

Course Syllabus: Practice I
SOWK 3533 TR 2:30-3:50 Centennial Hall 334
Fall 2022 August 22 – December 2, 2022

Contact Information

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COURSE DESCRIPTION

The purpose of this course is to provide the student with generalist practice, theoretical knowledge and practice skills necessary for field placement and entry level generalist practice in social work. Social work skills of engaging the client in a professional relationship, interviewing, assessment, treatment planning and evaluating interventions at the individual and family level will be taught didactically and experientially from a generalist framework. The application of ethics and the use of self and personal family history in working with individuals and families will be addressed. The application of social science knowledge and theories to working with individuals and families will be taught. Evaluation of the students own practice effectiveness based upon social work knowledge and theory will be demonstrated in this class.

COURSE OBJECTIVES

Upon completion of the course, the students should be able to:

1. Demonstrate knowledge of ethical and professional behavior working with multicultural and diverse individuals and families.
3. Demonstrate knowledge of human behavior and the social environment, person-in-person environment, and other multidisciplinary theoretical frameworks to engage, assess and intervene with individuals and families.
4. Recognize and manage own personal values and biases and maintain professionalism working with individuals and families.
5. Ability to use empathy, reflection, and interpersonal skills to effectively engage diverse individuals and families.
6. Ability to assess and apply critical thinking to interpret information and implement interventions.
7. Ability to evaluate and implement intervention of goals with measurable outcomes based on assessment of strengths, needs and challenges.

| Core Competencies | Course Objectives | Practice Behaviors | Assignments |
|--|---------------------------|--|--|
| Demonstrate Ethical and Professional Behavior | All the course objectives | Practice personal reflection and self-correction; attend to professional roles and boundaries | All reading, homework, class exercises, quizzes, and assignments |
| Engage Diversity and Difference in Practice | All the course objectives | Distinguish, appraise, and integrate multiple-sources of knowledge | All reading, homework, class exercises, quizzes, and assignment I and II |
| Engage with Individuals, Families, Groups, Organizations, and Communities | 1, 3, 4, 5, 6 | Demonstrate understanding to apply theoretical framework knowledge and use of empathy, reflection, and interpersonal skills; effectively engage diverse clients and constituencies | All reading, homework, class exercises, quizzes, and assignment I & II |
| Assess Individuals, Families, Groups, Organizations, and Communities | 1, 3, 4, 5, 6 | Collect and organize data and apply critical thinking, analyze assessment data, develop goals and objectives | All reading, homework, class exercises, quizzes, and assignment I & II |
| Intervene with Individuals, Families, Groups, Organizations, and Communities | All course objectives | Critically choose and implement intervention to achieve practice goals | All reading, homework, class exercises, quizzes, and assignment II and III |

TEXTBOOK & INSTRUCTIONAL MATERIAL

Karen K. Kirst-Ashman and Grafton H. Hull, Jr. (2016). Understanding Generalist Practice. (8th ed.) Cengage Learning.

COURSE DELIVERY

This course has been planned as a face-to-face class for Fall 2022. The class will meet in its regularly scheduled room all scheduled days. Course delivery or course format may

change if Midwestern State University campus operations are required to change. Should that be necessary, students will be advised of the changes.

Social Work Program Attendance Policy

Students are expected to attend all meetings of this class. If unable to attend class, please inform the instructor directly via email before the class start time. If unable to attend class due to an emergency, please inform the instructor as soon as possible. Please note that ***for each "uninformed class absence" a 0 will be assigned for the class period participation grade. Coming late to class, inattentive or disruptive behavior during class (including inappropriate cellphone use), and leaving early from class will have an adverse impact on attendance and participation grade.***

Students are allowed three excused absences as defined by the MSU absence policy. For an absence to be excused the ***student must inform the instructor of the reason for the absence*** and provide documentation supporting the need for the class absence. Please note that ***for each absence beyond the 4th, 5 points will be taken off from the student's final course (average) grade.*** A ***student who has missed five classes*** (including the three excused absences) will ***receive a full lower letter grade. After six absences, the student will be dropped from the class.***

Authorized absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Provost. These absences will not count against the student when the student presents a signed letter to the instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence. Academically related activities (class field trips, attendance at conferences, etc.) which result in absences require the cooperation of individual faculty members. Even though such activities are educational, they do not qualify as university-sponsored activities.

