

	<b>Sociology, Social Work, and Family Sciences</b>  <b>Social Work Practice 1 SWK 3070</b>  <b>3 units</b>
Fall 2022	

<b>Meeting days: Tuesday PM</b>	<b>Instructor title and name: Colleen Jensen Cook, LCSW</b>
<b>Meeting times: 5:30-8:00P</b>	<b>Phone: 619-849-2471</b>
<b>Meeting location: Rohr 112</b>	<b>Email: ccook1@pointloma.edu</b>
<b>Final Exam: 12/13/22 - 7:30am to 10:00am</b>	<b>Office location and hours: Rohr 102</b>
<b>Additional info:</b>	<b>Additional info:</b>

### **PLNU Mission**

#### **To Teach ~ To Shape ~ To Send**

Point Loma Nazarene University (PLNU) exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **Department Mission**

#### **To Learn ~ To Grow ~ To Serve**

It is the desire of the Social Work program to support students in their life journey to learn, grow, and to serve. To this end, the Department of Sociology, Social Work, and Family Sciences has established Departmental and Program Mission Statements, as follows:

*As followers of Christ, our mission is to nurture servant scholars who critically and empirically evaluate social systems, cultural patterns, and basic human needs to constructively engage as agents of hope with individuals, families, and communities. We are agents of hope.*

### **Social Work Program Mission**

At its core, the purpose of the social work program is to prepare competent social work professionals who are motivated to gracefully serve others as an expression of their faith. In the context of the intersection of the goals of the University and those of professional social work practice, this mission is further articulated:

*The mission of the baccalaureate social work program is to develop competent professionals who are committed to serving others through acquisition and integration of the essential knowledge, skills, and values that form the foundation of generalist practice in the social work profession; who are motivated to promote social justice; and who understand that a Wesleyan perspective, a desire for continuous personal development, and respectful engagement in the community that empowers others are integral components of the means for relating to God through service. As a PLNU community, our goal is to help you become the person you are called to be.*

## **COURSE LEARNING OUTCOMES**

*Course Description: A study of the theories and methods of professional social work practice. The focus is on generalist practice with individuals, families, and small groups. Offered fall semester only. Prerequisite: SWK3030 Introduction to Social Work or Consent of Instructor.*

Social Work is an applied profession that has its foundation in Judeo-Christian heritage. Over time, the profession has developed many theoretical orientations and techniques. This course studies the generalist practice orientation and the associated values, ethics and skills. The course seeks understanding of the process of intervention in human relations, and the transactional processes that occur with individuals, families and groups. Students entering SWK3070 - Social Work Practice I (SWK3070), have declared Social Work as their academic major and apply to the Social Work Program. SWK3070 includes basic as well as developing curricular components which contribute to the array of professional competencies that must be achieved by program completion.

### **Course Context/ Overview**

SWK370 is a practice class focused on the professional foundation of social work and generalist practice at the micro and mezzo-level groups. SWK371 will continue the classroom-based education of generalist practice at the mezzo level (organizations) and macro-level (communities and social institutions).

As you enter SWK 3070, you join in the development of professional practice skills, values clarification, and the ability to engage in respectful, grace-filled relationships with others. Our interactions and behaviors should reflect the standards that govern the SWK profession. This course offers opportunities to practice key elements of the social work profession, such as the recognizing the value of human relationships, having a capacity to engage, and assess personal dynamics, the ability to tolerate ambiguity, and to respond with flexibility as needed.

During this course, you will begin to collect items for your personal portfolio that you will need to complete by the end of your senior year. The Baccalaureate Social Work program is competency-based. Assignments, certificates, and other accomplishments must be documented in a professional portfolio. Production of material for inclusion in a professional portfolio occurs at various points throughout the program. Professionals in social work are often asked to be

self-guided in accomplishing tasks over time. Completion of the portfolio is evidence that you are able to manage your time and activities to meet that expectation. You are responsible for compiling the evidence required. Please note, your portfolio may be reviewed by other professionals in addition to the faculty.

The Council on Social Work Education (CSWE), as the national accrediting body, has identified ten areas of professional competency for accredited programs. These are embedded in the education and practical training throughout the Social Work Program curriculum. Students and the PLNU program are evaluated on these core competencies. The areas of professional conduct and ten core competencies that are measured during the program. You will find these referenced as competencies or "EPAS".

