

**VII. COURSE ASSIGNMENTS, DUE DATES & GRADING**

**PLEASE REFER TO THE LEARNING AGREEMENT  
LOCATED IN THE ONLINE FIELD EVALUATION  
FOR CLARIFICATION REGARDING THE  
ASSIGNMENTS FOR VIRTUAL FIELD PRACTICUM.**

Assignment	Due Date	% of Final Grade
Evidence-Based Intervention Trainings	Multiple Units	30%
Field Documentation	Weekly	20% (15% graded by week 9)
Development of Competencies and Completion of Field Hours	Weekly	40% (20% graded by week 9)
EBI Practice Lab Participation in Assigned Lab Role Plays, Activities, and Oral Presentations	Weekly	10% (5% graded by week 9)

**\*\*\*All field hours must be completed to pass this course. In order for students to receive credit (CR), they need to receive a minimum of 83% on assignments and must complete a minimum of 210 hours of field activities for the first semester of the first year. (Partial credit for this requirement will not be given.)**

Each of the major assignments are described below.

**Assignment 1: Evidence-Based Intervention (EBI) Trainings**

Complete training in Motivational Interviewing and at least one additional EBI; complete skill-based assessments upon completion, and submit certificates of attendance to the instructor. These trainings will be completed during the foundation semester and will equip students to apply EBIs in their field activities.

**Due:** Students must complete skill-based assessments following each training and present certificates of attendance to their instructor.

*This assignment relates to student learning outcomes 1, 2, 3 & 5*

**Assignment 2: Field Documentation (Reflective Learning Tools and the Learning Agreement)**

Complete and submit weekly Reflective Learning Tools (RLTs) (a minimum of 10/semester) to the instructor. The RLT Log needs to be completed weekly and signed as verification that the requirements have been met. There are multiple RLT forms available at the following link:  
<http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.

**Due:** RLTs are due weekly and the signed RLT Log (OTG students only) is due on the last field day of the first semester (Unit 15) to the instructor. A minimum of 10 RLTs must be completed in order to pass this course.

Complete and ensure that the Learning Agreement portion of the Generalist Practice Learning Agreement and Comprehensive Skills Evaluation form is submitted electronically to the instructor midway through the semester. Completed in collaboration with the instructor, the Learning Agreement is the contract between

the student and the agency that specifies the students learning goals, clarifies field assignments, and addresses expectations for supervision.

**Due:** Within six weeks of beginning 589a (Unit 8 for OTG).

*This assignment relates to student learning outcomes 1, 2, 3, 4 & 5*

### **Assignment 3: Development of Competencies and Completion of Field Hours**

For Credit in this assignment, students will:

- Demonstrate skills in the CSWE Nine Core Competencies as listed in the Comprehensive Skills Evaluation portion of the Generalist Practice Learning Agreement and Comprehensive Skills Evaluation. The form is available at the following link: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.
- Complete a self-assessment by rating themselves on the Generalist Practice Comprehensive Skills Evaluation and submitting it electronically to the Field Instructor.
- Review and discuss the Generalist Practice Comprehensive Skills Evaluation completed by the Field Instructor, who makes the grade recommendation. If satisfied that the content accurately reflects progress, students sign in the space indicated.\*
- Ensure that the completed Evaluation is submitted electronically to the Field Liaison.
- Complete required number of Field placement hours (minimum of 14/week in field and 2 hours/week in lab).

**Due:** Student and Field Instructor will complete the End-of-Semester Evaluation and submit electronically to the Field Liaison by Unit 15.

*This assignment relates to student learning outcomes 1, 2, 3, 4 & 5*

### **Assignment 4: EBI Practice Lab Participation in Assigned Lab Role Plays, Activities, and Oral Presentations**

The weekly two-hour in-class EBI Practice Lab will create a laboratory environment where students will advance their skill and techniques in creatively implementing EBIs. Student participation should be focused on small group collaboration and consist of thoughtful, respectful, and meaningful contributions based on having completed required and independent readings and assignments prior to class. When in class, students are encouraged to ask questions, share thoughts / feelings / experiences appropriately, and apply critical understanding of the material. They are also expected to be active in assigned role plays, activities and oral presentations.

