

Texas A&M University - Central Texas

Bachelor of Social Work Program

SOWK 4321, Section 110 - Writing for Social Work Research

Semester:	Fall 2018
Meeting Time/Place:	T 1:00 PM-2:15 PM, Warrior Hall 305
Instructor:	Michael R. Daley, PhD, LMSW-AP, ACSW
Phone & E-Mail:	254-501-5936 mdaley@tamuct.edu email is best contact method
Office Hours:	M 10:00-12:00, TR 11:00 – 12:00

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Course Purpose

This writing intensive course builds on the conceptual knowledge of SOWK Research Statistics. This course focuses on the application of these concepts to social work research. Students will develop a research topic, develop a literature review, research question, and develop a research proposal with appropriate methods and analytic tools (statistics). Student will also learn the purpose and methods of evaluation research. Students should learn and be prepared to apply ethic principles of social work research and evaluation of practice, broadly defined. **This is a writing intensive course.**

Prerequisites: SOWK 4300 & SOWK 4320

Nature of Course

Writing for Social Work Research serves as a follow-up to SOWK 4320 Research Statistics with a focus on the professional writing for social work research. Specifically, this is a writing intensive course that builds on the conceptual knowledge of SOWK 4320 and the rest of the social work curriculum by having students apply that knowledge to facilitate their understanding, interpretation, and application of research. Focus in this course is on the evaluation of practice, critical evaluation of published research, and the design and completion of a professional social work research proposal. Program evaluation in social work, a form of applied research, will

also be covered. **Drafting of sections for the research proposal is required. Failure to submit drafts will affect your grade.**

The following course has infused curriculum that prepares students with the necessary casework skills required by 45CFR 1356.60 Title IV-E Training Program.

Teaching Method

The primary teaching approaches in this course will be interactive class discussion, lecture, and active (applied) learning. Material in the course will be presented through lecture, interactive class discussions, and student generated discussions on research assignments. Additional supplemental information may be posted on the course Canvas site. **You will need to read, prepare material, and discuss your work in class or you will be disappointed with your final grade for the course. This is a writing intensive class and requires that drafts of sections for the written assignments be submitted prior to the final version. Lack of attention to keeping up, discussing progress on the development of the research proposal, and/or delay in the submission of drafts is likely to negatively affect the grade. An important part of the learning process is writing drafts and use of the feedback process. Failure to respond to comments on drafts may affect your grade on subsequent assignments. You should expect to be an active part of the learning process.**

Program Mission

The mission of the Bachelor of Social Work Program at Texas A&M University - Central Texas is to prepare high quality graduates for entry-level generalist social work practice and advanced education through education that is delivered in a rigorous and student-centered learning environment that promotes professional behavior, values and ethics, human and community well-being, respect for human diversity, and a global perspective, and is guided by a person-in-environment framework, knowledge based on scientific inquiry, and social work competencies in support of the college and university missions.

The social work program at TAMUCT uses a generalist framework for practice. The program definition of generalist practice as:

Work with individuals, families, groups, communities and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strength's perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of clients and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs.

Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well-being of individuals, families, groups, communities and organizations and furthering the goals of social justice. (Source: BPD web page)

Program Framework

The Social Work Program curriculum is rooted in a framework established by the Council on Social Work Education (CSWE). Specifically, the program endeavors to develop social workers who promote human and community well-being by being able to demonstrate the following 9 core competencies upon graduation:

- Competency 1:** Demonstrate Ethical and Professional Behavior
- Competency 2:** Engage Diversity and Difference in Practice
- Competency 3:** Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4:** Engage In Practice-informed Research and Research-informed Practice
- Competency 5:** Engage in Policy Practice
- Competency 6:** Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7:** Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8:** Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Each core competency has specific, measurable practice behaviors that help students and their professors determine if the competency has been achieved. There are 41 total practice behaviors. The complete list of practice behaviors can be found at the end of this syllabus or by reviewing the student handbook.

Course Objectives & Related CSWE Practice Behaviors

This course provides content that helps to prepare you, the generalist social work student, to engage in the following CSWE competencies and related practice behaviors:

The objectives for this course, that support the CSWE related practice behaviors, are:

- 1.1** Students will be able to make 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.
- 1.3** Students will be able to demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.
- 1.4** Students will be able to demonstrate use supervision and consultation to guide professional judgment and behavior in research.
- 4.1** Students will be able to demonstrate the use of practice experience and theory to inform scientific inquiry and research.
- 4.2** Students will be able to demonstrate the ability to apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
- 4.3** Students will demonstrate the ability to use and translate research evidence to inform and improve practice, policy, and service delivery. Students will demonstrate the ability to collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
- 8.1** Students will demonstrate the ability to select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

The following table shows the relationship between: A) the course objectives, B) the CSWE related practice behaviors, and C) the assignments used to assess your ability to fulfill the objective related to the practice behavior:

