Social Work 639

Section: 60567

Policy Advocacy & Social Change

3 Units

Fall 2019

Instructor: Renee Smith-Maddox, Ph.D.
Email: smithmad@usc.edu
Telephone: 310.497.6953
Office: City Center
Office Hours: By appointment
Course Day: Tuesday
Course Time: 8:00-10:50am
Location: MRF 204

I. COURSE PREREQUISITES

SOWK 536

II. CATALOGUE DESCRIPTION

Analysis of how social welfare policies effect the well-being of people and the tools that can be used to develop a policy advocacy practice for social change.

III. COURSE DESCRIPTION

The course is designed to: 1) expand your understanding of the policy context and how policy making works, 2) increase your awareness of the need for social work engagement in policy advocacy, 3) develop the skills and competencies for policy advocacy, and 4) apply analytical frameworks and strategies that can be used in a systematic and purposeful way for policy advocacy.

The course includes four modules that focuses on: 1) political decision making and becoming an effective policy advocate, 2) policy analysis tools, 3) community development and engagement, and 4) advocacy practice for social change.
**IV. COURSE OBJECTIVES**

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>1</td>
<td>Present the policy landscape and the impact of social, political, economic, and global forces on social policy and practice.</td>
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<tr>
<td>2</td>
<td>Examine approaches to policy analysis and frameworks for developing a policy advocacy practice.</td>
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<td>3</td>
<td>Analyze policy politics and the paradoxes inherent in achieving equity, efficiency, liberty, and security.</td>
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<tr>
<td>4</td>
<td>Learn the differences in the policy decisions made by elected officials, public sector managers, as well as public and private advocacy groups.</td>
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<tr>
<td>5</td>
<td>Provide an understanding of methods and tools to explore personal values used in policy advocacy as well as formulating, implementing and evaluating policy advocacy campaigns.</td>
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</table>

**V. COURSE FORMAT / INSTRUCTIONAL METHODS**

The role of the instructor in this course is varied, including lecturer, facilitator, consultant and resource person. Modes of instruction will include lecture, in-class discussions, video presentations, and student presentations. Individual and group in-class activities will be used to provide various ways of learning the relevant frameworks, tools, and concepts. This class will also be enhanced using Blackboard: https://blackboard.usc.edu

**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:

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

*Highlighted in this course

The following table 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 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every individual, regardless of position in society, has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers use strategies designed to eliminate oppressive structural barriers in order to ensure more equitable distribution of resources, access to opportunities, social goods, and services. Social workers recognize their responsibility to protect the human rights and well-being of individuals in communities, organizations, and businesses across the globe.

1. Present the policy landscape and the impact of social, political, economic, and global forces on social policy and practice.

#### Competency Objectives Behaviors Dimensions Content
3a. Understand and assess economic trends, business practices, social trends, and governmental actions nationally and globally to recognize the impact on the well-being of individuals, families and communities.

Cognitive and Affective Processes

**Unit 1:** The Art of Political Decision Making and Becoming an Effective Advocate

**Unit 2:** Policy Making and Intersectionality

**Assignment 1:** Social Issue Brief

### Competency 4: Engage In Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing scientific knowledge regarding practice in community, organization, and business contexts. Social workers use scientific, ethical, and culturally informed approaches to build knowledge related to practice in order to professionally guide interventions designed to bring about change in community, organization, and/or policy arenas. They understand that evidence that informs practice derives from multiple domains and ways of knowing. They understand the processes for translating research findings into effective practice, and using practice knowledge to inform research, analyze the need for social change, and begin to develop interventions.

2. Examine approaches to policy analysis and frameworks for developing a policy advocacy practice.

3. Analyze policy politics and the paradoxes inherent in achieving equity, efficiency, liberty, and security.

4b. Identify, synthesize and critically analyze the findings from research to inform the understanding of social issues and to guide the development of solutions for practice, policy, and social service delivery.

