I. Instructor: Dr. Christopher M. Shar
Email: christopher.shar@angelo.edu
Phone: 325.486.6426
Office: HHS 224R
Office Hours: M-W-F 10:00 a.m. to 12:00 p.m. and by appointment

II. Course Information

Course Dates, Times, and Location
Fall Semester, 2020 – August 17th through November 24th
Tuesdays – 3:00 p.m. to 4:00 p.m. (periodic non-mandatory online Q & A)

Course Description
This foundation course introduces social work practice with organizations, and communities, including the use of communication skills, supervision, and consultation. Engagement, assessment, evaluation, planning for service delivery, implementing empirically based interventions, and evaluating outcomes are foci of interest. Students will learn to consider and apply evidence-based interventions utilizing client strengths, capacities, and resources to help clients overcome personal challenges and resolve personal deficits based on the helping process. Advanced generalist social work practice uses a general intervention model (also called “the helping process”) that encompasses engagement, assessment, planning, intervention, evaluation, termination, and follow-up. Each of the steps in the general intervention model, and their associated activities and processes, are covered in detail in this course as they apply to large groups, organizations, and communities (i.e., direct practice on the mezzo and macro level).

Course Credits
3

Prerequisites
Formal admission to the MSW program, completion of all MSW foundation curriculum, and good standing in the MSW program.
Prerequisite Skills
This course requires students to have an existing understanding of the values, ethics, skills, and knowledge base of the profession as well as the general intervention model and how to apply it to social work practice.

General skill-based requirements of this course include: basic computer proficiencies (e.g., accessing Internet websites, using online and on-campus library resources, and familiarity with Microsoft Office programs) and the ability to understand and apply the formatting and style guidelines of the Publication Manual of the American Psychological Association (7th ed.).

Program Outcomes
Upon completion of the program of study for the Master’s degree in Social Work, the graduate will be prepared to practice as an advanced generalist in the field of social work as well as become licensed as a master’s level social worker.

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignments and Activities Validating Outcome Achievement</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Organizational meeting attendance, assessment presentations, lifelong learning plan</td>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies</td>
</tr>
<tr>
<td>Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Organizational meeting attendance, assessment presentations, lifelong learning plan</td>
<td>Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes</td>
</tr>
<tr>
<td>Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Organizational meeting attendance, assessment presentations, lifelong learning plan</td>
<td>Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels</td>
</tr>
</tbody>
</table>

Course Delivery
This section of SWK 6367: Advanced Research – Practice and Program Evaluation is an online course with learning resources and supplemental materials posted in Angelo State University’s Blackboard Learning Management System, which can be accessed at ASU’s Blackboard System.
Required Texts and Materials


**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.). If you do not already own the *Publication Manual*, this is a required text.

Technology Requirements
To successfully complete this course, students **must** have access to the following devices, software, and services:

- A computer capable of running Windows (7 or later), or Mac OSX (10.8 or later)
- The latest version of Microsoft Edge, Mozilla Firefox, or Mac Safari web browsers
- Microsoft Office Suite (or a compatible Open Office Suite)
- Adobe Acrobat Reader (or similar PDF reader)
- High Speed Internet access and an Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam with microphone
- Respondus Monitor and LockDown Browser software (available for download from the Technology Support tab in Blackboard)

Refer to [Angelo State University’s Distance Education](#) website for further technology requirements.

Communication
All communication (email or phone) **typically receives a response within 24 hours** at the latest. Messages sent on weekends and evenings may receive a longer wait for responses than during morning or afternoon hours during the week. Emails received after 6:00 p.m. may not be addressed until the following morning.

**Ask questions and participate in all opportunities for course discussion.** Graduate learning is dependent upon your synthesis of the material with your existing knowledge base. **Active learning** improves student outcomes as demonstrated by a well-established evidence base.

**Utilize office hours** as needed. If in-person office hours are inconvenient, I am happy to make an appointment to speak via phone, or through Webex, Zoom, or Blackboard Collaborate at a time convenient to both of our schedules. I encourage all students to take advantage of access as a resource for any and all course-related questions and concerns.
All course-related communication must be conducted in a **civil, polite, professional manner**. This encompasses any and all **in-class, email, discussion board, or online** communication. Individuals who violate this guideline will receive **one (1) warning**. Further violations will result in a **failing grade** for the course and **possible expulsion from the MSW program** [based on the severity and circumstances of the incident(s)].

### III. Grading

#### Evaluation and Grades

Course grades will be determined as indicated in the following table.

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Percentage of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Meeting Attendance Summaries</td>
<td>15%</td>
</tr>
<tr>
<td>Lifelong Learning Plan</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment Presentations</td>
<td>40%</td>
</tr>
<tr>
<td>Examinations</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Grading System

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

**Grading Scale**

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 60 to 69
- F = 59 and below

**Teaching Strategies**

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.

