



## **SWK 553.01W & 02W**

### **Foundation Field Practicum** COURSE SYLLABUS Web-based

#### **INSTRUCTOR INFORMATION**

Instructor: **Marcella Smith**

Office Location: **Henderson 311**

Office Hours: **Monday (Dallas); Tuesdays & Thursdays (Commerce) 10:00-3:00pm**

Office Phone: **903-468-8190**

Office Fax:

University Email Address: [Marcella.Smith@etamu.edu](mailto:Marcella.Smith@etamu.edu)

Preferred Form of Communication: **Email**

Communication Response Time: **Within 2 business days**

#### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to [TELUS Health](#), a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available for guidance and support whenever needed.



*QR Code TELUS*

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

### Textbook(s) Required:

#### [MSW Field Education Manual](#)

Forni, P.M. (2002). *Choosing Civility*. St. Martin's Press.

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

Access the Digital copy through our library or purchase a hard copy from Amazon

**Mometrix: Bachelors Social Work Exam Secrets Study Guide**

<https://login.proxy.tamuc.edu/login?url=https://portal.mometrixelibrary.com/products/SWBachelors>

### TAMUC Waters Library

1. Go to the [Library Homepage](#)
2. Click Databases
3. Choose the letter 'M'
4. Scroll down to Mometrix
5. Choose Counseling and Social Work

OR

### Amazon

[https://www.amazon.com/Bachelors-Social-Secrets-Study-Guide/dp/1627330224/ref=sr\\_1\\_4?crd=3BX86LTN5Z8A8&keywords=bsw+exam+prep&qid=1671621431&sprefix=BSW+ex%2Caps%2C2422&sr=8-4&ufe=app\\_do%3Aamzn1.fos.006c50ae-5d4c-4777-9bc0-4513d670b6bc](https://www.amazon.com/Bachelors-Social-Secrets-Study-Guide/dp/1627330224/ref=sr_1_4?crd=3BX86LTN5Z8A8&keywords=bsw+exam+prep&qid=1671621431&sprefix=BSW+ex%2Caps%2C2422&sr=8-4&ufe=app_do%3Aamzn1.fos.006c50ae-5d4c-4777-9bc0-4513d670b6bc)

### Software Required:

- D2L (in MyLeo)
- Microsoft Office  
Access at: [Student Instructions to Sign Up Free for Microsoft Office](#)
- 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 Kit book, so it is essential that you tell them you need the Social Work TK20 Kit book.

**OR**

Login to TK20 and set up your student account by clicking "Click here to register your student account" on the login page. This method of purchase is cheaper than purchasing through the bookstore. Login Social Work TK20 page: [www.tamucsw.tk20.com](http://www.tamucsw.tk20.com)

### **Optional Texts and/or Materials:**

Sidell, N.L. (2011). *Social work documentation*. NASW Press.

Sweitzer, H. Frederick, & King, M.A. (2009). *The successful internship, (4<sup>th</sup> ed.)*. Thomson, Brooks/Cole.

All MSW students must purchase the following study materials to **prepare for the Graduate Comprehensive Exam** they will take in their final semester. You must pass the exam to receive your 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.**

To purchase access: <https://swes.net/all-products/#:~:text=Masters%2C%20Clinical%2C%20Adv.%20Generalist>

## **Course Description**

This first field practicum builds on the experiences acquired in the pre-requisite classes, while it provides the students with the opportunity to learn theories, knowledge and skills required to engage individuals, families (or household), small groups, organizations and communities. Students enrolled in this educationally directed field practicum experience, which is under supervision in a social services agency must work towards developing skills which will merge into the AGP Field I requirements. **Students must complete a total of 300 clock hours in the field agency, under the supervision of an**

**MSW. Prerequisites: Successful completion of academic classes or concurrent enrollment in final academic classes.**

## Relationship to Other Courses

### STUDENT LEARNING OUTCOMES

The 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.

