SWK 2389: Academic Cooperative
COURSE SYLLABUS
Spring 2026
WEB Based (online)

INSTRUCTOR INFORMATION

Instructor: **Dr. Brenda Moore**

Office Location: **Henderson 308**

Office Hours: **Mondays 10 – 12; Tuesdays 1- 4pm, Thursdays 9 – 12**

Office Phone:

Office Fax:

Email: Brenda.moore@etamu.edu

Preferred 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 for TELUS

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: None

Software Required:
- D2L (in MyLeo)
- Microsoft Office 365
  Access FREE at:
  https://inside.tamuc.edu/facultystaffservices/academictechnology/_documents/Office- 365-Students.pdf

Optional Texts and/or Materials:
Available in the corresponding D2L course shell

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 seminar, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a skill-based practice experience but instead an **observational volunteer experience. The course (as required by the Texas Higher Education Coordinating Board) requires a minimum of 48 volunteer hours in a social service setting).** Special attention is given to ethical practice and developing professional communication skills (verbal and written).

Relationship to Other Courses

This course serves as a generalist foundation for practice courses 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.

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 cognitive and affective processes that comprise the expected outcomes for this course.

	Activity/Assessment	Dimension(s)
Competency 1: Demonstrate Ethical and Professional Behavior		

	Activity/Assessment	Dimension(s)
Students will 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 the context	Discussion Posts	Knowledge; Values
Students will use reflection and self-regulation to manage personal values and maintain professionalism in practice situations,	Observational Volunteer Experience	Knowledge, Skills, Values
Students will demonstrate a professional demeanor in behavior, appearance and oral, written, and electronic	Observational Volunteer Experience	Knowledge, Skills, Values
Students will use technology ethically and appropriately to facilitate practice outcomes	Class Presentation	Knowledge, Skills
Students will use supervision and consultation to guide professional judgment and behavior	Observational, Volunteer Experience	Skills, Values
Competency 2: Engage Diversity and Difference in Practice		
Students will apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels	Discussion Posts	Knowledge, Skills
Students will present themselves as learners and engage clients and	Observational Volunteer Experience	Affective-Cognitive Processes, Knowledge, Skills

	Activity/Assessment	Dimension(s)
constituencies as experts of their own experiences		
Students will apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies	Observational Volunteer Experience	Affective-Cognitive Processes, 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.
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 course grade is according to the following formula:

Assessments	Value/ Percent of the Course Grade
Supervised Experiential Learning **(48 hours of Observational Learning)**	300 pts.(60%)
Class Presentation on Observation Learning	100 pts. (20%)
Discussion Posts	100 pts. (20%)
TOTAL	**500 pts.**

Due Date Policy

Assignments are due BY MIDNIGHT ON THE DAY THEY ARE ASSIGNED. No late submissions will be accepted and any points will be forfeited.

Assessments

1. **SUPERVISED EXPERIENTIAL LEARNING OPPORTUNITY (300 pts.)**

   Supervised Experiential Learning Opportunity in a Social Service Setting is 63% of the final grade for this course. <mark>Students must complete the **48 hours** of Observational Experiential Learning Activities to successfully pass the course.</mark>

   Students are to complete the experiential learning in a social service setting. Students should complete a Proposal for Placement form by the due date on the schedule. For specific guidelines, see the rubric in **APPENDIX A**.

2. ***CLASS PRESENTATION ON OBSERVATIONAL LEARNING ACTIVITY (100 pts.)***

   Students will complete and upload a recorded presentation about their observational learning activity. Instructor will provide specific details for the presentation.

3. **DISCUSSION POSTS (100 pts.)**

   Students will attend a weekly Zoom seminar style live session. These live sessions will consist of topics relevant to assimilation into the profession of social work. In addition, students are expected to post to the weekly Discussions. Posts must be original (no AI generated) and a minimum of 100 words for credit to be given. Failure to post on assigned weeks of Discussion Posts will result in a 5-point penalty for each missed posts. Discussions MUST be posted by the deadline EACH WEEK for points to be awarded…

TECHNOLOGY REQUIREMENTS

LMS

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

Zoom Video Conferencing Tool
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.

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.

University Code of Conduct

East 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 in the course

East 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.

[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
East 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](#)

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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) 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**

School of Social Work &
Council on Social Work Education-Specific Policies

Course Engagement

Final Evaluation and Grade Depend 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 mastery of BOTH content and active engagement.

Mastery of content areas is evidenced by the 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 in each course is the 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 or interviewing for an internship). Within the classroom setting,

whether virtual or Face-to-Face (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 F2F 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 each course.

