

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

**Social Work Seminar I  
Social Work Seminar II**

**SWK 4072 and SWK4073**

Fall 2020

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Family Sciences**

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Social Work Seminar II**

**SWK 4072 and SWK4073**

Fall 2020

**Meeting days: Tuesday**

**Instructor title and name: Patricia Leslie, PhD.,  
MSW; Social Work Program Director**

**Meeting times: 7:20 - 9:10**

**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 4072 and 4073

Social Work 4072 and 4073 is a two-course study designed for upper-division Social Work majors only. 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.*

Social Work Seminar intentionally works to transition you as a social work senior to the status of a colleague with social work faculty and other professionals. This transition is marked by a blend of personal responsibility for independent learning; greater autonomy through the development of a customized learning plan; and heightened accountability to other seminar members. Each person in the course can expect to be treated with respect and in a manner honoring the core principles of the profession. Interactions in seminar sessions should reflect the personal characteristics associated with effective social work professionals: displaying warmth, genuineness, empathy, and concern.

*Together, we will examine issues encountered in various social service settings that represent different fields of practice. As a seminar participant, you are expected to share and reflect on field education experiences; discuss problems and issues arising from professional use of self, and actively participate in discussion and evaluation of practice. During the course, each person will be asked to engage in behaviors that enrich each other's capacity to competently practice in the profession*

## 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 LEARNING OUTCOMES

**Course Objectives:** The objectives in PLNU social work practice courses work align with professional competences required by the CSWE Educational Policy Accreditation Standards (EPAS). 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 include

### **COURSE LEARNING OUTCOMES**

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 RECOMMENDED STUDY RESOURCES**

Practicum Workbook is used for both components of the sequence. Chapters 1-6 are used for your first semester of Seminar, the balance of the Workbook is completed prior to final submission of your Portfolio in your last Semester.

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.

## **COURSE SCHEDULE AND ASSIGNMENTS**

### **Products and Activities**

1. Completion of items for the student portfolio in accordance with the portfolio check list. This includes a significant number of products. Please see list attached.
1. Weekly discussion and debrief of professional experiences for yourself and your peers. This requires attendance and *active* participation in seminar sessions.
1. Weekly logs must be submitted to the professor's e-mail, or in hard copy 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 as identified in the Course Modules.
1. Contribute to discussion of core ideas from life and selected works of John Wesley and his family by leading 'opening moments' as schedule.
1. Oral presentation and written assignments from seminar topics. In SWK 4072 the presentation may be on a service, an issue, or an intervention and integrates a faith perspective. In SWK4073, the presentation must focus on research and an evidence-based practice.
1. Preparation of resources and tools for professional use and demonstration of skills are basic to the course.
2. Off-campus field visits and video assignments will be included. During the first week of class, we will work together to select the dates for these visits.
1. Final exam scheduled on Tuesday from 8:00- 10:30 AM during finals week.
2. Join a professional association or subscribe to professional journal during SWK4073.

*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 SWK4072 or SWK4073.

**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**

<b>Category</b>	<b>Time Expectation in Hours for Each Semester</b>
Online Participation in Discussions, Groups, etc. 15 online sessions@ 1.0 hr 15 Sessions off-line @ .5 hr	22
Reading Assignments WorkBook = 212 Pages @ 14 per hour Handouts = 42 pages	21 (18 + 3)
Written Assignments Workbook Q & A pages Weekly Log Paper	32

## Distribution of Student Learning Hours

Category	Time Expectation in Hours for Each Semester
Other Assignments & Learning Activities, Presentations - 2 @ 1.0 Video Reviews - 1.5	40
Portfolio Items - Scales; Certificates; Spiritual Legacy; Process recording; etc	
Quizzes, Tests, Surveys SWEAP, ASWB, FCAI, Exam, HIPAA (Divided 2 per semester)	10
<b>Total Hours</b> Minimum =	125

## 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**.

## 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.**

*There is an emphasis on class participation and exercises in comparison with other courses.*

## **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:

### **Standard Grade Scale Based on Percentages**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
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 Links to an external site.](#) 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](mailto:DRC@pointloma.edu) ([Links to an external site.](#)) ([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 Policies](#)[Links to an external site.](#)[Links 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.](#)[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.](#)[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.

