

Syllabus for
SWK 443/444--Senior Practicum I and II
6 Credit hours each
Spring 2012

I. COURSE DESCRIPTION

Provides the primary senior practicum experience for students in the professional social work degree plan for generalist practice. Students are placed in a social service agency under the supervision of a person with a Masters in Social Work (MSW) degree and perform roles and job descriptions similar to those of the professional social workers of the agency. (This course is normally combined with SWK 444 to create a block practicum for one semester totaling 480 hours of practicum experience. SWK 443 and 444 may be taken separately during the academic year with 240 hours of practicum each semester.)

Prerequisites: SWK 202, 302, 303, 311, 331, 332, 333, 341, 342, and senior status in the social work professional degree program

II. COURSE GOALS

The senior practicum offers students experience upon which to build their professional careers in generalist social work. It provides them with an arena to practice the application of theory and techniques in field setting and an opportunity to discover their professional strengths and weaknesses. This educational practicum also serves to broaden students' concept of agencies and provides experiences that will expand their understanding of human behavior.

III STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Terminal Objectives

Upon successful completion of this course the student will be able to do the following:

1. Join NASW and obtain liability insurance for the practicum experience (second year of membership and coverage with Junior Practicums I and II comprising the first) (week 1).
2. Write action plans for the practicum experience (weeks 2-3, 5) that addresses all 11 program competencies and associated behaviors to be utilized in the Senior Practicum Assessment.
3. Analyze strengths and weaknesses in the use of interpersonal communication skills With client systems through supervisor consultation, seminar discussion, and process recording (weeks 1-15).
4. Apply social work ethical principles to guide professional practice (weeks 4, 1-15).
5. Discuss the influence social class, socioeconomic status, culture, sexual orientation, race, etc. has on various client systems through assessment of client situations, seminar discussion, and role playing (weeks 5, 1-15).
6. Detail social welfare policy through the agency analysis and in the comprehensive final examination (weeks 5, 1-15).
7. Apply critical assessment and problem-solving strategies through completion of the case record assignment using the six major steps involved in the Generalist Intervention Model (week 7).
8. Design a practice evaluation instrument to evaluate own practice; (week 7).
9. Display an eclectic approach to working with people; (week 8).

10. Integrate professional skills, values, and knowledge through the supervisor-worker relationship, seminar discussions, and assigned readings (weeks 1-15).
11. Keep a weekly journal to facilitate growth in professional development (weeks 3-14).
12. Conduct an in-service training experience for agency staff where placed (weeks 3-14).
13. Attend at least one NASW chapter meeting during the semester and other seminars and workshops as agreed upon with professor (weeks 1-15).
14. Experience 480 hours of practicum experience and submit time sheets of experience twice during the semester (weeks 1-15).
15. Examine and critique social work research and literature through article critiques (weeks 4, 6, 9).
16. Integrate theories of human development in client assessment for the practicum experience and for the comprehensive final examination (weeks 1-15).
17. Complete an evaluation of the agency where placed (week 12).
18. Identify as a professional social worker and conduct him or herself accordingly (weeks 1-15).

B. Unit Objectives

Upon successful completion of this course the student will be able to do the following:

1. Perform 480 hours of practicum experience (normally 32 hours per week for 15 weeks).
2. Write action plans
3. Write the agency analysis
4. Write logs for field activity performed
5. Write article critiques
6. Keep weekly journals
7. Submit time records for work performed
8. Conduct and write a process recording
9. Use supervision from agency supervisor to professor to facilitate growth and evaluation
10. Provide in-service training program for agency
11. Final Exam

C. Social Work Program Competencies

By completing this course, students will have the opportunity to successfully engage self in the following CSWE and ORU Social Work Program Competencies.

