



**MIDWESTERN  
STATE UNIVERSITY**

A Member of the Texas Tech University System

## Course Syllabus: Field Practicum & Seminar II

**College of Health Sciences and Human Services**

SOWK 4246 T 10:00-11:50 Centennial Hall 230

**Fall 2024** August 26-December 14, 2024

### Contact Information

**Instructor:** Catherine Earley

**Office:** Centennial Hall #450 D

**Office hours:** Monday, Wednesday, & Thursday 9:00-11:00 or by appointment  
(Zoom meetings by appointment)

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### Course Description

This course is designed to continue to integrate generalist social work foundational knowledge and skills in actual social work settings. Emphasis is placed on individuals, families, small groups, and communities from a multicultural perspective. Fifteen hours per week is required in an approved agency placement.

Cooperatively run by faculty and students, Field Seminar 4236 is not simply another lecture class. It provides an open forum for the exchange of ideas, feelings, and experiences. It is a vehicle to examine issues and test out practice principles and values. It should also encourage the use of new understanding and the discussion of conflicting messages about theory vs. the "real world." Students should be able to use the seminar to learn to critically assess their field experiences and to give and receive both support and criticism. Discussions in the seminar are confidential unless ethical considerations dictate otherwise.

Field Practicum and Seminar II is structured to be developed by students and faculty to meet the needs of the particular students in field each semester. Participation is therefore essential. Students are expected to come prepared to discuss issues, questions and/or concerns related to agency placement. The seminar provides an opportunity for students to share experiences, to gain feedback on their performance, and to develop strategies for dealing with problems that may arise. Students have the responsibility to help the seminar work. The faculty are resource persons and as such, structure and facilitate discussion and share suggestions. As a part of this course, students must develop and present a portfolio demonstrating competence as developed throughout their MSU Texas BSW course of study in each of the nine social work competencies, found on pages 8-13 of the [2022 CSWE Educational Policy and Accreditation Standards](#).

## Course Delivery

This seminar has been planned as a fully face-to-face course. The class will meet in its regularly scheduled room on all scheduled class days.

Students with health concerns or any symptoms of illness should **communicate with the professor in advance** to evaluate if they may need to attend live classes via zoom. Students attending by Zoom without medical need and prior approval will be given a daily participation grade of zero. **Students attending by Zoom must have advance approval and appear on video for the entire duration of the class.**

If Midwestern State University campus operations are required to change, it is possible that course delivery or course format will change. Should that be necessary, students will be advised of the changes.

## Course Objectives

Upon completion of this course, students will be able to:

1. Apply critical thinking skills to practice (*Skills*)
2. Adoption of values and ethics to practice (*Values*)
3. Demonstrate the professional use of self- (*Values & Skills*)
4. Understand oppression and discrimination and apply skills that promote social and economic justice- (*Knowledge, Values, Skills, Cognitive & Affective Processes*)
5. Understand the nature of the social work profession and its current structures and issues (*Knowledge*)
6. Apply the knowledge and skills of generalist social work practice to both micro and macro levels (*Skills*)
7. Apply bio-psycho-social knowledge within a theoretical framework to practice with systems of all sizes (*Knowledge & Skills*)
8. Evaluate research and apply findings to practice (*Values & Skills*)
9. Commit to continued professional growth (*Values*)
10. Function professionally within an organizational environment (*Values & Skills*)

## Course Outcomes

Upon completion of this course, students will be able to:

1. Critically assess field experiences and give and receive both support and criticism.
2. To use the values and ethics of the social work profession as a guide for practice.
3. To recognize personal values, characteristics, patterns of interaction, preferences, and culturally influenced beliefs and to understand ways in which personal identity can be used to promote or hinder effective, ethical, social work practice.
4. To show commitment to social justice and non-discrimination in service delivery on behalf of oppressed groups including racial/ethnic minorities, the aged, women, and others who are systematically disadvantaged.