Skills

**Unit 5:** Policy Instruments for Solving Problems

**Unit 6:** Approaches to Policy Analysis

**Assignment 2:** Policy Brief

**Assignment 3:** Policy Advocacy Campaign
<table>
<thead>
<tr>
<th>Competency</th>
<th>Objectives</th>
<th>Behaviors</th>
<th>Dimensions</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Competency 5: Engage in Policy Practice</strong>&lt;br&gt;Social workers understand that policy and its implementation at the federal, state, and local levels mediate human rights of individuals and social justice. Social workers understand the history and current structures of social policies and service delivery systems, the role of policy in service delivery, and the role of practice in policy development. Social workers actively engage in policy practice to effect change in communities, organizations and businesses. Social workers understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy, and are knowledgeable about policy formulation, implementation, and evaluation.</td>
<td>3. Analyze policy politics and the paradoxes inherent in achieving equity, efficiency, liberty, and security</td>
<td>5b. Analyze, formulate, and advocate for policies that advance human rights and protect vulnerable populations in work environments or enhance access to employment across the life span.</td>
<td>Cognitive and Affective Processes</td>
<td><strong>Unit 7:</strong> Community Development &amp; Housing</td>
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<td>4. Learn the differences in the policy decisions made by elected officials, public sector managers, and public and private advocacy groups.</td>
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<td><strong>Unit 8:</strong> Community-Based Opportunities for Transitioning Out of Homelessness</td>
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<td><strong>Unit 9:</strong> Advocating and Lobbying for Social Change</td>
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<td><strong>Assignment 2:</strong> Policy Brief</td>
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<td><strong>Assignment 3:</strong> Policy Advocacy Campaign</td>
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</table>
VII. Course Assignments, Due Dates & Grading

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Social Issue Brief</td>
<td>Sep 23</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 2: Policy Brief</td>
<td>Oct 21</td>
<td>30%</td>
</tr>
<tr>
<td>Assignment 3: Policy Advocacy Campaign, Solution Video, &amp; Team Presentation</td>
<td>Nov 26 &amp; Dec 3</td>
<td>40%</td>
</tr>
<tr>
<td>Meaningful Class Participation</td>
<td>Ongoing</td>
<td>10%</td>
</tr>
</tbody>
</table>

Meaningful Class Participation (10% of Course Grade) - Regular class participation in class discussions and the completion of weekly summary assignments and exercises.

Weekly Summary: Each week students are required to prepare a one-page summary for the weekly readings. In the summary, students are asked to highlight the content of the reading (including citation, overview, key ideas/quotes, questions, and relevance). For in-class discussions, students will be assigned the role as a content expert by the instructor. In this capacity, they will provide a summary of an assigned reading and examples of how the concepts in the reading apply to their field placement and/or lived experience. Students are required to post their chapter summary in Blackboard or on the Course Wall. This is a non-graded assignment.

Exercises: The instructor will give exercises for students to complete for homework and/or in-class discussions.

The focus for this course will be on the Grand Challenge to End Homelessness (http://aaswsw.org/grand-challenges-initiative/12-challenges/end-homelessness/)

The major assignments are briefly described below.

Assignment 1: Social Issue Brief. Students will be asked to prepare an 1-2 page brief applying an intersectional approach to analyze the complexity of homelessness and how a specific marginalized group experiences this social condition. In analyzing homeless from an intersectional lens, the paper should use data, stories, and policy actions (i.e., ordinances that criminalize homelessness) to describe the problem.

Due: Week 5 (Monday, Sep 23 @ 11:59pm PST)

Assignment 2: Policy Brief. Building on Assignment 1, students will be asked to: 1) focused on a specific marginalized homeless population, 2) identify a policy that affects them, and 3) write a 2-3 page policy brief on the grand challenge for social work identified for the course and a policy analysis affecting a specific population. Here are the steps to take in order to complete this assignment:

- Select a proposed policy, an existing policy, or program against an alternative policy to track, support, oppose, or amend.
- Analyze the policy goals (e.g., equity, efficiency, security, and liberty) of the selected policy/program using the framework presented in the Policy Paradox by Deborah Stone.
- Seek the opinions of stakeholders with various views on the social issue and determine which groups and/or individuals (e.g., state legislators, professional groups, advocacy groups, victims) support, oppose, or are neutral on the issue. What is the rationale for their position?
Identify the targeted audience (i.e., foundation, political action group, elected official, advocate) that would find your policy brief useful.

