

# Instructor/TA Info

## Instructor Information

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## Course Information

### Description

Methods of social work practice within a generalist framework; interventions at the individual, family, group, community, and organizational levels.

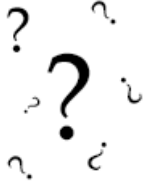
### Classroom Procedures

**Use of Electronics in Class:** In consideration of the other students and the instructor, please do not use electronics during class unless specifically asked to utilize them for a class activity. All cell phones, i-phones, i-pads and lap tops should be turned off during class and kept out of sight. Recent studies in learning efficacy show that using electronics creates attention lag and continuous partial attention for the user AND for the students around the user (second-hand distraction). Studies also show that writing notes long hand leads to better retention than typing. If you must use a laptop in class for taking notes, let's talk about it first on an individual basis and create a contract for electronic use.

### Prerequisites

SOC W 200 Introduction to Social Work

### Materials

Item	Price (new)	Price (used)
 <u>SOCIAL WORK SKILLS FOR BEGINNING DIRECT PRACT</u> - Required by CUMMINS, L	128.20	96.15

### Grading Scale

Grades	Percent
A	93%
A-	90%
B+	87%
B	83%
B-	80%

C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
E	0%

## Learning Outcomes

### Course Objectives

**This course is designed to introduce the student to the values, knowledge, and skills involved in the practice of social work as a profession, and to gain a broad view of direct social work practice.**

Specifically, the student should:

1. Become acquainted with multiple areas of social work practice.
2. Understand the helping process: engagement, assessment, evaluation, and termination.
3. Learn skills necessary for micro and mezzo level applications.

### Specific Behavioral Objectives

**Through participation in this course, students will be prepared to:**

1. Define the term "Direct Practice" and understand the role it plays in the social work profession in today's complex society.
2. Describe the historical developments of the social work profession and its evolvement over the last 100+ years.
3. Describe how social work practice is guided by a foundation of values, principles, and ethics.
4. Demonstrate an understanding of the contents of the NASW Code of Ethics.
5. Identify the basic helping skills used in social work.
6. Identify social work practice grounded in sound theory and empirical research.

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## Grading Policy

**Late Work: One of the keys to receiving a good grade in this class is turning assignments in on time. Most assignments are uploaded to Learning Suite and the upload date and time will be documented automatically. Assignments are due before class starts on the date listed on the**

**class schedule.** Late work will be accepted with a 10% reduction of the total available points for every day that it is late *including holidays and weekends*. Assignments uploaded after class on the day of the due date are one day late. **Preparation and Participation scores receive an automatic 50% deduction if they are late, and receive no credit if they are more than 2 weeks (14 days) late.**

## Participation Policy

Each week, each student has the opportunity to earn 10 points for class preparation and participation. Preparation includes completing all assigned readings and watching/listening to any assigned media **before** class begins. Participation includes actively contributing to classroom discussions, participating in small group activities, and active listening. Participation also includes being on time to class, and being respectful in your comments. Each week, the student will self-evaluate according to the Preparation and Participation rubric (see content section) and submit online via learning suite the Preparation and Participation score. The score must be submitted by 11:59 pm Tuesday (day of class) each week. **Late submissions will receive an automatic 50% point deduction, and you will not receive any points for scores more than 2 weeks (14 days) late.** The instructor will take the student's self-evaluation into account when assigning the student's weekly Preparation and Participation score. The instructor expects honesty and integrity in self-evaluation, this falls under your agreement to live the honor code, and the ethics of the social work profession. Please note the following when assigning your scores for each class:

- If you miss class, you may still earn up to 5 points for completing the readings etc. This preparation must be finished **BEFORE** class.
- If there is no assigned reading etc., for a particular day, all 10 of your points are based on class participation.
- If you use any electronic device without instructor approval, **YOU FORFEIT ANY POINTS FROM THAT DAY.**
- If you are late to class, deduct 2 points from the participation/respect category.
- Your lowest P&P score will be dropped from your grade.

## Attendance Policy

Regular attendance, arriving and leaving on time, is essential to maximum learning. Please make sure to sign the role each day of class. Absences and arriving late to class will result in a lowered Preparation and Participation score. Each student is allowed to miss one class a semester without repercussion to Preparation and Participation points. Your lowest Preparation and Participation score of the semester will be dropped, nullifying points lost from a single absence. **However**, there are in-class assignments, activities, quizzes, and etc., that cannot be made up. If there is an extenuating circumstance, please speak with the instructor as soon as possible.

