



**SOWK 4684-110-11303- CRN 11304 - Social Work Field Placement I
Spring 2023
Texas A&M University - Central Texas**

Semester:	January 17 – May 12, 2023
Meeting Time/Place:	This course meets face-to-face on Tuesdays, 6:00 pm-8:45 pm in Warrior Hall, Room 312, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].
Instructor:	Vené C. Baggett, MSW, LMSW - Assistant Lecturer & Field Coordinator
Office	Warrior Hall 4th Floor - Room 420 C
Location/hours:	Tuesdays/Thursdays 9:30-11:00AM; Wednesdays 9:30-11:30 AM & 2:00- 4:00pm. Virtual appointments available if needed.
Phone & E-Mail:	(254) 501-5947 (office), (254) 981-4545 (cell); vcbaggett@tamuct.edu

Field students will have access to me 24 hours a day via my cell phone for emergencies. Abuse of having an instructor's cell number will not be tolerated. Other concerns can be discussed via email, phone, or text weekdays, 10AM-6:00PM.

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:
 - o [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>]
- 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/>]

COURSE INFORMATION

Course Overview and Description

Field I (6 hours) --- Field I is a field experience that provides the student with the opportunity to integrate theory and develop skills in an agency---based, educationally directed, professionally supervised, social work practice setting. The Field I experience emphasizes an understanding of the overall structure of the agency and working to empower clients to resolve issues. Emphasis is placed on the interaction between micro, mezzo, and macro systems and interventions. The course content focuses on the exploration of issues that occur at the field placement site as well as additional topics of interest for future social workers. Use of supervision and decision---making skills are also sharpened. A minimum of 225 hours is required to be completed and participation in a three hour per week seminar. Practice behaviors assessed include an initial evaluation of all 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 in order 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.

Program Framework

Generalist Social Work Practice: Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities, based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social, racial, economic, and environmental justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice.

Program Mission Statement

The mission of the Texas A&M University-Central Texas (TAMUCT) Bachelor of Social Work Program is to provide a high quality, rigorous and innovative learning experience that helps students develop the knowledge, professional behaviors, and values that are essential in a generalist social work practitioner. The Program aims to achieve this by:



1. Responding to the needs of the local community, including the military and non-traditional students.
2. Providing a student-centered education that fosters personal and professional responsibility.
3. Providing compassionate mentorship that models the core values of the social work profession.
4. Fostering commitment to Service, Social Justice, Dignity and Worth of the Person, Importance of Human Relationships, Integrity and Competence.

9 Core Competencies and 31 Practice Behaviors (from the Council on Social Work Education (CSWE))

Each competency describes the knowledge, values, skills, and cognitive and affective processes that make up the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, and the descriptions that precede them represent the underlying content and processes that inform the behaviors. This course provides content that helps to prepare you, the generalist social work student, to engage in all practice behaviors that define the 9 CSWE Core Competencies as outlined below:

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;



- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

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

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably, and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:



- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.



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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness.

Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 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;



- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand



qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Required Text

- ❖ Garthwait, C. L. (2021). *The social work practicum: A guide and workbook for students (8th ed.)*. Upper Saddle River, NJ: Pearson Education, Inc.
- ❖ National Association of Social Workers. (2020). *Code of ethics of the national association of social workers*. Provided in Field Manual
- ❖ Texas A & M University-Central Texas Social Work Program Student Handbook
- ❖ Texas A&M University-Central Texas Social Work Program Field Instruction Manual

Recommended

- ❖ Barker, R. (2014). *The Social Work Dictionary*. (6th ed.). Washington, DC: NASW Press.
- ❖ American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.)*. Washington, DC: Author.

