COURSE DESCRIPTION:
SCWK 1313-41430 (1082085) Introduction to Social Work (This is a WECM Course Number)
The development of the field of social work is studied. Topics include the techniques of social work and the
requirements for training in social work. (INET)


****CERTIFICATION FOR FINANCIAL AID****
To be certified for Federal Financial Aid for this course you must make contact via Blackboard with the first 7
days of class, complete one assignment prior to the end of the first 7 days. No exceptions.

STUDENT LEARNING OUTCOME:
Upon completion of this course the student is expected to know what the different fields and levels of practice in
social work, this will include work with various populations and specialties.

COURSE COMPETENCIES:

1. Ability to apply social work terms, concepts and key areas of concentration/population.
2. Apply social work ethical principles to guide professional practice.
3. Utilize critical thinking to evaluate the impact of social policy on the delivery of social services.
4. Contrast historical events to present day social work practice.
5. Awareness of public policy practices to advance social and economic well-being.
COURSE REQUIREMENTS:

1. To experience the value of a client’s life journey and how it impacts their current situation, each student will write their life journey. This can begin at any stage in life and should end with where they are now in life. This paper must be typed and no more than 4 pages.
This paper is due: ________________________________

2. Students will identify a client population and advocacy concerns in which all activities will be directed towards. Research and best practices will be reviewed and incorporated in all presentations on population. This declaration will be made by:

________________________________________________________________

3. As a follow-up to the Advocacy Paper, each student will prepare a two page paper on the role of the social worker with the population and problem area identified. This will correspond to the Part IV Client Populations and Contexts

4. There will be two (2) tests covering material discussed in class, textbook and other learning tools provided by instructor.

5. Grading Systems: Percentage to Grade

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Journey Paper</td>
<td>Pass or Fail</td>
<td>20%</td>
</tr>
<tr>
<td>Client Population Research Paper</td>
<td>A, B, C, D, or F</td>
<td>30%</td>
</tr>
<tr>
<td>Advocacy Paper</td>
<td>A, B, C, D, or F</td>
<td>30%</td>
</tr>
<tr>
<td>Tests</td>
<td>A, B, C, D, or F</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grading System II:

A = 90 -100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

6. Technology failure: If a student faces technology failure, the student should inform the instructor as soon as possible via text, phone message, or email.

7. As an Internet class, student are expected to check in (Black Board contact) once a week, read assigned chapters and complete assignments on time. Due to the length of class, late papers will not be accepted.
PLAGIARISM:
In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy the author's sentences or words. Usually this results in an automatic grade of "F" for the course. You cannot mix the author's words with your own or "plug" your synonyms into the author's sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author's words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

MISSED TESTS/ASSIGNMENTS:

Incompletes:
An incomplete grade of “I” may be given when an unforeseen emergency prevents you from completing the work in a course. The “I” must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the “I” is converted to a performance grade, usually an “F”. An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that you are aware of and agree with the contract.

ACADEMIC HONESTY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College System. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Eastfield College Catalog and the DCCC Catalog contains the entire Student Code of Conduct, which is also on the Internet at www.dcccd.edu.

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a Non-attendee. All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an email account.

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log onto e-Connect or call DCCC Touchtone Services. Website address is www.econnect.dcccd.edu.

ADA SERVICES:
Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities contact DSO at 972-860-8348 voice/TDD.
**REPEATABILITY ISSUE:**
Pending legislative action and DCCC 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 www.dcccd.edu/ThirdCourseAttempt/.

**STUDENT E-MAIL:**
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

**SEXUAL HARASSMENT:**
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**
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 names, (2) student address, (3) telephone number, (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 study and degrees awarded. 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.

**TITLE IX AND DIVERSITY:**
Eastfield College is committed to creating and fostering a learning and working environment that reflects, respects, and celebrates diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on sex, sexual orientation, and/or gender identity, we encourage you to contact the college’s Title IX coordinator, Rachel Wolf (http://eastfieldcollege.edu/SSI/title-ix/report-incident). Additionally, if you feel comfortable doing so, you may discuss the incident with your instructor. However, please be aware that while I will maintain your privacy. Once you have shared information with me, I am required to share the basic facts of the incident with Ms. Wolf. For more information about Title IX and the college’s policies, see Eastfield College website: http://www.eastfieldcollege.edu?SSI/title-ix/index.

