Semester: Spring 2021  
Instructor’s Name: Claudia Rappaport, PhD, ACSW, MSSW  
Office Number: 420D Warrior Hall (but this semester I am working from home)  
Office Phone: (254) 519-5432 (but this semester it will be better to email me than to try to call me)  
E-Mail: rappaport@tamuct.edu  
Note: Only use this address to email me; do not email me through Canvas! I respond to emails regularly, including nights, other than on Saturday while volunteering with hospice.

I. COURSE DESCRIPTION

Catalog Description: Using systems theory as an organizing perspective, this course provides an integrated look at the bio-psycho-social-spiritual factors influencing human development. Cultural factors affecting human functioning, as well as implications for social work practice, are explored.

II. NATURE OF COURSE

This course will provide students an opportunity to explore issues related to the person in environment. Emphasis will be placed on the process of human development (pregnancy, infancy, early and middle childhood, and adolescence) and on the environment surrounding each individual and his/her family. Students will become familiar with the normal range of biological, cognitive, personality, and social developments throughout the life span and will consider the effects of environment on individual development. Students will also learn how to conduct comprehensive psychosocial assessments, using a strengths and family systems perspective.

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

This course supports students’ learning the model of Generalist Social Work Practice: 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 strengths 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. (From the website of the Association of Baccalaureate Social Work Program Directors, Inc.)

Teaching Method: The primary teaching approaches in this course will be collaborative and active learning. Material in the course will be presented through interactive class discussions on readings, analysis of case scenarios, and videotapes. ALL ASSIGNMENTS WILL BE SUBMITTED VIA THE CANVAS ONLINE SYSTEM OR SENT TO ME VIA EMAIL.


Grading: Students' written assignments are submitted via Canvas by the deadline. Dr. Rappaport grades them on paper and then scans and returns them to students using their Canvas email. As much as possible, Dr. Rappaport tries to have assignments graded by the class after they were due. For longer assignments it may be the second class after they were due. Twice during the semester Dr. Rappaport will complete grade sheets to show each student where their course grade stands at that time. While assignment grades are entered into the Canvas GradeBook, do not rely on that for knowing what your final grade in the course will be since the GradeBook cannot include the portion of your grade that is based on attendance and participation. Look at the grade sheets Dr. Rappaport provides to know for sure where your grade in the course stands at the time.

Note: Handouts for the course will be available via the Canvas Online Learning system. Please ensure that you have access to it. For concerns, please contact the Help Desk Central, 24 hours a day, by using the Canvas Help link located at the bottom of the left-hand menu. Select Chat with Canvas Support, submit a support request through “Report a Problem,” or call the Canvas support line at 1-844-757-0953.

III. DEPARTMENT MISSION

The mission of the BSW Program at Texas A&M University - Central Texas is to prepare high quality graduates for entry-level generalist social work practice and for advanced education. This education 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.

Until Fall 2014 the TAMUCT Social Work Department had accreditation through the Council on Social Work Education (CSWE) as a branch campus of Tarleton State University. Now our Department has been awarded our own independent accreditation, effective February 2017.

Department Framework

The Social Work Department curriculum is rooted in a framework established by the Council on Social Work Education (CSWE). Specifically, the Department endeavors to develop social workers who promote human and community well-being by being able to demonstrate the 9 core competencies in CSWE’s EPAS (2015 version). Each core competency also has specific, measurable practice behaviors that help students and their professors determine whether the competency has been achieved. The following explains how this course intends to help students achieve these practice behaviors and core competencies.

IV. COURSE OBJECTIVES AND RELATED CSWE-MANDATED CORE COMPETENCIES AND PRACTICE BEHAVIORS

This course provides content (through reading materials, assignments, and class discussions and activities) that helps to prepare you, the student, to engage in the following CSWE competencies and related practice behaviors:

(1) Competency 1: Demonstrate ethical and professional behavior.
   a. Behavior 1: 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 content.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Use reflection and self-regulation to manage personal values and to maintain professionalism in practice situations.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   c. Behavior 3: Demonstrate professional demeanor in behavior … and oral [and] written … communication.
i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(2) Competency 2: Engage diversity and difference in practice.
   a. Behavior 1: Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Present themselves as learners and engage clients and constituencies as experts of their own experiences.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   c. Behavior 3: Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(3) Competency 3: Advance human rights and social, economic, and environmental justice.
   a. Behavior 1: Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Engage in practices that advance social, economic, and environmental justice.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(4) Competency 4: Engage in practice-informed research and research-informed practice.
   a. Behavior 1: Use and translate research evidence to inform and improve practice, policy, and service delivery
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(5) Competency 5: Engage in policy practice.
   a. Behavior 1: Identify social policy at the local, state and federal level that impacts well-being, service delivery, and access to social services.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Assess how social welfare and economic policies impact the delivery of and access to social services.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   c. Behavior 3: Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(6) Competency 6: Engage with individuals, families, groups, organizations, and communities.
   a. Behavior 1: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Use empathy, reflection, and interpersonal skills to engage diverse clients and constituencies effectively.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(7) Competency 7: Assess individuals, families, groups, organizations, and communities.
   a. Behavior 1: Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   c. Behavior 3: Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
d. Behavior 4: Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
   i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(8) Competency 8: Intervene with individuals, families, groups, organizations, and communities.
   a. Behavior 1: Critically choose and implement interventions to achieve practice goals and to enhance capacities of clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   c. Behavior 3: Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   d. Behavior 4: Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   e. Behavior 5: Facilitate effective transitions and endings that advance mutually agreed-on goals.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

(9) Competency 9: Evaluate practice with individuals, families, groups, organizations, and communities.
   a. Behavior 1: Select and use appropriate methods for evaluation of outcomes.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams
   b. Behavior 2: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
      i. Course assignments: Client assessments, Child Observation Essay, Class discussions of readings and videotapes, Concept mastery quizzes, and Exams

V. COURSE REQUIREMENTS


B. Final Grades
   A total of 10,000 points may be earned from the course assignments, as follows:

<table>
<thead>
<tr>
<th>Course Assignment</th>
<th>Percentage of final grade</th>
<th>Total possible points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concept Mastery Quizzes and Case Scenarios (16)</td>
<td>20%</td>
<td>2,000</td>
</tr>
<tr>
<td>Child Observation Essay</td>
<td>20%</td>
<td>2,000</td>
</tr>
<tr>
<td>Psychosocial assessment One – Eric</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Psychosocial assessment Two – Roberto</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Psychosocial assessment Three – Missy</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Psychosocial assessment Four – Tommy</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Psychosocial assessment Five – Jane Tyler (video)</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>15%</td>
<td>1,500</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
<td>1,000</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Class Participation</td>
<td>5%</td>
<td>500</td>
</tr>
<tr>
<td>Totals</td>
<td>100%</td>
<td>10,000 (Total points divided by 100 = final grade)</td>
</tr>
</tbody>
</table>
Points and Corresponding Grades for individual assignments are based on the following:

- **A+**: 100 points
- **A**: 95 points
- **A-**: 90 points
- **B+**: 88 points
- **B**: 85 points
- **B-**: 80 points
- **C+**: 78 points
- **C**: 75 points
- **C-**: 70 points
- **D+**: 68 points
- **D**: 65 points
- **D-**: 60 points
- **F**: 59 points or less

**Example**: A test worth 15% of the grade, on which a student earned a B+, would give 1,320 points toward the final grade (88 x 15 = 1,320).

Final Class Grades are based on the following:

- **A**: 90 to 100 (9,000 to 10,000 points)
- **B**: 89 to 80 (8,900 to 8,000 points)
- **C**: 79 to 70 (7,900 to 7,000 points)
- **D**: 69 to 60 (6,900 to 6,000 points)
- **F**: 59 or less (5,900 points or less)

As much as possible, graded papers are returned the class after they are handed in. Two to three times during the semester, students will be given a grade sheet to show the status of their grade at that point in the course.

**C. Course Assignments**

The following activities will be completed during the semester.

