



**SWK 554-02W: ADVANCED GENERALIST PRACTICE FIELD PRACTICUM
Summer 2020
Online**

According to State of Texas HB 2504, this course syllabus must be submitted for review prior to the course's scheduled start date. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submission for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus as any time during the course provided (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students must be given ample notice of any changes.

Instructor: Dr. Marta A. Mercado-Sierra

Office Location: Henderson Bldg. 323E

Office Hours: TBD with students the first week of class and by appointment

Contact Information: marta.mercado-sierra@tamuc.edu

Overview of Course

COURSE DESCRIPTION

This advanced generalist field practicum provides students with experiential opportunities designed to integrate knowledge and theories with advanced generalist practice skills with particular emphasis on working with organizations, rural and urban communities. Students participate in a educationally-directed field experience under supervision in a social services agency. A total of **160 clock hours** must be completed. *Prerequisites:* Advanced standing status (3 or 4 semester hours).

COURSE OBJECTIVE(S)

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 both rural and urban 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 previously and concurrently in all other AGP classes in the curriculum.

PROGRAM GOALS

1. Prepare MSW graduates for professional advanced generalist practice that reflects application and integration of critical thinking, theoretical frameworks, and differential interventions.
2. Enable MSW graduates to apply ethical reasoning to advance equality, justice, and social change.
3. Promote leadership and service that is relevant to individual contexts of practice and enhances well-being and quality of life.

CORE COMPETENCIES

Council on Social Work Education (CSWE) requires a competency-based approach to identify and assess what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy. Students achieve programmatic goals listed above through demonstration of the following competencies for Advanced Generalist Practice (AGP).

Competency AGP 2.1.1 Exemplify professional social work behavior and standards

Competency AGP 2.1.2 Apply social work ethical principles to resolve dilemmas and create positive change

Competency AGP 2.1.3 Critically analyze practice solutions and Communicate judgments and reasoning through decision-making processes

Competency AGP 2.1.4 Demonstrate the ability to build strengths-based on mutual engagement with diverse populations

Competency AGP 2.1.5 Demonstrate commitment to strategies that address discrimination, reduce disparities, and promote social and economic justice

Competency AGP 2.1.6 Contribute to evidence-based best practice approaches to assess and improve effectiveness

Competency AGP 2.1.7 Differentially apply theories and frameworks of HBSE

Competency AGP 2.1.8 Promote social policies to improve service delivery systems

Competency AGP 2.1.9 Use leadership skills to respond, influence, and shape-changing contexts

Competency AGP 2.1.10 Demonstrate autonomy in dynamic practice situations that involve:

2.1.10.1 Relationship-building at all levels of systems

2.1.10.2 Evidence-based assessment tools and intervention approaches

2.1.10.3 Effective intervention with complex problems and prevention strategies

2.1.10.4 Response to the feedback process from interventions

Competency AGP 2.1.11: Develop leadership skills as advanced generalist practitioners to enhance organizations and communities

Competency AGP 2.1.12: Demonstrate innovative problem-solving in social

and organizational systems

PRACTICE BEHAVIORS

Each competency (outlined above) describes the knowledge, values, skills and cognitive and affective processes that comprise competency at the Advanced Generalist Practice (AGP) level. While content and activities of each course in the MSW curriculum covertly or overtly addresses each of the nine competencies, identified within each course is a set of specific practice behaviors representing observable components of one or more competencies. Associated competency(s) and practice behaviors assessed in this course are outlined on the field learning contract.

Course Structure

TEXTS AND ASSOCIATED MATERIALS

None required.

OVERVIEW OF FIELD PRACTICUM SEMINAR

A Faculty Field Liaison conducts the field practicum seminars. The function of the Faculty Field Liaison is to monitor and evaluate the progress of the student in the field practicum, assist the student in the integration of classroom learning and application of field practicum of content.

For students in their first semester at a field agency, the Faculty Field Liaison will visit with the student's field practicum agency a minimum of two times during the semester, or as needed on problematic issues. For students in their second or final semester in the field agency, the Faculty Field Liaison will make a minimum of two contacts with the agency field instructor.