*This assignment relates to student learning outcomes 1, 2, 3, 4 & 5*

### **Guidelines for Evaluating EBI Practice Lab Participation and In-Class Assignments**

100%: 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.

90%: 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.

80%: 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.

70%: 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.

60%: 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.

50%: Nonparticipant: 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.

*\*If there are issues that are unresolved, discuss with your Field Instructor and if needed, contact your Field Liaison.*

*\*\*Students will not receive a Credit in this course if they do not complete the required hours. If discussed in advance and arranged with the Field Instructor, students may take the equivalent of one eight (8) hour sick day per semester as long as they notify the Field Instructor in a timely manner. Make-up hours for time missed must also be discussed with the Field Instructor. Any attendance issues that arise should be addressed with the student's Field Liaison. Record keeping of required field hours is a joint responsibility of the student and the Field Instructor. To the fullest extent possible, students are expected to observe the agency attendance and time schedule policies. However, 589a is a class and students must adhere to the start and end dates as well as important Field Education activities and events in the USC Field Calendar. If the agency is closed on a non-University holiday, the student is expected to make up this time. The Field Calendar is available at: <http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>.*

Course grades will be based on the following:

Assignment Grades		Final Grade	
Credit	83% or above	Credit	83% or above
No Credit	82% or below	No Credit	82% or below

**VIII. REQUIRED AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS & RESOURCES**

**Required Textbook**

Garthwait, C. L. (2017). *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed.). Boston, MA: Pearson Education.

**OR**

Garthwait, C. L. (2017). *The social work practicum a guide and workbook for students* **eText** (7<sup>th</sup> ed.). Boston, MA: Can be purchased directly through Pearson Publishing on-line for \$42.00

Additional required readings are available online through electronic reserve (ARES) listed under Professor Kim Goodman or through the links provided in the unit descriptions. The textbook has also been placed on reserve at Leavey Library.

## Course Overview

### Course Schedule—Detailed Description

#### Guidelines for SOWK 589a: Applied Learning in Field Education

The USC Suzanne Dworak-Peck School of Social Work places MSW students in thousands of internships nationally and internationally in a variety of different settings: health, mental health, public child welfare, schools, in-person or virtual, etc. This syllabus serves as a general set of expectations for our students and their instructors. However, given the challenges of standardizing direct social work practice, a variety of experiences within these guidelines is expected. Therefore, all stakeholders involved in field education activities should view this document as best practice guidelines.

#### Module One (Units 1-5): Orientation to Field Education/ Motivational Interviewing and Client Engagement

##### Topics

###### Field Practicum

- ▼ Orientation to Field Education
- ▼ Group and/or individual Field Instruction
- ▼ Competency of the week: Professionalism
- ▼ Motivational Interviewing instruction and modeling
- ▼ CSWE EPAS
- ▼ EBI Instruction/Practice (e.g. Motivational Interviewing/Screening, Brief Intervention, and Referral to Treatment)
- ▼ Ethical Practice
- ▼ Tools for Client Engagement and Assessment
- ▼ Empathic Communication

###### Practice Lab

- ▼ Introduction to Social Work, Field Education, & Practice Lab
- ▼ Professional Development: Collaboration Skills
- ▼ Defining the Social Work Profession
- ▼ Introduction to NASW Code of Ethics & CSWE Core Competencies
- ▼ Motivational Interviewing
- ▼ Using Effective Communication Skills
- ▼ Using Critical Thinking Skills to Assess Risk Factors
- ▼ Personal Risk/Safety Considerations
- ▼ Mandated Reporting
- ▼ Experiences from field

This Unit relates to course objectives 1, 2, 3, 4 & 5.

