

**Social Work 691 Applied Learning in Practicum Education III**

**Section 67101 and 67102**

3 Units

Fall 2024, **Tuesdays 7am-8:15am and 8:45am-10am**

**VAC**

**SYLLABUS**

<b><i>Instructor</i></b>	<b>Instructor:</b>	Karen Tinsley, LCSW
<b><i>Photo</i></b>	<b>E-Mail:</b>	karentin@usc.edu*
	<b>Cell Phone:</b>	310-922-0044
	<b>Office Phone:</b>	
		*Replies can be expected within 2 business days
	<b>Office Location:</b>	Zoom
	<b>Office Hours Days &amp; Times:</b>	Tues days 3:00 pm
	<b>Zoom Meeting Link:</b>	<a href="https://usconline.zoom.us/j/8043389216">https://usconline.zoom.us/j/8043389216</a>
	<b>Course Lead:</b>	Kelley Macmillan, PhD., MSW
	<b>Email:</b>	kmacmill@usc.edu
	<b>IT Help Hours of Service:</b>	24 hours, 7 days/week
	<b>IT Help Contact Information:</b>	UPC: 213-740-5555, <a href="mailto:consult@usc.edu">consult@usc.edu</a> VAC: 833-740-1273, <a href="mailto:techsupport@digitalcampus.2u.com">techsupport@digitalcampus.2u.com</a>

## **I. Course Prerequisites and/or Co-Requisites**

This is the second master's level Practicum Education course in specialized practice and the third in the practicum series. To participate in this course, students must successfully complete SOWK 591 and SOWK 593.

## **II. Catalogue Description**

Supervised practicum placement and practicum seminar to develop specialized practice skills in working with individuals, families, groups, communities and/or organizations. Graded CR/IP/NC.

## **III. Course Description**

This course is the second level of the specialized practicum experience within the MSW program, which is designed to extend and enhance the nine social work competencies. It provides students the opportunity to integrate social work theory while they practice social work skills under the supervision of professional social workers. Practicum Education is the signature pedagogy of social work education because it serves as a bridge between academic instruction and application of skills learned in the classroom (CSWE, 2008). Students will effectively demonstrate specialized practice coursework concepts, while practicing social work and developing competencies in their selected area of practice.

This course will use Relational Cultural Theory (RCT) as its guiding theoretical framework for seminar discussions. Instructors will encourage students to view their assignments and practicum experiences through this lens. RCT as a framework highlights the importance of relationships, neuroscience, intersectionality, and social justice. The relational component acknowledges the importance of authenticity, mutual empathy, and process in our work with clients and systems. The neuroscience focuses on the neurobiological impact of connection (Banks, 2015). The cultural component highlights the importance of intersectionality and the experiences of marginalization, racism, and power within our society (Jordan, 2009, Walker, 2019). Through a RCT lens students will be able to evaluate their micro, mezzo, and macro interventions with respect to power and privilege in order to align with social work's commitment to diversity, inclusion, and anti-racism. As a framework RCT recognizes the "person in environment" and the impact of oppressive systems on our clients. Advance practice social work requires students to maintain a focus both on their individual interactions with clients, but also the need to translate social justice into action. "Now more than ever social workers must heed Bertha Capen Reynolds's call to 'maintain a dual focus on the individual in need and pain and on the socio-economic and political forces of the society which cause this misery' (Cullen, 1980, p. 27)."

Seminar instructors also serve as Faculty Practicum Liaisons. Each student receives continual support provided by a Practicum Faculty Liaison who serves as an educator, consultant, and coach for the practicum education internship experience. In collaboration with the School, agencies provide learning opportunities and resources for an effective educational experience for students. Practicum Instructors are professional masters' level social workers who guide and teach students how to apply social work

practice, values, and ethics in a professional setting. Practicum Instructors also collaborate with students and preceptors, if applicable, to create and approve learning agreements, discuss, and give feedback on Reflective Learning Tools, complete and sign end-of-semester evaluations, and ensure paperwork is completed on time.

At the end of the semester, the Practicum Faculty Liaison will confirm that the student has completed all practicum assignments and that development of the necessary learning competencies has occurred at a satisfactory level. The Practicum Faculty Liaison will be responsible for assigning students a grade of Credit or No Credit.

#### IV. Course Objectives

Objectives	
1	Students will apply Relational Cultural Theory, critical reflection and reflexivity, in classroom discussions, case presentations, and at their practicum placements.
2	Students will implement the content of the practice, policy, and research coursework in their practicum placements and critically analyze their experiences through written reflections, case presentations, and classroom discussions.
3	Students will develop a professional plan that articulates a professional identity and a mission statement.
4	Students will demonstrate 3rd-semester competencies as outlined in the Council on Social Work Education's (CSWE) Core Competencies and articulated in the Practicum Learning Agreement and Comprehensive Skills Evaluation.

#### V. CSWE Core Competencies Addressed in this Course

The following table lists the 2022 CSWE social work competencies that will be incorporated into your practicum experience and used for assessing your Competency Evaluation at the end of the semester.