A. Objectives <i>(By the completion of the course, it is expected that you will be able to...)</i>	B. CSWE Related Practice Behaviors <i>(This is the practice behavior that objective supports)</i>	C. Course Assignments <i>(This is the assignment used to assess your ability to fulfill the objective related to the practice behavior)</i>
<p>1. Demonstrate Ethical and Professional Behavior</p>	<p>1.1 Students will be able to make 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.</p> <p>1.3 Students will be able to demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.</p>	<ul style="list-style-type: none"> • Research proposal • Presentation • Class Discussion
<p>2. Engage In Practice-informed Research and Research-informed Practice</p>	<p>1.4 Students will be able to demonstrate use supervision and consultation to guide professional judgment and behavior in research.</p> <p>4.1 Students will be able to demonstrate the use of practice experience and theory to inform scientific inquiry and research.</p>	<ul style="list-style-type: none"> • Research Proposal • Drafts of research proposal sections • Presentation • Class Discussion • Exams

	<p>4.2 Students will be able to demonstrate the ability to apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.</p>	
<p>3. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</p>	<p>4.1 Students will be able to demonstrate the use of practice experience and theory to inform scientific inquiry and research.</p> <p>4.2 Students will be able to demonstrate the ability to apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.</p> <p>4.3 Students will demonstrate the ability to use and translate research evidence to inform and improve practice, policy, and service delivery. Students will demonstrate the ability to collect and organize data, and apply critical thinking to interpret information from clients and constituencies.</p> <p>8.1 Students will demonstrate the ability to select appropriate intervention strategies based on the assessment,</p>	<ul style="list-style-type: none"> • Research Proposal • Drafts of research proposal sections • Presentation • Class Discussion • Exams

	research knowledge, and values and preferences of clients and constituencies.	
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COURSE REQUIREMENTS

REQUIRED & RECOMMENDED TEXTS:

- American Psychological Association (2009). *Publication manual of the American Psychological Association (6th ed.)*. Washington D. C.: Author. – Recommended (Reference)
- Grinnell, R. M., Gabor, P. A. & Unrau, Y. A. (2016). *Program evaluation for social workers*. New York: Oxford.
- Holosko, M. J. (2006). *Primer for critiquing social research*. Belmont, CA: Brooks/Cole.
- Rubin, A., & Babbie, E. (2010). *Essential research methods for social work*. (4th ed.) Belmont, CA: Thomson/Brooks/Cole. – (Recommended as a reference)
- Society for Social Work and Research homepage (On-line, as a reference)

FINAL GRADES*

Each assignment is evaluated on the basis of points and the points are added to determine your grade. Grades for individual assignments and the overall total can be found in your on-line grade book. The maximum percentage a student can obtain is 100%. Students must obtain a grade of C (70%) or higher to pass this course. (*Note: This instructor does not provide “make up” or “extra credit” work.) Point and weight distinctions for assignments follows.

Course Assignment	Total possible points
Draft Proposal Sections Research Question @10 Literature section w/Introduction @50 Methods Section @40	100
Research Proposal Part I: Lit Review	100
Research Proposal Part II: Method	80
Research Proposal Part IV: Full	200
Poster/Presentation	20
2 Program Evaluation Examinations	200
Totals	700

Final Percentages* and Corresponding Grades are based on the following:

A = 700-630 B = 629 to 560 C = 559 to 490 D = 489 to 420 F = 419 or less

Posting of Grades

All grades will be posted in the Canvas grade book. No other posting method is used.

COURSE ASSIGNMENTS

The following activities will be completed during the semester.

1. **Research Proposal:** Students are expected to complete a professional research proposal as a process for evaluating the relevant course competencies demonstrated by the student. The proposal should be professionally written (this is a writing intensive course) and follow APA format. The final research proposal in its entirety is generally **between 15-25 pages in length**– which, when complete, includes the following:

- ✓ *Cover page*
- ✓ *Abstract*
- ✓ *List of appendices (if included)*
- ✓ *Introduction/statement of problem*
- ✓ *Literature review*
- ✓ *Clear Statement of the Research Question*
- ✓ *Methods (measures, design, & statistics)*
- ✓ *Discussion*
- ✓ *References, and*
- ✓ *Appendix (or appendices)*

Note: References must include a minimum of 12 professional references (total – entire paper) – 10 of which must be peer-reviewed articles. A minimum of 6 sources must be from social work (excluding course texts). US sources are generally preferred unless there is a specific reason to add International sources. Electronic versions of professional journal articles are acceptable are part of the 10 journal articles. The remainder may be online resources (except Wikipedia), books, etc.

Part I: Introduction/Statement of the Problem: Every good piece of research or research proposal begins with a clear statement of the problem and why this is an important topic to study. To a considerable degree making this case clearly depends on a prior review of the literature in the area. This is where you must lay out the what, why, and how of what you are proposing. This piece will help to frame your proposal. You will also need to include the significance of what you are proposing, especially as it relates to social work. In other words, why is this important for anyone to know and what is its relevance to social work? You need to consider your audience in this section. Who will be the primary readers of this (other than the instructor). This section needs to be clear, target your audience, and precede your literature review. This section needs to indicate the purpose of your research. Ultimately you must answer the – So What? – question here.

