

Social Work 591: Applied Learning in Practicum Education I

Section #67033

3 Units

Summer 2025, Wednesday and Friday, 1:00-3:30 pm/pst

Location: Virtual Academic Center

SYLLABUS

(Subject to change)

Instructor	Instructor:	Monica Puentes, LCSW, PPSC/CWA
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		*Replies can be expected within 2 business days
	Office Location:	VAC Classroom
	Office Hours Days & Times:	½ hr. before and after class or by appt.
	Zoom Meeting Link:	Virtual Academic Center (VAC) See CANVAS On Campus Program (OPC): See Brightspace
	Course Lead:	VAC: Ruth Cislowski OPC: Alison Cole-Kelly
	Email:	cislowsk@usc.edu colekell@usc.edu
	IT Help Hours of Service:	24 hours, 7 days/week
	IT Help Contact Information:	OPC: On Campus/Hybrid Brightspace support: (888) 895-2812 or usc@d2l.com VAC: USC Canvas sdp.lts@usc.edu SDP.LTS@usc.edu

VAC Canvas support: (833) 713-1200 or “Help” button in Canvas.

NETID/password issues: USC ITS (213) 740-5555 or consult@usc.edu

I. Course Prerequisites and/or Co-Requisites

This course is a Generalist Practice Level Practicum Education course. Students are required to take this course concurrently with [SOWK 523 – Foundations of Integrative Social Work Practice I](#)

II. Catalogue Description

Supervised practicum education where students learn and apply evidence-based interventions and clinical skills in classroom and social work settings. Concurrent enrollment: SOWK523. Graded IP/CR/NC.

III. Course Description

This course is the generalist direct practice portion of the MSW program. 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).

This course uses 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. Additionally, the RCT framework is the basis for how students will integrate the theories, skills and concepts they learn in their academic classes with the learning opportunities and supervision they experience at their internship.

For students in the MSW on campus program (OCP), agencies provide learning opportunities and resources for an effective educational experience for students, where on the Virtual Academic Center (VAC), this is provided in the virtual learning environment. Practicum Instructors, who are professional social workers, guide and teach students how to integrate theories and concepts learned in academic coursework and apply social work practice, values and ethics in a professional setting. Practicum Instructors also collaborate with students 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 finished on time.

At semester end, the Practicum Faculty is responsible for assigning students a grade of Credit or No Credit.

IV. Course Objectives

By the completion of this course, students will be able to:

1. Apply Relational Cultural Theory (RCT) as a guiding framework to integrate classroom theories and concepts with reflection about direct practice experiences with marginalized communities to support both individual and societal change.
2. Demonstrate an introductory understanding and application of three commonly used approaches/evidence-based interventions (EBIs), including Motivational Interviewing, Problem-Solving Therapy (PST), and/or Cognitive Behavioral Therapy (CBT) in internship or classroom settings from a culturally humble lens.
3. Demonstrate culturally humble, effective communication and collaboration skills across the spectrum of social work practice, from engagement to assessment, goal-setting, intervention, evaluation, and termination.
4. Develop professional use of self and self-awareness through consultation with professional social workers, self-reflection, understanding of social work values, and creative implementation of those values in internship and classroom settings.
5. Meet the 1st-semester competency requirements outlined in Council on Social Work Education's (CSWE) Competencies as indicated in the Practicum Learning Agreement and end of semester evaluation.

V. CSWE Core Competencies Addressed in this Course

The following table lists the social work competencies, as established by the Council on Social Work Education (CSWE, 2022), that are highlighted and evaluated in this course.

CSWE Core Competencies Highlighted in this Course:

Competency 1. Demonstrate Ethical and Professional Behavior

- 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.
- 1b. Demonstrate professional behavior, appearance, and oral, written, and electronic communication.
- 1c. Use technology ethically and appropriately to facilitate practice outcomes; and
- 1d. Use supervision and consultation to guide professional judgment and behavior.