5. To understand the institutional nature of social welfare in our society, the networks by which social services are delivered, and the processes by which social policy and programs are formulated; to assess the need for, and to influence change in, this system to better meet the needs of clients.
6. To demonstrate basic knowledge, understanding, and skill in applying the methods of social work practice with individuals, families, groups, organizations, and communities.
7. To know and understand the commonalities in human development through the life cycle in addition to variations in development, behavior, and social interaction due to individual and cultural diversity in our pluralistic society.
8. To use the basic approaches and tools of systematic inquiry in a variety of practice settings.
9. To demonstrate continued professional growth through systematic self-evaluation, positive participation in the supervisory process, self-initiated efforts to keep abreast of the expanding social work knowledge base, and affiliation with professional colleagues.
10. To work within a structured delivery system in a manner that simultaneously meets the needs of clients and fulfills the functions of the service system, while holding oneself accountable to the values, standards, and ethics of the profession.

### **Student Responsibilities**

- The student is responsible for the timely submission of all fieldwork assignments. A student who requires special accommodation should contact his/her Faculty Field Director and Agency Field Instructor (FI).
- Attend and participate in school-sponsored student orientations and seminars as listed in the BSW Field Manual and course syllabus.
- Complete all oral and written work related to tasks assigned by the agency Field Instructor including middle and ending phases of a change effort, evaluation of intervention outcomes, termination, referrals, process recordings, and agency-required paperwork.
- Comply with the criteria of Fitness for the Profession as described in the BSW Field Education Manual.
- Actively participate in progress evaluations with the Agency Field Instructor and the assigned Faculty Field Director.
- Each semester, students must complete 200 internship hours to complete the field course requirement. Students are typically in field placements for a minimum of 15 hours per week for 14 weeks.

<b>Core Competencies</b>	<b>Course Objectives</b>	<b>Assignments</b>
Demonstrate Ethical and Professional Behavior	All the course objectives	All the assignments and class exercises
Advance Human Rights and Social, Economic, and Environmental Justice	All the course objectives	Summative Reflection, field evaluation
Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice	All the course objectives	All the assignments and class exercises
Engage in Practice- Informed Research and Research-Informed Practice	All the course objectives	Community/ Organizational Analysis & Plan of Action, Summative Reflection, field evaluation
Engage in Policy Practice	1,2,4,5,7, & 8	Community/ Organizational Analysis & Plan of Action, Summative Reflection
Engage with Individuals, Families, Groups, Organizations, and Communities	All the course objectives	Community/ Organizational Analysis & Plan of Action, Summative Reflection, field evaluation
Assess Individuals, Families, Groups, Organizations, and Communities	All the course objectives	Community/ Organizational Analysis & Plan of Action, Summative Reflection, field evaluation
Intervene with Individuals, Families, Groups, Organizations, and Communities	All the course objectives	Community/ Organizational Analysis & Plan of Action, Summative Reflection, field evaluation
Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	All the course objectives	Community/ Organizational Analysis & Plan of Action, Summative Reflection, field evaluation

**Midwestern State University Values:**

People-Centered – Engage others with respect, empathy, and joy.

Community – Cultivate a diverse and inclusive campus environment.

Integrity – Always do the right thing.

Visionary – Adopt innovative ideas to pioneer new paths.

Connections – Value relationships with broader communities.

## Instructional Materials (Required)

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

- **List price: \$31.99** (prices may vary depending on the vendor)

Apgar, D. (2024). *ExamPrepConnect: Social Work Licensing Bachelors Exam Guide* (4<sup>th</sup> ed.). Springer.

- **List price: \$129.99/6 month access**
- **(MSU Social Work students pay \$75** through [Mustang Marketplace](#) at the beginning of each semester of Field for 18 months of total access.)

MSU Texas Department of Social Work. (2024). *BSW field education manual*.

National Association of Social Workers. (2021). *Code of Ethics of the National Association of Social Workers*.

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Texas State Board of Social Worker Examiners (2020). Title 22 (examining boards) Texas Administrative Code Part 34, Chapter 781.

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Council on Social Work Education. (2022). *Educational policy and accreditation standards*.

<https://www.cswe.org/getmedia/94471c42-13b8-493b-9041-b30f48533d64/2022-EPAS.pdf>

## Class Participation

It is expected that students will contribute to the maintenance of a healthy learning environment, by paying attention to lectures, to fellow students' contributions in the class and by not being disruptive in class. **Side conversations, making noises, leaving, working on outside assignments, or inappropriate use of electronics during class are disruptive, will result in a lower participation grade, and may result in the student being asked to leave.** It is expected that students actively participate in class discussions and exercises. It is also expected that everyone who shares ideas/views is respectful of others' time and ideas/views. We could agree to disagree, but we ought not to be disagreeable.

