



**SWK 554 Spring 2016 ONLINE**

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**COURSE  
DESCRIPTION:**

***SWK 554: Advanced Generalist Practice Field Practicum***

The advanced generalist field practicum provides students with experiential opportunities designed to integrate knowledge and theories with advanced generalist practice skills with special emphasis on working with organizations, rural and urban communities. Students participate in an educationally-directed field experience under supervision in a social services agency. A total of 160 clock hours must be completed.

**GOAL & COMPETENCIES:**

**1. Prepare MSW graduates for professional advanced generalist practice that reflects application and integration of critical thinking, theoretical frameworks, and differential interventions. Graduates will be able to demonstrate the following competencies:**

C 1.1 Apply critical and independent analysis of practice situations and effectively communicate their judgments, reasoning and decision-making processes (2.1.3)

C 1.2 Apply and contribute to evidence-based and best practice approaches to continuously assess and improve the efficacy and effectiveness of practice (2.1.6)

C 1.3 Differentially apply theories and frameworks of HBSE and critique interactions between and among biological, psychological, social, spiritual and cultural systems and their reciprocal relationships with HBSE. (2.1.7)

C 1.4 Demonstrate autonomy in dynamic practice activities that involve (2.1.10):

C. 1.4 (a) Effective relationship-building interactions at all levels of systems focused on enhancing client choice, motivation, and hopefulness in the change process

C. 1.4 (b) Use of a variety of multi-dimensional evidence-based assessment tools and intervention approaches

C. 1.4 (c) Effective intervention with complex problems and multi-level systems that provides amelioration as well as prevention strategies

C. 1.4 (d) Response to the evaluative feedback process for interventions implemented with client systems

**2. Enable MSW graduates to apply ethical reasoning to advance equality, justice, and social change. Graduates will be able to reflect the following competencies:**

C. 2.1 Promote effective social policies to improve quality of service delivery systems and enhance well-being of individuals, families, groups, organizations, and communities (2.1.8)

C.2.2 Apply social work ethical principles to resolve dilemmas and create positive change among individuals, families, groups, organizations & communities (2.1.2)

C.2.3 Demonstrate the ability to build strengths based on mutual engagement with diverse populations (2.1.4).

C. 2.4 Develop strategies to address discrimination, reduce disparities, and promote social and economic justice for all populations (2.1.5).

**3. Promote leadership and service that is relevant to individual contexts of practice and enhances well-being and quality of life. Graduates will be able to reflect the following competencies:**

**COURSE OBJECTIVES**

**STUDENT LEARNING OUTCOMES:**

*Upon completion of this course students will be able to:*

1. Apply theoretical concepts, models and perspectives from an advanced generalist

perspective, (broad and expanded knowledge base) with special emphasis on rural application of social work services in organizations and communities.

2. Demonstrate effective cultural competencies in intervention skills appropriate to advanced generalist practice, with special emphasis on professional and therapeutic approaches to individuals, families, groups, organizations and communities.
3. Demonstrate productive use of supervision to enhance professional learning.
4. Demonstrate awareness of self in the process of intervention, particularly in work with organizations and communities and how it relates to rural social work practice.
5. Demonstrate the ability to utilize research and critical thinking for the evaluation of practice across levels of systems, with special emphasis on evaluation of organizational and community systems in both urban and rural settings.
6. Demonstrate individualization of people with respect of ethnicity, culture, gender, social class, sexual orientation, physical and mental ability.
7. Demonstrate individual ability to examine and resolve practice dilemmas from different perspectives, including personal, client, societal, and professional orientations.
8. Demonstrate the ability to apply social work values and ethics in accordance with NASW Code of Ethics and the professionalism of social work practice.
9. Demonstrate the ability to identify and utilize community resources to affect change, particularly with macro systems in urban and rural settings.
10. Demonstrate the ability to work effectively within the administration of the agency setting
11. Demonstrate the conscious development as a social work professional through supervision

### **RELATIONSHIP TO OTHER COURSES:**

The Field Practicum (SWK 554) is the agency- based learning environment in which students can apply the knowledge, values, and skills learned in previously and concurrently in all other AGP classes in the curriculum.

**REQUIRED TEXTS/READINGS:** There are no texts required for this course

### **GRADING:**

Students will receive a letter grade determined by the Field Faculty Liaison. By the end of the Advanced Generalist Field Practicum, students will be expected to have completed:

- Weekly Discussions
- Learning contract(s)
- Professional interactions and interventions with individual, family, group, organizational and community systems, with special emphasis on work with macro systems.
- Mid-Term and/or Final Conferences as Determined by Faculty
- All Evaluation Documentation

The requirements and time frames for documentation of assigned field activities will be presented in the seminar, by the Faculty Liaison. The documentation must be available for the faculty liaison to review at the mid-term and final evaluation.

There are two written evaluations of student progress in the field practicum. Through the use of the "Evaluation of Field Practicum Student" form, an evaluation will be completed twice during the semester by the field instructor (in conference with the student) -- one at mid-term and one at the end of the semester.