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:

A. Objectives <i>(By the completion of the course, it is expected that you will be able to...)</i>	B. CSWE Related Competency <i>(This is the practice behavior that objective supports)</i>	C. Course Assignments <i>(This is the assignment used to assess your ability to fulfill the objective related to the practice behavior)</i>
1. Become familiar with the dynamic field placement	1.c	<ul style="list-style-type: none"> • Field Practicum • Field Evaluation of Students (FIRS) • Learning contract



agency structure, organization, and operation.		
2. Become familiar with evolving community resources and demonstrate the ability to make appropriate and effective referrals.	1a	<ul style="list-style-type: none">• Field Practicum• Field Evaluation of Students (FIRS)• Learning contract
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">• Field Practicum• Field Evaluation of Students (FIRS)• Learning contract• Course engagement
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">• Field Practicum• Field Evaluation of Students (FIRS)• Learning contract• Course engagement
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	2 a 2b 2c	<ul style="list-style-type: none">• Field Practicum• Field Evaluation of Students (FIRS)• Learning contract• Course engagement



prejudices, biases, and stereotypes when working with people.		
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.	6 a 6b 8d	<ul style="list-style-type: none"> • Field Practicum • Field Evaluation of Students (FIRS) • Learning contract • Course engagement
7. Demonstrate the ability to engage in research-informed practice within the agency, utilizing the “best practice” information available.	4 a 4b	<ul style="list-style-type: none"> • Field Practicum • Field Evaluation of Students (FIRS) • Learning contract
8. Demonstrate a basic 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.	7a 8b 9b, c and d	<ul style="list-style-type: none"> • Field Practicum • Field Evaluation of Students (FIRS) • Learning contract • Course engagement
9. Understand and develop a	5a	<ul style="list-style-type: none"> • Field Practicum



<p>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 and economic justice within the framework of field placement agency policy and guidelines.</p>	<p>5b 5c</p>	<ul style="list-style-type: none"> • Field Evaluation of Students (FIRS) • Learning contract • Course engagement
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COURSE REQUIREMENTS

Grading Rubric and Conversion

Field Practicum Assignments

Field Seminar Assignments

Learning Contract	150 points	15%
Midterm Evaluation	150 points	15%
Final Evaluation	150 points	15%

* Must complete with Agency Field Instructor/Task Supervisor

Field Seminar Assignments

Field Manual Quiz	50 points	5%
Journals (4)	100 points	10%
Resume	100 points	10%
Client Assessment	150 points	15%
Agency Presentation	150 points	15%

Total Points **1000 points** **100%**



Points and Corresponding Grades:

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

Less than 600 = F

Grading Policies

Students must make at least a 70% on the Field Practicum Assignments (at least 315 points) AND at least a 70% on the Field Seminar Assignments (at least 385 points) to pass the course. Failing to receive at least a 70% in ONE section will result in failing the total course.

Maintaining documentation is critical to your success. Students are required to submit an unsigned hard copy of their time sheets **bimonthly** to Canvas. The dynamic form should be signed **weekly** by the field supervisor at the agency or the task supervisor if there is not a social worker on site. They will be due Sunday after the two-week date by before midnight. Failure to have them signed and or submitted on time will receive a point deduction for the course. Time sheets are not graded but there will be a **15-point deduction** for each time sheet that is not turned in with signatures. Points will not be awarded for having them on time as this is an expectation of all students.

In the event of any delay of meeting this submission, the student is responsible for submitting all supporting documentation. This includes but is not limited to proof of a positive Covid test, physician visits, hospitalization, etc.....

Posting of Grades

All grades will be posted to Canvas no later than a week after the assignment due date.



COURSE SCHEDULE*

Date	Week	Assignment	Field Hours
1/17	1	Field Manual Quiz Discuss Malpractice Insurance Competency Based Learning Contract Review of memorable moments journal Generalist Practice Review Skills used in practicum *Review & Sign Student Field Responsibilities *Students must meet for supervision this week.	
1/24	2	Skills continued Competency 1 Use of generalist practice theories Agency Updates Supervision notes due by Friday.	16
1/29		Time sheets due by midnight	
1/31	3	Agency Updates/Theories Competency 2 Learning Contract Review How to write a journal entry NASW COE applied to practice Resume assignment discussion ***Schedule resume feedback with Career Services Learning Contract due. Supervision notes due by Friday	32
2/7	4	Agency Updates/Theories Learning Contract Review Competency 3 Ch. 5: Communication Journal #1 Due TODAY! Supervision notes due by Friday.	48
2/12		Time sheets due by midnight	
2/14	5	Review Discuss Agencies/Theory Learning Contract Review Competency 4 Feelings vs. Thoughts Handout	64