Class participation is expected not only at the time of class discussions but also during lectures by raising pertinent questions, by contributing relevant ideas and by sharing relevant examples. **Students will be expected to read all the assigned materials prior to class** and be prepared to engage in class discussions related to the class topics.

### **Laptop and Cell Phone regulation**

No Photographing, recording, or text messaging is allowed without the permission of the instructor. Please turn off or set cell phones on silent. Please do not surf the internet or listen to music while in class. **Please note that using electronic devices during class time will have an adverse impact on participation grade.**

### **Tutoring Assistance**

Begin drafting papers as early as possible and take advantage of the [Tutoring & Academic Support Programs](#), located off the first floor of the Moffett Library. The MSU TASP Learning Center offers drop-in tutoring support for most general subject areas including but not limited to Writing, Math, Science, Business, and Foreign Languages. Students check in to work one-on-one with a tutor typically for an hour regarding specific concepts.

### **Student Handbook**

**Refer to:** [Student Handbook](#)

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### **Grading**

**Table 1:** Student achievement will be evaluated on the basis of written assignments, field work documentation, class participation, and class presentations.

<b>Learning Experiences &amp; Assignments</b>	<b>Weight</b>
Community/ Organizational Analysis	10%
Social Work Portfolio	20%
Summative Reflection	10%
Exam Prep Connect	20%
Performance in agency setting	25%
Class Participation	15%

Table 2: **Failure to complete any assignment will prevent course completion.** Weighted average will be used to calculate a final grade for students who complete all course requirements and assignments.

<b>Grade</b>	<b>Points</b>
A	90-100
B	80 to 89
F	Less than 80

### **Field Practicum Grade Policy**

Students must complete all learning experiences and assignments, including a minimum of 200 hours in the field practicum setting, during the semester in order to complete Field Practicum & Seminar II.

A course grade of below a B or an average of below 80% will be considered a failing grade. ***Students must repeat social work courses in which they receive a failing grade.***

### **Learning Experiences Required**

#### **Practicum Learning Contract**

The student and the field instructor are asked to develop a written agreement or Practicum Learning Contract to help with the student's personal and professional growth. This document encompasses the expectations of each in relation to teaching and learning objectives, assigned tasks, operating procedures, and issues around illness. Responsibility for negotiating and preparing the Practicum Learning Contract is shared between the assigned field instructor and the student intern. The student is responsible for submitting the Practicum Learning Contract to his/her FFL on the date indicated on the practicum calendar. This learning contract is used as a guideline by the student, the FI, and the FFL in planning field assignments and evaluating performance.

#### **Supervision**

Meet weekly with the Agency Field Instructor for at least one (1) hour. Individual supervision is required to address specific student learning needs. Attend staff meetings. Meet with other field interns for group supervision if offered. Prepare case presentations.

#### **Content of Field Practice**

Students are expected to carry a minimum of 3 cases for the semester. Students are strongly encouraged to work with diverse ethnic and cultural groups. Students will be given the opportunity to observe and perform social work duties as part of direct and indirect practice under close supervision.

#### **Weekly Field Seminar**

The weekly field seminar led by the FFL will provide a supervised learning experience in a community-based social service agency. Seminars are designed to integrate the knowledge, values, and skills presented in the classroom with the field practicum experience. In each seminar, students will be required to critically assess their own practice skills and discuss the dimensions of social work practice from their emerging professional experiences in the field.

## **Seminar Topics (class, social work department)**

- Mandated reporting laws and protocol—instruction on reporting child abuse and elder abuse as a mandated reporter;
- Process recording as a therapeutic tool;
- Use of supervision in the field internship;
- Code of ethics;
- Ethical Issues;
- Multiple social work roles at the BSW graduate level;
- Diversity and cultural awareness in working with the disenfranchised and marginalized populations.

## **Assignments**

### **Community Needs Analysis, Organizational Analysis, and Plan of Action**

This assignment has three parts.

- 1) Community Needs Analysis
- 2) Organizational Analysis
- 2) Advocacy for social and economic justice.