CSWE Core Competencies Highlighted in this Course:
<p><b>Competency 1. Demonstrate Ethical and Professional Behavior</b></p> <p>1a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.</p> <p>1b. Demonstrate professional behavior, appearance, and oral, written, and electronic communication.</p> <p>1c. Use technology ethically and appropriately to facilitate practice outcomes; and</p> <p>1d. Use supervision and consultation to guide professional judgment and behavior.</p>

**Competency 2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

2a. Advocate for human rights at the individual, family, group, organizational, and community system levels; and b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

2b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

**Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**

3a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and

3b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

**Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

4a. Apply research findings to inform and improve practice, policy, and programs; and

4b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

**Competency 5: Engage in Policy Practice**

5a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and

5b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

**Competency 6: Engage Individuals, Families, Groups, Organizations, and Communities**

6a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies.

6b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

7a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and

7b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

8a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and

8b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

9a. Select and use culturally responsive methods for evaluation of outcomes; and

9b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

**VI. Course Format & Instructional Methods**

This is a credit/no credit course offered in-person as well as online in the Virtual Academic Center (VAC). Practicum Education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies (Brooks, 2010). These competencies are articulated in the CSWE Educational Policy and Accreditation Standards (EPAS) and make up the end of semester evaluation for practicum education internship. USC Suzanne Dworak-Peck School of Social Work Practicum Faculty and agency Practicum Instructors utilize a variety of instructional methods in order to prepare students to successfully achieve these competencies.

The web-based teaching and learning environment provided by the University's Brightspace Learning Management System (<https://www.brightspacehelp.usc.edu>) will support access to course-related materials and communication for campus-based students. For Brightspace support contact [brightspace@usc.edu](mailto:brightspace@usc.edu) or call 888-895-2812.

The Digital Campus virtual platform, Canvas (<https://courses.online.usc.edu/>), will support access to course-related materials, communication, and live Zoom sessions for VAC students. For VAC Canvas support contact [support@online.usc.edu](mailto:support@online.usc.edu) or call 1-833-713-1200.

The course will encompass a combination of diverse instructional methods, which may include, but are not limited to, the following: didactic presentations by the instructor, small- and large-group discussions, case studies, videos, guest speakers, experiential exercises, and computer-based, online activities.

Instructional methods consist of university-led seminar instruction and guidance combined with community agency activities under the supervision of a designated Practicum Instructor which can include hands-on interactions with clients, shadowing opportunities, trainings, individual supervision, group supervision, guidance on proper documentation, crisis management responses, didactic instruction, and experiential exercises. Students and their Agency Practicum Instructors will collaboratively develop and/or revisit a teaching plan known as the Learning Agreement. At the end of the semester, the agency Practicum Instructors will complete the end of semester evaluation and recommend a grade to the Practicum Faculty Liaison. USC Faculty Practicum Liaisons are assigned to oversee the progress of the students in their practicum placements, including consultation for students' practicum education internship assignments. Faculty Practicum Liaisons meet with students as needed to facilitate their placement experiences and schedule Practicum Instructor and student contacts each semester to ensure the quality of students' learning opportunities. The Faculty Practicum Liaisons also clarify School expectations and serve as consultant and mediator for student and internship-related conflicts. As discussion and processing are integral parts of the learning process, Faculty Practicum Liaisons also serve as seminar instructors. Practicum seminar meets multiple times over the course of the semester to assist students with integration of social work theory into their practice.

**\*Please note:** It may be necessary for the instructor to adjust the syllabus and/or course during the semester. In such an instance, the instructor will inform the class both verbally and in writing.

### **Instructor's Oath**

*"As your instructor, to each of you, I pledge the following:*

- *To appreciate you, your time and your effort;*
- *To be available and responsible;*
- *To be encouraging and supportive;*
- *To be objective and fair;*
- *To be prompt and timely;*
- *To be respectful, professional and appropriate;*
- *To try to be an engaging and effective instructor; and*
- *To strive for excellence in carrying out my responsibilities as an instructor as described in the USC Faculty Handbook.*

If at any time students feel the instructor has not honored this oath, they should contact the instructor with their concerns, so the instructor has an opportunity to address them. If they feel that they cannot discuss their concerns about the course with the instructor, students should contact Kelley Macmillan, PhD, MSW at [kmacmill@usc.edu](mailto:kmacmill@usc.edu). If their concerns remain unresolved, then students can contact the MSW Program Director, Dr. Lewis at [j.lewis@usc.edu](mailto:j.lewis@usc.edu) for further assistance.

## VII. Technology Proficiency & Hardware/Software Required

This course requires the use of an online learning management system (LMS), as well as Microsoft Office (e.g., Word, PPT) and virtual meeting (e.g., Zoom) applications. The following links for USC technology support may be useful: [Zoom information for students](#), [Software available to USC Campus](#).

## VIII. Course Assignments, Due Dates & Percent of Final Grade

The table below presents all course assignments, due dates, and grading.

