

**Dept. of Sociology, Social Work and Family
Sciences**

**Social Work Practicum I
Social Work Practicum II**

SWK 4070 and SWK4071

Fall 2020

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| Meeting days: As arranged with the individual internship sites | Instructor title and name: Patricia Leslie, PhD., MSW; Social Work Program Director |
| Meeting times: Per Site Agreement | Phone: 619-849-2676 |
| Meeting location: Rohr 112 | Email: Pleslie@Pointloma.edu |
| Final Exam: (day/time) | Office location and hours: Tue. 9:10 - 9:45 and by Zoom Appointment |
| Additional info: | Additional info: |

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University 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.

Student Outcomes

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 follow:

Department Mission

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.

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.[1] As a PLNU community, our goal is to help you become the person you are called to be.

Course Description – SWK 4070 and 4071

Social Work 4070 and 4071 are applied internship courses, for upper-division Social Work majors who have met prerequisites. Course activities integrate liberal arts education with the generalist practice professional foundation (concepts, values, knowledge, attitudes and skills) with direct practice experiences from field education. *The Social Work seminar courses (SWK4072 and SWK4073) and must be taken concurrently with Social Work Practicum (SWK4070 and SWK4071). Exceptions must be approved by the Program Director in advance.*

Course Context/ Overview

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 Social Work Seminar series and the concurrent field practicum are the culminating experiences for the program and comprise our program capstone. The areas of professional conduct and ten core competencies that are measured during the program. You will find these referenced as competencies or "EPAS".

COURSE DESCRIPTION – SWK 4070C and 4071C

The social work practicum provides you the opportunity to increase your professional competence through direct supervised practice experience in a social work agency. The practicum seeks to enhance your identification with social work values, ethics, and practices. The practicum gives you with the opportunity to apply and integrate skills and theory in the context of generalist social work practice with professional supervision. You will use supervision and critical self-reflection to maximize the development of your skills as a professional generalist-practice social worker.

Social Work Practicum works intentionally with senior seminar to create a culmination experience designed to transition you as a social work senior to the status of colleague with social work faculty and other professionals. This transition is marked by a blend of personal responsibility for independent learning; greater autonomy in development of a customized learning plan; and heightened accountability for demonstrating professional behavior and reflection.

NOTE: The Social Work Practicum Handbook for Students and Supervisors should be consulted for more detailed information.

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COURSE LEARNING OUTCOMES

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The CSWE and PLNU Competencies include those listed below: Additional detail can be found on your Senior Learning Plan template.

CSWE COMPETENCY CATEGORY

I. Ethical and Professional Behavior

II. Diversity and Difference

III. Social Justice and Human Rights

IV. Practice Informed Research and Evidence-Based Practice

V. Policy Practice and Effective Service Delivery

PLNU COMPETENCY

PLI. Conducts self as professional social worker and applies ethical; principles to guide practice. (10 behaviors; #1-10)

PLII. Engage diversity and difference in practice. (5 behaviors; # 11-16)

PLIII. Advance human rights and social, economic and environmental justice. (4 behaviors, # 18-21)

PLIV. Engage in research-informed practice and practice-informed research. (5 behaviors, #22-27)

PLV. Engage in policy practice to advance social and economic well-being and to deliver effective social work services. (4 behaviors, #28-31)

VI. Engages in Generalist Practice with Individuals, Families, Groups, Organizations and Communities.

PLVI. Demonstrate capacity to engage with individuals, families, groups, organizations, and communities (3 behaviors, #32-34)

VII. Assess Clients and Systems – Individuals, Families, Groups, Organizations, and Communities

PLVII. Substantively prepare for assessment of individuals, families, groups, organizations, and communities (4 behaviors, #35-38)

VIII. Intervene with Individuals, Families, Groups, Organizations, and Communities

PLVIII. Demonstrate knowledge and intervention skills for systems of any size. (6 behaviors, #39-44)

IX. Evaluate Work with Individuals, Families, Groups, Organizations, and Communities.

PLIX. Demonstrate an ability to critically analyze, monitor, and evaluate interventions. (3 behaviors, # 45-47)

X. None - In accord with its mission the PLNU social work program incorporates a competency focused on the integration of faith and profession

PLX. Demonstrate a practical understanding of the integration of faith and profession. (2 behaviors, #48-49).