**The Instructor reserves the right to revise the syllabus at any time during the semester.**
The National Steering Committee on Addiction Counseling Standards adopted the Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice document identifies the knowledge and attitudes that underlie competent practice not just for counselors but for addiction specialists in other disciplines as well. These foundations as articulated in Addiction Counseling Competencies include:

- Understanding Addiction
- Treatment Knowledge
- Application to Practice
- Professional Readiness

**EASTFIELD COLLEGE**

**SCANS STATEMENT**

**STUDENT EXPLANATION**

The SCANS Skills are those entry-level job skills that employers need in the high-performance workplace. SCANS skills are the predictors of success in the workplace.

**WHAT ARE SCANS SKILLS?**

Surveying employers and educators who represented or taught many types of occupations, the U.S. Departments of Labor and Education identified the most important skills and competencies needed by successful workers.

Eastfield College is committed to the preparation of its students for success in the workplace.

All Eastfield College courses provide learning experiences and outcomes that result in mastery of SCANS skills. Although each course will not contain every SCANS skill, each course will identify the specific SCANS skills and competencies experienced in that course.

By completing an entire program of study (degree, certificate, or transfer), each student will have the opportunity to master all SCANS skills and competencies.

**SCANS SKILLS LISTED ON NEXT PAGE.**
SCANS SKILLS
Secretary’s Commission on Achieving Necessary Skills

FOUNDATION SKILLS

(F1) READING – locates, understands and interprets written information
(F2) WRITING – communicates thoughts, ideas, information in writing
(F3) ARITHMETIC – performs basic computations
(F4) MATHEMATICS – chooses appropriate mathematical techniques
(F5) LISTENING – receives, interprets, and responds to verbal messages and cues
(F6) SPEAKING – organizes ideas and communicates orally

(F7) CREATIVE THINKING – generates new ideas
(F8) DECISION MAKING – specifies goals and constraints, chooses best alternatives

Thinking Skills

(F9) PROBLEM SOLVING – recognizes problem and devises/implements a solution
(F10) MENTAL VERBALIZATION – thinking about what something will be
(F11) KNOWING HOW TO LEARN – uses efficient learning techniques
(F12) REASONING – discovers and applies underlying rules or principles

Personal Qualities

(F13) RESPONSIBILITY – exerts a high level of effort and perseveres toward goals
(F14) SELF-ESTEEM – believes in oneself and maintains a positive view of self
(F15) SOCIABILITY – demonstrates to others that you care about them
(F16) SELF-MANAGEMENT – assesses self accurately, sets goals, exhibits self control
(F17) INTEGRITY/HONESTY – chooses ethical courses of action

WORKPLACE COMPETENCIES

Manages Resources

(C1) MANAGES TIME – sets relevant, goal related activities, ranks and allocates time
(C2) MANAGES MONEY – uses or prepares budgets, keeps detailed records
(C3) MANAGES MATERIAL – acquires, stores, and distributes materials, supplies, etc.
(C4) MANAGES HUMAN RESOURCES – assesses skills and distributes work

Manages Information

(C5) ACQUIRES INFORMATION – identifies need for data, obtains and evaluates
(C6) ORGANIZES INFORMATION – organizes, processes, and maintains information
(C7) INTERPRETS INFORMATION – selects, analyzes info – communicates results
(C8) USES COMPUTERS – to acquire, organize, analyze, and communicate information

Inter- Personal Skills

(C9) PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort
(C10) TEACHES OTHERS – helps others learn needed knowledge and skills
(C11) SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer expectations
(C12) EXERCISES LEADERSHIP – communicates ideas to justify position and lead others
(C13) NEGOTIATES – works toward agreements involving an exchange of resources
(C14) WORKS WITH DIVERSITY – works well with people from diverse backgrounds

Systems

(C15) UNDERSTANDS SYSTEMS – social, organizational, and technological systems
(C16) MONITORS SYSTEMS – distinguishes trends, predicts impact
(C17) IMPROVES SYSTEMS – makes suggestions to modify existing systems

Technology

(C18) SELECTS TECHNOLOGY – judges which technology will produce desired results
(C19) APPLIES TECHNOLOGY – understands procedure for setup and use of machines
(C20) MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems