); Christianity and social welfare, especially the application of the gospel parables embodying love and justice to modern social policy issues.

*Stuart Rees*

Previously a probation officer in England and in Canada. Undertook community work in the United States, Scotland and Holland. Teaching experience at universities in Britain, the U.S.A. and Canada. Currently Director of the Centre of Peace and Conflict Studies and a Fellow of the University Senate.

Personal interests include camping and poetry. Academic priorities: empowerment with particular

reference to disability; the retention of universal services such as Medicare; the interdependence of policy and practice; evaluating welfare, legal and health services.

*Robert van Krieken*

Trained as a sociologist at the University of New South Wales; his research topics have included psychoanalysis ideology, theories of social control, the history of child welfare, social discipline and the welfare state. Currently writing a book on Norbert Elias.

Academic interests: translating from Dutch and German, sociological theory, sociology of the family and the welfare state, critical theory, psychoanalysis, historical and comparative sociology, organisational theory.

*Zita Weber*

Previously a social worker in various health and welfare settings in Sydney. Personal interests include dancing, theatre and fan kicking.

Academic interests: health policies, migrants' health, feminist studies, child welfare, family therapy, the social contexts of depression and the non-medical treatment of depression.

*Marie Wilkinson*

Has many years' experience as a social worker in the health and child welfare fields, and has previously taught in social work and social welfare courses at the University of Sydney, the University of New South Wales and in the Department of Technical and Further Education.

Academic interests: social policy and childhood, children and the state, children and the law, income support policies, residential services for children and adults; children and homicide.

# Appendix 1—BSW and BA/BSW

## Resolutions of the Senate

### Bachelor of Social Work

1. The definitions for completing a course including the associated field education, the examination requirements and the requirements for those repeating a course are set out in Chapter 10 of the by-laws.
2. There are two methods of admission to candidature:
  - (a) admission to the first year; and
  - (b) admission to the second or subsequent years.
3. Before admission to candidature for the degree in accordance with section 2(b), an applicant must have—
  - (a) qualified for admission; and
  - (b) completed, except as provided in section 13 below, first year courses totalling 48 units prescribed for the degree of Bachelor of Arts and taken in accordance with the resolutions for that degree.
4.
  - (1) The degree shall be awarded in two grades, namely the Pass degree and the Honours degree.
  - (2)
    - (a) There shall be two classes of Honours, namely, Class I and Class II.
    - (b) Within Class II there shall be two divisions, namely, Division I and Division 2.

### Pass degree

5. Except as provided in sections 2, 13 and 14 below a candidate for the degree shall complete the following courses:
  - (1) In the first year—
    - (a) Sociology 101;
    - (b) 36 junior units prescribed for the degree of Bachelor of Arts and taken in accordance with the resolutions for that degree.
  - (2) In the second year—
    - (a) Psychology II or Psychology for Social Work;
    - (b) Sociology II or Sociology for Social Work; and
    - (c) second year courses totalling 16 units prescribed for the degree of Bachelor of Arts and taken in accordance with the resolutions for that degree.
  - (3) In the third year—
    - (a) Preparation Seminar 301 (6 units);
    - (b) IBL Unit 1 (6 units);
    - (c) IBL Unit 2 (6 units);
    - (d) Skills Workshop 301 (6 units); and
    - (e) Field Education 302 which includes field education of not fewer than 80 days and