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 with 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

Instructional methods in the seminar and practicum experiences consist of faculty-led trainings, practicum activities, and supervision from a designated Practicum Instructor. Practicum activities could include direct client interactions, observation of professional social workers, shadowing opportunities, trainings, individual practicum instruction, group supervision, guidance on proper documentation, crisis management responses, didactic instruction, and experiential exercises. OCP students may also develop a collaborative relationship with site-based employees, known as Preceptors, who help guide them in day-to-day operations with many of the activities listed above. For students in VAC, the virtual teaching platform will provide learning opportunities and resources for an effective educational experience for students. A combination of videos, simulated client, interactive virtual media, didactic presentations by the instructor, small- and large-group discussions, case studies, guest speakers, experiential exercises, and computer-based, online activities and written and/or oral assignments will provide students with opportunities to apply social work practice, values and ethics in various virtual practice settings. All incoming students will learn about Motivational Interviewing, as well as additional evidence-based interventions and have the opportunity to practice some of the elements of these EBIs that support client engagement and foundational social work practice skills.

The web-based teaching and learning environment provided by the University's Brightspace will support access to course-related materials and communication for campus-based students; the Digital Campus virtual platform, Canvas, will support access to course-related materials, communication, and live Zoom sessions for VAC students.

USC Practicum Faculty are assigned to oversee the progress of the students in their practicum experiences, including consultation for students' practicum assignments.

Reflective Learning Tools are used to describe students' client interactions, improve critical thinking skills, provide an opportunity for instructor input, and provide a formal opportunity for self-reflection. A teaching plan known as the Learning Agreement will be developed collaboratively between students and their instructors. At the end of the first semester, the end of semester evaluation will be completed for each student and a grade will be assigned by the USC Practicum Faculty.

As discussion and participation are an integral part of the learning process, students are expected to prepare for supervision and fully participate in all course activities. The quality of written communication and the professionalism of presentations will be assessed as part of the grade for this course. Students are expected to be in practicum a minimum of 16 hours per week and are expected to attend all practicum class sessions throughout the semester.

Students are expected to take an active role in their experiences through the use of three core learning processes: critical self-reflection, interaction, and risk-taking. This teaching method draws on Transformative Learning Theory which asserts that students develop integrative knowledge about self and others in a dynamic, multicultural society from multiple perspectives (Lee & Greene, 2003). A primary goal is to help students understand their own and others' cultural experiences through a process of cultural humility. Students will challenge their preconceptions and stereotypes and develop an attitude of openness and flexibility in cross-cultural interactions. As students explore their burgeoning professional role and identity, they will also be applying critical thinking skills to assessment, documentation, and the informed application of social work skills.

***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 the Course Lead (see p. 1). If their concerns remain unresolved, then students can contact Suh Chen Hsiao, DPPD, MSW, PPSC, LCSW shuhsiao@usc.edu or Director of Social Work Practicum Education or the MSW Program Director, Dr. Lewis at 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 student, [Software are available to USC Campus.](#)

For campus-

based students, USC is using **Brightspace**. To access Brightspace go to <https://brightspace.usc.edu/d2l/login> to login and find your courses. You also can find Brightspace on myUSC. The mobile app, Brightspace Pulse, also is available in both the Apple App Store and Google Play. Training and resources are available at [Brightspace Student Tutorials](#). The following are technical support resources:

- **Student Guides:** [Brightspace Student Guides](#)
- **Brightspace Technical Support Line:** 888-895-2812
- **Brightspace Email Support:** usc@d2l.com

VAC students are using **Canvas**. Canvas tech support can be reached at 833-713-1200 or use the “Help” button in Canvas or SDP.LTS@usc.edu

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

The table below presents all course assignments, due dates, and the percent of the final grade that each assignment is worth.

Assignment	Due Date[1]	Grading
SEMINAR-BASED ASSIGNMENTS		
Assignment 1	Multiple Units	Credit/No Credit (CR/NC)
Evidence Based Approaches/Interventions		<i>Students must complete all EBI related assignments.</i>

Assignment	Due Date ^[1]	Grading
Assignment 2 Seminar Participation and Self-Evaluation	Units 1-15 Mid-semester evaluation due Unit 8	CR/NC <i>Student will complete a self-evaluation relating to participation in seminar consultation at mid-semester for Credit</i>
PRACTICUM-BASED ASSIGNMENTS		
Assignment 3 Reflective Learning Tools (RLTs) – 4 total	2 RLTs completed by Unit 8; remaining 2 due by Unit 15	CR/NC <i>All 4 RLTs required for Credit</i>
Assignment 4 Completion of Learning Agreement	Learning Agreement due by Unit 6	CR/NC <i>Completed Learning Agreement required for Credit</i>
Assignment 5 Development of Competencies reflected via Final Evaluation	Development of Competencies as evidenced in Evaluation due by Unit 12	CR/NC <i>Completed Competency Evaluation required for Credit</i>
Assignment 6 Completion of Practicum Hours	100% due by Unit 12	CR/NC <i>minimum number of hours indicated in the practicum calendar must be completed for Credit</i>

^[1] 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.

