



SWK 554

Advanced Generalist Field Practicum COURSE SYLLABUS: FALL 2026

INSTRUCTOR INFORMATION

Instructor: Lyndsey L. Norris, LMSW, ABD
Office Location:
Office Hours: Tuesdays 9:00 am-3:00 pm or By Appointment.
Office Phone:
Office Fax:
University Email Address: Lyndsey.Norris@etamu.edu
Preferred Form of Communication: **By Email**
Communication Response Time: Within Two Business days

COURSE INFORMATION

MATERIALS – TEXTBOOKS, READINGS, SUPPLEMENTARY READINGS

Textbook(s) Required: Larkin, S. (2021). *A Practicum Guide for Social Workers: An Integrated Approach*. Cognella, San Diego. ISBN-13 979-8823337373

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

- 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 in 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

Log in 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

Optional Texts and/or Materials: 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

Course Description

This advanced generalist field practicum allows students to integrate knowledge and theories with advanced generalist practice skills.

Students participate in an educationally directed field experience under supervision in an approved social services agency. They must complete 500 or 600 clock hours over two semesters (6 credit hours).

Prerequisites:

Students must have completed all MSW foundation curriculum requirements, been admitted to the MSW Program, have completed 12 semester hours in coursework, and be in good standing in the MSW program.

STUDENT LEARNING OUTCOMES

The Council on Social Work Education (CSWE) requires a competency-based approach to identifying and assessing 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
Competency 1: Demonstrate Ethical and Professional Behavior		
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	As demonstrated by active attendance at weekly field seminar discussion engagements Zoom meetings with Guest Speakers/Discussions revolve around discussions of the importance of licensure and	Knowledge, skills, values, and cognitive and affective processes

ethics as appropriate to rural and urban contexts and at the intersection of the two.	making 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; as well as the use reflection and self-regulation to manage personal values and maintain professionalism in practice situations, demonstrating professional demeanor in behavior; appearance; and oral, written, and electronic communication; the use of technology ethically and appropriately to facilitate practice outcomes; and the importance of the use of supervision and consultation to guide professional judgment and behavior.	
Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations in rural and urban settings.	As demonstrated by active attendance at weekly field seminar discussion engagements and Zoom meetings with Guest Speakers/Discussions revolve around discussions of the importance of licensure and making 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	Knowledge, skills, values, and cognitive and affective processes

	context; as well as the use of reflection and self-regulation to manage personal values and maintain professionalism in practice situations, demonstrating professional demeanor in behavior; appearance; and oral, written, and electronic communication; the use of technology ethically and appropriately to facilitate practice outcomes; and the importance of the use of supervision and consultation to guide professional judgment and behavior.	
Use supervision and consultation to guide professional judgment and behavior in both urban and rural settings and at the intersection of the two environments.	This is demonstrated by the active attendance of weekly field seminar discussion engagements and 2 hours of supervision per week with the field supervisor to discuss any questions/concerns of the student.	Knowledge, skills, values, and cognitive and affective processes
Design and engage in effective self-care strategies to reduce the likelihood of compassion fatigue and burnout.	As demonstrated by active attendance at weekly field seminar discussion engagements	Knowledge, skills, values, and cognitive and affective processes
Competency 2: Engage in Diversity and Difference in Practice		
Apply and communicate the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels within urban and rural settings.	as demonstrated by active attendance at weekly field seminar discussion engagements Zoom meetings with Guest Speakers/Discussions revolve around discussions applying and communicating an	Knowledge, skills, values, and cognitive and affective processes

	understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels. Also, guest speakers and discussions assist students as learners and engage clients and constituencies as experts in their experiences. Students also learn to apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies through guest speakers and discussions via Zoom and online. Additionally, students learn of the importance of licensure and making 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; as well as the use reflection and self-regulation to manage personal values and maintain professionalism in practice situations, demonstrating professional demeanor in behavior; appearance; and oral, written, and electronic communication; the use of technology ethically and appropriately to facilitate practice outcomes; and the	
--	--	--

