



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Introduction to Social Work
SOCW_2361_001
Professor Ted Robles**

NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.

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@mclennan.edu
Office Phone Number:	254-299-8758
Office Location:	CSC E 129 F
Office Hours:	Monday 10:00 a.m. – 12:00 p.m. Tuesday 3:00 p.m. - 5:00 p.m. Wednesday 10:00 a.m. – 12:30 p.m.

Please click this URL to start or join.

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

Or, go to <https://mclennan.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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

MH/SW Department Attendance Policy

2023/FA

In-Person Classes

Meets 2x week

- Student is present when they are physically in their chair in the classroom.
- A student is dropped from the class if they are never present in class prior to the Census Date.
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.

- After the 60% date, students who are passing the course may be withdrawn upon their request.

Meets 1x week

- Student is present when they are physically in their chair in the classroom.
- A student is dropped from the class if they are never present in class prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Fully Online Classes

Weekly units/modules

- A student is absent if they fail to complete any of the assignments in a learning unit/module.
- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Fully Online Classes – Eight-Week Format

Weekly units/modules

- A student is absent if they fail to complete any of the assignments in a learning unit/module.
- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.
- A student is withdrawn from the class once they accumulate two (2) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Blended/Blendsync Classes

Classes have one weekly synchronous meeting and weekly online assignments. Attendance is taken for both synchronous meetings and online assignments.

- A student is present if they are physically present in the synchronous meeting: either in the classroom or on Zoom (depending on the course format)
- A student is absent if they fail to complete any of the online assignments in a learning unit/module
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Hyflex Classes

Classes have two weekly synchronous meetings (on campus and on Zoom), and weekly online assignments. Students can choose how they would like to attend class, and different online assignments will be required depending on how the student attended that week. Attendance is taken weekly.

- A student is present if they are physically present in the synchronous meeting, either in the classroom or on Zoom, or if they complete either of the online assignments.
- A student is absent if they fail to complete any of the online assignments required of them that week, or if they do not attend either of the synchronous class meetings.
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total weekly absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

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 5 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

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Week 4	Chapter 3	Topic Paper 1 Generalist Social Work Practice
Week 5	Chapter 4	Topic Paper 2 Poverty and Public Welfare
Week 6	Chapter 5	Exam I Emotional/Behavioral Problems and Counseling/
Week 7	Chapter 6	Due: Value Analysis Paper Family Problems and Services to Families
Week 8	Chapter 7	Topic Paper 3 Sexual Orientation and Services to LGBT Individuals
Week 9	Chapter 8	Drug Abuse and Drug Treatment Programs
Week 10	Chapter 9	Topic Paper 4 Crime, Juvenile Delinquency, and Correctional Services
Week 11	Chapter 12	Exam II Racism, Ethnocentrism, and Strategies for Advancing Social and Economic Justice
Week 12	Chapter 13	Due: SW Specialization Paper Sexism & Efforts for Achieving Equality
Week 13	Chapter 16	Topic Paper 5 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

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."

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 07/18/2023



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 www.mclennan.edu/disability.

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

disabilities@mclennan.edu 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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 <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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 www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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 (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. 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 www.mclennan.edu/studentemail.

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.