

**Social Work 612  
Section #60674**

Assessment and Diagnosis of Mental Disorders

**3 Units**

2017

**Instructor :** Ann Marie Yamada, PhD, Associate Professor

|                      |  |                         |             |
|----------------------|--|-------------------------|-------------|
| <b>E-Mail:</b>       | amyamada@usc.edu                                 | <b>Course Day:</b>      | Thursday    |
| <b>Telephone:</b>    | (323) 934-7786 (home)                            | <b>Course Time:</b>     | 1pm-3:45pm  |
| <b>Office:</b>       | UPC MRF 102C                                     | <b>Course Location:</b> | UPC MRF 330 |
| <b>Office Hours:</b> | Before Class 11:30am-12:30pm; and by appointment |                         |             |

**I. COURSE PREREQUISITES**

This elective course is open to School of Social Work students who have completed their foundation course requirements.

**II. CATALOGUE DESCRIPTION**

SOWK 612 Assessment and Diagnosis of Mental Disorders (3 units). Assessment of mental disorders, and the rationale and organization of the system for diagnosis. Emphasis is on developing differential diagnostic skills.

**III. COURSE DESCRIPTION**

This course will provide the student with exposure to major issues in the areas of assessment and diagnosis across the lifespan. Emphasis is placed on understanding biopsychosocial influences on the incidence, manifestation, and course of the most commonly presented mental disorders and the differential effect of these factors on diverse populations. Current research from biological psychiatry and the behavioral sciences regarding the impact of poverty, race/ethnicity, class, and labeling theories and the stress and social support model are highlighted.

The DSM-5 is used as an organizing framework for reviewing major mental disorders. The ICD-10 will also be addressed. The arrangement of this course follows the lifespan framework of the Manual, with an emphasis on disorders affecting adults. Discussion of the strengths and weaknesses of the DSM-5, the role of social workers in psychiatric diagnosis, the relationship of diagnosis to social work assessment and issues of ethical practice are a critical part of the course. The course emphasizes the acquisition of diagnostic skills as they relate to comprehensive social work assessment of individuals through the

lifespan. Knowledge the roles social workers occupy within interdisciplinary practice will be covered. This is not a class that will provide skill-based learning in specific clinical interventions.

#### IV. COURSE OBJECTIVES

| Objective # | Objectives   |
|-------------|--|
| 1           | Provide an understanding of appropriate professional conduct and responsibilities regarding the assessment and diagnosis of mental disorders and the application of ethical guidelines regarding confidentiality, self-determination, and high-risk manifestations of mental illnesses.  |
| 2           | Promote knowledge about the logic and method of diagnostic classification and the criteria necessary for the diagnosis of various mental disorders, the process for ruling out alternative explanations for observed symptoms, and differentiating between disorders with shared symptoms.   |
| 3           | Demonstrate the importance and value of ethnocultural and gender factors in differential diagnostics, providing opportunities for students to consider and increase awareness about the subjective experience of mental illness and clinical conditions. Diversity issues include, but are not limited to, race, ethnicity, cultural values and beliefs, gender, sexual orientation, age, socioeconomic status, and religion/spirituality. |
| 4           | Teach the theoretical foundation needed for constructing a comprehensive and concise biopsychosocial assessment, including a mental status exam.   |

#### V. COURSE FORMAT / INSTRUCTIONAL METHODS

The format of the course will consist of didactic instruction and experiential exercises. Case vignettes, videos, and role plays will also be used to facilitate the students' learning. These exercises may include the use of videotapes, role-play, or structured small group exercises. Material from the field will be used to illustrate class content and to provide integration between class and field. Confidentiality of material shared in class will be maintained. As class discussion is an integral part of the learning process, students are expected to come to class ready to discuss required reading and its application to theory and practice.

**Professional standards and confidentiality:** Students are expected to adhere to all the core principles contained in the NASW Code of Ethics (1999) and are cautioned to use their professional judgment in protecting the confidentiality of clients in class discussions.

**Person-first language:** Students should be especially careful not to contribute unwittingly to myths about mental illness and disability in the conduct of practice, research, interpretation of data, and use of terms. The integrity of persons being addressed should be maintained by avoiding language that pathologizes or equates persons with the conditions they have (such as "a schizophrenic," "a borderline," "addicts," "epileptics," or "the disabled") or language that implies that the person as a whole is disordered or disabled, as in the expression "chronics," "psychotics," or "disabled persons." Emphasis should be on the *person first*, not the disability. This is accomplished by putting the person-noun first (i.e., "persons [or people] with disabilities," or "an individual diagnosed with schizophrenia").

