



**SOWK 4333-110**  
**Block Field Seminar**  
**Bachelor of Social Work Program**

<b>Semester:</b>	Fall
<b>Meeting Time/Place:</b>	This course meets face-to-face Mondays and Wednesdays from 6:00pm-8:45pm, in WH 312; supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [ <a href="https://tamuct.instructure.com/">https://tamuct.instructure.com/</a> ]
<b>Instructor:</b>	Vené C. Baggett, MSW, LMSW - Associate Lecturer/Field Coordinator
<b>Office</b>	Office - 254-501-5947; Cell - 254-981-4545; Email - <a href="mailto:vcbaggett@tamuct.edu">vcbaggett@tamuct.edu</a>
<b>Phone &amp; E-Mail:</b>	Tuesdays/Thursdays 9:30-11:00AM; Wednesdays 9:30-11:30 AM & 3:30-5:00pm. Virtual appointments can also be scheduled during office hours. Field students will have access to me 24 hours a day via my cell phone in case of emergencies.

***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 strength's perspective 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 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.

**Emergency Warning System for Texas A&M University-Central Texas**

**SAFEZONE.** SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - [iPhone/iPad:](https://apps.apple.com/app/safezone/id533054756) [https://apps.apple.com/app/safezone/id533054756]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]



2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

## **COURSE INFORMATION**

### **Course Overview and description**

**Field II (6 hours)** --- Field II is a continuation of Field I with an emphasis on the generalist social work practice and the interrelationships among human behavior, social policy, research, and practice. Hence, the Field II experience emphasizes identifying as an entry-level social work practitioner and identifying and developing macro interventions that will benefit the agency and clients. The course continues to provide students with an opportunity to explore issues related to social work practice and the interaction between micro, mezzo, and macro systems and interventions. The course content focuses on exploration of issues that occur at this level of the field placement site as well as additional topics of interest for future social workers. Ethical issues, use of supervision, and decision-making skills continue to be honed. A minimum of 225 hours is required to be completed and participation in a three hour per week seminar (in regular semesters) and five hour per week seminar (in the summer). Practice behaviors assessed include a continued evaluation of 31 practice behaviors that define the 9 CSWE Core Competencies.

### **Course Objectives**

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

1. Demonstrate the ability to apply the scope of social work practice for a BSW as defined by the Texas State Health Services Board of Social Work Examiners.
2. Apply a working knowledge of community resources to formulate an individualized case plan to assist clients on all three levels of practice.
3. Demonstrate an ability to identify as a professional social worker and adopt a professional role and demeanor by assuming responsibility to meet agency and class work standards, by behaving appropriately toward clients and colleagues, and by adhering to the Social Work Code of Ethics and the field placement agency code of conduct.
4. Demonstrate effective communication skills by organizing information effectively in oral and written forms to fulfill class assignments and to complete documentation required by the field placement agency.
5. Demonstrate self-awareness in terms of knowledge of their own strengths and weaknesses, their reactions to authority, conflict, and stress, and demonstrate awareness and control of prejudices, biases, and stereotypes when working with people.
6. Demonstrate the knowledge and ability to practice with diverse client systems to conduct an assessment, develop an intervention plan that identifies objectives and appropriate interventions, work toward those objectives, and evaluate outcomes.
7. Demonstrate the ability to engage in research-informed practice within the agency, utilizing the “best practice” information available.
8. Apply knowledge acquired to demonstrate an understanding and application of behavioral and practice theories and will continue to apply critical thinking skills in the assessment, intervention, and evaluation of work with clients and systems. This will include an application of their knowledge of human behavior and the social environment.



9. Understand and develop a respect for the positive value of diversity and global interconnections, with an awareness of the problems, issues, and strengths of all contexts of human diversity including but not limited to age, gender, sexual orientation, and socioeconomic status. Whenever possible, they will work to advance human rights and social, environmental, and economic justice within the framework of field placement agency policy and guidelines.

