I. How to use this syllabus

This syllabus provides you with information specific to this course, and it also provides information about important university policies. This document should be viewed as a course overview; it is not a contract and is subject to change as the semester evolves. Any changes will be communicated in class.

II. Catalog Description

SCWK 402. Practicum I (4). Placement in community social service agencies for supervised periods of observation and direct service assignments emphasizing performance of basic practice skills and understanding of the social service agency and its role in the community service network. Prerequisites: SCWK 302 and admission to the major.

III. Definition of a Credit Hour

In order for students to be successful in this 15 week semester course, each credit hour represents one hour of classroom or direct faculty instruction, and a minimum of two hours of outside classwork per week. Outside classwork activities include, but are not limited to, reading, writing, studying, research, and completing worksheets. In addition, at least an equivalent amount of out of class work is required for laboratory work, internships, rotations, practica, studio work, etc.
IV. **Course Description**

This course will give undergraduate students the opportunity to integrate and apply generalist practice theory within their field experiences. Students will be required to demonstrate increased knowledge and skills in practice, research, and evaluation across multi-level systems. This course will be a combination of field experience, traditional classroom, field supervision, online activities, Blackboard assignments, and self-directed learning per the field practicum manual.

V. **Measurable Student Learning Outcomes**

At the completion of this course, students should be able to:

1. Apply initial critical thinking, identify social policies and facilitate effective transitions to professional practice.
2. Utilize a beginning level of reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
3. Translate fundamental research evidence to inform and improve practice, policy and service delivery while also applying and demonstrating basic understanding of social, economic and environmental justice to advocate for human rights at the individual and system level.
4. Apply initial knowledge of human behavior and the social environment, person-in-environment and multi-disciplinary theoretical frameworks to engage with clients.
5. Demonstrate an understanding of assessment data from clients, utilize appropriate interventions with clients and the evaluation of client and program outcomes.

<table>
<thead>
<tr>
<th>CSWE Social Work Competency</th>
<th>Learning Outcomes</th>
<th>Activities/Assignments</th>
<th>Type of Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate ethical and professional behavior</td>
<td>2, 4, 5</td>
<td>- Learning Contract</td>
<td>Knowledge Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Midterm Evaluation</td>
<td>Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Site visit</td>
<td>Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Practicum Evaluation</td>
<td>Cognitive/afffective (critical thought &amp; exercise judgment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Professionalism</td>
<td></td>
</tr>
<tr>
<td>2. Engage diversity and difference in practice</td>
<td>2, 3, 4, 5</td>
<td>- Class activities</td>
<td>Knowledge Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Practicum Evaluation</td>
<td>Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Professionalism</td>
<td>Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cognitive/afffective (critical thought &amp; exercise judgment)</td>
</tr>
<tr>
<td>3. Advance human rights and social, economic, and environmental justice</td>
<td>2, 3, 5</td>
<td>- Class activities</td>
<td>Knowledge Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Practicum Evaluation</td>
<td>Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cognitive/afffective (critical thought &amp; exercise judgment)</td>
</tr>
<tr>
<td>4. Engage in practice-informed research and research-informed practice</td>
<td>2, 3, 5</td>
<td>- Class activities</td>
<td>Knowledge Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Supervision Notes</td>
<td>Values</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Practicum Evaluation</td>
<td>Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cognitive/afffective (critical thought &amp; exercise judgment)</td>
</tr>
</tbody>
</table>
### CSWE Social Work Competency