1. Competency 1; Professional Identity
2. Competency 2; Ethical Principles
3. Competency 3; Critical Thinking
4. Competency 4; Diversity
5. Competency 5; Human Rights and Justice
6. Competency 6; Research
7. Competency 7; HBSE
8. Competency 8; Policy Practice
9. Competency 9; Practice Contexts
10. Competency 10; Engage, Assess, Intervene, Evaluate
11. Competency 11; Spiritual Integration

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Material
Textbook

Oral Roberts University Social Work Department Practicum Manual, 2011 Rev.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." .” Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignmentsBy submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

Policies and procedures for submitting artifacts can be found in the General Education Whole Person Assessment Handbook and the departmental handbook for the student's major.

C. Course Policies and Procedures

1. Evaluation Procedures

- a. Because this is a combined practicum (SWK 443 and 444), two grades are assigned for this class. The first grade is for written assignments and the next for field assignments.
- b. Evaluation Scales--The following scale applies for written assignments/In-Class Activities

c. Assignments Points

| | |
|--|------------|
| Action Plans/ePortfolio | 100 |
| Agency Analysis/ePortfolio | 50 |
| Case Record/ePortfolio | 100 |
| Article Critiques (3 @ 20 points each)/ePortfolio | 60 |
| Weekly Journals (12 @ 10 points each) | 120 |
| Student Evaluation of the Agency Report | 10 |
| Timely Submission of Final Practicum Evaluation/ ePortfolio and Final Self Evaluation | 10 |
| Final Exam/ePortfolio and Oral Evaluation | 100 |
| Timely Submission of Time Records (Midterm) | 5 |
| Timely Submission of Time Records (Final) | 5 |
| <u>Class Participation</u> | <u>10</u> |
| Total Points Possible | 570 |

- d. The following grading scale applies for field activities (SWK 444):
Completion of Required Field Hours (480)
Receive a positive evaluation of the Practicum Assessment at Midterm
Receive a positive evaluation at the Final.
Complete a Self-Evaluation (Midterm and Final)
Field Instructors Evaluation Scores at Final Assessment
Complete a Process Recording assignment that includes satisfactory feedback/comments from the Field Instructor.
Complete one service project at the field placement where assigned.
Attend at least one (1) NASW local chapter meeting.
Conduct an in-service training experience for agency staff.
Attend all other projects are required).
- e. The following grading scale applies for written assignments. (SWK 443)
513 - 570 = A
456 - 512 = B
399 - 455 = C
342 - 398 = D
285 - 0 = F
- f. The following grading scale applies for field work.
All Assignments Completed On Their Due Dates
- g. Due Dates (written assignments--SWK 443)
 - (1) All assignments are due at the beginning of class.
 - (2) Weekly journals that are turned in late will not be accepted and student will lose those points offered for the assignment.
 - (3) Major assignments turned in after the due date are penalized at the rate of five (5) points per day (including weekends) and will not be accepted after the third day. Each must be signed and dated by a Behavioral Sciences staff person (not including student workers).