### **Academic Integrity**

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

### **Program Framework**

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

**Competency 1:** Demonstrate Ethical and Professional Behavior

**Competency 2:** Engage Diversity and Difference in Practice

**Competency 3:** Advance Human Rights and Social, Economic, and Environmental Justice

**Competency 4:** Engage in Practice-informed Research and Research-informed Practice

**Competency 5:** Engage in Policy Practice

**Competency 6:** Engage with Individuals, Families, Groups, Organizations, and Communities

**Competency 7:** Assess Individuals, Families, Groups, Organizations, and Communities

**Competency 8:** Intervene with Individuals, Families, Groups, Organizations, and Communities

**Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Each core competency has specific, measurable practice behaviors that help students, and their professors determine if the competency has been achieved. The complete list of practice behaviors can be found by reviewing the student handbook.

### **COURSE REQUIREMENTS**

#### **Course Objectives & Related CSWE Practice Behaviors**



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

<b>A. Objectives</b> <i>(By the completion of the course, it is expected that you will be able to...)</i>	<b>B. CSWE Related Competency</b> <i>(This is the practice behavior that objective supports)</i>	<b>C. Course Assignments</b> <i>(This is the assignment used to assess your ability to fulfill the objective related to the practice behavior)</i>
1. Demonstrate the ability to apply the scope of social work practice for a BSW as defined by the Texas State Health Services Board of Social Work Examiners.	1.c	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Competency Assignments</li><li>• Oral Journals</li></ul>
2. Apply a working knowledge of community resources to formulate an individualized case plan to assist clients on all three levels of practice.	1a	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Oral Journals</li><li>• Learning Contract</li></ul>
3. Demonstrate an ability to identify as a professional social worker and adopt a professional role and demeanor by assuming responsibility to meet agency and class work standards, by behaving appropriately toward clients and colleagues, and by adhering to the Social Work Code of Ethics and the field placement agency code of conduct.	1a	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Oral Journals</li><li>• Course engagement</li></ul>
4. Demonstrate effective communication skills by organizing information effectively in oral and written forms to fulfill class assignments and to complete documentation required by the field placement agency.	1c	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Course engagement</li></ul>



<p>5. Demonstrate self-awareness in terms of knowledge of their own strengths and weaknesses, their reactions to authority, conflict, and stress, and demonstrate awareness and control of prejudices, biases, and stereotypes when working with people.</p>	<p>2 a 2b 2c 3</p>	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Oral Journals</li><li>• Course engagement</li></ul>
<p>6. Demonstrate the knowledge and ability to practice with diverse client systems in order to conduct an assessment, develop an intervention plan that identifies objectives and appropriate interventions, work toward those objectives, and evaluate outcomes.</p>	<p>6 a 6b 8d</p>	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Oral Journals</li><li>• Course engagement</li></ul>
<p>7. Demonstrate the ability to engage in research-informed practice within the agency, utilizing the “best practice” information available.</p>	<p>4 a 4b</p>	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Oral Journals</li><li>• Learning Contract</li></ul>
<p>8. Apply knowledge acquired to demonstrate an understanding and application of behavioral and practice theories and will continue to apply critical thinking skills in the assessment, intervention, and evaluation of work with clients and systems. This will include an application of their knowledge of human behavior and the social environment.</p>	<p>7a 8b 9b, c and d</p>	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning Contract</li><li>• Oral Journals</li><li>• Course engagement</li></ul>



<p>9. Understand and develop a respect for the positive value of diversity and global interconnections, with an awareness of the problems, issues, and strengths of all contexts of human diversity including but not limited to age, gender, sexual orientation, and socioeconomic status. You will work to advance human rights and social, environmental and economic justice within the framework of field placement agency policy and guidelines.</p>	<p>5a 5b 5c 3</p>	<ul style="list-style-type: none"><li>• Field Practicum</li><li>• Field Evaluation of Students (FIRS)</li><li>• Learning contract</li><li>• Course engagement</li></ul>
--	-------------------------------	---

**This course has no required textbook.** Reading assignments will be placed on electronic reserve at the University Library or will be placed on Canvas. Students are expected to read and be prepared to discuss the content with the class. Additional materials and/or instructions for the upcoming week will be determined by the instructor as needed.