1. **Concept Mastery Quizzes and Case Scenarios (20% of final grade)**

Many of the class periods will include a quiz to help students solidify their understanding of the concepts presented in the course material and learn how to apply them. The quiz will typically be sent out via Canvas the day of the class, and it is due at the beginning of the next regularly scheduled class period.

At the end of the course, the student’s average numerical grade on all quizzes (including any zeros) will represent 20% of their final grade. Each student will have one quiz grade (the lowest one) dropped by the professor; if you only missed a single quiz during the semester, that zero will not impact your average quiz grade.

**Note**: Quizzes must be completed by each student ALONE. There is to be NO sharing of quiz answers with other students; this constitutes cheating. If a student shares their quiz answers with another student, BOTH students will receive a grade of 0 (zero) on that quiz.

2. **Child Observation Interview and Interaction Paper (20% of grade)**

Each student will arrange to spend two hours with a child between the ages of birth and ten years to observe, interview, and interact with that child and his/her parent(s). **Usually I prefer that this child not be a relative of the student, but due to the risk of COVID-19 if you are unable to get anyone else to agree to be interviewed, you can talk with a relative.** You can arrange to do the interview over Zoom, the telephone, or in person using masks and social distancing. Regardless of who you interview, you need to make up a fictional name to use for the child AND state in the paper that you are not using the child’s correct name. After spending the time with the child and parent, you will write a detailed paper of at least 6-7 pages describing what you observed in the child, what the child and parents told you, how the child’s height and weight plot on a growth chart, what specific developmental milestones you observed in the child, how that compares to ages when those milestones are typically achieved, and how the child’s behavior and development compared to ALL the theoretical material you studied for class about a child that age (infant, toddler, early or middle childhood). **THAT MEANS YOU NEED TO REVIEW ALL COURSE MATERIAL ABOUT CHILDREN OF THAT AGE, INCLUDING THE TEXTBOOK, AND ACTUALLY UTILIZE THAT MATERIAL TO HELP EXPLAIN THE STORY OF THE PERSON YOU INTERVIEWED. THE**
COURSE MATERIAL SHOULD BE BLENDED IN WITH THE PERSON’S STORY IN A SMOOTH, EXPLANATORY FASHION. You should explain how the child was similar to the material you studied, and were there things about the child that were different from the material you studied? What did theorists such as Erikson and Piaget say about children this age, and how would their theoretical concepts help you in analyzing what you observed in this particular child? (For example, does the baby demonstrate object permanence yet -- and what test did you do to measure that? Does the child demonstrate an understanding of conservation yet -- and again, how did you test for that? Was the child able to copy something you drew on a piece of paper? Did you ask the child to draw a picture of him/herself and/or his/her family? How did they explain that picture, and how would it score on the Goodenough scale? How egocentric was the child? Etc.) What would the DDST show about the child? (You need to go into detail about things on the DDST that the child has and has not mastered.) THIS THEORETICAL ANALYSIS NEEDS TO BE A MAJOR PART OF YOUR PAPER, NOT JUST A FEW PARAGRAPHS. GO THROUGH ALL THE COURSE MATERIAL ON CHILDREN THIS AGE, AND CONSIDER HOW TO USE THAT MATERIAL IN EXPLAINING EVERYTHING YOU SAW IN THIS CHILD.

At the beginning of the essay, be sure you give the child’s age and a description of the environment in which you did the observations and interactions (were you on Zoom? in the child’s own home? on a playground? in a child care setting? in your home? etc.). Papers must be typed and double-spaced. Students are not allowed to use ANY reference materials other than course reading assignments, BUT YOU MUST STILL CITE ANY CLASS MATERIALS YOU REFER TO IN YOUR PAPER, USING CORRECT APA FORMAT. You need to make extensive use of material that is included in the course textbook; DO NOT use only the handouts for the class as this will make your theoretical analysis lack depth. Creativity and thoroughness are significant aspects of the grading of this essay; if it is shorter than 6-7 pages (counting content only, not the face page and the reference page), you did not do the assignment correctly and there will be a significant grade deduction for not following instructions. In grading, 75% of the essay grade will be based on content, and 25% of the grade will be based on quality and professionalism of the student’s writing (see further details in the assessment section, below).

SEE THE GRADING RUBRIC THAT IS ATTACHED TO THIS SYLLABUS. BE SURE YOU CITE THE GROWTH CHART AND THE DDST ACCORDING TO INSTRUCTIONS ON A HANDOUT IN CANVAS.

3. **Five Psychosocial Assessments: 25% of final grade (5% each)**

Students will complete a series of five (5) psychosocial assessments of clients/families. Four will be from stories that are available in a single handout on Canvas, and the fifth will be from a movie about a client/family, using what you saw and heard in the movie as the basis of the assessment. The format used for writing those assessments is included in this syllabus. **BE SURE YOU USE THE GUIDELINES SHEET WE REVIEWED IN CLASS ON THE DAY WE TALKED ABOUT HOW TO WRITE ASSESSMENTS; THAT SHEET GIVES HINTS ABOUT WHAT INFORMATION BELONGS IN EACH SECTION OF THE ASSESSMENT. YOU SHOULD ALSO CAREFULLY REVIEW ASSESSMENTS THAT HAVE ALREADY BEEN GRADED AND RETURNED TO YOU IN ORDER TO AVOID MAKING THE SAME KINDS OF MISTAKES AGAIN.** The assessments will be graded according to how complete the information is that is included (content – 50% of the grade) and how coherently and appropriately the information is organized and presented within the assessment, as well as how neatly and professionally the assessment is written (organization – whether information about the client was put in the correct place, whether it was chronological, etc. – is 25% of the grade, and the remaining 25% of the grade is based on grammar, spelling and punctuation). When you write each assessment, you need to put yourself in the place of being the designated client’s social worker. All assessments must be typed; no hand-written assessments will be accepted. **Assessments must be double-spaced in their entirety to give room for the professor to make corrections. Single-spaced assessments will not be graded and will receive a zero for the grade.** The due dates for those assessments are included in the schedule of classes.

*Learning to write psychosocial assessments is essential for social workers. You will think it is incredibly hard to do these 5 assessments, and you will wonder why I grade them strictly – but then when you start your
field placements, your supervisors will express gratitude that you have learned a good foundation for how to approach writing client assessments. So hang in there and “trust the process” as you work through how to do these assignments.

**NOTE:** FOR THE FIFTH ASSESSMENT THAT IS BEING VIEWED FROM A MOVIE, STUDENTS ARE EXPECTED TO WRITE THEIR ASSESSMENT BASED ONLY ON A SINGLE VIEWING OF THE MOVIE. DO NOT WATCH IT ADDITIONAL TIMES IN ORDER TO GET MORE INFORMATION FOR YOUR ASSESSMENT, AND DO NOT READ ANY MATERIAL ABOUT THE MOVIE TO HELP YOU WRITE THE ASSESSMENT. WHEN YOU INTERVIEW A CLIENT, YOU ONLY GET ONE ATTEMPT TO TALK WITH THE CLIENT BEFORE WRITING THE ASSESSMENT, AND THIS IS GIVING YOU PRACTICE FOR THAT REALITY. YOU NEED TO FOCUS ON DOING A GOOD JOB ON THE PARTS THAT YOU DO RECALL FROM THE MOVIE. IF IT IS OBVIOUS TO THE PROFESSOR THAT YOU DID NOT FOLLOW THESE INSTRUCTIONS, YOU WILL RECEIVE A GRADE OF ZERO ON THE ASSESSMENT.