All students enrolled in the field practicum are required to meet with the faculty field liaison and other students in a seminar meeting scheduled one time a week. The Faculty Field Liaison develops the seminar format.

Seminar Purpose

- To provide orientation to field practicum expectations and record keeping.
- To provide opportunity for students to raise and share questions regarding the field practicum, assignments, or expectations
- To provide 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.

Learning Contract

Students complete a learning contract each semester. 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 component on the learning contract the field instructor completes a mid-term and final evaluation of the students progress.

Grading Scale

The Faculty Field Liaison assigns the final grade for the student in the field practicum. Student grades reflect 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.

Grades below B are not acceptable. If a student earns a grade below B, she or she must repeat the course.

Student Rights and Responsibilities

"Civility in face-to-face classrooms, online courses and labs, internships, practicum and all other academic settings necessitate respect for the opinions of others and is very important in all academic settings. It is likely you may not agree with everything that happens or discussed in the academic setting; however, courteous behavior and responses are expected. To create a civil and preserve learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum" (Student Guide Book, p 35). To create an optimum learning environment, students have rights and responsibilities.

STUDENT RIGHTS

As set forth in Texas A&M University System Policy 13.02

The rights of students are to be respected. These rights include respect for personal feelings; freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives, which brought them to the system academic institutions. No officer [university faculty, employee] or student, regardless of position in rank, shall violate those rights, any custom, tradition or rule in conflict will be allowed to prevail.

Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.

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

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University- Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

STUDENTS RESPONSIBILITIES

Class Attendance and Participation Policy

- Class participation has three components: (1) appropriate interactions with classmates; (2) active involvement in class activities and (3) attentiveness
- Students will attend class, reflecting responsibility, inherent in the development as a social work professional. Being on time and prepared when class begins and remaining present throughout the entire class meeting demonstrates emerging professional behavior expected in social work graduates. Roll is taken in each class to document students' attendance.
- Classroom exercises, discussions, role-plays, guest speakers and other in-class experimental exercises are essential for students' professional learning and continued development of self-awareness. Tardiness (or early departure)

of more than 15 minutes will count as one-half absence and two (2) times being late to class or two (2) early departures culminating into one 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:

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

Online, Blended and Web Enhanced Classes

Just as students are required to attend face-to-face classes, students are required to log in and participate in online venues. To receive credit for attendance online via D2L, students must log in and complete assignments as required in the course. Not logging onto D2L (monitored by the instructor) and completing assignments online during the required time is the equivalent of an absence for each week this occurs.

Final Evaluation and Grade Depends on both Classroom attendance and Participation

Inadequate participation or lack of required time commitment in each class significantly affects students' grades. No matter the course venue, students must engage in a comparable amount of time. Expectations of both Face-to-Face classes and those with online components include time spent reading and studying course material.

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

STUDENT CONDUCT

Students preparing to become professional social workers must adhere to the *University Code of Conduct*, *SW Department Code of Conduct* and the *National Association of Social Workers' (NASW) Code of Ethics*.

University Code of Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

Department Code of Conduct

"Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/lab/internship practicum or to block access to online courses and may refer offenses to the [Academic and Professional Issues Committee (API)] or to the Department Head. More serious offenses may be referred to the University Police Department and/or the Judicial Affairs Office for disciplinary action" (Student Guidebook, p 35)

Social Work students conduct themselves in an ethical and professional manner. Closely linked with professional recognition is the social worker's compliance with the profession's ethical standards. It is imperative for professional social workers to be competent and ethical in practice if the profession is to maintain the public trust. It is essential that each social work student gain a thorough understanding of the ethical principles that guide practice and actively demonstrate in behavior, both in and out of the classroom.

NASW Code of Ethics

Student conduct is to reflect the tenets of *NASW Code of Ethics* located at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics> on the NASW website: <https://www.socialworkers.org>

Plagiarism and Academic Dishonesty

There is an expectation of maintaining high standards of integrity and honesty by all Social Work Graduate students at Texas A&M University- Commerce. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is academic dishonesty.

The School of Social Work follows University Procedure 13.99.99.R0.10 - Graduate Student Academic Dishonesty (available at <https://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>). Students are expected to read and understand the University's Academic Dishonesty Policy.