- (4) Students lose ten (10) points in the final grade evaluation for failure to submit time records and assessment forms (midterm and final) on schedule. Students are required to retain a copy of all assignments (including time records and assessments).
2. Whole Person Assessment Requirements
 - a. The student must submit the Practicum Instructor/supervisor Evaluation, the Agency Report, one sample of the Article Critiques, the Case Record, the Action Plan, and the Comprehensive Evaluation as detailed in the procedures section which follows. These reports must be submitted immediately following the students final evaluation as per the course calendar.
 - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.
3. Other Policies and/or Procedures
 - a. Course Structure -- The class meets on Fridays for one hour for the integrated seminar. A variety of teaching modalities are utilized, in both the field and classroom setting, in order to meet the course goals and objectives.
 - b. All assignments must be typed and contained in a portfolio. Three-ring or other "cumbersome"-type folders should be avoided. No passing grade is assigned for the course unless all written assignments have been submitted. The written assignments are for SWK 443.
 - c. Action Plans
 - (1) Each student develops at least one action plan for addressing each program competency and associated behaviors.
 - (2) Action plans should be developed with the field instructor who should check to see if they reflect a realistic set of competencies possible to achieve at the field placement.
 - (3) The student is to submit one copy to the
 - (a) professor.
 - (b) field instructor
 - (c) student's file.
 - (d) See instructions on D2L for guidelines. The action plan serves as the student's learning plan for the semester, is the basis for the evaluation at midterm and final and is the focus for writing the weekly logs.
 - (4) The action plans serve as the student's
 - (a) practice focus for the semester.
 - (b) evaluation at midterm and final.
 - (c) focus for writing the weekly journals.
 - d. Weekly Logs
 - (1) Weekly logs are to be focused on the student's action plans. Guidelines for writing the logs may be found on D2L.
 - (2) Points are deducted from each weekly log where guidelines are not followed.
 - (3) Logs are to be a minimum of two (2) pages.
 - e. Agency Analysis
 - (1) Agency analysis report is to be consistent with the information and instructions found on D2L
 - (2) The report should not exceed three (3) typewritten pages.
 - f. Case Record-- Instructions for this assignment are outlined on D2L.
 - g. Article Critiques
 - (1) Articles must be selected from professional journals or periodicals.

- (2) They must be related to the services provided by the student's practicum placement.
- (3) There must be a minimum of two (2) pages per article.
 - (a) The *first page* is the summary of the article (*objective data*).
 - (b) The *second page* is the student's *critical analysis of the methodology* used to gather the data. *Editorializing of the article should be avoided and penalty points will be imposed should this occur.*
- (4) APA format and research terminology is to be followed when writing the articles. See additional guidelines on D21.
- h. Student Final Evaluation Report (See *Practicum Manual* pages 52-55 for evaluation form.)
- i. Time Records
 - (1) Each student is to submit time records to the professor at midterm and at the end of the semester.
 - (2) They must include
 - (a) the activities performed.
 - (b) the field instructor's signature.
 - (c) a total calculation of the hours on each sheet. (include a grand total of both midterm and final timesheet hours at on final timesheet.)
 - (3) Time sheets are not accepted if the above guidelines are not adhered to, and the student loses the points allocated on the "assignment" scale for this assignment.
- j. Final Examination
 - (1) is a comprehensive (take home) summary of student's completed action plan and a reflective synopsis of the ORU Social Work Program Competencies.
 - (2) is handed out in class two (2) weeks prior to the due date.
- k. Assignments
 - (1) Each student is required to log in a minimum of 480 field hours for the semester.
As the semester only allows for 14 instead of 15 weeks for field work, it may be necessary to plan for extra hours in the field during the semester.
 - (a) The student may also choose to make up hours during the break or during finals week.
 - (b) No passing grade is assigned for the course unless all field hours and other field assignments are completed.
 - (2) The Service Project--This assignment is used as a way of showing appreciation for hosting the student during the semester. Student should:
 - (a) become involved in a project that will benefit the agency after student's departure.
 - (b) choose a project that is mutually agreed upon by the field instructors and the student and one that is consistent with the student's level of training and competency.
 - (3) Process Recording--Students are required to complete at least one process recording during the semester. This "tool" is to be used to identify student's strengths and weakness at the beginning of the practicum and should therefore:
 - (a) be completed by the sixth week of the semester so that the student will have the opportunity to work on identified problems.

