



“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”



CARMEN SHURTLEFF
Professor of Sociology and Social work

Monday - off campus
Tuesday - 1:30-3:30
Wednesday - 10:00-5:00
Thursday - 1:30-3:30
Friday - off campus

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This syllabus documents all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Examines the historical development and current characteristics of the social welfare institution, the nature of professional social work practice, and the educational preparation for generalist social work practice; and clarifies the individual student’s interest in and potential for social work practice. 3 semester hours: (3 semester hours).

Prerequisite(s): None

Student Learning Outcomes:

1. Discuss the historical development of social work in the United States.
2. Distinguish the profession of social work from other helping professions
3. Identify core values of social work as stated in the National Association of Social Worker (NASW) Code of Ethics.
4. Identify the primary roles and functions of social workers (advocate, broker, facilitator, etc.).
5. Identify practice settings where social workers function and articulate how these settings influence the roles of social workers.
6. Describe the Generalist Intervention Model.
7. Describe how the Texas State Board of Social Worker Examiners Code of Conduct guides social work practice.
8. Describe how the NASW Code of Ethics guides social work practice.
9. Describe social work’s goal of advancing human rights and justice.
10. Describe social work’s obligation to serve diverse populations.
11. Articulate the importance of self-care to prevent burnout, compassion fatigue, and secondary trauma

Evaluation/Grading Policy:

Interview with Social Worker:	100 points
Discussion Boards:	100 points
Numia Labs:	100 points
Mid-term Exam:	100 points
Final Exam:	100 points

Total Possible Points: 500 points

Grading and evaluation--Generally, a “ C “ course grade represents an acceptable level of work. A course grade of "B" represents a substantial effort and achievement. It is a grade for the better-than-average product and effort. An "A" is awarded only for outstanding efforts and quality in the required products.

The grades will be awarded on the following basis:

- A = 90% to 100% of possible points
- B = 80% to 89% of possible points
- C = 70% to 79% of possible points
- D = 60% to 69% of possible points
- F = 59% and below of possible points

Tests/Exams: There will be two tests (100 points each). Everyone must take the final exam. Exams include multiple choice, matching or definitions, and short essay questions. As a rule, make-up examinations will not be permitted unless the student’s absence is excused in advance. A grade of incomplete ("X") will not be given unless the student contacts the instructor to make special arrangements for making up the required work. Only emergency situations that prohibit the student from completing the course as planned warrant consideration of the grade of "X".

Required Textbook(s):

Zastrow, C (2008). Introduction to Social Work and Social Welfare: An empowering people, 11th Ed. Belmont, CA: Thomson-Brooks/Cole Higher Education Publisher: Cengage

ISBN Number: 0538760249

Minimum Technology Requirements:

Below are some technical requirements for using Blackboard that will help your experience in this course. You will see the NTCC Tech Support email address and phone number below. Please contact them if you run into any technical problems during the semester. Please let your instructor know you are having difficulties as well. If you need further NTCC technical support services, please contact IT at IT@ntcc.edu or 903.434.8140. Blackboard will work on both a Mac and a PC. (Chrome Books are known to have issues with Blackboard.) Accessing Blackboard through Fire-Fox or Chrome as your web browser is best. If you have trouble with improper activities, you might change your web browser as your first solution. The Default Browser in Windows 10 is Edge. This browser does not do well with Blackboard! If you go to Windows Accessories, you will find Internet Explorer still on your computer, but it is not your default browser. If you struggle to navigate with Edge, close it and go to Internet Explorer. You can download Blackboard Student for your smartphone from the Play or App stores. More information is available for Technology Requirements and Support under the Student Resources – Technical Support Tab in Blackboard.

Required Computer Literacy Skills:

The ability to communicate via email, including sending attachments; navigate the World Wide Web using a Web browser such as Internet Explorer; use office applications such as Microsoft Office (or similar) to create documents; willingness to learn how to communicate using a discussion board and upload assignments to a classroom Web site. In addition, students need to be comfortable uploading and downloading saved files; navigating blackboard, including using the email component within Blackboard. For more information or technical assistance on using the Learning Management System, please refer to the Home Page, Orientation Module in Blackboard's critical technical requirement, information, and support folder.

Course Structure and Overview:

Course Structure and Overview: This is a ten-week online course where students must access graded activities on the Blackboard Learning Management System. A typical class involves general participation by all members in discussions. Students must complete online homework, discussion forums, assignments, and exams. Students must watch instructional videos, read course textbooks, and complete online assignments in the Learning Management System, Blackboard, by due dates.

Tests/Exams:

There will be two tests (100 points each). Everyone must take the final exam. Exams will consist of multiple choice, matching or definitions, and short essay questions. Make-up examinations, as a rule, will not be permitted, unless the student's absence is excused in advance. A grade of incomplete ("X") will not be given unless the student contacts the instructor to make special arrangements for making up required work. Only emergency situation that prohibit the student from completing the course as planned will warrant consideration of the grade of "X".

Assignments:

All written assignments should be typed (12-point font), double-spaced, with one-inch margins, a title page, and stapled. Students are encouraged to submit written work that has been spell-checked and is free of grammatical errors. Students are expected to use APA style when citing reference materials. Please refer to the APA manual or use www.apastyle.org for guidelines on writing in APA format. Students are advised that points will be deducted if these criteria are NOT met.