#### **Part I: Community Needs Analysis**

The purpose of this part of the assignment is to learn about the community surrounding the agency. Students will collect data regarding the population and diversity of the community, major community institutions/organizations, linkages in the community with smaller and larger systems (individuals, families, groups, other organizations, state, and nation), and changes in the community over time (use Ecomap). Throughout their internship period, students will identify and describe social problems relevant to their agency's purpose and function that would lend themselves to a community approach and/or intervention. Students will analyze the community using a SWOT analysis. Based on this analysis, students will assess any gaps that may exist in services and recommend an intervention that addresses unmet needs in the community.

In order to understand the community surrounding your field agency, you are asked to collect information about the community regarding the:

1. Type of populations in the community (racial composition, economic status, literacy, age, ability status, etc.);
2. Major community institutions (ex. Nonprofits, community-based organizations, churches, schools, hospitals, and so forth);
3. Kind of relationship your agency has with those organizations (ex. Health services, educational service, food service and so forth); and
4. Changing conditions in the community over a period/ issues in the community (ex. Increased impoverishment, crime, migration, immigration, etc.)

Finally, you are expected to utilize the Eco-map tool to gather information from the community in the areas mentioned above.

In your presentation, you will discuss what your agency has done to address those issues.



## **Part II: Organizational Analysis and Plan of Action**

Provide background information on the organization where you are completing your field placement (demographics, focus of organization, and other information) and what community need(s) the organization meets. Discuss the issues that affect the organization; focus on client status. Use the class readings to understand the issues relevant to organization client status. The following topics should be addressed:

1. Introduction: Who is this and why is this organization working with them?
2. What are the issues affecting this organization/client status as they articulate them? Discuss these in terms of human rights/justice.
3. What are the strengths and resources (potentials and realized) available to this organization in client status? What are the challenges/obstacles?
4. What needs to change? How should social workers be involved in this change? Elaborate a possible plan for change in consultation with stakeholders (include goals, objectives, who, what, when, and how)
5. Key Takeaways.

## **Part-III: Advocating for Economic and Social Justice (policy)**

Find common themes of economic and social justice that connect the organization with the community in order to exert influence on key stakeholders. Observe how the agency takes action with clients, support systems, and/or the community to increase economic and social justice efforts at the agency/organization. Link these actions to case advocacy or policy advocacy or both. Discuss how the outcomes of these actions impact client systems. Prepare a reflective presentation based on observations and/or interactions in the agency. Include advocacy recommendations.

Students will make a presentation in class for 10-12 minutes.

## **ExamPrepConnect**

This online ASWB Licensure exam prep program offers a blend of theoretical content knowledge along with practical advice, delivered in an accessible and motivational voice. It offers a wide array of activities that appeal to different learning styles. The FREE EPC Mobile App for 24/7 study places every tool for success in the palm of your hands. EPC is designed to provide equity of access and enable users to get the tools you need to prepare for the licensure exam. Since EPC is an all-digital product, the author can update test questions and content to reflect any changes that occur in the licensure exam.

Students are graded on EPC completion percentage and time spent using the platform, rather than based on prep material scores. Students are expected to complete 100% of the EPC program, spending sufficient time using the materials.

## **Social Work Portfolio**

The Social Work Portfolio serves multiple purposes for the students, faculty, and the MSU BSW Program. The portfolio is as an opportunity for students to critically reflect on their learning throughout the BSSW Program and relate it to the nine 2022 Council on Social Work Education (CSWE) competencies. The portfolio may also serve as an outcome measure for the Program, allowing the faculty to assess areas in the curriculum that need enhancements or modifications. The portfolio is a sample of students' knowledge, skills, values, and cognitive & affective processes and is intended to be a collection of documents that can be used when meeting with prospective employers. See additional handout sheet for this assignment (Attachment I).

## **Summative Reflection**

Write a minimum 6-page typed Summative Reflection due at the end of SOWK 4246. It will be evaluated on the depth of analysis and content and how it highlights growth between Field I and Field II. It should describe how you experienced and understood generalist social work practice from a multicultural perspective and your ability to describe the social work principles in your work with individuals, families and/or groups. See additional handout sheet for this assignment (Attachment II).

## **Weekly Field Logs / Field Journal / Field Agency Timesheets**

Submit weekly documentation of activities performed, competencies demonstrated, and hours logged in the agency to the Faculty Field Director through D2L.