- such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units).
- (4) In the fourth year—
  - (a) IBL Unit 3 (9 units);
  - (b) Field Education 401 which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units);
  - (c) IBL Unit 4 (9 units); and
  - (d) Integrative Studies.
6. Except where credit has been granted in accordance with these resolutions, a candidate for the degree shall complete 192 units in the following manner:
  - (1) In the first year—48 units comprising:
    - (a) Sociology 101; and
    - (b) 36 junior units from the Table of Courses for the Bachelor of Arts degree.
  - (2) In the second year—48 units comprising:
    - (a) Sociology 201 and Sociology 202 (16 units); or
    - (b) Sociology for Social Work 201 (16 units); and
    - (c) Psychology 201 (16 units); or
    - (d) Psychology for Social Work 201 (16 units); and
    - (e) 16 senior units from the Table of Courses for the Bachelor of Arts degree.
  - (3) In the third year—48 units comprising:
    - (a) Preparation Seminar 301 (6 units);
    - (b) IBL Unit 1 (6 units);
    - (c) IBL Unit 2 (6 units);
    - (d) Skills Workshop 301 (6 units); and
    - (e) Field Education 302 consisting of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units).
  - (4) In the fourth year—48 units comprising:
    - (a) IBL Unit 3 (9 units);
    - (b) Field Education 401 consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 units);
    - (c) IBL Unit 4 (9 units); and
    - (d) Integrative Studies 402 (6 units).
7. A candidate shall proceed according to the following progression rules:
  - (1) Except with the permission of the Board of Studies in Social Work, a candidate shall not commence the third year without having obtained 96 units as prescribed in resolutions 5(1) and 5(2).
  - (2) A candidate shall not attempt Field Education 302 without having obtained 120 units and having been approved as being ready to undertake field education.

- (3) A candidate shall not attempt the fourth year without having obtained 144 units.
- (4) A candidate shall not attempt Field Education 401 without having obtained 153 units.
- (5) A candidate shall not attempt IBL Unit 4 without having obtained 177 units.
- (6) A candidate shall not attempt Integrative Studies 402 without having obtained 186 units.

### Field Education

8. The Department of Social Work Social Policy and Sociology shall be responsible for the selection of field education placements, the approval of students to undertake field education and, in consultation with practitioners who act as field education supervisors, for the evaluation of the candidate's performance in the field.

9. The Department of Social Work, Social Policy and Sociology may withdraw a candidate who has commenced a field education placement if changes to examination results or other evidence alter the candidate's status with respect to the prerequisites for that placement.

10. The Board of Studies, acting on the advice of the Head of the Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education placement or to refuse permission for a candidate to undertake or continue field education.

### Honours degree

11. If a candidate graduates with First Class Honours and the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

### Combined Arts/Social Work degrees

12. A candidate qualifies for the combined degrees of Bachelor of Arts and Bachelor of Social Work by completing 240 units including:

- (1) at least 28 units of Sociology; and
- (2) either 28 units of Psychology or Psychology for Social Work 201; and
- (3) at least 64 further senior units from the Table of Courses for the Bachelor of Arts degree, including a major; and
- (4) the third and fourth years of the Bachelor of Social Work degree set out in resolutions 5(3) and 5(4).

### Time limits

13. Except with the permission of the Board of Studies in Social Work, a candidate proceeding under these resolutions shall complete the requirements for the degree or degrees concerned in not more than twice the minimum time for completion at the time of commencement.

### Suspension of candidature

14. (1) Unless suspension of candidature has been approved by the Board of Studies in Social Work, a candidate is required to enrol each calendar year;

(2) Except in special circumstances, the Board of Studies shall not approve a suspension of candidature for more than one year;

(3) Except where the Board of Studies in Social Work determines otherwise in any particular case, a candidate who re-enrols after a suspension of candidature shall proceed under the resolutions in force at the time of re-enrolment.

### Lapse of candidature

15. (1) Unless the Board of Studies in Social Work determines otherwise in any particular case, candidature will lapse if a candidate has:

- (a) not completed the requirements of the degree within the time limits prescribed by resolution 12; or
- (b) not re-enrolled for the degree in accordance with resolution 13.

(2) A candidate whose candidature has lapsed shall not re-enrol as a candidate for the degree unless again selected for admission.

### Credit for courses completed external to candidature

16. (1) A candidate who has completed work or a course or courses towards a degree or diploma at this or another university or at an appropriate institution, may be granted credit towards the degree for up to 84 units as prescribed by resolutions 5(1) and 5(2).

(2) A candidate will not be granted credit for field education or work experience.

(3) A citizen or permanent resident of Australia who holds a social work qualification obtained in a country other than Australia and which has been assessed by the National Office of Overseas Skills Recognition or the Australian Association of Social Workers as being equivalent to three years of full-time tertiary degree level social work study in Australia, may be admitted to the fourth year.