## Teaching Philosophy

This class teaches direct practice skills and therefore requires each student to participate and play an active role in the learning process. This will require courage, openness, willingness to make mistakes, and give honest feedback to your peers. Didactic, interactive, and experiential methods of learning will be used in this course. Together, we can create a safe, open environment for creativity and learning.

## Assignments

### Assignment Descriptions

#### P&P score 1

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Jan 05
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Due: Tuesday, Jan 05 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

- Honesty and integrity is expected.
- If you miss class, you may still earn up to 5 points for completing the readings etc. This preparation must be finished **BEFORE** class.
- If there is no assigned reading etc., for a particular day, all 10 of your points are based on class participation.
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- Your lowest P&P score will be dropped from your grade.

### P&P score 2

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Jan  
12

Due: Tuesday, Jan 12 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

- Honesty and integrity is expected.
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### Social work Value In-class writing

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Jan  
19

Due: Tuesday, Jan 19 at 11:59 pm

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### P&P score 3

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Jan  
19

Due: Tuesday, Jan 19 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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- Your lowest P&P score will be dropped from your grade.

## Workbook #1

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Jan  
26

Due: Tuesday, Jan 26 at 4:00 pm

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Complete the workbook exercises (only Part I) on pages 316-324 for the following skills:

- Paraphrasing
- Reflection of feeling

Bring your workbook (text) to class on the due date.

## P&P score 4

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Jan  
26

Due: Tuesday, Jan 26 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

- Honesty and integrity is expected.
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## Workbook #2

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Feb  
02

Due: Tuesday, Feb 02 at 4:00 pm

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Complete the workbook exercises (only Part I) on pages 324-334 for the following skills:

- Open-Ended questions
- Closed-Ended questions
- Clarification

Bring your workbook (text) to class on the due date.

## P&P score 5

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Feb  
02

Due: Tuesday, Feb 02 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

- Honesty and integrity is expected.

- If you miss class, you may still earn up to 5 points for completing the readings etc. This preparation must be finished **BEFORE** class.
- If there is no assigned reading etc., for a particular day, all 10 of your points are based on class participation.
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### Workbook #3

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Feb  
09

Due: Tuesday, Feb 09 at 4:00 pm

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Complete the workbook exercises (only Part I) on pages 334-334-351 for the following skills:

- Summarization
- Information Giving
- Confrontation
- Interpretation

Bring your workbook (text) to class on the due date.

### P&P score 6

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Feb  
09

Due: Tuesday, Feb 09 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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### Workbook #4

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Feb  
23

Due: Tuesday, Feb 23 at 4:00 pm

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Complete the workbook exercises on pages 351-361: Pitfalls

Bring your workbook (text) to class on the due date.

### P&P score 7

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Feb  
23

Due: Tuesday, Feb 23 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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- Your lowest P&P score will be dropped from your grade.

### Cinderella

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Mar  
01

Due: Tuesday, Mar 01 at 4:00 pm

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Watch the movie "Cinderella" (new version, non-cartoon). Enter your score out of 25.

### Workbook #5

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Mar  
01

Due: Tuesday, Mar 01 at 4:00 pm

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Complete the workbook exercises on pages 361-367: Putting it all together.  
Bring your workbook (text) to class on the due date.

### P&P score 8

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Mar  
01

Due: Tuesday, Mar 01 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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### Mid-term

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Mar  
05

Due: Saturday, Mar 05 at 3:00 pm

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Mid-term covers chapters 1,2,5-8 in the text, as well as class material. The exam will be 50 questions: multiple choice and matching.

Exam will be available in the testing center

## P&P score 9

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Mar  
08

Due: Tuesday, Mar 08 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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## P&P score 10

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Mar  
15

Due: Tuesday, Mar 15 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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## P&P score 11

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Mar  
22

Due: Tuesday, Mar 22 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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## Bio-Psycho-Social-Spiritual Assessment

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Mar  
29

Due: Tuesday, Mar 29 at 11:59 pm

Watch the movie "Cinderella" (newest, non-cartoon version) and write a Bio-Psycho-Social-Spiritual (BPSS) Assessment on a character from the movie as if that character was coming to you (a social worker) for help. Be creative!

Refer to BPSS document in content for more details.

Paper should be APA format, double-spaced, 4-6 pages, 1 inch margins, 12 pt font.

### P&P score 12

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Mar  
29

Due: Tuesday, Mar 29 at 11:59 pm

Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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### P&P score 13

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Apr  
05

Due: Tuesday, Apr 05 at 11:59 pm

Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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### P&P score 14

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Apr  
12

Due: Tuesday, Apr 12 at 11:59 pm

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Using the Preparation and Participation Rubric (found in content), evaluate yourself and give yourself a score out of 10. Remember:

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## Final

Apr  
12

Due: Tuesday, Apr 12 at 11:59 pm

Final covers chapters 9-12, the readings on group and community practice and class material. 50 questions, multiple choice, matching.

