



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: Advanced Generalist Field Practicum
COURSE SYLLABUS Summer 2023

INSTRUCTOR INFORMATION

Instructor: Marta A. Mercado-Sierra, Ph.D.
Office Location: Henderson Bldg. Room 323E, Commerce Campus
Office Hours: By appointment
Office Phone: (972) 468-3047
Office Fax: N/A
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Preferred Form of Communication: Email
Communication Response Time: Within 48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: NONE Software Required **REQUIRED: TK20**

If you do not have a TK20 student account, you may purchase one of two ways:

- ✓ Contact the University Bookstore (students qualifying for Financial Aid may opt to purchase through the bookstore). Be sure to tell them you need the **SOCIAL WORK TK20** kit book. The teacher certification program also has a TK20 Book so it is very important you tell them you need the Social Work TK20 book.

OR

- ✓ Login to TK20 and set up your student account by clicking [CLICK HERE TO REGISTER](#) – Located on the log-in page. This method of purchase is cheaper than purchasing through the bookstore. Login Social Work TK20 page – www.tamucsw.tk20.com

Optional Texts and/or Materials

All MSW students need to purchase the following set of study materials to prepare for the Graduate Comprehensive Exam that they will take in their final semester in the Program. Students must pass the exam to receive their degree. It is never too early to begin studying for the exam.

Comprehensive Study Guide (Masters, Clinical, Adv. Generalist) Version 9.0. Social Work Examination Services- Volume II. <https://swes.net/study-materials/comprehensive-study-guide-lmsw/>

Course Description

This advanced generalist field practicum provides students with experiential opportunities designed to integrate knowledge and theories with advanced generalist practice skills across rural and urban environments.

Students participate in an educationally directed field experience under supervision in an approved social services agency. Students must complete a total of 500 clock hours across the course of two semesters (6 schs).

Prerequisites:

Students must have completed all MSW foundation curriculum requirements; been admitted to the MSW program; **have completed 12 semester hours in course work** and be in good standing in the MSW program.

Relationship to Other Courses:

Student Learning Outcomes (Should be measurable; observable; use action verbs)

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. Listed below are the competencies and associated knowledge, skills, values and/or cognitive and affective processes that comprise the expected outcomes for this course.

Competency 1: Demonstrate Ethical and Professional Behavior *as demonstrated by the attendance of weekly field seminar discussion engagements, completion of the Field Learning Contract and completion of weekly timesheets.*

- Make ethical decisions by applying the standard of the NASW Code of Ethics,

relevant laws and regulations, models for ethical decision-making, ethical conduct of research and additional codes of ethics as appropriate to both rural and urban contexts and at the intersection of the two.

- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations within both rural and urban settings
- Use supervision and consultation to guide professional judgment and behavior within the context of both/either urban or rural settings and at the intersection of the two environments
- Design and engage in effective self-care strategies to reduce the likelihood of compassion fatigue and burnout.

Competency 2: Engage in Diversity and Difference in Practice *as demonstrated in discussions during field seminar activities and final field evaluation*

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels within both urban and rural settings.
- Present themselves as lifelong learners and engage all clients (those in both rural and urban settings) and constituencies as experts of their own experiences.
- Utilize self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies, recognizing the complex and chaotic environment cross over of rural and urban settings
- Analyze the holistic and systemic nature of problems in rural/urban settings taking care to attend to the special factors found within each unique environment, such as dual relationships, inadequate transportation, and extreme poverty, difficult access to health care, and disenfranchisement from political processes.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

In this class you will utilize TK20 to document your field practicum. You will also use the Learning Management Systems (LMS) D2L for instructional and learning opportunities, submitting assignments, participating in online synchronous and asynchronous discussions, accessing resources, and completing quizzes/tests. Additionally, you have knowledge and skills in using Microsoft Word, PowerPoint and Outlook Email. If you have any issues with using the various systems or software, it is your responsibility to contact support services and notify the instructor of the problem.

Instructional Methods

This course will be delivered via synchronous and asynchronous sessions via D2L. It will consist of live class sessions, pre-recorded lectures, group engagement activities, and various assignments, including experiential learning and practical application of the content areas. In addition, small lectures, discussion activities, and workshops may be utilized to provide instruction during this course.

