

Dept. of Social Work and Sociology

Social Work Practice III

SWK 4373.010



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Office: 130C

Office Hours: MW 9-12, TR 10-12

Class Time: TR 8am-9:15am

Course Information

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, and must develop and present a portfolio.

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.

Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Department of Social Work and Sociology.

Program Outcomes

Upon completion of the program of study for the BSW 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	Student Portfolio Comprehensive Exam	Demonstrate Ethical and Professional Behavior; Engage Diversity and Difference in Practice; Advance Human Rights and Social, Economic, and Environmental Justice; Engage in Practice-informed Research and Research-informed Practice; Engage in Policy Practice; Engage with Individuals, Families, Groups, Organizations, and Communities; Assess Individuals, Families, Groups, Organizations, and Communities; Intervene with Individuals, Families, Groups, Organizations, and Communities; Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Course Delivery

This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at [ASU's Blackboard Learning Management System](#).

Required Texts and Materials

Association for Advanced Training in the Behavioral Sciences. (2022). 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. 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 (7th 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 7th ed.).

Additional 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

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
- 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

Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours (8:00-17:00) 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

This is a pass/fail course. Students must pass the comprehensive exam with a minimum score of 70%. Student portfolios will be evaluated by a faculty panel and will be assigned a passing or failing grade. Students must receive passing scores on both the comprehensive exam and the portfolio to pass the course.

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

Comprehensive Examination

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. You will have three 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.

Student Portfolio

Each student will assemble a portfolio which will include the student's resume, samples of the student's work in the B.S.W. program, and additional assignments. Portfolios will be evaluated by faculty and assigned a passing or failing grade. Portfolios will include submissions from core social work courses as well as work related to field and general professional development.

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 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 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

Due dates and times for assignments are posted. Failure to submit an assignment by the due date will result in a grade of zero for the assignment.

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](#)¹
- [Angelo State University Catalog](#)²

Student Responsibility and Attendance

This is a face-to-face class. Attendance is expected and required. Students are expected to engage in course activities and submit work by due dates and times. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 9 study hours per week on average.

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
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](#)⁵ for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)⁶ 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](#).⁷

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](#)⁸ 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

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.

Course Schedule

Week/Date	Topic/Assignments/Assessments DUE
Week 1: 1/17-1/23	Reading: Bachelor's Examination Prep Volume I Topics: Syllabus, Volume I, Register on AATBS website for access to online exams and begin practice exams
Week 2: 1/24-1/30	Reading: Human Development, Diversity, and Behavior in the Environment (Association for Advanced Training in the Behavioral Sciences, Vol. II)
Week 3: 1/31-2/6	Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. II)

Week/Date	Topic/Assignments/Assessments DUE
Week 4: 2/7-2/13	<p>Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. III)</p> <p>Participation in Field Mixer—2/10 at The CJ Davidson Center UC 101-104 from 11:30am to 3:00pm (please be prepared with information regarding your agency) *Students in agencies outside the San Angelo area will complete a writing assignment in lieu of participation</p>
Week 5: 2/14-2/20	<p>Reading: Assessment in Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. III)</p>
Week 6: 2/21-2/27	<p>Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV)</p> <p>Mock Comprehensive Exam Friday 2/25 9:00-13:00</p>
Week 7: 2/28-3/6	<p>Reading: Direct and Indirect Social Work Practice (Association for Advanced Training in the Behavioral Sciences, Vol. IV)</p>
Week 8: 3/7-3/13	<p>Reading: Professional Relationships, Values, and Ethics (Association for Advanced Training in the Behavioral Sciences, Vol. V)</p> <p>Comprehensive Exam- 1st attempt 3/8 9:00-13:00</p>
Week 9: 3/14-3/20	Spring Break
Week 10: 3/21-3/27	Discussion topics: Comprehensive Exam Debriefing and Portfolios
Week 11: 3/28-4/3	Discussion topics: Careers in Social Work
Week 12: 4/4-4/10	<p>Discussion topics: Portfolios, resumes, and interviews</p> <p>Comprehensive Exam- 2nd attempt 4/5 13:00-17:00</p>
Week 13: 4/11-4/17	<p>Discussion topics: BSW Licensing and Graduate School</p> <p>Begin Portfolio Presentations (schedule with faculty)</p>

Week/Date	Topic/Assignments/Assessments DUE
Week 14: 4/18-4/24	Portfolio Presentations (schedule with faculty)
Week 15: 4/25-5/1	Portfolio Presentations (schedule with faculty)
Week 16: 5/2-5/8	Dead Week Comprehensive Exam- 3rd attempt 5/3 13:00-17:00
Week 17: 5/9-5/13	Final class day of Spring 2022 is 5/13

Grading Rubrics

To view grading rubrics, please go to the "My Grades" link in your Blackboard course, and select View Rubric under each graded item.

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/>

³ <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

⁴ <https://www.angelo.edu/services/disability-services/>

⁵ <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

⁶ <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

⁷ https://www.angelo.edu/dept/writing_center/academic_honesty.php

⁸ <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>