**VI. STUDENT LEARNING OUTCOMES**

The following table lists the nine Social Work core competencies as defined by the Council on Social Work Education's 2015 Educational Policy and Accreditation Standards:

| <b>Social Work Core Competencies</b> |  |
|--------------------------------------|--|
| 1                                    | <b>Demonstrate Ethical and Professional Behavior *</b>                                     |
| 2                                    | <b>Engage in Diversity and Difference in Practice *</b>                                    |
| 3                                    | <b>Advance Human Rights and Social, Economic, and Environmental Justice</b>                |
| 4                                    | <b>Engage in Practice-informed Research and Research-informed Practice</b>                 |
| 5                                    | <b>Engage in Policy Practice</b>   |
| 6                                    | <b>Engage with Individuals, Families, Groups, Organizations, and Communities</b>           |
| 7                                    | <b>Assess Individuals, Families, Groups, Organizations, and Communities *</b>              |
| 8                                    | <b>Intervene with Individuals, Families, Groups, Organizations, and Communities</b>        |
| 9                                    | <b>Evaluate Practice with Individuals, Families, Groups, Organizations and Communities</b> |

\* Highlighted in this course

The table on the following page shows the competencies highlighted in this course, the related course objectives, student learning outcomes, and dimensions of each competency measured. The final column provides the location of course content related to the competency.

| Competency  | Objectives   | Behaviors   | Dimensions                      | Content  |
|---|--|---|---------------------------------|--|
| <p><b>Competency 1: Demonstrate Ethical and Professional Behavior</b></p> <p>Social workers practicing in health, behavioral health and integrated care settings understand the value base of the profession and its ethical standards, as well as relevant laws and regulations and shifting societal mores that may affect the therapeutic relationship. Social workers understand frameworks of ethical decision-making and routinely apply strategies of ethical reasoning to arrive at principled decisions. Social workers are able to tolerate ambiguity in resolving ethical conflict. Social workers who work with adults and older adults apply ethical principles to decisions on behalf of all clients with special attention to those who have limited decisional capacity. Social workers recognize and manage personal values and biases as they affect the therapeutic relationship in the service of the client's well-being. They identify and use knowledge of relationship dynamics, including power differentials. Social workers who work with adults and older adults understand the profession's history, its mission, and the roles and responsibilities and readily identify as social workers. They also understand the role of other professionals when engaged in inter-professional teams. Social workers working with adults and older adults recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers incorporate ethical approaches to the use of technology in meeting the needs of their clients in health, behavioral health, integrated care, and other settings serving adults and older adults.</p> | <ol style="list-style-type: none"> <li>1. Provide an understanding of appropriate professional conduct and responsibilities regarding the assessment and diagnosis of mental disorders and the application of ethical guidelines regarding confidentiality, self-determination, and high-risk manifestations of mental illnesses.</li> <li>2. Promote knowledge about the logic and method of diagnostic classification and the criteria necessary for the diagnosis of various mental disorders, the process for ruling out alternative explanations for observed symptoms, and differentiating between disorders with shared symptoms.</li> <li>3. Demonstrate the importance and value of ethno cultural and gender factors in differential diagnostics, providing opportunities for students to consider and increase awareness about the subjective experience of mental illness and clinical conditions. Diversity issues include, but are not limited to, race, ethnicity, cultural values and beliefs, gender, sexual orientation, age, socioeconomic status, and religion/spirituality.</li> <li>4. Teach the theoretical foundation needed for constructing a comprehensive and concise biopsychosocial assessment, including a mental status exam.</li> </ol> | <p><b>1a.</b> In health, behavioral health and integrated care settings understand the value base of the profession and its ethical standards, as well as relevant laws and regulations and shifting societal mores that may affect the therapeutic relationship.</p> <p><b>1b.</b> Social workers recognize and manage personal values and biases as they affect the therapeutic relationship in the service of the client's well-being.</p> | <p>Values</p> <p>Reflection</p> | <p>Assignments: 1,2,3, &amp; 4.</p> <p>Class Participation</p> |