Part II: Literature Review: This portion of the research proposal introduces the audience to the proposed topic in depth and explains what is known and not known about the topic at hand. Key

terms should be clearly defined. Questions like what purpose will it serve the field of social work and/or Society may be addressed. What gap in the knowledge and/or practice will this study serve to fill? To answer these questions, the literature review should include a comprehensive and balanced review of the available literature on the student's research topic. It should begin with a description of the prevalence of the problem and include literature that positively and negatively relates to the student's topic of research. It may, depending on the type of research include at least one theory or perspective that is related to the student's topic. This is important since your methods will need to connect to the literature and prevailing theories or perspectives. The review should conclude with statement summarizing the purpose, research or guiding questions, and hypothesis (es) or research questions. The literature review should serve as the foundation to the structure of the entire proposal, and variables that are to be operationalized should be connected to the review. In this you should demonstrate that you are familiar with your topic. Extensive quotations are to be avoided as they affect the flow. Use paraphrasing.

Literature Review Assignment Requirements: The submitted Literature Review must incorporate all components as outlined in the Literature Review grading Rubric that is attached to this syllabus. Further detail will be provided and discussed during class. This rubric is a guide, it is not a fill in the blank question answering.

Literature Review Submission Requirements: A draft of the Literature review is required before the final version is submitted. The completed literature review must be typed with 12-point, Times New Roman font, double-spaced and 1-inch margins. Citations should be used appropriately. Excessive quotations may not be used in the literature review (**no more than 2**). Quotations should be short, essential to make a point, and succinct. A completed reference list following APA 6th edition guidelines must also be submitted with the completed Literature Review. An abstract must also be included along with an APA 6th edition cover page. The introduction should be included before the literature review and a clear transition should be provided between the two. The body of the Literature Review should be roughly 8-10 pages in length (this is only a guide).

Grading: General points will be obtained using the Literature Review Grading Rubric.

Part II: Methods Section Review: A draft of the methods section is required before submitting the final methods section. Where the literature review serves to express to the audience *why* you are proposing to conduct the planned research, the methods section serves to provide the *how*. It is the frame to your proposal structure. **Here you have some flexibility in designing your study. You may choose to follow the traditional empirical model, a qualitative approach, mixed methods, evaluation of practice or program, or even historical research. Whatever methods you choose, they must conform to professional models for that type of research.** In this regard, the methods section should include a description of the intended methods, relevant participants in the study, inclusion and exclusion criteria for the participants, and the intended sampling or data collection method. It should include a description of any measures that are going to be used and the established reliability and validity of these measures. It should include the study design and the

procedures for the study. The proposal must also include proposed method(s) for analyzing your data. While the methods section generally does not include a description of the present study and hypothesis or research question, for the purposes of this paper, this information should be restated at the beginning of the section. You will need to address how you get your sample population for the research. You will have to address IRB approval and if you are using an established measure, you may have to purchase the measures from a company or request permission to use them. So how will you get your measures? Include if you intend to fund the project yourself or if you intend to seek funding from somewhere, which then would affect the time line. You should also identify any limitations that affect the generalizability of your research. Note: if you are doing research that directly affects human subjects you must reference the IRB process (although you don't need to make an application).

Methodology Assignment Requirements: The submitted Methods Section must incorporate all components as outlined in the Methods Section grading Rubric that is attached to this syllabus. Further detail will be provided in class. Samples and guides will be provided and discussed in class and on Canvas.

Methodology Submission Requirements: Completed Methods Section must be typed with 12 point, Times New Roman font, 1-inch margins and double spaced. Citations should be used appropriately and follow APA 6th edition guidelines. Excessive quotations may not be used (**no more than 2**). A completed reference list following APA guidelines must also be submitted with the Methods Section. An APA 6th edition cover page must be included. The Methods Section should be about 5 pages in length.

Grading: General points will be obtained using the Methods Section Grading Rubric.

Part III: Discussion Section Review: A draft of the methods section is required before submitting the final methods section. The discussion section of the research proposal follows the methodology section and serves to summarize for your audience *what* was done. It includes suggestions for future studies as well as limitations of the proposed study. The discussion section puts the finishing touches to the proposal structure. Included in this section should be a brief restatement of some of the relevant literature on the research topic to demonstrate again the need for the research. It should include any ethical issues or implications of your research. It should include the strengths and limitations of your study. It should include implications for social work practice, policy, research, and education that can be anticipated as a result of your study's completion. Also, while in reality the discussion section generally does not explicitly state a description of the present study, for the purposes of this paper, the student will briefly summarize this information. This section should also be thoroughly referenced according to APA 6th edition style.

Discussion Assignment Requirements: The submitted Discussion Section must incorporate all components as outlined in the Discussion Section grading Rubric that is attached to this syllabus. Further detail will be provided in class.

Discussion Section Submission Requirements: Completed Discussion Section must be typed with 12 point, Times New Roman font, 1-inch margins and double-spaced. Citations should be used appropriately and follow APA 6th edition guidelines. Excessive quotations may not be used (**no more than 1**). A completed reference list following APA guidelines must also be submitted with the Methods Section. An APA 6th edition cover page must be included. The Discussion Section should be approximately 2-3 pages in length.