##### Required Readings

Burry, C. L. (2002). Working with potentially violent clients in their homes: What child welfare professionals need to know. *Clinical Supervisor*, 21, 145-153.

Garthwait, C. L. (2017). Purpose and expectations for practicum. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 1-11). Boston, MA: Pearson Education.

- Garthwait, C. L. (2017). Implementing a learning plan. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 12-27). Boston, MA: Pearson Education.
- Garthwait, C. L. (2017). Learning from supervision. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 28-40). Boston, MA: Pearson Education.
- Garthwait, C. L. (2017). Personal safety. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 41-50). Boston, MA: Pearson Education
- Garthwait, C. L. (2017). Communication. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 51-64). Boston, MA: Pearson Education.
- Garthwait, C. L. (2017). The organizational context of practice. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 65-75). Boston, MA: Pearson Education
- Garthwait, C. L. (2017). The community context of practice. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 76-86). Boston, MA: Pearson Education
- Garthwait, C. L. (2017). Social work ethics. In *The Social Work Practicum A Guide and Workbook For Students* (7<sup>th</sup> ed., pp. 136-147). Boston, MA: Pearson Education.
- Garthwait, C. L. (2017). Legal Issues. In *The Social Work Practicum A Guide and Workbook For Students* (7<sup>th</sup> ed., pp. 148-158). Boston, MA: Pearson Education.
- NASW Code of Ethics. (n.d.). Retrieved from: <http://www.socialworkers.org/pubs/code/code.asp>  
(crossover reading)
- Phillips, B., Brekke, J., O, A., Duke, J., & Lewis, J. (2012). Motivational Interviewing: Training Manual. Unpublished manuscript.
- Sweitzer, H.F. & King, M (2009). Chapter 3: Framing the Experience: The Developmental Stages of an Internship. *The Successful Internship* (3rd ed., pp. 49-61). Belmont, California: Brooks/Cole.

## Recommended Readings

- California Department of Justice. A Citizen's Guide to Preventing and Reporting Elder Abuse: [http://www.ag.ca.gov/bmfea/pdfs/citizens\\_guide.pdf](http://www.ag.ca.gov/bmfea/pdfs/citizens_guide.pdf)
- California Department of Social Services Office of Child Abuse Prevention (2003). The California child abuse and neglect reporting law: Issues and answers for mandated reporters. [http://www.ag.ca.gov/bmfea/pdfs/citizens\\_guide.pdf](http://www.ag.ca.gov/bmfea/pdfs/citizens_guide.pdf)
- De Jong, P., & Berg, I. K. (2001). Co-constructing cooperation with mandated clients. *Social Work*, 46,361–374.
- Gelman, C.R., & Lloyd, C.M. (2008). Pre-placement anxiety among foundation-year MSW students: A Follow-Up Study. *Journal of Social Work Education*, 44(1), 173-183.
- Mishna, F., Antle, B. Reghr, C. (2002). Social work with clients contemplating suicide: Complexity and ambiguity in the clinical and ethical and legal conversations. *Clinical Social Work* 30(3), 265-279.
- Raines, J. (2004). Evidence-based practice: School social work: A process in perspective. *Children and Schools*, 26(2), 71-84.
- Sweitzer, H.F. & King, M (2009). Chapter 4: Understanding Yourself. *The Successful Internship* (3<sup>rd</sup> ed., pp. 78-88). Belmont, California: Brooks/Cole.

University of Southern California. Academic Calendar. Retrieved on 1-10-2012 from  
[http://www.usc.edu/academics/classes/term\\_20121/calendar.html](http://www.usc.edu/academics/classes/term_20121/calendar.html)

University of Southern California School of Social Work Field Manual. Retrieved on 1-27-2012 from:  
<http://sowkweb.usc.edu/master-of-social-work/MSW-degree/field-education/forms>, pp. 1-15

Wahab S. (2005). Motivational interviewing and social work practice. *Journal of Social Work*, 5, 45-60.