### Master of Social Work

1. An applicant for admission to candidature for the degree of Master of Social Work shall, except as provided in Chapter 10 of the by-laws—

- (a) be a Bachelor of Social Work of the University of Sydney with first-class or second-class Honours,
- or*

- (b) being a Bachelor of Social Work of the University of Sydney without first-class or second-class Honours, either produce evidence to the satisfaction of the Board of Studies of having completed equivalent work, or complete to the satisfaction of the Board of Studies a period of probationary candidature prescribed by the Board of Studies,
- or*

- (c) being a Bachelor of Arts with a Diploma in Social Work, both from the University of Sydney,

- (i) have completed work deemed by the Board to be equivalent to that required for the degree of Bachelor of Social Work, and
- (ii) complete to the satisfaction of the Board of Studies a period of probationary candidature;

and

(2) produce evidence to the satisfaction of the Board of Studies of having been engaged in the professional practice of social work for a minimum of one year full-time or an equivalent period part-time.

2. (1) A candidate may be accepted by the Board of Studies on a probationary basis for a period not exceeding twelve months and, on completion of this probationary period, the Board of Studies shall review the candidate's work and shall either confirm or terminate the candidature.

(2) The candidature of a candidate accepted in accordance with subsection (1) shall be deemed to have commenced from the date of such acceptance.

3. A candidate for the degree shall attend such seminars as the Board of Studies may prescribe and proceed by: (a) research and thesis in accordance with section 4; or (b) coursework in accordance with section 5.

4. (1) A candidate proceeding by research and thesis shall:

- (a) carry out supervised research on a topic approved by the Board of Studies on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology;
- (b) write a thesis embodying the results of this research; and
- (c) lodge with the Secretary of the Board three copies of the thesis, typewritten and bound in accordance with the resolutions of the Board of Studies.

(2) The Board of Studies shall appoint, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology a full-time member of the University academic staff to act as supervisor of the candidate.

(3) In any thesis lodged by a candidate the candidate shall state generally in a preface and specifically in notes the source from which the information in the thesis was taken, the extent to which the candidate has made use of the work of others and the portion of the thesis which is claimed as original.

(4) A thesis lodged by a candidate shall be accompanied by a certificate from the supervisor stating whether, in the supervisor's opinion, the form of presentation of the thesis is satisfactory.

(5) The Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, shall appoint at least two examiners of the thesis, of whom at least one shall normally be an external examiner.

(6) The examiners shall report to the Board of Studies which shall determine the result of the examination.

(7) In special cases the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, may require the candidate to take an examination in the area of the thesis.

5. A candidate proceeding by coursework shall attend courses of study and pass such examinations in each course as the Board of Studies, on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, shall prescribe.

6. (1) A full-time or part-time candidate shall not present for examination for the degree earlier than the end of the first or second year of candidature respectively and, except with the permission of the Board of Studies on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, not later than the third or sixth year of candidature respectively.

(2) Time spent by a candidate in advanced study in the University of Sydney, or in another university, or in another institution which may be deemed by the Board of Studies to be equivalent, before admission to candidature may be deemed by the Board of Studies to be time spent after such admission.

7. The Board of Studies may:

- (a) on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology, call upon any candidate to show cause why the candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree; and
- (b) where, in the opinion of the Board of Studies, the candidate does not show good cause, terminate the candidature.

8. (1) The degrees shall be awarded in one grade only.

(2) An outstanding candidate may be awarded the degree with merit.

(3) If the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

9. Where the Head of the Department of Social Work, Social Policy and Sociology is required to make a recommendation under sections 4, 6 or 7 above, the Head shall do so only after consultation with the supervisor, if there is one, of the candidate concerned.

### Doctor of Social Work

See the University's *Calendar 1996, Vol. I: Statutes and Regulations*.

### Resolutions of the Board of Studies in Social Work

#### Bachelor of Social Work

1. Honours shall be awarded in the following manner:

- (a) For students completing their degree in

1997 and subsequent years, the courses in the third and fourth years shall be weighted as follows:

- (i) The courses in the third year shall be weighted
 

Preparation Seminar 301	1
IBL Unit 1	1
IBL Unit 2	1
Skills Workshop 301	1
- (ii) Fourth year
 

IBL Unit 3	2
IBL Unit 4	2
Integrative Studies 402	2

- (b) A weighted average mark shall be calculated. Grades of honours will be awarded for the following weighted average marks:

Marks	Class of honours
85-100	1
80-84	2/1
75-79	2/2

2. In awarding honours at graduation, the Board of Studies will take into account the performance of students generally, including the length of time taken to complete the degree course and performance in field education.