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Activities/Assignments</th>
<th>Type of Learning</th>
</tr>
</thead>
</table>
| 5. Engage in policy practice | 1, 2, 5 | - Safety plan  
- Practicum Manual Treasure Hunt  
- Practicum Evaluation | Knowledge  
Values  
Skills  
Cognitive/affective (critical thought & exercise judgment) |
| 6. Engage with individuals, families, groups, organizations, and communities | 2, 5 | - Site visit  
- Practicum Evaluation | Knowledge  
Values  
Skills  
Cognitive/affective (critical thought & exercise judgment) |
| 7. Assess individuals, families, groups, organizations, and communities | 2, 3, 5 | - Supervision Notes  
- Site visit  
- Practicum Evaluation | Knowledge  
Values  
Skills  
Cognitive/affective (critical thought & exercise judgment) |
| 8. Intervene with individuals, families, groups, organizations, and communities | 1, 2, 5 | - Safety plan  
- Site visit  
- Practicum Evaluation | Knowledge  
Values  
Skills  
Cognitive/affective (critical thought & exercise judgment) |
| 9. Evaluate practice with individuals, families, groups, organizations, and communities | 2, 5 | - Site visit  
- Practicum Evaluation | Knowledge  
Values  
Skills  
Cognitive/affective (critical thought & exercise judgment) |

### VI. Required Texts/Readings Textbook
No text required.

### VII. Other Readings


### VIII. Other Equipment/Materials
None
IX. Grading Scale

WSU uses a +/- grading scale for final grades and to calculate grade point averages. In this class, grades are assigned according to the following chart.

<table>
<thead>
<tr>
<th>Points/percentages, as instructor chooses</th>
<th>Letter grade</th>
<th>Grade Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>368-400</td>
<td>A</td>
<td>4.00</td>
<td>The A range denotes excellent performance.</td>
</tr>
<tr>
<td>360-367</td>
<td>A-</td>
<td>3.70</td>
<td></td>
</tr>
<tr>
<td>356-359</td>
<td>B+</td>
<td>3.30</td>
<td></td>
</tr>
<tr>
<td>328-355</td>
<td>B</td>
<td>3.00</td>
<td>The B range denotes good performance.</td>
</tr>
<tr>
<td>320-327</td>
<td>B-</td>
<td>2.70</td>
<td></td>
</tr>
<tr>
<td>316-319</td>
<td>C+</td>
<td>2.30</td>
<td></td>
</tr>
<tr>
<td>288-315</td>
<td>C</td>
<td>2.00</td>
<td>The C range denotes satisfactory performance.</td>
</tr>
<tr>
<td>280-287</td>
<td>C-</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td>276-279</td>
<td>D+</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>248-275</td>
<td>D</td>
<td>1.00</td>
<td>The D range denotes unsatisfactory performance.</td>
</tr>
<tr>
<td>240-247</td>
<td>D-</td>
<td>0.70</td>
<td></td>
</tr>
<tr>
<td>239 or less</td>
<td>F</td>
<td>0.00</td>
<td>F denotes failing performance.</td>
</tr>
</tbody>
</table>

X. Assignments

1. Safety Plan
   (25 points)
   The Safety Plan is an assignment which will be developed with your field instructor/on-site supervisor. You must be familiar with the safety plan for the agency/institution you are working in for not only yourself, but for client safety. This plan will include specific policies and/or procedures of your assigned agency as well as behavioral signs of aggression and protective responses. This activity is designed for you to demonstrate competency in providing leadership for promoting sustainable changes in service delivery and practice to improve the quality of social services. This is to be submitted on Blackboard (or on paper with instructor approval). Due 9/20/2016.

2. Practicum Manual Scavenger Hunt
   (15 points)
   Using the online Practicum Manual, students will find answers to commonly-asked questions about Practicum. Instructors will provide the list of questions on paper during the first class session. Students will find the answers in the Practicum Manual, and bring the Practicum
Manual Scavenger Hunt back to class for class discussion on 9/20/2016 (Group A) or 9/27/2016 (Group B).

3. Learning Contract
(50 points)
Complete your learning contract with suggestions from your field instructor (and on-site supervisor, if applicable). You will work on the core competencies, skills and activities as set out in your Learning Contract. Students should include a minimum of 2 activities per core competency. The focus should be on developing activities to master each skill. This should demonstrate your ability to practice personal reflection and self-correction to assure continual professional development, as well as all other practice behaviors. This is to be submitted on Blackboard (or on paper with instructor approval). Due 9/27/2016.