**Suggested reading:**

- [NASW Code of Ethics](#)
- [Texas Board of Social Work Examiners webpage](#)
- [NASW Guidelines for Social Work Safety in the Workplace](#)
- [NASW Standards for Cultural Competence in Social Work Practice](#)
- [Indicators for the Achievement of the NASW Standards for Cultural Competence in Social Work Practice](#)
- [NASW Standards for Social Work Case Management](#)
- [NASW Best Practice Standards in Social Work Supervision](#)
- [Council on Social Work Education – Core Competencies](#)



### Grading Criteria Rubric and Conversion

<i>Field Seminar Assignments</i>		
Journals (4)	50 points	12.5%
Resume	50 points	12.5%
Client Assessment	150 points	37.5%
Agency/Community Presentation	150 points	37.5%
Total points -	400 points	100%

All citations for references used in written work and all reference lists must follow the American Psychological Association Manual, 7th Edition (2019). Failure to cite a reference or follow the APA guidelines will affect your grade.

### Posting of Grades

Grades will be posted no later than one week after it is due. All grades will be posted on the Canvas Grade book where you can monitor status.

### Grading Policies

Life happens. When it does, it is best to communicate with me as soon as possible if an assignment will be late. Work turned in less than 12 hours after the due date will receive full credit. Failure to submit your assignments on the assigned date will result in a 10-point deduction for the first day and a 5-point deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

### Course Assignments

The following activities will be completed during the semester:

#### **Oral Field Journals: (4 @ 25 pts each)**

Learning to be concise and succinct are important skills for social workers. Each student will discuss an event that occurred in their field internship. The focus should be on examining all the ways in which the field placement experience is helping the student grow and develop as a social work professional, as well as increasing understanding of the theoretical frameworks that are being used in your field activities. For this assignment, you are required to:

- Briefly outline an event that your agency hosted or participated in
- Discuss one theory that applied to this event. Include why this theory was appropriate for this interaction.
- Describe skills and feelings related to the event.
- Because of this experience, what are your future goals and/or strategies to help continue your professional growth?

You will have 5 minutes to outline the event It is advised to prepare in advance; rehearsing with a clock to make sure that you can complete the presentation with all the required information before the time runs out.



---

**ORAL JOURNAL OUTLINE**

Date: \_\_\_\_\_

Journal # : \_\_\_\_\_

Name: \_\_\_\_\_

# of clients seen this week: \_\_\_\_\_

Description of Activity: (2 points)

Social Work skills you utilized during the activity: (2 points)

Reactions/Feelings/Challenges resulting from this activity: (2 points)

Theoretical frameworks that helped you understand what occurred: (2 points)

What strategies have you developed as a result of this activity? (2 points)

What are your goals professional development? (2 points)

Do you have a question or concern to share in field seminar as a result of having this experience? (.5 points)





**Agency Analysis Presentation Grading Rubric**

Name \_\_\_\_\_

Grade \_\_\_\_\_

Time Started: \_\_\_\_\_

Time ended: \_\_\_\_\_

Total Time: \_\_\_\_\_

Content \_\_\_\_\_/100 points

Name \_\_\_\_\_

Time Started: \_\_\_\_\_ Time ended: \_\_\_\_\_

Total Time: \_\_\_\_\_

Grade \_\_\_\_\_/100 points

**Agency Introduction, Mission and History \_\_\_\_\_/10 points**

Students are expected to introduce the agency, contact information, location, hours, phone number, website, point of contact information, and overall description. They are to explain the history of the agency, how long it has been in existence, as well as any significant changes that have occurred from inception to the present time in agency.