Assignment	Due Date	Grading
<b>SEMINAR-BASED ASSIGNMENTS</b>		
<b>Assignment 1</b> Integrated Case Presentation	Oral presentations Units 3-5  Written summary Unit 5	Credit/No Credit (CR/NC)  <i>See assignment instructions for detailed grading criteria.</i>
<b>Assignment 2</b> Professional Social Work Mission Statement	Unit 6	CR/NC  <i>See assignment instructions for detailed grading criteria</i>
<b>Assignment 3</b> Seminar Participation and Self-Evaluation	Units 1-4  Mid-semester evaluation due Unit 4	CR/NC  <i>Student will complete a self-evaluation relating to participation in seminar consultation at mid-semester for Credit</i>

PRACTICUM -BASED ASSIGNMENTS		
<b>Assignment 4</b> Reflective Learning Tools (RLTs) – 4 total	2 RLTs completed by Unit 4, remaining 2 due by Unit 7	CR/NC <i>All 4 RLTs required for Credit</i>
<b>Assignment 5</b> Completion of Learning Agreement	Learning Agreement due by Unit 3	CR/NC <i>Completed Learning Agreement required for Credit</i>
<b>Assignment 6</b> Development of Competencies reflected via Final Evaluation	Development of Competencies as evidenced in Evaluation due by Unit 7	CR/NC <i>Completed Competency Evaluation required for Credit</i>
<b>Assignment 7</b> Completion of Practicum Hours	Minimum of 50% due by Unit 4, 100% due by Unit 7	CR/NC Student will intern 24 hours a week at the assigned practicum site. Students need a minimum of 650 hours for SOWK 691 and SOWK 693.

Please note that in some instances assignment due dates may differ slightly among sections of this course. In those instances, due dates have been adapted to reflect the number of lesson weeks and University holidays for particular course sections. For students to receive credit (CR), all practicum hours and documentation must be completed. Partial credit for these requirements will not be given.

Fall 2024 691 Class Schedule										
Alternating Weeks										
Section #	Instructor	Class Day	Time	Aug	Sept	Oct	Nov	Dec		
SOWK 699 67071	Prof. Tinsley	Tuesdays	7-8:15am	27	10 24	22 X	5 19	3		

**Descriptions of Assignments**

Each of the major assignments is described below. Instructors will provide detailed written assignment instructions with grading criteria including applicable checklists.

**Assignment 1: Integrated Case Presentation:** In-class oral case presentation and written case summary.

Students apply critical reflection and reflexivity to case assessment, analysis, and conceptualization. To develop a comprehensive conceptualization of a participant\* or agency/organizational challenge through assessment, reflection, and analysis. In addition, students will share their analysis and pose a question for group discussion developing professional presentation and consultation skills.

\*Participant is used to describe those social workers serve. Other terms include clients, patients, service users, and consumers.

**Due:** *Oral presentations Units 3-5; Written summary Unit 5.*

*This assignment relates to course objectives 1, & 2*

## **Assignment 2: Professional Social Work Mission Statement**

Students will compose a mission statement that reflects their personal values, interests, areas of focus, strengths, and skills. The mission statement serves as a “north star” guiding their development and identify as a professional social worker. Using the checklist provided students must include three of the four listed items to receive credit. Students will be provided with an assignment description and checklist for successful completion (must meet 3 out of 4 criteria to receive credit).

**Due:** *Unit 6*

*This assignment relates to course objectives 3 and 4.*

## **Assignment 3: Seminar Participation and Self-Evaluation**

Class participation should consist of thoughtful, respectful, and meaningful contributions based on relevant practicum experience or instructional themes of the week, required readings, and assignments prior to class. Class participation is defined by being actively engaged in your learning, demonstrated by participating in class discussions, corresponding with the instructor and classmates, asking questions, sharing thoughts/feelings/experiences, and other curiosities as related to how to apply these concepts to your professional practicum education settings. Students will be provided with a self-evaluation and end-of-semester evaluation to reflect on their seminar participation.

**Due:** *Mid-semester evaluation due Unit 4*

*This assignment relates to course objectives 1, 2, 3, & 4*

## **Assignment 4: Reflective Learning Tools (RLTs)**

Four RLTs are due continuously to the agency Practicum Instructor and as identified in the Learning Agreement. Students will come to class prepared to share their practicum experiences and provide feedback using the Relational Cultural Theory (RCT) model and the application of the required readings. In addition, students will utilize the content of their RLTs in sharing their reflections on their practicum work.

There are multiple Reflective Learning Tool forms to choose from based on the setting type:

- *Individual (Micro)* – may include direct clinical practice with assigned clients and shadowing other social workers
- *Group (Mezzo)* – may include conducting or observing group work, such as psychoeducation or community focus groups
- *Community (Macro)* – may include analyzing data, developing policies and resources, coordinating community events, meetings, assigned projects, activities, and trainings

**Due:** Two of RLTs completed by Unit 4; remaining two due by Unit 7. All four RLTs must be completed and reviewed by Practicum Instructor to receive Credit for this assignment and for successful completion of this course (no partial credit).

*This assignment relates to course objectives 1, 2, & 4.*

### **Assignment 5: Completion of Learning Agreement**

- Complete Learning Agreement with practicum goals.
- Ensure that the completed Learning Agreement is signed by the Intern, Practicum Instructor, and Practicum Liaison.