		Review Journals Resume due TODAY! Supervision notes due by Friday.	
2/21	6	Agency Updates/Theories/LC MDT Meeting/Annotated Bibliography Identifying a client for the Integrative Client Assessment and Annotated Bibliography paper Learning Contract Review Supervision notes due by Friday.	80
2/26		Time sheets due by midnight	
2/28	7	Competency 5 Ch. 14: Planned Change Process Ch 12: Social Work Ethics Supervision notes due	96
3/7	8	NASW Code of Ethics/TX SW Code of Conduct Discuss Agencies/Theory/LC Midterm evaluation and Journal #2 due TODAY! Supervision notes due by Friday.	112
3/12		Time sheets due by midnight	
3/14	9	SPRING BREAK – Must discuss and obtain approval in advance from supervisor to take this time off	
3/21	10	Competency 6 & 7 Ch. 11: Professional Social Work Supervision notes due by Friday.	128
3/26		Time sheets due by midnight	144
3/28	11	Competency 8 Genogram, Eco-Map activity Supervision notes due by Friday.	
4/4	12	Competency 9 Ch. 7: The Community Context of Practice Journal #3 due TODAY! Supervision notes due by Friday.	160
4/9		Time sheets due by midnight	176
4/11	13	Agency Analysis & Community Presentation Review Discuss Agencies/Theory/LC/status of MDT meeting Supervision notes due by Friday.	



4/18	14	Chapter 13 Legal Issues Integrative Client Assessment Paper due TODAY! Supervision notes due by Friday.	192
4/23		Time sheets due by midnight	
4/25	15	Texas Law for the Social Worker: Statutes/Case Law/HIPPA Final Learning Contract and Community Paper due TODAY! Supervision notes due by FRIDAY! Agency Presentations begin; All virtual posters should be posted by 5:00 PM on the day you present.	208
5/2		Field Family Fun Night Journal #4, Supervision notes due by FRIDAY at NOON.	224
5/7		Time sheets due by midnight	
5/9	16	Agency Presentations continued; All virtual posters should be posted by 5:00 PM on the day you present. Journal #4, Agency Final Evaluation due TODAY! Supervision notes due by FRIDAY at NOON.	
5/12		Time sheets due by NOON	225

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



Course Assignments

The following activities will be completed during the semester.

Midterm Evaluation of Professional Behavior (150 pts and 15% of grade)

Each student will complete, in conjunction with his/her agency field instructor/task supervisor the online evaluation of the student's professional behavior. This evaluation will then be graded as a percentage based on the points given by the agency supervisor. If a rating of 1, 2 or 3 is received, the student is required to provide a response to the feedback and advise how they will make changes to demonstrate professionalism. (Link will be emailed to agency field /task supervisor for completion.)

Final Evaluation (150 pts and 15% of grade)

Each student will complete, in conjunction with his/her agency field supervisor the evaluation available in the field program manual. This evaluation will then be graded as a percentage based on the points given by the agency supervisor. In addition, the student's time sheets must be turned in with the final evaluation. Failure to turn in the final evaluation and time sheets on the last class period will result in failure in the field class and necessitate repeating of the Field I course. (Link will be emailed to agency field/task supervisor for completion.)

Learning Contract (100 pts or 10%)

Each student is to work with his/her agency field instructor/task supervisor to complete the learning contract tasks that will show the ability to demonstrate the completion of the 31 generalist practice behaviors. Additional tasks will be expected to be added next semester to reflect the more macro emphasis that semester.

