



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Academic Cooperative
SOCW 2389.87**

David Fleuriet

Note: This is a 16-week Online 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 2389 Academic Cooperative:

Is a supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48 hours in a social service setting). (SOCW 2389 is included in the Social Work Field of Study.) Semester Hours 3 (2 lec; 3 Internship)

Prerequisites and/or Corequisites:

Successful completion of Introduction to Social Work (SOCW 2361) or permission of the instructor. Pre or co-enrollment of Social Work (SOCW 2362)

Course Notes and Instructor Recommendations:

SOCW 2389 is offered in the Spring and Fall semester.

Instructor Information:

Instructor Name: David Fleuriet
MCC E-mail: dfleuriet@mclennan.edu
Office Phone Number: 254 299 8718
Office Location: CSC B-8
Office/Conference Hours: Mon/Wed 9:00-11:00; Tue/Thur 11:00-1:00;
Fri by Appointment
Use Zoom: <https://mclennan.zoom.us/j/953226028>

Required Text & Materials:

Title: ***Generalist Practice with Organization and Communities***
Author: Karen K. Kirst-Ashman and Grafton H. Hull, Jr.
Edition: Seventh Edition
Publisher: Brookes/Cole, Cengage Learning
ISBN: 978-1-305-94329-2

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

Methods of Teaching and Learning:

All of the course material will be delivered via the internet. The required text book is needed to complete the course. Students will have a weekly reading assignment from the text book. They will need to respond to a Discussion Board (Db) assignment from each chapter. They will also take an online quiz for each chapter. Students will complete two papers as additional requirements of the course. Students are also required to complete 48 hours of volunteer time during the semester.

Students will earn points on each completed assignment. The total points earned during the semester will determine the student's final grade. More information about the grading system is provided later in the syllabus.

Students will need to allow regular weekly time to read the assigned material and complete the assignments. A reasonable level of self-discipline is needed for successful completion of the course.

Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior. The link to the minimum system requirements to utilize MCC's D2L/Brightspace is listed above.

Course Objectives and/or Competencies:

Upon successful completion of the course, students will:

1. Articulate elements of the social agency's structure.
2. Summarize the agency's delivery of service.
3. Describe the delivery of services in relation to the agency's mission statement.
4. Explain how the agency meets the needs of the population serve.
5. Describe how the agency's service supports the mission of social work including diversity, justice, and equity.
6. Evaluate the learning experience in the context of professional goals.
7. Evaluate the learning experience in the context of personal goal.
8. Describe how a social worker enhance/could enhance service delivery within the organization.

9. Identify personal and social work values and reflect on value conflicts in the practice setting.

Course Outline or Schedule:

The course is arranged in learning units based on the chapters of the text book.

The following is a TENTATIVE schedule of these chapters and the primary topic for each.

Circumstances may cause that schedule to be changed. If changes are necessary, they will be posted on the course Announcements screen

Chapter 1	Introduction to Generalist Practice
Chapter 5	Understanding Organizations
Chapter 8	Understanding Neighborhoods and Communities
Chapter 12	Ethics and Ethical Dilemmas in Practice with Organizations and Communities
Due:	Paper on Personal and Professional Goals
Chapter 2	Stress and Time Management
Chapter 3	Using Micro Skills for Organization and Communities
Chapter 4	Group Skills for Organizational and Community Change
Chapter 5	Decision Making for Organization Change
Chapter 7	Implementing Macro Interventions: Agency Policy, Projects and Programs
Chapter 9	Macro Practice in Communities
Chapter 10	Evaluating Macro Practice
Chapter 11	Advocacy and Social Action with Populations-at-Risk
Due:	Final Paper
Chapter 14	Developing and Managing Agency Resources

Course Grading Information:

Letter grades will be awarded based on the points earned on all of the assignments during the semester.

Goals Paper		50	Points
Discussion Board (DB)	13 at 10 point each	130	Points
Quizzes	13 at 20 points each	260	Points
Final Paper		100	Points
<i>Observation Experience (*)</i>		460	Points
Total Possible Points		1,000	Points

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* Observation Experience* - students must complete a 48 hours Observation Experience at a local social service agency or organization. Students who provide documentation of these 48 hours will earn the maximum 460 points. Students who complete anything less than 48 hours will earn zero (0) points. Partial credit is not possible for this assignment.

A final grade of "C" or better in this course is needed in order to receive credit on the Social Work Field of Study degree plan and to transfer the grade to a four-year university.

Grade Scale

Letter Grade	A	B	C	D	F
Total Points	1000 – 900	899 – 800	799 – 700	699 – 600	599 or Below

I-Incomplete-this grade is given when a course is incomplete because a student's absence is caused by illness, or other reasons acceptable to the instructor, prevents the student from completing the required projects of the course. To be eligible, the student must have essentially completed the course. The work remaining should be of such nature as not to require class attendance. If the work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given.

Withdrawal

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, program director, division chair or advisor. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, **it is the responsibility of the student to see that the Change in Schedule Form is completed and submitted to [Highlander Central](#)**. (The instructor can also process a withdrawal from a course through WebAdvisor.) The student should check WebAdvisor to verify that the withdrawal was processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to [Highlander Central](#) or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to Highlander Central or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

Goals Paper

See the separate handout for the Goals Paper Guidelines. This paper is submitted through Brightspace. Papers submitted as an email attachment or a hard copy will not be accepted.