<b>Meeting days: Tuesday</b>	<b>Instructor title and name: Patricia Leslie, PhD., MSW; Social Work Program Director</b>
<b>Meeting times: 7:20 - 9:10</b>	<b>Phone: 619-849-2676</b>
<b>Meeting location: Rohr 112</b>	<b>Email: <a href="mailto:Pleslie@Pointloma.edu">Pleslie@Pointloma.edu</a></b>
<b>Final Exam: (day/time)</b>	<b>Office location and hours: Tue. 9:10 - 9:45 and by Zoom Appointment</b>
<b>Additional info:</b>	<b>Additional info:</b>

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blend of personal responsibility for independent learning; greater autonomy through the development of a customized learning plan; and heightened accountability to other seminar members. Each person in the course can expect to be treated with respect and in a manner honoring the core principles of the profession. Interactions in seminar sessions should reflect the personal characteristics associated with effective social work professionals: displaying warmth, genuineness, empathy, and concern.

*Together, we will examine issues encountered in various social service settings that represent different fields of practice. As a seminar participant, you are expected to share and reflect on field education experiences; discuss problems and issues arising from professional use of self, and actively participate in discussion and evaluation of practice. During the course, each person will be asked to engage in behaviors that enrich each other's capacity to competently practice in the profession*

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## **COURSE LEARNING OUTCOMES**

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

1. Competency 1: Demonstrate Professional behavior - Identify with the social work profession and recognize professional roles and boundaries: *Distinguish between helping professions and describe the use of the generalist perspective in a practice setting.*
  2. Competency 1: Promote Professional Conduct and Career-long Learning: *Demonstrate a commitment to personal growth through self- responsibility for learning in cooperative or team assignments and reflection on those activities.*
  3. 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. Competency 3: Advance social, economic, and environmental justice: *Identify key aspects of effective advocacy social economic and environmental justice.*
  5. Competency 6: Engage in an intentional process for generalist practice: *Demonstrate practice behaviors associated with the phases of a planned process of change.*
  6. Competency 7: Apply critical thinking and assess and interpret client data, employ professional processes: *Assess case examples using foundational knowledge, theory, professional values, tools, and techniques.*
  7. Competency 8:
  8. Competency 9. Evaluate Practice. Critical thinking to inform professional judgment and respond to contexts that shape practice: *Employ critical thinking to assessment and application of a practice intervention.*
- 
1. Competency PLNU 10 *Describe the relationship between Christian principles and professional social work values and mechanisms for resolving ethical conflicts.*

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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 RECOMMENDED STUDY RESOURCES**

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## Distribution of Student Learning Hours

Category	Time Expectation in Hours for Each Semester
Quizzes, Tests, Surveys SWEAP, ASWB, FCAI, Exam, HIPAA (Divided 2 per semester)	10
<b>Total Hours</b> Minimum =	125

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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**.

## 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.**

*There is an emphasis on class participation and exercises in comparison with other courses.*

## 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:

### **Standard Grade Scale Based on Percentages**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
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 Links to an external site.](#) 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 PoliciesLinks to an external site.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](mailto:DRC@pointloma.edu) ([Links to an external site.](#)) ([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.Links 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.](#)[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.](#)[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.

## Course Summary:

Date	Details
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
Tue Aug 18, 2020	Assignment <a href="#">CHECK IN</a> due by 11:59pm
	Assignment <a href="#">CHECK IN</a> due by 11:59pm
	Assignment <a href="#">WK1   Synchronous Session Agenda: Essential Beginnings</a> due by 11:59pm

Date	Details	
	Assignment <a href="#">WK1   Synchronous Session Agenda: Essential Beginnings</a>	due by 11:59pm
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Assignment <a href="#">Academic Honesty Verification Statement</a>	due by 11:59pm
Tue Aug 25, 2020	Assignment <a href="#">Academic Honesty Verification Statement</a>	due by 11:59pm
	Assignment <a href="#">WK2   Synchronous Session Agenda: Ethics, Netiquette, Learning Plans</a>	due by 11:59pm
	Assignment <a href="#">WK2   Synchronous Session Agenda: Ethics, Netiquette, Learning Plans</a>	due by 11:59pm
	Assignment <a href="#">Academic Honesty Quiz</a>	due by 11:59pm
Wed Aug 26, 2020	Assignment <a href="#">Academic Honesty Quiz</a>	due by 11:59pm
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Sep 1, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Assignment <a href="#">WK1   Homework - For weeks 1 &amp; 2</a>	due by 11:59pm