Students are also expected to accurately quote and cite the agency's mission statement. They are expected to describe how the mission is reflected in the agency's vision and in the way the agency treats the staff and clients.

**Agency Services \_\_\_\_\_/15 points**

Students are expected to accurately describe and cite the services that the agency provides. They are expected to describe what each service entails, how clients sign up for the service, how the service is provided and by whom, and how clients are terminated from the service.

**Client Population \_\_\_\_\_/15 points**

Students are expected to accurately describe and cite the client population that the agency serves. They are expected to describe clients by their typical demographics. They are also expected to describe inclusion and exclusion criteria for clients to receive services.

**Agency Funding \_\_\_\_\_/5 points**

Students are expected to describe from where the agency receives funding. Students are expected to describe any stipulations or limitations on the funding and discuss whether the agency is for profit or nonprofit.

**Agency Organizational Structure \_\_\_\_\_/15 points**

Students are expected to describe the organizational structure of the agency. If it is a large agency, then there should be a brief overview of the overall agency structure followed by an in-depth description of the departmental structure in which the student is interning. If the agency is a small agency, the student is expected to provide an in-depth description of the agency structure to include any boards. The student is expected to describe at least two agency policies briefly and relate how these policies affect the clients and/or staff within the agency.



**Role of Intern \_\_\_\_\_/20 points**

Students are to describe the role of an intern within the agency. Although the paper is completed early in the semester, the student is to provide a description of intern duties as well as the impact of interns on the agency functioning.

**Role of Social Worker \_\_\_\_\_/20 points**

Students are expected to describe the role of the social worker within the agency. They are expected to describe the social worker's job duties, responsibilities, and licensure/educational status.

**Community Meeting Paper Grading Rubric**

**Description of Meeting \_\_\_\_\_/5 points**

Students are to attend a meeting in the community in which multiple social service agencies and disciplines are represented. Students are to describe the type of meeting, who was in attendance, the meeting agenda, and what occurred at the meeting while protecting client confidentiality.

**How Meeting Affects Clients at Placement \_\_\_\_\_/10 points**

Students are to describe how the community meeting could be helpful to clients who are served at the students' placement agencies.

**How Meeting Reflects SWK Practice \_\_\_\_\_/10 points**

Students are to describe how the community meeting reflects social work practice on the micro, mezzo, and macro levels, as well as describe any ethical principles and policies of social work practice that were reflected.

**Recommendations for Meeting \_\_\_\_\_/10 points**

Students are expected to make realistic recommendations for how to improve the meeting so that it can better reflect social work practice, serve clients at the placement agency, and serve clients within the community.

**Grammar \_\_\_\_\_/10 points**

The paper is expected to contain no grammatical errors. This includes spelling and tone. Paragraphs should be on the college level of writing which includes an introductory sentence, followed by at least 4 supporting sentences. The sentences should flow well and not have to be read several times to look for content or to understand.

**APA \_\_\_\_\_/5 points**

The paper should be in 7<sup>th</sup> ed APA. This includes a cover page. The spacing and structure should be writing within APA guidelines with APA style citations within the text, and an APA style reference page.

**Numerical Grade: \_\_\_\_\_**



### Resume Grading Rubric

Students are to create a resume emphasizing real experiences in the field of social work. Students are expected to create a document that is easy to read and without grammatical errors. **This is not a fictitious document!** The student is expected to use for real job searches. Resume should include both a cover letter and follow up letter.

#### Cover Letter \_\_\_\_\_

- Grammar (15) \_\_\_\_\_ (One point deducted per grammar and spelling error.)
- Format (10) \_\_\_\_\_

Document should be fundamentally correct, the document should flow smoothly, be easy to read, and appropriately aligned. 12 font, Times New Roman.