Course Objectives / Student Outcomes:

1. Demonstrate integration of knowledge with practice.
2. Support and promote professional social work values, ethics, and standards.
3. Demonstrate sensitivity to diverse populations in practice.
4. Demonstrate the ability to be responsible for your own learning and professional development and evaluate his/her own practice.
5. Identify with the profession of social work and function appropriately within this framework.
6. Understand how your Christianity influences and shapes your approach to social work practice.
7. Demonstrate competency in practice appropriate for a beginning professional.
8. Work within an agency with clients using these resources to bring about and promote social and economic justice.

In achieving these objectives, you will:

1. integrate concepts from liberal arts foundation with beginning generalist practice concepts, values, knowledge, attitudes and skills with professional action

2. develop habits compatible with life-long learning through continuing education
3. evaluate professional generalist practice skills
4. develop a beginning understanding of program evaluation and outcome measures as related to a practice setting
5. demonstrate multilevel assessment problem solving and intervention skills
6. address diversity, oppression, and discrimination issues in practice
7. articulate the integration of theory with practice experience with individuals, families, groups, and community
8. analyze social policy and the impacts of faith as each relates to service provision
9. use notes, logs or journals from field experience to assess professional practices
10. demonstrate professional conduct related to confidentiality, department, language

11. When appointments cannot be kept because of extreme emergency, notify the agency at the very earliest time possible.
12. Have flexible expectations. Show flexibility in making time available for the field assignment, special meetings, etc.
13. Be responsible for your own learning and prepare for supervisory sessions.
14. Ask for clarification from agency personnel or the faculty field coordinator if there are problems, questions, or something you want to know.
15. Keep all records as assigned by the agency.
16. Bring any problem regarding the field practicum to the attention of the faculty field coordinator.
17. Complete all readings assigned by either the field practicum supervisor or the faculty field coordinator dealing with interest areas specific to the field practicum.
18. Attend the Senior Seminar either in person or through online and remote access. (Note: Fall 2020 begins remotely)
19. Submit a weekly report or log to the faculty field coordinator. This report is to include pertinent observations, meaningful relationships, and relevant questions stemming from the week's experiences in the agency.
20. Relate the field practicum to classroom materials and discussions.
21. Prepare a final evaluation of the field practicum, which will be submitted during the exam period of the term.
22. Complete all components of the professional portfolio identified as SWK4070-4071.

Responsibilities of You as the Student as you Engage In Internship:

1. Develop a continuing learning agreement in consultation with the Director of Field Education and the practicum supervisor.
2. Complete a minimum of 200 hours per practicum course, 40 hours of internship per unit of registration. Students in a catalog prior to 2019 must complete a minimum total of 400 hours spent in an agency assignment during each term. Students in a catalog 2019 or later complete a minimum total of 500 hours spent in an agency assignment during each term. The assignment must be approved by the Faculty Field Director.
3. Demonstrate a keen sense of responsibility to the agency and clients.
4. Participate in an intake interview or screening with the agency.
5. Provide your own transportation to the field assignment.

6. Keep all commitments to the agency with promptness and reliability

FREEDOM TO CHALLENGE

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

COURSE SCHEDULE AND ASSIGNMENTS

Products and Activities

Completion of items for the student portfolio in accordance with the portfolio check list. This includes a significant number of products. Items in the portfolio table of contents indicate tasks are completed during SWK4070 and which are completed in SWK 4071. You will also have items in the portfolio that you collected and retained from other required courses (such as SWK3070 or SWK3071). Please see the list in the module for week 1 .

