COURSE DESCRIPTION:

This course provides an overview of the generalist social work problem-solving process. Students develop relationship building, problem identification, and data gathering skills, which are used with all levels of client systems. Interviewing and written documentation skills are developed through in class interviews, role-plays, and written assignments. Special attention is given to ethical practice and issues of diversity.

GOALS AND COMPETENCIES:

1. Prepare BSW graduates for entry-level professional social work practice that reflects generalist social work knowledge and skills. Graduates will be able to demonstrate the following competencies:

   1.1 Apply critical thinking and effective communication (2.1.3)
   1.5 Apply change strategies with all levels of systems (2.1.10)

2. Enable BSW graduates to practice ethically and apply social work values to promote equality and justice. Graduates will be able to demonstrate the following competencies:

   2.1 Apply social work ethics & principles (2.1.2)
2.2 Engage diversity in practice (2.1.4)
2.3 Promote human rights and social and economic justice (2.1.5)

3. Provide meaningful contexts through which BSW students engage in leadership, service, and professional excellence. Graduates will be able to demonstrate the following competencies:

3.1 Identify and respond as a professional social worker (2.1.1)

COURSE OBJECTIVES & STUDENT LEARNING OUTCOMES:
A student who successfully completes this course should be able to:
1. Apply critical thinking skills within the profession of social work as it relates to generalist practice.
2. Apply knowledge and skills of generalist social work perspective to practice with systems of all sizes.
3. Be aware of personal values and how they affect practice, services, and clients in generalist practice. Focus on strengths, capacities and resources of client systems in generalist practice.
4. Identify, analyze, and learn how to implement empirically based interventions in generalist practice.
5. Know appropriate helping relationships with client systems, including communication skills.
6. Know case management skills.
7. Know data gathering, assessment, and planning skills.
8. Know how to evaluate program outcomes and practice effectiveness in generalist practice.
9. Know referral to services, preparation for and participation in judicial proceedings and placement of children and other vulnerable clients.
10. Know skills related to Supervision of a client base.
11. Know the tools to develop a case plan.
12. Promote understanding, affirmation and respect for diversity in generalist practice.
13. Understand and interpret the history of the profession as related to current issues and structures in generalist practice.
14. Understand case review.
15. Understand factors that contribute to placing clients at risk of social and economic injustices.
16. Understand social work’s value base and ethics as presented in NASW’s Code of Ethics.
17. Work with micro, mezzo and macro client systems.

RELATIONSHIP TO OTHER COURSES:

TEXT:

Master Syllabus as of Fall 2011

Boston: Allyn & Bacon.

GRADING:

Helping Process Paper 100 points
Assessment & Treatment Plan 100 points
Mid term examination 100 points
Final Examination 200 points

TOTAL 500 points

A = 450-500 points
B = 400-449 points
C = 350-399 points
D = 300-349 points
F = 299 and below

OVERVIEW OF ASSIGNMENTS:

Helping Process Paper: – This assignment is designed to encourage students to think about the helping process. Write about personal examples of giving and receiving help. Include descriptions of your feelings as both the recipient and the giver of help. Identify, from personal experience, the relationship factors that allow help to take place. This paper should draw on your personal experiences and should refer to the concepts and theories learned in class. Papers will be graded on the following criteria: Due Thursday, February 21st.

1. Quality and clarity of the example of giving help (facts and feelings) 25 points.
2. Quality and clarity of the example of receiving help (facts and feelings) 25 points.
3. Integration of course concepts regarding the helping relationship. How do the examples above demonstrate the qualities of an effective helping relationship? Does the analysis of the examples demonstrate an understanding of course concepts? 25 points.
4. Quality of writing style, including organization, grammar, spelling. 25 points.

TOTAL 100 points

The paper should be three to four typed pages, double–spaced.

Treatment Plan: Create a treatment plan with an individual based on a format provided by the instructor. Write a multi-dimensional assessment, prioritizing the client's problem based on an outline provided by the instructor. Write a treatment and intervention plan that includes information about development, community contingencies, family relationships, and other factors that relate to the individual client. Include a measurement plan for evaluating the effectiveness of the
intervention. Write a termination plan and measurement of success. Due Tuesday, April 16. TOTAL 100 points. (Illustrations will be provided during class)

EXAMINATIONS:

There will be one mid term examination (TOTAL 100 points) and one final examination (TOTAL 200 points).

CLASS ATTENDANCE AND PARTICIPATION:

Students are expected to attend class, reflecting responsibility which is inherent in the development as a social work professional. Roll will be taken regularly. Students are expected to be on time and prepared to participate when class begins as well as be present throughout the entire class meeting. Classroom exercises, discussions, role plays, guest speakers and other in-class experiential exercises are essential for a student’s professional learning and continued development of self-awareness. Tardiness (or early departure) of more than 15 minutes will count as .5 absence (2 tardies/early departures = 1 absence). A student is considered absent if he/she arrives more than 30 minutes late to class, leaves 30 or more minutes early or does not come to class.