#### Resume \_\_\_\_\_

- Grammar (15) \_\_\_\_\_ (One point deducted per grammar and spelling error.)
- Format (10) \_\_\_\_\_

Document should be fundamentally correct, the document should flow smoothly, be easy to read, and appropriately aligned. 12 font, Times New Roman. **Students are allowed on page only for the resume.**

#### Follow up letter \_\_\_\_\_

- Grammar (15) \_\_\_\_\_ (One point deducted per grammar and spelling error.)
- Format (10) \_\_\_\_\_

Document should be fundamentally correct, the document should flow smoothly, be easy to read, and appropriately aligned. 12 font, Times New Roman.

#### Reference page (15) \_\_\_\_\_

- Student should have at least 3 professional references. **DO NOT INCLUDE** a family member.

#### Overall presentation of documents (10) \_\_\_\_\_

#### Career Services confirmation of review (5) \_\_\_\_\_

Grade: \_\_\_\_\_



COURSE SCHEDULE\*

Date	Week	Assignment	Field Hours
8/29	1	Field Manual Scavenger Hunt Discuss Malpractice Insurance Competency Based Learning Contract Golden Moments journal Generalist Practice Review, Skills <b>*Review &amp; Sign Student Field Responsibilities</b> <b>*Students must meet for supervision this week.</b>	
9/5	2	Library Presentation Competency 1 Use of generalist practice theories Agency Updates/ Oral Journals <b>Supervision notes due Sunday at 11:59pm</b>	16
9/10		<b>Time sheets due by midnight</b>	
9/12	3	Agency Updates/Theories, Code of Ethics Competency 2 Resume assignment discussion ***Schedule resume feedback with Career Services <b>Learning Contract draft due</b> <b>Supervision notes due Sunday at 11:59pm</b>	32
9/19	4	Oral Journal/Theories Learning Contract Review Competency 3 <b>Supervision notes due Sunday at 11:59pm</b>	48
<b>9/24</b>		<b>Time sheets due by midnight</b>	
9/26	5	Review Discuss Agencies/Theory Learning Contract Review Competency 4 Review Journals <b>Resume due TODAY! Supervision notes due Sunday at 11:59pm</b>	64
10/3	6	Agency Updates/Theories/LC MDT Meeting/Annotated Bibliography Identifying a client for the Integrative Client Assessment and Annotated Bibliography paper Learning Contract Review Oral Journal <b>Supervision notes due Sunday at 11:59pm</b>	80
<b>10/8</b>		<b>Time sheets due by midnight</b>	
10/10	7	Competency 5	96



		Midterm Evaluations emailed to supervisors. <b>Supervision notes due Sunday at 11:59pm</b>	
10/17	8	NASW Code of Ethics/TX SW Code of Conduct Discuss Agencies/Theory/LC <b>Midterm evaluation due TODAY! Supervision notes due Sunday at 11:59pm</b>	112
<b>10/22</b>		<b>Time sheets due by midnight</b>	
10/24	9	<b>NO IN PERSON CLASS</b> <b>Supervision notes due Sunday at 11:59pm</b>	128
10/31	10	Competency 6 & 7 Oral Journal <b>Supervision notes due Sunday at 11:59pm</b>	144
11/5		<b>Time sheets due by midnight</b>	
11/7	11	Competency 9 Genogram, Eco-Map activity for Ct Assessment <b>Supervision notes due Sunday at 11:59pm</b>	160
11/14	12	<b>NO IN-PERSON CLASS</b> <b>Supervision notes due Sunday at 11:59pm</b>	192
<b>11/19</b>		<b>Time sheets due by midnight</b>	
11/21	13	Oral Journal Agency Analysis & Community Presentation Review Discuss Agencies/Theory/LC/status of MDT meeting <b>Supervision notes due Sunday at 11:59pm</b>	
11/28	14	Legal Issues Texas Law for the Social Worker: Statutes/Case Law/HIPPA <b>Integrative Client Assessment Paper due TODAY! Supervision notes due Sunday at 11:59pm</b>	208
<b>12/3</b>		<b>Time sheets due by midnight</b>	
12/5	15	<b>Agency Presentations begin; All virtual posters should be posted by 5:00 PM on the day you present.</b> <b>Final Learning Contract and Community Paper due TODAY!</b> <b>Supervision notes due Sunday at 11:59pm</b>	
12/12	16	<b>Field Family Fun Night!</b> <b>Agency Presentations continued; All virtual posters should be posted by 5:00 PM on the day you present. (if needed)</b> <b>Final Evaluation due TODAY! Supervision notes due by FRIDAY at NOON.</b>	224
		<b>Time sheets due by NOON, December 13<sup>th</sup></b>	225

