

Dept. of Social Work and Sociology

SWK 3309 – Social Work Practice I

Summer II 2022



Instructor: Anne M. Scaggs, Ed.D., LCSW

Email: anne.scaggs@angelo.edu

Phone:

Office: Virtual

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

Collaborate sessions are an option for this course and I am happy to set a day and time. We will discuss Week 1. Attendance is not mandatory but highly encouraged. The sessions will be recorded for those who cannot attend and I highly encourage viewing.

*** Please note that emails received after 5:00 p.m. will not be answered until the next day. Exceptions will be made for emergency situations at the discretion of the instructor.**

Course Information

Course Description

The biopsychosocial science base of social work practice. Includes theories of biological, social, cultural, psychological, and spiritual development within the context of the social environment through the life course. Focuses on the critical evaluation and application of theories and knowledge to person and environment The introduction to social work practice with individuals, couples, families, and small groups, including the use of communication skills, supervision, and consultation. Focuses on engagement, assessment, and evaluation, planning for service delivery, implementing empirically based interventions, and evaluating outcomes. 3 credit hours

Prerequisite and Co-requisite Courses

SWK 2307 and admission to the BSW Degree Program; Prerequisite or Co-requisite SWK 3307

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, the graduate will be prepared to:

Student Learning Outcomes

| Mapping to Program Outcomes | Assignment(s) or activity(ies) validating outcome achievement: | Student Learning Outcome By completing all course requirements, students will be able to: |
|--|---|---|
| Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. | Journals, Client Research Paper | Competency 1: Demonstrate Ethical and Professional Behavior |
| Present themselves as learners and engage clients and constituencies as experts of their own experiences. | Journals, Client Research Paper | Competency 2: Engage Diversity and Difference in Practice |
| Use practice experience and theory to inform scientific inquiry and research. | Journals, Client Research Paper | Competency 4: Engage In Practice-informed Research and Research-informed Practice |
| Implement appropriate engagement strategies to engage individuals, families, groups, organizations, and communities within a particular theoretical model. | Journals, Client Research Paper | Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities |
| Apply an assessment strategy to assess individuals, families, groups, organizations, and communities within a complimentary theoretical model. | Journals, Client Research Paper | Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities |
| Implement the strategies that empower individuals, families, groups, organizations, and communities in various contexts of practice. | Journals, Client Research Paper | Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities |
| Discern evaluation methods to measure the extent of change to individuals, families, | Journals, Client Research Paper | Competency 9: Evaluate Practice with Individuals, Families, Groups, |

| Mapping to Program Outcomes | Assignment(s) or activity(ies) validating outcome achievement: | Student Learning Outcome By completing all course requirements, students will be able to: |
|---|---|---|
| groups, organizations, and communities. | | Organizations, and Communities |

Course Delivery

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

Required Texts and Materials

Sheafor, B. and Horejsi, C. (2014). Techniques and Guidelines for Social Work Practice (10th ed);
 Pearson publishing **ISBN:13 9780205965106**

Recommended Texts and Materials

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: APA. **ISBN:978-1-433-83216-1**

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.) 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: a short ten question practice quiz over ASU trivia that is not graded. This tool will be available to the student to assure accessibility. Students are 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 is located 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

See Blackboard for Module Outline

Communication

I am available Monday -Friday from 11:00 am to 1:00 p.m. My preferred method of communication is email but I am also available, as needed, to meet in Collaborate. I can also meet virtually outside of my scheduled office hours by appointment.

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday.

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

Written communication via email: All private communication will be conducted 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 conducted 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 |
|----------------------------------|-------------------------------|
| Journals | 20 |
| Exams | 40 |
| Client Assessment Research Paper | 40 |
| 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.**

Journal Entries

20%

There will be four (4) journal entries over the course of the class. You will submit these in Blackboard for grading and feedback. These journal topics will allow me to make sure you are on the right track with your paper and also show me you understand the course content.

Examinations

40%

There will be four (4) single attempt, 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.

Client Research Paper

40%

Each student will write a research paper, between 9 and 10 pages in length, including the cover and reference pages, which strictly conforms to the most recent edition of the APA style manual, based on a client system that they are interested in working with in the future. Each student will need to have no less than 5 peer reviewed journals. Please keep in mind that peer reviewed journals are NOT the same as textbooks. Each paper must contain the following elements:

- I. Introduction
- II. Client System—Research and Define an individual client system that you are interested in.
 - A. Define Micro level social work practice
 - B. Discuss diversity issues faced by your client system including mechanisms of oppression and discrimination. How will you negotiate, mediate, and advocate with and on behalf of your client?
 - C. Identify personal biases that could impact your interaction with the client and discuss how you will manage those biases.
- II. Evidence Based Practice (EBP)
 - A. Research and define an Evidence Based Practice that is commonly applied with the client system that you have picked.
 - B. How does this EBP meet the needs of your client and enhance their capacity?
 - C. Would another EBP be more effective in meeting your client's needs?
- III. General Intervention Model (GIM)
 - A. Research and define the General Intervention Model.
 - B. How would you apply the GIM to your client?
 - C. Discuss how the Code of Ethics applies to your intervention with the client and identify relevant laws
 - D. How will you analyze, monitor, and evaluate the interventions used? What methods are appropriate for evaluation of outcomes? Do you foresee any difficulties for your client or yourself in any of the steps of the GIM.
- IV. Conclusion

****Doing the minimum page requirement will result in a minimum grade. Example, 8 pages submitted will result in a beginning grade of a 70 and go down from there, while a submission of 12 pages will start at a 100 and go down.**

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 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

Late Work Policy

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. Late assignments are not accepted. Accommodations may be made on a case-by-case basis, but only for University-approved circumstances or prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

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

Online: 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 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 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 time will be offered for students. To have some flexibility, the sessions will be recorded for students to view at a time convenient to them. **Attendance is not mandatory.**

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 July 11-17 | Syllabus, course expectations, Blackboard NASW Code of Ethics, TBSWE Scope of Practice & Code of Conduct Read Chapters 1-4 Journal 1 – Please make sure you use your textbook or a peer reviewed journal article to support your response Due 7/15 eod |
| Week 2 July 18-24 | Read Chapters 5-8 Journal 2 Please make sure you use your textbook or a peer reviewed journal article to support your response. Due 7/22 eod Exam 1 (Chapters 1-4) opens 7/18 @ 8 am and closes 7/20 eod |
| Week 3 July 25-31 | Read Chapters 9-12 Journal 3 Please make sure you use your textbook or a peer reviewed journal article to support your response. Due 7/29 eod Exam 2 (Chapters 5-8) opens 7/25 @ 8 am and closes 7/27 eod |
| Week 4 August 1-7 | Read Chapters 13-16 Journal 4 – Please make sure you use your textbook or a peer reviewed journal article to support your response. due 8/5 Client Assessment Paper Due 8/7 eod. Exam 3 (Chapters 9-12) opens 8/1 @8 am and closes 8/3 eod |
| Week 5 August 8-12 | Final Exam (Chapters 13-16) opens 8/8 @ 8 am closes 8/10 eod |

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.

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>