**Due:** Learning Agreement due by Unit 3. The Learning Agreement must be completed for successful completion of this course and to receive credit for this assignment (no partial credit).

*This assignment relates to course objectives 1, 2, & 4*

### **Assignment 6: Development of Competencies reflected via Final Evaluation**

- Demonstrate second-semester generalist skills in the CSWE Core Competencies as listed in the end-of-semester evaluation.
- Complete a self-assessment by rating themselves on the end-of-semester evaluation.
- Review and discuss the end-of-semester evaluation completed by the Practicum Instructor, who makes the grade recommendation. If satisfied that the content accurately reflects progress, the student and Practicum Instructor sign as instructed.
- Ensure that the completed evaluation is received and signed by the Practicum Liaison.

**Due:** Development of Competencies as evidenced in Evaluation due by Unit 7. The Evaluation must be completed for successful completion of this course and to receive credit for this assignment (no partial credit).

*This assignment relates to course objectives 1, 2, & 4*

### **Assignment 7: Completion of Practicum Hours**

- Complete the required number of practicum placement hours as identified in the Practicum Manual and practicum calendar.

**Due:** See practicum calendar. Minimum of 50% of hours completed by Unit 4, 100% of hours completed by Unit 7. All required hours must be completed for successful

completion of this course and to receive credit for this assignment (no partial credit). Students will intern 24 hours a week at the assigned practicum site. Students need a minimum of 650 hours for SOWK 691 and SOWK 693.

This assignment relates to course objectives 1, 2, and 4.

**SOWK 691 is graded Credit/No Credit (CR/NC).**

### **Additional Information about Practicum:**

*If there are unresolved practicum-related issues, discuss with your Practicum Instructor and, if needed, contact your Practicum Liaison.*

All University Holidays are sanctioned time off. If a University Holiday falls on one of the student's regularly scheduled days at the agency, students are not required to attend internship. If students observe the University Holiday, they do not earn credit for practicum hours that day and are required to make-up any missed practicum hours. Students are also required to make up any practicum hours missed due to agency holidays that fall on their scheduled placement day and are not University Holidays. Students should consult with their Practicum Instructor and/or Preceptor to ensure their absence would not adversely affect the agency and/or client care. Students are allowed eight hours each semester to take time off for religious holidays or illness which must be discussed in advance and arranged with the Practicum Instructor/Preceptor. This time counts in the Practicum Internship hours and the student does not have to make-up this time. Make-up hours for additional time missed must be discussed with and approved by the Practicum Instructor/Preceptor

*If agreed upon prior to the start of the practicum placement, some students may be expected to complete additional practicum hours and/or other requirements in order to fulfil their professional commitment to the agency.*

The On Campus Program (OCP) Practicum Calendar is available at:  
<https://dworakpeck.usc.edu/academics/master-of-social-work/practicum-education/students-forms>.

VAC students will find the VFP Practicum Calendar in the Toolbox located on the Digital Learning Platform. **Please note the calendars are different for OCP and VAC.**

On-Campus Programs (OCP): All practicum forms and information, including the calendar, can be found here: <https://dworakpeck.usc.edu/academics/master-of-social-work/practicum-education/students-forms>

Virtual Academic Center (VAC): All practicum forms and information, including the calendar, can be found in your Toolbox and the Practicum Manual here: <https://msw.usc.edu/online/practicum-experience/>

**SOWK 691 is graded Credit/No Credit (CR/NC).**

Class 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

**Attendance and Participation**

Students' active involvement in the class is essential to their growth as practitioners. Consistent attendance, preparation for and participation in class discussions and activities, timely completion of coursework and assignments, and personal conduct that fosters a respectful, collegial, and professional learning environment are expected. Students are expected to attend every class and remain in class for the duration of the session. 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 telephone or email of any anticipated absence or reason for tardiness. University of Southern California policy permits students to be excused from class without penalty for the observance of religious holy days.

This policy also covers scheduled final examinations that conflict with students' observance of a holy day. Students must make arrangements in advance to complete class work that will be missed or to reschedule an examination due to observance of a religious holiday. Having more than 2 *unexcused* absences in class may impact your grade. Students earn practicum hours through attendance in practicum seminar. Substantive participation in remote/hybrid VAC and Ground courses, includes maintaining an active screen in live sessions and completing all asynchronous content and activities prior to the scheduled live class discussion. Failure to complete 2 or more asynchronous units in the VAC before the live class, without prior instructor permission, also may result in a lowered grade.

**See assignment 3 for specific criteria related to participation.**

**Additional Expectations and Guidelines**

Students are expected to contribute to developing a positive learning environment and demonstrate their learning through written and oral assignments and active class participation.

**Expectations**

1. Students are expected to complete all written and other assignments on time.

2. Students are encouraged to share readings identified by their practicum placement, and other class assignments.
3. Students are expected to respect the clients' confidentiality. To use pseudonyms when discussing specific cases, and respect and maintain confidentiality regarding class discussions that may reveal personal information about other students in the class.
4. Active participation is required of all students and will be considered in the final evaluation.
5. Problem-solving, identifying issues of concern, and learning needs should evolve from the group.
6. Periodic evaluation of the course experience will be conducted. Students will be asked to complete an evaluation at the end of the semester.