	importance of the use of supervision and consultation to guide professional judgment and behavior.	
They present themselves as lifelong learners and engage all clients (those in rural and urban settings) and constituencies as experts of their own experiences.	This is demonstrated by the active attendance of weekly field seminar discussion engagements, guest speakers, and Zoom Meet-Up discussions that focus on social workers' importance as lifelong learners in rural and urban settings.	Knowledge, skills, values, and cognitive and affective processes
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 crossover of rural and urban settings	as demonstrated by active attendance at weekly field seminar discussion engagements. Students learn the importance of managing their personal biases and values when working with clients and constituencies, recognizing the complex and chaotic environment crossover of rural and urban settings through the Zoom Meet-Ups and Zoom Discussions.	Knowledge, skills, values, and cognitive and affective processes
Analyze the holistic and systemic nature of problems in rural and urban settings, taking care to attend to the special factors found within each unique environment, such as dual relationships, inadequate transportation, extreme poverty, difficult access to health care, and disenfranchisement from political processes.	As demonstrated by active attendance at weekly field seminar discussion engagements	Knowledge, skills, values, and cognitive and affective processes

COURSE REQUIREMENTS

MINIMAL TECHNICAL SKILLS NEEDED

In this course, you will utilize the Learning Management System (LMS) D2L for instructional and learning opportunities, submitting your assignments, participating in online synchronous and asynchronous discussions, accessing resources, and completing quizzes/tests—additionally, knowledge and skills in using 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 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, some of which include 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

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 at least twice during the semester, or as needed on problematic issues.

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 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
- Students will have the opportunity to familiarize themselves with their agency services, population, and referral processes, as well as their peers and field liaisons.

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, the University's student code of conduct, and the NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, focusing on completing all readings before engagement with the Instructor or peers.
4. Prepare to engage in live class sessions, discussions, and other activities so you can contribute and receive 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 before 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

Criteria for Grading	Percentage of Final Grade
Field Learning Contract	10%
5 Weekly Discussion Posts (5 pts. each)	25%
TK20 Documentation (.53 each) ✓ Student-Agency Contact Form (D2L) ✓ Weekly Timesheets ✓ Field Placement Work Schedule ✓ Confidentiality Agreement	15%

✓ Safety Plan	
✓ Acknowledgment of Learning Plan Evaluation	
✓ Student Field Placement Evaluation	
Field Instructor's Final Evaluation Grade	50%
Total	100%

ASSESSMENTS

See Appendix A: TK20 Desk Review

1. Field Learning Contract/Plan

The student and the field instructor should outline and sign a learning plan/agreement for the student based on the course objectives. In addition, the plan is reviewed and signed by the faculty liaison. This plan serves as the guide for the practicum experience and the faculty liaison's agency visits via Zoom.

2. 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 weekly in Tk20 and may be part of the online seminar class discussion.

3. 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 review, whereby the student and field instructor complete the report independently and then, in conference, share and discuss their perceptions and observations. The field instructor forwards the final evaluation to the faculty liaison in Tk20.

4. 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 Acknowledgment of Learning Contract, Field Instructor-MSW Field Learning Evaluation, and Field Instructor-Evaluation Input). The student's final grade is based on the field practicum instructor's (the agency-based field instructor) final review and recommendation, as well as the faculty field liaison's direct observations.

5. Discussions

There are (5) discussion opportunities for students to interact with their peers aside from Zoom Meet Ups. These discussions occur on the off week of the Zoom meetups. The student is to respond to the

prompt by **11:30 pm on Sunday** of the week the discussion is assigned. **Students are encouraged to respond to TWO peers**, preferably those who may hold differing opinions, to navigate the importance of understanding diversity and having constructive, difficult conversations.