Student Responsibilities or Tips for Success in the Course

As a student in this course, you are responsible for engaging in active learning and reaching out to the instructor if there are problems or challenges that are interfering with optimal learning. Communication is key when engaged in a fully online, virtual environment.

Expectations for success include:

1. Always demonstrate professional behavior, including demonstrating respect for the instructor and peers; being open to feedback and guidance throughout this class and in the program.
2. Adhered to the School of Social Work and University student code of conduct, along with NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, with a focus on completing all readings prior to engagement with the instructor or peers.
4. Prepare to engage in live class sessions, discussions, and other activities, so you can be a contributor as well as the receiver of knowledge and skills.
5. Actively participate in engagement activities including live virtual class sessions, online discussions, and interactive learning opportunities -as this is vital for learning and success in both this course and the program.
6. Work ahead when possible, completing assignments ahead of the due date, so you

are prepared to submit them on the due date.

7. Sign into the D2L course multiple times weekly to access updated announcements or posted resources.
8. Check your university email daily. This is the official method of communication by the university, department, and instructor.
9. Be open and focused on the “process” and not the “product”, as earning this degree requires time, effort, work and ultimately growth in knowledge, skills, and abilities along with personal and professional attributes.

Field Liaison Role and Seminar

The field liaison faculty member assigns the final grade for the student in the field practicum. Each faculty field liaison member is expected to visit electronically with the student and the student's field practicum agency a minimum of two times during the semesters, 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 weekly field seminar meeting and/or complete the weekly seminar assignment. The format of the seminars is left to the faculty field liaison, within the following guidelines:

- ✓ Field seminar meetings and/or assignments are scheduled every week
- ✓ Students should be able to access live Zoom sessions and/or recordings as scheduled.
- ✓ Seminars are scheduled to last at least one hour.

The purpose of the seminar includes:

- ✓ Orientation to the field practicum
- ✓ Updates on field practicum expectations, requirements or conditions.
- ✓ Opportunity for students to ask questions, express concerns, provide peer consultation and share ideas and experiences regarding the field practicum & assignments
- ✓ Opportunity for students to familiarize peers and field liaison with their agency services, population and referral processes.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Criteria for Grading	Percentage of Final Grade
Field Learning Contract	10%
TK20 Documentation <ul style="list-style-type: none">✓ Student-Agency Contact Form (D2L)✓ Weekly Timesheets✓ Field Placement Work Schedule✓ Confidentiality Agreement✓ Safety Plan✓ Acknowledgment of Learning Plan Evaluation✓ Final TK20 Desk Audit✓ Student Field Placement Evaluation✓ Checklist	15%
Field Instructor's Final Evaluation Grade	75%
Total	100%

Assessments

Field Learning Contract/Plan

The student, in collaboration with the field instructor and/or on-site task supervisor (when applicable), completes the initial learning plan. The Field Learning Plan is a fluid tool available for review during weekly supervision sessions allowing opportunities to gauge progress and measure achievement for the evaluation process. Changes to the Learning Contract, such as activities, tasks, and behaviors, may occur during the semester and between semesters and shall be indicated on the contract and resubmitted in TK20. The Learning Contract form also provides final assessments of

students' attainment of learning objectives, agency goals and learning opportunities outlined in the initial plan.

Students' Weekly Timesheets

Students must keep record of the number of accrued work hours at their field placement. This report is submitted to the field instructor for verification. Students must upload their signed weekly timesheets/logs to TK20 at the end of each worked week. Students must complete a total of 500 field hours (250 hours each semester).

Final Review / Evaluation

The final review will evaluate the student's learning assignments, strengths, challenges, and learning experiences. It is suggested that the student and field instructor review the student's performance and then, in a conference, share and discuss their perceptions and observations. The final review should reflect the ideas of the field instructor and the student and will be reviewed during the virtual field visit with the field liaison three weeks before the end of class. The results of the student's performance will be adjusted/updated in the evaluation section of the TK20 database system, listed as the Field Experience Form (Field Instructor-MSW Acknowledgement of Learning Contract, the Field Instructor-MSW Field Learning Evaluation, and the Field Instructor-Evaluation Input). The student's final grade is based on the final review/recommendation of the field practicum instructor (the agency-based field instructor) as well as the direct observations of the faculty field liaison.