	Activity/Assessment	Dimension
<b>Competency 1: Demonstrate Ethical and Professional Behavior</b>		
Make ethical decisions by applying the standards 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 context	Week 3: Professionalism and Code of Ethics  Week 4: Social Work Laws  Civility Project	Knowledge, Values, Skills and Cognitive and Affective
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations	Week 14: Self-evaluation & Final Thoughts  Civility Project	Knowledge, Values, Skills and Cognitive and Affective
Use supervision and consultation to guide professional judgement and behavior	Week 7: Supervision and Boundaries	Knowledge, Values, Skills and Cognitive and Affective
<b>Competency 2: Students will engage in diversity and difference in practice.</b>		
Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels	Week 10: Diversity Issues – Student Case Presentations	Knowledge, Values, Skills and Cognitive and Affective
Present themselves as learners and	Week 14: Self-Evaluation & Final Thoughts	

engage clients and constituencies as experts of their own experiences	Actively engaging in Practice Exam Questions	Knowledge, Values, Skills and Cognitive and Affective
Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies	Week 14: Self-evaluation & Final Thoughts	Knowledge, Values

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

In this course, you will utilize 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 will need the knowledge and skills to use Microsoft Word, PowerPoint, and Outlook Email. If you have any issues with using the various systems or software, you must contact support services and notify the Instructor of the technical issue.

### **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 provide instruction during this course.

### **Student Responsibilities and 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 problems or challenges interfere with optimal learning. Communication is vital when engaged in a fully online, virtual environment.

Expectations for success include:

1. Always demonstrate professional behavior, including respect for the Instructor and peers; being open to feedback and guidance throughout this class and the program.
2. Adhered to the School of Social Work and University student code of conduct and NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, focusing on completing all readings prior to engagement with the Instructor or peers.

*The syllabus/schedule is subject to change.*

4. Prepare to engage in live class sessions, discussions, and other activities so you can be a contributor as well as a 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 on the due date.
7. Sign in to the D2L course shell multiple times weekly to access updated announcements or posted resources.
8. Check your university email daily. This is the university, department, and Instructor's official method of communication.
9. Be open and focused on the "process" and not the "product," as earning this degree requires time, effort, work, growth in knowledge, skills, and abilities, along with personal and professional attributes.

## GRADING

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

A = 90%-100% of total points

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

**Evaluation for the course grade is according to the following formula:**

Assessments	Value
Field Seminar	50%
Civility Project	20%
Comprehensive Exam	30%
<b>TOTAL</b>	<b>100%</b>

## Assessments

### FIELD SEMINAR ATTENDANCE (1 hour each week):

Each student enrolled in the field practicum is assigned a faculty field liaison from the social work faculty. The function of the faculty field liaison is to monitor the student's progress in the field practicum and assist the student in integrating classroom learning, theory, and field practicum application of content. Class assignments will be made;

completing the required assignments is considered when evaluating the student's progress.

The field liaison faculty member assigns the final grade for the student in the field practicum. This grade is based on the recommendation of the field practicum instructor (the agency-based field instructor) as well as the direct observations of the faculty field liaison.

All students enrolled in the field practicum must 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 are scheduled at a time every week.
- All students are required to attend the seminar.
- Seminars are scheduled to last one hour.

The purpose of the seminar includes:

- Orientation to field practicum expectations and record keeping.
- Updates on practicum requirements or conditions.
- The opportunity for students to raise and share questions regarding the field practicum, assignments, and expectations.
- The opportunity for students to share with other students their learning experience in the field practicum; to begin the practice of peer consultation on professional problem solving; and to offer support and input to fellow students.
- Offer each student a chance to orient peers to their agency, its location, purpose, and procedures.
  - Offers a chance to familiarize students and faculty with the services and referral
  - Processes of the field agency and resources available for unique aspects of a rural and/or urban environment.
  - Offers the student and agency mutual exposure to facilitate identifying future employment interests and opportunities.
  - Allows agency field students to demonstrate or discuss their approaches to the design and practice of field learning. Allows faculty field liaison to observe students in a variety of professional learning settings.

## **FIELD PRACTICUM DOCUMENTATION (See Appendix A)**

### **Field Learning Contract/Plan**

The student and the field instructor should outline and sign a learning plan/agreement for

the student based on course objectives. In addition, the plan is reviewed and signed by the faculty liaison. This plan becomes the guide for the practicum experience as well as for the agency visits by the faculty liaison.

### **Students' Weekly Logs\Timesheets**

Students keep a numerical record of their activities and a narrative account of their experiences in the agency. This report is submitted to the faculty liaison on a weekly basis in Tk20 and may be made part of the online seminar class discussion.

### **Final Student Field Placement Evaluation**

The final evaluation is a written report of the student's agency experience. The student and field instructor use a rating scale to evaluate the students' performance. The suggested process for the final evaluation parallels that of the mid-term evaluation, whereby the student and field instructor complete the report independently and then, in conference, share and discuss their perceptions and observations. The completed final evaluation is forwarded to the faculty liaison by the field instructor in Tk20.

