



## **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](http://www.tamuc.edu/counsel)

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

## **SWK 2389: Academic Cooperative – ONLINE format** **COURSE SYLLABUS: Summer 2022**

### **INSTRUCTOR INFORMATION**

Instructor: Dianna Jones, MSW, EdD

Office Location: Virtual

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

Office Phone: 469-227-0501

University Email Address: [dianna.jones@tamuc.edu](mailto:dianna.jones@tamuc.edu)

Preferred Form of Communication: email preferred; text/call in emergency

Communication Response Time: email queries within 2-3 business days

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required – None

### **Course Description**

This course provides an overview of the generalist social work problem-solving process through classroom instruction and a supervised experiential learning activity in which the student will complete 48 hours in a social service setting. In conjunction with individual study and seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a skills- based practice experience but instead an observational

volunteer experience. The course (as required by Texas Higher Education Coordinating Board) requires a minimum 48 volunteer hours in a social service setting).

## RELATIONSHIP TO OTHER COURSES:

This course serves as a generalist foundation for practice course in the program and precedes Direct Practice/Micro SWK 329. This course builds upon the generalist social work foundation including SWK 2361, Introduction to Social Work.

## PROGRAM GOALS:

1. Prepare students for competent and effective generalist social work practice with diverse client systems.
2. Provide students with a foundation of knowledge for professional development, graduate education and lifelong learning
3. Develop student capability to improve human service delivery systems and promote social justice
4. Socialize student to the profession of social work

## 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). Students achieve programmatic goals listed above through demonstration of the following **bolded competencies** for Advanced Generalist Practice (AGP).

Competency 2.1.1 Identify as a professional social worker and conduct oneself accordingly

Competency 2.1.2 Apply social work ethical principles to guide professional practice    Competency

2.1.3 Apply Critical thinking to inform and communicate professional judgments

Competency 2.1.4 Engage diversity and difference in practice

Competency 2.1.5 Advance human rights and social and economic justice

Competency 2.1.6 Engage in research-informed practice and practice-informed research

Competency 2.1.7 Apply knowledge of human behavior and the social environment

Competency 2.1.8 Engage in policy practice to advance well-being and deliver services

Competency 2.1.9 Respond to contexts that shape practice

Competency 2.1.10 (a)-(d) Engages, assesses, intervenes and evaluates individual, families, groups, organizations, and communities

## **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 addresses 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:

### **2.1.2.2 Recognizes and manages personal values to guide practice.**

### **2.1.7.1 Utilize conceptual frameworks to guide the processes of assessment, intervention and evaluation.**

### **2.1.10[a].2 Uses empathy and other interpersonal skills.**

### **2.1.10[c].5 Facilitate transitions and endings.**

## **Additional Learning Outcomes specified by the THECB Field Of Study:**

Students will be able to:

1. Articulate elements of the social agency's structure
2. Summarize the agency's delivery of services
3. Describe the delivery of services in relation to the agency's mission statement
4. Explain how the agency meets the needs of the populations served
5. Describe how the agency's services support the mission of social work, include diversity, justice, and equity
6. Evaluate the learning experience in the context of professional goals
7. Evaluation the learning experience in the context of personal goals
8. Describe how a social worker enhances/could enhance service delivery within the organization.
9. Identify personal and social work values and reflect on value conflicts in the practice setting.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Ability to read and comprehend academic sources; ability to produce independently written academically sound documents.

### **Instructional Methods**

Classes will be conducted via live Zoom sessions that generally meet every other week.

Additional activities that require students to interface with the instructor, other students and the course material will be conducted via D2L. **\*\*There will be LIVE synchronous Zoom meetings scheduled for the last 2 weeks of the course for PowerPoint Presentations. Students must be present to receive points.**

### **Student Responsibilities or Tips for Success in the Course**

Students must commit to the time required to comprehend course materials (both in the text and supplemental readings & activities). Students are responsible for attending synchronous Zoom classes as scheduled.

