Syllabus: SWU295: Foundation of Social Work Practice

Course Information
Course Title: Foundation of Social Work Practice
Course Prefix/Number: SWU-295
Semester: Fall 2022
Class Days/Times: T/R @ 7:00 p.m. to 8:15 p.m. (Zoom/Online)
Credit Hours: 3

Instructor Information
Randy Begay, M.Ed., M.S
E-mail: rbegay@tocc.edu
Phone/Text: 928-514-4712
Office location: Zoom by appointments

Summer Session office hours:
Office Hours as Requested via zoom

Course Description
Introduces the theoretical and practical foundations necessary for beginning social work practice in a diverse world. Emphasizes the theoretical foundation and skill base necessary for effective culturally competent communication and interviewing skills with individuals, families, small groups, and in larger systems. Prepares students to begin effective culturally competent communication with diverse constituencies.

Prerequisite – SWU171

Student Learning Outcomes for This Course
1. The Social Work Profession – Students will identify and describe the core purpose, mission, and values of the social work profession.
2. Social Problems and Social Change – Students will describe and evaluate common social conditions of marginalization and strategies for social change.
3. Professional Values and Ethics – Students will demonstrate an understanding of the importance of professional values and ethics and define ethical dilemma situations.
4. Engage Diversity and Difference in Practice – Students will demonstrate cultural and other diversity awareness required to respectfully serve the San Carlos Apache, Southwestern peoples, and other diverse populations.
5. Assessment, Planning, and Evaluation – Students will demonstrate the ability to assess, develop a plan of action, and evaluate the plan based on a person-in-environment perspective.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

Course Structure

This course is delivered synchronously with scheduled class time through Zoom, online learning activities and assignments. Online learning supports student interaction through discussion and mastery of content. The primary goal is to provide the student with a broad survey of the field of social work. Students are expected to be present and ready to engage in structured learning activities.

Course Learning Materials and Textbook Information

1. Summers, N. (2016). Case Management Practice (5th ed.). Cengage Learning, Inc.
2. National Association of Social Workers. (2017). Code of Ethics. NASW Press. Retrieved: https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics- English
3. American Psychological Association (APA) style guidelines. The following website provides helpful guidance: https://owl.english.purdue.edu/owl/resource/560/01/
4. Other articles as assigned in Canvas.

Course Outline and Important Dates

Course Schedule *Quizzes are due every Mondays by Midnight (11:59pm)*		
Semester Week/Date	**Weekly Topic & Chapter Reading**	**Assignments** *Activity is due the day of class unless otherwise noted*
Week 1 8/23/2022	Review: - Syllabus Independent Work Chapter 1 & 2 Discussion Question	Chapter 1: Case Management: Definitions and Responsibilities Chapter 2: Ethics and Other Responsibilities for Human Service Workers
8/25/2022	Chapter 1 and 2 (Zoom Lecture and Discussion)	Quiz Chapter 1 and 2 (10 pts) Discussion Question Chapter 1 (5 pts) Discussion Question Chapter 2 (5 pts)
Week 2 8/30/2022	Chapter 3 (Zoom Lecture and Discussion)	Chapter 3: Applying the Ecological Model: A Theoretical Foundation for Human Services
9/1/2022	Independent Work Chapter 3 Discussion Question (no zoom)	Quiz Chapter 3 (10 pts) Discussion Question Chapter 3 (5 pts)
Week 3 9/6/2022	Chapter 4, 5 and 6 (Zoom Lecture and Discussion)	Chapter 4: Cultural Competence Chapter 5: Attitudes and Boundaries Chapter 6: Clarifying Who Owns the Problem
9/8/2022	Independent Work Chapter 4, 5 and 6 Discussion Question (no zoom)	Quiz Chapter 4 and 5 (10 pts) Discussion Question Chapter 4 (5 pts) Discussion Question Chapter 5 (5 pts) Discussion Question Chapter 6 (5 pts)
Week 4 9/13/2022	Chapter 7, 8 and 9 (Zoom Lecture and Discussion)	Chapter 7: Identifying Good Responses and Poor Responses Chapter 8: Listening and Responding Chapter 9: Asking Questions
9/15/2022	Independent Work Chapter 7, 8 and 9 Discussion Question (no zoom)	Quiz Chapter 7, 8 and 9 (10 pts) Discussion Question Chapter 7 (5 pts) Discussion Question Chapter 8 (5 pts) Discussion Question Chapter 9 (5 pts)