### **Class Agreements and Guidelines**

Much of the course content will center on critical issues that may be challenging and controversial. Therefore, the following guidelines have been adopted as agreements to support a safe, inclusive, and respectful class environment.

1. Every person participating in the program is of equal worth and value.
2. All opinions are important. We will agree to disagree.
3. We do not generalize. Please speak from your perspective using I-statements such as "I think...", "I believe...", "It's been my experience that...", etc.
4. Actively listen to gain understanding. We will be speaking from our personal experiences. It is important to recognize that we will be talking about what is true for us.
5. We respect the confidentiality of our classmates. Information that is shared during class stays in class.
6. Be aware of your level of participation in the group and act accordingly. If you tend to be quiet in group situations, please work at increasing your contribution. We are here to learn from one another. On the other hand, avoid monopolizing discussion.
7. This course's content is shared by each member's contributions to the class discussion. Learn the balance to either step up or step back to allow diverse voices to be heard.
8. Diversity is our strength! The class setting is a sacred place, and all persons and their perspectives are welcome.

**Please note:** Course readings and classroom discussions will often focus on mature, difficult, and potentially challenging topics. As with any course in social work, course topics may at times be political and/or personal in nature. Course content, class discussions, and self-reflection might trigger strong feelings. Every member of the class is responsible for creating a space that is both civil and intellectually rigorous. Even when strongly disagreeing with another's point of view, it is important to remain

respectful and mindful of the ways that personal identities shape lived experiences. Disrespectful language or behavior based on protected class (e.g., ability, age, race, ethnicity, sex, gender identity, sexual orientation, religion, pregnancy, etc.) disrupts and detracts from the learning environment and will not be tolerated. All such behavior will be reported to the Office for Equity, Equal Opportunity, and Title IX (EEO-TIX). An inclusive learning environment values the diversity in the class as an asset to the educational experience. Students should inform the instructor of any concerns that they have in this regard.

Furthermore, it is each student's responsibility and right to determine how much personal information they disclose in class discussions, activities, and assignments. Students should be aware that complete privacy or confidentiality cannot be guaranteed in an on-line platform or classroom setting. Students also should note that since this is an academic and professional setting, the instructor may follow up with any student that discloses safety concerns. Students are encouraged to review the list of support resources at the end of the syllabus and to contact the instructor with any questions or concerns.

## **IX. Assignment Submissions, Extensions & Extra Credit Policy**

By the specified deadlines, assignments should be submitted through the course's learning management system (LMS). Students are responsible for ensuring successful submission of their assignments and are encouraged to maintain a copy of the submission confirmation for their records.

Prior to the due date, extensions may be granted for extenuating circumstances at the instructor's discretion. The instructor will confirm an extension and revised due date in writing/email. If the instructor accepts a late submission, it could be marked down for each day late. Assignments submitted more than one week past the posted due date may not be accepted for grading; however, this is at the instructor's discretion, assuming extenuating circumstances. The instructor may require documentation of the extenuating circumstance in considering an extension request.

Once an assignment is graded, the grade is final, unless there are extenuating circumstances (e.g., error in determining grade, academic integrity violation). Extra credit on an assignment is not permitted. Re-doing an assignment with the expectation that it will be re-graded is not permitted.

## **X. Grading Timeline**

Students should expect grading and feedback from the instructor within two weeks of assignment submission. The instructor will notify students of any extenuating circumstances that might affect this grading timeline.

## **XI. Statement about Incompletes and In Progress Grades**

The grade of Incomplete (IN) can be assigned only if a student is in good standing in the course and there the work left to be completed is due to 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 by the instructor and reported on the official "Incomplete Completion Form."

*[For Practicum courses only]* At the discretion of the instructor, In Progress (IP) grades may be granted, given extenuating circumstances.

## **XII. Attendance**

As a professional school, class attendance and participation are essential to students' professional training and development at the USC Suzanne Dworak-Peck School of Social Work. Students are expected to attend every class and to remain in class for the duration of the class. Students cannot actively, proactively, or meaningfully contribute to a positive learning environment if they are not in attendance. Students are expected to notify the instructor by email 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 that will be missed or to reschedule an examination, due to holy days observance.

Please refer to the [USC Student Handbook](#) and to the USC School of Social Work Student Handbook for additional information on attendance policies.

## **XIII. Classroom Norms**

Class ground rules help to promote a positive learning environment by specifying behaviors that are encouraged and discouraged. The instructor will facilitate a class discussion to generate mutually agreed upon ground rules for the learning environment.