Discussion Grading Requirements: The submitted discussion section must incorporate all components as outlined in the Discussion Section grading Rubric that is attached to this syllabus. Additional detail will be provided in class.

Part IV: Full Research Proposal: Part four of the research proposal includes a revision to the Literature Review, Methodology and Discussion sections. The purpose of this submission is to allow students the opportunity to make corrections to the submitted components, fine tune writing skills, and create a clean, revised copy of the proposal that can be used in writing sample requests in future academic and professional pursuits.

Full Research Proposal Grading Requirements: The submitted Full Proposal must incorporate all components as outlined in the Full Proposal grading Rubric that is attached to this syllabus. Additional detail will be provided in class.

- 2. Poster/Presentation:** Students should prepare a poster identifying the major points you identified in your literature review and what is known about the subject. You should also explain what you hope to learn through your research. This poster should be presented/discussed in class. The proposal presentation serves to assess the social work competencies for this course. Students are expected to develop and give a professional presentation of their work. The presentation should highlight some of the existing research, why the student's research is needed, the research study design, ethical issues, and the implications for social work. You are offered some creative freedom as to how best to get your point across. **The use of electronic posters as a presentation medium is encouraged.**

Grading: Students will be graded according to the information included in the Proposal Presentation Grading Rubric.

***Please note:** If your schedule is such that you find it consistently difficult to arrive to class on time, remain for the full class, or arrive to class at all, it is advised that you find a course that would best meet your scheduling needs.*

Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

CLASS POLICIES

The following policies apply to all students enrolled in this course:

1. Students are not permitted to enter class more than ten (10) minutes late. Exceptions will be made with prior discussion and approval by the professor only.
2. Once class has begun, students are expected to remain for the duration of the class. It is expected that all students will take care of personal affairs (i.e., get beverages, take care of phone calls, meeting with students and other professors, use the restroom, etc.) before class begins. Students who have a medical/physical condition for which they need to request an exception to this policy are advised to speak with the Disability Services Coordinator and/or discuss this with the professor to see if an exception can be granted. Students leaving the class outside of these parameters should not attempt to re-enter the class.
3. Students are expected to display professional decorum at all times. This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not speak to/hold conversations with/pass notes to other students, use cell phones, or engage in other types of unprofessional behaviors once class has begun. Talking during lecture, out of turn, or while other students are talking is disruptive to the learning environment, disrespectful to peers, and unprofessional in demeanor. Students are strongly encouraged to engage in discussion in a respectful and appropriate manner; hence, it is expected that students apply classroom etiquette and raise a hand if there is something to share or to answer a question. It is also expected that students will display patience in raising a hand and recognize that the professor will eventually call on the student and/or may attempt to vary responses from peers. Shouting out answers, making loud noises, and/or waving a hand vigorously to capture attention is unprofessional and inappropriate behavior. Consistent display of such behavior will result in consultation by the professor and can potentially impact the attendance/participation grade.
4. To support the academic learning environment, students are asked to refrain from sharing personal information in class that will not support/add significantly to the class discussion. Sharing of personal stories and/or issues that are not related to the topic can distract class learning and limit knowledge sharing by the professor and other students. In this regard, please note that the professor reserves the right to redirect/limit such conversations in class unless students are expressly asked to share such information by the instructor.
5. **NO TECHNOLOGY IS PERMITTED DURING IN CLASS EXAMS, QUIZZES, OR OTHER TYPES OF ASSIGNMENTS AS DEFINED BY THE PROFESSOR, UNLESS GIVEN SPECIFIC PERMISSION BY THE PROFESSOR.** During such assignments, students may be asked to turn in cell phones to the professor, place bags beneath desk or to the side of class, or other request to minimize use of such technology. Students discovered to be using cell phones, ipads, e-readers, recording devices, etc. during assignments without expressed approval by the professor to do so will receive a zero (0) for the assignment and referred to Student Affairs for academic integrity concerns. Students warned against doing so once and found to do so again in this or any subsequent course will receive an F for the course in which the behavior was identified and referred to Student Affairs.
6. Students are **NOT** permitted to work collaboratively (together) on *any* assignment unless given **EXPRESSED** permission by the instructor to do so. This includes homework, take home quizzes,

papers, etc. Failure to adhere to this policy can result in a zero (0) on the assignment and referral to Student Affairs for academic integrity concerns.