## **Field Evaluations**

- Submit mid-semester and semester-end student evaluations that have been jointly reviewed and signed by the student and Field Instructor.
- Submit an Evaluation of the Field Placement Experience to the Faculty Field Director at the end of the semester.
- Complete Field Program and Faculty Field Director evaluations at the end of the semester.

## **Performance evaluation in agency**

A LEARNING CONTRACT that outlines your goals and objectives for your field placement (see materials in D2L) to be developed in consultation with your field instructor. If during the year, you feel you need to re-negotiate this contract, the field instructor should be involved. You will be graded on your progress toward meeting the objectives of your learning contract.

## **200-Hour Minimum**

Students must complete a minimum of 200 hours in the Practicum during the semester, and these hours must be verified by the Field Instructor. Completion of these 200 hours must occur no later than the end of week 16.

## **Seminar Participation and Attendance**

Field Practicum and Seminar I is structured to be developed by students and faculty to meet the needs of the particular students in field each semester. Participation is therefore essential. Students are expected to come prepared to discuss issues, questions and/or concerns related to agency placement. The seminar provides an opportunity for students to share experiences, to gain feedback on their performance and to develop strategies for dealing with problems that may arise. Students have the responsibility to help the seminar work. The faculty are resource persons and as such, structure and facilitate discussion and share suggestions. The field seminar is a critical adjunct to the field experience.

**Students are mandated to attend a weekly field seminar during the semester.** Students absent for lawful or legitimate reasons will be permitted to make-up a seminar in accordance with the make-up policy. The following conditions provide the only acceptable reasons for a student's absence: 1) Illness of the student or an illness in the immediate family which requires the absence of the student from the seminar in which case the student's FFL may require a doctor's statement; 2) A death in the immediate family of the student; and 3) An absence for other reasons may be excused if, in the judgment of the student's FFL, circumstances warrant.

**Make-up Policy:** The student's FFL will assign the student an alternative assignment. The alternative assignment could be a written report about the missed topic of the field seminar. For example, if the student missed the seminar which addressed the multicultural perspective in his/her field placement work; the FFL may ask the student to write a paper on that topic. Failure to complete a makeup assignment will result in a No Credit grade which means you fail the entire field education course.

### **Late Work**

All assignments must be submitted on time. Students who need additional time to complete assignments must meet with the FFL at least one class session prior to the assignment's due date to discuss the accommodations that need to be made. It is the student's responsibility to request this meeting.

Late work will be penalized ½ letter grade per 24-hour time period. Failure to submit any assignment within 7 calendar days of the due date will result in a failing grade for the assignment. You should get with the instructor as soon as possible if an emergency occurs interfering with your ability to meet a due date.

### **Make Up Work**

All assignments must be submitted on time. Late assignments will have a negative effect on your grade. Failure to submit any assignment within 7 calendar days of the due date will result in a failing grade for the assignment. Make up work will only be considered in cases of university excused absences or verifiable emergencies.

## Important Dates

Check all dates on the [Academic Calendar](#).

**Last day for term schedule changes:** August 26-29.

**Deadline to file for graduation:** September 23 for December Graduation, October 7 for May Graduation.

**Last Day to drop with a grade of "W:"** 4:00pm November 25.

**Refer to:** [Drops, Withdrawals & Void](#)

## Desire-to-Learn (D2L)

Extensive 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 primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Social Work Field Practicum Seminar Attendance Policy

Students are expected to attend all meetings of this class and to arrive before class begins. If unable to attend class, please inform the instructor directly via email or office phone before the class start time. If unable to attend class due to an emergency, please inform the instructor as soon as possible. Students must meet with FFL to request an alternative assignment as allowed by the make-up policy. 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 or computer use) and leaving early from class will have an adverse impact on attendance and participation grade.**

**Each unexcused absence will result in a subtraction of 5 points from the student's final grade** at the end of the course.

***After three absences the student will be dropped from the class.***

For an absence to be excused the **student must inform the instructor in advance of the reason for the absence** and provide documentation supporting the need for the class absence.

An absence will be considered officially excused if the student:

- a. Presents a written excuse from the Office of Student Affairs.
- b. Presents a written excuse from a physician.
- c. Presents written documentation of attending a mandatory function (e.g., basketball team, band, etc.).
- d. Obtains permission from the instructor in advance of the absence.

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 in nature, 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.

