



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Introduction to Social Work  
SOCW 2361.87  
Professor Ted Robles**

**NOTE: This is a 16-online 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.)

**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:	<a href="mailto:trobles@mclennan.edu">trobles@mclennan.edu</a>
Office Phone Number:	254-299-8758
Office Location:	CSC E 129-F
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://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:	<i>Introduction to Social Work and Social Welfare: Empowering People</i>
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 chapter readings, discussion boards, videos, and quizzes 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 Outline or Schedule:**

*Unit 1: Orientation*

*Unit 2: Social Welfare: It's Business, History and Future*

*Unit 3: Social Work as a Profession and a Career*

*Unit 4: Generalist Social Work Practice*

*Unit 5: Poverty and Public Welfare*

*Unit 6: Emotional/Behavioral Problems and Counseling*

*Unit 7: Family Problems and Services to Families*

*Unit 8: Sexual Orientation and Services to LGBT Individuals*

*Unit 9: Drug Abuse and Drug Treatment Programs*

*Unit 10: Crime, Juvenile Delinquency, and Correctional Services*

*Unit 11: Problems in Education and School Social Work*

*Unit 12: Racism, Ethnocentrism, and Strategies for Advancing Social and Economic Justice*

*Unit 13: Aging and Gerontological Services*

*Unit 14: Health Problems and Medical Social Services*

*Unit 15: Physical and Mental Disabilities and Rehabilitation*

*\* Please note that there will be a separate module in Brightspace that will have a calendar with dates for assignments, quizzes, and discussion boards*

**Course Grading Information and description of major assignments.**

**Discussion Boards (Db) ( 15 x 50 pts)**

Every unit, there will be discussion board question for you to consider. **YOU MUST WRITE ONE (1) WELL THOUGHT-OUT, ORIGINAL PARAGRAPHS (NO LESS THAN 10 SENTENCES) FOR YOUR INITIAL/FIRST Db POST. YOU MUST INCLUDE BOTH IN-TEXT AND REFERENCE APA CITATIONS IN YOUR POSTS. NEXT, YOU MUST RESPOND TO TWO (2) OF YOUR PEERS' POSTS. YOU MUST WRITE ONE (1) WELL-THOUGHT-OUT ORIGINAL PARAGRAPH (NO LESS THAN 10 SENTENCES). AS IN YOUR ORIGINAL POST, YOU MUST INCLUDE IN-TEXT AND REFERENCE APA CITATIONS. Your original, initial post MUST be posted by Wednesday of each week by 11:55 p.m. All response posts must be completed by 11:55 p.m. on the date specified on the course outline/schedule or calendar (every Sunday evening).** Every Db post must have appropriate content and be constructive in nature. Please submit thoughtful and meaningful posts. A simple statement such as, "I agree" or "You're right" is not enough. In addition, please do not use "text-speak", such as LOL, BFF, etc. **Students who do an EXCELLENT job of contributing and following all instructions will receive the full 50 possible points for the discussion board post. Students who contribute less will receive fewer points. Students who do not provide all 3 postings each week will receive zero (0) points regardless of their content. I grade for grammar and spelling.**

**Quizzes (15 x 25 pts.)**

There will be 15 quizzes during the semester, but the instructor reserves the right to vary this number as needed. Each unit will have a quiz that will be composed of 25 randomly selected multiple-choice or True/False questions. **You must complete and submit each unit's quiz no later than 11:55 p.m. on the date specified on the calendar.** After this time the quiz shuts off and you will not be able to access it and your grade will be a zero (0). There will be 15 quizzes during the semester, but the instructor reserves the right to vary this number as needed. Each unit will have a quiz that will be composed of 25 randomly selected multiple-choice or True/False questions. **You must complete and submit each unit's quiz no later than 11:55 p.m. on the date specified on the course outline/schedule or calendar.** 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 50 minutes to complete all of the questions. **After 50 minutes, the test will shut off.** You will have one chance to take this quiz. Make sure that you are ready to take the quiz before you hit the begin button.

**Values Analysis Paper (250 pts.)**

Information and instructions for the Values Analysis Paper will be given in detail on the "Assignment" sheet.

**Social Work Specialization Paper (250 pts.)**

Information and instructions for the Social Work Specialization Paper will be given in detail on the "Assignment" sheet.

### **Course Grading Information**

Discussion Board	15 @ 50 Points Each	750	Points
Quizzes	15 @ 25 Points Each	375	Points
Value Analysis	1 @ 250 Points Each	250	Points
Social Work Specialization Paper	1 @ 250 Points Each	250	Points
<b>Total Points Possible</b>		<b>1625</b>	<b>Points</b>

### **Grading Scale:**

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Total Points</b>	1625-1462.5	1462.4-1300	1299-1137.5	1137.4-975	974 & Below

### **Late Work, Attendance, and Make Up Work Policies:**

**I DO NOT ACCEPT LATE WORK!!!**  
**NO EXCEPTIONS. ALL WORK TURNED IN**  
**AFTER A DUE DATE WILL RECEIVE A**  
**GRADE OF “0”.**

### **Withdrawal**

[\\*Click Here for Information Regard Student Withdrawal](http://www.mclennan.edu/records/withdraw.html)  
([www.mclennan.edu/records/withdraw.html](http://www.mclennan.edu/records/withdraw.html))

The link above will give you information about student withdrawing from classes.

### **Incomplete**

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.

### **Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor and an attitude that seeks to take full advantage of the education

opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

### **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)

### **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.

### **[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.

### **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**

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

#### **FOUNDATION SKILLS**

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



Introduction to Social Work  
SOCW 2361 87

Course Number: <u>SOCW 2361</u> Course Name: <u>Introduction to Social Work</u>	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES.</b>	
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/trouble shoot technologies	a. 5,6 b. 5,6 c. 5,6
<b>SCANS FOUNDATIONS.</b>	
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

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Updated 11/04/2022

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## **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/](http://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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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).

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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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

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**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](http://www.mclennan.edu/studentemail).

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**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](mailto: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](mailto:helpdesk@mclennan.edu).

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