Course Outline/Calendar

Weeks/Dates	Class Meetings	Topics & Instructional Materials	Activities, Assignments & Examinations
Week 1 Aug 24	ZOOM MEET & GREET AUG. 25TH 6:00 PM	Course & Syllabus Overview	• TK20 Access/Overview • Complete and Submit the Work Schedule (Tk20) • Complete and Submit the Agency Contact Form • Complete and Submit the Confidentiality Agreement (Tk20) • Complete and Submit the Safety Plan (Tk20) • Timesheet Review
Week 2 Week of Aug 31		Chapter 1 Field Education: An Integrated Approach Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	• Read the Council on Social Work Education 2022 EPAS • Submit Weekly Timesheet (Tk20)

Week 3 Week of Sept 7	ZOOM MEET-UP TUESDAY SEPT. 8TH 6:00 PM GUEST SPEAKER BRIAN BRUMLEY MSW DIRECTOR	Prepare to discuss how you plan to apply CSWE Competencies to the Learning Plan See Page 10-19 Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf LABOR DAY Monday, Sept 7th University Closed	• Complete Reflection Question 1.3 (p. 23) in D2L – Due Sunday 11:30 pm • <i>On your own - Supplemental Integrative Activity 1.3, p 33</i> • Read the Council on Social Work Education 2022 EPAS • Submit Weekly Timesheet (Tk20) <u>The following is Due in TK20 by 11:30 pm on Sunday, Sept. 13th</u> <u>(WEEK 3)</u> • <i>Complete and Submit the Work Schedule (TK20)</i> • <i>Complete and Submit the Agency Contact Form</i> • <i>Complete and Submit the Confidentiality Agreement (TK20)</i> • <i>Complete and</i>

			<i>Submit the Safety Plan (TK20)</i> <i>Field Learning Plan (TK20)</i> <i>Time Logs through Week 2 (TK20)</i>
Week 4 Week of Sept 14		Chapter 2 The Practicum Setting: Orientation and Training Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	- Read the Council on Social Work Education 2022 EPAS - Submit Weekly Timesheet (Tk20)
Week 5 Week of Sept 21	ZOOM MEET-UP TUESDAY SEPT. 22ND 6:00 PM GUEST SPEAKER	Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	- Read the Council on Social Work Education 2022 EPAS <i>Supervisor Needs to Complete the Learning Plan/Contract Acknowledgment (Tk20)</i> <i>On your own - Supplemental Integrative Activity 2.2, p. 50</i> <i>Complete Reflection Question 2.1 (p. 43) in D2L– Due Sunday 11:30 pm</i> - Submit Weekly Timesheet (Tk20)
Week 6 Week of Sept 28		Chapter 3 The Plan and Pace of Learning in Practicum Council on Social Work Education CSWE	Read the Council on Social Work Education 2022 EPAS(Tk20)

		https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	• Submit Weekly Timesheet (Tk20) • Plan to discuss what you are learning at your field placement via D2L or Zoom.
Week 7 Week of Oct 5	ZOOM MEET-UP TUESDAY OCT. 6TH 6:00 PM GUEST SPEAKER	Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	• <i>On your own - Supplemental Integrative Activity 3.1, p. 61</i>
Week 8 Week of Oct 12		Chapter 4 Safety and Well-being in Practicum Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	• Read the Council on Social Work Education 2022 EPAS • Submit Weekly Timesheet (Tk20)
Week 9 Week of Oct 19	ZOOM MEET-UP TUESDAY OCT. 20TH 6:00 PM GUEST SPEAKER	Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf	• Read the Council on Social Work Education 2022 EPAS • Submit Weekly Timesheet (Tk20) • Complete Reflection Question 4.1 (p. 88) in D2L– Due Sunday 11:30 pm • <i>On your own - Visit Integrative Activity 4.1, p. 91 (Update Safety Plan, if needed)</i>

