



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Introduction to Social Work
SOCW 2361.01**

Professor Ted Robles

Note: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

SOCW 2361 – Introduction to Social Work - An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. (SOCW 2361 is included in the Social Work Field of Study.) Semester Hours 3 (3 lec.)

Prerequisites and/or Corequisites:

There are no prerequisites for this course.

Course Notes and Instructor Recommendations:

SOCW 2361 is offered each semester.

Instructor Information:

Instructor Name:	Professor Ted Robles
MCC E-mail:	trobles@mclellan.edu
Office Phone Number:	254-299-8758
Office Location:	CSC 129 D
Office Hours:	Monday 9:00 a.m. – 12:30 p.m. Tuesday 2:30 - 3:30 p.m. Wednesday 9:00 a.m. – 12:30 p.m.

Please click this URL to start or join.

<https://mclellan.zoom.us/j/97855436171>

Or, go to <https://mclellan.zoom.us/join>
and enter meeting ID: 978 5543 6171

Other Instruction Information: *All communication will be conducted via email. If you call my telephone number, please leave a message, and follow up with an email. If you need to speak with me verbally, we can set up a zoom meeting during my posted office hours

Required Text & Materials:

Title: *Introduction to Social Work and Social Welfare: Empowering People*
Author: Zastrow
Edition: Twelfth
Publisher: Brooks/Cole, Cengage Learning
ISBN: 978-1-305-38833-8

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The instructor will use lecture, videos, role-playing, and class demonstrations to present the material.

Core Objectives for Social & Behavioral Sciences:

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behaviors and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical & Quantitative Skills (EQS)** -- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Social Responsibility (SR)** -- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities

Course Objectives and/or Competencies:

1. To develop knowledge and understanding of the social work profession including its history, mission, and its relationship to the social welfare institution. (Critical Thinking Skills)
2. To develop knowledge and understanding of the institution of social welfare, including its history and current pattern of providing service. (Social Responsibility)
3. To explain diverse practice settings for the professional social worker.

4. To explore social problems within which the social work profession works in this society, including: poverty, alcohol and drug addiction, crime, child abuse, etc. (Critical Thinking Skills)
5. To explore societal, social work, and personal value systems in order to gain an understanding of their compatibility/incompatibility within each student.
6. To engage the student in an experiential community service assignment within a social agency to add reality to classroom study.

COURSE COMPETENCIES:

1. Become familiar with the history and mission of the social work profession.
2. Become familiar with the history and current patterns of providing services of the social welfare institution.
3. Identify diverse practice settings in the profession of social work.
4. Identify various social problems the professional social worker works with in our society.
5. Identify the values of the profession, his/her personal value system, and their compatibility and incompatibility. (Communication skills)
6. Gain experience as a volunteer in at least one social agency. (Social responsibility & empirical and quantitative skills)

Course Outline or Schedule:

This is a tentative schedule, and the professor reserves the right to change the schedule as needed. If this is the case, you will be made aware before the fact. IMPORTANT** All chapters should be read prior to the week of the lecture. You will have 10 pop quizzes over the reading material.**

Week 1		Orientation
Week 2	Chapter 1	Social Welfare: Its Business, History, and Future
Week 3	Chapter 2	Social Work as a Profession and a Career Topic Paper 1
Week 4	Chapter 3	Generalist Social Work Practice Topic Paper 2
Week 5	Chapter 4	Poverty and Public Welfare Exam I
Week 6	Chapter 5	Emotional/Behavioral Problems and Counseling/ Due: Value Analysis Paper
Week 7	Chapter 6	Family Problems and Services to Families Topic Paper 3
Week 8	Chapter 7	Sexual Orientation and Services to LGBT Individuals

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Week 9	Chapter 8	Drug Abuse and Drug Treatment Programs Topic Paper 4
Week 10	Chapter 9	Crime, Juvenile Delinquency, and Correctional Services Exam II
Week 11	Chapter 12	Racism, Ethnocentrism, and Strategies for Advancing Social and Economic Justice Due: SW Specialization Paper
Week 12	Chapter 13	Sexism & Efforts for Achieving Equality Topic Paper 5
Week 13	Chapter 16	Physical and Mental Disabilities and Rehabilitation
Week 14		Social Work Discussion
Week 15		FINAL EXAM