\*Note: The professor reserves the right to amend the schedule and syllabus at any time.



## Class Policies

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

1. Students are not permitted to enter class more than ten (10) minutes late. Exceptions will be made with prior discussion and approval by the professor only.
2. Once class has begun, students are expected to remain for the duration of the class. It is expected that all students will take care of personal affairs (i.e., get beverages, take care of phone calls, meeting with students and other professors, use the restroom, etc.) before class begins or during a designated break. Students who have a medical/physical condition for which they need to request an exception to this policy are advised to speak with the Disability Services Coordinator and/or discuss this with the professor to see if an exception can be granted. Students leaving the class outside of these parameters should not attempt to re-enter the class and will receive a 0 for class participation and/or attendance that day.
3. Students are expected to display professional decorum at all times. This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not speak to/hold conversations with/pass notes to other students, use cell phones, or engage in other types of unprofessional behaviors once class has begun. Talking during lecture, out of turn, or while other students are talking is disruptive to the learning environment, disrespectful to peers, and unprofessional in demeanor. Students are strongly encouraged to engage in discussion in a respectful and appropriate manner.

***Please note:*** This professor will NOT assign seats to students. If behavior accelerates to such a need, a meeting will be requested with the student, the instructor and potentially the department to address appropriateness to be able to continue with the course. If it is determined that the behavior significantly impacts/impairs learning for other students, the student may be asked to leave the class permanently, resulting in an F for the course.

4. To support the academic learning environment, students are asked to refrain from sharing personal information in class that will not support/add significantly to the class discussion. Sharing of personal stories and/or issues that are not related to the topic can distract class learning and limit knowledge sharing by the professor and other students. In this regard, please note that the professor reserves the right to redirect/limit such conversations in class unless students are expressly asked to share such information by the instructor.
5. No technology is permitted during in class exams, quizzes, or other types of assignments as defined by the professor, unless given specific permission by the professor. During such assignments, students may be asked to turn in cell phones to the professor, place bags beneath desk or to the side of class, or other request to minimize use of such technology. Students discovered to be using cell phones, iPad, e-readers, recording devices, etc. during assignments without expressed, written approval by the professor to do so will receive a zero (0) for the assignment and referred to Student Affairs for academic integrity concerns. Students warned against doing so once and found to do so again in this or any



subsequent course will receive an F for the course in which the behavior was identified and referred to Student Affairs.