Integrative Client Assessment (150 or 15%)

This assessment will include services that the student would suggest in their treatment plan on all levels of social work. Students are to discuss with their supervisor which client at the agency will be most appropriate and have a client identified by the 3rd week of the semester. The student will use a pseudonym to uphold client confidentiality. *See rubric*

Agency Analysis & Community Presentation (150 pts or 15%)

Each student will present their demonstration of understanding of the agency's mission and services through this class presentation. Students should be dressed professional, use professional language, and adhere to APA requirements. *See rubric*



Resume (100 pts or 10%)

The students will complete a resume assignment highlighting their professional social work experience. *See rubric.*

Field Journals (50 pts or 5%)

The student will demonstrate their ongoing development as a social work professional through the use of journaling. Each student will complete 4 journals detailing **one or two key activities** that occurred in the field placement (not mentioned during supervision), **social work skills they utilized** during the activities, their **reactions** to and feelings about the experiences, **goals and strategies** they have developed as a result of these activities, **two (2) theoretical frameworks** they have studied in their coursework that helped them understand and plan an approach to what they experienced during the day. Students will receive a maximum of **25 pts** per journal, if all components are met, **15 pts** if only one theory is identified and **10 pts** if no theories are identified. It is the student's, not the professor's, responsibility to keep track of turning in journals. If a journal is not received or labeled, then no credit will be given. *See sample journal entry.*

Field Manual Quiz (100 or 10%)

Students are required to read the field manual prior to the first day of class as it contains the policies and procedures of the field internship experience. As such, students will be tested the first day of class for readiness and attention to detail.

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; hence, it is expected that students apply classroom etiquette and raise a hand if there is something to share or to answer a question. It is also expected that students will display patience in raising a hand and recognize that the professor will eventually call on the student and/or may attempt to vary responses from peers **and not call on the student to do so**. Shouting out answers, making loud noises, and/or waving a hand vigorously to capture attention is unprofessional and inappropriate behavior. Consistent display of such behavior will result in consultation by the professor and can potentially impact the attendance/participation grade. Students are encouraged to use a "parking lot" to for questions that may be better to address after class with the professor.

***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 in at the beginning of class on the day they are due** unless indicated otherwise by the professor. The professor will explain to you when the beginning of class is for the course (for example: 10 minutes after the start of class, following the class greeting by the instructor, etc.). Late work **will not** be accepted or graded unless this has been discussed with and approved by the professor **BEFORE** the due date (not the due time) of the assignment. **Being absent from class on a day when an assignment is due does NOT grant a student an extension to the due date;** 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. Unless otherwise noted, assignments should be submitted via Canvas.
9. 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 text-book, etc.). Further, all typed papers submitted in class **MUST** be stapled or clipped together (if too large for staple). It is not acceptable, nor professional, to hand in a paper that is not professionally bound (in academia, professionally bound means stapled or securely clipped together). Unless instructed to do so, submitting papers in folders, binders, etc. are not required and should be limited in use.
10. TAMUCT expects all students to maintain high standards of personal and scholarly conduct and avoid any form of academic dishonesty. Academic dishonesty includes, but



is not limited to, plagiarism (intentional or unintentional), copying another person's work, turning in someone else's work as your own, 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. A copy of the University's policy is also located at the end of this syllabus.

- 11. Additional & Important Note on Writing Assignments:** All written assignments are expected to be the original work of the student. While paraphrasing and some direct quotations are permitted, it is expected this will be done within the context of your own analysis and synthesis of the information read. Paraphrasing is a skill of reading information and, using your own thoughts, summarizing the information in a way that supports the topic discussed. While the paraphrase involves your own thoughts, it originates from a source and that source is cited. Quoting is a matter of taking words, verbatim, from another source and restating them without, or with minimal, manipulation. Quotations are placed in quotation marks (" ") or placed in a block format within the text. Quoting does not involve analysis and synthesizing and, therefore, does not require critical thinking except when used appropriately to support (not substitute) an idea. Because of this, students are discouraged from using significant quotations as this limits your learning experience. Students found to excessively quote will be penalized. Students using words as their own without appropriately citing will be penalized – including failing the assignment and up to failing the course. Students found to have plagiarized (using words as your own without giving **proper credit**, whether paraphrasing or directly quoting) will also be referred to the Student Affairs. Therefore, it is **VERY** important that students take academic integrity in writing very seriously. If you are in doubt, it is always best to cite your source and/or speak with your professor for more guidance. The Writing Center, Library, and Owl Purdue are also resources that can help you. ***A copy of this statement is located at the end of this syllabus. You are required to acknowledge receipt and understanding regarding the policy for academic integrity in this course by signing and submitting the acknowledgement statement no later than the second (2nd) week of class. Failure to do so will result in consultation with the professor, program faculty and/or Student Affairs and could limit your successful continuation in this course.***



12. Class discussions, oral presentations, and written materials must adhere to professional standards of expression and conform to the style described by the American Psychological Association (APA, 2020). This includes avoidance of the use of language that degrades women, people of color, gays, lesbians, bisexuals, transgendered, and other diverse and at-risk populations. All students are expected to display the utmost respect for all people, regardless of differences.

