



A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Please, click on the following link to access A&M-Commerce Covid 19 Information, <https://new.tamuc.edu/coronavirus/>

SWK 554-01W: Advanced Generalist Practice Field Practicum

COURSE SYLLABUS: Summer 2021

INSTRUCTOR INFORMATION

Instructor: Carmen Shurtleff
Office Location: Henderson Rm 311
Office Hours: E-mail and remind app
Office Phone: 903.466.3347
Office Fax:
University Email Address: carmen.shurtleff@tamuc.edu
Preferred Form of Communication: **remind**
Communication Response Time: 24 hours via reminder and 72 hours via email

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) required: None

Software required: Tk20 & word processing

Course Description

This advanced generalist field practicum provides students with experiential opportunities designed to integrate knowledge and theories with advanced generalist practice skills, emphasizing working with organizations, rural and urban communities. Students participate in an educationally-directed field experience under the supervision in a social services agency. A total of 240 clock hours must be completed.

Prerequisites: Advanced standing status (3 or 4 semester hours).

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 concurrently⁶ 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 relevant to individual contexts of practice and enhance 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 by demonstrating the following competencies for Advanced Generalist Practice (AGP). *Students achieve programmatic goals listed above through demonstration of the following **competencies** for Advanced Generalist Practice (AGP).*

Student Learning Outcomes (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 address each of the nine competencies, identified within each course is a set of specific practice behaviors representing observable components of one for more competencies. Content and Assessment in this course reflect the following practice behaviors:

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

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students should be fully prepared with the following knowledge, skills, and abilities:

- Be familiar with D2L & Tk20
- Use an internet browser
- Download, save, and open files
- Find, copy, move, rename, and delete files
- Use copy, cut, and paste functions
- Send and receive email messages with attachments
- Use a word processing program
- Use presentation software
- Run and switch between multiple programs
- Download and install software plug-ins (note: this means that you will need to have administrative rights to the computer you are using or be able to contact someone who can install these for you)

Instructional Methods

This course is composed of two instructional methods:

- **Experiential** (field practicum) overseen by the Field Instructor
- **Virtual discussions and reflections** on practicum experiences (seminar gatherings) facilitated by the Field Liaison

Student Responsibilities or Tips for Success in the Course

- Seminar weeks start on Mondays and end on Sundays.
- Required Weekly Seminar Gatherings will be scheduled in agreement with students during the first week of class. These one-hour gatherings will be carried out in the YouSeeU Virtual Classroom in D2L.
- Individual appointments will be conducted through the instructor's Zoom channel (<https://tamuc.zoom.us/j/9506907729>) at the date agreed upon.
- Students must visit the course shell in D2L several times during the week to keep up with announcements and due date.
- If the Tk20 binder is not open by the second week of class, students will download the Learning Contract from the course shell, complete it with the Field Instructor and submit it to D2L. Remember to complete the contract in Tk20 as soon as possible.
- 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. The Field Safety Review will be uploaded in the Learning Contract tab. All other required forms are to be completed directly in Tk20.
- Students must complete a Mid-term and End of Term Tk20 Desk Audit to make sure all field experience documentation is complete in the system.
- MSW Students Graduating must read *COVID-19 Field Practicum Policy for Temporary Accommodations* available in the D2L course shell.
- Students must attend their field placement up to the 14th week, even if the required hours were met before this time.
- Students are responsible for keeping up with the seminar calendar, field experience activities, and documentation.
- Students must maintain communication with the instructor throughout the semester, especially if an issue or emergency will impact their involvement with or performance in the course.

GRADING

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 agencybased field instructor) as well as the direct observations of the faculty field liaison and the student's efforts and level of task completion.

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

ASSESSMENTS

SWK 554 Assignments

Overview of Course Assignments

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 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 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 2 contacts with the agency field instructor, at least one at the field practicum agency or as needed.

All students enrolled in the field practicum are required to meet with the Faculty Field Liaison and other students in a seminar meeting scheduled once 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 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 in Tk20 must be available for the faculty liaison to review at the mid-term and final evaluation.

There is one final evaluation of student progress at the end of each field practicum semester. Through the use of the evaluation component linked to the learning contract, the field instructor completes the final evaluation of the students' progress in Tk20 and recommends a letter grade.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/enus/articles/115007031107-Basic-SystemRequirements>

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

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement Instructor

will respond to email queries within 2 business days.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures Student 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>

TAMUC Attendance

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>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Student Academic Dishonesty Form

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

STUDENTS WITH DISABILITIES-- ADA STATEMENT

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

Velma K. Waters Library Rm 162

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.