4. Activities 1, 2, 3, and 4
(15 points each for Activity 1, 2, 3, and 4: 60 points total)
Students will participate in regular online activities. The purpose of these activities is to offer continuous integration of the advanced generalist perspective in your practicum experience. The activity topics will be posted by your instructor on Blackboard throughout the semester. The Seminar Faculty encourages you to be professional, open and honest. Your classmates will not be able to read and review your responses. It is important that you adhere to the NASW Code of Ethics when considering your postings. These are to be submitted on Blackboard. Due 10/4/2016, 10/25/2016, 11/8/2016, and 11/22/2016.

5. Supervision Notes
(25 points)
it is important to regularly meet with your field instructor and participate in the supervision process. You should reflect on the meeting content and document those meetings as needed, maintaining client confidentiality.

Instructions: In a 1-2 page paper, reflect on your supervision meetings during the semester (formal and informal) with your field instructor and/or on-site supervisor. Include the following:
* How often have I met with my field instructor/on-site supervisor?
* Have we discussed case situations? Have we discussed my professional development as a social worker? Both?
* Does this style of supervision encourage my learning?
* What have been the benefits of supervision?

This is to be submitted on Blackboard (or on paper with Instructor approval). Due 12/6/2016.

6. Mid-Term Evaluation
(15 points)
Students will ask their field instructor/on-site supervisor to complete the Midterm Evaluation together. The form is located at the School website at
http://webs.wichita.edu/?u=socialwork&p=/Practicum/Practicum_Manual/. This activity is to demonstrate that you seek and accept feedback, support, and constructive criticism from supervisors and colleagues to enhance generalist practice. It is the student’s responsibility to have this completed and submitted to your instructor by the due date. This is to be submitted on Blackboard (or on paper with instructor approval). Due 10/11/2016.

7. Site Visit
   (50 points)
   The site visit will be scheduled approximately halfway through the semester and will include the student, field instructor, and field liaison. You will need to demonstrate professional accountability by making yourself available at the meeting time set with your field agency. During the site visit, you will be evaluated by your field instructor on how you critique and apply knowledge to understand person and environment, as well as other needs and areas for continuing success. There is nothing for the student to submit. The instructor will complete a Consultation Form during the visit and assign points after the visit. The site visit will occur around October and must be completed by 12/6/2016.

8. BSW Field Placement Evaluation
   (100 points)
   This is the evaluation of the skill building in practicum placement this semester. This evaluation is more than an assignment; it is an opportunity for the student, the field instructor, and on-site supervisor (if applicable) to participate as a team and examine the core competencies and determine the student’s strengths and areas which can be focused on in your future professional development. This activity is designed to demonstrate an ability to practice personal reflection and self-correction to assure continual professional development, as well as all other practice behaviors. This will assist you in planning for your future learning in your second semester and beyond, as well. At mid-term, it is suggested that you schedule a meeting with your field instructor/on-site supervisor to complete your final evaluation at the end of the semester.

   At the time of your evaluation, you must have completed your required hours for the semester, so your field instructor can attest to the completion on the evaluation form. This is to be submitted on Blackboard (or on paper with instructor approval). Due 12/6/2016.

9. Professionalism
   (60 points)
   Students are expected to attend all classes and practicum commitments as scheduled. You should be punctual and participate as a professional in the classroom and in the practicum setting. The attendance policy for your practicum setting is stated in your Field Practicum Manual, and will be reviewed during the first class. Regular class attendance and participation are essential to earn maximum professionalism points.

   Students are expected to demonstrate advanced skills in ethical decision-making and ability to resolve value conflicts consistent with the NASW Code of Ethics in both the classroom
and practicum setting. Points in the course will be awarded based on these expectations. It is expected that you demonstrate compassion and acceptance of difference in the class with colleagues, instructor and guest speakers. It is important for you to effectively communicate professional judgments to other social workers and to professionals from other disciplines, in both verbal and written formats.