Students will receive a letter grade based upon the thoroughness and quality of the assignments and the evaluation of the students' ability to engage the client system. Attendance at field seminars is mandatory. Three or more absences from the field seminar will constitute a grade drop. **Grades below B are not acceptable and the course will have to be repeated. See Student Handbook.**

## **OVERVIEW OF ASSIGNMENTS:**

### **Field Practicum Seminar:**

Each student enrolled in the field practicum is assigned a field liaison faculty from the social work department. The function of the faculty field liaison is to monitor and evaluate the progress of the student in the field practicum, and to assist the student in the integration of classroom learning and field practicum application of content.

The field liaison faculty member assigns the final grade for the student in the field practicum. This grade is based on the recommendation of the field practicum instructor (the agency-based field instructor) as well as the direct observations of the faculty field liaison, and the student's efforts and level of task completions.

Each faculty field liaison member is expected to visit the student's field practicum agency a minimum of two times during the semester, or as needed on problematic issues.

All students enrolled in the field practicum are required to meet with the faculty field liaison and other students in a seminar meeting scheduled by the faculty. The format of the seminars is left to the faculty field liaison, within the following guidelines:

- **Field seminar meetings are scheduled at a time of mutual convenience.**
- **All students are required to attend the seminar.**
- **Seminars are scheduled to last one hour.**

The purposes of the seminar include:

- Orientation to field practicum expectations and record keeping
- Updates on practicum requirements or conditions.
- The opportunity for students to raise and share questions regarding the field practicum, assignments, or expectations.
- The opportunity for students to share with other students their learning experience in the field practicum; to begin the practice of peer consultation on professional problem solving; and to offer support and input to fellow students.

In order to best achieve the purpose of the field seminar, it is recommended that where possible the field liaison faculty member schedule seminar sessions in the respective field agency hosting practicum students. Seminars held in the agency:

- Offer each student a chance to orient peers to their agency, its location, purpose, and procedures.
- Offers a chance to familiarize students and faculty with the services and referral processes of the field agency.
- Offer the student and agency mutual exposure to facilitate identifying future employment interests and opportunities.
- To allow agency field instructors to demonstrate or discuss their approaches to the design and practice of field learning.
- Allow students the chance to organize and host a professional meeting.
- Allow faculty field liaison to observe students in a variety of professional settings
- Affords the option of allowing field instructors from other agencies to attend and learn alternative ways of approaching field education and client services.

### **CLASS ATTENDANCE AND PARTICIPATION:**

- The expectation is that students will attend class, reflecting responsibility, which is inherent in the development as a social work professional. Roll is taken regularly. Students are expected to be on time and prepared to participate when class begins as well as be present throughout the entire class meeting.
- Classroom exercises, discussions, role plays, guest speakers and other in-class experimental exercises are essential for a student's professional learning and continued development of self-awareness. Tardiness (or early departure) of more than 15 minutes will count as a .5 absence (2 tardies/early departures = 1

absence).

- A student is absent if he/she arrives more than 30 minutes late to class, leaves 30 minutes early or does not come to class.
- The following penalties for absences (unexcused, or excused, according to university policy) will be administered:

<b>Weekly (class meets 1X week)</b>	<b>Up to 2 absences: No Penalty</b>	<b>3 absences: 1 letter grade drop</b>	<b>4 absences: Class grade of "F"</b>	
<b>Bi-Weekly (class meets 2X week)</b>	<b>Up to 3 absences: No Penalty</b>	<b>4 absences: 1 Letter grade drop</b>	<b>5 absences: 1 Letter grade drop</b>	<b>6 absences: Class grade of "F"</b>
<b>Summer 10-week</b>	<b>Up to 1 absence: No Penalty</b>	<b>2 Absences: 1 Letter grade drop</b>	<b>3 absences: Class grade of "F"</b>	

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

**FINAL EVALUATION AND GRADES DEPEND ON BOTH PRESENCE AND PARTICIPATION.** Students' grades will be significantly impacted by inadequate participation or lack of required time commitment each week. Students are expected to spend a comparable amount of time in the online learning environment as they would in class (3 hours a week in the classroom). In addition, just as in traditional F2F classrooms, expectation is that students will spend time reading and studying class materials.

**TECHNOLOGY REQUIREMENTS**

This is a web-enhanced course and will be conducted utilizing eCollege, which is available through myLeo: [INSERT LINK](#). The following information has been provided to assist in preparing to use technology in your web-enhanced course.

The following technologies and a working knowledge of how to use them are required to be successful in this course:

- Internet connection - high speed recommended (not dial-up)

- Word Processor (Microsoft Office Word - 2003 or 2007).
- Access to University Library site
- Access to University email

Additionally, the following hardware and software are necessary to use eCollege:

- Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0 or 8.0)
- Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.
- Perform a "Browser Test" prior to start of your course. To launch a browser test, login to eCollege, click the "myCourses" tab, and then select the "Browser Test" link under support services.