**NOTE:** STUDENTS ARE NOT TO WORK ON THE ASSESSMENT ASSIGNMENTS TOGETHER. YOU MUST TURN IN WORK THAT IS ENTIRELY YOUR OWN. THIS PROHIBITION INCLUDES ASKING STUDENTS WHO TOOK THIS COURSE PREVIOUSLY TO GIVE YOU THEIR ASSESSMENTS, OR GETTING TOGETHER IN GROUPS TO WORK ON AND WRITE THE ASSESSMENTS TOGETHER, AND THEN EACH OF YOU SLIGHTLY CHANGING THE WORDING IN HOPES THAT I WILL NOT KNOW YOU WORKED ON THEM TOGETHER. ANY SUCH ACTIVITY WILL RESULT IN A GRADE OF 0 AND SANCTIONS FOR CHEATING ON A SCHOOL ASSIGNMENT. IF ANOTHER STUDENT APPROACHES YOU TO TALK ABOUT HOW YOU WROTE YOUR ASSESSMENT, OR IF ANOTHER STUDENT ASKS TO SEE YOUR ASSESSMENT, TELL THEM THAT IS CHEATING AND THAT YOU ARE NOT GOING TO DISCUSS YOUR ASSESSMENT WITH THEM. THIS ALSO MEANS YOU CANNOT GO TO THE INTERNET TO TRY TO DOWNLOAD ANY KIND OF INFORMATION, INCLUDING REVIEWS OF THE MOVIE. EVERYTHING YOU WRITE NEEDS TO COME FROM YOUR OWN WORK ON THE ASSIGNED CLIENT. THERE ARE NO EXCEPTIONS!!!

The 25% of the grade on each assessment that is based on organization will be based on the following:

<table>
<thead>
<tr>
<th>Errors</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>A+</td>
</tr>
<tr>
<td>3-4</td>
<td>A</td>
</tr>
<tr>
<td>5-6</td>
<td>A-</td>
</tr>
<tr>
<td>7-8</td>
<td>B+</td>
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<tr>
<td>9-10</td>
<td>B</td>
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<tr>
<td>11-12</td>
<td>B-</td>
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<tr>
<td>13-14</td>
<td>C+</td>
</tr>
<tr>
<td>15-16</td>
<td>C</td>
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<tr>
<td>17-18</td>
<td>C-</td>
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<tr>
<td>19-20</td>
<td>D+</td>
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<td>21-22</td>
<td>D</td>
</tr>
<tr>
<td>23-24</td>
<td>D-</td>
</tr>
<tr>
<td>25 errors or more</td>
<td>F</td>
</tr>
</tbody>
</table>

The 25% of the grade on each assessment that is based on writing will be based on the following:

<table>
<thead>
<tr>
<th>Errors</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>A+</td>
</tr>
<tr>
<td>4-6</td>
<td>A</td>
</tr>
<tr>
<td>7-9</td>
<td>A-</td>
</tr>
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<td>16-18</td>
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<td>19-21</td>
<td>C+</td>
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</tr>
<tr>
<td>34-36</td>
<td>D-</td>
</tr>
<tr>
<td>37 errors or more</td>
<td>F</td>
</tr>
</tbody>
</table>

4. **Mid-Term and Final Exams: 25% of final grade total**

There will be two examinations given in this course, a mid-term and a final, both of which will be emailed to students through Canvas and will then be submitted back to Canvas for grading. See the Course Schedule in this syllabus for exam due dates. Examinations will not be the type of exams students may be used to (such as multiple choice, true-false, matching, and short essay questions). That type of examination merely expects students to repeat back facts and
definitions, and the concept mastery quizzes will be verifying your ability to answer those kinds of questions. Instead, the exams will ask one or two large questions that expect the student to demonstrate their ability to integrate the learning they have done in the class (from reading, class discussions, watching videos in class, etc.) and show how they can APPLY that knowledge in performing social work functions. The exams will be emailed to students the class period before they will be due. **EXAM ANSWERS MUST BE TYPED AND DOUBLE-SPACED.** The thoroughness of answers will be a key element since grading will be based on the number of ideas, concepts, examples, and definitions you use in your answers. **You are expected to ANALYZE material we have studied, not just copy material from the textbook and handouts. Late exams will not be accepted.**

5. **Class Attendance (5% of final grade)**

Students are expected to be present for every scheduled class session. If you are unable to avoid missing a class, you must email the professor within one week of the class period to explain the absence if you want it to be considered an excused absence. Every unexcused (or unexplained) absence will affect this portion of your grade. For example, an illness, doctor appointment, or funeral of a family member is an excused absence; the professor also allows one day’s absence if a deployed significant other returns home. You need to email about every absence from class; for example, if you were sick both days of the week, one email for the first day will not suffice as the professor will not assume that you were still sick on the second day. The professor will review other types of absences to determine how unavoidable they were; not being able to leave work is NOT an excused absence. If your work schedule or your health will not permit you to attend this class on a predictable basis, you should not try to take the class. **NOTE:** if you do not email the professor within one week of the absence to get it excused, this will NOT be changed later to an excused absence.

Students must be present when class begins and are expected to remain until class is dismissed. **I EXPECT STUDENTS TO HAVE THEIR CAMERA ON THROUGHOUT THE CLASS SESSION SO I CAN SEE THAT EACH OF YOU IS PRESENT AND IS ENGAGED IN THE CLASS DISCUSSION OR ACTIVITIES. IF YOU TURN OFF YOUR CAMERA DURING CLASS, YOU WILL BE CONSIDERED TO HAVE BEEN ABSENT THAT DAY.** Students are also expected to be dressed appropriately and seated at a desk or table throughout class; you cannot be driving a vehicle, walking outside, in your bed, or at your job during class. You should treat being in class the same way you would if we were holding class in a lecture hall on campus. If the time frame of the class will keep you from being able to do this, you need to wait and take this class in a different semester when it is offered at a different time.

The following shows the degree to which unexcused absences will impact your attendance grade.

<table>
<thead>
<tr>
<th>Number of Unexcused Absences</th>
<th>Attendance Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A-</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>B-</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>5</td>
<td>D</td>
</tr>
<tr>
<td>6 or more</td>
<td>F</td>
</tr>
</tbody>
</table>

Coming to class late twice counts as one absence

6. **Class Participation (5% of grade)**

Dr. Rappaport has an interactive teaching style and expects every student to be an active participant in class. An old Chinese proverb says, “Tell me and I will forget--Show me and I may remember--But involve me and I will understand.” You will learn more from this class if you talk and participate. Ask questions, remembering that there is no such thing as a stupid question. Share your reactions to what is being discussed. Reflect on implications of what we are studying. If you are a student who has never before chosen to talk in classes, this will be a good opportunity for you to start developing a new life skill that will serve you well in the profession
of social work. (Students are encouraged not to divulge any personal information they will not be comfortable having their fellow students know about them.) Being an active participant increases understanding of the material for your fellow students as well.

Your class participation grade will be determined by whether you talked during class discussions and by whether your contributions added to the quality of the class sessions. Dr. Rappaport also reserves the right to call on students in class if they are not participating in the discussions. Each day a student will earn between 0 and 3 participation points; the points will be totaled at the end of the semester, and grades will be determined based on the student’s total number of points compared to the points of all the other students in the class.

VI. CODE OF CONDUCT FOR CLASSROOMS

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. After 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, meet with students and other professors, use the restroom, etc.) before class begins and that they WILL NOT leave class after it has begun.

3. Students are expected to display professional decorum at all times. This includes, but is not limited to, respecting classmates and the instructor. It is expected that students will not speak to/hold conversations with other students through the “chat” feature, use cell phones, or engage in other types of unprofessional behaviors after class has begun. Talking during class discussions 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 in front of your computer’s camera if there is something you want to share or you want to answer a question. It is also expected that students will display patience in raising a hand and recognize that the professor may be trying to call on other students who have not yet participated.

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 directly related to the topic can distract class learning and can limit knowledge-sharing by the professor and by other students. The professor reserves the right to redirect/limit such conversations in class as needed.

5. Students are NOT permitted to work collaboratively (together) on any assignment in this class. All work turned in must be the student’s own product. This includes 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.

6. All assignments must be turned in by the due date/time posted in Canvas. Being absent from class on a day when an assignment is due does NOT grant a student an extension to the due
date: the student must still arrange to get that assignment turned in to the professor by the deadline. 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.

