Archer College of Health and Human Services
SWK 4373-D10: Social Work Practice III

Course Dates, Time, and Location

Spring Semester, 2020: January 13, 2020 to May 8, 2020
Online Course with synchronous Collaborate Sessions on Mondays at 2pm and 6pm.

Instructor: Ingrid A. Russo, M.S.W., LCSW (Field Education Director/Clinical Assistant Professor)
Office: Archer Building, Room 224K
Phone: 325-486-6126
Email: Ingrid.Russo@angelo.edu
Office Hours: MW 8:30 am - 03:00 pm; and by appointment via Collaborate, Skype, or email
  • Please note that emails received after 8 p.m. will be answered the following morning.

Recycling and sustainability: Please consider if it is necessary to print the syllabus. If so, please help our fragile environment by recycling this paper when finished. Thank you!
by recycling this paper when finished. Thank you!

Course Description

The integrative seminar in social work. This capstone course facilitates the integration and application of the generalist social work curriculum in diverse, evolving, and emerging practice contexts. Student career development, use of technology, and professional leadership are emphasized. As a part of this course, students must take and pass a comprehensive examination. Prerequisite: SWK 4371

Course Introduction

This is the final course in the social work curriculum and is designed to integrate the social work curriculum into a meaningful whole. For example, the social work core courses are built on a liberal arts foundation; the university core curriculum or pre-social work courses. The field education experience and advanced social work electives follow the social work core course expanding on student knowledge, practice skills, and values. These three stages represent levels of student development and require integration. Social work courses at ASU are organized around domain sequences; there are five domain sequences including the HBSE, social work practice, social welfare policy and practice, social work research, and social work

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
field education sequences. The first course in each sequence forms the foundation for the next course in the same sequence. Consequently, each course in a domain sequence must be carefully integrated. Lastly, each domain sequence must be integrated with the others. For example, each of the five domain sequences as whole must be integrated; more specifically, the HBSE sequence must be integrated with the social work practice sequence, and so forth.

This integration of curriculum is developed around 10 competencies and 41 associated practice behaviors outlined in the Council on Social Work Education’s (CSWE) Educational Policy and Accreditation Standards (EPAS; 20cs08). In your various social work course you have been exposed to the knowledge, skills, and values of the social work profession; additionally, you have had supervised generalist social work practice employing the professions knowledge, skills, and values. You have taken many exams, have written many papers, and have completed many other assignments that have been carefully designed to measure all 41 of the practice behaviors listed in the EPAS.

It is the purpose of this course to facilitate the integration of the above described components. To this end, you will be asked to develop a professional portfolio, write an integrated paper, and successfully complete a standardized comprehensive examination in this course.

**Course Credits**

This is a 3 credit course.

**Prerequisite and Co-requisite courses**

SWK 3309 –Practice I, SWK 3313—Practice II, and SWK 4371-Field Education 1 are all prerequisites to this course. SWK 4372-Field II is a co-requisite of this course.

**Program Outcomes**

Upon completion of the program of study for the BSW Social Work Program, the graduate will be prepared to:

**Student Learning Outcomes**

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency 1-9</td>
<td>Integrative Paper</td>
<td>Implement appropriate engagement, assessment, intervention strategies with individuals, families, groups, organizations, and communities within a particular theoretical model</td>
</tr>
</tbody>
</table>

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Student Learning Outcome
By completing all course requirements, students will be able to:

<table>
<thead>
<tr>
<th>Competency 1-9</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comprehensive Exam</td>
<td>Apply HBSE theories, direct practice information, ethical dilemmas, etc</td>
</tr>
</tbody>
</table>

Course Materials

Required Texts:
Must be bought at the ASU Campus Bookstore, bring your school ID and CID, cost is $277.
**Once this packet is purchased from the bookstore it may not be returned, if it is returned your access to the AATBS website will be blocked and you will not be able to sit for the comprehensive exam.
**Returning a packet and using the activation code is also a violation of the academic honor code and NASW code of ethics.