Interview at least three people in your targeted audience.

Analyze the policy using Deborah Stone’s policy analysis frameworks.

Design an informational handout using infographics that could be posted on social media and/or distributed to an elected official, community-based organization and/or think tank.

Due: Week 9 (Monday, Oct 21 @ 11:50pm PST)

Assignment 3: Policy Advocacy Campaign, Solution Video, & Team Presentation. This is a group assignment (w/ 3-4 individuals) designed for students to apply their policy advocacy skills and what they learned in Assignments 1 & 2 to develop a policy advocacy campaign.

The students will be asked to: 1) form a workgroup of 3-4 individuals based on a specific marginalized homeless population, 2) identify a policy that affects them, and 3) develop a policy advocacy campaign based on a gap in a homeless policy and the needs of the selected homeless population using social media and a solution video.

The campaign will demonstrate how you can use social media and/or emerging technologies (i.e., information technology, wireless data communication) to influence opinions, raise awareness of a social issue, directly engage policy influencers (i.e., policymakers, professional organizations, lobbyists, bloggers, online organizers), and/or mobilize grassroots action.

The requirements for the group’s 15-minute presentation include:

- Providing an overview of the social issue and the related policy;
- Identifying your target policymaking audience (who are you trying to influence?);
- Identifying your target audience to influence (who are you mobilizing to take action?);
- Providing details on what you are asking the targeted audience to do and exactly how you will get them to do it (how will you pitch the social action agenda to the targeted audience? what actions do you want them to take?);
- Creating and presenting a mock-up of a website, text for email messages, #hashtag, blog, tweets & Facebook posts;
- Producing a 3-minute solution video with a call to action;
- Identifying your metrics for success (what will you measure? what does success look like?); and
- Including a budget and timeline for launching and implementing the advocacy campaign.

Due: Weeks 14 or 15 (in-class on Nov 26 or Dec 3)

For each assignment, the instructor will provide a handout with guidelines.

Weekly Readings

Weekly reading assignments are required. Readings lay the foundation for the class discussions and prepare you to complete assignments #1-3. Articles from journals, books, websites, and PDF documents (online) provide technical and conceptual information on policy advocacy and practice, as well as examples of effective advocacy tools and campaigns. Students are encouraged to research additional relevant materials.
Class grades will be based on the following:

<table>
<thead>
<tr>
<th>Class Grades</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>3.85 – 4</td>
<td>A</td>
</tr>
<tr>
<td>3.60 – 3.84</td>
<td>A-</td>
</tr>
<tr>
<td>3.25 – 3.59</td>
<td>B+</td>
</tr>
<tr>
<td>2.90 – 3.24</td>
<td>B</td>
</tr>
<tr>
<td>2.60 – 2.87</td>
<td>B-</td>
</tr>
<tr>
<td>2.25 – 2.50</td>
<td>C+</td>
</tr>
<tr>
<td>1.90 – 2.24</td>
<td>C</td>
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</tbody>
</table>

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.

As a professional school, class attendance and participation are an essential part of your professional training and development at the USC Suzanne Dworak-Peck School of Social Work. You are expected to attend all classes and meaningfully participate. For Ground courses, having more than 2 unexcused absences in class may result in the lowering of your grade by a half grade. Additional absences can result in additional deductions. For VAC courses, meaningful participation requires active engagement in class discussions and maintaining an active screen. Having more than two unexcused absences in class may result in the lowering of your grade by a half grade. Additional absences in the live class can result in additional deductions. Furthermore, unless directed by your course instructor, you are expected to complete all asynchronous content and activities prior to the scheduled live class discussion. Failure to complete two asynchronous units before the live class without prior permission may also lower your final grade by a half grade. Not completing additional units can result in additional deductions.
VIII. REQUIRED AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS & RESOURCES

Required Textbook


Note: Additional readings identified for individual class sessions will be available to download on ARES. Students may access ARES at http://usc.ares.atlas-sys.com. Readings for this class are listed under the course lead instructor’s name: Renée Smith-Maddox.