## **XIV. Zoom Etiquette and Use of Technology in the Classroom**

For campus-based students, the use of laptops, tablets, smart phones during class generally is not recommended. Students may use these devices, however, if doing so contributes to their learning and is not disruptive to others in the class. For both campus and VAC students, permitted uses of technology include using laptops, tablets, smart phones to access course readings and materials, to take notes, and to complete small group activities and discussions. Non-permitted uses of technology include using laptops, tablets, smart phones to check email and social media, and to text or communicate with others who are not members of the class. Use of smart phones during class is not permitted except in an emergency or during a break. To minimize disruptions, students should place their phones on mute or in airplane mode before coming to class.

## **XV. Academic Integrity**

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. Students may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the [Office of Academic Integrity \(OAI\)](#).

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the [Student Handbook](#), the [Office of Academic Integrity's website](#), and [university policies on Research and Scholarship Misconduct](#).

### **Special Note on the Use of AI Generators**

AI generators, such as such as ChatGPT4 and Bard, can be useful tools. However, AI programs do not replace human creativity, originality, and critical thinking. AI text generators also may present incorrect or biased information and incomplete analyses. Within limited circumstances, with instructor permission and proper disclosure and attribution (see [USC Libraries' generative AI guide](#)), AI generators may be permitted in this course, per the University's academic integrity regulations. Using these tools without the instructor's permission, and without proper attribution and disclosure, constitutes a violation of academic integrity and will be reported to the [Office of Academic Integrity](#).

### **XVI. Course Content Distribution and Synchronous Session Recordings**

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment. Recording a university class without the express permission of the instructor and announcement to

the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation, is prohibited. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor (Living our Unifying Values: [The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is prohibited. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media (Living our Unifying Values: [The USC Student Handbook](#), page 13).

## **XVII. Course Evaluations**

The USC Learning Experience evaluation occurs at the end of each semester. This evaluation is an important review of students' experiences in the class. The process and intent of the end-of-semester evaluation will be discussed in class by the instructor. In addition to the end-of-semester evaluation, a mid-semester evaluation is implemented in the School of Social Work. The process and intent of the mid-semester evaluation also will be discussed by the instructor.

## **XVIII. Required Textbooks: None**

**Notes:** The instructor may assign additional required and recommended readings throughout the course.

In addition to the required texts, other required readings are available through USC's online reserves system, ARES, and/or in the USC Libraries. A USC email address and password are required to access the system: <https://reserves.usc.edu/ares/ares.dll>. Use the search bar to locate the course by School, course number or Lead Instructor's last name.

## **XIX. Recommended Materials & Resources**

OCP students: All practicum forms and information including the calendar can be found here: <https://dworakpeck.usc.edu/academics/master-of-social-work/practicum-education/students-forms>

VAC students: All practicum forms and information including the calendar can be found in your 691 course Toolbox or course asynchronous Canvas Learning Platform.

## **Guides for Academic Integrity, APA Style Formatting, Writing & Research**

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Publisher.

APA formatting and style guide: The OWL at Purdue: <https://owl.purdue.edu/>

USC guide to avoiding plagiarism: <https://libguides.usc.edu/writingguide/plagiarism>

USC guide to APA 7<sup>th</sup> writing style <https://libguides.usc.edu/APA7th>

### Sample List of Professional Social Work Organizations

National Association of Social Workers. Available at <http://www.naswdc.org>

Institute for the Advancement of Social Work Research.  
Available at <http://www.iaswresearch.org>

Society for Social Work and Research. Available at <http://www.sswr.org>

Council on Social Work Education (CSWE). Available at <https://www.cswe.org/>

### XX. Course Schedule

The table below presents the topics for each unit of instruction. Students are expected to attend class having completed the required reading and, if applicable, the asynchronous course material.

Unit	Date	Topics	Assignments
1	8/27	<b>Course Overview:</b> Introductions Review course syllabus RCT review and expectations Review of Practicum Manual Placement consultation: Beginning or returning to your placement	Practicum Documents: Due ongoing through semester. Please consult assignment section of syllabus.  Participation: Ongoing (all Units)
2	9/10	<b>Bridging the dichotomy between micro and macro practice:</b>  Application of critical reflection and reflexivity Case presentations Placement consultation suggested topic: How do you integrate micro and macro work?	Preparation for case presentations

<b>3</b>	<b>9/24</b>	<b>Caring for yourself:</b> Case Presentations Self-care Placement consultation suggested topic: Self-care and supervision	Oral Case presentations  Learning Agreement due Unit 3
<b>4</b>	<b>10/22</b>	<b>Reframing engagement, assessment, and intervention from a social justice perspective:</b> Case Presentations Social justice implications for practice Placement consultation suggested topic: Application of social justice content in practicum work	2 RLTs due Oral Case Presentations Mid-semester Seminar Participation due Unit 4
<b>5</b>	<b>11/5</b>	<b>Developing a professional social work identity:</b> Who am I as a social worker? Professional social work mission statements Placement consultation suggested topic: Am I doing what I want to be doing?	Oral Case Presentations Integrated Case Presentation written summary due Unit 5
<b>6</b>	<b>11/19</b>	<b>Collaboration:</b> Interdisciplinary collaboration Placement consultation suggested topic: Challenges of rewards of collaborating	Professional Social Work Mission Statements due Unit 6
<b>7</b>	<b>12/3</b>	<b>Evaluation:</b> Our wellness Our work in the practicum Our goals for next semester Placement consultation suggested topic: Reflections on the semester	Practicum Competencies Evaluation Practicum Hours Completion 4 RLTs due Unit 7 End of semester Seminar Participation due Unit 7

The Required Reading Schedule below presents the readings for each unit of instruction. Students are expected to attend class having completed the required reading and, if applicable, the asynchronous course material.