7. All papers submitted for grading MUST adhere to APA 7th 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 textbook, etc.). **IF A PAPER IS NOT WRITTEN IN APA FORMAT, DR. RAPPAPORT RESERVES THE RIGHT TO RETURN IT TO THE STUDENT WITH A GRADE OF ZERO. USING APA IS NOT OPTIONAL! IF YOU DO NOT KNOW HOW TO USE APA, READ THROUGH THE INSTRUCTIONS LATER IN THIS SYLLABUS OR CONTACT THE WRITING CENTER OR A LIBRARIAN AND ASK FOR SOME TUTORING ON HOW TO USE IT.**

8. TAMUCT expects all students to maintain high standards of personal and scholarly conduct and to avoid any form of academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism (intentional or unintentional), copying another person's work (INCLUDING THE TEXTBOOK OR OTHER COURSE MATERIALS), turning in someone else's work as your own, downloading material from the internet and inserting it into a paper as if it were 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. **Any student who violates class and/or university policies regarding Academic Honesty will be sanctioned.** More information on university policies can be found at tamuct.edu/studentconduct.

9. 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). This includes avoidance of the use of language that degrades women; people of color; people who are gay, lesbian, bisexual, or transgender; and other diverse and at-risk populations. All students are expected to display the utmost respect for all people, regardless of differences.

10. **An assessment of each student’s behavior as it relates to class policies and overall decorum required by the TAMUCT Social Work Department and the university is provided via the “Rubric for Assessing Professional Behaviors” that is discussed with students at the New Social Work Student Orientation. All social work majors receive a RAPB when they apply to the social work major and again when they apply for a field placement. 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 admitted to the social work major or to be assigned to 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) core values and ethics, the TAMUCT Code of Conduct, and the Social Work Department class policies, are considered the expected**
professional behaviors of social work interns and future generalist social workers, and, therefore, students are held to the strictest code.

VII. University Policies

1. WARRIOR SHIELD
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

2. COVID-19 SAFETY MEASURES
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

- Face Coverings—Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

  o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.
3. Drop Policy
If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.
[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. After you submit the completed 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.

4. 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, working with others in an unauthorized manner, 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 referred 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.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

5. Academic Accommodations
At Texas A&M University-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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such. For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717].

6. Important information for Pregnant and/or Parenting Students
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read
more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender— including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

7. Tutoring
Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu. Chat live with a tutor 24/7 for almost any subject from your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

8. University Writing Center
The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

9. University Library
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 85,000 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 A&M-Central Texas 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 24 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 A&M-Central Texas 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 [Library website](http://tamuct.libguides.com/index).

For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) to access our virtual reference help and our current hours.

10. A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L). Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html).

11. Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online ([https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2]). Anonymous referrals are accepted. Please see the [Behavioral Intervention Team website](https://www.tamuct.edu/student-affairs/bat.html) for more information. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

12. 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 against TAMUCT’s Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

VIII. The Professor Teaching this Course

Dr. Rappaport decided she wanted to become a social worker during her senior year as a Sociology major and Psychology minor working on a baccalaureate degree at the University of Texas at Austin; she, therefore, went ahead and completed a masters degree in social work. She had 25 years of practice as a medical/pediatric social worker before coming to Killeen to teach social work in August 2000. The first 8 years she worked at the University of Texas Medical Branch in Galveston with infants, children, and adolescents who had chronic and life-threatening illnesses (including cancer, sickle cell anemia, AIDS, cystic fibrosis, spina bifida, and many types of congenital birth defects). She was also the social worker in the newborn intensive care unit and worked with many premature infants. She then became the supervisor of all the pediatric and OB/GYN social workers
at that hospital, which she did for 10 years. During that time she also began working on her PhD in Medical Humanities at UTMB, which she completed in 1995. Her dissertation was written on why social workers became involved in the medical field, doing her research at the first medical Social Service Department in the country at Massachusetts General Hospital in Boston. She then spent 3½ years in private practice, doing contract case management social work with chronically and terminally ill children and adolescents through home visiting, all for the Children with Special Health Care Needs Social Work Services Department. For the next 3½ years she became the Assistant Director of the Texas Department of Health social work services, supervising social workers who worked for CSHCN in 16 counties around the Houston area. She enjoys teaching this class because of her commitment to helping students learn how to become effective social workers for children and their families. Much of her career has focused on child development (of healthy children and of children with serious medical problems and disabilities) and on helping parents know how to meet the needs of their children. She has also done extensive volunteer work in the area of child abuse prevention, which has been a major passion of hers because of the thousands of cases of child abuse she has been involved with professionally. She has had to testify in court many times regarding child abuse cases.

Dr. Rappaport takes teaching very seriously. She wants students to enjoy this class and to believe they learned a great deal from it. She is committed to coming to class prepared, to sharing her professional knowledge and experiences with students, and to encouraging everyone to participate actively in the discussions. In return, she expects students to come to class prepared, having read the day’s assignment ahead of time and being ready to ask any questions they might have about things they did not understand from the reading.