## Module Two - Unit 6-8: Assessment, DSM-5, & Treatment Planning

### Topics

#### Field Practicum

- ▼ Group and/or individual Field Instruction
- ▼ EBI Instruction/Practice (for example Problem-Solving Therapy)
- ▼ DSM-5
- ▼ Selecting Appropriate Evidence-Based Interventions
- ▼ Client Intervention
- ▼ Case Management & Community Resources
- ▼ Field Documentation
- ▼ Create and Submit Reflective Learning Tools

#### Practice Lab

- ▼ Professional Development: Collaboration Skills
- ▼ Managing Ethical Dilemmas Using the NASW Code of Ethics
- ▼ Conducting Assessments and Selecting Interventions
- ▼ Introduction to DSM-5 / MSE
- ▼ Experiences from Field

This Unit relates to course objectives 1, 2, 3, 4 & 5.

### Required Readings

Garthwait, C. L. (2017). Planned change process. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 159-170). Boston, MA: Pearson Education.

Garthwait, C. L. (2017). Evaluating your practice. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 172-183). Boston, MA: Pearson Education.

### Recommended Readings

Davis, D. M. and Hayes, J. A. (2011). What are the benefits of mindfulness? A practice review of psychotherapy-related research. *Psychotherapy*, 48: 198–

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5<sup>th</sup> ed.). Arlington, VA: American Psychiatric Publishing. Retrieved from <http://www.psychiatryonline.org/>

Mishna, F., Antle, B. Reghr, C. (2002). Social work with clients contemplating suicide: Complexity and ambiguity in the clinical and ethical and legal conversations. *Clinical Social Work* 30(3), 265-279.

Mumm, A.M. (2006): Teaching social work students practice skills. *Journal of Teaching in Social Work*, 26 (3-4), 71-89

Stacey, L. & Strozier, A.L. (2001). The relevance of personal therapy in the education of MSW students. *Clinical Social Work Journal*, 29 (2), 181-195

OTG, Field Liaison contacts with the student, Field Instructor and Preceptor (if applicable) together will occur between units 7-15. Students are expected to participate in educational planning, review the Learning Agreement and performance to date, and address practicum issues during this meeting.

### Module Three - Units 9-11: Problem Solving Therapy & Self Care

#### Field Practicum

- ▼ Group and/or individual Field Instruction
- ▼ EBI Instruction/Practice (for example, Cognitive-Behavioral Therapy)
- ▼ Change-Oriented Work with Clients
- ▼ Prepare for Termination
- ▼ Field documentation
- ▼ Create and submit Reflective Learning Tools

#### Practice Lab

- ▼ Professional Development: Collaboration Skills
- ▼ Managing Ethical Dilemmas Using the NASW Code of Ethics
- ▼ Problem-Solving Therapy Exercises
- ▼ Self-Care and Stress Management
- ▼ Compassion Fatigue, Burnout, and Compassion Satisfaction
- ▼ Experiences from Field

This Unit relates to course objectives 1, 2, 3, 4 & 5.

#### Required Readings

Figley, C. (2002). Compassion fatigue: psychotherapists' chronic lack of self-care. *Journal of Clinical Psychology*, 58 (11): 1433-1441

Gockel, A. (2010). The promise of mindfulness for clinical practice education. *Smith College Studies in Social Work*, 80: 248-268.

Gockel, A., Cain, T., Malove, S., and James, S. (2013). Mindfulness as clinical training: Student perspectives on the utility of mindfulness training in fostering clinical intervention skills. *Journal of Religion and Spirituality in Social Work: Social Thought*, 32: 36-59

Phillips, B., Brekke, J., & Supranovich, R. (2014). Problem-Solving Therapy: Training Workbook. Unpublished manuscript.

#### Recommended Readings

Nezu, A.M. & D'Zurilla, T.J. (2007). Problem solving therapy: A positive approach to clinical intervention. New York: Springer Publishing Co.

Nezu, A.M. & Nezu, C.M. (2007). Solving life's problems: A five-step guide to enhanced well-being. New York: Springer Publishing Co.