| Competency   | Objectives   | Behaviors  | Dimensions                         | Content  |
|--|--|--|------------------------------------|--|
| <p><b>Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities</b></p> <p>Social workers in health, behavioral health and integrated care settings understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of, diverse individuals, and groups. Social workers understand theories of human behavior and the social environment, person in environment, and other multi-disciplinary frameworks, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, and groups. Social workers collect, organize, and interpret client data with a primary focus of assessing client's strengths. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.</p> | <ol style="list-style-type: none"> <li>1. Provide an understanding of appropriate professional conduct and responsibilities regarding the assessment and diagnosis of mental disorders and the application of ethical guidelines regarding confidentiality, self-determination, and high-risk manifestations of mental illnesses.</li> <li>2. Promote knowledge about the logic and method of diagnostic classification and the criteria necessary for the diagnosis of various mental disorders, the process for ruling out alternative explanations for observed symptoms, and differentiating between disorders with shared symptoms.</li> <li>3. Demonstrate the importance and value of ethno cultural and gender factors in differential diagnostics, providing opportunities for students to consider and increase awareness about the subjective experience of mental illness and clinical conditions. Diversity issues include, but are not limited to, race, ethnicity, cultural values and beliefs, gender, sexual orientation, age, socioeconomic status, and religion/spirituality.</li> <li>4. Teach the theoretical foundation needed for constructing a comprehensive and concise biopsychosocial assessment, including a mental status exam.</li> </ol> | <p><b>7a.</b> Understand theories of human behavior and the social environment, person in environment, and other multi-disciplinary frameworks, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, and groups.</p> <p><b>7b.</b> Understand how their personal experiences and affective reactions may affect their assessment and decision-making and seek reflection through supervision and consultation.</p> | <p>Knowledge</p> <p>Reflection</p> | <p>Assignments: 1,2,3, &amp; 4.</p> <p>Class Participation</p> |

## VII. COURSE ASSIGNMENTS, DUE DATES & GRADING

| Assignments   | Due Date                   | % of Final Grade |
|---|----------------------------|------------------|
| <b>Practice Enrichment Activities [PE] &amp; Presentation [P]</b> | Ongoing/Sign Up            | 15%              |
| <b>Mid-term: Diagnostic Case Study Exam</b>                       | Session 7                  | 25%              |
| <b>Cultural Formulation Interview [CFI]</b>                       | 11:59pm, Before Session 12 | 20%              |
| <b>Final: Diagnostic Case Study Paper</b>                         | Final Exam Day             | 30%              |
| <b>Class Participation</b>  | Ongoing                    | 10%              |

Each of the major assignments is highlighted below and details of the assignment will be provided and discussed in class. NOTE: Late assignments are penalized 3 points per 24 hours late without prior approval.

### **Practice Enrichment [PE] Activities & Presentation [P] (15% of Final Grade)**

While this is not a practice course there are many opportunity to apply the material to practice. There will be 7 opportunities to complete small assignments to enrich your learning. You must complete one 10 minute presentation either live in class or video-recorded [3 points] AND 6 of the 7 additional practice assignments [2 points each].

*This assignment relates to student learning outcomes 1, 2, 3 and 4 and EPAS Diversity in practice; critical thinking; and Engage, Assess, Intervene, Evaluate*

### **Mid-term: Diagnostic Case Study Exam (25% of Final Grade)**

A case vignette will be provided. You will respond with short answers to diagnostic questions relevant to the case material - In Class, Open Book.

*This assignment relates to student learning outcomes 1, 2, 3 and 4 and EPAS Diversity in practice; engaging, assessment, intervention; critical thinking; and ethical thinking.*

### **Cultural Formulation Interview [CFI] (20% of Final Grade)**

Choose a client with whom you are/have worked with and conduct a DSM- 5 cultural formulation interview.

*This assignment relates to student learning outcomes 1, 2, 3 and 4 and EPAS Diversity in practice; critical thinking; and Engage, Assess, Intervene, Evaluate*

### **Final: Diagnostic Case Study Paper (30% of Final Grade)**

A case vignettes will be provided. You will respond with short answers to diagnostic questions relevant to the case material in the format of a paper.

*This assignment relates to student learning outcomes 1, 2, 3 and 4 and EPAS Diversity in practice; engaging, assessment, intervention; critical thinking; and ethical thinking.*

### **Class Participation (10% of Final Grade)**

In general, class involvement is determined as follows below:

*This assignment relates to student learning outcomes 1, 2, 3 and 4 and EPAS Diversity in practice; engaging, assessment, intervention; critical thinking; and ethical thinking.*

#### **Guidelines for Evaluating Class Participation**

**10: Outstanding Contributor:** Contributions in class reflect exceptional preparation and participation is substantial. Ideas offered are always substantive, provides one or more major insights as well as direction for the class. Application to cases held is on target and on topic. Challenges are well

substantiated, persuasively presented, and presented with excellent comportment. If this person were not a member of the class, the quality of discussion would be diminished markedly. Exemplary behavior in experiential exercises demonstrating on target behavior in role plays, small group discussions, and other activities.