Recommended Readings


## Course Overview

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE 1: The Art of Political Decision Making &amp; Becoming an Effective Policy Advocate</strong></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Course overview and introductions  &lt;br&gt;Defining Policy Practice and Policy Advocacy  &lt;br&gt;Policy Making Process  &lt;br&gt;Intersectionality  &lt;br&gt;Grand Challenges of Social Work: End Homelessness  &lt;br&gt;Rationale for Engaging in Policy Advocacy to Prevent and End Homelessness</td>
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</tr>
<tr>
<td><strong>MODULE 2: Policy Analysis Frameworks</strong></td>
<td>Assignment 1 due Monday, Sep 23</td>
<td></td>
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<tr>
<td>5</td>
<td>Policy Instruments for Solving Problems  &lt;br&gt;Solutions represented as: Incentives, Rules, Facts, Rights, and Power</td>
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<tr>
<td>6</td>
<td>Approaches to Policy Analysis  &lt;br&gt;Ways to conduct a policy analysis  &lt;br&gt;Kingdon’s Open Window Model  &lt;br&gt;Power Analysis: Perspectives of Stakeholders and Policy Advocates</td>
<td></td>
</tr>
</tbody>
</table>
### MODULE 3: Community Development and Engagement

#### 7  Community Development & Housing Policies
- Housing Policies
- Gaps in Current Policies
- Housing First

#### 8  Community-Based Opportunities for Transitioning Out of Homelessness
- Connecting Skid Row Project
- LA Community Action Network
- United Way
- USC Eliminating Homelessness Initiatives

### MODULE 4: Advocacy Practice for Social Change

#### 9  Advocating and Lobbying for Social Change
- Advocacy Strategies
- Lobbying Tactics

- ASSIGNMENT 2 DUE MONDAY, OCT 21

#### 10  Internet and Social Media Advocacy
- Using social media to drive social change
- Developing a digital network

#### 11  Designing a Policy Advocacy Campaign
- Defining the issue and causes
- Generating possible solutions
- Determining target audience
- Selecting appropriate advocacy tools
- Applying Intersectional Approach and Kingdon’s Open Policy Window
- Developing a Policy Advocacy Canvas

#### 12  Design Lab for Policy Advocacy Campaign

#### 13  Evaluating Policy Advocacy Campaign
- Measuring Success
- Assessing Advocacy and Policy Change Initiatives

#### 14 & 15 Policy Advocacy Campaigns for Social Change: Team Presentations
- COURSE EVALUATION & ASSIGNMENT 3 DUE Nov 26 or Dec 3
Course Schedule—Detailed Description
Module 1: The Art of Political Decision Making and Becoming an Effective Policy Advocate

Unit 1: Creating a Learning Community: Course Overview, Expectations and Introductions August 27

Topics
- Defining Policy Practice and Policy Advocacy
- Policy Making Process
- Intersectionality
- Grand Challenges of Social Work: End Homelessness
- Rationale for Engaging in Policy Advocacy to Prevent and End Homelessness

Exercise: Prior to class, take at least one Implicit Association Test on this website:
https://implicit.harvard.edu/implicit/takeatest.html

For more information about Project Implicit, go to: https://www.projectimplicit.net/index.html

Required Reading


View: Kimberlé Crenshaw: The urgency of intersectionality
(https://www.ted.com/talks/kimberle_crenshaw_the_urgency_of_intersectionality

Recommended Reading:

Unit 2: Policy Making and Intersectionality September 3

- Intersectionality of Homelessness: Discrimination and Criminalization
- Model of Reasoning
- Model of Society
- Model of Policy Making