1. Weekly logs must be submitted in Canvas by 9:00 AM each Monday morning. ***Weekly logs are due whether or not you are engaged in Internship.*** During weeks when you are not in field placement, your weekly log should describe your activities and reflect on how these connect to you as a developing social worker.
2. **Homework from each chapter of the required course workbook** is to be independently completed in full and submitted to your portfolio in the schedule outlined in your Senior Seminar course.
3. In SWK4071 and the accompanying SWK4073, you are required to join a professional association or subscribe to professional journal.

*Note: Activities and assignments may be conducted outside the classroom and may occur at times other than the regularly scheduled course time. **You are responsible for completing all assignments and for managing and completing your professional portfolio. A course grade will not be filed until the portfolio contains all the evidence identified for the component for which you are registered SWK4070 or 4071.***

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.

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 2- unit class delivered over 15 weeks. 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.)

Distribution of Student Learning Hours

| Category | Time Expectation in Hours for Each Semester |
|--|---|
| Participation at Internship Site 14 weeks @ 15 hours per week (40 hours per unit of registration and a total exceeding 400 hours are required) | 200 (minimum) |
| Reading Assignments | |
| Handbook Review | 12 hours |
| Handouts | |
| Weekly Log and Tracking Form | 22 |
| Weekly Canvas Check-In | (15 +7) |
| Portfolio Items - Forms; Scales; Certificates; Spiritual Legacy; Process recording; etc | 40 |
| Quizzes, Tests, Surveys | 15 |
| SWEAP, FCAI, HIPAA; Sexual Harassment; Final Exam | |
| Total Hours Minimum = | 289 |

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 check for Canvas announcements and updates and to use the PLNU e-mail system to contact the professor during the semester. The basic course materials will be available through **Canvas**.

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 average of the grade recommended by the Field Supervisor on your Field Evaluation and your percentage grade on assignments (weekly logs, tracking forms, portfolio items, learning plan).***

Standard Grade Scale Based on Percentages

| A | B | C | D | F |
|--------------|----------------|----------------|----------------|-----------------|
| A 94- 100 | B+ 87- 89.9 | C+ 77- 79.9 | D+ 67- 69.9 | F Less than 59% |

A- 90- 93.9 B 83- 86.9 C 73- 76.9 D 63- 66.9 Less than 63% must also consult the Social Work Program Director to discuss program suitability.

B- 80- 82.9 C- 70- 72 D- 60- 62

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 end of the class session when they are due—including assignments posted in Canvas. Contact the professor if you discover that you cannot meet a due date. Late assignments may be accepted and may result in a deduction of points. An 'incomplete' as a course grade will only be assigned in unusual circumstances.

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](#)[Links to an external site.](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu ([Links to an external site.](#)) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If you do not wish to avail yourself of some or all of the elements of the AP in a particular course, it is your responsibility to notify their professor in that course AND the DRC. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Face-to-Face Format

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in 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. See [Academic PoliciesLinks to an external site.](#) in the Undergraduate Academic Catalog.

Hybrid Format

At Point Loma Nazarene University, attendance is required at all scheduled classes. Adult Degree Completion courses are taught in the hybrid format, which means some class meetings will be face-to-face and some will be online.

Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week. (It may be any three days during the week.)

Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

Online Portion of the Hybrid Course

If a student misses two online classes (fails to contribute to a discussion board) during the course, then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If you miss three online classes (example: fail to contribute to a discussion board) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) can initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

In hybrid courses, missing Face-to-Face (F2F) and on-line synchronous sessions can seriously diminish the learning opportunity. As a result, PLNU has established the following protocols:

1 missed F2F class = warning ; 2 missed F2F classes = de-enrollment

2 missed online classes = warning; 3 missed online classes = de-enrollment

Online Format

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you 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 have prayer requests you can contact the [Office of Spiritual Development Links to an external site.](#)

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* [Links to an external site.](#)information.

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

ASSIGNMENTS AT-A-GLANCE

The table below lists our assignments and their due dates. Click on any assignment to review it.