### 3. Procedures for the implementation of Senate Resolution 10

#### Preamble

The Department of Social Work, Social Policy and Sociology has a duty to the social work profession and to prospective clients and employers to make reasonable efforts to ensure that its graduates are not only academically prepared, but are also emotionally and ethically prepared for the demands of professional practice. Therefore, students who exhibit signs of inappropriate behaviour that may be serious enough to jeopardise their educational program and/or cause serious questions of professional aptitude or who engage in unethical behaviour, including behaviour proscribed by the Australian Association of Social Workers' Code of Ethics will be evaluated to determine if they should continue in their program of study, and, if so, what additional steps should be taken to ensure that they are prepared for professional practice.

The formal authority for this procedure is contained in Senate Resolution 10 which is as follows:

The Board of Studies, acting on the advice of the Head of Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education assignment or refuse permission for a candidate to undertake or continue field education.

#### Resolutions

1. These procedures shall be implemented when a student:

- (i) while undertaking a field education placement, is excluded by either the University or agency staff from that placement, which exclusion is, as soon as possible thereafter, the subject of written report;

- (ii) while undertaking a field education placement, is the subject of an adverse report in writing from either University or agency staff. This report refers not to unsatisfactory progress resulting in a failure in the placement, but rather to specific incidents or behaviour which, in the opinion of the reporting staff, cast doubt on the student's capacity to perform appropriately as a beginning practitioner in social work. Such a report may be in addition to a failure in the placement; or
- (iii) is considered by University staff in a written report to be unsuitable to undertake field education.

2. The student who is subject to the exclusion or reports set out in paragraph 1 may elect to have the matter dealt with by the Head of Department or by the Special Class Sub-committee on Practice.

3. The Head of Department or the sub-committee shall:

- (i) provide the student with the relevant written reports;
- (ii) invite the student to present their cases; and
- (iii) review the reports and related evidence in the light of any submission made by the student.

4. The student may present a case orally or in writing, or both, and may be accompanied to any meeting with the Head of Department or sub-committee by a person of the student's choice.

The Head of Department or the sub-committee shall arrange for the presence of a person to keep a record of the meeting. The record of the meeting and the decision taken shall be communicated to the student in writing.

5. The Head of Department or the sub-committee may:

- (i) allow the student to continue in field education;
- (ii) warn the student that the continuation of the behaviour could result in exclusion from further field education placements and allow the student to continue in field education;
- (iii) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education until specified conditions have been met; or
- (iv) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education.

6. The Chair of the Board of Studies is authorised to exercise the powers of the Board and decide upon recommendations made under paragraphs 5(iii) and 5(iv).

7. In the event of a further exclusion or adverse report, the Head of Department or the sub-committee may take note of the decisions taken in relation to the previous occasion.

8. A decision under paragraph 5(iii) constitutes a failure in the field education placement concerned.

9. A decision under paragraph 5(iv) constitutes exclusion from the BSW degree program.
10. Nothing in these procedures interferes with the appeal rights conferred on a student by Senate.

exempt a candidate proceeding by research and thesis from completing the seminar courses *Ideologies in Social Work and Social Welfare* and *Social Work Research* on account of equivalent courses previously completed.