It is expected that the paper you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

Quizzes: There will be 13 quizzes during the semester, but the instructor reserves the right to vary this number as needed. Each of the last six chapters will have a quiz that will be composed of 20 randomly selected multiple-choice or True/False questions. You must take each unit's quiz no later than the due date at 11:55pm. After this time the quiz shuts off and you will not be able to access it. Your grade will be a zero (0) for that quiz. This is a timed test and you will have 25 minutes to complete all of the questions. You will have one chance to take this quiz. Make sure that you are ready to take the quiz before you hit the **Start Quiz** button. Once you do this, the clock will start and you will need to begin answering questions. *If you go less than 5 minutes over the time limit, you will have 2 points deducted from your score; less than 10 minutes over the time limit you will have 4 points deducted from your score; 10 minutes or more over the time limit and you will receive a 0 as your score.*

Discussion Board (Db): There will be 13 Db assignments during the semester. Once we transition into the hybrid part of the course, there will be a different Db question for you to consider each week. You are asked to post on Db your well thought out response to the question. You are also asked to post responses to two of your fellow students' posts for a total of three posts. Everything you post on Db needs to have appropriate content and be constructive in nature. A simple statement such as, "I agree" or "You're right" is not sufficient. Avoid posting in ALL CAPS as this looks like YOU ARE YELLING at the other student. In addition, please do not use "text-speak" such as LOL, BFF, etc. Students who do an excellent job of contributing will receive the full 10 possible points each week. Students who contribute less will receive less. Students who do not provide all 3 postings each week will receive 0 points regardless of their content.

Observation Experience

Students must complete a 48-hour Observation Experience at a local social service agency or organization. This time should be spent confirming the material the is covered in class as well as the assigned readings. At the end of the course, students will use this information to write their Final Paper.

** These hours have to be done at one agency or organization. Hours cannot be added together at multiple agencies. **

Students should select a local social service agency where social workers are, or could be employed. The required hours should be earned while being a “volunteer” at the agency. Students are not to be doing any type of counseling with clients served by the agency. Time can be spent performing the tasks of the agency. For example: helping distribute food at a food pantry; playing basketball with kids in an after school program; greeting clients at the front desk, etc. Time should also be spent learning about the mission of the agency; the funding sources; the role of social workers; the power structure; the workplace culture, etc. This information and more will be used to write your Final Paper.

A brief list of possible agencies will be posted in the handouts section of the Brightspace course. Students may choose to do their hours at an agency that is not on this list. **However, students must get permission from their instructor to use an agency not on the list.** If a student does their hours at an agency that has not been approved by the instructor in advance these hours will not count; the student will not get credit for this assignment; and the student will fail the class.

At the end, documentation will be needed for your instructor from the agency that confirms the completion of 48 hours of observation/volunteer time. (no partial credit for fewer than 48 hours) Your agency supervisor will need to send an email to your instructor. This email needs to have the name of the agency, the name of the supervisor, a telephone number where the supervisor can be reached, a brief description of what you did, and confirmation of your 48 volunteer hours. This email has to come from the supervisor. No exceptions.

Final Paper

See the separate handout for the Final Paper Guidelines. This paper is submitted through Brightspace. Papers submitted as an email attachment or a hard copy will not be accepted.

It is expected that the paper you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

Late Work, Attendance, and Make Up Work Policies:

Late Work

Acceptance of late work is at the discretion of the instructor. Late papers accepted will receive a 10-point deduction if turned in up to one week late; 20-point deduction if turned in up to two weeks late. Any paper turned in after two weeks of the assigned date will receive a grade of zero (0).

You must take the 13 unit quizzes no later than the due date at 11:55pm. After this time the quiz shuts off and you will not be able to access it. Your grade will be a zero (0) for that quiz.

You must complete the 13 discussion boards no later than the due date at 11:55pm. After this time the Db shuts off and you will not be able to access it. Your grade will be a zero (0) for the Db.

****It is acceptable to submit a paper to me before the day it is due. This will prevent points from being deducted if you are unable to send it to me on the due date.****

Attendance

This class has 15 learning units. There is at least one assignment due in each unit. A student is counted present for that unit when they complete any assignment due in that unit. If a student does not complete all of the assignments, they will be counted absent for that unit. In accordance with the college attendance policy, a student will be dropped from a course if they miss 25% of the scheduled class meetings/units. For this class that number would be four (4).

Quizzes and Db

All quizzes and Db are open and available to students on the first day of the semester. Students have plenty of time to complete the quiz and Db for each unit. Therefore, students should not have any reason to submit a quiz and/or Db after the due date. When students wait until the last few hours to complete these assignments, they run the risk of “my internet quit,” or “I had to work late,” or “I have been sick.”

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal 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)

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 behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

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.

The complete guide may be accessed by clicking here: [Highlander Guide](#)

Online Attendance

You will be dropped from this class after any 4 weeks of not communicating with your instructor by email or by not doing your online assignments (Quizzes & Db). If you need to drop this class for any reason, please contact your instructor first.

Students Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy days, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absences is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose place of worship are exempt from property taxation under Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

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

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

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C O M M U N I T Y

COLLEGE

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

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 <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/>

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 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 (<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.

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.

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.

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.