Instructor Class Policies

All students registered for courses in the Social Work Department are expected to adhere to the responsibilities and behavior as articulated in both the [Student Handbook](#) and the NASW (National Association of Social Workers) [Code of Ethics](#). An essential feature of these codes is a commitment to maintaining intellectual integrity and academic honesty. I generally have a **zero-tolerance policy for cheating or plagiarism**, and violations will result in substantial penalties including a failing grade on the assignment with no make-up opportunity and/or a referral to the Dean of Students. Repeated **accidental or willful cheating or use of someone else's words, ideas, or evidence without attribution will be met with a failing grade in the course and a referral to the Dean of Students**, regardless of whether the first occurrence was in this course. If you have any doubts or questions about what constitutes academic misconduct, please do not hesitate to contact me.

Students are expected to always display professional decorum. This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not hold side conversations, use cell phones, or engage in other types of unprofessional behaviors once class has begun.

Professional Expectations of Student Behavior

Midwestern State University Department of Social Work is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional behavioral development for all students in the social work program. The Department of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. The values of the profession are codified in the NASW Code of Ethics. Given this context, all students in the social work program will be expected to exhibit the following ethical standards of behavior.

- 1. Accountability:** Attend class, arrive on time, and return from break in a timely manner.
*Participate in group activities and assignments at a comparable level to peers.
Complete work in a timely fashion and according to directions provided.
Come to class prepared, with readings and other homework completed.*
- 2. Respect:** Treat all your peers, your instructors, and all those you encounter, with dignity and respect always.
*Listen while others are speaking.
Give feedback to peers in a constructive manner.
Approach conflict with peers or instructors in a cooperative manner.
Use positive and non-judgmental language.*
- 3. Confidentiality:** Treat any personal information that you hear about a peer or an instructor as strictly confidential.
*Maintain any information shared in class, dyads or smaller groups within that unit.
Use judgment in self-disclosing information of a very personal nature in the classroom. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.)
Never use names of clients or disclose other identifying information in the classroom.*
- 4. Competence:** Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by your instructors. Constantly strive to improve your abilities.
*Come to class with books, handouts, syllabus, and pens
Seek out appropriate support when having difficulties to ensure success in completing course requirements.
Take responsibility for the quality of completed tests and assignment.
Strive to work toward greater awareness of personal issues that may impede your effectiveness with clients.*

5. **Integrity:** Practice honesty with yourself, your peers, and your instructors. Constantly strive to improve your abilities.
Academic: Commit yourself to learning the rules of citing other's work properly. Do your own work and take credit only for your own work. Acknowledge areas where improvement is needed. Accept and benefit from constructive feedback
Submission of Papers: Students will submit their written assignments on paper and electronically. Electronic copies will be subject to plagiarism analysis and will be kept in electronic file for future reference. A student may not submit the same paper, or essentially the same, paper, project, assignment, or finished project to an instructor, which has been submitted to another instructor, unless specifically authorized by both instructors to do so.
6. **Diversity:** Strive to become more open to people, ideas, and creeds that you are not familiar with. Embrace diversity.
Maintain speech free of racism, sexism, ableism, heterosexism, or stereotyping. Exhibit a willingness to serve diverse groups of persons. Demonstrate an understanding of how values and culture interact.
7. **Communication:** Strive to improve both verbal and written communication skills as these skills are used heavily in interactions with clients and peers and with creating client records.
Demonstrate assertive communication with peers and instructors. Practice positive, constructive, respectful, and professional communications skills with peers and instructor: (body language, empathy, listening)
8. **Social Justice:** Strive to deepen your commitment to social justice for all populations at risk.
Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups. Strive to learn about methods of empowering populations and enhancing social justice at micro, mezzo, and macro levels.