## Master of Social Work

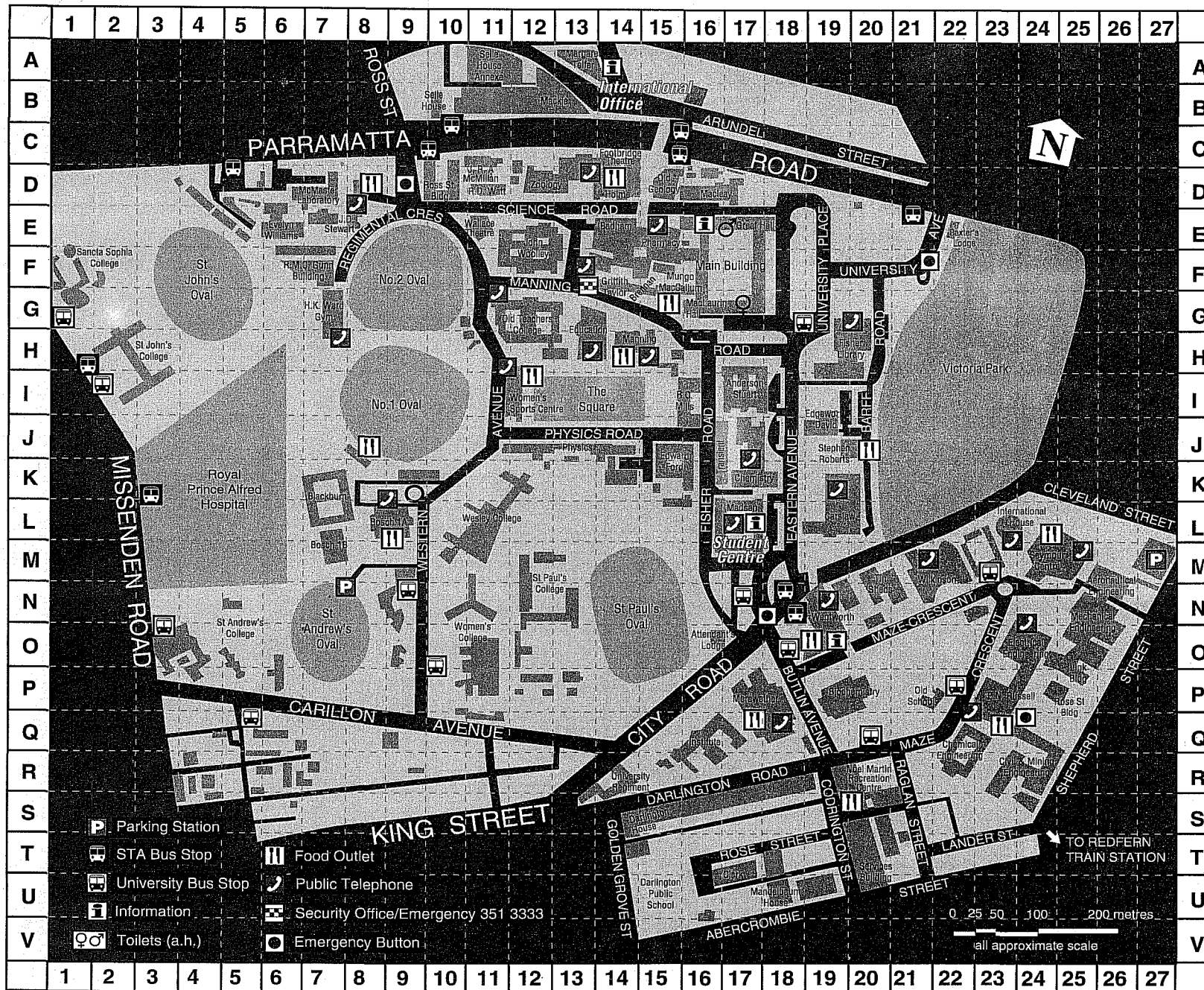
1. A candidate proceeding by research and thesis shall complete the seminar courses—
  - (a) *Ideologies in Social Work and Social Welfare*; and
  - (b) *Social Work Research*
 and either—
  - (c) complete a 30 000 word thesis in accordance with the resolutions of the Senate; or
  - (d) complete a seminar course prescribed by the Department of Social Work, Social Policy and Sociology, and complete a 20 000 word thesis in accordance with the resolutions of the Senate.
2. A candidate proceeding by—
  - (a) coursework; or
  - (b) coursework research and thesis; or
  - (c) coursework and short thesis
 shall complete the following units of study:
  - (a) *Ideologies in Social Work and Welfare*;
  - (b) *Social Work Research*;
  - (c) four additional units of study chosen in accordance with the resolutions of the Senate from the following:
    - (i) authorised independent study and report;
    - (ii) 10 000 word thesis;
    - (iii) 20 000 word thesis part 1;
    - (iv) 20 000 word thesis part 2;
    - (v) 20 000 word thesis part 3;
    - (vi) additional seminar courses prescribed by the Department of Social Work, Social Policy and Sociology; provided that neither 20 000 word thesis part 1 nor 20 000 word thesis part 2 shall count towards fulfilment of the requirements for the degree unless 20 000 word thesis part 3 is also completed.
3. The Chairperson of the Board of Studies on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology may on behalf of the Board of Studies permit a candidate proceeding by research and thesis who has completed two or more semesters of candidature to transfer to candidature proceeding by coursework.
4. The Chairperson of the Board of Studies on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology may on behalf of the Board of Studies permit a candidate proceeding by coursework to transfer to candidature proceeding by research and thesis.
5. The Chairperson of the Board of Studies in Social Work on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology may on behalf of the Board of Studies