### Required Reading Schedule

#### Unit 1

Joseph, R., & Shon, H. (2020). The Appealability of the Social Work Profession in the United

States: Possible Explanations. In B. Nikku (Ed.), *Global social work: Cutting edge issues and critical reflections* (pp. 690- ). IntechOpen.  
<https://www.intechopen.com/chapters/71380>

Lenz, A. S. (2014). Integrating relational-cultural theory concepts into supervision, *Journal of Creativity in Mental Health*, 9(1), 3-18.  
<https://doi.org/10.1080/15401383.2013.864960>

## **Unit 2**

Salas, L. M., Sen, S., & Segal, E. A. (2010). Critical theory: Pathway from dichotomous to integrated social work practice. *Families in Society*, 91(1), 91–96.  
<https://doi.org/10.1606/1044-3894.3961>

Valdez, A., Cepeda, A. & Kaplan, C. (2020). Conducting international reflexive ethnography: Theoretical and methodological struggles. In M. Boeri & R. K. Shukla (Eds.), *Inside Ethnography: Researchers Reflect on the Challenges of Reaching Hidden Populations* (pp. 141-159). University of California Press.  
<https://doi.org/10.1525/9780520970458-010>

## **Unit 3**

Barsky, A. (n.d.). *Ethics alive: Special report on the 2021 revisions to the NASW code of ethics*. The New Social Worker. <https://www.socialworker.com/feature-articles/ethics-articles/special-report-2021-revisions-nasw-code-of-ethics/>

Moffatt, A., Ryan, M., & Barton, G. (2016). Reflexivity and self-care for creative facilitators: Stepping outside the circle. *Studies in Continuing Education*, 38(1), 29-46. <https://doi.org/10.1080/0158037X.2015.1005067>

## **Unit 4**

Almeida, R. V., Werkmeister Rozas, L. M., Cross-Denny, B., Lee, Kyeunghae, K., & Yamada, A. (2019). Coloniality and intersectionality in social work education and practice. *Journal of Progressive Human Services*, 30(2), 148–164.  
<https://doi.org/10.1080/10428232.2019.1574195>

Finn, J. L. (2021). *Just Practice: A Social Justice Approach to Social Work* (4th ed., pp. 181-261). Oxford University Press.

Jemal, A. (2018). Transformative consciousness of health inequities: Oppression is a virus and critical consciousness is the antidote. *Journal of Human Rights and Social Work*, 3(4), 202–215. <https://doi.org/10.1007/s41134-018-0061-8>

## **Unit 5**

Bailey, M., (2016). 6 Actions that build a satisfying social work career. *The New Social Worker*. <https://www.socialworker.com/feature-articles/career-jobs/6-actions-that-build-a-satisfying-social-work-career/>

## **Unit 6**

Ambrose-Miller, W., & Ashcroft, R. (2016). Challenges faced by social workers as members of interprofessional collaborative health care teams. *Health & Social Work*, 41(2), 101-109. <https://doi.org/10.1093/hsw/hlw006>

## **Unit 7**

Stamm, B. H. (2009). Professional quality of life: Compassion satisfaction and fatigue subscales, Version V (ProQOL). [Instrument]. Center for Victims of Torture. Retrieved from [https://proqol.org/ProQol\\_Test.html](https://proqol.org/ProQol_Test.html)

### **I. Statement on University Academic and Support Systems**

#### **Students and Disability Accommodations**

USC welcomes students with disabilities into all of the University's educational programs. The [Office of Student Accessibility Services \(OSAS\)](#) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers in the classroom or in practicum. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course/practicum placement. The LOA must be given to each course/practicum instructor by the student and followed up with a discussion. This should be done as early in the semester as possible, as accommodations are not retroactive. More information can be found at [osas.usc.edu](https://osas.usc.edu). Students may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu).

#### **Student Financial Aid and Satisfactory Academic Progress:**

To be eligible for certain kinds of financial aid, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. Visit the [Financial Aid Office webpage](#) for [undergraduate](#)- and [graduate-level](#) SAP eligibility requirements and the appeals process.

#### **Support Systems**

Students' health and well-being are important. Reaching out for assistance with physical, emotional, social, academic, spiritual, financial, and professional wellbeing is encouraged. USC has resources and support systems in place to help students succeed. Additional resources can be found on the USC Suzanne Dworak-Peck School of Social Work Website at: <https://dworakpeck.usc.edu/student-life/we-care-student-wellness-initiative> or by reaching out to the Student Wellness Coordinator in the SDP Office of Associate Dean of Academic Affairs ([sdp.adc@usc.edu](mailto:sdp.adc@usc.edu)).