6. Students are NOT permitted to work collaboratively (together) on *any* assignment unless given EXPRESSED permission by the instructor to do so. This includes homework, take home quizzes, papers, etc. Failure to adhere to this policy can result in a zero (0) on the assignment and referral to Student Affairs for academic integrity concerns.
7. **All assignments must be turned by 11:59pm on the due date** unless indicated otherwise by the professor. Late work **will not** be accepted or graded unless this has been discussed with and approved by the professor. 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 before class starts. Allowing students to turn in assignments late for a grade is not fair to other students who get their work done on time, disrupts the grading process for the professors, and sends a message that such behavior is professionally “okay,” which it is not. This, as well as all other policies, will be held to strict code, and failure to adhere to this policy will result in a zero (0) for the assignment. This is inclusive of all assignments.
8. All papers submitted for grading should adhere to APA 7<sup>th</sup> edition standards unless otherwise stated by the professor. This means that all papers must, *minimally*, be: 1) typed, 2) double spaced, 3) use 11- 12 point font, 4) include an APA style cover page, and 5) 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.....
9. TAMUCT expects all students to maintain high standards of personal and scholarly conduct and avoid any form of academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism (intentional or unintentional), copying another person's work, turning in someone else's work as your own, downloading material from the internet and inserting it into a paper as if it was your own work, taking ideas from classes or readings and putting them in a paper without citations/references, cheating on an examination or other academic work, collusion, and the abuse of resource materials. Any idea, even paraphrased ideas, used or borrowed must be given credit by showing the source with an appropriate citation and reference. **Any student who violates class and/or university policies regarding Academic Honesty will be sanctioned according to the University and program guidelines.** More information on university policies can be found at [www.ct.tamus.edu/studentconduct](http://www.ct.tamus.edu/studentconduct). If you are in doubt, it is always best to cite your source and/or speak with your professor for more guidance. The Writing Center, Library, and Owl Purdue are also resources that can help you.

*Field is your opportunity to learn social work in a real agency setting with real clients who are dealing with real-life stresses and situations. Make the best use of this opportunity that you can. Every agency and every placement will be different. Instead of worrying about what other students are doing or not doing, focus on learning the most you possibly can from your agency placement. Your supervisor will assign tasks for you based on his/her judgment of the best way for you to learn. For example, you may feel you are ready to run a group, but your supervisor may want to watch you at simpler tasks first. Don't be too quick to assume that you are an expert at simple tasks; most of us have much to learn. If your supervisor has concerns about letting you take on additional responsibilities, you need to talk with him/her about this and accept their feedback about ways in which you need to improve your work performance to show that you are ready to carry more responsibility.*



*You are in your field placement as a learner. You are not expected to know everything when you enter your agency. You are expected to have some skills, abilities and social work values, but mainly supervisors want you to be willing and eager to learn as you go. Part of this learning will involve you receiving feedback and constructive criticism from your field agency supervisor. Do not try to avoid feedback; rather, try to listen non-defensively, consider carefully, and make changes in your behavior and attitudes based on the feedback. This skill is called the “ability to make effective use of supervision” and is an important aspect of being a social worker.*

*During your field placement you will be expected and encouraged to ask questions to facilitate your learning process. It is extremely unlikely that your own ideas regarding “how things ought to be run” will be of sufficient merit to justify immediate implementation. However, do not hesitate to share your ideas with your field agency supervisor, who will listen and be interested. It may be that your ideas will warrant serious consideration by the agency in due time. Keep in mind that the people with whom you are working with have more experience than you do.*

*Occasionally you may need to spend some time in your agency working on a written field assignment because you need to talk with your field supervisor and/or other agency staff to get information for those assignments. This will be true of your agency analysis, your learning objectives, and your learning contract. However, do NOT go to your agency and tell your field supervisor that you can’t do any field activities that day because you want to spend the day writing one of your papers. The time you spend within the agency is valuable for the opportunities it offers, and you need to show willingness and enthusiasm for maximizing those opportunities. When there is a slow period at the agency, your field supervisor will probably be willing to let you work on schoolwork; but let this be a fallback activity, not something you insist on.*

*Realize that you are developing your reputation as a social worker in your field placement. When you go to apply for a job after graduation, future employers will be very interested in hearing what your field agency supervisor thought of your work (and they will be much less interested in your GPA). They will want to know not only about your social work skills, but also about your work ethic, your ability to get along with co-workers, your promptness and dependability, your enthusiasm and concern for clients, and your ability to accept supervision and criticism and to fulfill your responsibilities.*