Consequences of Unacceptable Behavior

The Department of Social Work may terminate a student's participation in the program based on professional non-suitability if the Department's faculty members determine that a student's behavior has constituted a significant violation or pattern of violations of the NASW Code of Ethics, the MSU of Social Work Student Manual, or the MSU Academic Policies and Regulations. Examples of violations that may lead to termination include (but are not limited to) the following:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
2. Academic cheating, lying, or plagiarism (turnitin.com will be used to check the originality of the text).
3. Behavior judged to be in violation of the NASW Code of Ethics.
4. Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.

5. Inappropriate or disruptive behavior toward colleagues, faculty, or staff (at the department or in the field placement).
 6. Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).
 7. Documented evidence of criminal activity occurring during the course of study.
- For additional university-wide policies and regulations, see the MSU [Undergraduate Catalog](#). This website contains information on grading, incomplete grades, cheating on exams, plagiarism, and expectations of student behavior.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. Two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. **The law does NOT allow open carry-on campus.** For more information regarding campus carry, please refer to the University's webpage [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at university-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#).

Course Changes

Although much thought, study, and research has gone into designing the course and learning opportunities, often the most significant learning comes in unexpected moments. The instructor cannot predict these times but respond to them. Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Attendance and Instructor Class Policy

Students are expected to attend all meetings of this class. If unable to attend class, the instructor should be notified via email prior to class start time. If unable to attend class due to an unexpected emergency, please inform the instructor as soon as possible. Too many absences, uninformed absences, coming to class late or leaving class early will have an adverse impact on your attendance and participation grade. Please see the Student Handbook for MSU's absence policy.

All students registered for course are expected to adhere to the responsibilities, and behavior as articulated in both the Student Handbook and the NASW (National Association of Social Workers) Code of Ethics.

Students are expected to behave in an ethical and professional manner. This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not hold side conversations, use cell phones, or engage in other types of unprofessional behaviors during class.

It is the expectation that students will have read the assigned reading prior to class. Students are expected to actively participate in class discussions using appropriate verbal and non-verbal communication skills. Lack of participation will have an adverse impact on your attendance and participation grade.

COURSE INSTRUCTION METHODS AND POLICY

This course will be taught through group discussions and lectures. It is the responsibility of the student to attend and take notes of the lecture read the assigned chapters and complete assignments and test on dates they are due. Missed assignments and exams cannot be made up if missed. A grade of zero (0) will be recorded.

COURSE ASSIGNMENTS

Reading, Writing Assignments and Exams: There will be quizzes and a final exam. The final exam may consist of multiple-choice questions and/or true or false statements, or short answer.

ASSIGNMENT #1:

Social Assessment, interview a person of your choosing (do not use any identifying information) use the information to compose a social assessment. The assessment should be 2 to 4 pages, typed double spaced with a cover sheet, no references needed for this paper. Specific headings and topic requirements for this paper will be provided and discussed in class.

ASSIGNMENT # 2:

Complete a Genogram. Assignment requirements and instructions will be provided and discussed in class.

ASSIGNMENT # 3

Develop a written treatment plan with measurable goals and objectives. Assignment requirements and instructions will be provided and discussed in class.

Tutoring Assistance

For writing assistance take advantage of the Tutoring and Academic Support Program which is located on the first floor of the Moffett Library. For more information about tutoring and other services offered, visit the [TASP website](#).

Grading

Table 1: The student's achievement will be evaluated on the basis of written assignments, class exams and class participation.

| Assignments | Weight |
|--------------------------------|--------|
| Class Attendance/Participation | 10% |
| Assignment 1 | 20% |

| | |
|--------------|-----|
| Assignment 2 | 10% |
| Assignment 3 | 10% |
| Quizzes | 30% |
| Final Exam | 20% |

Table 2: Weighted average will be used to calculate final grade.

| Grade | Points |
|-------|--------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Less than 60 |

Social Work Program Grade Policy

A course grade of below a C or an average of below 70% will be considered a failing grade. Students must repeat social work courses in which they receive a grade of D or F.

Desire-to Learn (D2L)

Use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a source of communication regarding assignments, examination materials and general course information. You can log into D2L through the MSU Homepage. Please email D2Lhelp@msutexas.edu if you require any assistance.

Course Changes:

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.