Instructor: Phillip Ortiz, M.S., LCSW  
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Course: SCWK 2301: Assessment & Case-Management

Course Sections: 4400//9000


Course Description:

Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral. (3 Lec.)

Student Learning Outcome:

Upon completion of this course the student will be able to conduct and construct a client profile consisting of an initial screening, detailed psycho-social assessment, treatment plan, progress notes, and treatment summary.

Student Evaluation:

The student will be evaluated on the following:

- ✓ Their preparation of a client case chart which includes a screening, assessment, treatment plan, and progress note.
- ✓ Their ability to distinguish between the different documents necessary to build a client case chart.
- ✓ Their weekly participation in the learning activities.

Additional Requirements:

Continuous and reliable internet access during the entire semester is required for successful completion of this course. If you do not have continuous and reliable internet access please consider taking this course in a lecture or hybrid class setting.

****Certification for Financial Aid: ****

To be certified to receive financial aid as a result of having attended and participated in this course you must do the following BEFORE the 12th class day:
➢ Read the information in this link on Netiquette:
http://www.albion.com/netiquette/corerules.html

➢ Take the Netiquette Quiz on ecampus in the Tests folder

The quiz will not count towards your grade for the course but you must correctly answer at least 5 of the 7 questions correctly, and you may take the quiz as many times as you need to.

There will be NO exceptions. Failure to take the quiz before 12th class day will forfeit your certification for this course.

Class Discussion:

✓ You will be required complete the weekly lessons. These will usually consist of reading several chapters and answering a related question in the designated weekly discussion forum. You must also respond to at least 2 other student postings. These must be completed by Saturday of each week at Midnight! Completion of Each weekly assignment is worth points. Remember this is NOT a self pace course! You must check-in regularly.

Assignments:

1. Case-Study: Individually you must complete a Case-Study using the primary character from a designated film. Your case study should contain 4 parts: Preliminary Intake, Assessment, Treatment Plan, & Progress Note. The forms to be used are in the Assignments folder.

Tests:

✓ Exams: Since there is so much material to cover there will be 4 exams covering the 6 sections of the textbook. The exams will cover all assigned readings, lesson topics, and pertinent information. These will be a combination of True/False and multiple-choice. Remember, all lesson topics are located in the “Lecture Notes” folder, which details important information from your textbook.

Grades and Points:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 or below
30 pts  Case-Study
30 pts  Weekly Discussions (3 pts each x 10)
40 pts  Exams:

(10 pts)  Test 1 - Section I (ch. 1-3) & Section II (ch. 4-6)
(10 pts)  Test 2- Section III (ch. 7-13)
(10 pts)  Test 3- Section IV (ch. 14-20)
(10 pts)  Test 4- Section V (ch. 21-24) & VI (ch. 25-28)

100 pts  Total Possible Points

Course Schedule:

Posted in ecampus

Assignment Submission:

Please do NOT email me your work! Since this is a 100% internet class, I expect you to submit your work electronically through ecampus or post it in the appropriate discussion forum.

Late Assignments:

Late work is normally not accepted. Discussion board postings are due by midnight (or the end of the day) of the designated due date. I normally leave the discussion board open for 24 hours beyond the cut-off due date and time. In case you miss a discussion board post you have 24 hours after the due date and time to complete it. Beyond that time the discussion board will no longer be available. Tests usually remain open during the entire semester, but you may only take them once.

Electronic Communication with Instructor:

If you email me, please include your Full Name, Course ID Number or Name, and Section Number. Remember I teach multiple classes and multiple sections, with up to 37 students in each section so it helps tremendously when I know who you are.

Withdrawal Policy:

If you are unable to complete this course, you must withdraw through the Admissions Office by August 2nd. You will not be dropped if you stop coming to class. You will still receive a performance grade of “F”. You must fill out the necessary paper work to withdraw to avoid it effecting your GPA. Sometimes students drop classes when help is available that would enable them to continue. I hope you discuss your plans with me should you decide to withdraw.

Academic Dishonesty:

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.
Six Drop Rule:

NEW! A first-time freshman student who enrolls in a Texas public institution of higher education during the fall semester of 2007 or thereafter, may drop no more than six college level credit courses unless the student demonstrates to an appropriate college official that extenuating circumstance exits.

Grade Reporting:

Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu. Telephone number: 972-613-1818.

Students with Learning, Mental, or Physical Disabilities:

Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate or document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact the DSO at (972) 860-8348.

Classroom Behavior:

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, cell phones, electronic games, radios, CD players, or other devices must be turned off when you enter the classroom. Disruption of class whether by latecomers, noisy devices or inconsiderate behavior will not be tolerated. Repeated violations will be penalized and may result in expulsion from class.

Repeatability Issue:

Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information and updates, go to: http://www.dcccd.edu/ThirdCourseAttempt/.

FERPA (Family Educational Rights and Privacy Act of 1974):

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.
The Instructor reserves the right to revise the syllabus.