Department of Social Work and Sociology
Practice II Communities and Organizations SWK 6303-010
Fall Semester 2021

Instructor: Chelsea Kading, LMSW
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Office: 120D (1st Floor SW offices)
Student Hours: Monday and Wednesday 8-9, 10-12 and 5-6
Tuesday and Thursday: 12-1

Course Information
6-8:50pm Wednesday HHS 104

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).

(The instructor reserves the right to change the syllabus at any time during the semester.)
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>

(The instructor reserves the right to change the syllabus at any time during the semester.)
Course Delivery
This is a Face to Face course that also has online course offerings. The course will be delivered via classroom and the Blackboard Learning Management System. The course site can be accessed at ASU's Blackboard Learning Management 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

Testing via Respondus™ Monitor
Access to Exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See Other Required Materials for a list of needed equipment]. Use of another electronic device is prohibited.

There is one practice quiz: a short 10 question practice quiz over ASU trivia that is not graded. This tool will be available to the student to assure accessibility. Students are highly encouraged to go through the practice quiz in advance of taking a graded quiz. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.

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

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

**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.

- Please note that emails received after 5 p.m. will be answered the following morning.

**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, Zoom, etc.

**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>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)

**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,

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researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

**Assignment and Activity Descriptions**

**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**

Students will attend 2 organizational meetings during the semester. The same meeting or meeting type may not be used twice.

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**

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**

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 link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time Chelsea.kading@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,

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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**

**POLICY ON LATE OR MISSED ASSIGNMENTS**

The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. *Failure to submit your assignments on the assigned date will result in a zero. No assignments accepted late.*

**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 6303: Practice II 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.**

**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.¹

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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. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs 325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

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.

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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.

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.

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<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Topics, Required Readings, and Assignments</th>
</tr>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
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<tr>
<td>Aug 23-29</td>
<td><strong>Theme:</strong> Syllabus Review &amp; Introduction to Macro Social Work</td>
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<tr>
<td></td>
<td><strong>Readings:</strong> Chapter 1: Introduction to Macro Practice in Social Work</td>
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<tr>
<td><strong>Week 2</strong></td>
<td></td>
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<tr>
<td>Aug 30-Sept 5</td>
<td><strong>Theme:</strong> Introduction to Macro Social Work</td>
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<tr>
<td></td>
<td><strong>Readings:</strong> Chapter 2: Historical and Contemporary Influences on Macro Practice</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
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<tr>
<td>Sept 6-12</td>
<td><strong>Theme:</strong> Introduction to Macro Social Work</td>
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<td></td>
<td><strong>Readings:</strong> Chapter 3: Engaging with Diverse Populations</td>
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<td></td>
<td><strong>Due:</strong> Lifelong Learning Plan Due on Sunday at 11:59pm</td>
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<td><strong>Week 4</strong></td>
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<tr>
<td>Sept 13-19</td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
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<td></td>
<td><strong>Readings:</strong> Chapter 4: Assessing Community and Organizational Problems</td>
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<tr>
<td><strong>Week 5</strong></td>
<td></td>
</tr>
<tr>
<td>Sept 20-26</td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
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<tr>
<td></td>
<td><strong>Readings:</strong> Chapter 5: Understanding Communities</td>
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<tr>
<td></td>
<td><strong>Due:</strong> Exam 1 Opens on Friday and closes on Sunday at 11:59pm</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td></td>
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<tr>
<td>Sept 27-Oct 3</td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
<tr>
<td></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 Sunday 11:59pm via BB</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td></td>
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<tr>
<td>Oct 4-10</td>
<td><strong>Theme:</strong> Working with Communities and Organizations</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Topics, Required Readings, and Assignments</th>
</tr>
</thead>
</table>
| Week 8       | **Theme:** Working with Communities and Organizations  
| Oct 11-17    | **Readings:** Chapter 7: Understanding Organizations                                                      |
| Week 9       | **Theme:** Developing and Improving Macro Social Work Practices  
| Oct 18-24    | **Readings:** Chapter 8: Assessing Human Service Organizations                                           |
| Week 10      | **Theme:** Developing and Improving Macro Social Work Practices  
| Oct 25-31    | **Readings:** Chapter 9: Building Support for the Proposed Change  
|              | **Exam 2 Opens on Friday and closes Sunday at 11:59pm**                                                   |
| Week 11      | **Theme:** Developing and Improving Macro Social Work Practices  
| Nov 1-7      | **Readings:** Chapter 10: Selecting Appropriate Strategies and Tactics                                   |
| Week 12      | **Theme:** Developing and Improving Macro Social Work Practices  
| Nov 8-14     | **Readings:** Chapter 11: Planning and Implementing the Intervention                                    |
| Week 13      | **Theme:** Putting Everything Together  
| Nov 15-21    | **Readings:** Chapter 12: Monitoring and Evaluating the Intervention                                     |
|              | **Due:** Organizational Meeting Attendance Summary 2 Due on Sunday at 11:59pm via BB                    |
| Week 14      | **Theme:** Putting Everything Together  
| Nov 22-28    | **Due:** Organizational Assessment Presentation Due in Class                                             |
| Week 15      | **Dead Week**  
| Nov 29-Dec 5 | **No class or assignments**                                                                               |

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<table>
<thead>
<tr>
<th>Week 16 Finals</th>
<th>Due: Final Exam (Exam 3) Opens on Monday and closes Wednesday at 11:59pm</th>
</tr>
</thead>
</table>

II. **List of Hyperlinks Referenced Within This Syllabus**

- **ASU Blackboard LMS** [https://blackboard.angelo.edu](https://blackboard.angelo.edu)
- **ASU Catalog** [https://www.angelo.edu/content/files/26596-2019-2020-graduate-catalog-archive](https://www.angelo.edu/content/files/26596-2019-2020-graduate-catalog-archive)
- **ASU Distance Education** [https://www.angelo.edu/online-education/index.php](https://www.angelo.edu/online-education/index.php)
- **ASU Honor Code** [https://www.angelo.edu/dept/writing_center/academic_honesty/php](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](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](https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php)
- **ASU Student Handbook** [https://www.angelo.edu/student-handbook/](https://www.angelo.edu/student-handbook/)
- **Title IX webpage** [https://www.angelo.edu/TitleIX](https://www.angelo.edu/TitleIX)
- **ASU Writing Center’s Academic Honesty resources** [https://www.angelo.edu/dept/writing_center/academic_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)
- **Student Disability Services website** [https://www.angelo.edu/ADA](https://www.angelo.edu/ADA)

i [https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php](https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php)

ii [https://www.angelo.edu/services/disability-services/](https://www.angelo.edu/services/disability-services/)

iii [https://www.angelo.edu/content/files/14197-op-1011-grading-procedures](https://www.angelo.edu/content/files/14197-op-1011-grading-procedures)


v [https://www.angelo.edu/dept/writing_center/academic_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)

vi [https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of](https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of)

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