Final Note Regarding Class Policies

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

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

Special Notes for Field Placement:

During your field placement, you will be a representative of Texas A&M University-Central Texas and the field placement agency. Your conduct and performance on the job will reflect on both of these institutions. You are expected to conform to acceptable standards of dress, neatness, professionalism, and courtesy to your supervisors, your fellow workers, staff members of the agency, and your clients. You are to abide by the policies and regulations of the field placement agency. You are to be present at your field placement agency according to your established schedule, viewing it as a professional job even though you are not receiving a salary. Your responsibilities as well as those of your field agency supervisor and field seminar professor are detailed in the Texas A&M University-Central Texas Social Work Program Field Instruction Manual. You are expected to be familiar with and to abide by the policies and procedures contained in that manual. In addition, please note the following:



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.



Field I Learning Contract

Competency 1: Demonstrate Ethical and Professional Behavior

The student will read the dress code section of the policy and procedure's manual for the agency. If no manual is available, then they are to speak with the field instructor/task supervisor at the agency and obtain the dress code rules. The student will then complete one paragraph detailing the dress code procedures.

The student will type a formal internship and supervision schedule that is planned and agreed upon by the field instructor/task supervisor and the student within the first week of working at the agency. The student will also include the preferred contact method of the supervisor and ensure to keep a copy. Student should have an outlined [plan for the following: *Breaks, Lunch, Holidays, Spring Break, Inclement Weather, Running Late, Absence, or should an illness or emergency occur, and the student will not be able to attend as scheduled.*

Additionally, the student will demonstrate they have maintained their hours and supervision using time sheets with their field instructor/task supervisor or contracted supervisor. **A copy can be found in the syllabus.** The student will keep a copy for themselves and turn in the original to class at the beginning of each month to the field class instructor.

The student will demonstrate appropriate use of supervision to guide professional judgement and behavior by attending weekly supervision. In order to prepare for their supervision time, the student must come prepared for the meeting with at least three areas to discuss every week. These can be theories, ethics, procedures or overall questions related to the field of social work. **A copy can be found in the syllabus.** The form must be written by the student in advance of the meeting, with the areas to discuss completed. The student will keep a copy for themselves and turn in the original each week of class.

**Students receiving outside social work supervision from their agency are still expected to complete the supervision log with their agency task supervisor. A total of two supervision logs will be turned in weekly. Should the social work supervisor not be available to meet one week, the student and supervisor may have a telephonic or Skype meeting. Should there be another week the social work supervisor is unable to meet; the student should be prepared to meet with contracted supervisor.*

The student will demonstrate an awareness of agency expectations, and with the assistance of their agency field instructor/task supervisor complete the Intern Checklist.



Competency 2: Engage Diversity and Difference in Practice

The student is to identify one population served by the agency with whom they may have personal values, any bias or political differences. The student is then to research which specific social work core value, principle or standard this applies to within the *NASW Code of Ethics*. The student is then to write one paragraph, APA style discussing the above issue and how they plan to make their field instructor/task supervisor aware of this potential conflict.

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

The student will identify one population at their agency that is “falling through the cracks” and then research the reasons this population is not being served within your agency. This information will be used to write a policy brief at a later date and assignment.

Competency 4: Engage in Practice Informed research and research informed practice

Students will identify one practice theory commonly used at their agency. Once that has been identified, the student is to research that theory and find two-peer reviewed journal articles related to working with this population at their agency using that specific theory. The student will print out articles and bring to class for discussion.

Competency 5: Engage in Policy Practice

Based on the information identified in Competency 3 the student will choose a legislative representative to advocate to on behalf of their current population and write a letter. This may be to a local or state representative. This letter will not be sent at this time but will be used for a future assignment.