This is not an assignment -- the student does not have to complete anything. The instructor will give points at the end of the semester based primarily on classroom attendance, practicum attendance, and professional behavior both in the classroom and in practicum.

Extra Credit

No extra credit

Late and Missed Assignments

Students who cannot hand in an assignment at the scheduled time due to illness or emergency should contact the instructor prior to the due date. Failure to contact the instructor prior to the due date could result in a zero grade for the assignment.

Exams

None.

XI. Class Protocol / Policies

1. Learning Environment

University students are expected to maintain an openness to inquiry and a respect for others throughout the course. The instructor will work with students to maintain a learning environment that is based on mutual respect and an acceptance of difference.

2. Disabilities / Accommodations

If you have a physical, psychiatric/emotional, or learning disability that may impact on your ability to carry out assigned course work, I encourage you to contact the Office of Disability Services (DS).

The office is located in Grace Wilkie Annex, room 150, (316) 978-3309 (voice/tty) (316-854-3032 videophone). DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

Students who need accommodations to facilitate their learning should inform me at the beginning of the course so that needed arrangements can be made.
3. Counseling & Testing

The WSU Counseling & Testing Center provides professional counseling services to students, faculty and staff; administers tests and offers test preparation workshops; and presents programs on topics promoting personal and professional growth. Services are low cost and confidential. They are located in room 320 of Grace Wilkie Hall, and their phone number is (316) 978-3440. The Counseling & Testing Center is open on all days that the University is officially open. If you have a mental health emergency during the times that the Counseling & Testing Center is not open, please call COMCARE Crisis Services at (316) 660-7500.

4. Diversity and Inclusive

Wichita State University is committed to being an inclusive campus that reflects the evolving diversity of society. To further this goal, WSU does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

5. Intellectual Property

Wichita State University students are subject to Board of Regents and University policies (see http://webs.wichita.edu/inaudit/ch9_10.htm) regarding intellectual property rights. Any questions regarding these rights and any disputes that arise under these policies will be resolved by the President of the University, or the President’s designee, and such decision will constitute the final decision.

6. WSU Policy on Cell Phones

Student cell phones and pagers must be turned to silent during class times.

7. WSU School of Social Work Policy on Technology Usage in the Classroom

Instructor Discretion. Students are required to engage in the classroom community. Engagement requires the student refrain from the use of technology to (talk, text, twitter, chat, e-mailing, surf the web, shop, play on-line games, check your online social networks, etc.). Therefore, the use cell phones, blackberries, I-pods, I-pads, laptops or any other electronic devices during class time are limited to class activities. If you use an electronic device to take notes please do so in a manner which is not disruptive to other students and under no circumstances shall the computer be used during class for purposes other than related to engagement in the classroom activities. Violation of this rule will result in you being asked to discontinue the use the electronic device and you may be asked to leave the classroom. Further, the violation of this policy will result in the final calculation of your grade percentage being reduced: up to a maximum of 15%. It may also include additional sanctions deemed appropriate by the instructor and in accordance with university policy.
8. Email

The School of Social Work office and faculty will communicate with your through your student webmail account. You are responsible for checking the email sent to your “xxx@wichita.edu” email address frequently. If you do not check your email, you may miss important messages. If you prefer to check only your personal email address, you can have your webmail forwarded to that address. The Mail Forwarding setting is found under the Options and Settings tab of Student Email on myWSU. Select Enable Forwarding to automatically send a copy of every message you receive to the email addresses mentioned in the Mail Forwarding list. If you do not plan to go into your student email to delete messages, you should also select Do not leave copy on server, so your email folder doesn’t fill to where you cannot receive messages. Test the forward by sending a test email message to the wichita.edu email address. If you change your personal email address, you will need to update it in the mail forwarding list. You are responsible for the content of messages sent to your webmail account.

