



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Academic Cooperative
SOCW_2389_O080**

David Fleuriet

Note: This is a 16-week Online Course

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 E-129I
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>

These are the times I am available to discuss the course, including assistance or clarification regarding content.

Zoom and email are the preferred contact methods. Students can expect a response within 24 hours.

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 or value conflicts in the practice setting.

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.

- 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.

Once a student exceeds the maximum number of absences in this course, they will be withdrawn from the course. If they have previously been withdrawn from 6 courses, they must remain on the roster for this course. However, any assignments submitted or completed after exceeding the absence limit will not be accepted and the student will receive a failing grade for the course.

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

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- 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

* 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; helping sort donated clothes; 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.

****Students cannot volunteer at a church or a school. These are not social service agencies.****

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.

Posting of Grades: Students can expect grades and feedback within 48 hours after submitting assignments.

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.

Students who engage in threatening statements or behaviors toward instructors, guests, and fellow students will not be allowed to return to the class. These guidelines apply to all modalities of class presentation: in-person classes, blended classes, Zoom classes, and online classes.

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)

(<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.

07/02/2024



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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-StaffCommons/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](#) 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.