



**SWK 4373-D10: Social Work Practice III**

**Course Dates, Time, and Location**

Spring Semester, 2022

**Instructor: Denetria Brooks-James, DSW, LCSW**

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

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

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

**Office:** Virtual

**Office Hours:**

**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

**Collaborative Time will be at 3pm-4pm on Fridays. This will be an opportunity for students to meet virtually to discuss questions, assignments, grades, or concerns.**

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

**NOTICE: Facial Covering Policy:** The Texas Tech University System has implemented a mandatory [Facial Covering Policy](#) to ensure a safe and healthy campus experience. Current research on the COVID-19 virus suggests that there is a significant reduction in the potential for transmission of the virus from person-to-person by wearing a mask/facial covering that covers the nose and mouth areas. Because of the potential for transmission of the virus, and to be consistent with the University's requirement, students on campus are to wear a mask/facial covering. Observing safe distancing practices while on campus by spacing out and wearing a mask/facial covering will greatly improve our odds of having a safe and healthy campus experience.

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**Food and Drink Policy:** Due to COVID-19, there will be no food or drink allowed in any classrooms, seminar rooms, or public gathering areas in the Health and Human Services building until further notice. The only exception to this policy is a student may have bottled water or water in a container that able to be sealed and not spill or leak.

### **Course Description**

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

### **Course Introduction**

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

For example, each of the five domain sequences as whole must be integrated; more specifically, the HBSE sequence must be integrated with the social work practice sequence, and so forth.

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

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

### Course Credits

This is a 3 credit course.

### Prerequisite and Co-requisite courses

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

### Program Outcomes

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

### Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes
Competency 1-9	Integrative Paper	Implement appropriate engagement, assessment, intervention strategies with individuals, families, groups, organizations, and communities within a particular theoretical model
Competency 1-9	Comprehensive Exam	Apply HBSE theories, direct practice information, ethical dilemmas, etc

### Course Materials

### Required Texts:

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

Association for Advanced Training in the Behavioral Sciences. (2020). *Independent Study Program for the bachelors social work exam*. Ventura, CA: Author. ISBN: 9781941273258  
Must be bought at the ASU Campus Bookstore, bring your school ID and CID, cost is \$277.

\*\*Once this packet is purchased from the bookstore it may not be returned, if it is returned your access to the AATBS website will be blocked and you will not be able to sit for the comprehensive exam.

\*\*Returning a packet and using the activation code is also a violation of the academic honor code and NASW code of ethics.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: Author. ISBN: 978-1-4338-3216-1

*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.).*

#### **Required Materials:**

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

#### **Technology Requirements**

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

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader

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- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam
- Access to Blackboard Collaborate

Refer to Angelo State University's Distance Education website for further technology requirements: [Angelo State University's Distance Education Website](#)

## Grading

### Evaluation and Grades

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

Assessment	Percent/Points of Total Grade
Professional Performance/Collaborate Sessions	15
Integrated Paper Assignment	20
Comprehensive Exam	65
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 (Grades are not rounded up)

### Professional Performance/Collaborate Sessions/Drafts

**15%**

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

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**Integrated Assignment****20%**

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

**Integrated Paper**

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

- I. Applications of HBSE theory (ie PIE or the Life Course Perspective) to a Particular Case or Issue (chosen in SWK 4372-Field Education II)
- II. Implementation of the General Intervention Model
  - A. Engagement of the client system
  - B. Assessment of the client system
  - C. Planning with the client system
  - D. Intervention with the client system
  - E. Evaluation with the client system
  - F. Termination with the client system
  - G. Follow-up with the client system
- III. Use of Evidence-Based Practice (which evidenced-based practice did you use when working with your population or client)
- IV. Policy Issues Encountered (by population or client)
- V. Diversity Issues Encountered (by population or client)
- VI. Ethical Issues Encountered (by population or client)
- VII. Social and Economic Justice Issues Encountered (by population or client)
- VIII. Plus addition of sections required in Field Education I and II.

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

### **Comprehensive Examination**

**65%**

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

- I. Human Development, Diversity, and Behavior in the Environment
- II. Assessment in Social Work Practice
- III. Direct and Indirect Practice
- IV. Professional Relationships, Values, and Ethics

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

### **Teaching Strategies**

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

### **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 [sgallander@angelo.edu](mailto:sgallander@angelo.edu) and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your

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assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

### **POLICY ON LATE OR MISSED ASSIGNMENTS**

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

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

### **General Policies Related to this Course**

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

- [Angelo State University Student Handbook<sup>i</sup>](#)
- [Angelo State University Catalog<sup>ii</sup>](#)

### **Student Responsibilities and Attendance**

- 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.
- 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](http://www.angelo.edu/forms/pdf/Honor_Code.pdf)
- Make-up examinations will be considered on a case by case basis and will only be allowed for university and department approved absences.
- Late assignments are not accepted for any reason unless the reason is approved by the course instructor.
- Electronic devices, including cell phones, Blackberries, etc., are not to be turned on during collaborate sessions.

### **ACADEMIC HONESTY**

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

The Department of Psychology, Sociology, and Social Work adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) <http://www.angelo.edu/content/files/17358-university-honor-code>. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

### **PLAGIARISM**

Plagiarism at ASU is a serious topic. The Angelo State University's Honor Code gives specific details on plagiarism and what it encompasses. 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. We use the *APA Style Manual of the American Psychological Association* as a guide for all writing assignments. Quotes should be used sparingly. 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 Bb Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center

[http://www.angelo.edu/dept/writing\\_center/academic\\_honesty.php](http://www.angelo.edu/dept/writing_center/academic_honesty.php).