**NOTE: All assignments submitted in this course are to be written in strict accordance with the Publication Manual of the American Psychological Association 7th ed.**

Required Materials:
Field education Manual
NASW Code of Ethics
Code of Conduct
Scope of Practice
TBSWE Rules
NASW Guidelines for Social Work Safety in the Workplace
NASW Standards for Cultural Competence in Social Work Practice
Indicators for the Achievement of the NASW Standards for Cultural Competence in Social Work Practice
NASW Standards for Social Work Case Management
NASW Best Practice Standards in Social Work Supervision
Managing Clients Who Present with Anger
NASW Standards and Guidelines for the area(s) related to your field agency setting
Field Education Agency Policy & Procedures
Pertinent Federal, State, & Local policies
Evidenced-based practice/best practice research articles

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Technology Requirements

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam
- Access to Blackboard Collaborate

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University's Distance Education Website

Grading

Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Performance/Collaborate Sessions</td>
<td>15</td>
</tr>
<tr>
<td>Integrated Paper Assignment</td>
<td>20</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>65</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:
- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up)

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Professional Performance/Collaborate Sessions/Drafts 15%

This is relevant to attendance and participation in Collaborate Sessions on Mondays at 2 pm and 6 pm, completing assignments of required drafts in a timely manner, engaging in all course activities, and having professional and respectful communication with professor and peers; and so forth. The expectation for students in a social work program is that they are motivated to learn and are dedicated to their studies.

Integrated Assignment 20%

You will have an integrated paper, which will be completed in conjunction with SWK 4372 (Field Education II) as a cumulative assignment and will be graded as such. The course SWK 4372 (Field Education II) assignment will focus on: 1) description of the field education agency and population served; 2) discuss a specific case that the student was involved with during their field education experience; 3) personal reflection on their field education experience, classroom experience, and the integration of components of the social work program. The course SWK 4373 (Practice III) will focus on applying the theoretical concepts, such as the application of human behavior in the social environment concepts and themes, general intervention model (7 steps), evidence based practice, policy issues, diversity issues, ethical issues, social and economic justice issues, and an analysis of organizational, community, or other constraints to the case or client that was used in SWK 4372’s assignment. You will receive a single grade to be recorded for both courses.

Integrated Paper

Each student will write an integrated paper, a maximum of 30 pages in length, including the cover and reference pages, which strictly conforms to the most recent edition of the APA style manual, based on their own work with client systems in their field education experience. Each student will need to have a minimum of 10 peer reviewed journals/books/websites that will be used for this paper. Each student will complete drafts of each section to make sure they are on track, drafts are due weekly through “TurnItIn”. Each paper must contain the following elements (a detailed Rubric will follow):

I. Applications of HBSE theory (ie PIE or the Life Course Perspective) to a Particular Case or Issue (chosen in SWK 4372-Field Education II)

II. Implementation of the General Intervention Model
   A. Engagement of the client system
   B. Assessment of the client system
   C. Planning with the client system
   D. Intervention with the client system
   E. Evaluation with the client system
   F. Termination with the client system

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G. Follow-up with the client system

III. Use of Evidence-Based Practice (which evidenced-based practice did you use when working with your population or client)

IV. Policy Issues Encountered (by population or client)

V. Diversity Issues Encountered (by population or client)

VI. Ethical Issues Encountered (by population or client)

VII. Social and Economic Justice Issues Encountered (by population or client)

VIII. Plus addition of sections required in Field Education I and II.

Plagiarism is the presentation of someone else's information as though it were your own. If you use the words or ideas of another person; or if you use material from any source--whether a book, journal, magazine, newspaper, business publication, broadcast, speech, electronic media, peer, or any other source--you must acknowledge that source. Plagiarism on the term paper will result in the student not receiving credit for her/his term paper.