#### **Counseling and Mental Health Services:**

USC offers a variety of mental health services and resources. Students who have opted to pay the student health fee (SHF) can access short-term counseling services, as well as other mental health services, through the USC Counseling & Mental Health Center by calling 213-740-9355 (WELL) 24/7 or visiting the website at <https://sites.usc.edu/counselingandmentalhealth/>.

Students who elected not to pay the student health fee, or who live out-of-state, can visit <https://studenthealth.usc.edu/for-online-students/> for mental health information and

resources or contact the Student Wellness Coordinator at [sdp.adc@usc.edu](mailto:sdp.adc@usc.edu) for additional support with access to services.

[988 Suicide and Crisis Lifeline](#) - 988 for both calls and text messages – 24/7 on call  
The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or

emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[Relationship and Sexual Violence Prevention Services \(RSVP\)](#) - (213) 740-9355(WELL) – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)](#) - (213) 740-5086

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[Reporting Incidents of Bias or Harassment](#) - (213) 740-2500

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title IX for appropriate investigation, supportive measures, and response.

[The Office of Student Accessibility Services \(OSAS\)](#) - (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

[USC Campus Support and Intervention](#) - (213) 740-0411

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[Diversity, Equity and Inclusion](#) - (213) 740-2101

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

[USC Emergency](#) - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

[USC Department of Public Safety](#) - UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call

Non-emergency assistance or information.

[Office of the Ombuds](#) - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[Occupational Therapy Faculty Practice](#) - (323) 442-2850 or [otfp@med.usc.edu](mailto:otfp@med.usc.edu)

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

[Kortschak Center for Learning and Creativity](#) - 213-740-7884, [kortschakcenter@usc.edu](mailto:kortschakcenter@usc.edu)

The Kortschak Center offers academic coaching and resources.

[The Writing Center](#) - 213-740-3691, [writing@usc.edu](mailto:writing@usc.edu)

The Writing Center offers individualized feedback on any kind of writing.

## **XXII. List of Appendices**

- A. Suzanne Dworak-Peck School of Social Work ADEI Statement
- B. Preamble to the NASW Code of Ethics
- C. Tips for Maximizing Your Learning Experience

### **Appendix A: Suzanne Dworak-Peck School of Social Work Anti-Racism, Diversity, Equity, and Inclusion Statement**

At the USC Suzanne Dworak-Peck School of Social Work, we aspire to promote anti-racism, diversity, equity and inclusion in our courses and professional practice. We value the diverse backgrounds and perspectives that our students bring into the classroom as strengths and resources that enrich the academic and learning experience. We offer and value inclusive learning in the classroom and beyond. We integrate readings, materials and activities that are respectful of diversity in all forms, including race, ethnicity, culture, gender identity and expression, sexual orientation, age, ability and disability, socioeconomic status, religion, and political perspectives. Collectively, we aspire to co-create a brave space with students and instructors to critically examine individual and collective sources of bias, prejudice, discrimination, and systematic oppression that affect the ability of people and communities to thrive. In this way, we fulfill our professional responsibility to practice the [NASW Code of Ethics](#), and address the [American Academy of Social Work and Social Welfare, Grand Challenges for Social Work](#).

### **Appendix B: [National Association of Social Workers Code of Ethics](#)**

*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.

### **Appendix C: Tips for Maximizing Your Learning Experience in this Course**

- ✓ Be proactive! TOGETHER, let's do everything we can to make this an educational and enjoyable experience for you. Try to anticipate issues that could present challenges and PLEASE REACH OUT TO Practicum Instructor so that we can problem-solve before rather than after the fact.
- ✓ Be mindful of getting proper nutrition, exercise, rest and sleep!
- ✓ Create a professional self-care plan.
- ✓ Complete required readings, assignments, and activities before coming to class.
- ✓ Keep up with the assigned readings and assignments. Don't procrastinate!!
- ✓ Come to class and participate in an active, respectful, and meaningful way.
- ✓ Come to class prepared to ask any questions you might have. If you don't understand something, ask questions! Ask questions in class, during office hours, and/or through email!
- ✓ Stay offline while in class.
- ✓ Form study groups with other students in the class or in another section of the class.
- ✓ Take advantage of office hours and extra review/discussion sessions offered by your instructor. Contact me if you are concerned about or are struggling in class.
- ✓ If you believe it is necessary to receive support from a content tutor or Writing Support, please inform or involve me. I want to be able to help and support you in any way possible, but I need to know that you want/need support!! I am also happy to meet with you and your tutor.
- ✓ Keep an open mind and positive attitude!

### **Emergency Preparedness and Response Resources**

#### **USC Earthquake Procedures:**

<https://fsep.usc.edu/usc-emergency-procedures/emergency-procedures-for/during-an-earthquake/>

**Campus Building Emergency Information Fact Sheets:**

<https://fsep.usc.edu/emergency-planning/building-emergency-fact-sheets/>

**USC ShakeOut Drill:**

<https://fsep.usc.edu/shakeout/>

**Personal Preparedness Resources, such as preparing your home, etc.**

<https://fsep.usc.edu/personal-preparedness/>