Class Attendance and Participation

Face-to-Face Classes
Students are expected to attend classes scheduled to meet Face-to-Face, reflecting the responsibility inherent in developing as a social work professional. Roll call will be taken regularly. Students are expected to be on time and prepared to participate when class begins, as well as, be present throughout the entire class meeting. Classroom exercises, discussions, role plays, guest speakers, and other in-class experiential exercises are essential for a student's professional learning and continued development of self-awareness.

For classes that meet once a week, students can be absent up to 2 times through the semester with no penalty. If **3 absences** occur, the overall grade will be **dropped 1 letter grade**. If **4 absences occur** (25% of the scheduled classes), the student will be **dropped 2 letter** grades or may result in failing the class.

Online, Web-Enhanced Or Blended Classes
Just as students are required to attend face-to-face classes, students are required to log in and participate in online components. To receive credit for attendance online via D2L, students must log in and complete assignments in a timely manner. Not logging in to D2L to review the instructional material and completing assignments online during the appropriate time is the equivalent of an absence for each week this occurs.

Final evaluation and grades depend on both presence and participation. Students' grades will be significantly impacted by inadequate participation or lack of required time commitment each week established by each Instructor. Students are expected to spend a comparable amount of time in the online learning environment as they would in class (3 hours a week in the classroom). In addition, as in traditional F2F classrooms, students are expected to invest time in reading and studying class materials.

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
**Grading Rubric: Supervised Observational Learning Activity &
Presentation**

Supervised Observational Learning Activity (60% of final grade)	
0 pts	300 pts
Student did not complete the required hours/or did not provide the required documentation	Student completed minimum required hours by end date (48) and submitted all documentation to support experience

Presentation of Supervised Observational Learning Activity (20% of final grade)			
0 pts.	25 - 49 pts.	50 - 75 pts.	76-100 pts. (max)
Student did not complete required hours/or did not provide required documentation/and or did not complete and upload required class presentation	Class presentation is completed and submitted on time – provides required information, but information is unorganized and difficult to follow	Class presentation is completed and submitted on time – provides required information, needs minimal revisions	Class presentation is completed and submitted on time – provides required information, needs no revisions

Appendix B
Grading Rubric: Discussion Posts

Discussion Posts (100 points total – 5 point deduction for any missed or inadequate postings by the weekly deadline)			
0 pts	1-2 pts	3-4 pts	5 pts
Student did not complete required reactions papers	Discussion Post is submitted, addresses topic, but numerous grammatical/spelling errors, and/or simply describes the topic and does not provide in depth thoughts about the topic	Discussion Post is submitted, addresses topic, and provides in depth thoughts about the topic, but has few grammatical/spelling /typing errors- minimal revisions needed	Discussion Post is submitted, addresses topic, and provides in depth thoughts about the topic, has no grammatical, spelling or typing errors

COURSE OUTLINE / SCHEDULE

COURSE OUTLINE / CALENDAR
Spring 2025

	Date	Topics	Assignments
Wk 1	Jan 12	Overview of Course & Requirements	Zoom class Weekly Discussion Post
Wk 2	Jan 19	Overview of SW Profession	Zoom class Weekly Discussion Post
Wk 3	Jan 26	Social Work Conceptual & Knowledge Base	Zoom class Weekly Discussion Post
Wk 4	Feb 2	Values & Ethics	Zoom class Weekly Discussion Post
Wk 5	Feb 9	Organizational Structure of Social Service Agencies	Zoom class Weekly Discussion Post
Wk 6	Feb 16	Administration of Agencies	Zoom class Weekly Discussion Post
Wk 7	Feb 23	Ethical Dilemmas in Practice	Zoom class Weekly Discussion Post
Wk 8	Mar 2	Professional Presentation of Self	Zoom class Weekly Discussion Post
	Mar 9	**SPRING BREAK**	
Wk 9	Mar 16	Student-Interest Topics	Zoom class Weekly Discussion Post
Wk 10	Mar 23	Student-Interest Topics	Zoom class Weekly Discussion Post
Wk 11	Mar 30	Student-Interest Topics	Zoom class Weekly Discussion Post
Wk 12	Apr 6	Student-Interest Topics	Zoom class Weekly Discussion Post
Wk 13	Apr 13	Student-Interest Topics	**Zoom Class Presentations**
Wk 14	Apr 27	Student-Interest Topics	**Zoom Class Presentations**
Wk 15	May 4	Summary & Wrap-up	**Zoom Class Presentations**
Wk 16		Finals Week	**FINAL HOURS & DOCUMENTATION DUE WED. May 7**