IX. COURSE SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>TEXT / READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Review course syllabus</td>
<td>Handout: Transcript of “Listening to Children” videotape</td>
</tr>
<tr>
<td>1/20/21</td>
<td>Review notes from the videotape “Listening to Children” – children’s moral development per Dr. Robert Coles</td>
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<tr>
<td>Monday</td>
<td>Life Course Perspective</td>
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<tr>
<td>1/25/21</td>
<td>- Definition Theoretical Roots</td>
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<td>- Major Themes Strengths &amp; Limitations</td>
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<td></td>
<td>Discussion of Hutchison concepts from life course perspective and how they were illustrated in “Listening to Children”</td>
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<td>Concept Mastery Quiz (CMQ) #1 given</td>
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<tr>
<td>Wednesday</td>
<td>Sociocultural Aspects of Childbearing Conception, Pregnancy, Childbirth</td>
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<tr>
<td>1/27/21</td>
<td>Reproductive Genetics, Counseling Contraception Abortion Infertility</td>
<td>Hutchison pp. 34-54</td>
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<tr>
<td></td>
<td>CMQ #2 given</td>
<td>Handout: Genetics</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Handouts and Resources</td>
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<tr>
<td>Monday 2/1/21</td>
<td>Review psychosocial assessment outline to be used for assessing clients/families (handout)</td>
<td>Handout: Assessment writing, Raul Salazar story</td>
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<td>Review common referrals made during social work interventions</td>
<td>Handout: Resource Referrals for Pediatric Patients</td>
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<td></td>
<td>Raul Salazar Assessment Exercise</td>
<td>Handout: 4 client stories for assessments this semester</td>
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<tr>
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<td>Ataques de Nervios, use of timeline</td>
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<td>Download the first 4 assessment stories from Canvas</td>
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<tr>
<td>Wednesday 2/3/21</td>
<td>Discussion of writing the psychosocial assessment on Eric. Review the story, start trying to write it yourself, and come to class with questions about things on which you are unclear.</td>
<td>Start writing Eric assessment</td>
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<tr>
<td>Monday 2/8/21</td>
<td>Fetal Development (including class presentation)</td>
<td>Hutchison pp. 54-60</td>
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<td>Miscarriage</td>
<td>Handout: Contraception, Pregnancy, and Fetal Development</td>
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<td>Labor &amp; Delivery</td>
<td>Figuring pounds from kilograms</td>
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<td>Teratogens</td>
<td>Handout: Transcript of Diagnosis Heartbreak videotape</td>
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<td>Pregnancy and Life Course</td>
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<td></td>
<td>Video: “Life’s Greatest Miracle” (0:56) (Films on Demand)</td>
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<tr>
<td>Wednesday 2/10/21</td>
<td>At-risk Newborns, Prematurity and Low Birth Weight</td>
<td>Perry, Chapter 3 (Waco)</td>
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<td>Newborn ICU</td>
<td>Hutchison, pp. 60-73</td>
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<td>Congenital Anomalies</td>
<td>Handout: Congenital Defects</td>
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<td>Special Parent Populations</td>
<td>Newborn Screening</td>
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<td>- Substance Abuse</td>
<td>Congenital Defects Photos</td>
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<td>- Eating Disorders</td>
<td>Adapting to Birth Defects</td>
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<td>- Parents with Disabilities</td>
<td>Fetal Alcohol and Drug Effects</td>
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<td>- Incarcerated Mothers</td>
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<td>- HIV</td>
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<td>- Transmen</td>
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<td>Videotape: “Last Chance, Best Hope: The Neonatal Intensive Care Unit” (0:52) (Films on Demand)</td>
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<td>CMQ #3 given</td>
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<td>Monday 2/15/21</td>
<td>Congenital Disorders, continued</td>
<td>Hutchison pp. 74-86</td>
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<td>Video: “Miss You Can Do It” (1:12) (Films on Demand)</td>
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<td>CMQ #4 given</td>
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<td>Wednesday 2/17/21</td>
<td>Infancy and Toddlerhood</td>
<td>Hutchison pp. 74-86</td>
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<td>- Developmental Niche</td>
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<td>- Physical Development</td>
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<td>- Sensory Abilities</td>
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<td>- Motor Skills</td>
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<td>CMQ #5 given</td>
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<td>Monday 2/22/21</td>
<td>Post-Partum Depression</td>
<td>Handout: Post-Partum Depression</td>
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<td>Videotape: “Pardon my Postpartum: The Depression You’re Not Supposed to Have” (0:47) (Films on Demand)</td>
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<td>CMQ #6 given</td>
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ERIC ASSESSMENT DUE TODAY
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>Infancy and Toddlerhood, cont’d.</td>
<td>Hutchison pp. 86-96 Handouts: The Brain Erik Erikson &amp; Jean Piaget</td>
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<tr>
<td>2/24/21</td>
<td>- The Growing Brain</td>
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<td>- Vaccinations</td>
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<td>- Cognitive Development</td>
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<td>- Information Processing</td>
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<td>- Language Development</td>
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<td>- Socioemotional Development</td>
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<td>- Erikson</td>
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<td>- Emotional Regulation</td>
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<td>- Temperament</td>
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<td>Monday</td>
<td>Infancy and Toddlerhood, continued</td>
<td>Perry, Chapter 4 (pp. 87-106) (attachment, FTT) Hutchison pp. 96-114</td>
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<tr>
<td>3/1/21</td>
<td>- Attachment Play</td>
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<td>Disrupted Development</td>
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<td>- Childcare Parental Leave Policies</td>
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<td>- Multigenerational Families</td>
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<td>Poverty</td>
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<td>- Inadequate Caregiving</td>
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<td>- Child Maltreatment and Neglect</td>
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<td>- Protective Factors (maternal education, social support, easy temperament, government policy)</td>
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<td>CMQ #7 given</td>
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<tr>
<td>Monday</td>
<td>Child Abuse discussion</td>
<td>Perry, Chapter 9 (Munchausen by Proxy)</td>
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<tr>
<td>3/8/21</td>
<td>Sexual abuse, the brain, repressed memory debates</td>
<td>Perry, Chapter 1, Chapter 7, and the Appendix pp. 293-304 Handouts:</td>
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<tr>
<td></td>
<td>Video: “Childhood Physical Abuse” (0:26) (Films on Demand)</td>
<td>Parenting Styles Quiz Spanking and Aggression Child Abuse/Neglect Baby Moses Law Shaken Baby Syndrome Transcript of Child Abuse videotapes</td>
</tr>
</tbody>
</table>
| Wednesday 3/10/21 | Early Childhood  
- Physical Development  
- Cognitive, Language Development, Piaget, Vygotsky  
- Information Processing - Theory of Mind  
- Language Skills - Moral Development  
- Personality, Emotional Development  
- Erikson - Emotions - Aggression  
- Attachment - Peer Relations - Self-Concept  
- Gender Role Development - Racial & Ethnic Identity  
- Play - Developmental Delays  
- Early Childhood Education  
Video: “Two Dads, Two Moms: Gay Couples and Their Families” (0:52) (Films on Demand)  
**CMQ # 10 given**  
**RECEIVE THE MID-TERM EXAM**  
| Perry, Chapter 2 (3 y/o’s mother murdered, trauma, foster care)  
Hutchison pp. 115-140 |
| Monday 3/15/21 and Wednesday 3/17/21 |  
**SPRING BREAK – ENJOY IT!!**  
| | |
| Monday 3/22/21 | Lead Poisoning  
In class exercise: Developmental Delays  
| Handout: Lead Poisoning  
Handout: DDST, Milestones |
| Wednesday 3/24/21 | Autism – effects on the child and on the family  
Videotape: “Living with Autism” (0:50) (Films on Demand)  
**CMQ #11 given**  
| Handout: Autism, Temple Grandin  
Handout: Transcript of The Horse Boy videotape  
**Mid-Term Exam is Due** |
| Monday 3/29/21 | Early Childhood, continued  
- Multigenerational Family - Poverty - Homelessness  
- Ineffective Discipline - Divorce  
- Violence - Protective Factors  
Videotape: “Divorce Made Simple” (0:29) (Films on Demand)  
**CMQ # 12 given**  
| Hutchison pp. 140-152  
Handout: Effects of Divorce  
Handout: Transcript of Divorce Education videotape |
| Wednesday 3/31/21 | Early Childhood, continued  
Self-Esteem  
Effects of Trauma on the Brain in Childhood  
Videotape: “Everyday Self-Esteem” (0:30) (Films on Demand)  
| Perry, Chapter 10 (orphanage neglect, peer therapy)  
Handout: Self-Esteem  
Handout: Notes from videotape on “Effects of Trauma on the Brain” |
<table>
<thead>
<tr>
<th>Day</th>
<th>Topic</th>
<th>Reading Material</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Middle Childhood</td>
<td>Hutchison pp. 153-163, Handout: Transcript of Tourette Syndrome in Children videotape</td>
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<tr>
<td>4/5/21</td>
<td>- Historical Perspective</td>
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<td>- Multigenerational Family</td>
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<td>- Physical Development</td>
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<td>- Cognitive Development</td>
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<td>- Cultural Identity Development</td>
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<td></td>
<td>Videotape: “Life at 7: Temperament” (0:57) (Films on Demand)</td>
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<td>Wednesday</td>
<td>Middle Childhood, continued</td>
<td>Hutchison pp. 163-174, Handout: Emotional Intelligence, Handout: Prejudice/Discrimination Formation in Children, Handout: Transcript of the videotape “Eye of the Storm”</td>
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<tr>
<td>4/7/21</td>
<td>- Emotional Development</td>
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<td>- Social Development</td>
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<td>- Peer Group</td>
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<td>- Gender Identity and Roles</td>
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<td>- Technology</td>
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<td>- Spiritual Development</td>
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<td>- School</td>
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<td></td>
<td>Discussion of “Eye of the Storm” experiment</td>
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<td>CMQ #13 given</td>
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<tr>
<td>Monday</td>
<td>Using children’s drawings for assessment and counseling</td>
<td>Handout: Children’s Drawings</td>
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<tr>
<td>4/12/21</td>
<td>Video: “Unmasking Depression” (in adolescents) (Films on Demand)</td>
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<td>Wednesday</td>
<td>Middle Childhood, continued</td>
<td>Perry, Chapter 11 (therapy needs), Chapter 12 (NMT vs the DSM-5) Hutchison pp. 175-188, Handout: Depression and Suicide in Children, Milam: Traumatized/Anxious/Isolated Children, Handout: Transcript of Are the Kids Alright videotape</td>
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<td>4/14/21</td>
<td>- Special Challenges</td>
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<td>- Poverty</td>
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<td>- Autism</td>
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<td>- Emotional/Behavioral Disorders</td>
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<td>- Family Disruption</td>
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<td>- Risk Factors and Protective Factors</td>
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<td></td>
<td>Mental Health disorders in children and effects on their families</td>
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<td></td>
<td>Videotape: “Wounded Places: Confronting Childhood PTSD in America’s Shell-Shocked Cities” (0:42) (Films on Demand)</td>
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<td>Monday</td>
<td>Learning Differences, Dyslexia, ADHD</td>
<td>Handout: Learning Differences, ADHD, Dyslexia, Dyscalculia, Dysgraphia, Handout: Transcript of Journey into Dyslexia videotape</td>
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<td>4/19/21</td>
<td>Video: “Inside Dyslexia” (0:58) (Films on Demand)</td>
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<td>CMQ #14 given</td>
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<td>Wednesday</td>
<td>Adolescence</td>
<td>Perry, Chapter 8 (sexual abuse, cutting, dissociation) Handout: Adolescence Handout: Anorexia/Bulimia Handout: Transcript of Starving to Survive videotape</td>
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<td>4/21/21</td>
<td>Eating Disorders</td>
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<td>Videotape: “Battling Eating Disorders” (0:28) (Films on Demand)</td>
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<td>Date</td>
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<td>4/26/21</td>
<td>Adolescence, continued</td>
<td>Hutchison pp. 189-219</td>
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<td></td>
<td>- Social Construction</td>
<td><strong>TOMMY ASSESSMENT DUE TODAY</strong></td>
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<td>- Transition from Childhood</td>
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<td>- Biology, Puberty, the Brain</td>
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<td>- Nutrition, Exercise, Sleep</td>
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<td>- Psychological Aspects</td>
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<td>- Sexual Orientation</td>
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<td>Video: “Science to the Rescue: The Science of Adolescence” (0:49)</td>
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<td>(Films on Demand)</td>
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<td>4/28/21</td>
<td>Instead of coming to class today, students will watch “The Truth</td>
<td><strong>YOU ARE NOT ALLOWED TO</strong></td>
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<td>about Jane” (2:00) on Swank – You will be writing an assessment of</td>
<td><strong>GO WATCH THIS MOVIE AGAIN OR TO READ</strong></td>
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<td>Jane Tyler based on this movie.</td>
<td><strong>ANYTHING ABOUT IT!!!!!</strong></td>
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<td><strong>What you saw in the movie is</strong></td>
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<td><strong>what Jane shared with you during her assessment visit</strong></td>
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<td>5/3/21</td>
<td>Sexual Orientation and Gender Identity – effects on child and family</td>
<td><strong>Handout: GLBTQ and Inter-Sex</strong></td>
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<td>Videotape: Watch part of “Growing up Trans” (1:25) (Films on Demand)</td>
<td>Transcript of Gay or Straight videotape</td>
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<td>5/5/21</td>
<td>Adolescence, continued</td>
<td><strong>JANE TYLER ASSESSMENT DUE TODAY</strong></td>
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<td></td>
<td>- Pregnancy and Childbearing</td>
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<td>- Sexually Transmitted Infections</td>
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<td>- Substance Use and Abuse</td>
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<td>- Risk &amp; Protective Factors</td>
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<td>Videotape: “Real Life Teens: Teen Pregnancy” (0:15) (Films on Demand)</td>
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<td><strong>RECEIVE FINAL EXAM</strong></td>
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<td>5/10/21</td>
<td>Adolescence, continued</td>
<td>**Perry, Chapter 5 (conduct disorder/antisocial personality,</td>
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<td>Working with Oppositional Youth and Their Families</td>
<td>murderer, autism)**</td>
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<td>Video: “A Dangerous Son” (1:16) (Films on Demand)</td>
<td><strong>Handouts: Aggressive Youth</strong></td>
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<td>CMQ #16 given</td>
<td><strong>ODD/CD</strong></td>
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<td><strong>Susie Lee Case Study</strong></td>
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<td>5/12/21</td>
<td>Gangs</td>
<td><strong>Final Exam is Due</strong></td>
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<td>Videotape: “Street Life: Inside America’s Gangs” (0:42) (Films on Demand)</td>
<td><strong>Handout: Gangs</strong></td>
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<td><strong>Handout: Transcript of Crips and Bloods: Made in America videotape</strong></td>
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<td><strong>FINAL EXAM IS DUE</strong></td>
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</table>
IX. BIBLIOGRAPHY  (Note: This list is NOT written in APA format; do not copy this format in your papers!)