The following penalties for absences (unexcused, or excused, according to university policy) will be administered:

<table>
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<tr>
<th>Weekly</th>
<th>Up to 2 absences</th>
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ONLINE OR WEB-ENHANCED CLASSES: Just as students are required to attend face-to-face classes, students are required to log in and participate in online components. To receive credit for attendance online via eCollege, students must log in and complete assignments in a timely manner. Not logging in to eCollege (which can be monitored by the instructor) and completing assignments online during the appropriate time is the equivalent of an absence for each week this occurs.

Final evaluation and grades depend on both presence and participation. Students’ grades will be significantly impacted by inadequate participation or lack of required time commitment each week. Students are expected to spend a comparable amount of time in the online learning environment as they would in class (3 hours a week in the classroom). In addition, just as in

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traditional F2F classrooms, students are expected to spend time reading and studying class materials.

NOTE: PROBLEMS WITH YOUR INTERNET CONNECTION AND/OR COMPUTER ARE NOT CONSIDERED AS REASONS FOR LACK OF PARTICIPATION. You have access to the university’s computer labs (in the social work department AND other campus facilities, including the library) as well as local libraries and other access to computers and ISPs. If you believe that you are unable to fulfill the requirements for the course you should talk with your instructor about the possibility of dropping or withdrawing.

Class participation has three components: (1) Appropriate interactions with classmates, (2) Attentiveness, and (3) Active involvement in class activities. Evaluation of class participation is based on instructor observation. Students will be given feedback if problems are evident.

POLICY ON DUE DATES:

POLICY ON PLAGIARISM AND CHEATING:

Every student is expected to do his/her own work. Law, ethical standards, university policy, and departmental policy demand that students refrain from plagiarism and any form of cheating. Plagiarism is the "Act of appropriating the literacy composition of another, or parts of passages from of his [or her] writings, or the ideas or language of the same, and passing them off as the products of one's own mind." (Black's Law Dictionary, Abridged Fifth Edition, 1983). When using others' words, phrases, or ideas in writing, the original author should be given proper credit.

Cheating may take different forms. These include, but are not limited to, copying others' answers during an exam, using notes or other forms of help during an examination or quiz, except when explicitly permitted by the instructor, giving or receiving help on exams or assignments, or submitting work for one class which has already been submitted for another class for credit. Use of citations from the Internet without paraphrasing content AND proper referencing is regarded as plagiarism. Professors have the right to use electronic review programs (such as Turn It In”) to identify plagiarism.

The department does not tolerate plagiarism or cheating. A student found to be engaging in such illegal and unethical conduct may receive a failing grade in the course and may be subjected to further disciplinary proceedings. Any assignment or exam that lacks honesty will be given a grade of "0".

ACCEPTABLE CLASSROOM BEHAVIOR:

“Students at Texas A&M University-Commerce are expected to obey all federal, state, and local laws, in addition to the regulations of the University. The standards of Student Conduct including disciplinary rules and procedures are designed to provide and conform to the

Master Syllabus as of Fall 2011
basic tenets of due process, as developed by institutions of higher education. As such, the University distinguishes these procedures and regulations as an educational and growth process which is not intended to conform to adversary proceedings as in a court of law. (Student’s Guide Book, 2011, p. 35).

**CODE OF CONDUCT FOR SOCIAL WORK STUDENTS**

The Department of Social Work expects all social work students to conduct themselves in an ethical, professional manner. Professional ethics are at the core of social work. The profession articulates its basic values, ethical principles, and ethical standards as set forth in the *NASW Code of Ethics* to guide social workers’ conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve. Accordingly, we expect social work students to demonstrate courtesy, respect and support for fellow students, instructors, clients, and all other persons.

All students enrolled in BSW or MSW classes are expected to observe the tenets of the *NASW Code of Ethics* and the Social Work Student Code of Conduct. Our Code of Conduct is reflective of professional and academic expectations – a student who cannot demonstrate appropriate behaviors will not be appropriate for practice in the social work profession. Students who violate these Codes may be asked to meet with appropriate Social Work faculty (instructors or Program Directors). In addition, the department’s Academic and Professional Issues (API) Committee is responsible for dealing with student issues when requested by faculty.

**STUDENTS WITH DISABILITIES**

It is the policy of Texas A&M University-Commerce and the Social Work Department to do everything we can to accommodate students with disabilities, pursuant to federal and state law, and the University’s commitment to providing equal opportunities. Any student with a disability who needs accommodation, for example, in accessibility, seating placement or in arrangements for examinations should not hesitate to inform the instructor. If required, large type, Braille or cassette recordings of syllabus or assignments can be provided.

Students with conditions that require special attention or accommodation should contact the Director of Disability Resources & Services at 903-468-5150 (located in the Library, Room 132).

**COURSE SCHEDULE**

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<th>Week</th>
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<th>Assignment/Activities</th>
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**BIBLIOGRAPHY**


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