**Assignment and Activity Descriptions**

Rubrics for all assignments and activities are located on the Blackboard course website.

**Assessment Presentations**

Students will create 2 presentations to develop their abilities to engage, assess, intervene, and evaluate groups and societies. The first presentation will focus upon an organization or social service agency and the second will focus upon a community. Detailed information about each presentation’s requirements may be found on the Blackboard course website.
**Organizational Meeting Attendance Summaries 15%**

Students will attend 2 organizational meetings during the semester. The same meeting or meeting type may not be used twice. Any of the following meetings/meeting types may be used for this assignment. Other meetings may be used, but MUST receive prior instructor approval.

- City council
- County commissioner
- Governmental committee
- Nonprofit agency committee or board of directors
- Nonprofit agency coalition
- Public or organizational training
- Recovery (Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery, etc.)
- Support group (Al-Anon, Nar-Anon, Cancer Survivors, Spouses/Caretakers, etc.)
- Town hall

Students will write a summary of the meeting’s activities, including a detailed list of the meeting’s agenda and how each item was addressed as well as their personal reactions and reflections about the meeting. Detailed information about the summaries to be submitted may be found on the Blackboard course website.

**Lifelong Learning Plan 15%**

Students will write a paper discussing their plans to further their knowledge development about macro-level social work following the completion of this course as well as their completion of the master’s program. Each paper must include a discussion about area(s) of macro-level interest, the ways in which students plan to stay involved and informed about this area social work, and the ways in which students plan to advocate for change at the macro level. Detailed information about the learning plans may be found on the Blackboard course website.

**Examinations 30%**

There will be three examinations administered throughout the semester. Each examination will cover a portion of the assigned readings. Exams may also cover the Texas Board of Social Work Examiners (TBSWE) Code of Conduct, the TBSWE Scope of Practice, and the National Association of Social Workers (NASW) Code of Ethics. Details about the exam, including specific course material to be covered in each, will be identified and discussed throughout the semester.

**Assignment Submission**

All assignments **MUST** be submitted through the Assignments links on the Blackboard site. This is for grading, documenting, and archiving purposes. Emailed submissions will **NOT** be accepted unless prior arrangements have been made with the instructor.

Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at my ASU email address (christopher.shar@angelo.edu) and attach a copy of what you are trying to submit. **You must also contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab in Blackboard to report the issue.** This lets faculty know you completed the assignment on time and are just having problems with the
online submission feature in Blackboard. If you do not contact the IT Service Center and receive an email that acknowledges the receipt of your report, your submission will not be accepted.

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.

Note: All assignments, including the outline for the policy presentation, must be written in strict accordance with the *Publication Manual of the American Psychological Association (7th ed.)*.

**Late Work or Missed Assignments Policy**

Late assignments are not accepted. Accommodations may be made on a case-by-case basis, but only for extreme circumstances of University-approved or instructor-approved absences.

**IV. 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
- Angelo State University Honor Code
- Angelo State University Statement of Academic Integrity

**Student Responsibility and Attendance**

This section of SWK 6367: Advanced Research – Practice and Program Evaluation is taught face-to-face on campus. It is especially important for you to be present and attentive to understand and be able to apply the concepts and procedures featured in this course. There are readings which you will have to complete to be able to adequately participate in any individual and/or group assignments. In order to complete this course successfully, you must participate in all course activities. Students are expected to engage in course assignments and submit work on or before the assignment’s deadline. Students will be graded in part on their ability to make substantive contributions reflecting an integration of course-related material. Scholarly contribution is an expectation. Generally, you should expect to spend a minimum of six to nine hours of studying the assigned readings, completing course assignments, and consuming other course-related material.

As a graduate student, you are expected to attend and participate in all class activities and sessions. **Because this section meets once per week for 2 hours and 50 minutes, more than one absence** during the semester will result in a failing grade for this course.

**Accommodations for Students with Disabilities**

Angelo State University 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. The employee responsible for reviewing and authorizing accommodation requests is Ms. Dallas Swafford, Director of Student Disability Services. Her office phone number is (325) 942-2047 and her University email address is dallas.swafford@angelo.edu.

Title IX
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 manners:

- **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 University’s policy, please visit ASU’s Title IX webpage.
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.

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.

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 Angelo State University. The Archer College of Health and Human Services adheres to the Statement of Academic Integrity.

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 via Turnitin. Please consult the ASU Writing Center’s Academic Honesty resources 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 on a daily basis.