**Comprehensive Examination 65%**

Each student will successfully complete the social work comprehensive examination. The exam covers the following broad areas of generalist social work practice:

I. Human Development, Diversity, and Behavior in the Environment

II. Assessment in Social Work Practice

III. Direct and Indirect Practice

IV. Professional Relationships, Values, and Ethics

This exam strives to measure your social work knowledge, skills, and values related to the EPAS 9 competencies and 31 behaviors. There are 170 items of the examination and you will have four (4) hours to complete the examination. The examination is closed book, is delivered in electronic format (i.e., via a computer), and is administered in a supervised lab environment on the ASU campus. You will have two attempts during the semester to achieve an acceptable score (70) on this examination. An acceptable score is required to pass this course and for graduation from ASU’s B.S.W. program.

**Teaching Strategies**

This course is an asynchronous course with a synchronous Collaborate component (required). Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

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Assignment Submission

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at Ingrid.russo@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

POLICY ON LATE OR MISSED ASSIGNMENTS

Due dates and times for assignments are posted. Failure to submit your assignments on the assigned date will result in a five percent deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

- **Late assignments** are generally not accepted and are only accepted if the reason is pre-approved by the course instructor. Any late assignment that the instructor agrees to accept will lose points at 10% per day that it is late. Any assignment submitted any time after the deadline is late. Any in-class exercise missed due to an absence will result in a zero for that exercise.

General Policies Related to this Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)

Student Responsibilities and Attendance

- **Online:** This class is asynchronous with a synchronous Collaborate component, meaning you have to be on-line every Monday from either 2pm to 3pm or 6pm to 7pm. In order to complete this course successfully, you do have to participate in all course activities i.e. journals, drafts, integrative paper, and successful passing of the comprehensive exam. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 4-6 study hours per week on average.

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• Please do ask questions that are relevant to the course and feel free to utilize my office hours. I am here to help you and I want you to succeed.
• Collaborate session attendance and participation is necessary and expected. Students are responsible for understanding Angelo State University’s Student Handbook and Conduct code. Students must also follow the Social Work Department student handbook.
• All students are expected to follow the National Association of Social Workers Code of Ethics, Code of Conduct, and Scope of Practice.
• Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at: http://www.angelo.edu/forms/pdf/Honor_Code.pdf
• Make-up examinations will be considered on a case by case basis and will only be allowed for university and department approved absences.
• Late assignments are not accepted for any reason unless the reason is approved by the course instructor.
• Electronic devices, including cell phones, Blackberries, etc., are not to be turned on during collaborate sessions.

Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.iii

Accommodations for Students with Disabilities
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website.iv The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

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Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.
# Course Schedule

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Lecture Topics/Readings/Assignments</th>
</tr>
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</table>
| Week 1 1/13-1/17 | Learning Module One: Course Orientation  
Reading: Bachelor’s Examination Prep Volume I (pp. 1-32)  
Collaborate 2pm and 6pm (1 hour)  
Blackboard Collaborate Topics: Syllabus, Volume I, Register on AATBS website for access to online exams, Discussion of 1st draft, etc. |
No Collaborate Session due to holiday on 1/20/20.  
**Assignment Due: Draft of Section I of Integrated Paper Due 1/24/20 by 5pm. Complete online exams.** |
| 1/20 MLK Holiday |                                                                                                                                                                                                                                                     |
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Human Development, Diversity, and Behavior in the Environment—Reflection and Integration; discussion of 2nd draft of paper; complete online exams  
Participation in Field Mixer—January 31, 2020 at the CJ Davidson Center from 11:30am to 3:00pm (please be prepared with information regarding your agency) |
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Assessment in Social Work Practice—Reflection and Integration; practice quiz; online exams, etc  
**Assignment Due: Draft of Section II of Integrated Paper Due 2/07/20** |