**9: Very Good Contributor:** Contributions in class reflect thorough preparation and frequency in participation is high. Ideas offered are usually substantive, provide good insights and sometimes direction for the class. Application to cases held is usually on target and on topic. Challenges are well substantiated, often persuasive, and presented with excellent comportment. If this person were not a member of the class, the quality of discussion would be diminished. Good activity in experiential exercises demonstrating behavior that is usually on target in role plays, small group discussions, and other activities.

**8: Good Contributor:** Contributions in class reflect solid preparation. Ideas offered are usually substantive and participation is very regular, provides generally useful insights but seldom offer a new direction for the discussion. Sometimes provides application of class material to cases held. Challenges are sometimes presented, fairly well substantiated, and are sometimes persuasive with good comportment. If this person were not a member of the class, the quality of discussion would be diminished somewhat. Behavior in experiential exercises demonstrates good understanding of methods in role plays, small group discussions, and other activities.

**7: Adequate Contributor:** Contributions in class reflect some preparation. Ideas offered are somewhat substantive, provides some insights but seldom offers a new direction for the discussion. Participation is somewhat regular. Challenges are sometimes presented, and are sometimes persuasive with adequate comportment. If this person were not a member of the class, the quality of discussion would be diminished slightly. Occasionally applies class content to cases. Behavior in experiential exercises is occasionally sporadically on target demonstrating uneven understanding of methods in role plays, small group discussions, and other activities.

**6: Inadequate:** This person says little in class. Hence, there is not an adequate basis for evaluation. If this person were not a member of the class, the quality of discussion would not be changed. Does not participate actively in exercises but sits almost silently and does not ever present material to the class from exercises. Does not appear to be engaged.

**5: Non-Participant:** Attends class only.

**0: Unsatisfactory Contributor:** Contributions in class reflect inadequate preparation. Ideas offered are seldom substantive; provides few if any insights and never a constructive direction for the class. Integrative comments and effective challenges are absent. Comportment is negative. If this person were not a member of the class, valuable air-time would be saved. Is unable to perform exercises and detracts from the experience.

Class grades will be based on the following:

| Class Grades |    | Final Grade |    |
|--------------|----|-------------|----|
| 3.85 – 4     | A  | 93 – 100    | A  |
| 3.60 – 3.84  | A- | 90 – 92     | A- |
| 3.25 – 3.59  | B+ | 87 – 89     | B+ |
| 2.90 – 3.24  | B  | 83 – 86     | B  |
| 2.60 – 2.87  | B- | 80 – 82     | B- |
| 2.25 – 2.50  | C+ | 77 – 79     | C+ |
| 1.90 – 2.24  | C  | 73 – 76     | C  |
|              |    | 70 – 72     | C- |

Within the School of Social Work, grades are determined in each class based on the following standards which have been established by the faculty of the School:

- (1) Grades of A or A- are reserved for student work which not only demonstrates very good mastery of content but which also shows that the student has undertaken a complex task, has applied critical thinking skills to the assignment, and/or has demonstrated creativity in her or his approach to the assignment. The difference between these two grades would be determined by the degree to which these skills have been demonstrated by the student.
- (2) A grade of B+ will be given to work which is judged to be very good. This grade denotes that a student has demonstrated a more-than-competent understanding of the material being tested in the assignment.
- (3) A grade of B will be given to student work which meets the basic requirements of the assignment. It denotes that the student has done adequate work on the assignment and meets basic course expectations.
- (4) A grade of B- will denote that a student's performance was less than adequate on an assignment, reflecting only moderate grasp of content and/or expectations.
- (5) A grade of C would reflect a minimal grasp of the assignments, poor organization of ideas and/or several significant areas requiring improvement.
- (6) Grades between C- and F will be applied to denote a failure to meet minimum standards, reflecting serious deficiencies in all aspects of a student's performance on the assignment.

## VIII. REQUIRED AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS & RESOURCES

### Required Textbooks

#### Printed version required:

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Arlington, VA: American Psychiatric Publishing.

Pocket version or APP is not acceptable as a substitute for the DSM5, as the full version contains much more necessary information.)

DSM 5 full version is available at no cost to student through the USC library system and may be used as supplemental to the "hard copy"

Available at <https://libproxy.usc.edu/login?url=http://www.psychiatryonline.org/>

#### Electronic Resources Required

American Psychiatric Association. (Ed.). (2016). *The APA practice guidelines for the psychiatric evaluation of adults*, (3rd Ed). Arlington, VA: American Psychiatric Publishing.

Available at <http://psychiatryonline.org/guidelines>

DSM-5 Update (September 2016)

Available at <http://dsm.psychiatryonline.org/pb-assets/dsm/update/DSM5Update2016.pdf>

### Recommended

Dulcan, M K., Ballard, R. R., Jha, P., & Sadhu, J. M. (2018). *Concise guide to child and adolescent psychiatry*, (5<sup>th</sup> ed.). Arlington, VA: American Psychiatric Publishing.

*Using DSM-5 in the transition to ICD-10*. Available at <https://vimeo.com/134304901>

Also Available at <https://www.psychiatry.org/psychiatrists/practice/dsm/icd-10>

**Note:** Additional required and recommended readings will be assigned by the instructor throughout the course. USC Libraries, ARES; SOWK 612 *Assessment and Diagnosis of Mental Disorders, Fall 2017, Yamada, Ann*; <https://reserves.usc.edu/ares/> Password is SOWK612

## Course Overview

| Unit               | Topics  | Assignments                          |
|--------------------|---|--------------------------------------|
| 1                  | <ul style="list-style-type: none"> <li>■ Essentials of Diagnosis and Assessment</li> <li>■ <i>Sociocultural Influences on Diagnosis*</i></li> </ul>   | P.E. Activity 1: Presentation Signup |
| 2                  | <ul style="list-style-type: none"> <li>■ <i>Introduction to the DSM-5</i></li> <li>■ The Mental Status Exam</li> </ul>  | P.E. Activity 2                      |
| 3                  | <ul style="list-style-type: none"> <li>■ Diagnostic Assessment [<i>Cultural Formulation of Diagnosis</i>]</li> <li>■ <i>Assessing Other Conditions That May be the Focus of Clinical Attention</i></li> </ul>   | P.E. Activity 3                      |
| 4                  | <ul style="list-style-type: none"> <li>■ Substance-related and Addictive Disorders</li> <li>■ <i>Other Medical Conditions and Other Adverse Effects of Medication</i></li> </ul>  | P.E. Activity 4 [P]                  |
| 5                  | <ul style="list-style-type: none"> <li>■ Depressive Disorders</li> <li>■ <i>Somatic Symptoms and Related Disorders</i></li> </ul>   | P.E. Activity 5 [P]                  |
| 6                  | <ul style="list-style-type: none"> <li>■ Bipolar Disorders</li> <li>■ <i>Practice Clinical Vignette Mid-term</i></li> </ul>   | P.E. Activity 6 [P]                  |
| 7                  | ■ Mid-term: Diagnostic Case Study Exam in class   | EXAM                                 |
| 8                  | <ul style="list-style-type: none"> <li>■ Disruptive, Impulse Control and Conduct Disorders</li> <li>■ <i>Neurodevelopmental Disorders: Autism Spectrum</i></li> </ul>   | P.E Activity 7** [P]                 |
| 9                  | <ul style="list-style-type: none"> <li>■ Trauma and Stress-Related Disorders</li> <li>■ <i>Dissociative Disorders</i></li> </ul>  | P.E. Activity 8** [P]                |
| 10                 | <ul style="list-style-type: none"> <li>■ Anxiety Disorders</li> <li>■ <i>Obsessive-Compulsive and Related Disorders</i></li> </ul>  | [P]                                  |
| 11                 | <ul style="list-style-type: none"> <li>■ <i>Psychotic Disorders Overview</i></li> <li>■ Schizophrenia Spectrum Disorders</li> <li>■ <i>Medication Induced Movement Disorders</i></li> </ul>   | [P]                                  |
| 12                 | <ul style="list-style-type: none"> <li>■ Personality Disorders                             <ul style="list-style-type: none"> <li>➢ <i>"Odd" Personality Disorders</i></li> <li>➢ Borderline and Related Personality Disorders</li> <li>➢ <i>Anxiety Related Personality Disorders</i></li> </ul> </li> </ul> | CF Interview Due [P]                 |
| 13                 | ■ Neurocognitive Disorders  | [P]                                  |
| 14                 | <ul style="list-style-type: none"> <li>■ Eating Disorders Overview (Independent Study of Materials)</li> </ul> <p style="text-align: center;"><i>THANKSGIVING Holiday</i></p>   | (Independent Study of Materials)     |
| 15                 | <ul style="list-style-type: none"> <li>■ Gender Dysphoria</li> <li>■ <i>Paraphilic Disorders</i></li> <li>■ <i>Sexual Dysfunction</i></li> <li>■ Review and Wrap-up</li> </ul>  | [P]                                  |
| <b>Finals Week</b> | Final: Diagnostic Case Study Paper<br>Summative Review  | Final Paper Due                      |