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/en-us/articles/115007031107-Basic-System-Requirements>

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 have 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

If you have any questions or are having difficulties with the course material, please contact your instructor via email. The instructor will respond to email queries within two 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&M-Commerce campuses. Report violations to the University Police Department at 903- 886-5868 or 9-1-1.

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

School of Social Work and Council on Social Work Education Specific Policies

Course Engagement

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 may include, but are not limited to participation in live, synchronous virtual classes, attending a Face-to-Face course when appropriate, interacting with peers in posted discussions and collaborating in group interactive projects.

Students must meet standards for content mastery on tangible assignments and meet the threshold of active engagement of the time set during a semester by the instructor.

Instructors are experts in each course content area and set the standards for students to meet for successful completion of the course.

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*.

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>

University Code of Conduct *located in the Student Guidebook 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

Appendix A

COURSE OUTLINE / CALENDAR

Weeks/ Dates	Zoom Meeting Dates	Topics & Instructional Material	TK20 Activities, & Comp. Exam Reviews Due Dates
Week 1 June 5-11	ZOOM Tuesday, June 6; 6:00 pm	Zoom Meet & Greet: <ul style="list-style-type: none"> ✓ Introduction and Seminar Overview Online Activities: <ul style="list-style-type: none"> ✓ Read the Field/Seminar Syllabus 	Due: Sunday, June 11th; 11:59 pm <ul style="list-style-type: none"> ✓ Student-Agency Contact Form (D2L) ✓ Field Practicum Work Schedule (Tk20) ✓ Sign the Confidentiality Agreement and upload to (TK20) ✓ Fill out Safety Plan in TK20 ✓ Start developing or updating the Learning Contract/Plan
Week 2 June 12-18	ONLINE ACTIVITY	Online Activities: <ul style="list-style-type: none"> ✓ Practice Comp Exam Quiz 	Due: Sunday, June 18th; 11:59 pm <ul style="list-style-type: none"> ✓ Weekly Timesheet (Tk20) ✓ Complete Learning Contract/Plan

Weeks/ Dates	Zoom Meeting Dates	Topics & Instructional Material	TK20 Activities, & Comp. Exam Reviews Due Dates
Week 3 June 19-25	ZOOM Tuesday, June 20; 6:00 pm	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, June 25th; 11:59 pm ✓ Field Instructor need to Acknowledge Field Learning Contract (TK20) ✓ Weekly Timesheet (Tk20)
Week 4 June 26- July 2	ONLINE ACTIVITY	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, July 2nd; 11:59 pm ✓ Weekly Timesheet (Tk20)
Week 5 July 3-9	ONLINE ACTIVITY	Online Activities: ✓ Practice Comp Exam Quiz ✓ Read: https://www.socialworkers.org/Practice/NASW-Practice-Standards-Guidelines/Standards-for-Technology-in-Social-Work-Practice	Due: Sunday, July 9th; 11:59 pm ✓ Weekly Timesheet (Tk20) ✓ Field Instructor Midterm Cyber Meeting (only first- semester field students) ✓ Student Complete Mid-Term Review

Weeks/ Dates	Zoom Meeting Dates	Topics & Instructional Material	TK20 Activities, & Comp. Exam Reviews Due Dates
Week 6 July 10-16	ZOOM Tuesday, July 11th; 6:00 pm	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, July 16th; 11:59 pm ✓ Weekly Timesheet (Tk20)
Week 7 July 17-23	ONLINE ACTIVITY	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, July 23rd; 11:59 pm ✓ Weekly Timesheet (Tk20)
Week 8 July 24-30	ZOOM Tuesday, July 25th; 6:00 pm	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, July 30th; 11:59 pm ✓ Weekly Timesheet (Tk20)
Week 9 July 31- August 6	Learning Contract Evaluations with Field Instructors	Online Activity: ✓ Practice Comp Exam Quiz	Due: Sunday, August 6th; 11:59 pm ✓ Weekly Timesheet (Tk20) (If applicable)
Week 10 August 7-10	Cont. Learning Contract Evaluations with Field Instructors	Online Activity: ✓ Final Documents Completed and Uploaded in TK20	Due: Thursday, August 10th; 11:59 pm ✓ Weekly Timesheet (Tk20) ✓ Practice Behavior & Learning Tasks Checklist ✓ Acknowledgement of Learning Evaluation ✓ Student Evaluation of Placement