9. Shocker Alert System

Get the emergency information you need instantly and effortlessly! With the Shocker Alert System, we will contact you by email the moment there is an emergency or weather alert that affects the campus. Sign up at www.wichita.edu/alert.

10. Blackboard

WSU Blackboard (available from myWSU: www.wichita.edu) will be used as a resource for the class and students. The Blackboard area for this course will contain course materials, such as the syllabus, assignments, review/study guides, and most PowerPoint materials. Students are encouraged to visit the Blackboard area to get any class announcements and other resources. The use of Blackboard will be discussed in class. This is not an online class. Blackboard is intended to be used as a resource and supplement to the class. Students are expected to attend class and to participate in regular class sessions.

11. Academic Honesty

Students are responsible for knowing and following the Student Code of Conduct http://webs.wichita.edu/inaudit/ch8_05.htm

Student Academic Honesty policy http://webs.wichita.edu/inaudit/ch2_17.htm.

BSW Student Manual http://webs.wichita.edu/?u=socialwork&p=/bsw/bswstudentmanual/


12. Student Health Services

WSU’s Student Health clinic is located in 209 Ahlberg Hall. Hours are 8:00am to 7:00pm (8:00 am to 5:00 pm on Fridays), though the clinic may be closed occasionally on Wednesdays from noon to 1:30pm. The telephone number is (316) 978-3620. In addition to outpatient and preventive care (including immunizations, a prescription service, and testing/counseling for sexually transmitted infections), Student Health can handle minor injuries. All services are confidential. For more information see www.wichita.edu/studenthealth.

13. The Heskett Center and Campus Recreation

Whether you are wanting to be active on campus, relieve the stress from classes or take care of your body, Wichita State Campus Recreation is the place for you. Campus Recreation, located inside the Heskett Center, contributes to the health, education, and development of Wichita State University students, faculty, staff, alumni, and community members by offering quality programs and services. With many programs and facilities which are free to all students and members, Campus Recreation offers its members limitless opportunities. For more information about our services see www.wichita.edu/heskett.

14. Video and Audio Recording

Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

XII. Tentative Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings</th>
<th>Assignments, Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/23/2016</td>
<td>All Attend Introduction &amp; syllabus review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/30/2016</td>
<td>Group A</td>
<td>Student Information Sheets due in class (Group A)</td>
</tr>
<tr>
<td>3</td>
<td>9/6/2016</td>
<td>Group B</td>
<td>Student Information Sheets due in class (Group B)</td>
</tr>
<tr>
<td>4</td>
<td>9/13/2016</td>
<td>NO CLASS/INSTRUCTOR GONE</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9/20/2016</td>
<td>Group A</td>
<td>Safety Plan due Practicum Manual Treasure Hunt due in class (Group A)</td>
</tr>
<tr>
<td>6</td>
<td>9/27/2016</td>
<td>Group B</td>
<td>Learning Contract due Practicum Manual Treasure Hunt due in class (Group B)</td>
</tr>
<tr>
<td>7</td>
<td>10/4/2016</td>
<td>Group A</td>
<td>Activity 1 due on Blackboard</td>
</tr>
<tr>
<td>8</td>
<td>10/11/2016</td>
<td>Group B</td>
<td>Mid-Term Evaluation due</td>
</tr>
<tr>
<td>9</td>
<td>10/18/2016</td>
<td>NO CLASS/FALL BREAK</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10/25/2016</td>
<td>Group A</td>
<td>Activity 2 due on Blackboard</td>
</tr>
<tr>
<td>11</td>
<td>11/1/2016</td>
<td>Group B</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>11/8/2016</td>
<td>Group A</td>
<td>Activity 3 due on Blackboard</td>
</tr>
</tbody>
</table>
### Important Academic Dates

*For fall semester 2016, classes begin August 23, 2016, and end December 6, 2016. The last date to drop a class and receive a W (withdrawn) instead of F (failed) is November 1, 2016. There are no classes on September 13, 2016 and October 18, 2016.*