This course requires that work submitted for a grade by students – all discussions, process work, drafts, brainstorming artifacts, final works, etc. – will be generated by the students themselves, working individually or in groups as directed by class assignment instructions. This means that the following constitute violations of academic honesty: a student has another person/entity do the work of any portion of a graded assignment for them, which includes using the work of another student as a template, purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or **using generative AI tools (such as ChatGPT, QuillBot, or any generative AI assistance such as GrammarlyGO, Grammarly Premium, etc.)**.

I use TurnItIn as an initial way to detect and measure AI use and plagiarism and may use additional detection tools if academic dishonesty is indicated or suspected. I have a **zero-tolerance policy for academic dishonesty, cheating, plagiarism, or collusion** and violations will result in substantial penalties including a failing grade (zero) on the assignment with no make-up opportunity and/or a referral to the Dean of Students.

Repeated **accidental or willful cheating, plagiarism, or collusion 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 display professional decorum at all times.** 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 or in relation to the class. Students should prepare appropriately for discussions and refrain from causing disruptions to the class and course discussions.

**Diversity:** It is my intent to present material and activities that are respectful of diversity. It is also my intent that students from all perspectives and diverse backgrounds be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. Your suggestions about how to improve the value of diversity in this course are encouraged and appreciated.

## 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 come in contact with, with dignity and respect at all times.  
*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 nonjudgmental 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 many 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 through D2L. Papers 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 also 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 on the basis of 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 web site 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. As described below, 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 an 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 in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### **Pregnant and Parenting Students**

To support the academic success of pregnant and parenting students and students with pregnancy related conditions, the University offers reasonable modifications based on the student's particular needs. Any student who is pregnant or parenting a child up to age 18 or has conditions related to pregnancy, may contact MSU's designated [Pregnancy and Parenting](#) Liaison to discuss support available through the University.



## College Policies

### **Obligation to Report Sex Discrimination under State and Federal Law**

Midwestern 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. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

#### **Laura Hetrick**

Title IX Coordinator  
Sunwatcher Village Clubhouse  
940-397-4213  
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at

[https://cm.maxient.com/reportingform.php?MSUTexas&layout\\_id=6](https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=6)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit

<https://msutexas.edu/titleix/>

### **Campus Carry Rules/Policies**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. **Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses.** For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

### **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 prohibit 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.

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## Social Work Portfolio (Attachment I)

The Social Work Portfolio serves multiple purposes for the students, faculty, and the MSU BSW Program. The portfolio is as an opportunity for students to critically reflect on their learning throughout the BSSW Program and relate it to the nine 2022 Council on Social Work Education (CSWE) competencies. The portfolio may also serve as an outcome measure for the Program, allowing the faculty to assess areas in the curriculum that need enhancements or modifications. The portfolio is a sample of students' knowledge, skills, values, and cognitive & affective processes and is intended to be a collection of documents that can be used when meeting with prospective employers.

### Required Format

Each student's Social Work Portfolio must consist of the following:

- I. **Title Page:** Students must create a title page that has their name, university, anticipated degree and semester/year of anticipated graduation. This is an opportunity to create a professional, visually appealing introduction to your portfolio.
- II. **Table of Contents:** Create a table of contents that shows readers where they can find the different components of the portfolio and what, specifically, is included.
- III. **Resume:** Students are strongly encouraged to work with the MSU [Career Management Center](#) on developing your resume. They provide a [Resume Tips video](#) and the [From Campus to Career Mustangs Survival Guide](#) provides resume writing tips and resume samples. Email [cmc@msutexas.edu](mailto:cmc@msutexas.edu) to schedule one-on-one time with the CMC staff to develop your resume. The CMC also provides assistance with cover letter, interview, networking, and job search skills.
- IV. **Evidence of Meeting the CSWE Competencies:** Students must provide at least one (1) weekly report **and** at least one (1) learning product documenting each of the 9 competencies.
  - a. Learning products must be written assignments that were completed in a core social work course and be selected based on syllabus identification of the assignment meeting the selected core competency. Learning products must be accompanied by the original course syllabus with the assignment / core competency relationship highlighted.