DISCUSSION BOARDS/ATTENDANCE AND PARTICIPATION (SLO 1, 2, 3, 4 &6) GRADING: 100 POINTS

Discussions/Activities is where we will assess your participation, whether you are an online or face-to-face learner. You are expected to be an active and engaged class member throughout the semester. Discussions/Activities are a way to exchange ideas and learn from your peers. Each student is expected to participate in the discussions/activities fully. It could involve summarizing articles, responding to questions from the text, or viewing and commenting on streaming videos. There will be a minimum of 5 discussions at 20 points each.

ONLINE LEARNERS:

To receive credit, you must post your response to the posted discussion board questions by Thursday at midnight. In addition, you must post a response to another peer's post by Sunday at midnight. Your grade on the discussion board is based on participation. However, to receive full credit for these posts, you must fulfill some basic requirements: - After posting your answer to the question, you are expected to respond to at least one other peer in the class. Initial posts should be at least 75 words, and a response at least 50 words. All posts should be relevant to the topic being discussed but should also attempt to introduce a new point of view or piece of information or otherwise further the discussion.

Posts should use correct grammar, punctuation, and vocabulary appropriate for a college-level course. Misuse of the discussion boards will not be accepted.

NUMIA LABS (SLO 7,8, 9, 10, &11)
GRADING: 100 POINTS

NUMIA labs are an immersive Learning Experience that bridges concepts and skills in Real-World scenarios, an innovative approach to education beyond traditional classroom learning. It allows students to engage in hands-on, experiential learning within real-world settings, resulting in increased student engagement, learning, and reflection on practice. This immersive learning experience allows students to acquire and apply knowledge in practical, real-world scenarios. These immersive experiences include roleplaying, scenarios, field immersion, service learning projects, case studies, gamification, experimental workshops, reflective journals and/or blogs, multimedia presentations, interdisciplinary collaboration, and cultural immersion. There will be a minimum of 5 labs at 20 points each.

INTERVIEW WITH SOCIAL WORKER (SLO 4)
GRADING: 100 POINTS

This assignment aims to allow the student to experience the role of helper through a face-to-face interview with a social worker in a service field. Select a field of social work services such as poverty, homelessness, health care, mental health, children and families, adolescents, minorities, immigrants and other oppressed populations, substance abuse and addiction, and the elderly for an in-depth study. Identify the population or field of service that interests you as a future social worker. Once you have identified the population, identify a BSW or MSW practitioner in the community who works with this population and arrange to interview her/him. The practitioner must be a social worker. The student will write a three-four page paper over the interview with the social worker.

ADDITIONAL GUIDELINES ARE LOCATED IN THE COURSE RESOURCE FOLDER

Communications:

The college's official means of communication is via your campus email address. Emails will be responded to within 48 hours (about 2 days). I will use your campus email address, Microsoft Teams, and Blackboard to communicate with you outside class. Ensure you keep your campus email cleaned out and below the limit so you can receive important messages. ***The preferred communication method is Microsoft TEAMS will improve communication between students and instructors.***

All students are strongly encouraged to download the Microsoft team's app on their personal phones or computer. This will be my primary communication tool for this course. To download the Teams mobile app, go to your mobile device's IOS App Store or Google Play Store and download the app. Once downloaded, use your NTCC email and password to log in. You can access Microsoft Teams from any internet browser by going to the following link: <https://www.microsoft.com/en-us/microsoft-teams/log-in>. You can also download Teams to your computer using the link above. Be sure to turn on notifications in your setting to avoid missing notifications or important announcements for this course. Please note that you will not receive notifications using the internet browser only. I typically respond within one hour to messages; however, I may take up to 24 hours to reply. If you need additional help, please contact me at cshurtleff@ntcc.edu.

Look for this app:



Institutional/Course Policy:

Late work will only be accepted with prior approval by the instructor. Students are always expected to be respectful toward classmates and professors! Review Student Conduct in the Student Handbook. It is the student's responsibility to check Blackboard for important information/announcements regarding the course. Students should be working on course material via Blackboard every week. Do not wait until the last minute to complete and submit assignments in case of technical issues.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach, using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty, such as cheating, plagiarism, and collusion, is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies in the Student Handbook. Refer to the student handbook for more information on these subjects.

Artificial Intelligence Statement:

Individual instructors may allow or disallow any use of AI software for coursework. It is the student's responsibility to follow any AI classroom policy and the course's guidelines set forth by the instructor. Integrating AI into the course can undoubtedly bring numerous benefits and advancements. However, any use of AI software must be cited, or it could constitute **academic dishonesty (plagiarism)**. Recognizing the potential risks and ensuring that AI technologies are implemented responsibly and ethically is crucial. Students are fully accountable and responsible for any content, AI or non-AI, used in an assignment that is submitted. If any student has any questions surrounding the use of AI, please reach out to the instructor.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at

903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special population's page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting student education records' privacy. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when attending a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." A parent has no legal right to obtain information concerning the child's college records without the student's written consent. In compliance with FERPA, information classified as "directory information" may be released to the general public without the student's written consent unless the student requests in writing. Directory information is defined as the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, the field of study, degrees, awards received, and participation in officially recognized activities/sports.

Student Social Support Resources:

At Northeast Texas Community College, we understand that students may encounter challenges that can create barriers to success. If you need support or guidance, NTCC offers Eagle Assist—a comprehensive hub where you can access resources beyond the classroom. Services available through Eagle Assist include classroom accommodations, mental health counseling, tutoring, the CARE Center, financial literacy, and emergency assistance. NTCC is committed to alleviating barriers and fostering student success, regardless of your lived experiences. To access these services, please email eagleassist@ntcc.edu. Additionally, if you need further community resources, please visit www.ntcc.edu/carecenter