*Do not enter into personal relationships with clients. Do not make promises to clients to provide favors or special treatment during field placement or afterwards. Do not join with clients in any criticism of the practice setting to which you are assigned. Do not make arrangements to meet with clients away from the agency after working hours. Do not allow a client to come to your home. NEVER TRANSPORT A CLIENT IN YOUR PERSONAL VEHICLE; THIS IS STRICTLY PROHIBITED. IF YOUR FIELD SUPERVISOR ASKS YOU TO DO THIS, EXPLAIN THAT YOU ARE NOT ALLOWED TO AND REFER THEM TO THE FIELD SEMINAR PROFESSOR.*

*Keep confidences as you would in any professional situation. Do not discuss the affairs of the agency with the general public. Say nothing that will identify any individual client, employee, or situation. The information you discuss with your field agency supervisor and/or your field seminar professor is confidential in nature, as is information discussed in field seminar classes regarding your field placement activities. All students who attend the Field Seminar are expected to keep what is discussed there strictly confidential.*

### **Use of Technology in the Field:**

The Internet has created the ability for students and social workers to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support a students’ personal expression, enable individual social workers to have a professional presence online, foster collegiality and camaraderie within the profession, provide opportunity to widely advocate for social policies and other communication. Social networks, blogs, and other forms of communication online also create new challenges to the social worker-client relationship. Students should weigh several considerations when maintaining a presence online:





- ❖ Students should be cognizant of standards of client privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable client information online or conducting searches using client information.
- ❖ When using the Internet for social networking, students should use privacy settings to safeguard personal information and content to the extent possible but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
- ❖ Students should never interact with clients, co-workers, or supervisors on the Internet, students must maintain appropriate boundaries of the social worker-client relationship in accordance with professional ethical guidelines, just as they would in any other context.

**!!! Do not ask your supervisor, clients, or co-workers to be your friends on Facebook.**

**!!! Do not accept friend request of any client or anyone you work with at your field agency.**

- ❖ To maintain appropriate professional boundaries students should consider separating personal and professional content online. Should a client seek out a student online, the student should direct the client with the students' professional contact information.
- ❖ Students must recognize that actions online and content posted may negatively affect their reputations among clients and colleagues, may have consequences for their social work careers and can undermine public trust in the social work profession.

*(Adopted from the American Medical Association, 2010)*

*Students may be removed from a field placement and/or receive a failing grade in this class for a serious or repeated violation(s) of these expectations, of the student's responsibilities, of the ethics of the social work profession or of the policies of the agency.*

### Important University Dates

<https://www.tamuct.edu/registrar/academic-calendar.html>

### TECHNOLOGY REQUIREMENTS AND SUPPORT

Use of technology is critical to your success. Please review the following information to support your educational journey this semester. Visit <https://tamuct.bncollege.com/> if a certain software is needed for your success.

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser. Canvas no longer supports any version of Internet Explorer. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.



Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

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

### Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

### Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week.

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

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

*Please let the support technician know you are an A&M-Central Texas student.*

---

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

**ADA Access and Accommodations:** Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

**Success Coaching and Peer Mentoring:** Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://bit.ly/3q7uB50) or visit WH, 111.



**Testing Services:** We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

**Tutoring and Supplemental Instruction Services:** Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43Q6wNz](https://bit.ly/43Q6wNz). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

### 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. 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), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

### Pregnant and/or Parenting Students Rights and Accommodations



Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

### **Title IX Rights and Reporting Responsibilities**

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under [Title IX, Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](https://www.tamuct.edu/student-affairs/student-counseling.html), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

### **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments>]. 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 workspaces, 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](#)

[<https://tamuct.libguides.com/index>]

### **University Writing Center**

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the 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 [WCOonline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **OTHER POLICY STATEMENTS**

#### **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 Wellness and 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) [https://www.tamuct.edu/compliance/titleix.html].

### **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](https://cm.maxient.com/reporting.php?TAMUCentralTexas) online [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

*Copyright. 2023 by Vené Baggett, LMSW at Texas A&M University-Central Texas, College of Arts and Sciences; 1001 Leadership Place, Killeen, TX 76549; 254-501-5947; (vcbaggett@tamuct.edu)*