\*Secondary topics shown in italics; Practice Enrichment Activities [PE] & Presentation [P]; Cultural Formulation Interview [CFI]; \*\* P. E. Activity 7 due with unit 8

## University Policies and Guidelines

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### IX. ATTENDANCE POLICY

Students are expected to attend every class and to remain in class for the duration of the unit. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. Students are expected to notify the instructor by email ([amyamada@usc.edu](mailto:amyamada@usc.edu)) of any anticipated absence or reason for tardiness.

University of Southern California policy permits students to be excused from class for the observance of religious holy days. This policy also covers scheduled final examinations which conflict with students' observance of a holy day. Students must make arrangements *in advance* to complete class work which will be missed, or to reschedule an examination, due to holy days observance.

Please refer to *SCampus* and to the USC School of Social Work Student Handbook for additional information on attendance policies.

### X. ACADEMIC CONDUCT

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, "Behavior Violating University Standards" <https://policy.usc.edu/scampus-part-b/>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

### XI. SUPPORT SYSTEMS

*Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. <https://engemannshc.usc.edu/counseling/>

*National Suicide Prevention Lifeline - 1-800-273-8255*

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

*Relationship & Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

*Office of Equity and Diversity (OED)/Title IX compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. <https://equity.usc.edu/>

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

*Student Support & Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

*Diversity at USC – <https://diversity.usc.edu/>*

Tab for Events, Programs and Training, Task Force (including representatives for each school), Chronology, Participate, Resources for Students

## **XII. STATEMENT ABOUT INCOMPLETES**

The Grade of Incomplete (IN) can be assigned only if there is work not completed because of a documented illness or some other emergency occurring after the 12th week of the semester. Students must NOT assume that the instructor will agree to the grade of IN. Removal of the grade of IN must be instituted by the student and agreed to be the instructor and reported on the official “Incomplete Completion Form.”

## **XIII. POLICY ON LATE OR MAKE-UP WORK**

Papers are due on the day and time specified. Extensions will be granted only for extenuating circumstances. If the paper is late without permission, the grade will be affected.

## **XIV. POLICY ON CHANGES TO THE SYLLABUS AND/OR COURSE REQUIREMENTS**

It may be necessary to make some adjustments in the syllabus during the semester in order to respond to unforeseen or extenuating circumstances. Adjustments that are made will be communicated to students both verbally and in writing.

## **XV. CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS**

*Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly [http://www.socialworkers.org/pubs/Code/code.asp]*

### **Preamble**

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession’s focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession’s history, are the foundation of social work’s unique purpose and perspective:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

## **XVI. COMPLAINTS**

If you have a complaint or concern about the course or the instructor, please discuss it first with the instructor. If you feel cannot discuss it with the instructor, contact the chair of your department. If you do not receive a satisfactory response or solution, contact your advisor and/or Associate Dean and MSW Chair Dr. Leslie Wind for further guidance.

## **XVII. TIPS FOR MAXIMIZING YOUR LEARNING EXPERIENCE IN THIS COURSE**

- ✓ Be mindful of getting proper nutrition, exercise, rest and sleep!
- ✓ Come to class.
- ✓ Complete required readings and assignments BEFORE coming to class.
- ✓ BEFORE coming to class, review the materials from the previous Unit AND the current Unit, AND scan the topics to be covered in the next Unit.
- ✓ Come to class prepared to ask any questions you might have.
- ✓ Participate in class discussions.
- ✓ AFTER you leave class, review the materials assigned for that Unit again, along with your notes from that Unit.
- ✓ If you don't understand something, ask questions! Ask questions in class, during office hours, and/or through email!
- ✓ Keep up with the assigned readings.

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*Don't procrastinate or postpone working on assignments.*

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