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


Allen, Brian; Alexandra Tellez; Amy Wevodau; Carol L. Woods; and Amy Percosky (2014). “The Impact of Sexual Abuse Committed by a Child on Mental Health in Adulthood.” Journal of Interpersonal Violence, 29 (12), 2257-2272.


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Dryer, Rachel; Michael J. Kiernan; and Graham A. Tyson (2012). “Parental and Professional Beliefs on the Treatment and Management of ADHD.” *Journal of Attention Disorders,* 16 (5), 398-405.


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| INDIVIDUAL OBSERVATION, INTERACTION, AND INTERVIEW PAPER GRADING RUBRIC |
|--------------------------------------------------|-----------------|----------------|
| Paper is at least 6-7 pages in length (not counting face page or reference page) | Possible Points | Earned Points |
| Demographics of person (age is between birth and 10 years, living situation, etc.), where the interview and observation were conducted, and that you are using a false name | 5 | |
| Child’s story is told in a coherent, interesting, creative way | 15 | |
| Course material is used to explain child’s story in a comprehensive way, explaining how the child’s behavior and development compare to all the theoretical material we studied for a child that age (infant, toddler, early childhood, middle childhood) – how they are similar, how they are different – and the course material is blended in with the child’s story in a smooth, explanatory fashion | 15 | |
| Explanation of how the child’s height and weight plot on a growth chart | 5 | |
| Explanation of developmental milestones you observed in the child (what they have mastered, what they have not mastered) and how that compares to the ages at which those milestones are typically mastered by the average child | 15 | |
| Explanation of what the DDST would say about this child’s developmental status – if the child is too old to use the DDST, what would it have said about the child earlier in his/her life | 5 | |
| Explanation of Erik Erikson’s theory and how it would be applied in this child’s situation | 5 | |
| Explanation of Jean Piaget’s theory and how it would be applied in this child’s situation | 5 | |
| Parent(s)’s perspective of child’s behavior and development is explored | 5 | |
| Citations are correctly done, including personal communication citations in every paragraph in which interview is presented; no citations were left out; if the wording was taken directly from a source from the class (including textbook and handouts), quotation marks are correctly used to indicate that paraphrasing was not used | 10 | |
| Paper’s format is correct based on APA – margins, face sheet, page numbers, double spacing (and no extra space between paragraphs), reference page and citations, no contractions, numbers 1-9 in words, correct font, titles match, every paragraph has at least 5 sentences | 5 | |
| No reference material other than course materials was used | 5 | |
| Total points (the grade on the 75% of the grade that is based on paper’s content) | 100 | |
PSYCHOSOCIAL ASSESSMENT FORMAT

Date: ________________________     Your name: _______________________________

Demographics:

Name: (Last, First):
Age:
Name(s) of Parent(s)/Guardian(s):
Client/Family Members present at assessment:

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<th>HOUSEHOLD MEMBERS</th>
<th>RELATION</th>
<th>AGE</th>
<th>HOUSEHOLD MEMBERS</th>
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PHYSICAL OR MEDICAL SITUATION:

History:
Current:

Family’s understanding/acceptance of client’s needs:
Current medical/physical status of family members:

COGNITIVE/DEVELOPMENTAL STATUS:

History:
Current:

BEHAVIORAL STATUS:

History:
Current:

EMOTIONAL/PSYCHOLOGICAL ISSUES:

History:
Current:

EDUCATIONAL STATUS:

History:
Current:

NUTRITIONAL STATUS:

History:
Current:

VOCATIONAL STATUS:

History:
Current:
SOCIOECONOMIC SITUATION:
Employment:
Income:
Financial stresses:

HOUSING:  □ Apartment  □ House  □ Mobile Home  □ Homeless  □ Other:
          □ Own    □ Rent    □ Share housing with:

Concerns regarding housing:
Housing safety concerns:

LEGAL ISSUES: (Such as marital situation, child support, guardianship, immigration status, criminal charges, truancy, etc.)