## Point Breakdown

Categories	Percent of Grade
Workbook	17.54%
Papers	21.93%
Exams	35.09%
Preparation and Participation points	24.56%
In-class assignments/quizzes	0.88%

## University Policies

### Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

### Sexual Misconduct

As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment-including sexual violence-committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university.

University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of sexual misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter sexual misconduct, please contact the Title IX Coordinator at [t9coordinator@byu.edu](mailto:t9coordinator@byu.edu) or 801-422-2130 or Ethics Point at <https://titleix.byu.edu/report-concern> (<https://titleix.byu.edu/report-concern>) or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at <http://titleix.byu.edu> (<http://titleix.byu.edu>).

### Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

### Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

### Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010 "Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010

## Schedule

Date	Column 1	Column 2
Week 1		
M Jan 04 Monday	<b>First Day of Winter Semester (01/04/2016 - 04/12/2016)</b>	
T Jan 05 Tuesday		<b>P&amp;P score 1</b>

	<b>Introduction to Direct Practice Overview of Syllabus</b>	
Week 2		
T Jan 12 Tuesday	<b>The Helping Process: brief overview</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• Text, chapter 1</li> <li>• Text, chapter 2</li> </ul>	<b>P&amp;P score 2</b>
Week 3		
M Jan 18 Monday	<b>Martin Luther King Jr Day</b>	
T Jan 19 Tuesday	<b>Direct Practice Skills</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 3</li> <li>• text, chapter 5 (pgs. 79-92)</li> </ul> <b>Social work Value In-class writing</b>	<b>P&amp;P score 3</b>
Week 4		
T Jan 26 Tuesday	<b>Direct Practice Skills</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 4</li> <li>• text, chapter 5 (pgs. 93-98)</li> </ul>	<b>P&amp;P score 4 Workbook #1</b>
Week 5		
T Feb 02 Tuesday	<b>Direct Practice Skills</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 6</li> </ul>	<b>P&amp;P score 5 Workbook #2</b>
Week 6		
T Feb 09 Tuesday	<b>Direct Practice Skills</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 7</li> </ul>	<b>Workbook #3 P&amp;P score 6</b>
Week 7		
M Feb 15 Monday	<b>Presidents Day</b>	
T Feb 16 Tuesday	<b>Monday Instruction</b>	
Week 8		

T Feb 23 Tuesday	<b>The Helping Process: Engagement</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 8</li> <li>• "Case Management Skills" in Essential Skills of Social Work Practice. (Course reserve)</li> </ul>	<b>Workbook #4</b> <b>P&amp;P score 7</b>
Week 9		
T Mar 01 Tuesday	<b>The Helping Process: Assessment</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 9</li> </ul>	<b>Workbook #5</b> <b>P&amp;P score 8</b> <b>Cinderella</b>
W Mar 02 Wednesday		<b>Mid-term Opens</b>
Sa Mar 05 Saturday		<b>Mid-term Closes</b>
Week 10		
T Mar 08 Tuesday	<b>The Helping Process: Problem Identification, Planning, and Contracting</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 10</li> </ul>	<b>P&amp;P score 9</b>
Week 11		
T Mar 15 Tuesday	<b>Withdraw Deadline (Full Semester)</b> <b>The Helping Process: Treatment and Intervention</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 11</li> </ul>	<b>P&amp;P score 10</b>
Week 12		
T Mar 22 Tuesday	<b>Social Work with Groups</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• "Improving Group Functioning" on course reserve</li> </ul>	<b>P&amp;P score 11</b>
Week 13		
T Mar 29 Tuesday	<b>Community social work</b>	<b>Bio-Psycho-Social-Spiritual</b>

	<b>Read before class:</b> <ul style="list-style-type: none"> <li>• "Direct Practice in the Larger Environment" on course reserve</li> </ul>	<b>Assessment</b> <b>P&amp;P score 12</b>
Week 14		
T Apr 05 Tuesday	<b>The Helping Process: Evaluation and Termination</b> <b>Read before class:</b> <ul style="list-style-type: none"> <li>• text, chapter 12</li> </ul>	<b>P&amp;P score 13</b>
Week 15		
T Apr 12 Tuesday	<b>Last Day of Winter Semester (01/04/2016 - 04/12/2016)</b> <b>FINAL EXAM IN CLASS TODAY!!</b>	<b>Final</b> <b>P&amp;P score 14</b>
Week 16		
T Apr 19 Tuesday	Final Exam: 150 HRCB 5:45pm - 7:45pm	