## Module Four - Units 12-15: Social Justice and Termination

### Topics

#### Field Practicum

- ▼ Group and/or Individual Field Instruction
- ▼ Linking Clients' Experiences to Social Justice Issues
- ▼ Concept of Intersectionality
- ▼ Managing Termination with Clients
- ▼ Field Documentation
- ▼ Create and submit Reflective Learning Tools
- ▼ Complete Self-Assessment for Comprehensive Skills Evaluation
- ▼ Review, Sign and Submit Generalist Practice Comprehensive Skills Evaluation

#### Practice Lab

- ▼ Professional Development: Collaboration Skills
- ▼ Managing Ethical Dilemmas Using the NASW Code of Ethics
- ▼ Explore Culture: Cultural Object Activity
- ▼ Exploring Topics of Culture, Social Justice, and Intersectionality
- ▼ Examining Privilege
- ▼ Termination: Self-Reflection
- ▼ Experiences from Field

This Unit relates to course objectives 1, 2, 3, 4 & 5.

### Required Readings

- Dyche, L., & Zayas, L. H. (1995). The value of curiosity and naiveté for the cross-cultural psychotherapist. *Family Process, 35*, 389-400.
- Dyche, L., & Zayas, L. H. (2001). Cross-cultural empathy and training the contemporary psychotherapist. *Clinical Social Work Journal, 29*, 245-258.
- Garthwait, C. L. (2017). Cultural competency. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 110-124). Boston, MA: Pearson Education
- Garthwait, C. L. Leadership for social justice. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 193-206). Boston, MA: Pearson Education
- Garthwait, C. L. (2017). Merging Self and the Profession. In *The social work practicum a guide and workbook for students* (7<sup>th</sup> ed., pp. 185-192). Boston, MA: Pearson Education
- McIntosh P. (1988). White privilege: Unpacking the invisible knapsack. Retrieved from <http://www.nymbp.org/reference/WhitePrivilege>
- Spencer, M. S. (2008). A social worker's reflections on power, privilege, and oppression. *Social Work, 53*(2), 99-101.

### Recommended Readings

- Black, J. E., Maki, M. T. & Nunn, J. A. (1997). Does race affect the social work student-Field Instructor relationship? *The Clinical Supervisor, 16*(1), 39-54.
- Gelman, C.R. (2009). MSW Students' Experience with Termination: Implications and Suggestions for Classroom and Field Instruction. *Journal of Teaching in Social Work, 29*(2), 169-187.

Gelman, C.R. Fernandez, P., Hausman, N. , Miller, S., Weiner, M. (2007). Challenging endings: First year MSW interns' experiences with forced termination and discussion points for supervisory guidance. *Clinical Social Work Journal*, 35:79, 79-90

Goin, M.K. (2002). What is it about the holidays? *Practical Psychotherapy*, 53(11), 1369-1370

**STUDY DAYS / NO CLASSES OR INTERNSHIP**

**FINAL EXAMINATIONS (NO INTERNSHIP)**

## 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 ([xxx@usc.edu](mailto:xxx@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.

Similar to the ground program, field practicum on the VAC, which consists of the Virtual Field Practicum (VFP) and the community-based internship, will continue as normal during Spring Break. Field Seminar classes will not meet during Spring Break.

Please refer to Scampus and to the USC Suzanne Dworak-Peck 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 Section 11, *Behavior Violating University Standards* <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. 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/>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu/> or to the *Department of Public Safety* <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>. This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage [sarc@usc.edu](mailto:sarc@usc.edu) describes reporting options and other resources.

### XI. SUPPORT SYSTEMS

A number of USC's schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu/> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

## **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 (OPTIONAL)**

*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 589a Lead Instructor (contact [vacfield@usc.edu](mailto:vacfield@usc.edu) for the Lead Instructor's contact information). 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.

### **Tips for Maximizing Your Learning Experience in this Course (Optional)**

- ✓ 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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