<table>
<thead>
<tr>
<th>PSYCHOSOCIAL ISSUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital/Intimate Partner Relationship</td>
</tr>
<tr>
<td>Parenting</td>
</tr>
<tr>
<td>Siblings</td>
</tr>
<tr>
<td>Other Family</td>
</tr>
<tr>
<td>Community Support Systems</td>
</tr>
<tr>
<td>Family Violence</td>
</tr>
<tr>
<td>Substance Abuse</td>
</tr>
<tr>
<td>Mental Health</td>
</tr>
<tr>
<td>Religious/Cultural</td>
</tr>
</tbody>
</table>

OTHER COMMUNITY AGENCIES INVOLVED:

<table>
<thead>
<tr>
<th>AGENCY:</th>
<th>LOCATION:</th>
<th>CONTACT/TELEPHONE:</th>
</tr>
</thead>
</table>

PRIMARY STRENGTHS OF CLIENT/FAMILY:
(List should be COMPREHENSIVE!)

PRIMARY CHALLENGES OF CLIENT’S/FAMILY’S SITUATION:
(List should be COMPREHENSIVE!)

CLIENT’S/FAMILY’S GOALS AND PRIORITIES:
(ONLY include the CLIENT and FAMILY’S expressed goals and priorities – do not include here the goals and priorities YOU as the social worker WISH they would have!)

TEN SERVICE GOALS TO BE OFFERED TO FAMILY: NOTE: YOU MUST HAVE AT LEAST 10 SERVICE GOALS. HOWEVER, YOU WILL GET EXTRA CONTENT POINTS IF YOU PUT MORE THAN 10 SERVICE GOALS. (Here is where you list things YOU would like to offer the family to see if they agree to accept those types of services)

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APA CHECKLIST

The following checklist is designed to serve as a guide for you when writing papers in the Social Work Department. Use of this guide will support your success when using APA and help to prevent plagiarism. All instructors in the Social Work Department will use this checklist as a guide when grading your papers for APA policy adherence, so it is advisable that you become familiar with and apply these rules to all papers.

A. Entire document MUST HAVE
   - Times New Roman Font
   - 12 font size
   - 1 inch margins on all four sides
   - Double spacing after periods at the end of a sentence (except in the “Reference” page)
   - Double spacing between lines in paragraphs (remove double spacing between paragraphs)
   - Numbers 1-10 spelled out (e.g. “one”, “five”, “seven”)
   - Numbers above 10 written out (except at the beginning of a sentence)
   - Introduction of acronyms (e.g. “Supplemental Security Income (SSI)”, “SSI” may be used alone thereafter)
   - Paragraphs versus bullets (unless approved by professor)
   - No use of “I” (unless approved by professor)
   - No contractions (won’t, can’t, don’t), lbs, %, $ (percent signs may be used directly after numbers)
   - Complete sentences
   - Indented paragraphs (tab once from margin)
   - Introduction, body and conclusion (unless otherwise noted by professor)
   - Cover page, abstract page, reference page (unless otherwise advised by professor)

B. Cover Page
   - Page # (always starts with “1” at the top right)
   - Title of work is in bold and has an extra space after it. Your name, the name of the university, the course number and name, the name of the professor, and the due date (in this order), centered and not in bold.
   - This should be double spaced and the title of the work should begin 9 single spaces after the page number.
   - Title should be no more than 12 words, first letters of words are capitalized except “and”, etc.

C. Abstract Page
   - This is page 2 (upper right corner)
   - The word “Abstract” is centered, not bold at the top of the paper
   - The Abstract is only 4-5 sentences (max 150-250 words)
   - There is no indentation at the beginning of this paragraph
   - Must be double spaced

D. START OF YOUR BODY
   - Write the title at the very top. This should be the same one used on the cover page above your name
   - The title is centered and not in bold
   - All paragraphs must be indented
   - Paragraphs have a minimum of 5 sentences
   - Using Level Headings where appropriate (refer to your professor on when to use; see APA manual for all levels of headings: 1-5)

E. Reference Page
   - The word “Reference” (or “References” if more than one) is centered and not bold
   - The references must be alphabetized (by last name of author of work as listed on the work. DO NOT reorganize the authors in alphabetical order from the source).
   - If more than one reference has the same author and year, do a letter after the year (2021a, 2021b, etc.) – lettering is determined by the titles of the works being in alphabetical order on the reference page
Double space references
- Only single spacing after punctuation
- Remove hyperlinks from websites (a line should not appear under websites in your reference page)
- If the reference is long and continues on the next line, then you must indent the second line (this is called a “hanging indent”)
- All references MUST have an in-text citation to match (except in personal communications; only in-text citations are used).

Following are explicit examples that can serve as guides for you when writing your papers.

- Boston University School of Social Work:

- Sample APA Paper Owl Purdue:
  [http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf](http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)

- Son of Citation Machine Citing Support:

**EXAMPLES OF APA ERRORS**

- Missing comma after name and before year
  - Incorrect: (Dobson & Pewter 2013)
  - Correct: (Dobson & Pewter, 2013)

- Missing parenthesis
  - Incorrect: Many children in America are diagnosed with ADHD Dobson & Pewter, 2013.
  - Correct: Many children in America are diagnosed with ADHD (Dobson & Pewter, 2013).

- Using *and* instead of *&* in a citation
  - Incorrect (Dobson and Pewter, 2013)
  - Correct: (Dobson & Pewter, 2013)

- Using “pp.” instead of “p.” to denote a single page. Use “pp.” if there is more than one page in the citation.
  - Incorrect: “Many children in America are diagnosed with ADHD” (Dobson & Pewter, 2013, pp. 5).
  - Correct: “Many children in America are diagnosed with ADHD” (Dobson & Pewter, 2013, p. 5).

- Missing punctuation at the end of sentences when citing.
  - Incorrect: Many children in America are diagnosed with ADHD. (Dobson & Pewter, 2013)
  - Correct: Many children in America are diagnosed with ADHD (Dobson & Pewter, 2013).

**Correct Citation Example:**

*In-Text:* (Dobson & Pewter, 2013).


- Using quotation marks without page number/paragraph information.
  - Incorrect: “Many children in America are diagnosed with ADHD” (Dobson & Pewter, 2013).
Correct: “Many children in America are diagnosed with ADHD” (Dobson & Pewter, 2013, p. 5).

Example of how to cite a class handout:


- If you need to cite more than one handout in a paper, you have to add letters to the year (Rappaport, 2021a; Rappaport, 2021b; etc.). You would need to use those letters in both the in-text citations and on the reference page to make it clear which 2021 handout you are talking about.

Example of how to cite a movie: (Be sure to use the hanging indent on your paper)


- To obtain information for a movie citation, look up the movie on the internet and select the IMDb listing. Look at the top to find the director(s). Go to Company Credits to list the production companies (ignore the list of distributors, but be sure to list all of the production companies).

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Checklist to avoid some common errors using APA in papers

Dr. Claudia Rappaport

- The title on the front page is repeated on the first page of the text of the paper, and both titles are exactly the same wording.
- Entire paper has to be in Times New Roman 12 font. You can’t change font in title, on the front page, etc.
- The front page can ONLY contain the page number, the title of the paper, your name, the name of the university, the course number and name, the name of the professor, and the due date. Nothing else!!
- Every paragraph has at least five sentences.
- No contractions (isn’t) are used anywhere in the paper unless quoting someone.
- There is no extra line space between paragraphs (to achieve this, go to page layout, then go to spacing and make sure that the spacing is set to 0”).
- All paraphrasing from another source has an in-text citation, and the format would be like this: (Rappaport, 2021). If exact words are used from the source, then you also use quote marks and the page number is included in the in-text citation (the format would be: Rappaport, 2021, p. 2). If you are using more than one Rappaport handout for citations, you will have to use Rappaport 2021a, Rappaport 2021b, etc., and the letters will be assigned based on the titles of the handouts being in alphabetical order on your reference page.
- When writing a paper about an interview of a person, you use personal communication citations within the text of the paper. After every paragraph in which you summarize information given in the interview, your in-text citation will appear like this: (C. Rappaport, personal communication, March 28, 2021). THERE IS NO REFERENCE PAGE ENTRY FOR PERSONAL COMMUNICATION CITATIONS.