### **GRADING**

Observation Experience & paper	200 points or 50% of possible points	Due Dates updated as part of Course Schedule- updated by 1 <sup>st</sup> day of Summer (June 6 <sup>th</sup> )
PowerPoint Presentation on Volunteer Experience	100 points or 25% of points	Due Dates updated as part of Course Schedule- updated by 1 <sup>st</sup> day of Summer (June 6 <sup>th</sup> )
D2L Online Activities/Discussions & Participation (5)	50 points or 25% of possible points	Due Dates updated as part of Course Schedule- updated by 1 <sup>st</sup> day of Summer (June 6 <sup>th</sup> )
Total	350 or 100% possible points	Due Dates updated as part of Course Schedule- updated by 1 <sup>st</sup> day of Summer (June 6 <sup>th</sup> )

### **GRADING SCALE**

- A = 90 – 100% of possible points earned
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60%

## Course Assignments

\*Observation Experience – students must **complete a minimum of 48 hours of observation experience at ONE social service agency or organization. Students must provide documentation of these 48 hours to earn the maximum of 200 points. There will be NO POINTS AWARDED for less than 48 hours.**

Students should select a local social service agency where social workers are, or could be, employed (see additional information in D2L). The required hours should be earned completing activities as a volunteer, learning about the agency, interviewing staff (and/or clients), observing, greeting clients at the front desk, etc. Documentation from the agency will be required that confirms the 48 hours.

**ENGAGEMENT** - Students must engage in learning and interacting with others throughout this course, whether meeting face-to-face or remotely via Zoom or in D2L. This semester a portion of grades will depend on the **level of engagement** students retain throughout the class. Engagement will be measured by in-class attendance and remote linkage. Because this is a blended class, there will be BOTH in-class engagement and access via Zoom. **Students are expected to be “present” physically or electronically (via Zoom) for all scheduled classes.** As with traditional class structures, up to 3 “absences” (physically or electronically) are permitted without penalty. Attendance will be taken, both in physical classroom AND via Zoom report on attendees. **Subsequent absences will result in 10 points penalty per “absence” off total points for the class.** Students who are unable to consistently engage with this class are encouraged to discuss their situation with the instructor

### POLICY ON DUE DATES:

All assignments are due AT THE BEGINNING OF CLASS or date indicated in D2L. No late work will be accepted. If you are not in class the day an assignment is due, you will need to submit it electronically, before or at the beginning of the class time in which they are due. You will also need to bring a hard copy to class with you the next time you are in class.

## 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](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](mailto: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](mailto: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 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 group interactive projects.

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 him or her know.

Students must engage in learning and interacting with others throughout this course, whether meeting face-to-face or remotely via Zoom or in D2L. This semester a portion of grades will depend on the **level of engagement** students retain throughout the class. Engagement will be measured by in-class attendance and remote linkage. Because this is a blended class, there will be BOTH in-class engagement and access via Zoom. **Students are expected to be “present” physically or electronically (via Zoom) for all scheduled classes.** As with traditional class structures, up to 3 “absences” (physically or electronically) are permitted without penalty. Attendance will be taken, both in physical classroom AND via Zoom report on attendees. **Subsequent absences will result in 10 points penalty per “absence” off total points for the class.** Students who are unable to consistently engage with this class are encouraged to discuss their situation with the instructor

### 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:

<https://www.socialworkers.org>

## Course Schedule & Due Dates—updated before 1<sup>st</sup> day of class

Weeks/ Dates	Weekly Activities	Due Dates
<b>1</b> Begins June 6 <sup>th</sup>		<b>June 13<sup>th</sup></b>
<b>2</b> Begins June 13 <sup>th</sup>	•	<b>June 20<sup>st</sup></b>
<b>3</b> Begins June 20 <sup>st</sup>		<b>June 27<sup>th</sup></b>
<b>4</b> Begins June 27 <sup>th</sup>		<b>July 5<sup>th</sup></b> <b>Due to 4<sup>th</sup> Holiday</b>
<b>5</b> Begins July 5 <sup>th</sup> Due to 4 <sup>th</sup> Holiday		<b>July 11<sup>th</sup></b>

<b>Weeks/ Dates</b>	<b>Weekly Activities</b>	<b>Due Dates</b>
<b>6</b> Begins July 11 <sup>th</sup>		<b>July 18<sup>th</sup></b>
<b>7</b> Begins July 18 <sup>th</sup>	•	<b>July 25<sup>th</sup></b>
<b>8</b> Begins July 25 <sup>th</sup>		<b>August 1<sup>st</sup></b>
<b>9</b> Begins August 1 <sup>st</sup>		<b>August 8th</b>
<b>10</b> Begins August 8 <sup>th</sup>		<b>August 12<sup>th</sup></b>