Required Reading


UPDATED 8.11.19
Unit 3: Policy Goals and Policy Actions September 10

Topics
- Policy Goals: Equity, Efficiency, Welfare, Liberty, and Security

Required Reading


Unit 4: Strategic Representation of Problems September 17

Topics
- Problems represented as: Symbols, Numbers, Causes, Interests, and Decisions

View:

Vote for Me

Becky Blanton: The year I was homeless
https://www.ted.com/talks/becky_blanton_the_year_i_was_homeless?language=en

Required Reading


Module 2: Policy Analysis, Systems, and Results

Unit 5: Policy Instruments for Solving Problems September 24

Topics
- Solutions: Incentives, Rules, Facts, Rights, and Powers

Assignment #1: Social Issue Brief due Monday, Sep 23 11:59pm PST

Required Reading


View: Can Homelessness be Solved? John Maceri at TedxUCLA

Unit 6: Approaches to Policy Analysis October 1

Topics
- Ways to conduct a policy analysis
- Kingdon's Open Policy Window
- Power Analysis: Perspectives of Stakeholders and Policy Advocates

Exercise: Complete Power Analysis Template

Required Reading

Recommended Reading


Module 3: Community Development, Engagement, & Empowerment

Unit 7: Community Development & Housing Policies October 8

Topics
- Community Development
- Housing Policies
- Gaps in Current Policies
- Housing First

View: Dudley Street Neighborhood Initiative, Holding Ground

Required Reading

Housing First: A New Approach to Ending Homelessness. The National Alliance to End Homelessness, Inc.

LISTEN:

Unit 8: Community-Based Opportunities for Transitioning Out of Homelessness October 15

Topics
- Connecting Skid Row Project
- LA Community Action Network
- United Way
- USC Eliminating Homelessness Initiatives

This Unit relates to course objectives 3, 4 and 5.

Required Reading
Module 4: Advocacy Practice for Social Change

Unit 9: Advocating and Lobbying for Social Change

Assignment #2: Policy Brief due Monday, Oct 21, 11:59pm PST

Topics
- Advocacy Strategies
- Lobbying Tactics

Required Readings


View: Jack Abramoff: The lobbyist's playbook - 60 Minutes
http://www.cbsnews.com/video/watch/?id=7387331n

Explore: From the web-based resources below, explore at least two websites and read at least one blog.

Advocacy & Activism
- e.politics: http://epolitics.com/
- NetCentric Advocacy: http://www.network-centricadvocacy.net
- NetSquared: http://www.netsquared.org/about#.VGwOwjTF9AA
- New Organizing Institute: http://www.neworganizing.com
- Tactical Technology Collective: http://www.tacticaltech.org/
- Wellston action: http://www.wellstone.org/

Blogs
- ePolitics. www.epolitics.com
- Frogloop. www.frogloop.com
- techPresident. www.techpresident.com
- Mobile Active. http://www.youtube.com/user/MobileActiveOrg/about
- Mobilizing Youth. blog.mobilevoter.org
- DigiActive. https://twitter.com/DigiActive
- DrDigipol http://drdigipol.tumblr.com
- Digital Politics http://www.pewinternet.org/2013/02/20/digital-politics-pew-research-findings-on-technology-and-campaign-2012/
Unit 10: Internet and Social Media Advocacy  
October 29

Topics
- Using social media to drive social change
- Developing a digital network

Required Reading:

Exercise: Read an assigned case study from http://www.dragonflyeffect.com/blog/dragonfly-in-action/case-studies/ and present your perspectives on how social media was used to drive social change.

Required Reading


Explore:

Movements: http://www.movements.org

Listen to: Leveraging Twitter for Nonprofit Initiatives
http://www.ssireview.org/podcasts/entry/leveraging_twitter_for_nonprofit_initiatives

Units 11: Designing a Policy Advocacy Campaign  
November 5

Topics
- Defining the issue and causes
- Generating possible solutions
- Determining target audience
- Selecting appropriate advocacy tools
- Applying Intersectional Approach and Kingdon’s Open Policy Window to Homelessness
- Developing a Policy Advocacy Canvas
Exercise: Read an assigned case study from http://www.dragonflyeffect.com/blog/dragonfly-in-action/case-studies/ and present your perspectives on how social media was used to drive social change.