CAMPUS CONCEALED CARRY STATEMENT

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&MCommerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.

DEPARTMENT OR ACCREDITING AGENCY REQUIRED CONTENT

Engagement Policy

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.

To earn a level of competency within a specific course, students must demonstrate both mastery of content and active engagement.

Mastery of content areas is evidenced by successful completion of course assignments such as written papers, group project deliverables, tests/quizzes and other tangible products designed by instructors to evaluate knowledge and skills.

Additionally, the Social Work Profession is built upon human interactions and building human relationships – which is defined as engagement. Engagement is defined as meaningful involvement in interactions with instructor, peers, outside stakeholders as appropriate (such as contacting a social worker to interview for a required assignment). Within the classroom setting, whether virtual or F2F, students must actively participate in 80% of engagement activities as outlined by individual instructors. These activities can include participation in a live, synchronous virtual classes, attending a Face to Face course when appropriate, interacting with peers in posted discussions and collaborating in interactive group projects.

Students must meet standards for content mastery on tangible assignments and meet the threshold of active engagement 80% of the time during a semester. Instructors are experts in each course content area and set the standards for students to meet for successful completion of the course.

As we enter the Spring semester, we continue to work under stresses and strains related to the COVID-19 pandemic. It is imperative we communicate consistently and

frequently. If, for any reason, you are not able to complete assignments or actively engage in the course, you MUST reach out to your instructor and let them know.

STUDENT CONDUCT

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

University Code of Conduct located in the *Student Guide Book* at

<http://www.tamuc.edu/campuslife/documents/studentGuidebook.pdf> (pp 34- 66). On the University Website under Campus Life Documents. To become aware of University policies related to student academic and behavioral expectations for students refer to the Guidebook.

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 offences by 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. Student conduct is to reflect the tenets of *NASW Code of Ethics* (located at <https://www.socialworkers.org/pubs/code/code.asp>) on the NASW website:

Course Outline and Schedule

Weeks/ Dates	Weekly Activities	Complete or Upload to Tk20
Week 1	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 2021 Online Field Seminar Complete Self ID Form (includes seminar expectations & seminar gathering availability) Sign the Confidentiality Agreement document and upload to the course shell in D2L Participate in the <i>I am...</i> discussion forum 	✓ Field Practicum Schedule
Week 2	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
Week 3	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Field Instructor need to Acknowledgement of Learning Contract ✓ Weekly Activity Log
Week 4	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Log
Week 5	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ MID-TERM TK20 DESK AUDIT Weekly Activity Log ✓

Week 6	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Logs
Week 7	Activities: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering Coordinate the second online meeting with Field Instructor and 	✓ Weekly Activity Log
Weeks/ Dates	Weekly Activities	Complete or Upload to Tk20
	Liaison for the 8 th or 9 th week	
Week 8	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ Weekly Activity Log
Week 9	Activity: <ul style="list-style-type: none"> Attend Weekly Seminar Gathering 	✓ 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
Week 10	Activities: <ul style="list-style-type: none"> Seminar Gathering Wrap-up Session End of Term Online Seminar Assessment <p>LAST WEEK TO COMPLETE HOURS</p>	✓ Field Instructor complete Evaluation of the Program ✓ Student's Evaluation of Field Practicum ✓ Student's Practice Behavior & Learning Tasks Checklist ✓ Last Weekly Activity Log ✓ END OF SEMESTER TK20 DESK AUDIT

IMPORTANT INFORMATION:

- Seminar weeks will start on Monday 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 groups and individual sessions throughout the semester in the YouSeeU Virtual Classroom in D2L, Zoom, 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 in D2L 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.
- Mid and End of Term TK20 Desk Audits are to be uploaded in their corresponding folder in D2L. If the End of Term TK20 Desk Audit is not submitted, the Binder will not be reviewed; thus, the course grade will not be submitted.
- MSW Students Graduating in the calendar year 2021 must read *COVID-19 Field Practicum Policy for Temporary Accommodations* available in D2L course shell.
- Students will complete around **120-160 hours** during the summer session.
- Students will need to attend their field placement up to at least the 9th week, even if the required hours were met before this time.