- b. As a last resort, students may use one learning product for multiple competencies if it is listed for all of those competencies, however when using the same learning product for multiple competencies they must include an explanation as to why they are unable to produce a separate learning product demonstrating competence in each area.
- c. For each selected written learning product, the student must have earned a minimum of a "B" grade. The learning products do not need to be the versions on which the instructor wrote the grade or made comments. Instead, students can use final versions of the learning products that they have saved. While not required, students can submit versions of the learning products on which the instructor wrote the grade or made comments. Students must provide evidence of the final grade awarded on each learning product (such as a screenshot or instructor letter).
- d. Students must choose at least one (1) learning product from Field Seminar I.
- e. On the Title of Contents, students must list the 9 competencies and the documents supporting their demonstration of competency completion. Label each field report with the semester and week in which it was completed. Label each learning product with the course number and name as well as the name of the assignment as listed in syllabus for the core course in which it was assigned.
- f. All learning products must have been completed individually.

V. **Summative Reflection:** The summative reflection is a way for students to explain how they have met the required competencies by reflecting on each chosen learning product and their field practicum experience, and how they both have aided the students in attaining the competencies. Students also must reflect upon their professional growth in the Program. (Minimum of 6 pages).

VI. **Miscellaneous:** May contain other evidence that reflects professional development such as training certificates, awards, reference letters, transcripts, evaluations, etc. Think about what documents might be useful for potential employers to see.

**Presentation:** Students will present their portfolios and discuss their learning reflection for not more than 10 minutes. Presentations should be made as they would be given if making a presentation during a job interview.

## Summative Reflection (Attachment II)

The purpose of this assignment is to provide an opportunity for the student to describe how they experienced and understood generalist social work practice from a multicultural perspective while completing course and field work throughout their time in the BSW program. The summative reflection is a way for students to explain how they have met the 9 CSWE competencies by reflecting on each chosen course assignment (learning product) and their field practicum experience, and how they both have aided the students in attaining the competencies.

Students also must reflect upon their professional growth in the Program. The summative reflection also gives the student an opportunity to describe social work principles in working with individuals, families and/or groups. This paper should be at least 6 pages long, however, to elaborate in-depth, as required, you may need to exceed 6 pages. The paper must be written in APA style.

In the Summative Reflection, elaborate on how each chosen course assignment has helped you to meet the specified CSWE competency. Your reflection must be comprised of 3 sections:

### **I. How have these assignments helped you to meet each competency?**

(a.) How the one written learning product chosen for this competency helped you meet the competency you are addressing?

(b.) How your field practicum experience helped you meet the competency you are addressing?

1. List the competency and then describe it in your own words.
2. Name the one learning product (assignment) that you have chosen for the competency and a particular aspect of your field experience (a particular case, skill you gained, training you had, ability you gained etc.).
3. Describe the one learning product and the particular aspect of the field experience on which you are focusing and how they helped you meet that competency. Provide details about the learning product and field experience with examples of how they helped you reach the competency.

*Present explanations by competency, not by learning product.*

Be sure that you are discussing a learning product which you have also included in the e-portfolio. Those learning products must have been completed in a core social work course and be selected based on syllabus identification of the assignment meeting the selected core competency. Make sure you discuss both the chosen learning product and the field experience for each competency.

To write this reflection, make sure to first read the competency. To help clarify what the competency means, also review the behaviors that are aligned with the competency (see your syllabi or learning contracts).

Think about how the assignment helped you to achieve the competency. What were the parts of the assignment that helped you develop certain knowledge, skills or abilities? What did the assignment teach you? How does that connect to the competency?

Reflect on how your field practicum experience aided you in reaching the competency. What experiences, learned skills, abilities, and knowledge have you attained in the practicum? Is there a particular situation or case that helped you attain the competency? Describe it. How do they connect to the competency?

**II. Reflect on your professional growth and goals over your time in the Program** Discuss what your goals were coming into the BSW Program. Then reflect on whether you have met all of them, some of them, or none. Talk about how you have grown and what contributed to this growth. Be specific; give examples.

**III. Lessons Learned for Future Practice** What learning experiences from your classes and internship will you use in future practice? What are the lessons you have learned that you will carry with you? Be specific; give examples.



## Field Practicum & Seminar II Course Schedule

(The instructor reserves the right to adjust the syllabus schedule as needed.)