Descriptions of Assignments

An overview of each assignment is presented below. Detailed instructions and grading guidelines for each assignment will be disseminated by the instructor.

Assignment 1: Evidence-Based Approaches/Interventions (EBI)

Students will be introduced to Motivational Interviewing, Problem Solving Therapy and/or Cognitive Behavioral Therapy during the foundation semester, which will provide them with techniques and tools to engage, assess and intervene with clients at their practicum sites.

Due: Students must complete EBIs activities/training. OCP students may be required to present proof of attendance to Practicum Faculty.

This assignment relates to student learning outcomes 1, 2, 3, & 5 and Core Competencies 1, 4, 7, 8 & 9

Assignment 2: Seminar Participation and Self-Evaluation (2)

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 a self-evaluation and end-of-semester evaluation to reflect on their seminar participation.

Due: Consultation occurs Units 1-15; Mid-semester evaluation due Unit 6; End of semester evaluation due Unit 12.

This assignment relates to learning objectives 1, 2, 3, & 4 and Core Competencies 1, 3, 5, 7 & 9

Assignment 3: Reflective Learning Tools

Four RLTs are due continuously to the Practicum Instructor (for VAC students this is the course 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) framework and application of the required readings. In addition, students will utilize the content of their RLTs in sharing their reflections on their practicum.

Due: Two of RLTs completed by Unit 8; remaining two due by Unit 12. 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 and Core Competencies 1, 2, 3, 5, 7, 8 & 9

Assignment 4: 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 5. 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 learning objectives 1, 2, & 4 and Core Competency 1

Assignment 5: Development of Competencies reflected via Final Evaluation

Demonstrate first-semester generalist skills in the CSWE 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, 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 a final Evaluation is due by Unit 12. The Evaluation must be finished for successful completion of this course and to receive credit for this assignment (no partial credit).

This assignment relates to learning objectives 1, 2, & 4 and Core Competencies 1-9

Assignment 6: Completion of Practicum Hours

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

Due: 210 practicum hours logged into InPlace; 40 class hours logged into InPlace.

100% of hours completed by Unit 12. All required hours must be completed for successful completion of this course and to receive credit for this assignment (no partial credit).

This assignment relates to learning objectives 1, 2, & 4 and Core Competencies 1

Additional Information about Practicum:

If there are unresolved practicum-related issues, students should discuss them with their Practicum Instructor and, if needed, contact the assigned faculty 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 do not have to make-up for the hours. Students are 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 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 placement, some students may be expected to complete additional hours and/or other requirements in order to fulfil their professional commitment to the agency. The On Campus Program (OCP) Practicum Calendar and the Virtual Academic Center (VAC):

are available at: <https://dworakpeck.usc.edu/academics/master-of-social-work/practicum-education/students-forms>

Active and Proactive Learning, & Meaningful Participation

Due: Units 1 – 12

Students are expected to be active and proactive participants in their learning and meaningful contributors to a positive learning environment. This will require mental, physical and perhaps emotional effort, both inside and outside the formal classroom.

Active learning involves completing required readings, activities, and/or asynchronous materials prior to class, and engaging in the class session with thoughtful comments, reflections or questions about concepts, readings and assignments. For VAC courses, active learning also includes remaining visibly onscreen throughout the duration of the live session, unless the instructor provided specific permission to mute the screen.

Proactive learning involves assuming responsibility for learning, anticipating workload and challenges, being organized and meeting deadlines, and taking the initiative to reach out to the instructor with any questions or concerns.

Meaningful participation consists of thoughtful and substantive participation that not only contributes to but enhances class discussion and activities. Meaningful participation also includes efforts that **contribute to a positive learning environment**; that is, one that is open, respectful, professional, engaging, fun, challenging, supportive, and effective. “Environment” refers to the formal classroom, small group settings, other settings, in-person or virtual/remote, in which learning or teaching might occur, including office hours and communications with the instructor and fellow students, and the overall climate and culture of the class.

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 cause 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.

Please refer to the rubric below for the **criteria that will be used to determine the participation grade**. For each of five criteria, between 0 and 2 points can be earned, for a maximum of 10 points.