Complete Policy Advocacy Canvas Template for your policy advocacy campaign

Apply Kingdon’s Open Policy Window to Homelessness. For this exercise, map out the strategies, outcomes, and process streams.

Required Reading


Explore: https://www.councilofnonprofits.org/everyday-advocacy

Resource guides:

Real Clout Tool Box, From the Public Policy Institute, Boston, MA. Go to the resource library: http://realclout.org/.


Unit 12: Evaluating Advocacy & Social Change Initiatives  November 12

Topics

Measuring Success
Evaluating Advocacy & Policy Change
Exercise: Read an assigned case study from http://www.dragonflyeffect.com/blog/dragonfly-in-action/case-studies/ and present your perspectives on how social media was used to drive social change.

Required Reading

Schiffrin, A. & Zuckerman, E. (Fall 2015) Can we measure media impact? Surveying the field. 1-12, Social Innovation Review, Measurement & Evaluation,


View: Why Are Social Causes Easy To Launch But Hard To Win?

<table>
<thead>
<tr>
<th>Unit 13: Design Lab for Policy Advocacy Campaign</th>
<th>November 19</th>
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</thead>
<tbody>
<tr>
<td>In class design lab for developing/revising prototype and policy advocacy canvas.</td>
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<table>
<thead>
<tr>
<th>Unit 14 &amp; 15: Policy Advocacy Campaigns for Social Change: Solution Videos and Team Presentations</th>
<th>November 26 and December 3</th>
</tr>
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</table>
University Policies and Guidelines

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) 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. 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. www.suicidepreventionlifeline.org

Relationship and 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. 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: 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. equity.usc.edu

Bias Assessment Response and Support
Incidents of bias, hate crimes and micro aggressions need to be reported allowing for appropriate investigation and response. studentaffairs.usc.edu/bias-assessment-response-support

The Office of Disability Services and Programs
Provides certification for students with disabilities and helps arrange relevant accommodations. dsp.usc.edu
USC Support and Advocacy (USCSA) – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. studentaffairs.usc.edu/ssa

Diversity at USC
Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. diversity.usc.edu

USC Emergency Information
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. emergency.usc.edu

USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime. Provides overall safety to USC community. dps.usc.edu

XII. ADDITIONAL RESOURCES

Students enrolled in the Virtual Academic Center can access support services for themselves and their families by contacting Perspectives, Ltd., an independent student assistance program offering crisis services, short-term counseling, and referral 24/7. To access Perspectives, Ltd., call 800-456-6327.

XIII. 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.”

XIV. 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.

XV. 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.

XVI. CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (OPTIONAL)

Approved by the 1996 NASW Delegate Assembly and revised by the 2017 NASW Delegate Assembly

Preamble

The primary mission of the social work profession is to enhance human well-being 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 well-being in a social context and the well-being 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.

XVII. **ACADEMIC DISHONESTY SANCTION GUIDELINES**

Some lecture slides, notes, or exercises used in this course may be the property of the textbook publisher or other third parties. All other course material, including but not limited to slides developed by the instructor(s), the syllabus, assignments, course notes, course recordings (whether audio or video) and examinations or quizzes are the property of the University or of the individual instructor who developed them. Students are free to use this material for study and learning, and for discussion with others, including those who may not be in this class, unless the instructor imposes more stringent requirements. Republishing or redistributing this material, including uploading it to web sites or linking to it through services like iTunes, violates the rights of the copyright holder and is prohibited. There are civil and criminal penalties for copyright violation. Publishing or redistributing this material in a way that might give others an unfair advantage in this or future courses may subject you to penalties for academic misconduct.

XVIII. **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 Dr. Renee Smith-Maddox (smithmad@usc.edu), Course Lead. If you do not receive a satisfactory response or solution, contact your advisor and/or Dr. Leslie Wind (wind@usc.edu), MSW Chair for further guidance.

XIX. **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.

Don’t procrastinate or postpone working on assignments.