Course Grading Information

Evaluation Grading

Exams	3 @ 100 Points Each	300	Points
Quizzes	5 @ 10 Points Each	50	Points
Topic Papers	5 @ 50 Points Each	250	Points
Value Analysis	1 @ 100 Points Each	100	Points
Social Work Specialization Paper	1 @ 200 Points Each	200	Points
Participation		50	Points
Total Points Possible		950	Points

There will be two (2) exams; one (1) final exam; five (5) quizzes; five (5) topic papers; one (1) values analysis paper; and one (1) specialization paper

Grading Scale:

Letter Grade	A	B	C	D	F
Total Grade	950-855	854-760	759-665	664-570	569 or Below

W WITHDREW - this grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work.

- I **INCOMPLETE** - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, I will be changed to an F and the course must be repeated if credit is to be given.

Late Work, Attendance, and Make Up Work Policies:

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) a death in the immediate family, or (3) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Make-Up Test Policy

Students are expected to complete all tests at the time designated by their instructor.

- Should it be necessary to miss a test, there will be an automatic deduction of 15 points.
- Makeup tests are to be completed within one week of the regularly scheduled test.
- If the test is not taken within the first week after the original test, the grade for the test will become a zero.
- Students will only be allowed to make up one test per course for each semester.

Faculty has the right to determine if the reason for an absence justifies not deducting points. This would only be for unusual circumstances (wreck, hospitalization, etc.) All make up exams will be taken through Brightspace (D2L).

I DO NOT ACCEPT LATE WORK!!!
NO EXCEPTIONS. ALL WORK TURNED IN
AFTER A DUE DATE WILL RECEIVE A
GRADE OF "0". *Once I begin taking roll,
assignments are considered late.

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissed from the course. Examples of cheating include but are not limited to:

- Copying the work of another student
- Seeking excused absences/tardies under false pretenses
- Plagiarism (claiming as your own work the work of another)

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guide describes the rights, privileges and obligations of students affiliated with MCC.

Learning should be fun and not torture. However, there are expected guidelines for each class.

Participation (50 Points)

Class participation is so important to me that I give points for participating. This means that the student should participate in discussions, role play demonstrations, and exercises. I believe that through participation, the student's learning potential is enhanced. These points are at the discretion of the instructor.

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behavior (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Punctuality

Being on time is important in your career and being on time for class helps to assist you in preparedness for future jobs. For this class, two (2) tardies equal 1 absence.

Cell Phones

It is expected that you maintain appropriate usage of cell phones. Please make sure that your cell phones are muted while in class, this includes zoom. If you must take a phone call, please "step out of class".

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health PROGRAM:

COMMON WORKPLACE COMPETENCIES

Manage Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance /Design & improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

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Course Number: <u>SOCW 2361</u> Course Name: <u>Introduction to Social Work</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 2,4,5,6 b. 2,4,5 c. 2,4,5 d. 2,4,5. e. 2,4,5
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 3,5,6 b. 3,4,5,6 c. 3,4,5,6 d. 3,4,5,6 e. 3,4,5,6 f. 3,4,5,6
3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,4,5,6 b. 1,2,4,5,6 c. 1,2,4,5,6 d. 5,6
4. Applying systems knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 2,3,4,5,6 b. 2,3,4,5,6 c. 2,3,4,5,6 d. 2,3,4,5,6, e. 5,6
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 5,6 b. 5,6 c. 5,6
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,3,4,5,6 b. 4,5,6, c. 5,6 d. 3,4,5,6 e. 3,4,5,6
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 2,4,5,6 b. 2,4,5,6 c. 2,4,5,6 d. 2,4,5,6 e. 2,4,5,6
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1,2,3,4,5,6 b. 4,5,6 c. 4,5,6 d. 4,5,6 e. 4,5,6

McLennan
C O M M U N I T Y
C O L L E G E

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.