Week 5 9/20/2022	Chapter 10 and 11 (Zoom Lecture and Discussion)	Chapter 10: Bringing Up Difficult Issues Chapter 11: Addressing and Disarming Anger
9/22/2022	Independent Work Chapter 10 and 11 Discussion Question (no zoom)	Quiz Chapter 10 and 11 (10 pts) Discussion Question Chapter 10 (5 pts) Discussion Question Chapter 11 (5 pts)
Week 6 9/27/2022	Chapter 12 and 13 (Zoom Lecture and Discussion)	Chapter 12: Collaborating with People for Change Chapter 13: Case Management Principles: Optional Review
9/29/2022	Independent Work Chapter 12 and 13 Discussion Question (no zoom)	Quiz Chapter 12 and 13 (10 pts) Discussion Question Chapter 12 (5 pts) Discussion Question Chapter 13 (5 pts)
Fall Break		
Week 7 10/11/2022	Chapter 14 and 15 (Zoom Lecture and Discussion)	Chapter 14: Documenting Initial Inquiries Chapter 15: The First Interview
10/13/2022	Independent Work Chapter 14 and 15 Discussion Question (no zoom)	Quiz Chapter 14 and 15 (10 pts) Discussion Question Chapter 14 (5 pts) Discussion Question Chapter 15 (5 pts)
Week 8 10/18/2022	Chapter 16, 17 and 18 (Zoom Lecture and Discussion)	Chapter 16: Social Histories and Assessment Forms Chapter 17: Using the DSM Chapter 18: The Mental Status Examination
10/20/2022	Independent Work Chapter 16, 17 and 18 Discussion Question (no zoom)	Quiz Chapter 16, 17 and 18 (10 pts) Discussion Question Chapter 16 (5 pts) Discussion Question Chapter 17 (5 pts) Discussion Question Chapter 18 (5 pts)
Week 9 10/25/2022	Chapter 19 (Zoom Lecture and Discussion)	Chapter 19: Receiving and Releasing Information
10/27/2022	Independent Work Chapter 19 Discussion Question (no zoom)	Quiz Chapter 19 (10 pts) Discussion Question Chapter 19 (5 pts)
Week 10 11/1/2022	Chapter 20 and 21 (Zoom Lecture and Discussion)	Chapter 20: Developing a Service Plan at the Case Management Unit Chapter 21: Preparing for a Service Planning Conference or Disposition Planning Meet
11/3/2022	Independent Work Chapter 20 and 21 Discussion Question (no zoom)	Quiz Chapter 20 and 21 (10 pts) Discussion Question Chapter 20 (5 pts) Discussion Question Chapter 21 (5 pts)
Week 11 11/8/2022	Chapter 22 and 23 (Zoom Lecture and Discussion)	Chapter 22: Making the Referral and Assembling the Record Chapter 23: Documentation and Recording
11/10/2022	Independent Work Chapter 22 and 23 Discussion Question (no zoom)	Quiz Chapter 22 and 23 (10 pts) Discussion Question Chapter 22 (5 pts) Discussion Question Chapter 23 (5 pts)
Week 12 11/15/2022	Chapter 24 (Zoom Lecture and Discussion)	Chapter 24: Monitoring Services and Following the Client

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

11/17/2022	Independent Work Chapter 24 Discussion Question (no zoom)	Quiz Chapter 24 (10 pts) Discussion Question Chapter 24 (5 pts)
Week 13 11/22/2022	Chapter 25 (Zoom Lecture and Discussion)	Chapter 25: Developing Goals and Objective at the Provider Agency
11/24/2022	Independent Work Chapter 25 Discussion Question (no zoom)	Quiz Chapter 25 (10 pts) Discussion Question Chapter 25 (5 pts)
Week 14 11/29/2022	Chapter 26 (Zoom Lecture and Discussion)	Chapter 26: Terminating the Case
12/1/2022	Independent Work Chapter 26 Discussion Question (no zoom)	Quiz Chapter 26 (10 pts) Discussion Question Chapter 26 (5 pts)
Week 15 12/6/2022	Discussion: What can I do with a Social Work major (Zoom Lecture)	
12/8/2022	Independent Work: What can I do with a Social Work major (no zoom)	What can I do with a Social Work major? (30 pts)
Week 16 12/13/2022	Make Up Work- Independent Study (no zoom)	
12/15/2022	Make Up Work- Independent Study (no zoom)	12/16/22 Last Day to Submit Assignments