Date	Details	
	Assignment WK1   Homework - For weeks 1 & 2	due by 11:59pm
	Assignment WK3   Synchronous Session Agenda: Use of Self, Disclosure	due by 11:59pm
	Assignment WK3   Synchronous Session Agenda: Use of Self, Disclosure	due by 11:59pm
	Calendar Event SWK4072-1 FA20 - Seminar In Social Work I	7:30am to 9am
	Calendar Event SWK4072-1 FA20 - Seminar In Social Work I	7:30am to 9am
Tue Sep 8, 2020	Assignment Acceptance of Others Scale - ASSIGNMENT	due by 11:59pm
	Assignment Acceptance of Others Scale - ASSIGNMENT	due by 11:59pm
	Assignment WK4   Synchronous Session Agenda: Self Care	due by 11:59pm
	Assignment WK4   Synchronous Session Agenda: Self Care	due by 11:59pm
	Calendar Event SWK4072-1 FA20 - Seminar In Social Work I	7:30am to 9am
Tue Sep 15, 2020	Calendar Event SWK4072-1 FA20 - Seminar In Social Work I	7:30am to 9am
	Assignment WK5   Synchronous Session Agenda: Service and Evidence-Based Practice Presentations Begin	due by 11:59pm

Date	Details	
	Assignment <a href="#">WK5   Synchronous Session</a> <a href="#">Agenda: Service and Evidence-Based Practice Presentations Begin</a>	due by 11:59pm
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Sep 22, 2020	Assignment <a href="#">WK6   Synchronous Session</a> <a href="#">Agenda: Presentations Continue; Trauma and You</a>	due by 11:59pm
	Assignment <a href="#">WK6   Synchronous Session</a> <a href="#">Agenda: Presentations Continue; Trauma and You</a>	due by 11:59pm
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Sep 29, 2020	Assignment <a href="#">WK7   Synchronous Session</a> <a href="#">Agenda: Trauma Informed Care and ACE</a>	due by 11:59pm
	Assignment <a href="#">WK7   Synchronous Session</a> <a href="#">Agenda: Trauma Informed Care and ACE</a>	due by 11:59pm
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Oct 6, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am



Date	Details	
	Assignment <a href="#">2020 Learning Plan</a>	due by 11:59pm
	Assignment <a href="#">2020 Learning Plan</a>	due by 11:59pm
	Assignment <a href="#">WK8   Synchronous Session Agenda: Midterm</a>	due by 11:59pm
	Assignment <a href="#">WK8   Synchronous Session Agenda: Midterm</a>	due by 11:59pm
Fri Oct 9, 2020	Assignment <a href="#">WK8   HOMEWORK Assignment</a>	due by 11:59pm
	Assignment <a href="#">WK8   HOMEWORK Assignment</a>	due by 11:59pm
Tue Oct 13, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Assignment <a href="#">WK9   Synchronous Session Agenda: ASWB Preparation</a>	due by 11:59pm
	Assignment <a href="#">WK9   Synchronous Session Agenda: ASWB Preparation</a>	due by 11:59pm
Tue Oct 20, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am

Date	Details
	Assignment <a href="#">WK10   Synchronous Session</a> Agenda: Collaboration; ASWB Test due by 11:59pm
	Assignment <a href="#">WK10   Synchronous Session</a> Agenda: Collaboration; ASWB Test due by 11:59pm
Tue Oct 27, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
	Assignment <a href="#">WK11   Synchronous Session</a> Agenda: Resistance; Cover Letters due by 11:59pm
	Assignment <a href="#">WK11   Synchronous Session</a> Agenda: Resistance; Cover Letters due by 11:59pm
Tue Nov 3, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am
	Assignment <a href="#">WK12   Synchronous Session</a> Agenda: Evaluating and Advancing Career - Resume due by 11:59pm
	Assignment <a href="#">WK12   Synchronous Session</a> Agenda: Evaluating and Advancing Career - Resume due by 11:59pm
Tue Nov 10, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a> 7:30am to 9am

Date	Details	
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Nov 17, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Nov 24, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Wed Nov 25, 2020	Assignment <a href="#">EBP Article Presentation</a>	due by 11:59pm
	Assignment <a href="#">EBP Article Presentation</a>	due by 11:59pm
Tue Dec 1, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
Tue Dec 8, 2020	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Calendar Event <a href="#">SWK4072-1 FA20 - Seminar In Social Work I</a>	7:30am to 9am
	Assignment <a href="#">ASWB Sample Test</a>	
	Assignment <a href="#">ASWB Sample Test</a>	