# Notes

# Departments, schools and buildings-main campus

Academic & Executive Services	16E	Continuing Education, Centre for	13B	Linguistics	16J	St Paul's College 4	12N
Accounting	17P	Coppleson Postgraduate Medical Institute"	9K	Link Bldg	25O	Sancta Sophia College 5	1F
Administrative Policy & Strategic Planning Division	16E	Counselling Service	13G	Lost Property	14F	Scholarships	16F
Administrative Support Services Division	16E	Crop Sciences	13F	Mackie Bldg	13B	Schools Liaison	11E
Aeronautical Engineering	26M	Darlington House H66	14S	MacLaurin Hall	16G	Science Faculty Office	19L
Agricultural Chemistry & Soil Science	10D	Development Office	16O	Macleay Bldg SMuseum	16D	Security & Bldg Services	14F
Agricultural Economics	11D	Disability & Welfare Services	13G	Madsen Bldg	17L	Selle House	10B
Agriculture Faculty Office	11C	Econometrics	17P	Mail Room (Internal)	20T	Semitic Studies	17F
Alma Street Glasshouse	23N	Economic History	17P	Main Bldg	17F	Senate Room	16G
Anaesthesia	7K	Economics, Dept & Faculty Office	17P	Mandelbaum House	18U	Services Bldg	20T
Anderson Stuart Bldg	.171	Edgeworth David Bldg	19J	Manning House	14H	Seymour Theatre Centre	24M
Anatomy & Histology	17I	Education Bldg & Faculty Office	13G	Margaret Telfer Bldg	13A	Shepherd St Parking Station	27M
Animal Science	7F	Educational Development & Evaluation	15K	Marketing, Dept of	16Q	Sir Hermann Black Gallery	19N
Anthropology	16F	Educational Psych., Measurement & Technology	13G	Marketing & Publications	11E	Social & Policy Studies in Education	13G
Archaeology, Classics & Ancient History	16F	Edward Ford Bldg	15K	Mathematics & Statistics	19L	Social Work & Social Policy	15I
Architectural & Design Science	22M	Electrical Engineering	24O	McMaster Laboratory CSIRO	7D	Solicitor, University	16E
Architecture, Dept & Faculty Office	22M	Employment Service, Casual	1X	McMillan, J.R.A., Bldg'	11C	<i>Sports:</i>	
Archives	19H	Engineering Faculty Office	25O	Mechanical & Aeronautical Engineering Bdg	25N	Noel Martin Recreation Centre	20R
Art Workshop	20M	English	12E	Mechanical Engineering	25N	Sports Union	7G
Arts Faculty Office	16F	Equal Employment Opportunity Unit	16S	Media Office	16E	Swimming Pool	20R
Asset Management	13A	Evelyn Williams Bldg	6E	Medicine	7K	Tennis courts	20D
Asian Studies	14F	Experimental Medicine	7K	Medicine, Dept of	7K	Ward, H.K., Gymnasium	7G
Attendant's Lodge	16O	External Relations Division	16E	Medicine Faculty Office	15K	Women's Sports Association	12I
Badham Bldg & Library	14E	Facilities Planning, Office of	20T	Merewether Bldg	17P	Stephen Roberts Theatre	20J
Banks (see Financial institutions)		<i>Financial institutions:</i>		Microbiology	20P	Stewart, J.D., Bldg	8E
Baxter's Lodge	22E	Commonwealth	14C	Mills, R.C., Bldg	15I	Stores	20T
Behavioural Sciences in Medicine	7K	Credit Union	14D	Mungo MacCallum Bldg	15G	Student Centre*	17L
Biochemistry	20P	National Australia	15E	Music	24M	Student Services*	13G
Biological Sciences	16D	National Australia	19N	Nicholson Museum	16G	SUPRA	19N
Blackburn Bldg	7K	Financial Assistance	13G	Obstetrics & Gynaecology	9K	Surgery	4R
<i>Bookshops:</i>		Finance, Dept of	16Q	Occupational Health	15K	SydU-tech	7K