Upon completion of the course sequence you are expected to achieve the following components of the core competencies:

1. PLI. Competency 1: Ethical and Professional Behavior to Guide Practice:  
Conducts self as professional and applies ethical principles to guide practice.
2. PLI Competency 1: Ethical and Professional Behavior: Practice professional reflection and assure continued professional development. (Career-long learning)
3. PLII. Competency 2: Engage Diversity and Difference in Practice:  
*Describe key elements of professionally sensitive practice in working with diverse populations, in a variety of environmental contexts, and addressing a myriad of issues of special needs populations.*
4. PLIII. Competency 3: Advance social, economic, and environmental justice:  
*Engage in actions that promote understanding and advocate for services for underserved populations*
5. PLIV. Competency 4: Engage in research-informed practice and inquiry. *Prepare professional presentation.*
6. PL VI. Competency 6: Engage in an intentional process for generalist practice:  
*Demonstrate capacity to engage with systems of any size (individuals, families, groups, organizations, communities.*
7. PLVII. Competency 7: Assess client systems. Demonstrate ability to assess and interpret client data. Apply critical thinking to complete client assessment: *Assess case example(s)*
8. PLVIII. Competency 8: Intervene with individuals, families, groups, organizations or communities.
9. PLIX. Competency 9. Evaluate Practice.: Demonstrate ability to critically analyze, monitor, and evaluate practice. Applies tools; understands methods for evaluation.
10. Competency PLNU X *Describe the relationship between Christian principles and professional social work values and mechanisms for resolving ethical conflicts.*

## **FREEDOM TO CHALLENGE**

This course introduces concepts and issues beyond the text. You are encouraged to integrate knowledge from your environment and your experience, to share insights, and to challenge the materials presented.

## **REQUIRED TEXTS AND STUDY RESOURCES**

Kirst-Ashman, Karen, and Hull, Grafton H., Jr. , *Understanding Generalist Practice*, Eighth edition. Belmont, CA: Brooks Cole. ISBN 978-1-305-96686-4.

Another edition of the text may be used, however, anyone choosing a different edition is responsible for tracking and cross-referencing chapter topics to ensure the appropriate reading is completed.

Each student is also responsible for materials placed on reserve or distributed to the class, and in Canvas Files. This includes information given during a student's absence.

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\*Additional reading will be assigned by the professor and posted on Canvas.

## **COURSE CREDIT HOUR INFORMATION**

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes (CLO), this class meets the PLNU credit hour policy for a 3-unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. Specific details about how the class meets the credit hour requirement can be provided upon request. (Based on 37.5 hours of student engagement per credit hour.) For this course, students will spend an estimated 112.5 total hours meeting the CLO. The time estimations are provided in the Canvas modules.

## **COURSE SCHEDULE AND ASSIGNMENTS**

The anticipated course calendar, subject to change as needed, is found in Module

1. Description of assignments can be found in the Assignment section of this Canvas Course.

You are responsible for reviewing each assignment, including rubrics, if any, and for asking for clarification if needed.

## **OFFICE HOURS and COMMUNICATIONS**

**Office Hour** *Appointments are recommended* because the schedule may change or other students may plan to visit on the same date. ***Messages to and from students will be accessed through PLNU addresses and will be used to contact registered students for course updates, changes, and other important notices.*** For quick response, it is important that students

remember to use the PLNU e-mail system to contact the professor during the semester. The basic course materials will be available through **Canvas**.

## MEASURING PROGRESS

In addition to the review quizzes and exams identified in the Tentative Reading Schedule periodic, unannounced reviews may occur. Grades will be based on a percentage of points awarded compared with total possible points for each component. ***Class participation and exercises are essential components for the demonstration of skill.***

### IMPORTANT:

**Some assignments require video or audio recording. Consent for peer review of these assignments is presumed unless the professor is otherwise notified in writing. Select sessions may occur off-campus during times outside the normal class session. As a person preparing for professional practice, you are expected to take personal responsibility for assignments and activities outside class hours.**

## ASSESSMENT AND GRADING

Student course grades will be posted at midterm and within ten days of the end of the semester. Points for assignments will be posted by the end of the week following the due date. It is important to read the comments posted in the grade book as these comments are intended to help improve our common understanding of the work to be completed. Please note: In order to meet external accreditation requirements, a final grade for the last semester cannot be posted until the Portfolio is completed. Grades will be based on the following:

**Sample Standard Grade Scale Based on Percentages**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

### **Point Percentages**

Discussion and Participation 30%

Presentation - 10%

Quizzes- 15%

Writing: 10%

Exams: 35%

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(100%)

## SPIRITUAL CARE

PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#).

## STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

## INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances. **LATE ASSIGNMENT DEDUCTIONS - I understand that things come up, you are very busy, and you have a lot of assignments due in my class and other classes, but to follow the PLNU policy of late assignments, I will deduct 10% if an assignment is 1 day late, 20% if an assignment is 2 days late, and 30% if an assignment is 3 days late or more.**

## **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

## **PLNU ACADEMIC HONESTY POLICY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

## **SEXUAL MISCONDUCT AND DISCRIMINATION**

PLNU faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix)



## FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the “Information Release” section of the student portal. See [Policy Statements](#) in the (undergrad/graduate as appropriate) academic catalog.

## COURSE MODALITY DEFINITIONS

- 1. In-Person:** Course meetings are face-to-face with no more than 25% online delivery.
  - 2. Online:** Coursework is completed 100% online and asynchronously.
  - 3. Online Synchronous:** Coursework is completed 100% online with required weekly online class meetings.
  - 4. Hybrid:** Courses that meet face-to-face with required online components.
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## PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation.

