

# ANGELO STATE UNIVERSITY

**SOCIAL WORK POLICY AND PRACTICE**

**SPRING 2022**

**Dr. Denetria Brooks-James, DSW, LMSW**



ANGELO STATE UNIVERSITY

Archer College of Health and Human Services

Department *of* Social Work & Sociology

**Course Number**

SWK 3315.D10, 3-course credit hours

**Course Title**

Social Work Policy and Practice

**Prerequisite and Co-requisite Courses**

SWK 2307, and admission to the B.S.W. degree program.

**Course Delivery**

This is an Face-to-Face course. The course will be delivered in person and via the Blackboard Learning Management System. The course site can be accessed at [ASU's Blackboard Learning Management System](#). Collaborate sessions will occur Tuesday from 3:30-4:30. Attendance at Collaborate sessions is voluntary for this course.

**Instructor: Dr. Denetria Brooks-James, DSW, LMSW**

**Email:** dbrooksames@angelo.edu (preferred contact method)

**Phone:** (210) 486-1745

**Please note that emails received after 5 p.m. will be answered the following morning, unless it's a weekend or holiday.**

**Virtual OFFICE HOURS:** Changes to office hours may occur due to administrative duties; college and/or department assignments. It is best to schedule an appointment. If you do not find a time that meets your needs, please email me and I can arrange to meet with you another time. These hours will be through Zoom. Look in your Canvas for the standing Zoom link for the virtual hours listed below.

Monday 1:00 pm - 3:00 pm

Meeting ID: 994 5855 8094 Passcode: 2Vav8t

Tuesday 1:00 pm - 3:00 pm

Meeting ID: 994 5855 8094 Passcode: 2Vav8t

Wednesday By appointment only

Thursday 1:00 pm - 3:00 pm

Meeting ID: 994 5855 8094 Passcode: 2Vav8t

Friday By appointments only

**Course Description:**

This course examines and discusses the knowledge, skills, and values necessary to apply social welfare policy and practice. Initially, the history and philosophy of social welfare policy and practice are explored. From this point, the student engages with and learns about policy practice and advocacy from a social work perspective. Students will utilize the strategies discussed within course texts to advance the values and principles of the social work profession through effective policy practice. Skills addressed and developed within this course include analyzing and evaluating policy, advocating for policy development and change, building coalitions, and understanding the process of engaging the political influences on policy decisions. The Council on Social Work Education states that social workers need to be aware of the influence of policy on service delivery and actively engage in

## Program Outcomes

Upon completion of the program of study for the MSW 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 [**Competency 1: Ethical and Professional Behavior**]; understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education; understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights; understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected [**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**]; and understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels; understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development; understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings; recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy; and are knowledgeable about policy formulation, analysis, implementation, and evaluation [**Competency 5: Engage in Policy Practice**].

## Student Learning Outcomes

<b>Student Learning Outcomes</b> By completing all course requirements, students will be able to:	<b>Assignments and Activities</b> <b>Validating Outcome Achievement</b>	<b>Mapping to Program Outcomes</b>
Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and	Journal Assignments Policy Advocacy Challenges Policy Analysis Presentation	Competency 1

<b>Student Learning Outcomes</b> By completing all course requirements, students will be able to:	<b>Assignments and Activities Validating Outcome Achievement</b>	<b>Mapping to Program Outcomes</b>
regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context; use reflection and self-regulation to manage personal values and maintain professionalism in practice situations; demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication; use technology ethically and appropriately to facilitate practice outcomes; and use supervision and consultation to guide professional judgment and behavior		
Apply understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and engage in practices that advance social, economic, and environmental justice	Journal Assignments Policy Advocacy Challenges Policy Analysis Presentation	Competency 3

Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to	Policy Analysis Presentation	Competency 5
<b>Student Learning Outcomes</b> By completing all course requirements, students will be able to:	<b>Assignments and Activities</b> <b>Validating Outcome Achievement</b>	<b>Mapping to Program Outcomes</b>
social services; assess how social welfare and economic policies impact the delivery of and access to social services; apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice		

## Course Delivery

This section of SWK 3315: Social Work Policy Practice and Advocacy is an face-to-face course that. The course site can be accessed through face-toface, and via ASU's Blackboard Learning Management System, Zoom.

## Required Texts and Materials

Jansson, B.S. (2019). *Social Welfare Policy and Advocacy: Advancing Social Justice through 8 Policy Sectors*. (2<sup>nd</sup> ed.) Sage. **ISBN: 978-1-5063-8406-1**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association. **ISBN: 9781433832178** (spiralbound version)

NOTE: All assignments submitted in this course are to be written in strict accordance with the Publication Manual of the American Psychological Association (7<sup>th</sup> ed.).