Student Evaluation of Faculty and Course
Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.
Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Topics, Required Readings, and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>Theme:</strong> Syllabus Review &amp; Introduction to Macro Social Work</td>
</tr>
<tr>
<td>8/17 to 8/21</td>
<td><strong>Readings:</strong> Chapter 1: Introduction to Macro Practice in Social Work</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td><strong>Theme:</strong> Introduction to Macro Social Work</td>
</tr>
<tr>
<td>8/24 to 8/28</td>
<td><strong>Readings:</strong> Chapter 2: Historical and Contemporary Influences on Macro Practice</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td><strong>Theme:</strong> Introduction to Macro Social Work</td>
</tr>
<tr>
<td>8/31 to 9/4</td>
<td><strong>Readings:</strong> Chapter 3: Engaging with Diverse Populations</td>
</tr>
<tr>
<td></td>
<td><strong>Due:</strong> Lifelong Learning Plan Due on Friday (9/4) at 9:00 p.m. via BB</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
<tr>
<td>9/7 to 9/11</td>
<td><strong>Readings:</strong> Chapter 4: Assessing Community and Organizational Problems</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
<tr>
<td>9/14 to 9/18</td>
<td><strong>Readings:</strong> Chapter 5: Understanding Communities</td>
</tr>
<tr>
<td></td>
<td><strong>Due:</strong> Exam 1 Opens on Friday (9/18) at 9:00 a.m. and Closes on Sunday (9/20) at 9:00 p.m.</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
<tr>
<td>9/21 to 9/25</td>
<td><strong>Readings:</strong> Chapter 6: Assessing Communities</td>
</tr>
<tr>
<td></td>
<td><strong>Due:</strong> Organizational Meeting Attendance Summary 1 Due on Friday (9/25) at 9:00 p.m. via BB</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
<tr>
<td>9/28 to 10/2</td>
<td><strong>Due:</strong> Community Assessment Presentations Due on Monday 9/28 at 9:00 p.m. via BB</td>
</tr>
<tr>
<td>Week/Dates</td>
<td>Topics, Required Readings, and Assignments</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td><strong>10/5 to 10/9</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Working with Communities and Organizations</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 7: Understanding Organizations</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td><strong>10/12 to 10/16</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Developing and Improving Macro Social Work Practices</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 8: Assessing Human Service Organizations</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td><strong>10/19 to 10/23</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Developing and Improving Macro Social Work Practices</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 9: Building Support for the Proposed Change</td>
</tr>
<tr>
<td><strong>Due:</strong></td>
<td>Exam 2 Opens on Friday (10/23) at 9:00 a.m. and Closes on Sunday (10/25) at 9:00 p.m.</td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td><strong>10/26 to 10/30</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Developing and Improving Macro Social Work Practices</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 10: Selecting Appropriate Strategies and Tactics</td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td><strong>11/2 to 11/6</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Developing and Improving Macro Social Work Practices</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 11: Planning and Implementing the Intervention</td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td><strong>11/9 to 11/13</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Putting Everything Together</td>
</tr>
<tr>
<td><strong>Readings:</strong></td>
<td>Chapter 12: Monitoring and Evaluating the Intervention</td>
</tr>
<tr>
<td><strong>Due:</strong></td>
<td>Organizational Meeting Attendance Summary 2 Due on Friday (11/13) at 9:00 p.m. via BB</td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td><strong>11/16 to 11/19</strong></td>
</tr>
<tr>
<td><strong>Theme:</strong></td>
<td>Putting Everything Together</td>
</tr>
<tr>
<td><strong>Due:</strong></td>
<td>Organizational Assessment Presentation Due on Monday (11/16) at 9:00 p.m. via BB</td>
</tr>
<tr>
<td><strong>FINALS</strong></td>
<td><strong>11/20 to 11/24</strong></td>
</tr>
<tr>
<td><strong>Due:</strong></td>
<td>Final Exam (Exam 3) Opens on Friday (11/20) at 9:00 a.m. and Closes on Tuesday (11/24) at 9:00 p.m.</td>
</tr>
</tbody>
</table>
V. List of Hyperlinks Referenced Within This Syllabus

ASU Blackboard LMS
https://blackboard.angelo.edu

ASU Catalog
https://www.angelo.edu/content/files/26596-2019-2020-graduate-catalog-archive

ASU Distance Education
https://www.angelo.edu/online-education/index.php

ASU Honor Code
https://www.angelo.edu/dept/writing_center/academic_honesty/php

ASU Operating Policy 10.19: Student Absence for Observance of Religious Holy Day
https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of

ASU Statement of Academic Integrity
https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

ASU Student Handbook
https://www.angelo.edu/student-handbook/

ASU Title IX webpage
https://www.angelo.edu/TitleIX

ASU Writing Center’s Academic Honesty resources
https://www.angelo.edu/dept/writing_center/academic_honesty.php

Student Disability Services website
https://www.angelo.edu/ADA communication