The Office of the Provost documents and maintains a record of all incidents of academic dishonesty. Multiple incidents of academic dishonesty will result in a student's dismissal from the program and from the University.

A student who fails to meet the professional expectation of the field for which he/she is preparing may be suspended from further study in that program by the department administering the program (Graduate School Catalog p 36)

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TECHNOLOGY REQUIREMENTS

Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11

Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7th, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Running the browser check will ensure your internet browser is supported.
 - Pop-ups are allowed.
 - JavaScript is enabled.
 - Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader: <https://get.adobe.com/reader/>
 - Adobe Flash Player (version 17 or later): <https://get.adobe.com/flashplayer/>
 - Adobe Shockwave Player: <https://get.adobe.com/shockwave/>
 - Apple Quick Time: <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be

required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support Need Help? Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** image or click on the words "click here" to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Course Outline and Schedule

Weeks/ Dates	Weekly Activities	Complete or Upload to Tk20	Due Dates
1 Begins June 1 st	Introduction and Seminar Overview Required materials: <ul style="list-style-type: none"> Read the Seminar Syllabus Review the Course Shell Navigation Guide Activities: <ul style="list-style-type: none"> Watch video: Welcome to Dr. MAMS Summer 2020 Online Field Seminar Complete Self ID Form Sign the Confidentiality Agreement document Take the Online Field Seminar Readiness Assessment Complete: Expectations & Availability for Seminar Gatherings Survey Participate in the <i>I am...</i> discussion forum 	✓ Field Practicum Schedule	June 7th 11:59pm
2 Begins June 7 th	Activities: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering Watch the Tutorial on Tk20 Complete the Field Placement Safety Form Coordinate the first meeting online with Field Instructor and Liaison for the 3rd or 4th week 	✓ Learning Contract ✓ Past Learning Tasks Checklist (if applicable) ✓ Weekly Activity Log	June 14th
3 Begins June 14 th	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Field Instructor need to Acknowledgement of Learning Contract ✓ Weekly Activity Log	June 21st
4 Begins June 21 st	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Log	June 28th
5 Begins June 28 th	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Log	July 5th
6 Begins July 5 th	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Logs	July 12th
7 Begins July 12 th	Activities: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering Coordinate the second online meeting with Field Instructor and Liaison for the 8th or 9th week 	✓ Weekly Activity Log	July 19th

Weeks/ Dates	Weekly Activities	Complete or Upload to Tk20	Due Dates
8 Begins July 19 th	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Log	July 26 th
9 Begins July 26 th	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	<ul style="list-style-type: none"> ✓ Weekly Activity Log ✓ Field Instructor complete Field Evaluation of Student's Learning Contract ✓ Student's Acknowledgement of Reading the Learning Contract (Practicum) Evaluation ✓ TK20 Binder Audit Form 	August 2 nd
10 Begins August 2 nd	Activities: <ul style="list-style-type: none"> Seminar Gathering Wrap-up Session End of Term Online Seminar Assessment <p style="text-align: center;">LAST WEEK TO COMPLETE HOURS</p>	<ul style="list-style-type: none"> ✓ Field Instructor complete Evaluation of the Program ✓ Student's Evaluation of Field Practicum ✓ Student's Practice Behavior & Learning Tasks Checklist ✓ Last Weekly Activity Log 	August 5 th

IMPORTANT INFORMATION:

- Seminar weeks will start on Sundays and end the following Sunday.
- Weekly Seminar Gatherings will be scheduled in agreement with students. These one-hour gatherings will be carried out through small group and individual sessions throughout the semester in the YouSeeU Virtual Classroom in D2L or phone.
- If the Tk20 binder is not open by the first week of class, students will download the document from the course shell, complete it with the Field Instructor and submit it on or before the due date.
- With Tk20, Weekly Activity Logs will be completed in hardcopy, then scanned (with Field Instructor's signature) and uploaded no later than the following week of the week reported. All other required documents are to be completed on TK20.
- MSW Students Graduating in calendar year 2020 must read *COVID-19 Field Practicum Policy for Temporary Accommodations* available in D2L course shell.
- Remember, students will need to complete **160 hours** during the summer session.
- Students will attend their field placement up to the 8th week, even if the required hours were met before this time.