7. **All assignments must be turned in (submitted) by the due date and time indicated.** Late work ***will not*** be accepted or graded unless this has been discussed with **and approved by the professor BEFORE the due date (not the due time) of the assignment.** *Being absent from class on a day when an assignment is due does NOT grant a student an extension to the due date;* as a demonstration of professional practice, the student must still arrange to get that assignment turned in to the professor before class starts. Allowing students to turn in assignments late for a grade is not fair to other students who get their work done on time and disrupts the grading process for the professors. *Failure to adhere to this policy will result in a zero (0) for the assignment. This is inclusive of all assignments.*
8. Students should be prepared to submit electronic copies of any paper for class at the discretion of the instructor.
9. All papers submitted for grading MUST adhere to APA 6th edition standards unless otherwise stated by the professor. This means that all papers must, *minimally*, be: 1) typed, 2) double spaced, 3) use Times New Roman font, 4) use 12 point font, 5) include an APA style cover page, and 6) include in-text citations AND a reference page for ANY SOURCED INFORMATION (this includes information learned in current or previous classes, read online, learned during a personal communication, reviewed over email, read in a text-book, etc.). Further, all typed papers submitted in class MUST be stapled or clipped together (if too large for staple). Unless instructed to do so, submitting papers in folders, binders, etc. are not required and should be limited in use.
10. TAMUCT expects all students to maintain high standards of personal and scholarly conduct and avoid any form of academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism (intentional or unintentional), copying another person's work, turning in someone else's work as your own, turning in previous work you submitted for a new class, downloading material from the internet and inserting it into a paper as if it was your own work, taking ideas from classes or readings and putting them in a paper without citations/references, cheating on an examination or other academic work, collusion, and the abuse of resource materials. Any idea, even paraphrased ideas, used or borrowed must be given credit by showing the source with an appropriate citation and reference. Copying whole phrases or sentences without using quotation marks, even if very minor changes are made in wording is considered academic dishonesty. **Any student who violates class and/or university policies regarding Academic Honesty will be sanctioned according to the University and program guidelines.** More information on university policies can be found at www.ct.tamus.edu/studentconduct. A copy of the University's policy is also located at the end of this syllabus.
11. **Additional & Important Note on Writing Assignments:** All written assignments are expected to be the original work of the student. While paraphrasing and some direct quotations are permitted, it is expected this will be done within the context of your own analysis and synthesis of the information read. Paraphrasing is a skill of reading information and, using your own thoughts, summarizing the information in a way that supports the topic discussed. While the paraphrase involves your own thoughts, it originates from a source and that source is cited. Quoting is a matter of taking words, verbatim, from another source and restating them without, or with minimal, manipulation. Quotations are placed in quotation marks (“ ”) or placed in a block format within the text. Quoting does not involve analysis and synthesizing and, therefore, does not require critical thinking except when used appropriately to support (not substitute) an idea. Because of this, students are discouraged from using

significant quotations as this limits your learning experience. Students found to excessively quote will be penalized. Students using words as their own without **appropriately** citing will be penalized – including failing the assignment and up to failing the course. Students found to have plagiarized (using words as your own without giving **proper credit**, whether paraphrasing or directly quoting) will also be referred to the Student Affairs. ***Plagiarized assignments will be assigned a grade of 0 and there are no options for rewrites on these assignments.*** Therefore, it is **VERY** important that students take academic integrity in writing very seriously. If you are in doubt, it is always best to cite your source and/or speak with your professor for more guidance. The Writing Center, Library, and Owl Purdue are also resources that can help you. ***A copy of this statement, along with the assignment submission policy statement, is located at the end of this syllabus. You are required to acknowledge receipt and understanding regarding the policy for academic integrity and assignment submission in this course by submitting your acknowledgement to the professor no later than the 2nd class. Failure to do so will result in consultation with the professor, program faculty and/or Student Affairs and could limit your successful continuation in this course.***

12. Class discussions, oral presentations, and written materials must adhere to professional standards of expression and conform to the style described by the American Psychological Association (APA, 2009). This includes avoidance of the use of language that degrades women, people of color, gays, lesbians, bisexuals, transgendered, and other diverse and at-risk populations. All students are expected to display the utmost respect for all people, regardless of differences.
13. While assignments may be discussed in class, no individual discussion of the determination of a grade made occur in this context. Discussion of grades is confidential and will not be done in the presence of other students. The proper context for such discussions is in the professor's office.

Final Note Regarding Policies

The aforementioned policies are designed to create and foster a positive and rewarding learning environment for all students. Failure to adhere to the aforementioned class policies, as well as university policies, demonstrates a potential inability to conduct oneself professionally in the field of study. These policies are applicable throughout the program and, as such, students who consistently fail to comply with these policies will be considered inappropriate candidates for field placement and/or the degree of Bachelor of Social Work at TAMUCT, as their behavior is considered inappropriate for a social work practitioner.

An assessment of student behavior as it relates to class policies, and overall decorum required throughout the TAMUCT social work program and the University, is provided via the “Rubric for Assessing Professional Behaviors”. Failure to obtain scores of 3 or 4 in any of the 15 professional behavior areas listed in the rubric will limit a student's ability to be assigned a field placement and/or can result in removal from a field placement. These behaviors, which align with the National Association of Social Workers (NASW's) core values and ethics, TAMUCT's Code of Conduct, and the Social Work Program class policies, are considered the expected professional behaviors of social work interns and future generalist social workers and, therefore, are held to the strictest code.

VIII. University Policies

If you discover that you need to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the

student. The records office will give a deadline for which the form must be completed, returned, and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Duck Trax and confirm that you are no longer enrolled. If you are still enrolled, FOLLOW-UP with the records office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

1. **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

2. **Access & Inclusion (Disability Services)**

At Texas A&M-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion webpage](https://www.tamuct.edu/departments/access-inclusion):
<https://www.tamuct.edu/departments/access-inclusion>.