In some classes, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

### Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

## USE OF TECHNOLOGY

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.



Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

### **FINAL EXAMINATION POLICY**

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site. Please note this schedule and plan accordingly.

### **SCHOLARSHIP**

- APA 7TH EDITION - To offer a multidisciplinary approach, this course will adhere to APA 7th edition guidelines. Please refer to the Purdue Owl website for more information.
- For your research papers, the professor expects you to use the database searches in the Ryan Library as opposed to internet articles. If you use Google Scholar, reference that article in the Ryan Library as well. The home page is found here - [Ryan Library](#)
- Refer to the PLNU Department rubrics for grading. More information is found on Canvas.

## ASSIGNMENTS AT-A-GLANCE

### COURSE SCHEDULE

Professor Cook reserves the right to make adjustments to the course schedule, as needed.

Week	CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE
#1	Review syllabus and sign class commitment Watch taped lecture Complete on-line assignment	
#2	Read Chapter 1 - <i>Introducing Generalist Practice: The Generalist Intervention Model</i> Generalist Practice and Foundational Theories	Quiz Write Class Case Note
#3	Read Chapter 2 - <i>Practice Skills for Working with Individuals</i> Development Theory, Values and Ethics Read Chapter 3 - <i>Practice Skills for Working with Groups</i> Beginning Group Work	Quiz Write Class Case Note
#4	Read Chapter 4 - <i>Skills for Working with Organizations and Communities</i>	Presentation Quiz Write Class Case Note
#5	Read Chapter 5 - <i>Engagement and Assessment in Generalist Practice</i> Engaging and Assessing Systems - Principles and Tools for All Sizes	Presentation Quiz APA Reference Page due Write Class Case Note
#6	Read Chapter 6 - <i>Planning in Generalist Practice</i>	Presentation

	MAST, or SMART goals	Quiz Write Class Case Note
#7	<i>Read Chapter 7 - Examples of Implementation in Generalist Practice</i> Intervention with Children and Crisis	Presentation Quiz APA Outline due Write Class Case Note
#8	<i>Chapter 8 - Evaluation, Termination, and Follow-Up in Generalist Practice</i> End Stages - GAPS tool  <i>Chapter 9 - Understanding Families: Family Assessment</i> Approaches, and Tools	Presentation Quiz Write Class Case Note
#9	Chapter 10 - <i>Working with Families</i> Family Intervention	Mid-term Chapters 1-9 Presentation Write Class Case Note Quiz
#10	Chapter 11 - <i>Values, Ethics, and the Resolution of Ethical Dilemmas</i> Ethical Decision-Making and Service Delivery Designs	Presentation Quiz Write Class Case Note
#11	Chapter 12 - <i>Culturally Competent Social Work Practice and Cultural Humility</i>	Presentation Quiz APA Papers Due Write Class Case Note
#12	Chapter 13 - <i>Gender-Sensitive Social Work Practice</i> Gender and Racial Awareness	Presentation Quiz Write Class Case Note

#13	Chapter 14 - <i>Advocacy</i>	Presentation Quiz Write Class Case Note
#14	Chapter 15 - <i>Brokering and Case Management</i>	Presentation Quiz Write Class Case Note
#15	Chapter 16 - <i>Recording in Generalist Social Work Practice</i>	Presentation Quiz Write Class Case Note
#16	<i>Finals Week</i>	Final Exam Chapters 1-16

## COURSE CONTRACT

This syllabus is a contract between you and the instructor. By signing your name below, you acknowledge that you have carefully read and understand the information covered in the course syllabus including grading policies. Professor Cook reserves the right to make adjustments to the course schedule, as needed. For this class to function correctly and to its full, positive potential, we are all integral to each other. Please remember:

1. Engage in respectful and non-threatening discourse with the professor and other students. If you do not, you will be corrected, points will be deducted, and you might be asked to leave.
2. LATE ASSIGNMENT DEDUCTIONS - I understand that things come up, you are very busy, and you have a lot of assignments due in my class and other classes, but to follow the PLNU policy of late assignments (this is also in the course syllabus), *I will deduct 10% if an assignment is 1 day late, 20% if an assignment is 2 days late, and 30% if an assignment is 3 days late or more.*
3. The class will focus on the textbooks, relevant current events, IDEA course objectives, and the CSWE EPA (look at syllabus for these acronyms) course objectives.
4. You can find the information you need to answer questions about the class by asking your fellow students, checking Canvas, checking the syllabus, and listening in class.
5. Assignments must be written without grammatical or spelling errors. Papers and references will adhere to APA 7th edition standards.

This class content is pertinent to your future career! You will learn a lot if you do the work!

### 2022 SWK 3070 COURSE CONTRACT AGREEMENT

I have read the course contract agreement in the syllabus and understand the concepts included.

Print full name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Major: \_\_\_\_\_

Circle your current academic standing at PLNU:      Sophomore                  Junior                  Senior

Instructor Signature: Colleen Jensen Cook, LCSW, MSW

Please also answer the following Canvas questions.