Criteria	Never or Rarely	Regularly	Often or Always
a. Student demonstrates active learning.	0	1	2
b. Student demonstrates proactive learning.	0	1	2
c. Student meaningfully participates.	0	1	2
d. Student contributes to a positive learning environment.	0	1	2
e. Student's participation aligns with course expectations inside and outside of the classroom, synchronously and asynchronously.	0	1	2

Grading Scale

Assignment and course grades will be based on the following:

Grade Point Average / Letter Grade		Corresponding Numeric Grade / Letter Grade		Corresponding Credit or No Credit
3.85 – 4.00	A	93 – 100	A	Credit
3.60 – 3.84	A-	90 – 92	A-	Credit
3.25 – 3.59	B+	87 – 89	B+	Credit
2.90 – 3.24	B	83 – 86	B	Credit
2.60 – 2.87	B-	80 – 82	B-	No Credit
2.25 – 2.50	C+	77 – 79	C+	No Credit
1.90 – 2.24	C	73 – 76	C	No Credit
1.89 & below	C-	70 – 72	C-	No Credit

Please note: A grade below “C” is considered a failing grade for graduate students at USC.

IX. Assignment Submissions, Extensions & Extra Credit Policy

By the specified deadlines, assignments should be submitted through the course’s learning management system (LMS) and InPlace. 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 10th 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 as an interim mark for a course that exceeds one semester

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.

[For Practicum courses only] Due to the requirement of tracking hours, students are required to make up class time missed. Instructors will provide instructions on make-up assignment along with timeline for submission.

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 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

There is one required textbook for 591 on the VAC:

Miller, W. R., & Rollnick, S. (2023). *Motivational interviewing: Helping people change and grow* (4th ed.). New York, NY: Guilford Press ISBN # 978-1-4625-5279-5.

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.

XIX. Recommended Materials & Resources

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

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th 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 7th 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/Asynchronous	Topics	Readings by Week	Core Competencies
Week 1 – Unit 1	<p>Welcome to Virtual Practicum.</p> <p>Motivational Interviewing</p>	<p>Required Comstock, D. L., Hammer, T. R., Strentzsch, J., Cannon, K., Parsons, J., & G. II. (2008). Relational-cultural theory: A framework for bridging relational, multicultural, and social justice competencies. <i>Journal of Counseling and Development</i>, 86(3), 279–287. https://doi.org/10.1002/j.1556-6678.2008.tb00510.x</p> <p>Miller, W. R., & Rollnick, S. (2023). <i>Motivational interviewing: Helping people change and grow</i> (4th ed.). New York, NY: Guilford Press. ISBN # 978-1-4625-5279-5.</p> <p>The Guiding Spirit of MI Chapter 1, pp. 3-14 Chapter 2, pp. 15- 33 Chapter 3, pp. 34- 48</p>	1,3,4,6,7,8
Week 2 – Asynchronous Units 2 and 3	<p>Introduction to Social Work Competencies</p> <p>Professionalism Ethics Empathic Communication Relational Cultural Theory (RCT) Motivational Interviewing, Part 2 & 3 Introduction to Reflective Learning Tools</p>	<p>Required Miller, W. R., & Rollnick, S. (2023). <i>Motivational interviewing: Helping people change and grow</i> (4th ed.). New York, NY: Guilford Press. Part II Preface pp. 49-50 Chapter 4, pp. 51- 68</p> <p>Brown, B. (2013, December 10). <i>Brené Brown on empathy</i>. [Video]. RSA. https://brenebrown.com/videos/rsa-short-empathy/</p>	1,3,4,6,7,8

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
	Introduction to Clinical Documentation	<p>Recommended</p> <p>Bloomquist, K., Wood, L., Friedmeyer-Trainor, K., & Kim, H. (2016). Self-care and professional quality of life: predictive factors among MSW practitioners. <i>Advances in Social Work</i>, 16(2), 292–311. https://doi.org/10.18060/18760</p> <p>Sweitzer, H. F., & King, M. A. (2013). Stages of an internship re-visited: Facilitating learning and development through engagement. <i>Journal of Human Services</i>, 33(1), 56-72. (VAC p.62)</p>	
Week 3 Asynchronous Units 4 & 5	Social Work Competencies Professionalism Ethics Risk Factors Case Management DSM-5 Self-Care Safety Virtual client Session 1	<p>Required</p> <p>Miller, W. R., & Rollnick, S. (2023). Motivational interviewing: Helping people change and grow (4th ed.). New York, NY: Guilford Press. Chapter 5 pp. 69 – 82 Focusing Chapter 6, pp. 83 -113 Evoking Chapter 7, pp. 114 -140 Planning</p> <p>Recommended</p> <p>Combs. (2019). White Privilege: What's a Family Therapist To Do? <i>Journal of Marital and Family Therapy</i>, 45(1), 61–75.</p>	1,2, 3,4,6,7,8