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

The student will engage using the previous social work skills taught in other courses. The student will then discuss those skills used in every journal assigned this semester. The student will identify one client that they will conduct a full assessment on and use this client for several assignments in the LC and the Integrative Client Paper. The student will identify the family system in the client above and meet with the family via phone or in person to introduce themselves and discuss their role in assisting the client and family. Student will write up a brief note of the conversation and turn this in.

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

The student will complete an in-depth evaluation of the client based on the bio-psycho-social-spiritual-environmental factors. The student will complete a genogram to understand the family dynamics. The student will complete an eco map on the identified client to gain a better understanding of the groups, organizations, and community services that the client may be currently using



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

Based on the client identified above, the client will write a well-developed intervention plan that encompasses the individual, family, using groups, organizations and community opportunities. For example: a client within the child welfare system may need to learn new skills instead of screaming or striking the child physically. To accomplish this plan, the student may devise a plan that includes stress management for the client, childcare for the children, and a group parenting classes. The intervention plan with then also include the use of another organization to develop a domestic violence plan to leave if needed for safety. If the student identifies needs not meet by the community, then they could engage on a local or state level advocating on behalf of the clients.

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

Students will use case notes to determine the effectiveness of the plan listed above. Areas where the client is not able to make progress will be discussed with their direct supervisor to update case plans as needed. The student will conduct follow up calls on previous clients to assist in collecting data for the agency to use in its program evaluation.



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 or Firefox browsers. 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

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

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 Warrior Center for Student Success, Equity 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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

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 Office of Student Conduct. 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/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=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 Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once 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.

Important information for Pregnant and/or Parenting Students

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 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on 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.



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 631,525 eBooks and 75,149 journals, in addition to the 97,443 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) [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 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](https://tamuct.libguides.com/index) [https://tamuct.libguides.com/index]

University Writing Center

University Writing Center: Located in Warrior Hall 416, 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 hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 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/) [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) 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 Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas'



Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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AGENCY TASK SUPERVISION NOTES

Student: _____

Date: _____

1. Discussion Areas (personal, task, administrative):
2. Competency number with skills and abilities noted for this week. Each week should be a different competency.
3. Decisions/Action Plans:
4. Review of Skills/ Progress on Learning Contract/Class Papers:
5. Areas to work on next week (interactions/activities) or tasks for student/supervisor:
6. Feedback on student's professional behaviors (Examples: attendance, punctuality, initiation of communication, respect, self-awareness diversity awareness, collegiality, engagement, written expression, initiative and reliability, responsiveness to feedback, compliance with professional requirements & NASW Code of Ethics, quality and quantity of work, or professional appearance).

Hours Accumulated for Week: _____

Signature of Student _____ Date _____

Signature of Agency Task Supervisor _____ Date _____



FIELD INSTRUCTOR SUPERVISION NOTES

Student: _____

Date: _____

1. Discussion Areas (clinical, personal, task, administrative):
2. Competency number with skills and abilities noted for this week. Each week should be a different competency.
3. Decisions/Action Plans:
4. Review of Theories/Skills/Ethics/Progress on Learning Contract/Class Papers:
5. Areas to work on next week (interactions/activities) or tasks for student/supervisor:
6. Feedback on student's professional behaviors (Examples: attendance, punctuality, initiation of communication, respect, self-awareness diversity awareness, collegiality, engagement, written expression, initiative and reliability, responsiveness to feedback, compliance with professional requirements & NASW Code of Ethics, quality and quantity of work, or professional appearance):

Hours Accumulated for Week: _____

Signature of Student _____ Date _____

Signature of Agency Field Instructor _____ Date _____

Note: The student has the responsibility for the completion of this form on a weekly basis. Each supervision log should be turned in as advised by class instructor. If additional pages are needed, please use back of form or staple additional pages to this form.