### **STUDENTS WITH DISABILITIES**

1. "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 Act of 2008 (ADAAA), and subsequent legislation."
2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at [studentservices@angelo.edu](mailto:studentservices@angelo.edu) to begin the process. The Office of Student Affairs

will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

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### Course Schedule

Week/Dates	Lecture Topics/Readings/Assignments
Week 1 1/25-1/31	<p>Learning Module One: Course Orientation</p> <p>Reading: Bachelor's Examination Prep Volume I (pp. 1-32)</p> <p>Topics: Syllabus, Volume I, Register on AATBS website for access to online exams, Discussion of 1<sup>st</sup> draft, etc.</p>
Week 2 2/1-2/7	<p>Learning Module Two—Reading: Human Development, Diversity, and Behavior in the Environment (Association for Advanced Training in the Behavioral Sciences, Vol. II—pp. 1-63).</p> <p><b>Assignment Due: Draft of Section I of Integrated Paper Due Friday by eod. Complete online exams.</b></p>
Week 3 2/8-2/14	<p>Learning Module Three--Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. II—pp. 64-127)</p>

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	Blackboard Collaborate Topics: Human Development, Diversity, and Behavior in the Environment-Reflection and Integration; discussion of 2 <sup>nd</sup> draft of paper; complete online exams
Week 4 2/15- 2/21	<p>Learning Module Four--Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. III—pp. 1-98)</p> <p>Topics: Assessment in Social Work Practice-Reflection and Integration; practice quiz; online exams, etc</p> <p><b>Assignment Due: Draft of Section II of Integrated Paper Due Friday due</b> <i>Course Schedule Continued on the Next Page</i></p>
Week 5 2/22- 2/28	<p>Learning Module Five--Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. III—pp. 99-19)</p> <p>Topics: Assessment in Social Work Practice-Reflection and Integration; practice quiz; online exams; Discussion of Section 3 for paper; etc.</p>
Week 6 3/1- 3/7	<p>Module 6--Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV—pp. 1-119)</p> <p>Topics: Direct and Indirect Social Work Practice-Reflection and Integration; Chapter review questions; Discussion of section 4 and 5 for paper; computer work, etc</p> <p><b>Assignment Due: Draft of Section III of Integrated Paper Due Friday eod</b></p>
Week 7 3/8- 3/14	<p>Module 7--Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV—pp. 120-238)</p> <p>Topics: Direct and Indirect Social Work Practice-Reflection and Integration; practice quiz and online exams, etc</p>
Week 8 3/15- 3/21	<p>Module 8--Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV—pp. 239-359)</p>

	<p>Topics: Direct and Indirect Social Work Practice-Reflection and Integration; practice quiz and online exams.</p> <p><b>Assignment Due: Draft of Section IV and V of Integrated Paper Due Friday eod</b></p>
Week 9 3/22-3/28	<p>Module 9--Reading: Professional Relationships, Values, and Ethics (Association for Advanced Training in the Behavioral Sciences, Vol. V—pp. 1-108)</p> <p>Topics: Professional Relationships, Values, and Ethics-Reflection and Integration; practice quiz; online exams, etc.</p>
Week 10 3/29-4/4	<p>Module 10--Reading: Bachelor's Examination Prep Volume I (test anxiety)</p> <p>Topics: Testing Taking Strategies and Test Anxiety Management; online exams, etc.; discussion of sections 6 and 7 for paper.</p> <p><b>Comprehensive Examination-1<sup>st</sup> Attempt</b></p>
Week 11 4/5-4/11	<p>Module 11--Research graduate schools you are interested in attending, See graduate assistant for help with APA</p> <p>Topics: Comprehensive Examination Debriefing; Discussion of Graduate Schools: info needed, references (how to ask for one and what you will need to hand to person writing a reference), Discussion of Paper, etc</p> <p><b>Assignment Due: Draft of Sections 6 and 7 due Friday eod</b></p>
Week 12 4/12-4/18	<p>Module 12--Review areas of needed concentration in order to pass Comp Exam; Review information on the Texas State Board of Social Work Examiners website, and review resume building websites, etc.</p> <p>Topics: Licensing and Certification; Discussion of Integrated Paper, APA—review</p> <p><b>Comprehensive Exam—2<sup>nd</sup> attempt</b></p>
Week 13 4/19-4/25	<p>Module 13--Revise Integrated Paper sections and prepare for final submission. Review job searching and interviewing skills.</p>

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	Topics: Job Search and Interviewing skills; Bring in Resume to be evaluated; mock job interviews.
Week 14 4/26-5/2	Module 14--Review websites pertaining to Self-Care and Moving Forward  Topics: Where do we go from here????  <b>Journal Assignment: The Final Integrated Paper is Due on Friday through 'turnitin' on blackboard by 5pm.</b>
Week 15 5/3-5/9	Module 15--Dead Week Final Evaluations
Week 16 5/10-5/14	No Finals for this Course. Comprehensive Exam attempt for those who did not pass the first two attempts

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<sup>i</sup> <https://www.angelo.edu/student-handbook/> <sup>ii</sup>  
<https://www.angelo.edu/catalogs/>