Week 10 Week of Oct 26		Chapter 5 Practicum Supervision Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf Sign up on the Google Doc Link for the Final Field Visit	- Read the Council on Social Work Education 2022 EPAS - Submit Weekly Timesheet (Tk20)
Week 11 Week of Nov 2	ZOOM MEET-UP TUESDAY NOV. 3RD 6:00 PM GUEST SPEAKER	Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf Sign up on the Google Doc Link for the Final Field Visit	- Read the Council on Social Work Education 2022 EPAS - Submit Weekly Timesheet (Tk20) Complete Reflection Question 5.1 (p. 105) in D2L– Due Sunday 11:30 pm
Week 12 Week of Nov 9	FIELD VISITS	Chapter 6: Effective Communication Skills for Practicum Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf FIELD VISITS THIS WEEK	- Read the Council on Social Work Education 2022 EPAS - Submit Weekly Timesheet (Tk20)
Week 13 Week of Nov 16	FIELD VISITS	Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf FIELD VISITS THIS WEEK	- Read the Council on Social Work Education 2022 EPAS Complete Reflection Question 6.1(p. 110) in D2L– Due Sunday 11:30 pm - Submit Weekly Timesheet (Tk20)

Week 14 Week of Nov 23		Recap of Weeks 1 – 13 Council on Social Work Education CSWE https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf Nov 25 -27 THANKSGIVING BREAK (UNIVERSITY CLOSED)	
Week 15 Week of Nov 30		FRIDAY DEC. 4TH • LAST DAY OF THE SEMESTER • LAST DAY TO OBTAIN FIELD HOURS FOR THE SEMESTER.	

APPENDIX A

TK20 Binder Desk Review

Student:

Semester Admitted to the MSW Program

Catalogue Year

Field Semesters and Years

#1

#2

Expected Graduation Date:

Admitted _____ AGP OR _____ FOUNDATION _____ HOURS FROM SWK 553

Instructions: Please complete (date completed or uploaded) the first four rows and the corresponding grids for 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 before you graduate.

Documents	Responsible	Date Completed/ Status
Field Learning Contract Semester 1	Student	
Field Learning Contract Semester 2		
Semester _____ Year _____		
Student, Field Instructor, and Agency Contact Form	Student	
Field Safety Plan	Student	
Confidentiality Agreement	Student	

Documents	Responsible	Date Completed/ Status
Field Schedule	Student	
Certification of Experience/Upload Resume	Field Instructor	
Acknowledgment 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	
Weekly Log 13	Student	
Weekly Log 14	Student	
Weekly Log 15	Student	
Weekly Log 16	Student	
Field Practicum Assessment	Field Instructor	
Field Instructor's Approval of Weekly Time Logs (16 Weeks)	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	

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

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@etamu.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>

STUDENT RESPONSIBILITIES FOR COURSE

CWID AND PASSWORD

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@etamu.edu.

TECHNOLOGY-RELATED ISSUES

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 ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

MINIMAL TECHNICAL SKILLS NEEDED

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

LEARNING MANAGEMENT SYSTEM (LMS) – D2L

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

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 on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

INTERACTION WITH INSTRUCTOR STATEMENT

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:

- Course name and subject in the subject line

- Salutation (Good afternoon, Dr. Jackson)
 - Proper email etiquette (no “text” emails – use proper grammar and punctuation)
 - Student name and CWID after the body of the email (possibly add to student signature on email)
-

COURSE AND UNIVERSITY 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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU ATTENDANCE

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

ACADEMIC INTEGRITY

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

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

[Undergraduate Student Academic Dishonesty Form](#)

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

[Graduate Student Academic Dishonesty Form](#)

USE OF ARTIFICIAL INTELLIGENCE

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

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software 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

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

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Services](#)

NONDISCRIMINATION NOTICE

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, 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

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 or go to https://studentsupport.telushealth.com/us/about#download_app to download the app and explore the resources available to you for guidance and support whenever you need it.



DEPARTMENT AND ACCREDITING AGENCY STATEMENT:

The East Texas A&M University (ETAMU) School of Social Work mission is to prepare competent generalist practitioners to serve, advocate, and empower while educating professional advanced practitioners to lead, innovate, and transform.