**Date**

**Details**

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Assignment [Attorney Interviews a Juvenile Offender](#)

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Assignment [Attorney Interviews a Juvenile Offender](#)

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Assignment [Attorney Interviews a Juvenile Offender](#)

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Assignment [Attorney Interviews a Juvenile Offender](#)

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Assignment [EBP Article Presentation](#)

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Assignment [EBP Article Presentation](#)

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Assignment [EBP Journal Article - Content](#)

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Assignment [EBP Journal Article - Content](#)

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Assignment [EBP Journal Article - Content - Post the Article here](#)

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Assignment [EBP Journal Article - Content - Post the Article here](#)

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Assignment [ETS Proficiency Assessment](#)

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Assignment [ETS Proficiency Assessment](#)

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Assignment [Final Project | Summative Assessment](#)

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**Date**

**Details**

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Assignment [Final Project | Summative Assessment](#)

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Assignment [Mid-Course Survey](#)

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Assignment [Mid-Course Survey](#)

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Assignment [Midterm](#)

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Assignment [Midterm](#)

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Assignment [PLNU Senior Exit Testing - Final Semester](#)

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Assignment [PLNU Senior Exit Testing - Final Semester](#)

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Assignment [Portfolio Check](#)

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Assignment [Portfolio Check](#)

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Assignment [Service Presentation](#)

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Assignment [Service Presentation](#)

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Assignment [Service Presentation](#)

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Assignment [Service Presentation](#)

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Assignment [SWEAP FCAI Completion - Final Exam at SWEAP Website Link](#)

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Assignment [SWEAP FCAI Completion - Final Exam at SWEAP Website Link](#)

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**Date****Details**

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Assignment [Weekly log #10](#)

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Assignment [Weekly log #10](#)

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Assignment [Weekly Log #11](#)

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Assignment [Weekly Log #11](#)

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Assignment [Weekly Log #12](#)

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Assignment [Weekly Log #12](#)

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Assignment [Weekly Log #13](#)

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Assignment [Weekly Log #13](#)

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Assignment [Weekly Log #14](#)

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Assignment [Weekly Log #14](#)

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Assignment [Weekly Log #15](#)

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Assignment [Weekly Log #15](#)

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Assignment [Weekly log #7](#)

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Assignment [Weekly log #7](#)

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Assignment [Weekly Log #8](#)

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Assignment [Weekly Log #8](#)

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Assignment [Weekly log #9](#)

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**Date****Details**

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Assignment [Weekly log #9](#)

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Assignment [Weekly Log - Finals week - May 2](#)

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Assignment [Weekly Log - Finals week - May 2](#)

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Assignment [Weekly Log and Review Description](#)

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Assignment [Weekly Log and Review Description](#)

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Assignment [Weekly Log Description](#)

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Assignment [Weekly Log Description](#)

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Assignment [Weekly Log Review #5](#)

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Assignment [Weekly Log Review #5](#)

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Assignment [Weekly Log Review #6](#)

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Assignment [Weekly Log Review #6](#)

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Assignment [Weekly Log Review 2 \(with Discussion Board\)](#)

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Assignment [Weekly Log Review 2 \(with Discussion Board\)](#)

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Assignment [Weekly Log Review 3 - Professional Use of Self](#)

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**Date****Details**

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Assignment [Weekly Log Review 3 - Professional Use of Self](#)

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Assignment [Weekly Log Review 4 - Collaborative Group Session](#)

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Assignment [Weekly Log Review 4 - Collaborative Group Session](#)

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Assignment [WK1 | Chapter Reading & Question Chapter 1 or 8](#)

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Assignment [WK1 | Chapter Reading & Question Chapter 1 or 8](#)

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Assignment [WK1 | Opening Moments - Wesleyan Perspectives](#)

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Assignment [WK1 | Opening Moments - Wesleyan Perspectives](#)

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Assignment [WK10 | Assignment](#)

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Assignment [WK10 | Assignment](#)

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Assignment [WK10 | Opening Moments Wesley 10](#)

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Assignment [WK10 | Opening Moments Wesley 10](#)