USES OF COMMAS AND OTHER COMMON PUNCTUATION/GRAMMAR ERRORS

The following are some common uses of commas:

Putting two sentences together, joined by *and, but, or another linking word*. Both parts have to have both a subject and a verb, or you don’t need a comma.

- Example: Martha went to the Laundromat, and she discovered that she forgot her money at home.
• Does NOT need a comma: Martha went to the Laundromat and discovered that she forgot her money at home.

• Note: Two sentences can also be joined together by a semicolon without a connecting word.

• Example: Martha went to the Laundromat; she discovered that she forgot her money at home.
• Example: I thought this was going to be complicated, but I was surprised; they listened and paid attention.

• Note: Two sentences can also be joined together by a semicolon and a connecting word such as however, followed by a comma.

• Example: Martha went to the Laundromat; however, she discovered that she forgot her money at home and had to make a return trip.

Writing a list of objects, when no item of the list requires a comma within the item. If one item requires a comma, then the items have to be separated with semicolons instead of commas.

• Example: Martha went to the store and bought apples, plums, oranges, and nectarines to make a fruit salad.

• Need to use semicolons instead: Martha went to the store and bought golden, delicious apples; purple, juicy plums; plump, navel oranges; and nectarines to make a fruit salad.

Note: The above example with semicolons also illustrates another use of commas: When you are using more than one adjective to describe a noun (such as golden, delicious apples), the two adjectives need to be separated with a comma.

Separating the name of a city and the state in which it is located.

• Example: I was born in San Antonio, Texas, in the year 1950.

Separating parts of a date in a sentence.

• Example: On August 1, 2010, my daughter was born.

Separating a person’s name and their relationship to another person, the name of a book and its author, etc.

• Example: Her father, Burton Rappaport, was born in New York City in 1921.
• Example: Burton Rappaport, the father of Claudia Rappaport, was born in New York City in 1921.
• Example: Harper Lee’s novel, To Kill a Mockingbird, is required reading in many schools.

Separating a prepositional phrase at the beginning of a sentence from the remainder of the sentence.

• Example: In case of a fire, you need to move quickly to the nearest exit.
  ○ Note another grammar rule: Do not put the adverb in between to and move (i.e., do not say “you need to quickly move to the nearest exit”). Doing this is referred to as a split infinitive. Just remember Shakespeare: It is “To be or not to be,” not “To be or to not be.”

• Example: From one social worker to another, you need to be on the lookout for signs of social work burnout.

• Example: During the depression of the 1930’s, food was scarce and unemployment rates were high.
  ○ Question: Why do you not need a comma after scarce?

• Example: If you are not ready to calm down, I want you to go to your bedroom and think about why your behavior has not been appropriate.
• Example: Because she got paid a lot less this week, she was not able to give the landlord her rent.

• Note: If the prepositional phrase is in the middle of the sentence, it does not require commas.
  o Example: The hot air in the classroom made it very difficult to study.
  o Example: She couldn’t give the landlord her rent because she got paid a lot less this week.

After using a single word to catch your attention at the beginning of a sentence; most commonly this will be done in conversation, not in formal writing.

• Example: “Well,” she said, “I guess I need to go ahead and start fixing dinner.”
  o Note another rule of grammar: Punctuation marks (commas, periods, exclamation points, question marks) always go INSIDE the quotation marks.

• Example: Gosh, it is really hot today.
• Example: Hello, my name is Dr. Rappaport.
• Example: No, you can’t have a cookie right now.
• Example: Yes, I heard what you said.
• Example: Unfortunately, one of the social work professors has decided to leave Tarleton.
• Example: However, you need to remember that I expect you to study hard for my tests.
• Example: John, did you have a question you wanted to ask?

To add additional details to clarify a sentence; if you removed those additional details, you would still have a complete sentence.

• Example: When I started college, something I had always dreamed of doing, I decided to major in social work.
• You could remove the phrase in the middle and still have a complete sentence: When I started college, I decided to major in social work. Why do you still need a comma there?

When getting ready to quote a sentence – but only if you are really quoting the person’s exact words, not paraphrasing.

• Example: I wasn’t saying, “How could you?” Rather, I wanted to know, “What were you thinking when you did that?”
• Example: Dr. Rappaport always said, “Be careful of using Spell Check as your only type of proof-reading on papers.”
• Example of NOT using quotation marks: Dr. Rappaport always told us to be careful of using Spell Check as our only type of proof-reading on papers.

Before adding a phrase starting with which or whose to add more details to the sentence.

• Example: A major strength of the agency is the fact that each social worker uses a different approach, which allows them to complement each other’s skills.
• Example: He is a millionaire now, which only goes to show how much a person can accomplish if he really sets his mind to it.
• Example: The crowd, whose patience had worn thin, was threatening to tear down the sign and instigate a riot.
• Example: The building, whose architect had won a national award, was one of the most popular tourist attractions in the city.

To separate out parenthetical words from the rest of the sentence.

• Example: Expensive items, however, will not be included in the auction.
• Example: Expensive items, of course, will not be included in the auction.
• Example: Expensive items, unfortunately, will not be included in the auction.
• Example: Expensive items, therefore, will not be included in the auction.
Before a word like also or too or as well at the end of a sentence.

- Example: We should plan to have another fundraiser before the end of the month, also.
- Example: He’s quite good looking, too.

Do not use a comma if the additional words identify the subject word and are not additional information.

- The company rewards employees who work hard. (Do not put a comma if what you mean is that the company ONLY rewards employees who work hard. If ALL employees work hard and get rewarded, then put a comma: The company rewards its employees, who all work hard.)

You usually do NOT use a comma before “because.”

- Example: She was deeply ashamed because she was the only woman who failed the exam.

You often do not need to use a comma after an introductory phrase that designates when something occurred.

- Example: In five minutes we are leaving for school.

OTHER COMMON WRITING ERRORS

Capitalizing words that do not need capitals

- Capital letters are used for proper nouns, people’s names, names of cities and states, etc. They are often used when they are not needed. For example:
  - I am a student in the Social Work Department at Tarleton State University-Central Texas. It is correct to capitalize social work here because it is in the name of a Department.
  - I want to be a social worker. You do not capitalize it here because it is not a proper noun.
  - My biggest supporter is Mother. You need to capitalize mother here because you are using it as a person’s name.
  - I live with my mother and my father. You do not capitalize them here because you are not using them as names.
  - I graduated from Alamo Heights High School. You capitalize high school here because it is the name of a specific high school.
  - I graduated from high school. You do not capitalize it here because it is not a proper noun. Also note that you need the word “from”. I graduated high school is slang without the word from.

Confusing different forms of words that sound the same.

- Where: I asked him where he was born.
- Were: There were 25 questions on the test.
- Wear: I asked him what he was going to wear to the interview.
- Their: These parents really love their children.
- There: There are too many students in this class.
- They’re: This is the contraction for “they are.” Note: You usually do not use contractions in formal written work.

Two different forms for possessives:

- This is my parent’s house. Use the apostrophe before the s only if it is ONE parent’s house. Both parents do not live in the house, or you only have one parent.
- This is my parents’ house. Use the apostrophe after the s if it is BOTH parents’ house. Both parents live in the house.
Parents are very important people. You do not use any apostrophe because you are simply making a noun plural. Never use an apostrophe unless you are making a noun a possessive word (meaning it belongs to someone).