# Technology Requirements

## Testing via Respondus™ Monitor

Access to Exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See below for the list of needed equipment). Use of any other 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 running either Microsoft 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 (or a similar PDF reader)
- High-speed Internet access and an Ethernet adapter cable (wireless connections can drop during tests and Collaborate sessions)
- Webcam and microphone

Refer to Angelo State University's Distance Education website for further technology requirements.

## Topic Outline

Students will learn the various forms of advocacy and policy practice in social work including social, economic, and environmental justice. The course topics will cover policy change at the micro and macro level and cover the policy sectors of healthcare, aging, criminal justice, safety net, education, mental health and substance abuse, immigration, and child and family sectors of policy advocacy.

## Communication

Faculty will respond to email and/or telephone messages within 24 hours during business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. Weekend and holiday messages may not be returned until the following business day.

**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 and/or Blackboard Collaborate.

## Grading

### Evaluation and Grades

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

Assessment	Percent/Points of Total Grade
Discussion Threads (4)	10%
Exams	40%
Journal Entries (5)	20%
Policy and Practice Assignments	30%
Total	100%

### 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

### 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**

**Policy and Practice Assignments:** Students will write 3 short papers related to Micro Policy Advocacy, Mezzo Policy Advocacy, and Macro Policy Advocacy. The papers are to be between 2- 3 pages in length and written according to APA requirements. Students will be asked to support their work using information from policy sources, as well as to locate and use at least 3 scholarly resources (e.g., peer reviewed journal articles, governmental studies, think tank research, books, demographic research, credible internet sources, census and statistical information, and so forth).

**Journal Entries:** There will be 5 mandatory graded journal entries regarding a specific topic. This semester it will be the Netflix series Season 1; Living Undocumented. These will account for 20% of your grade.

**Discussion Threads:** There will be 4 discussion threads worth 10% of your grade. Discussions will cover readings, classroom activities, and current events related to new policies. You must respond to at least 2 of your peer's posts with in-depth responses supported with at least 1 peer reviewed journal article or your course text.

**Exams:** There will be FIVE examinations in this course. Each examination will cover a portion of assigned readings, classroom lectures, group work, other assignments, the NASW Code of Ethics, the Texas Board of Social Work Examiners (TBSWE) Code of Conduct, and the TBSWE Scope of Practice. The final exam is comprehensive.

## **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 [andrew.rivera@angelo.edu](mailto:andrew.rivera@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 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**

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 10-point deduction for the first day and a 5-point deduction for each day after the posted deadline.**

## **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](#)<sup>1</sup>
- [Angelo State University Catalog](#)<sup>2</sup>
- [Angelo State University Honor Code](#)<sup>3</sup>
- [Angelo State University Statement of Academic Integrity](#)<sup>4</sup>

## **Student Responsibility and Attendance**

This class is asynchronous, meaning you do not have to be online for daily or weekly lectures at a certain time. Blackboard Online Collaborate sessions will be held weekly, and attendance is recommended but not required. Generally, online courses require a minimum of 6 to 9 hours of studying the assigned readings, participating in course discussions, completing course assignments, and consuming course- related material.

## **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](#).<sup>5</sup>

## **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](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#).<sup>6</sup> 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](mailto: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](#)<sup>7</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>8</sup> 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 and SafeAssign software programs. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>9</sup>

## **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](#)<sup>10</sup> 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.

## 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](mailto: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).

## Course Schedule Spring 2022

Week/Date	Topic/Assignments/Assessments DUE
Week 1: Jan 17 - 23	<b>Welcome!</b> <ul style="list-style-type: none"> <li>• <b>Course Intro:</b> Syllabus, course Expectations, Blackboard, NASW Code of Ethics, Scope of Practice &amp; Code of Conduct</li> <li>• <b>Chapter 1 PPT/Reading</b> - Advancing Social Justice in 8 Policy Sectors</li> </ul>
Week 2: Jan 24 - 30	<ul style="list-style-type: none"> <li>• <b>Chapter 2 PPT/Reading</b> – Advancing social justice with seven core problems</li> <li>• <b>Discussion question submission on Blackboard (Initial post due 2/5, responses to peers due 2/7)</b></li> </ul>
Week 3: Jan 31 - Feb 6	<ul style="list-style-type: none"> <li>• <b>Chapter 3 PPT/Reading:</b> How Policy Advocates Advance Social Justice Through American History</li> <li>• <b>Living Undocumented: Episode 1 (Journal entry due Saturday at 11:59pm)</b></li> </ul>
Week 4: Feb 7 - 13	<ul style="list-style-type: none"> <li>• <b>Chapter 4 PPT/Reading:</b> Providing Micro Policy Advocacy Interventions</li> <li>• <b>Exam 1: Covers Chapters 1-3</b></li> </ul>
Week 5: Feb 14 - 20	<ul style="list-style-type: none"> <li>• <b>Chapter 5 PPT/Reading:</b> Practicing Mezzo Policy Advocacy Interventions</li> <li>• <b>Discussion Question Submission on Blackboard (initial post due 2/26, responses to peers due 2/28)</b></li> </ul>
Week 6: Feb 21 - 27	<ul style="list-style-type: none"> <li>• <b>Chapter 6 PPT/Reading:</b> Engaging in Macro Policy Advocacy</li> <li>• <b>Micro Policy Advocacy Assignment Due 2/7 at 11:39pm</b></li> <li>• <b>Living Undocumented: Episode 2 (Journal entry due Saturday at 11:59pm)</b></li> </ul>
Week 7: Feb 28 - Mar 6	<ul style="list-style-type: none"> <li>• <b>Chapter 7 PPT/Reading:</b> Becoming Policy Advocates in the Health Care Sector</li> <li>• <b>Exam 2: Covers Chapter 4-6</b></li> </ul>
Week 8: Mar 7 - 13	<ul style="list-style-type: none"> <li>• <b>Chapter 8 PPT/Reading:</b> Becoming Policy Advocates in the Gerontology Sector</li> <li>• <b>Discussion Question Submission on Blackboard (initial post due 3/19, responses to peers due 3/21)</b></li> </ul>