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
		https://doi.org/10.1111/jmft.12330	
Week 4 Asynchronous Unit 6	Social Work Competencies Professionalism Ethics Risk Factors Empathic Communication Case Management DSM-5 Self-Care Virtual Client Session 2 Discuss LA	<p>Required</p> <p>Required Phillips, B., Brekke, J., & Supranovich, R. (2016). Problem-solving therapy: Training workbook. [Unpublished manuscript]. School of Social Work, University of Southern California.</p> <p>Guidelines for Social Work Safety in the Workplace. National Association of Social Workers. 2013. https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3D&portalid=0</p> <p>Recommended</p> <p>Oh, H., & Lee, C. POC (2016). Culture and motivational interviewing. <i>Patient Education and Counseling</i>, 99(11), 1914–1919. https://doi.org/10.1016/j.pec.2016.06.010</p> <p>Urmanche, A. A., Oliveira, J. T., Gonçalves, M. M., Eubanks, C. F., & Muran, J. C. (2019). Ambivalence, Resistance, and Alliance Ruptures in Psychotherapy: It's Complicated. <i>Psychoanalytic Psychology</i>, 36(2), 139–147. https://doi.org/10.1037/pap0000237</p>	1,3,4,6,7,8
Week 5 Asynchronous Unit 7	Social Work Competencies	<p>Required</p> <p>Phillips, B., Brekke, J., & Supranovich, R. (2016). <i>Problem-solving therapy</i>:</p>	1,2,4,6,7

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
	Professionalism Ethics Risk Factors Empathic Communication Case Management Problem Solving Therapy DSM-5 Self-Care Virtual Client Session 3	<i>Training workbook.</i> [Unpublished manuscript]. School of Social Work, University of Southern California.	
Week 6 Asynchronous Unit 8	Social Work Competencies Cultural Artifact Activity Ethics Risk Factors Case Management DSM-5 Self-Care Virtual Client Session 4 Learning Agreement (InPlace) DUE	Required Lee, J. H. (2019). Integration of spirituality into the strengths-based social work practice: A transpersonal approach to the strengths perspective. <i>Journal of Sociology and Social Work</i> , 7(2), 925-935. https://doi:10.15640/jssw.v7n2a4 Phillips, B., Brekke, J., & Supranovich, R. (2016). <i>Problem-solving therapy: Training workbook.</i> [Unpublished manuscript]. School of Social Work, University of Southern California.	1,5,7,8
Week 7 Asynchronous Unit 9	Social Work Competencies Ethics Risk Factors Empathic Communication Case Management CBT DSM-5 Virtual Client Session 5	Required Phillips, B., Brekke, J., O, A., Duke, J., Lewis, J., & Cardinal, L. (2018). Cognitive Behavioral Therapy Training Workbook. [Unpublished manuscript]. School of Social Work, University of Southern California. Listed in ARES or Course Readings	1,2,3,6

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
		<p>Recommended</p> <p>Gottlieb, L. (2020, June 18). <i>I thought I was an antiracist therapist. Then I looked more closely.</i> Washington Post. https://www.washingtonpost.com/opinions/2020/06/18/i-thought-i-was-an-antiracist-therapist-then-i-looked-more-closely/</p> <p>Stephens, T. N. (2021). Distinguishing racism, not race, as a risk factor for child welfare involvement: Reclaiming the familial and cultural strengths in the lived experiences of child welfare-affected parents of color. <i>Genealogy (Basel)</i>, 5(1), 11–. https://doi.org/10.3390/genealogy5010011</p>	
Week 8 Asynchronous Unit 10	Social Work Competencies Ethics Risk Factors Case Management DSM-5 CBT, Part 2 Self-Care Virtual Client Session 6	<p>Required</p> <p>Phillips, B., Brekke, J., O, A., Duke, J., Lewis, J., & Cardinal, L. (2018). Cognitive Behavioral Therapy Training Workbook. [Unpublished manuscript]. School of Social Work, University of Southern California. Listed in ARES or Course Readings</p> <p>Recommended</p> <p>Maglalang, D.D., Rao, S. (2021). Theory's cool, but theory with no practice ain't shit... Advances in Social Work (21)2/3, 672-689.</p>	1,2,3,7,8