CONTRACTED SOCIAL WORK SUPERVISION NOTES

Student: _____

Date: _____

1. Discussion Areas (clinical):
2. Competency number with skills and abilities noted for this week. Each week should be a different competency.
3. Decisions/Action Plans:
4. Review of Theory/Skills/Ethics:
5. Areas to work on next week (interactions/activities) or tasks for student/supervisor:
6. Feedback on student's professional behaviors (Examples: attendance, punctuality, initiation of communication, respect, self-awareness diversity awareness, collegiality, engagement, written expression, initiative and reliability, responsiveness to feedback, compliance with professional requirements & NASW Code of Ethics, quality and quantity of work, or professional appearance):

Hours Accumulated for Week: _____

Signature of Student _____ Date _____

Signature of Contracted Social Work Supervisor _____

Date _____

Note: The student has the responsibility for the completion of this form on a weekly basis. Each supervision log should be turned in as advised by class instructor. If additional pages are needed, please use back of form or staple additional pages to this form.



FORMAT FOR FIELD PLACEMENT JOURNAL

Date: _____

Journal # : _____

Name: _____

of clients seen this week: _____

Description of Activity:

Social Work skills you utilized during the activity (Refer to handout):

Reactions/Feelings/Challenges resulting from this activity (Refer to handout):

Theoretical frameworks you have studied in classes that helped you understand what occurred and how to plan strategies for dealing with it (Refer to handout, one paragraph for each theory):

Professional development goals/strategies resulting from this activity/a question or concern you want to bring up in field seminar as a result of having this experience:



Agency Analysis Presentation Grading Rubric

Name _____

Grade _____

Time Started: _____

Time ended: _____

Total Time: _____

Content _____/100 points

Agency Introduction & Mission _____/10 points

Students are expected to provide an introduction to the agency contact information, location, hours, phone number, website, point of contact information, and overall description. They are to explain how long the agency has been in existence and how it was originally created. Students are 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 History _____/10 points

Students are expected to describe the history of the agency. They are expected to describe how and by whom the agency was founded. Students should describe any significant changes that have occurred from inception to the present time in agency funding, services, organizational structure, clientele, and policies.

Agency Services & Client Population _____/20 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. 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 Organizational Structure & Policies _____/20 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. 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.

Role of Social Worker & Intern _____/25 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. 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.

Professionalism _____/5 points

Students are expected to dress and act professionally during the presentation. This is preparation for speaking in front of city councils, legislators, or peers.

Creativity _____/5 points

Students are expected to give a presentation that maintains the audience's attention. They are expected to have some type of visual aid.

Questions _____/5 points

Students are expected to accurately answer questions asked by the professor and their peers.



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 7th 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: _____



Integrative Client Assessment Rubric

Client Assessment: Using de-identified information from a client at your agency, you are to provide a thorough assessment of your client's needs, stressors, any biological concerns, psychological concerns and social dilemmas. This portion of the paper should be completed in paragraph form using appropriate APA titles and sub-titles to identify each topic area. Included in this assessment should be the strengths of the client, community resources, and an agency appropriate treatment plan. Please see attached grading matrix for a more detailed explanation of the areas to be covered.

Integrative Client Assessment _____ / 100 pts Total

Assessments should be formatted with appropriate headings and sub-headings to identify various areas of discussion and completed in **paragraph form**. Points will be deducted from any paper that is not in paragraph form.

Introduction of client: Provide description of client and meeting setting.

Medical Issues _____ / 10 points

Students are expected to accurately assess all medical issues their client possesses, describe the client's perception of medical issues, describe the family's perception of medical issues, describe any treatment for medical issues. Remember to include any medications, dosages, and current immunizations.

Cognitive Issues _____ / 10 points

Students are expected to accurately assess all cognitive issues their client possesses, describe the client's perception of cognitive issues, describe the family's perception of cognitive issues, describe any treatment for cognitive issues.

Behavioral Issues _____ / 10 points

Students are expected to accurately assess all behavioral issues their client possesses, describe the client's perception of behavioral issues, describe the family's perception of behavioral issues, describe any treatment for behavioral issues.

Educational/Vocational Issues _____ / 2.5 points

Students are expected to describe the educational status of the client. They are expected to describe any difficulties or significant successes the client experienced in the educational process. They are expected to identify the current vocational status of the client if applicable and any difficulties or significant successes the client as experienced vocationally both currently



and historically. Students are expected to place these items at the appropriate place on the assessment form.