- (b) be submitted to the field supervisor for feedback. *A copy is to be submitted to the professor at the same time. NOTE: The process recording will be a focus of discussion with the students and the field instructors when the professor visits the agency for the final evaluation.*
- l. Each student is required to attend
 - (1) at least one (1) NASW or NACSW local chapter meeting during the semester.
 - (2) attend all workshops/seminars agreed upon by the class. Five (5) points for each event will be deducted from the student's final evaluation scores (for a possibility of 10 points) for failure to meet this requirement.
- m. Students are required to assume responsibility for fulfilling the responsibilities assigned by the agency. This includes, but is not limited to, abiding by all rules and regulations established by the agency for its staff, volunteers, interns, etc.
- n. NASW membership, liability insurance, vita and agency acceptance form are required. All students in field practicum are required to be protected by malpractice insurance. Therefore, the following are submitted to the professor by the first Monday following the first class meeting of the semester.
 - (1) A membership application for NASW (National Association of Social Workers) Students May apply online.
 - (2) An application for membership to American Professional Agency, Inc, (for liability insurance) Students may apply online.
 - (3) Students may apply to both organizations online.
 - (4) Students who are already members of both of these organizations must present proof of membership to the professor.
- o. Agency acceptance form is due by class meeting number two. The agency acceptance form must be completed and signed by the agency supervisor.
- p. Changes in the Syllabus—Any minor changes in the syllabus, e.g., due dates, will be made in class. This announcement is considered to constitute adequate notice of such changes. Students who are absent on the date of the announced changes will be expected to check with classmates, or with the professor, for specifics.
- q. Other Policies
 - (1) Students receive no points for the final exam if cheating is suspected and may face possible disciplinary action by the University.
 - (2) Students suspected of plagiarism receive no points, and possible disciplinary action by the University may be imposed.
- r. Office hours are posted on the instructor's door. A student whose schedule does not allow him or her to make the posted hours should see the professor after class or leave a message including his or her name, phone number and/or CPO box number). Arrangements will be made at a time that is convenient for both to meet. If the professor's door is closed, students should please check first with the secretary before knocking. Students should respect the confidentiality of others that is requested by the closed door.
- s. Class Participation and Class Observation
 - (1) This course requires the student's active participation both in and outside of the classroom. Consequently, students are expected to come prepared for class discussions, participate, and evidence completion of all reading and writing assignments. Students are required to bring the *Practicum Manual* with them to each class and to make copies in advance of all assigned documents.

- (2) Arriving promptly to class and coming fully prepared are important for student learning and evidence the beginnings of professional development. Tardiness and absences should be discussed with the course faculty before the class.
- (3) Students should disable cell phones and refrain from all forms of electronic communication and/ or entertainment during class.
- (4) Class participation and observation, as discussed in this section, will be awarded a maximum of 10 points. Excessive absence or tardiness will also be reflected in this portion of the student's grade.
- (5) Throughout the semester, observations are made from the student's written assignments, professional demeanor (i.e., timeliness, class attendance, professional attire appropriate to practicum or professional workshops, ethical behavior, etc.), field coursework, and from class comments of the student's: sensitivity to or awareness of the affects that social class, socioeconomic status, culture, social values, sexism, and racism may have upon a system's functioning; and the student's ability to integrate Judeo-Christian values with social work values and ethics. These observations evidence the student's progress toward identifying him/herself as a professional social worker and as a viable representative of the profession's mission and core values. Students failing to demonstrate professionalism (previously described) both in the classroom and in the field may be assessed a deduction of 5-10 points off of the final grade.
- (6) This class is considered to be a "group." As such, class attendance is considered an essential component of the requirements for the course.

VI. COURSE CALENDAR

| <u>Week</u> | <u>Assignments Due/Class Activities</u> |
|-------------|---|
| 1 | Orientation to the course Assignment of Field Placements |
| 2 | Agency Acceptance Form--Due Verification of Insurance Due Weekly Schedule and Practicum Checklist and Attachments Class Discussion: Overview: Writing the Action Plan/Professional Competencies |
| 3 | Weekly Journal No. 1--Due Class Discussion: Writing the Action Plan/Professional Competencies |
| 4 | Weekly Journal No. 2--Due Article Critique No. 1--Due Class Discussion: "Professional Values and Social Work Ethical Code" |
| 5 | Weekly Journal No. 3--Due Action Plans--Due Agency Analysis—Due Upload Action Plan and Agency Analysis in ePortfolio Class Discussion: "Understanding Ethnic Diversity" |

