

***South Plains College: SOCW 2361 section 001***

***Introduction to Social Welfare and Social Work***

***Instructor: Robert Wood***

**CONTACT:**

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Office Location: Reese Campus Building 4 Room 450 Office Phone: 894-9611 ext. 4034

Office hours at Reese: Tuesday and Thursday: 8:00-11:00 AM and Fridays 11:30-2:30

Mondays and Wednesdays 12:00-1:00 at the Lubbock Center

South Plains College: General Course Syllabus

Department: Behavioral Sciences

Discipline: Social Work

Course Number: SOCW 2361

Course Name: Introduction to Social Work and Social Welfare

Credit: 3 Lecture: 3 Lab: 0

This course satisfies a core curriculum requirement: Yes- Behavioral Science

Prerequisites: none for campus; TSI reading for INET

Campuses: Levelland, Reese, INET (alternating locations)

Textbook: Social Work, Social Welfare and American Society 8<sup>th</sup> edition, by Popple and Leighninger

**Supplies:** Computer and Internet access for Internet courses and campus classes.

**Course Specific Instructions:** Internet classes- access Blackboard from South Plains College homepage on the first day of the semester. Campus classes may use Blackboard for course material, see instructor's course information sheet for specifics.

**Course Description:** This course is an introduction to the social welfare system: An examination of society's response to human needs and social problems through development of voluntary and governmental social services

**Course Purpose:** This course is an introductory course designed to provide students with an understanding how society has responded to human needs as well as a practical application of social work and sociological theories.

**Course Requirements:** Students should attend all classes and complete assigned work and exams.

**Course Evaluation:** Refer to specific COURSE INFORMATION SHEET for specifics on assignments and testing.

**Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

See instructor's Course Information Sheet for additions to the attendance policy.

**Disability Services Policy:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should

notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. See *South Plains College General Catalog 2015-2016*, pages 53 and 54 for more information.

**Academic Integrity Policy:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

- **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the text- book or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of what- ever length, as well as to final examinations, to daily reports and to term papers.
- **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

See *South Plains College Student Guide 2015-2016*, pages 13 and 14 and *South Plains College General Catalog 2015-2016*, page 22.

See instructor's course information sheet for more information.

### **Student Conduct Policy:**

- **Classroom Conduct:** Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class may result in the student being dropped from that course.
- See *South Plains College Student Guide 2015-2016*, pages 13 through 18 for full policy covering other areas of conduct including penalties for misconduct and procedures for disciplinary action.

**Grade and Academic Discipline Appeals:** South Plains College provides two procedures which allow students the opportunity to address grievances of an academic nature.

- **Appeal Restrictions:** Only final grades or dismissal resulting from academic discipline will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed

- Informal Appeal
  - The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
  - 2. If the student is still not satisfied, she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
  - 3. If the student is still not satisfied, he she should schedule an appointment with the Divisional Dean to discuss the situation. The dean may request that the chairperson also be present.
  - 4. If the student is still not satisfied, he she should be advised of the formal appeal process.
  
- Formal Appeal: If the student is not satisfied with the results of the informal appeal, s/he should provide the following information, in writing, to the Vice President for Academic Affairs:
  - A request for a formal appeals hearing.
  - 2. A brief statement of what is being appealed.
  - 3. The basis for the appeal.
  - 4. Pertinent facts relating to the appeal.
  
- The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.
  
- The Hearing
  - Composition of the appeals committee:
    - Vice President for Academic Affairs will preside over the hearing.
    - Faculty member of the student's choice.
    - Faculty member and student selected by the Vice President for Academic Affairs.
    - President of Student Government Association.
    - Dean of Students.
  - Other persons who should be available at the hearing:
    - The student who requested the hearing.
    - The faculty member involved.
    - Anyone the student or faculty member wishes to be present to substantiate the case.
    - Chairperson and Divisional Dean.
  - Hearing procedure:
  - The committee will hear the student's appeal during which the parties to the controversy and such representatives as desired will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.
  - The decision of the committee is final and completes the academic appeals procedure.

See *South Plains College Student Guide 2015-2016*, pages 18 and 19.

**Equal Rights Policy:** All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See *South Plains College Student Guide 2015-2016*, page 10.

## SOUTH PLAINS COLLEGE

### Learning Outcomes

#### Student Learning Outcomes/Competencies:

Thinking as a generalist social worker: students will understand

- a.
- b. Generalist social work theories, perspective, and practice
- c. To develop an understanding of Social Justice
- d. An increased knowledge and understanding of how society is structured and created by its social institutions and culture
- e. To develop an appreciation and understand of core social work values and ethics
- f. How our society has responded to human need in its creation of social institutions and the effects of these institutions both positive and negative.