### **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.

Documentation of these activities and others will be documented in TK20. The documentation must be available for the Field Liaison's review at the mid-semester and final-semester virtual field site visits electronic visits.

### **CHOOSING CIVILITY PROJECT (See Appendix B)**

Each student will read the required text as homework. The students will present their project to other students through the D2L Brightspace.

1. Read the required text as homework by the due date on the D2L calendar.
2. Create groups of 2-3 members. A "Discussion" thread is open so that you can find each other.
3. Create a media presentation together (any kind you'd like that you can upload on D2L: video, PowerPoint, etc.) for laypeople (non-social workers) that explains the main ideas of the book.

- Emphasize the points that your group believes are most important for society to learn.
- Be sure to phrase things in ways that will help people to consider the concepts (you don't want their defenses to be up. ("Who me? I'd never be rude!").
- Upload under the Discussion thread titled "Civility Project" so that you can watch each other's presentations.
- This project is worth 20% of your grade, but the emphasis and creativity are up to your group to create a presentation that represents how you believe it is best to approach people with the information.
- Make sure your group members whole names are on the project so you get credit for your work!!!

### **FOUNDATION KNOWLEDGE EXAM (30% of final grade):**

The test will be administered on November 18, 2024, at 9:00 a.m. It has a 1 hour, 45-minute time limit. It has 90 questions. **YOU MUST TAKE THE EXAM ON THIS DAY AND AT THIS TIME.**

### **Due Date Policy**

All paperwork must be completed by the last day of classes. There is a 15-point deduction for any late work.

## **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)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## 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

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 require the Instructor to modify it during the semester. Any changes made to the syllabus will be announced in advance.

### University Specific Procedures

#### Ethical Behavior

The School of Social Work expects all students to conduct themselves in an ethical, professional manner in the classroom and field settings consistent with the [NASW Code of Ethics](#).

*The syllabus/schedule is subject to change.*

## **University Code of Conduct**

Texas A&M University-Commerce has established standards of conduct to create and foster an environment that facilitates student learning and development. Students and university student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and is consistent with the educational goals and mission of the university. This Code of Student Conduct (“Code”) focuses on personal responsibility and accountability for students’ actions and the impact those actions may have on the greater community. To access student academic and behavioral expectations for students refer to the [Student Guidebook](#).

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 (or copy/paste the following URL in your web browser:

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>)

If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made. This appeal process is explained in [“Student Appeal of Instructor Evaluation” - Procedure 13.99.99.R0.05](#).

## **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:

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

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

[Undergraduate Academic Dishonesty Form](#)

## **University Rules on Research**

Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in [University Procedure 15.99.03.R1 Ethics in Research, Scholarship, and Creative Work](#).

## **AI Use Policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that can generate text or suggest replacements for text beyond individual words, as determined by the course instructor.

Any use of such software must be documented. Undocumented use constitutes academic dishonesty (plagiarism).

Individual instructors may disallow the use of such software entirely for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided, the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources. [Draft 2, May 25, 2023]

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

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

### **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](#)

### **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 connections 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)

## **School of Social Work & 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 the Instructor, peers, and 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 to successfully complete the course.

### **Student Conduct**

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

### **Department Code of Conduct**

The Academic and Professional Issues Committee (API) hearing is the formal path of due process for a student in regard to the concern being expressed. A student will be referred to the School of Social Work's API by faculty, field instructors, or faculty field liaisons when a concern arises regarding academic and student conduct and/or professional preparation. When "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 that program" as demonstrated through ethical and/or legal violations; aberrant disregard for School of Social Work Code of Conduct or other concerns as determined by the [Academic and Professional Issues Committee](#).

Graduate Students have the right to appeal to the Graduate Dean according to [University Procedure 13.99.99.R0.39](#).

Undergraduate Students have the right to appeal to the Dean of the College of Education and Human Services according to [University Procedure 13.99.99.R0.41](#).

## APPENDIX A TK20 Desk Review

**Student:** \_\_\_\_\_  
**Semester Admitted to the MSW Program** \_\_\_\_\_  
**Semester and Year** \_\_\_\_\_  
**Expected Graduation Date:** \_\_\_\_\_

**Instructions:** Please complete (date completed or uploaded) the first 4 rows and the corresponding grids to the semester you are completing during your field experience. **Note:** Complete the two-semester sections if this is your last advanced field practicum. The field liaison must ensure the TK20 binder is complete to submit before you graduate.