TAMUCT supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit: <http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>.

3. **Library Services**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus,

the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [homepage](https://tamuct.libguides.com/): <https://tamuct.libguides.com/>

4. **Tutoring Services**

Tutoring is available to all TAMUCT students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at k.wood@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

5. **Textbook Purchasing**

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

6. **The University Writing Center**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University – Central Texas is a free workspace open to all TAMUCT students from 10am-4pm Monday-Thursday during the Summer semester. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

Technology Requirements.

This course will use the TAMUCT Instructure Canvas learning management system.

Logon to TAMUCT Canvas [<https://tamuct.instructure.com>]

Username: Your MyCT username

(xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For technology issues, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

Drop Policy

If you discover that you need to drop this class, you must complete a Drop Request Form, found through the [Registrar's web page](#):

<https://www.tamuct.edu/departments/business-office/droppolicy.php>

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

COURSE SCHEDULE*

Note: Visit Canvas to obtain additional readings and handouts

Date/Week	Activity	Readings/Assignments
Week 1 8/27, 8/29	Introduction to Writing for Social Work Research <ul style="list-style-type: none">• Introductions• Syllabus & Course Dynamics Review• Purpose of Research in Social Work• Introduction to the Issue (semester topic)• Establishing Your Topic	Reading: Syllabus Reading: Holosko ,Chapter 1, Grinnell, Chapter 1

(Continued)	<p>Developing Your Topic</p> <ul style="list-style-type: none"> • Exploring/clarifying the semester research topic • Discussion of the application of Research methods to social work practice 	<p>Reading: Holosko, Chapter 2, Grinnell, Chapter 2</p> <p>Assignment: Confirmation of Signed Integrity Statement due</p> <p>Draft of Research Question Due 1/23</p>
<p>Week 2 9/4, 9/6</p>	<p>Reviewing the literature</p> <ul style="list-style-type: none"> • Developing an Introduction • Developing a literature review • Requirements of the literature review • Developing an outline • How to engage in critical thinking and articulate ideas accordingly • The importance of APA, support, editing and a plan 	<p>Reading: Holosko, Chapter 3, Grinnell, Chapter 3</p> <p>Draft Research question due</p>
<p>Week 3 9/11, 9/13</p>	<p>Reviewing the literature</p> <ul style="list-style-type: none"> • Formatting the research question • Summarizing the literature review • Establishing your roadmap: questions, predictions, & assumptions • Identifying key variables • Establishing your working hypotheses 	<p>Reading: Holosko, Chapter 4, Grinnell, Chapter 7</p> <p>Assignment: <u>Draft Introduction due 2/9 in class.</u></p>
<p>Week 4 9/18/, 9/20</p>	<p>Reviewing the literature</p> <ul style="list-style-type: none"> • Balance in the literature • Resolving competing ideas • Evaluating the quality of information • Connecting the research to social work 	<p>Reading: Grinnell, Chapter 10. Review syllabus and all resources to ensure directions for assignment are followed. Review policy on submission and late assignments.</p>
<p>Week 5 9/25, 9/27</p>	<p>Draft Literature Review Due</p> <ul style="list-style-type: none"> • Literature Review Due • Discussion of Literature review • Revisions for Final draft of lit. review • Discussion of Program Evaluation 	<p>Assignment: <u>Draft Literature Review due in class 9/27.</u></p>
<p>Week 5 10/2, 10/4</p>	<p>Preparing for the methodology</p> <ul style="list-style-type: none"> • Requirements for the methodology • Review of research ethics. 	<p>Reading: Grinnell, Chapter 11, 12</p>

<p>Week 6 10/9, 10/11</p>	<p>Developing the methodology</p> <ul style="list-style-type: none"> • Developing your Informed consent (if necessary) • Cultural considerations • Identifying your sample • Recruiting versus sampling • Sampling techniques <p>Test – Grinnell Ch. 1-3,7, 10</p>	<p>Reading: Holosko, Chapter 5 Reading: Holosko, Chapter 7 Note: Some of this week’s material may be shift to the next week. I have a CSWE meeting 10/10-13. This is also the week of the NASW TX conference.</p>
<p>Week 7 10/16, 10/18</p>	<p>Data Collection and Quantitative Research Designs</p> <ul style="list-style-type: none"> • Measurement • Using surveys • Common quantitative designs • Errors in quantitative designs (internal and external validity) <p>Data Collection and Qualitative Research Designs</p> <ul style="list-style-type: none"> • Common qualitative designs • Issues in qualitative designs 	<p>Reading: Grinnell, Chapters 13-16</p>
<p>Week 8 10/23, 10/25</p>	<ul style="list-style-type: none"> • Discussion of methodology • Discussion of program evaluation • Discussion of progress on research proposals & problem solving 	
<p>Week 9 10/30, 11/1</p>	<ul style="list-style-type: none"> • Program Evaluation methods • Purposes of Social Work Research • Problem Solving on research proposals 	<p><u>Final Literature Review 10/30</u> Reading: Review syllabus and all resources to ensure directions for assignment are followed. Review policy on submission and late assignments.</p>
<p>Week 10 11/6</p>	<p>Discussion and Evaluation</p> <ul style="list-style-type: none"> • Describing and evaluating anticipated findings • Presenting findings • 11/8 CSWE Annual Program Meeting 	<p>Reading: Holosko, Chapter 9 Assignment: Draft <u>Methodology</u> due 11/6 in class</p>
<p>Week 11 11/13, 11/15</p>	<ul style="list-style-type: none"> • Draft discussion due • Discussion 	<p>Assignment: Draft discussion due 11/15</p>
<p>Week 12 11/20, 11/22</p>	<ul style="list-style-type: none"> • Full paper due 	<p>Reading: Review syllabus and all resources to ensure directions for assignment are followed. Review policy on submission and late assignments. <u>Full paper due 11/22</u></p>