#### Communication and Collaboration

- Demonstrate an ability to read, write and speak clearly and concisely
- Value of diversity and differences in people

#### Critical Thinking

- Explore relationships of ideas and see their similarities and differences
- To understand the concept of social justice and equality
- Ability to integrate ideas across the disciplines and personal life

#### Leadership

- Exhibit personal responsibility and ethical judgment
- Have the ability to see that they bring their own experiences with them to class as well as the field and understand that along with experience they may also bring biases and preconceptions that need to be addressed
- Demonstrate professionalism, honesty and integrity

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**General Course Information**

Course Description: This course is a study of how society has responded historically to human needs by the creation of voluntary and government social service institutions.

- Course Goals/Objectives:
- An understanding of the generalist social work theories, perspective and practice.
- To develop an understanding of Social Justice.
- A better understanding of how society is structured through institutions and culture.
- To develop an appreciation and understanding of core social work values and ethics

**Course Competencies:**

Each student will learn to examine the different characteristics and structure of a society and how that society has addressed its human needs. Students will become more familiar with the nomenclature of the profession of Social Work and how these terms are used. Since you are taking this class, you are now a Social Worker and therefore will go beyond “personal” views in order to be objective. Objectivity does not mean that you accept or approve but only that you intellectually understand. In many cases, understanding will lead you to broaden yourself not only as an individual but also as a member of society.

**Academic Integrity- See College Catalog, p. 23.**

Unfortunately, it is necessary to remind all students that any form of cheating will not be tolerated. Cheating is cheating, whether plagiarism or copying another student’s exam. Since the Internet has become a common source of information, it is important that you understand plagiarism and not neglect to include citations or footnotes on all papers. Please do not put yourself or others in this position.

**Classroom Behavior:**

I have few classroom rules but feel obligated to discuss disruptive behavior\* and what it means in a college classroom. First, we are all adults therefore I would appreciate having your attention when I lecture or when another student is speaking. That means that you will direct comments to the entire class and not just to those seated near you. Do not get “personal” when discussing topics. Secondly, it is very rude to read papers or sleep in class. If you feel the need to do either you may leave and return the next day. Lastly, cell phones are very common, but are inappropriate in class. To further classify: \*Disruptive behavior includes but is not limited to being rude to an instructor or other students, walking out of class before class ends,

making “side comments” to other students, or any other non-adult behavior as defined by the instructor. The Student Guide details SPC policy concerning student conduct.

**Diversity:**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it can be.

**Textbook**

Social Work, Social Welfare and American Society 8<sup>th</sup> edition, by Popple and Leighninger

**Attendance:**

**For classes that meet once a week: If you miss four (4) or MORE class periods, you will be dropped from the course with an “X” for the course. If your absences occur after the drop date, you will receive “F” for the course regardless of test scores. THIS IS IMPORTANT! It is your responsibility to withdraw from the course if you do not attend.**

Tardiness: being late to class is very disruptive and rude. It is suggested (strongly) that you allow enough time in your schedule to arrive a few minutes early to class. Two tardies will count as one (1) absence. If you leave class early, that may count as a tardy or an absence at the instructor’s discretion.

**Accommodations:**

**ADA Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

**COURSE REQUIREMENTS:**

1. **Examinations:** There will be four exams given during the course of the semester. These dates are in the course calendar portion of this syllabus. The final exam is the fourth exam in this class and will count no more or less than any other exam. I do not give make up exams unless one is absent for a school sponsored activity where attendance is required. If one misses class for a school recognized religious holiday or is hospitalized please discuss with me the possibility of making an alternative assignment. The final will not be comprehensive.

2. **Class Participation:** Content for class will be presented in a combination of lectures, class discussions (online) and small group activities. Because a social work degree is a professional degree, I expect students to begin to practice and demonstrate professional behavior in the classroom and to any speaker that visits our classroom. This means reading of materials must be done prior to class. I also ask that you give me and any guest speakers your full attention during lectures and participate in class discussions with thoughtful and appropriate comments, being careful to keep an open mind, address others respectfully and resist dominating the discussion. I do expect everyone to participate in the class. Reading prior to class helps one to be knowledgeable when you are called on in class. I will lecture on related material in class to what the reading assignment is for that day. Just because I do not cover a topic from the text does not mean that you are not responsible for learning it. I will not simply read the textbook to you. Online Discussions will typically cover one chapter and students will respond to the prompt and answer that question. You will then read your classmates responses and respond to at least three of them with well thought out responses, using what you have learned from the text. "I agree" or "I like your post" is not sufficient. These topics will open and close on **Thursdays** at 4PM. You will be required to have your original response online by 4 PM on Tuesdays, so that your classmates have at least two days to read what you wrote and respond to it.
3. **Group Project:** You will be placed in groups of 3 or four and will be assigned a chapter in the book to cover as a presentation to the class. You will prepare a powerpoint or some other visual aid, perhaps find short videos that cover the material in the chapter or are relevant to the material. You will teach the class. Your presentation should be between 40 and 60 minutes. That is a pretty big window, but don't be short on presentation materials. I do not expect you to cover every bit of the chapter, but find two or three things of interest to you in the chapter and prepare your presentation around those things. Bring in outside resources. Be Creative. Teaching is one thing that all social workers do in some way, and the only way to become good at it is to practice. This presentation will count the same as a test grade, but it cannot be dropped even with perfect attendance.
4. **Written Assignments:** The written assignments are intended to enhance the student's understanding of the material presented in class and to help evaluate his/her level of comprehension of the topics presented. In general, all papers are to be typed in APA style. Deductions will be made for failing to use APA style, for typographical errors, for spelling errors and for poor grammar. In addition to using spellcheck, or something similar, please **read your paper carefully before printing**. Use only **black ink** for printing. Five points of the assignment will be deducted for each weekday that the assignment is late.

Essay/Paper - **Paper:** You will complete a paper over a historically important event or person or development in social work. You will be given a list of topics to choose from on an assignment sheet at least three weeks before the assignment is due. This paper should be no more than four pages, formatted in APA style, and printed in black ink. You will be graded over the content of the paper as well



as writing skills (including grammar, spelling, and clarity). Five points of the assignment will be deducted for each weekday that the assignment is late. More information on this assignment will be provided.

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**5. Attendance:** Attendance is mandatory: Roll will be taken each class period. Late arrivals/early departures and absences will be excused at my discretion and only with a timely, emailed explanation. While there is no letter grade (other than F) attached to attendance there are large *privileges*. If a student has 1 or no absences they may drop any grade they wish, other than the presentation grade. This includes the final or the paper. This is a great advantage at final time, or if you performed less than you had hoped on any earlier assignment.

**NO LATE OR MAKEUPS ALLOWED IN THIS COURSE.** If you miss a test, that is considered a “0” and will be your lowest grade. *If there is a conflict with a religious holiday, please let me know now. All exam dates are listed in the syllabus.*

**Grades for this semester will be 4 exams, 1 paper, weekly discussions, and 1 group project**

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% and Below	F

**IMPORTANT NOTE:**

**ATTENDANCE IN THIS CLASS WILL SIGNIFY YOUR ACCEPTANCE OF ALL CLASS AND SPC POLICIES. FAILURE TO ABIDE BY THESE POLICIES WILL RESULT IN EXPULSION FROM CLASS AND AN “F” FOR THE SEMESTER REGARDLESS OF RACE, ETHNICITY, SEX, RELIGION OR SEXUAL ORIENTATION.**

**READING**--I expect you as students to read the chapters before I lecture on them. There are 2 reasons for this. First, you will have some familiarity with the material and therefore the lectures will have a lot more meaning for you. Second, if there is something that you didn't understand in the text you can point it out to me and I can clarify it to you. You will be tested over the lectures as well as the readings. The first thing you should read in each chapter is the visual summary located at the end of the chapter. Next go through the chapter noting highlighted words. Write in your book if it helps. Examples of the concepts that you can remember: What you understand, what you don't, anything to help! **Once again read the summary/conclusion first!!**

**Videos and DVD's** can be an excellent instructional tool. These are not viewed by me as simply time filling devices. Any videos that we may watch for class could also be used as exam material.

**MY SPC and Blackboard-** This will be the official way that I contact you. You have an official email address provided by the school. This is the one that I will use to contact you. Announcements will be made using the Blackboard site so you should get used to checking it daily. The email address can be forwarded to other providers if you would like.

Intro to Social Work

Course Calendars

1/14	Introduction and Ch 1	4/24	Student presentation			
1/16	Ch 2 and Ch 3	4/29	Final Chapter Lectures			
1/23	Ch 3 and Exam 1 (ch 1 and 2)	5/6	Final Exam at 1:00 PM			
1/28	Ch 4 and 5					
2/4	Ch 6 and 7					
2/11	Ch 7					
2/18	Ch 8 and Exam 2 (3-6)					
2/25	Ch 8 and 9					
3/4	Ch 10					
3/18	Student presentation					
3/25	Ch 11 and Exam 3(7-9)					
4/1	Ch 12					
4/8	Student presentation					
4/15	Ch 13 and 15					
			Calendar is subject to change			

Student presentations are not on this calendar but will be at approximately the same time we are covering the chapter as a class, a group could expect to present if that is their assigned chapter.

**Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.)** authorizes the carrying of a concealed handgun in South Plains College 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 South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php))