Instructor: Samuel Gallander, MSW, LCSW
Email: samuel.gallander@angelo.edu
Phone: 325-486-6135
Office: Virtual or 120A
Office Hours: Monday, Tues, Thurs, and Fri 10:00 a.m.-12:00 p.m.
or by appointment.

Class: Collaborate Wednesdays @ 1:30 These sessions are not mandatory but highly recommended.
- Please note that emails received after 5:30 p.m. will not be answered until the next day. Exceptions will be made for emergency situations at the discretion of the instructor.

Course Information

Course Description
The biopsychosocial science base of social work practice. Includes theories of biological, social, cultural, psychological, and spiritual development within the context of the social environment through the life course. Focuses on the critical evaluation and application of theories and knowledge to person-environment transactions.

Course Credits
This course is offered online for 3 credit hours

Prerequisite and Co-requisite Courses
(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Prerequisite: SWK 2307 and admission into the social work program or a declared minor in social work.

**Prerequisite Skills**

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the social work program.

**Program Outcomes**

Upon completion of the program of study for the BSW program, the graduate will be prepared to understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels; understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas; recognize personal values and the distinction between personal and professional values; understand how their personal experiences and affective reactions influence their professional judgment and behavior; understand the profession’s history, its mission, and the roles and responsibilities of the profession; understand the role of other professions when engaged in inter-professional teams; recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective; and understand emerging forms of technology and the ethical use of technology in social work practice.

**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>• Demonstrate Ethical and Professional Behavior</td>
<td>• Discussions and Case Studies</td>
<td>Competency 1, 2, 4, 6, 7, 8 and 9</td>
</tr>
<tr>
<td>• Engage Diversity and Difference in Practice</td>
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<tr>
<td>• Engage In Practice-informed Research and Research-informed Practice</td>
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<tr>
<td>• Engage with Individuals, Families, Groups, Organizations, and Communities</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Student Learning Outcome</strong></th>
<th><strong>Assignment(s) or activity(ies) validating outcome achievement:</strong></th>
<th><strong>Mapping to Program Outcomes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
<td>• Assess Individuals, Families, Groups, Organizations, and Communities</td>
<td><strong>Exams and Quizzes</strong></td>
</tr>
<tr>
<td></td>
<td>• Intervene with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Competency 1, 4, 6, 7, 8, and 9</td>
</tr>
<tr>
<td></td>
<td>• Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</td>
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<tr>
<td></td>
<td>• Assess Individuals, Families, Groups, Organizations, and Communities</td>
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• Intervene with Individuals, Families, Groups, Organizations, and Communities
• Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

<table>
<thead>
<tr>
<th>Final Paper</th>
<th>Competency 4, 6, 7, 8 and 9</th>
</tr>
</thead>
</table>

Course Delivery
This is an online course with a synchronous component (collaborate sessions. Also you will have supplemental materials posted in Blackboard. All testing will be done through Respondus Testing.

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.).*

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Required Links and Materials


Technology Requirements
To successfully complete this course, students need the following:

- Access to a computer with either a Mac or Windows Operating System (Chromebook will not allow access to Respondus)
- High speed Internet access
- Ethernet cable (It is highly recommended by IT that you plug into a router using an Ethernet cable when testing so that you don’t lose connection by wifi drop.)
- Webcam (A plug-in webcam allows the student to perform thorough environmental scans.)

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

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

Topic Outline
See Blackboard for Module Outline

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
Communication
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.

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>Discussions/Journals</td>
<td>10 %</td>
</tr>
<tr>
<td>HBSE I Application Paper</td>
<td>30 %</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20 %</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</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)

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

This course is an asynchronous course. 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

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

<table>
<thead>
<tr>
<th>Discussions/Journal Entries</th>
<th>20%</th>
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</table>

There will be various graded Discussion, journal entries, and/or case studies over the course of the class. Students are required to complete assignment, discussions, journals, case studies, respond to peer posts in a timely manner. Engagement in all course activities, is the student’s responsibility. The expectation for students in a social work program is that they are motivated to learn and are dedicated to their studies.

Use Good "Netiquette":

- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles. (especially when responding to a peers post, use the peers name)
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms. unless invited by faculty to use a less formal approach. (I go by Ms. Russo)
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude to forward someone else's messages without their permission.

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as Jk or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

HBSE I Application Paper 30%
Each student will write a paper based on a case study and apply concepts of Human Behavior in the Social Environment (HBSE) learned in this course with a developmental (life course)-ecological framework in mind. Each paper will adhere to the most recent APA guidelines, will be approximately 6-10 pages in length including the title and reference page, and must contain a discussion of the following:

I. Introduction of the Case Study
II. Discussion and Application of HBSE Life Course Perspective Concepts and Themes to Understand PIE Transactions, student will choose (3) Concepts and (3) Themes which will be applied to their case study along with their ethical reasoning of why they choose those concepts and themes
III. How Socio-Cultural Variables (i.e., those that affect the client, the social worker, and potential others) and Ethical Issues influence HBSE
IV. A Critical Evaluation of the Forms and Mechanisms of Oppression and Discrimination that may affect HBSE
V. Application of HBSE Conceptual Frameworks to Guide the Process of Assessment, Intervention, and Evaluation
VI. Conclusion and References

Quizzes 10%
There will be chapter quizzes via respondus during the semester. These will be one attempt, close book quizzes.

Examinations 40%
There will be 4 exams for this class. Each of these examinations will be worth 10% of your total course grade. Each of the exams will be administered via Blackboard using the Respondus Monitor and LockDown browser. You may not use notes, PowerPoint lectures, textbooks, or other materials to take the exam.

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 samuel.gallander@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

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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.

**Late Work or Missed Assignments Policy**

**POLICY ON LATE OR MISSED ASSIGNMENTS**

Assignment due dates are shown on the schedule. Failure to submit your assignments on the assigned date will result in no credit awarded for the assignment. No papers, assignments, or reexaminations will be accepted after the due date indicated in the syllabus unless the late assignment is due to a university-approved absence. Make-up work will be considered on a case-by-case basis and will only be allowed for university approved absences.

*The week begins on Monday and ends on Sunday. All exams will be due on SUNDAY at 11:59pm unless otherwise stated, quizzes will be due on Fridays.*

**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 Responsibility and Attendance**

- **Online:** 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 that 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.
- 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.

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
• 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, etc., are not to be turned on during collaborate sessions, exams, quizzes, and PIE assessment.

**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.³

**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.⁴ 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 (The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
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.

**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](http://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](http://www.angelo.edu/title-ix)

(The instructor reserves the right to modify this syllabus throughout the semester if necessary.)
# Course Schedule

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
</table>
| Week 1: Aug. 23-29 | **Welcome! Module 1 Introduction to Course**  
**DUE Sunday at EOD**  
- Review START HERE page  
- Review Course Syllabus and ASU Honor Code. Select “Mark Reviewed” to agree to terms of the course and ASU’s policies and access course content.  
**Reading:** Chapter 1 (Textbook Hutchison)  
**Discussion Topic:** Chapter 1 and Syllabus Questions  
**Discussion Post Due:** Self-Introduction in the discussion board Due by Friday at 11:59pm. |  
| Week 2: Aug 30- Sept 5 | **Module 1**  
**Reading:** Chapter 2  
- **Collaborate Lecture Topic (10am or 6pm):** Discussion of Chapter 2  
**Due Quiz:** Chapter 1-2: Open Wednesday 8am to Friday 11:59pm |  
| Week 3: Sept 6-12 | **Module 1**  
**Reading:** Chapter 3  
**Due:** Discussion/Journal Entry due Friday.  
**Exam 1:** Chapter 1-2, Opens Friday 8am to Sunday 11:59 pm |  
| Week 4: Sept. 13-19 | **Module 2**  
**Reading:** Chapter 3 |  
| Week 5: Sept. 20-26 | **Module 2**  
**Reading:** Chapter 4  
**Due:** Discussion/Journal Entry due Friday. |  

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<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Reading/Due</th>
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</thead>
<tbody>
<tr>
<td>Week 6:</td>
<td>Module 2</td>
<td>Reading: Chapter 5</td>
</tr>
<tr>
<td>Sept. 27-Oct 3</td>
<td>Quiz: Chapter 3-5</td>
<td>opens Wednesday 8am to Friday 11:59pm</td>
</tr>
<tr>
<td>Week 7:</td>
<td>Module 3</td>
<td>Reading: Chapter 6</td>
</tr>
<tr>
<td>Oct. 4-10</td>
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<td>· Application Paper Discussion and APA Guidelines</td>
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<td></td>
<td>Quiz: Chapter 3-5, opens Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Week 8:</td>
<td>Module 3</td>
<td>Reading: Chapter 6, Continued</td>
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<tr>
<td>Oct. 11-17</td>
<td>Quiz: Chapter 3-5, opens Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Week 9:</td>
<td>Module 3</td>
<td>Reading: Chapter 7</td>
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<tr>
<td>Oct. 18-24</td>
<td>Quiz: Chapter 3-5, opens Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Week 10:</td>
<td>Module 3</td>
<td>Quiz: Chapter 6-8 Open Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Oct. 25-31</td>
<td>Quiz: Chapter 6-8 Open Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Week 11:</td>
<td>Module 4</td>
<td>Reading: Chapter 9</td>
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<tr>
<td>Nov 1-7</td>
<td>Quiz: Chapter 6-8 Open Wednesday 8am to Friday 11:59pm</td>
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<td></td>
<td>Quiz: Chapter 6-8 Open Wednesday 8am to Friday 11:59pm</td>
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<tr>
<td>Week 12:</td>
<td>MODULES 1-4: REVIEW</td>
<td>Reading: Chapter 10</td>
</tr>
<tr>
<td>Nov. 8-14</td>
<td>Quiz: Chapter 6-8 Open Wednesday 8am to Friday 11:59pm</td>
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</tbody>
</table>

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Week 13: Nov 15-21
Module 4
Reading: Chapter 10 continued
Due—Final Assignment: HBSE I Application Paper Due, upload through Turnitin.

Week 14: Nov. 22-28
Due Quiz Chapter 9-10 Open Monday 8am to Friday 11:59pm
Thanksgiving Break

Week 15: Nov. 29-Dec 5
Module 4
Exam Review, Evaluations, and Course Questions
Due: Discussion/Journal Entry due Friday.

Week 16: Dec 6-10
Final exam: Chap 9-10 opens Monday 8am-Wednesday EOD closes.

Grading Rubrics

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.

End of Syllabus

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/

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