(Course Schedule Continued on the Next Page)
| Week 5  
2/10-2/14 | Learning Module Five--Reading: Assessment in Social Work Practice  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Assessment in Social Work Practice-Reflection and Integration; practice quiz; online exams; Discussion of Section 3 for paper; etc. |
| Week 6  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Direct and Indirect Social Work Practice-Reflection and Integration; Chapter review questions; Discussion of section 4 and 5 for paper; computer work, etc  
**Assignment Due: Draft of Section III of Integrated Paper Due 2/21/20** |
| Week 7  
2/24-2/28 | Module 7--Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV—pp. 120-238)  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Direct and Indirect Social Work Practice-Reflection and Integration; practice quiz and online exams, etc |
| Week 8  
3/2-3/6  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Direct and Indirect Social Work Practice-Reflection and Integration; practice quiz and online exams.  
**Assignment Due: Draft of Section IV and V of Integrated Paper Due 3/06/20** |
| Week 9  
3/16-3/20 | Module 9--Reading: Professional Relationships, Values, and Ethics  
Collaborate Session: 2pm and 6pm  
*Course Schedule Continued on the Next Page* |

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
| Week 10 3/23-3/27 | Module 10—Reading: Bachelor’s Examination Prep Volume I (test anxiety)  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Testing Taking Strategies and Test Anxiety Management; online exams, etc.; discussion of sections 6 and 7 for paper.  

**Comprehensive Examination-1st Attempt (March 24, 2020 from 9 am to 12 pm, Testing Center in Archer Building, 1st floor)** |
|---|---|
| Week 11 3/30-04/3 | Module 11—Research graduate schools you are interested in attending, See graduate assistant for help with APA  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Comprehensive Examination Debriefing; Discussion of Graduate Schools: info needed, references (how to ask for one and what you will need to hand to person writing a reference), Discussion of Paper, etc.  
**Assignment Due: Draft of Sections 6 and 7 due 4/3/20.** |
| Week 12 4/6-4/10 | Module 12—Review areas of needed concentration in order to pass Comp Exam; Review information on the Texas State Board of Social Work Examiners website, and review resume building websites, etc.  
Collaborate Session: 2pm and 6pm  
Blackboard Collaborate Topics: Licensing and Certification; Discussion of Integrated Paper, APA—review  

**Comprehensive Exam—2nd attempt: April 7, 2020 from 9am to 12pm at the Testing Center in the Archer Building.** |
Collaborate Session: 2pm and 6pm  
Blackboard Discussion Topics: Job Search and Interviewing skills; Bring in Resume to be evaluated; mock job interviews. |

*Course Schedule Continued on the Next Page*  

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
<table>
<thead>
<tr>
<th>Week 14</th>
<th>Module 14--Review websites pertaining to Self-Care and Moving Forward</th>
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</thead>
<tbody>
<tr>
<td>4/20-4/24</td>
<td>Collaborate Session: 2pm and 6pm</td>
</tr>
<tr>
<td></td>
<td>Blackboard Discussion Topics: Where do we go from here?????</td>
</tr>
<tr>
<td></td>
<td><strong>Journal Assignment:</strong> The Final Integrated Paper is Due on 4/24/20 through ‘turnitin’ on blackboard by 5pm.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Week 15</th>
<th>Module 15--Dead Week</th>
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</thead>
<tbody>
<tr>
<td>4/27-5/01</td>
<td>Collaborate Session: 2pm and 6pm</td>
</tr>
<tr>
<td></td>
<td>Final Evaluations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 16</th>
<th>No Finals for this Course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4-5/8</td>
<td>Comprehensive Exam attempt for those who did not pass the first two</td>
</tr>
<tr>
<td></td>
<td>attempts</td>
</tr>
</tbody>
</table>

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i https://www.angelo.edu/student-handbook/

ii https://www.angelo.edu/catalogs/

iii https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

iv https://www.angelo.edu/services/disability-services/

v https://www.angelo.edu/content/files/14197-op-1011-grading-procedures

vi https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

vii https://www.angelo.edu/dept/writing_center/academic_honesty.php

viii https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of

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