Week & Dates	Chapters/Readings	Assignments
Week 1 August 26 – September 1	Field Practicum & Seminar Course Introduction ASWB Exam Basics	-Proof of insurance -Proof of ExamPrep Connect purchase
Week 2 September 2 – 8	Personal Values, Professional Values, & Ethical Dilemmas in Macro Social work Practice	- Field Placement Verification - Master Schedule - Student field experience weekly report
Week 3 September 9 – 15	Community/ Organizational Analysis & Plan of action: Ecomaps, SWOT Analysis	- Weekly report - Learning contract
Week 4 September 16– 22	Social Security- Medicare, Medicaid	- Weekly report
Week 5 September 23– 29	Psychotropic Medications	- Weekly report
Week 6 September 30– October 6	<b>Community/ Organizational Analysis &amp; Plan of Action Presentations</b>	- Weekly report - <b>Community/ Organizational Analysis &amp; Plan of Action</b>
Week 7 October 7 – 13	Engaging in Policy Practice in Social Work	- Weekly report -Virtual Field Site Visit
Week 8 October 14 – 20	Student Selected Topics	- Weekly report - Midterm Evaluation
Week 9 October 21 – 27	Working with disenfranchised and marginalized populations	- Weekly report - <b>Summative Reflection</b>

### VALUES AND ETHICS:

All values that students have been taught in all of the previous semesters are reviewed in this class. The students have a chance to bring real situations they are experiencing in their field placements for discussion with other students and to evaluate their own feelings as they encounter situations that involve diversity, social and economic justice, populations at risk, etc.

Week & Dates	Chapters	Assignments
Week 10 October 28- November 3	<b>Social Work Portfolio Presentations</b>	- Weekly report <b>- Social Work Portfolio</b>
Week 11 November 4 - 10	Management of Aggressive Behaviors (MOAB®)	- Weekly report
Week 12 November 11 - 17	Management of Aggressive Behaviors (MOAB®)	- Weekly report
Week 13 November 18 - 24	Management of Aggressive Behaviors (MOAB®)	- Weekly report
Week 14 November 25- 26	Management of Aggressive Behaviors (MOAB®)	- Weekly report
Week 15 December 2 - 6	Self-Care as an Emerging Social Worker	- Weekly reports - Master Schedule - Evaluation for Field Experience - Student Self-Assessment -EPC 100% course completion <b>-Final Field Evaluation &amp; Final Field Portfolio</b> -Social Work Exit Survey Final assignments due December 6 <sup>th</sup> by 5 p.m. <b>**Assignments will not be accepted after 5 p.m.</b>

**Final Field Portfolio:** (keep this indefinitely in case you need to prove hours for work or licensure)

1. Field Placement Verification
2. Learning Contract for Field
3. Weekly Logs & Timesheets
4. Student's Self-Assessment & Evaluation Form of agency
5. Signed Field Performance Evaluations & Spreadsheets tracking completed practice behaviors (practice behaviors spreadsheet & competencies documented on evaluation form by student, evaluation completed by Agency Field Instructor)

**STUDENT COURSE AGREEMENT**

Please review the course syllabus. Once you have read and understand the syllabus and all faculty expectations, please sign and return this agreement. Please pay special attention to attendance and late/make-up work policies as well as the Instructor Class Policies and Professional Expectations of Student Behavior sections. If you have any questions, please do not hesitate to contact me at [catherine.earley@msutexas.edu](mailto:catherine.earley@msutexas.edu).

This agreement of understanding should be completed only after thoroughly reading and upon understanding the course syllabus. Sign, date & return this document to Professor Earley by the end of the second class session.

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Printed Student Name

***I have read, understand, and agree to abide by the plagiarism, AI, and academic dishonesty policies of this course and certify that the entirety of each of my submissions will be my own original work. I agree that I will not engage in unauthorized collaboration or make use of ChatGPT or other AI composition or revising software.***

***I understand that dishonesty, cheating, plagiarism, collusion, or AI use will result in substantial penalties including a failing grade (zero) on the assignment with no make-up opportunity and/or a referral to the Dean of Students.***

***I also understand that repeated accidental or willful cheating, plagiarism, collusion, AI use, 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.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

***I have read and understand the syllabus and faculty expectations for this course. I agree to come to class prepared and to participate fully in this course as well as to fully engage with the required electronic courseware ExamPrepConnect. I understand that I am expected to attend all meetings of this class. I understand that failure to complete any assignment will prevent course completion.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature