

# Department of Social Work

## Introduction to Social Work

### Summer Semester 2022



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**Instructor: Anne M. Scaggs, EdD, MSW, LCSW**

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Phone:

Office: Virtual

Office Hours: 11:00 a.m.-1:00 p.m. Monday through Friday

Collaborate sessions will occur on an as needed basis.

## Course Information

### Course Description

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, social work values and ethics, and fields of practice.

### Course Credits

3 credit hours

### Prerequisite and Co-requisite Courses

None

### 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

## Program Outcomes

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

## Student Learning Outcomes

<b>Student Learning Outcome</b> By completing all course requirements, students will be able to:	<b>Assignment(s) or activity(ies) validating outcome achievement:</b>	<b>Mapping to Program Outcomes</b>
use reflection and self-regulation to manage personal values and maintain professionalism in practice situations	Journals Personal Narrative Examinations	<b>Competency 1:                      Demonstrate Ethical and Professional Behavior</b>
apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels	Journals Human Services Experience Examinations	<b>Competency 2: Engage Diversity and Difference in Practice</b>
apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels	Journals Human Services Experience Examinations	<b>Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice</b>
use and translate research evidence to inform and improve practice, policy, and service delivery	Journals Personal Narrative Examinations	<b>Competency 4: Engage in Practice-informed Research and Research-informed Practice</b>

## 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

Kirst-Ashman, K. K. (2017). *Introduction to social work and social welfare: Critical thinking perspectives*. (5th Ed.). Belmont, CA: Brooks/Cole. ISBN: 978-1-3053-8839-0

## Recommended Texts and Materials

American Psychological Association. (2019). *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 (6<sup>th</sup> ed.)2<sup>nd</sup> Publication.*

## 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 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. 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

## Topic Outline

**Module 1:** Includes chapters 1-4 and introduces Social Work and Social Welfare. You will also learn about Social Work Values and Ethics, empowerment and human diversity, and the process of Generalist Practice.

**Module 2:** Includes chapters 5-8 and discusses practice settings. It also gives the student an overview of social work history, policy in general, and policies and programs to combat poverty.

**Module 3:** Includes chapters 9-12 and discusses social work and services for children and families, services for older adults, services for people with disabilities, and services for people in health care.

**Module 4:** Includes chapters 13-16 and covers social work and services in mental health, substance use, abuse and dependence, services for youths and in the schools and services in the criminal justice system.

## 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 6 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, Skype, etc.

## Grading

### Evaluation and Grades

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

Assessment	Percent/Points of Total Grade
Professional Performance	10
Journal Submissions	15
Examinations	40
Human Services Experience	20
Resume and Personal Narrative	15
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)

## 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

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

### Professional Performance

**10%**

This is relevant to attendance; including frequency and quality of; professional presentation; and any factors that would normally be evaluated in a professional social work setting. Essentially, ask yourself if what you are doing would be perceived as professional in an employment setting among social workers.

### Journal Submissions

**15%**

There will be 4 journal submissions worth 15 percent of your grade. Journal submissions will be graded on the following criteria; Critical thinking, Integration of course content, and Grammar, Spelling, and Punctuation.

## **Social/Human Service Experience**

**20%**

Students will engage in at least 20 hours (more is encouraged) of service in a local social/human service agency of their choice. Approval of the agency selection must be granted by the instructor and an approved list is located in the social work office (Academic 104H). Documentation of successful completion for this experience is required; this is done by your supervisor completing a timesheet (which will be provided to you by the course instructor) documenting your service; additionally, the student will be formally rated on a rating scale as to the quality of their service by their supervisor (this will also be provided to you by the course instructor). **If you are pre-social work or a social work major**, you will need to email a copy of both forms to [sandy.seidel@angelo.edu](mailto:sandy.seidel@angelo.edu) prior to the completion of the course. Please identify the course number (SWK 2307) when you send your emails!

## **Alternate Human Service Assignment**

Students will identify three areas of interest within the social work field. Student will discuss why they are interested in each area, the role of social work within the areas selected, types of interventions utilized in each specific area, and identify at least three social work core values practiced in each area. This paper will be at least 3 pages in length NOT including the cover page and reference page (with each page dedicated to a specific area). You are required to use at least 3 credible references in addition to your textbook.

## **Examinations**

**40%**

There will be four (4) timed, examinations (75 minutes with the final being 120 minutes) in this course. Each of these examinations is worth 10% of your total course grade. You will take each of these examinations via Blackboard using the Respondus Monitor LockDown browser. You will have 2 attempts for each exam but you cannot use books or notes.

## **Resume and Personal Narrative**

**15%**

Each student will write a resume in this course; students are encouraged to seek assistance from the career development center (UC 114) on campus in completing this

assignment. Additionally, each student will complete a personal narrative, at least five pages in length (the paper can be longer if necessary) including cover sheet and references (**the use of at least 5 peer reviewed articles and/or books as references are expected**) covering the following sections conforming to the standards of the *Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition* (2010):

1. Your understanding of the social work profession (including its historical development, mission, and values) and how the social work profession is similar to and differentiated from sociology, psychology, psychiatry, and counseling;
  2. List and define all six core values of the social work profession; discuss the relationship of these core values to the *NASW Code of Ethics*; choose at least two of the core values of the social work profession and discuss their importance to you and the social work profession;
  3. Discuss why you desire to enter the social work profession; include a discussion of the following: your personal identification with the social work profession; the ecological paradigm (person-in environment perspective, biopsychosocial approach to clients), advocacy for client access to social work services, your conceptualization and appreciation of human diversity, and generalist social work practice;
  4. Discuss three of your personal strengths and three of your personal weaknesses or challenges covering the following points;
    - a. How your personal strengths will help you become a professional social worker; and
    - b. How you plan to overcome any personal weaknesses or challenges to become a professional social worker; and
  5. Discuss your future goals as a professional (e.g., graduate work in social work, social work employment, social work career path, career-long learning plan, and so forth).
- **If you are pre-social work or a social work major, you are required to send a copy of your resume and narrative to Mrs. Sandy Seidel at [Sandy.seidel@angelo.edu](mailto:Sandy.seidel@angelo.edu). Please identify the course (SWK 2307) when you send your emails.**

## 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 [anne.scaggs@angelo.edu](mailto:anne.scaggs@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

### 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 grade of 0. The only exceptions made will be if students have a university approved excuse found in the catalog.

## 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>

## Student Responsibility and Attendance

This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

**Note:** This course utilizes Collaborate to engage in role plays, case study, and interaction. A day and 2 session times will be offered for students to have some flexibility. **Attendance is**



**mandatory.** Collaborate times will be posted in Banner and a reminder email will be sent the day of the sessions.

## **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>3</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>4</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>5</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>6</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. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>7</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>8</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

Week/Date	Topic/Assignments/Assessments DUE
<b>Week 1</b> <b>June 6-12</b>	Course Introduction (view Welcome and Syllabus review video) Reading: Chapter 1-4 (Kirst-Ashman)  Lecture Topic: Introduction to Social Work and Social Welfare; Social Work Values and Ethics; Empowerment and Human Diversity; The Process of Generalist Practice <b>Journal 1- Due 6/12 end of day</b>
<b>Week 2</b> <b>June 13-19</b>	Reading: Chapters 5-8 (Kirst-Ashman) Lecture Topic: Practice Settings; An Overview of Social Work History; Policy; Policies and Programs to Combat

Week/Date	Topic/Assignments/Assessments DUE
	Poverty; Questions about personal Narrative (please email Instructor) <b>Exam 1: Chapters 1-4 (Kirst-Ashman) 6/13 to 6/15</b> <b>Journal 2 – Due 6/19 eod</b>
<b>Week 3</b> <b>June 20-26</b>	Reading: Chapters 9-12 (Kirst-Ashman) Lecture Topic: Social Work and services for Children and Families; SW and services for older adults; SW and services for People with Disabilities; SW and services for people in Health Care <b>Assignment: Alternate Human Service Paper 6/26 eod</b> <b>Exam 2: Chapters 5-8 (Kirst-Ashman) 6/20 to 6/22</b> <b>Journal 3 – Due 6/26 eod</b>
<b>Week 4</b> <b>June 27-July 3</b>	Reading: Chapters 13-16 (Kirst-Ashman) Lecture Topic: Social Work and services in mental health; Social Work and Substance use, Abuse and Dependence; SW and services for Youths and in the schools; SW and services in the criminal justice system <b>Assignment: Resume and Personal Narrative Due by 7/3 eod</b> <b>Exam 3: Chapters 9-12 (Kirst-Ashman) 6/27 to 6/29</b> <b>Journal 4 – Due 7/3 eod</b>
<b>Week 5</b> <b>July 5-8</b> <i>July 4<sup>th</sup> is Independence Day</i>	<b>Assignment: Volunteer hours sheet due 7/6 and Agency evaluation due 7/6 by 12pm.</b>  <b>Final: Chapters 13-16 (Exam will be posted on 7/5 to 7/7 at NOON)</b>

## Grading Rubrics

### Rubric for Alternative Human Service Assignment

1. For each area of interest selected, did you \_\_\_\_\_ 60 pts. (20 per selected area)
  - a. Discuss why you are interested in the areas?

- b. Discuss the role of social work within each area?
  - c. Discuss types of interventions utilized in each specific area?
  - d. Identify and discuss at least 3 social work core values practiced in each area?
2. Use at least 4 credible resources (your textbook may be 1 of your sources)\_\_\_\_\_10 pts.
  3. Follow APA standards\_\_\_\_\_20 pts.
  4. Grammar and spelling\_\_\_\_\_10 pts.

Total\_\_\_\_\_of 100

### Rubric for Personal Narrative 2020

6. your understanding of the social work profession (including its historical development, mission, and values) and how the social work profession is similar to and differentiated from sociology, psychology, psychiatry, and counseling; 20 points\_\_\_\_\_
7. list and define all six core values of the social work profession; discuss the relationship of these core values to the *NASW Code of Ethics*; choose at least two of the core values of the social work profession and discuss their importance to you and the social work profession; 20 points\_\_\_\_\_
8. discuss why you desire to enter the social work profession; include a discussion of the following: your personal identification with the social work profession; the ecological paradigm (person-in environment perspective, biopsychosocial approach to clients), advocacy for client access to social work services, your conceptualization and appreciation of human diversity, and generalist social work practice; 20 points \_\_\_\_\_
9. discuss three of your personal strengths and three of your personal weaknesses or challenges covering the following points; 20 points\_\_\_\_\_
  - c. how your personal strengths will help you become a professional social worker; and
  - d. how you plan to overcome any personal weaknesses or challenges to become a professional social worker; and

10. discuss your future goals as a professional (e.g., graduate work in social work, social work employment, social work career path, career-long learning plan, and so forth). 20 points \_\_\_\_\_

## **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/>

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

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

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

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

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

<sup>7</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)

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