Week 13 & 14 11/27, 12/4,12/6	Flex date Presentations begin 11/27 Exam 2 in Final Slot May 8th- Grinnell Ch. 11-16	Assignment: Presentations
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**Note: This professor reserves the right to amend this syllabus at any time. The schedule may change based on the progress and events of the semester.*

X. Bibliography and Additional Resources:

The following readings can be used by students to provide further information on the topics covered by the course:

ACOSA Website

Nathan, P. and Gorman, J. (2002). A Guide to Treatments that Work, 2nd edition. New York: Oxford University Press.

The New Social Worker (Online)

Social Work Abstracts (Database) in the TAMUCT Library

Society for Social Work and Research (and journal) (available on-line)

Stout, C. E. and Hayes, R.A. (2005). The Evidence-Based Practice: Methods, Models, and Tools for Mental Health Professionals. Hoboken: John Wiley and Sons

Various Research articles (Canvas, on-line)

Social Work Research Methods Research Proposal and Presentation Guidelines & Grading Rubric

Directions: Using guidance provided throughout the course, students are to develop a professional research proposal. The proposal will be submitted in four parts over the course of the semester. The four parts include:

- Research Question(s)
- Introduction & Literature review
- Methodology & Discussion
- Full Proposal

Students should follow the guidance provided in class, on-line, the syllabus, and rubrics to complete each section of the proposal.

Following completion of the proposal, students will complete a presentation of their research. Guidance will be provided in class.

Grading: See rubrics that follow.

Literature Review Section Grading Rubric

The introductory section includes the presentation of the problem and prevalence, the plan of study, and the researcher positionality.

Presentation of the problem and introduction

The section includes:

- a. The opening uses a “narrative hook” that serves to draw the reader in and definitively presents the topic.
- b. The opening statement follows with a discussion regarding why the area of study is a problem and why there should be concern or interest about the research topic
- c. The section includes a discussion regarding the occurrence of the issue in society, the frequency with which the issue occurs, the populations that the problem most often affects, and the relevance to social work.

Plan of Study

The section includes:

- a. Need for the study.
- b. Purpose of the study,

The literature review section includes a diversity of views in the literature. Together, the information should be written in such a way that it demonstrates the strengths and gaps in the available literature and support why you need to do the study as well as why you need to do it the way you are proposing.

Supporting Literature _____

This section includes literature that supports the student's research questions/hypothesis. This section should:

- a. Include a thorough and comprehensive discussion of peer-reviewed literature discussed with theory and conceptual framework, other related studies in terms of the purpose of the study, methodology and sampling, results, and how study specifically correlates with your hypothesis/assumptions).
- b. Be well-organized
- c. Discuss the strengths and limitations of the related literature, and
- d. **NOT** be a summary of articles, but be a presentation of the key literature related to the topic that demonstrates critical thinking/analysis of the topic.

Diverse Perspectives in the Literature (*Literature Review section*)

This section must incorporate literature that discusses the range of views about the hypothesis/research question. It should:

- a. Include a thorough and comprehensive discussion of the peer-reviewed literature from multiple perspectives. (Differing points of view).

Presentation of the research questions/hypothesis

This section should include

- a. A well-stated guiding evaluative, qualitative question or quantitative research question that is researchable (other than opinion).

Format Clarity, Spelling, Organization, & APA/Grammar

Spelling & Grammar: The writing is to be free of spelling errors. It is to be evident that the writer has used words appropriately (they're, their, and there) and has used spell check. It is to be evident that the writer has used grammar check, has not made typical grammatical errors, such as ending sentences with prepositions, mixing subject and object agreement, mixing noun and verb agreement, and allowed modifiers to go without specifiers. Further, because this writing is technical (unless it is a journal), there can be no contractions used (e.g., don't, isn't). Also, it is to be evident that the writer used appropriate punctuation throughout the paper (e.g., commas, periods, semicolons, etc.).

APA & Organization: The writing is to be well-organized. The topic of each paragraph and the overall paper should be clear. There should be transitional sentences that link one paragraph to the next, with one main idea per paragraph. Ideas should clearly flow. Sentences should be an appropriate length – neither very short and choppy, nor very long and convoluted. There should be appropriate headings when the topic is changing to the next area of focus and references and citations should follow APA 6th

edition format. It should also be evident that the writer has formatted the paper with appropriate spacing between lines and sentences and spacing between paragraphs.