Week/Date	Topic/Assignments/Assessments DUE
<b>Week 9: Mar 14 - 20</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 9 PPT/Reading:</b> Becoming Policy Advocates in the Safety Net Sector</li> <li>• <b>Discussion Question Submission on Blackboard</b> (initial post due 2/26, responses to peers due 2/28) <b>Living Undocumented: Episode 3 (Journal entry due Saturday at 11:59pm)</b></li> </ul>
<b>Week 10: Mar 21 - 27</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 10 PPT/Reading:</b> Practicing Policy Advocacy in the Mental Health and Substance Abuse Sector</li> <li>• <b>Exam 3: Covers Chapters 7-9</b></li> </ul>
<b>Week 11: Mar 28 - Apr 3</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 11 PPT/Reading:</b> Becoming Policy Advocates in the Child and Family Sector</li> <li>• <b>Mezzo Policy Advocacy Assignment Due 4/11 by midnight</b></li> </ul>
<b>Week 12: Apr 4 - 10</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 12 PPT/Reading:</b> Becoming Policy Advocates in the Education Sector</li> <li>• <b>Living Undocumented: Episode 4 (Journal entry due Saturday at 11:59pm)</b></li> </ul>
<b>Week 13: Apr 11 - 17</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 13 PPT/Reading:</b> Becoming Policy Advocates in the Immigration Sector</li> <li>• <b>Living Undocumented: Episode 5 (Journal entry due Saturday at 11:59pm)</b></li> <li>• <b>Exam 4: Covers Chapters 10-12</b></li> </ul>
<b>Week 14: Apr 18 - 24</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 14 PPT/Reading:</b> Becoming Policy Advocates in the Criminal Justice Sector</li> <li>• <b>Macro Policy Advocacy Assignment due 5/2 by midnight</b></li> </ul>
<b>Week 15: Apr 25 - May 1</b>	<ul style="list-style-type: none"> <li>• <b>Living Undocumented: Episode 6 NO JOURNAL ENTRY DUE</b></li> <li>• <b>Final Exam Review</b></li> </ul>
<b>Week 16: May 2 - 8</b>	<b>FINAL EXAMINATIONS WEEK!</b> <ul style="list-style-type: none"> <li>• <b>Final Exam – Comprehensive Exam covering Chapters 1-14</b></li> </ul>

\* all due times are 11:59 pm CST, unless otherwise specified

## 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.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5. Acquiring skills in working with others as a member of a team
6. Developing creative capacities (inventing, designing, writing, performing in art, music, drama, etc.)
7. Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
8. Developing skill in expressing oneself orally or in writing
9. Learning how to find, evaluate, and use resources to explore a topic in depth
10. Developing ethical reasoning and/or ethical decision making
11. Learning to analyze and critically evaluate ideas, arguments, and points of view
12. Learning to apply knowledge and skills to benefit others or serve the public good
13. Learning appropriate methods for collecting, analyzing, and interpreting numerical information

## End of Syllabus

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<sup>1</sup> <https://www.angelo.edu/student-handbook/>

<sup>2</sup> <https://www.angelo.edu/catalogs/>

<sup>3</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty/php](https://www.angelo.edu/dept/writing_center/academic_honesty/php)

<sup>4</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity/php> <sup>5</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity/php>

<sup>6</sup> <https://www.angelo.edu/services/disability-services/>

<sup>7</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

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<sup>8</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity/php>

<sup>9</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty/php](https://www.angelo.edu/dept/writing_center/academic_honesty/php)  
<https://www.angelo.edu/content/files/14206-op-1019-student-absence>