## ACCESS AND NAVIGATION

### Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.aspx>

**You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).**

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

### Pearson Learning Studio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson Learning Studio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio Technical Support Representative.
- **Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

### **Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly



encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

### Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

### myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu).  
<https://leo.tamuc.edu>

### Learner Support


Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location.  
<http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success.  
<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone – Pearson LearningStudio Courses for iPhone</b> <b>Android – LearningStudio Courses - Phone</b>
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lspnone">https://play.google.com/store/apps/details?id=com.pearson.lspnone</a>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses

### **POLICY ON DUE DATES:**

All Paper work are due on the scheduled due date indicated in the course schedule. Late paperwork will not be accepted. Students are encouraged to plan ahead to ensure timely completion of hours. All final paperwork must be turned in by the due date in order to receive a grade. Students are advised to make copies of all paperwork prior to turning in.

### **POLICY ON PLAGIARISM AND CHEATING:**

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

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

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

### **ACCEPTABLE CLASSROOM BEHAVIOR:**

"Students at Texas A&M University-Commerce are expected to obey all federal, state, and local laws, in addition to the regulations of the University. The standards of Student Conduct including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process, as developed by institutions of higher

education. As such, the University distinguishes these procedures and regulations as an educational and growth process which is not intended to conform to adversary proceedings as in a court of law. (Student's Guide Book, 2011, p. 35).

**CODE OF CONDUCT FOR SOCIAL WORK STUDENTS:**

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

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

**Students with Disabilities:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library**

**Room 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### Course Schedule

Week	Date	Assignment/Activities
1	1/21/16	Introductions
2	1/28/16	<b>Student Schedule, MSW Field Practicum Acceptance Agreement</b>  Weekly Discussions & Activity Logs
3	2/4/16	Weekly Discussions & Activity Logs
4	2/11/16	Weekly Discussions & Activity Logs
5	2/18/16	<b>Learning Plan Due</b>  Weekly Discussions & Activity Logs
6	2/25/16	Weekly Discussions & Activity Logs
7	3/3/16	Weekly Discussions & Activity Logs
8	3/10/16	Mid term Evaluations  Weekly Activity Logs
9	3/17/16	<b>SPRING BREAK</b>
10	3/24/16	Weekly Discussions & Activity Logs
11	3/31/16	Weekly Discussions & Activity Logs
12	4/7/16	Weekly Discussions & Activity Logs
13	4/14/16	Weekly Discussions & Activity Logs
14	4/21/16	Weekly Discussions & Activity Logs
15	4/28/16	Weekly Discussions & Activity Logs
16	5/5/16	<b>Final Field Visits</b>  <b>Final Evaluations &amp; Paperwork Due</b>

**(EPAS) Practice Behavior Rubric**

<b>Assignment (s):</b> Weekly Discussions, Learning Plan, Mid & Final Evaluations										
<b><u>COMPETENCY 2.1.1</u></b>					<b><u>COMPETENCY 2.1.2</u></b>					
IDENTIFY AS A PROFESSIONAL SOCIAL WORKER AND CONDUCT ONSELF ACCORDINGLY					APPLY SOCIAL WORK ETHICAL PRINCIPLES TO GUIDE PROFESSIONAL PRACTICE					
<b>PRACTICE BEHAVIOR (S)</b>					<b>PRACTICE BEHAVIOR (S)</b>					
1.7	Attends well to professional roles and boundaries				2.3	Recognizes and manages personal values to guide practice (e.g., on such issues as abortion and gay rights)			2.5	Is able to apply strategies of ethical reasoning to arrive at principled decisions
F	D	C	B	A	F	D	C	B	A	
1	2	3	4	5	1	2	3	4	5	
Did not meet expectations	Met minimal Expectations	Met All Expectations	Exceed Expectations	Achieved Excellence	Did not meet Expectations	Met Minimal Expectations	Met All Expectations	Exceeded Expectations	Achieved Excellence	

<b>Assignment (s):</b> Weekly Discussions, Learning Plan, Mid & Final Evaluations	
<b><u>COMPETENCY AGP 2.1.4</u></b>	<b><u>COMPETENCY 2.1.4</u></b>
APPLY CRITICAL THINKING TO INFORM AND COMMUNICATE PROFESSIONAL JUDEGMENTS	ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE
<b>PRACTICE BEHAVIOR (S)</b>	<b>PRACTICE BEHAVIOR (S)</b>

3.3	Is skilled in using critical thinking augmented by creativity and curiosity	3.4	Has good assessment skills	3.5	Has good problem-solving skills	4.4	Has sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups			
F	D	C	B	A	F	D	C	B	A	
1	2	3	4	5	1	2	3	4	5	
Did not meet expectations	Met minimal Expectations	Met All Expectations	Exceed Expectations	Achieved Excellence	Did not meet Expectations	Met Minimal Expectations	Met All Expectations	Exceeded Expectations	Achieved Excellence	