



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Introduction to Social Work  
SOCW\_2361\_0001**

**Dr. 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: Dr. Ted Robles  
MCC E-mail: [trobles@mclennan.edu](mailto:trobles@mclennan.edu)  
Office Phone Number: 254-299-8758  
Office Location: CSC E 129 F  
Office Hours: Monday 10:30 a.m. – 12:30 p.m.  
Tuesday 1:00 p.m. - 3:00 p.m.  
Wednesday 11:00 a.m. – 1:00 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 or Face-to-Face meeting during my posted office hours.

**Required Text & Materials:**

Title: *Empowerment Series: Introduction to Social Work and Social Welfare: Empowering People*  
Author: **C. Zastrow, & S. Hessenauer**  
Edition: **Thirteenth**  
Publisher: **Cengage Learning**  
ISBN: **978-0-357-62339-8**

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

**Methods of Teaching and Learning:**

The instructor will use lectures, 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 within our society.
5. Identify the values of the profession, his/her personal value system, and their compatibility and incompatibility. (Communication skills)

**Course Attendance/Participation Guidelines:**

\*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.\*

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.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

## **MH/SW Department Attendance Policy**

2026/SP

### 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 beforehand. IMPORTANT\*\*\*\* All chapters should be read before the week of the lecture. You will have five 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 <b>Topic Paper 1</b>
Week 4	Chapter 3	Generalist Social Work Practice <b>Topic Paper 2</b>
Week 5	Chapter 4	Poverty and Public Welfare <b>Exam I</b>
Week 6	Chapter 5	Emotional/Behavioral Problems and Counseling/ <b>Due: Value Analysis Paper</b>
Week 7	Chapter 6	Family Problems and Services to Families <b>Topic Paper 3</b>
Week 8		Social Work Discussion
Week 9	Chapter 8	Drug Abuse and Drug Treatment Programs <b>Topic Paper 4</b>
Week 10	Chapter 9	Crime, Juvenile Delinquency, and Correctional Services <b>Exam II</b>
Week 11	Chapter 12	Racism, Ethnocentrism, and Strategies for Advancing Social and Economic Justice <b>Due: SW Specialization Paper</b>
Week 12		Social Work Discussion <b>Topic Paper 5</b>
Week 13	Chapter 16	Physical and Mental Disabilities and Rehabilitation
Week 14		Social Work Discussion
Week 15		Social Work Discussion
Week 16		<b>FINAL EXAM</b>

### **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
<b>Total Points Possible</b>		<b>950</b>	<b>Points</b>

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:**

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Total Grade</b>	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 promptly.

#### **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.
- Make-up tests must 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.

The faculty has the right to determine if the reason for an absence justifies not deducting points. This would only apply to 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 THE DUE DATE WILL RECEIVE A**  
**GRADE OF “0”.**

### **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)

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

The use of AI to generate assignments for this course is **NOT ACCEPTED**. All of your assignments must be your own work and based on your own thoughts. **IF MY AI DETECTOR INDICATES YOUR ASSIGNMENT IS MORE THAN 25 % FLAGGED AS AI-GENERATED, YOU WILL RECEIVE A FAILING GRADE FOR THAT ASSIGNMENT.**

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

### **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 participation enhances the student's learning potential. These points are at the instructor's discretion.

**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 essential in your career, and being on time for class helps you stay prepared for future jobs. For this class, two (2) tardies equal one absence.

[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 0001

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/troubleshoot 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

06/24/2025



## 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 begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

### **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](mailto: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](mailto: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](mailto: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/>

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>.

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](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

### **Success Coaching Services is here for you.**

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit [www.mclennan.edu/successcoaching](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto: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](mailto:crew@mclennan.edu).

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](mailto: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:**

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

**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](http://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](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](#) or email [helpdesk@mclennan.edu](mailto: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.