- 6 **Weekly Journal No. 4--Due**
Article Critique No. 2--Due
Class Discussion: "Developing and Maintaining Communication with People,"
- 7 **Weekly Journal No. 5—Due**
Process Recording Due
Class Discussions: Overview: Writing the Case Record "Using the Basic Problem-Solving Process,"
- 8 **Weekly Journal No. 6--Due**
Case Record—Due
Midterm Practicum Assessment Due (Field Instr/Self-Eval)
Midterm Supervisory Reports Due
Midterm Time Records Due
Upload Case Record in ePortfolio
Class Discussion: "Developing an Eclectic Approach" Brill
- 9 **Weekly Journal No. 7--Due**
Article Critique No. 3—Due
Upload Article Critique of choice in ePortfolio
Class Discussion: "Utilizing Skills and Techniques,"
- 10 **Weekly Journal No. 8--Due**
Class Discussion: "Working With People in Groups,"
Final Exam Assigned
- *******SPRING BREAK*******
- 11 **Weekly Journal No. 9--Due**
Class Discussion: "Dealing with Vulnerability, Dependency, and Resistance"
- 12 **Weekly Journal No. 10--Due**
Class Discussion: "Getting It All Together"
GOOD FRIDAY—NO CLASS
- 13 **Weekly Journal No. 11--Due**
Class Discussion: Clarification of Questions
for Oral Exam
Final Exam Due
- 14 Class Activity: TBA
Weekly Journal No. 12—Due
Final Practicum Assessment Due (Field Instr/Self-Eval)
Scan and Upload Supervisor's Evaluation in ePortfolio
Upload Final Exam on ePortfolio
Oral Exams Begin Next Week! (See Schedule)

- 15 **FINAL DAY OF CLASS**
All Time Records Due
All Final Supervisory Reports Due
Student Final Evaluation of the Practicum Due
Oral Exams Begin (See Schedule)
- 16 **Oral Exams (See Schedule)**

NOTE: * Some class discussions may be substituted with a workshop/seminar attendance or discussion of field experiences.
* Students are expected to come prepared to discuss class assignments and field experiences during each session.
* Students are expected to bring course syllabus and the *Practicum Manual* to each class.

**Course Inventory for ORU's Student Learning Outcomes
SWK 443/444 Senior Practicum
Fall 2011**

This course contributes to the ORU student learning outcomes as indicated below:

- Significant Contribution** – Addresses the outcome directly and includes targeted assessment.
Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.
Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.
No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

| OUTCOMES & Proficiencies/Capacities | | Significant Contribution | Moderate Contribution | Minimal Contribution | No Contribution |
|--|---|---------------------------------|------------------------------|-----------------------------|------------------------|
| 1 | Outcome #1 – Spiritually Alive Proficiencies/Capacities | | | | |
| 1A | Biblical knowledge | | X | | |
| 1B | Sensitivity to the Holy Spirit | | | X | |
| 1C | Evangelistic capability | | | X | |
| 1D | Ethical behavior | X | | | |
| 2 | Outcome #2 – Intellectually Alert Proficiencies/Capacities | | | | |
| 2A | Critical thinking | X | | | |
| 2B | Information literacy | | X | | |
| 2C | Global & historical perspectives | | X | | |
| 2D | Aesthetic appreciation | | | X | |
| 2E | Intellectual creativity | X | | | |
| 3 | Outcome #3 – Physically Disciplined Proficiencies/Capacities | | | | |
| 3A | Healthy lifestyle | | | X | |
| 3B | Physically disciplined lifestyle | | | X | |
| 4 | Outcome #4 – Socially Adept Proficiencies/Capacities | | | | |
| 4A | Communication skills | X | | | |
| 4B | Interpersonal skills | X | | | |
| 4C | Appreciation of cultural & linguistic differences | X | | | |
| 4D | Responsible citizenship | | X | | |
| 4E | Leadership capacity | X | | | |