Medical	7K	Financial Management & Reporting	13A	Old Geology Bldg	15D	Systems Development	19U
SRC Secondhand	19N	Financial Services Division.	16E	Old School Bldg	21P	Teaching & Curriculum Studies	13A
University Co-operative	16J	Fine Arts	15I	Old Teachers' College Bldg	12G	Tin Sheds Gallery	20M
Bosch 1A (lecture theatres)	8L	Fisher Library	19G	Operations Accounting	13A	Trades & Grounds Services	20T
Bosch 1B Bldg	7M	Footbridge Theatre	14C	Pathology	7K	Traffic Office	14F
Botany	16D	French Studies	15F	Performance Studies (entrance Manning Rd)	12F	Transient Bldg	16J
Brennan, C, Bldg	15F	Garage, University	21T	Personnel Services	13A	Union, University of Sydney	
Business Liaison Office	13D	Geography	16Q	Pharmacology	7M	Wentworth Building	19N
Business Services	19U	Geology & Geophysics	19J	Pharmacy	15E	Holme Building	14D
Campus Services	20T	Germanic Studies	15F	Philosophy	17G	Manning House	14H
Careers Centre	13B	Government & Public Administration	17P	Photowise Imaging	20T	Unistaff	19U
Carslaw Bldg	19L	Great Hall	18E	Physics	13J	University Collection	19H
Cashiers	13A	Greek, Modern	14F	Physiology	17I	University of Sydney Club	15G
Celtic Studies	12E	Griffith Taylor Bldg	14F	Planning Support Office	16E	Urban & Regional Planning	22M
Central Services	22E	Gunn, R.M.C., Bldg	7F	Post Office	15E	Veterinary Anatomy	8E
Centre for English Teaching	17L	Health Service		Printing Services, University	20T	Veterinary Clinic	6E
Centre for Teaching & Learning	19L	Holme Bldg	14C	Properties & Investments	13A	Veterinary Clinical Sciences	6E
Chancellor's Committee Shop	17F	Wentworth Bldg	19N	Psychological Medicine	4K	Veterinary Pathology	7E
Chaplains' Centre	10G	History	15G	Psychology	14F	Veterinary Science Faculty Office	8D
Chemical Engineering	22Q	History & Philosophy of Science	19L	Purchasing	20T	Vice-Chancellor's Office	16E
Chemistry	17K	Holme Bldg	14C	Publications Unit	16E	Wallace Theatre	11E
<i>Child Care:</i>		Industrial Relations, Dept of	16Q	Public Health & Community Medicine	15K	War Memorial Gallery	17E
Boundary Lane	16U	Infectious Diseases	7K	Quadrangle	17F	Watt, R.D., Bldg	11D
Carillon Avenue	9Q	Information Technology Services	19U	Queen Elizabeth II Research Institute	9K	Wentworth Bldg	19N
Laurel Tree House (Glebe)	16B	Institute Bldg	16Q	Regiment, University	14R	Wesley College 6	11L
Union (Darlington)	21S	International Office & International Student Services	13A	Religion, School of Studies in	12E	Western Avenue Underground Parking Station	8N
Civil & Mining Engineering	24R	International House	23L	Research & Scholarships	16E	Wilkinson Bldg	22M
Clark Bldg	17T	Italian	15I	Revenue Services*	13A	Women's College 7	11O
				Risk Management	13A	Women's Studies	15S
				Rose Street Bldg	24P	Woolley Bldg, John	12E
				Ross Street Bldg	10D		



- **Student Centre (17L):**
  - academic transcripts
  - admissions
  - enrolments
  - examinations
  - graduations
  - handbook sales
  - HECS enquiries
  - travel concessions
  
- **Student Services (13G):**
  - accommodation
  - counselling
  - financial assistance
  - special services (disabilities, etc.)