Methods Section Grading Rubric

Introduction to Research Design

Includes an introduction and description of the present study. The section must include:

- a. The definition of the type of study (for example: evaluative, historical, qualitative, quantitative, or mixed) & how it aligns with the literature and research questions,
- b. An summative explanation with citations (rationale) that justifies the decision about conducting the proposed type of study,
- c. A well-stated research question or hypothesis

Participants, Sampling, Data

- a. A description of the sources for data and both how and why chosen.
- b. Inclusion and exclusion criteria for participation in the study with rationale
- c. The type of sampling method (if used) must be clearly defined and supported (rationale)

Variables/Concepts & Measures

- a. A clear discussion of the variables and/or concepts used within the study with appropriate operational definitions
- b. A description of all of the measures being used in the study and rationale for use
- c. A brief description of the measure, including the types of questions asked, the population upon which the measure was normed, and the measure's reliability and validity statistics,
- d. If developing an interview, questionnaire, or survey instrument, students should identify or cite any relevant literature that led to the development of the questions included and include it an an appendix that is referenced within the text

Procedures

The procedures section should include a detailed description of the procedures of the study. It should include if relevant:

- a. Recruitment and sampling techniques,
- b. IRB considerations and process,
- c. Any testing/interviewing procedures,
- d. Ethical issues such as opportunities for debriefing, compensation for participants, protection for participants, and how the researcher plans to handle disclosures of abuse, suicidal ideation, and/or homicidal ideation (if relevant),
- e. An example Informed Consent should be referenced in text with a full copy in appendix,
- f. A description of how the researcher would handle any psychologically harmful information or the need for the participant to obtain help,
- g. *Rationale for ALL decisions made,* and
- h. Analytical (statistical) methods planned for the data

Clarity, Format, Spelling, Organization, & APA/Grammars

Same criteria as used with the literature review.

Full Research Proposal Grading Rubric /Writing Intensive Grading Rubric

Will use the same criteria as outlined above. Expectations for the quality of the work will be higher as students are expected to have used written and oral feedback to have strengthened their work.

Content is the most important single part of the proposal. It must show evidence of critical thinking in designing a research question, evaluating literature, and applying appropriate research methodology. All of the pieces must fit and understanding of the content should be evident.

SOCIAL WORK RESEARCH PRESENTATION GRADING RUBRIC

This assignment is worth 20 total points. Presentations will be graded according to the following:

Visual appeal	5 points
Clarity	5 points
Content	10 points

TAMUCT Bachelor of Social Work Program

**ACKNOWLEDGEMENT AND AGREEMENT FOR ACADEMIC INTEGRITY & ASSIGNMENT
SUBMISSION**
Research II

All written assignments are expected to be the original work of the student. While paraphrasing and some direct quotations are permitted, it is expected this will be done within the context of your own analysis and synthesis of the information read. Paraphrasing is reading and, using your own thoughts, and summarizing information in a way that supports the topic discussed. Paraphrasing involves your own thoughts and that originate from a source that is cited. Quoting is a matter of taking words, verbatim, from another source and restating them without, or with minimal, manipulation. Quotations are placed in quotation marks (“”) or placed in a block format within the text. Quoting does not involve analysis and synthesizing and, therefore, does not require critical thinking except when used appropriately to support (not substitute) an idea. Students should not use significant quotations. Students found to excessively quote will be penalized. Students using words as their own without **appropriately** citing will be penalized – including failing the assigned project and/or the course. Students found to have plagiarized (using words as your own without giving **proper credit**, whether paraphrasing or directly quoting) will also be referred to the Student Affairs. Therefore, it is **VERY** important to take academic integrity in writing very seriously. If you are in doubt, it is always best to cite your source and ask for more guidance. The Writing Center and Purdue OWL are also resources that can help you.

With regard to submitting assignments, all **assignments must be turned in (received by the instructor) by the due date and time indicated to receive credit.** Late work **will not** be accepted or graded unless this has been discussed with **and approved** by the professor **BEFORE** the due date (not the due time). Allowing students to turn in assignments late for a grade is not fair to other students who get their work done on time, disrupts the grading process for the professor, and sends a message that such behavior is professionally “okay,” which it is not. This, as well as all other policies related to assignment submission outlined in this syllabus will be held to strict code, and failure to adhere to this policy will result in a zero (0) for the assignment.

You are being asked to acknowledge receipt and understanding regarding the policy for academic integrity and assignment submission in this course no later than the 2nd week of class. Failure to do so will result in consultation with the professor and could inhibit your successful continuation in this course.

Signature _____

Date _____

I acknowledge that I have received and agree with the Academic Integrity and Assignment Submission policy for this course. I willingly agree to abide by ALL academic integrity and assignment submission parameters for this course as outlined in this syllabus (including ALL university policies). I also acknowledge that I can utilize and/or contact the APA manual, Tutoring Services, Purdue OWL, Tutor.com, and my professor for writing assistance and with questions about academic integrity. I further understand that failure to adhere to integrity and professionalism in writing and assignment submission can result in academic penalties including and leading up to failure of the course and/or referral to Student Affairs.