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Assignment [WK11 | Chapter Reading and Questions 6 or 13](#)

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**Date****Details**

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Assignment WK11 | Chapter Reading and Questions 6 or 13

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Assignment WK11 | Opening Moments Wesley 11

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Assignment WK11 | Opening Moments Wesley 11

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Assignment WK12 | Assignment

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Assignment WK12 | Assignment

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Assignment WK12 | Opening Moments Wesley 12

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Assignment WK12 | Opening Moments Wesley 12

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Assignment WK13 | Chapter Reading and Questions 7 or 14

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Assignment WK13 | Chapter Reading and Questions 7 or 14

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Assignment WK13 | Opening Moments Wesley 13

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Assignment WK13 | Opening Moments Wesley 13

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Assignment WK13 | Synchronous Session  
Agenda: Managing Aggression

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**Date****Details**

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Assignment [WK13 | Synchronous Session](#)  
[Agenda: Managing Aggression](#)

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Assignment [WK14 | Opening Moments](#)  
[Wesley 14](#)

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Assignment [WK14 | Opening Moments](#)  
[Wesley 14](#)

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Assignment [WK14 | Synchronous Session](#)  
[Agenda: Resilience and Justice](#)

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Assignment [WK14 | Synchronous Session](#)  
[Agenda: Resilience and Justice](#)

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Assignment [WK15 | Chapter Reading and](#)  
[Questions - Final Submittal for Semester](#)

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Assignment [WK15 | Chapter Reading and](#)  
[Questions - Final Submittal for Semester](#)

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Assignment [WK15 | Opening Moments](#)  
[Wesley 15](#)

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Assignment [WK15 | Opening Moments](#)  
[Wesley 15](#)

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Assignment [WK15 | Synchronous Session](#)  
[Agenda: Endings; Evaluation; Moving in](#)  
[Faith](#)

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Assignment [WK15 | Synchronous Session](#)  
[Agenda: Endings; Evaluation; Moving in](#)  
[Faith](#)

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Assignment [WK2 | Assignment](#)

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**Date****Details**

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Assignment [WK2](#) | [Assignment](#)

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Assignment [WK2](#) | [Opening Moments Wesley 2](#)

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Assignment [WK2](#) | [Opening Moments Wesley 2](#)

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Assignment [WK3](#) | [Chapter Reading and Questions 2 or 9](#)

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Assignment [WK3](#) | [Chapter Reading and Questions 2 or 9](#)

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Assignment [WK3](#) | [Opening Moment Wesley 3](#)

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Assignment [WK3](#) | [Opening Moment Wesley 3](#)

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Assignment [WK4](#) | [Assignment](#)

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Assignment [WK4](#) | [Assignment](#)

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Assignment [WK4](#) | [Opening Moments Wesley 4](#)

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Assignment [WK4](#) | [Opening Moments Wesley 4](#)

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Assignment [WK5](#) | [Chapter Reading 3 or 10](#)

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Assignment [WK5](#) | [Chapter Reading 3 or 10](#)

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**Date****Details**

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Assignment [WK5](#) | [Opening Moments Wesley 5](#)

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Assignment [WK5](#) | [Opening Moments Wesley 5](#)

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Assignment [WK6](#) | [Assignment](#)

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Assignment [WK6](#) | [Assignment](#)

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Assignment [WK6](#) | [Opening Moments Wesley 6](#)

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Assignment [WK6](#) | [Opening Moments Wesley 6](#)

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Assignment [WK7](#) | [Chapter reading and Questions 4 or 11](#)

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Assignment [WK7](#) | [Chapter reading and Questions 4 or 11](#)

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Assignment [WK7](#) | [Opening Moments Wesley 7](#)

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Assignment [WK7](#) | [Opening Moments Wesley 7](#)

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Assignment [WK8](#) | [Opening Moments Wesley 8](#)

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Assignment [WK8](#) | [Opening Moments Wesley 8](#)

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**Date****Details**

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Assignment [WK9 | Chapter Reading and Questions 5 or 12](#)

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Assignment [WK9 | Chapter Reading and Questions 5 or 12](#)

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Assignment [WK9 | Opening Moments Wesley 9](#)

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Assignment [WK9 | Opening Moments Wesley 9](#)

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Assignment [Workbook Chapters - Chapter 1 or 8](#)

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Assignment [Workbook Chapters - Chapter 1 or 8](#)

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