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
		<p>https://journals.iupui.edu/index.php/advancesinsocialwork/article/view/24145</p> <p>Marsiglia F. F., & Booth J. M. (2015). Cultural adaptation of interventions in real practice settings. <i>Research on Social Work Practice</i>, 25(4), 423-432. http://doi.org/10.1177/1049731514535989</p>	
Week 9 Asynchronous Unit 11	Ethics Risk Factors Case Management DSM-5 CBT, Part 3 Virtual Client Session 7	<p>Required</p> <p>Phillips, B., Brekke, J., O, A., Duke, J., Lewis, J., & Cardinal, L. (2018). Cognitive Behavioral Therapy Training Workbook. [Unpublished manuscript]. School of Social Work, University of Southern California. Listed in ARES or Course Readings</p> <p>Randall, C. L., & McNeil, D. W. (2017). Motivational Interviewing as an Adjunct to Cognitive Behavior Therapy for Anxiety Disorders: A Critical Review of the Literature. <i>Cognitive and Behavioral Practice</i>, 24(3), 296–311. https://doi.org/10.1016/j.cbpra.2016.05.003</p> <p>Recommended</p> <p>Collins, S. (2021). Social workers and self-care: A</p>	1,6,8

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
		<p>promoted yet unexamined concept? <i>Practice</i>, 33(2), 87–102.</p> <p>https://doi.org/10.1080/09503153.2019.1709635</p>	
Week 10 Asynchronous Unit 12	Ethics Risk Factors Case Management DSM-5 Self-Care Virtual Client Session 8	<p>Required</p> <p>Phillips, B., Brekke, J., O, A., Duke, J., Lewis, J., & Cardinal, L. (2018). Cognitive Behavioral Therapy Training Workbook. [Unpublished manuscript]. School of Social Work, University of Southern California. Listed in ARES or Course Readings</p> <p>Recommended</p> <p>Cénat, Jude Mary. (2022) Complex Racial Trauma: Evidence, Theory, Assessment, and Treatment. University of Ottawa Research on Black Health, University of Ottawa. 18 (3), 675-687. https://journals.sagepub.com/doi/pdf/10.1177/17456916221120428</p> <p>Desai, M. Paranamana, N. Restrepo-Toro, M. O'Connell, M., Davidson, L., & Stanhope, V. (2021). Implicit organizational bias: Mental health treatment culture and norms as barriers to engaging with diversity. <i>The American Psychologist</i>, 76(1), 78–</p>	1,2,3,7,8,9

Unit/Asynchronous	Topics	Readings by Week	Core Competencies
		90. https://doi.org/10.1037/a00000621	
Week 11 Asynchronous Unit 13	Ethics Professionalism Risk Factors Case Management DSM-5 Holding Ground Film (Social Justice, Intersectionality) Self-Care CBT wrap up Termination Virtual client session 9	Recommended Grumbach, Johnson, A. H., Engel, E., & Campos-Moreira, L. D. (2021). Virtual Termination amid COVID-19: Strategies for School Social Work Interns and Field Instructors. <i>Children & Schools</i> , 43(4), 216–223.	1,6,7,8
Week 12 Asynchronous Unit 14 & 15	Ethics Professionalism Risk Factors Empathic Communication Case Management Termination Virtual Client Session 10 (final session)	Recommended Bussey, S. R, Jemal, A., & Caliste, S. (2021). Transforming social work's potential in the field: A radical framework. <i>Social Work Education</i> . 40(1) 140-154. https://doi.org/10.1080/02615479.2020.1723536 Cashwell, S. T., Campbell, M., & Cowser, J. (2021). Stone soup: social work community engagement in rural America's opioid crisis. <i>Social Work in Mental Health</i> , 19(2), 81–87. https://doi.org/10.1080/15332985.2021.1875965	1,2,3,6

XXI. 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. Students may contact OSAS at (213) 740-0776 or via email at 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).

Counseling and Mental Health - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for campus-based students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

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 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) 740-5086 or (213)821-8298

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

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

The Kortschak Center offers academic coaching and resources.

The Writing Center - 213-740-3691, 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](#), abide by the [CSWE Educational Policy and Accreditation Standards](#), 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 ME 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 (OCP).
- ✓ 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!!
- ✓ Keep an open mind and positive attitude!