Emotional/Psychological Issues _____/ 10 points

Students are expected to accurately assess all emotional/psychological issues their client possesses, describe the client's perception of emotional/psychological issues, describe the family's perception of emotional/psychological issues, and any treatment for emotional/psychological issues.

Legal/Housing/Economic Issues _____/ 2.5 points

Students are to describe any past or current legal issues the client faces. Students are expected to describe the housing status of the client and if there are any issues with the current housing status. Students are expected to describe the client's current economic/financial status and if there are any current economic issues.

Family Issues _____/ 5 points

Students are expected to describe the client's familial relationships with family of origin and family of procreation (if applicable). Students are expected to describe any significant abuse/neglect issues or family dynamics.

Strengths & Limitations _____/ 10 points

Students are expected to identify the client's strengths and limitations and put them at the correct place on the assessment form.

Resources in Community _____/ 10 points

Students are expected to identify which resources within the community the client is currently using and provide the address and phone number of these resources. Even if your client is not currently using resources outside of your agencies what services might be available to him/her if needed.

Treatment Plan _____/ 15 points

Students are expected to develop a client-directed treatment plan that addresses cognitive, emotional/psychological, behavioral or familial, or all the preceding issues that the client possesses. Students are expected to then select micro theories to assist with these issues and make client-directed, behavioral and **measurable goal statements** for the client based on these theories. The student is to select one theory upon which an intervention for the client is to be based and clearly state the theory and intervention.



Grammar _____ / 10 points

The assessment is expected to be free of grammatical errors.

1-2 Errors: 10 pts

3-4 Errors: 8-9 pts

5-6 Errors: 6-7 pts

7-8 Errors: 4-5 pts

9-10 Errors: 2-3 pts

11 or more Errors: 1-0 pts

APA _____ / 10 points

The assessment is expected to be in correct 7th (ed) APA.

1-2 Errors: 10 pts

3-4 Errors: 8-9 pts

5-6 Errors: 6-7 pts

7-8 Errors: 4-5 pts

9-10 Errors: 2-3 pts

11 or more Errors: 1-0 pts



Micro Interventions Annotated Bibliography Rubric

Micro Intervention and Annotated Bibliography:

Students should find two (2) professional journal articles which supports a micro level intervention for this client. The Annotated portion should include a minimum of two (2) paragraphs. The first should be a detailed (but not plagiarized) summary of the article and the pros and cons of the article. In a second paragraph the student should discuss how this intervention would be appropriate for his/her client and how the student intends to use this intervention for the client.

Reference 1 _____/10 points

The student is expected to present an APA style peer-reviewed journal article detailing a micro intervention for the client s/he completed the assessment on. The student should write a paragraph which provides a thorough summary of the article, which is free of plagiarism and free of grammatical errors. In a second paragraph there should be a clear description of how the article relates to his/her client.

Reference 2 _____/10 points

The student is expected to present an APA style peer-reviewed journal article detailing a micro intervention for the client s/he completed the assessment on. The student should write a paragraph which provides a thorough summary of the article, which is free of plagiarism and free of grammatical errors. In a second paragraph there should be a clear description of how the article relates to his/her client.



Groups and Family Annotated Bibliography

Group and/or Family Intervention and Annotated Bibliography: Students should find two (2) professional journal articles which supports a group and or family level intervention for this client. The annotated portion should include a minimum of two (2) paragraphs. The first should be a detailed (but not plagiarized) summary of the article and the pros and cons of the article. In a second paragraph the student should discuss how this intervention would be appropriate for his/her client and how the student intends to use this intervention for the client.

Reference 1 _____/10 points

The student is expected to present an APA style peer-reviewed journal article detailing a group or family intervention for the client s/he completed the assessment on. The student should write a paragraph which provides a thorough summary of the article, which is free of plagiarism and free of grammatical errors. In a second paragraph there should be a clear description of how the article relates to his/her client.

Reference 2 _____/10 points

The student is expected to present an APA style peer-reviewed journal article detailing a group or family intervention for the client s/he completed the assessment on. The student should write a paragraph which provides a thorough summary of the article, which is free of plagiarism and free of grammatical errors. In a second paragraph there should be a clear description of how the article relates to his/her client.

Numerical Grade: _____

Percentage: _____