Documents	Responsible	Date Completed/ Status
Field Learning Contract	Student	
Student, Field Instructor, and Agency Contact Form	Student	
Field Safety Plan	Student	
Confidentiality Agreement	Student	
Field Schedule	Student	
Certification of Experience/Upload Resume	Field Instructor	
Acknowledgement of Learning Contract	Field Instructor	
Weekly Log 1	Student	
Weekly Log 2	Student	
Weekly Log 3	Student	
Weekly Log 4	Student	
Weekly Log 5	Student	
Weekly Log 6	Student	
Weekly Log 7	Student	
Weekly Log 8	Student	
Weekly Log 9	Student	
Weekly Log 10	Student	
Weekly Log 11	Student	
Weekly Log 12	Student	

<b>Documents</b>	<b>Responsible</b>	<b>Date Completed/ Status</b>
Weekly Log 13	Student	
Weekly Log 14	Student	
Weekly Log 15	Student	
Weekly Log 16	Student	
Field Practicum Assessment	Field Instructor	
Student Evaluation of Placement	Student	
Field Instructor Evaluation Input of Program	Field Instructor	
Acknowledgment of Reviewing the Learning Evaluation	Student	
Evaluation of Learning Field Practicum	Field Liaison	

**APPENDIX B**  
**Grading Rubric**  
**Choosing Civility Project**  
(100 points)

<b>Criteria</b>	<b>Level 4 30 points</b>	<b>Level 3 22.5 points</b>	<b>Level 2 15 points</b>	<b>Level 1 7.5 points</b>	<b>Criterion Score</b>
Presents key points from the book	4 or more key points are described	3 key points are described	2 key points are described	1 key point is described	/30
Presentation appeal including proofreading	Presentation is appealing to a layperson. It engages the audience and makes them want to watch the valuable information presented. No grammar errors	Presentation is appealing to a layperson but may lag in places and/or has minor grammar errors	Presentation provides the information but a layperson may turn it off before the end because it is not engaging and/or it has major grammar errors	Presentation has minimum information and lacks appeal to watch it	/35
Communication	Communication is very effective. The layperson will learn from the presentation and understands any new terms used	Communication is good but somewhat lacking for a layperson, for instance, it may use acronyms without teaching the meaning	Communication presents the information but not for a layperson. It misses the target audience's understanding	Communication efforts are limited or lacking. The presentation is not clear to the audience	/35

**COURSE OUTLINE / CALENDAR**

<b>WEEK</b>	<b>CLASS MEETING</b>	<b>TOPIC</b>	<b>ASSIGNMENTS DUE</b>
<b>1</b> <b>08/25/2025</b>	Zoom Chat Monday 6-7pm	TK-20, Syllabus, Learning Plan, & Safety Plan	<b>TK20 documentation and weekly logs</b> Introduce yourself and ask questions
<b>2</b> <b>09/1/2025</b>	Online	Safety Issues	
<b>3</b> <b>09/08/2025</b>	Zoom Chat Monday 6-7pm	Professionalism & Code of Ethics	<b>-Learning Plan Due</b> <b>-Choosing Civility Reading Due</b>
<b>4</b> <b>09/15/2025</b>	Online	Social Work Laws	<b>Safety Plan Due</b>
<b>5</b> <b>09/22/2025</b>	Zoom Chat Monday 6-7pm	Book	
<b>6</b> <b>09/29/2025</b>	Online	Your Field Experience	<b>-Choosing Civility Project Due</b>
<b>7</b> <b>10/06/2025</b>	Zoom Chat Monday 6-7pm	Supervision & Boundaries	
<b>8</b> <b>10/13/2025</b>	Online	Your Field Experience	- Midterm Field Check-in
<b>9</b> <b>10/20/2025</b>	Zoom Chat Monday 6-7pm	Documentation	
<b>10</b> <b>10/27/2025</b>	Online	Diversity Issues- Student Case Presentations	-Student Presentations
<b>11</b> <b>11/03/2025</b>	Zoom Chat Monday 6-7pm	Termination Phase & Interruptions in Practice	<b>Final Evaluation on TK20 DUE from Field Instructor</b>
<b>12</b> <b>11/10/2025</b>	Online	Practice Exam Questions	
<b>13</b> <b>11/17/2025</b>	Zoom Chat Monday 6-7pm	<b>EXAM</b>	<b>EXAM</b>
<b>14</b> <b>11/24/2025</b>	Online	Paperwork	
<b>15</b> <b>12/1/2025</b>	Zoom Chat Monday 6-7pm	Self-Evaluation & Final Thoughts	
<b>16</b> <b>12/8/2025</b>	Finals	Finals	

The syllabus/schedule is subject to change.