Evaluations and Grading & Assignments

Grading Scale
90 – 100% (270-300) is an A
80 – 89% (240-269) is a B
70 – 79% (210-239) is a C
60 – 69% (180-209) is a D
Under 60% (<180) is Failing

Your grade will be determined and evaluated by the following:
- Your course grade will be determined using the above full letter grades.
- Learning assessment consists of weekly discussions/activities, class presentation, mastery training, quizzes and a comprehensive exam.
- Additional assignments (other than below) may be added at the discretion of the instructor, to allow an opportunity for students' mastery demonstration during the semester.
- Students that receive **below 70% C must repeat the course for transfer credit.**
- All work must be submitted online as directed in each specific assignment. It is important to read the directions before submitting your work. Please do not e-mail an assignment to me, as it will not be graded.

Standards for Written Assignments
Course assignments are the student's opportunity to display mastery of the course concepts, terms, and competencies. Assignments will not only be graded on the quality of the knowledge conveyed, but how

well those ideas are communicated in writing. This includes avoidance of the use of language that degrades women, Persons of Color, Gay, Lesbian, Bisexual, Transgender and other diverse and/or at-risk populations.

- All work is assessed for scholarly writing adhering to critical content, accurate spelling, grammar, and organization/flow.
- Students are strongly encouraged to utilize college writing support/tutor resources to assist in meeting these standards.
- Assignments should be submitted in the *Canvas* course portal.
- If you believe that you will be unable to submit assignments, please, alert your instructor prior to the due date. Make-up assignment may be rescheduled, <u>if an accepted </u>absence. All make-up work must be submitted within 7 days of the missed assignment. Bottom-line, <u>communication with the instructor is critical</u>.
- Assignments submitted after the 7 days will receive 0 points.
- It is the student's responsibility to know what assignments may be missing or the submission due date.

Assignment Descriptions

Students are provided weekly assignments that address the learning outcomes of this course (see above). **<u>The total learning evaluation points possible for this course is 300 points.</u>**

1. **<u>Quiz:</u>** 10 points per Chapter @ 14 Quizzes = 140 points
2. **<u>Discussion Questions:</u>** 5 points @ 26 Weeks = 130 points
3. **<u>Essay:</u>** 30 points

San Carlos Apache Cultural Component

Human behavior, mental processes, and indeed our interpretation of such things always occurs within the context of culture. During the exploration of each of the topic areas within this course, emphasis will be placed on how each concept is viewed through the lens of the *San Carlos Apache* way of life and experience

*San Carlos Apache Core Values (*Hago Nnee ndlįį ni bee adat'éé-go*)*

Respect – Our Belief (Nohwįį Odla')
Wellbeing – (Nohwįį Tsi' Nzhǫǫ-go)
Respect (Nohwįį Diłziihní Nłdził-go)
Together (Dalazhį Nada sįdzid-go)

Policies and Expectations

<u>Attendance Policy:</u>
You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a "W" or "Y" will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible.

<u>Academic Integrity:</u>

Violations of scholastic ethics are considered serious offenses by San Carlos Apache College, the Student Services Department, and by your instructor. Students may consult the SCAC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at San Carlos Apache College.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email messages will be returned within two days. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an "F" if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the "I" grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on SCAC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on SCAC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

San Carlos Apache College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their

disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

San Carlos Apache College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Conduct: Bias, Bullying, Discrimination and Harassment

San Carlos Apache College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations, ask your instructor or the librarian.

Technology for this course

1. Microsoft software: Assignments will require you to submit uploaded attachments or post other evidence of learning through Canvas. Microsoft software must be used to complete all assignments. Microsoft Word must be used to complete all written assignments (not Microsoft Works, not WordPerfect, not Works, etc.).

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.