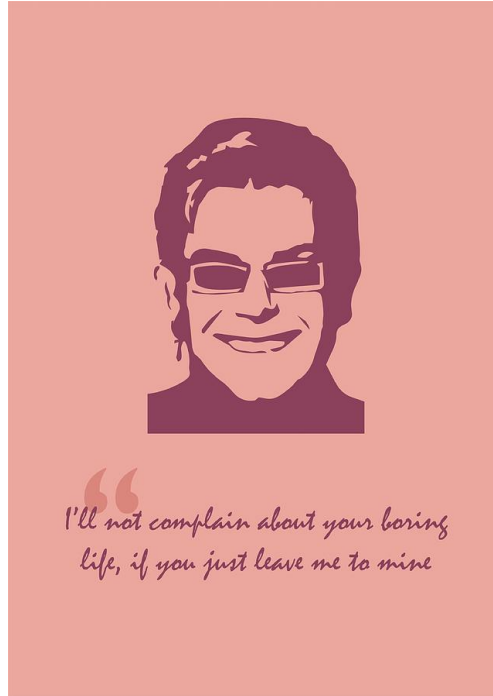


SOCW 4241: Practicum Seminar

Spring 2024



- Sir Elton John



UT Tyler™ **SOCIAL
WORK**

Instructor Information

Instructor:

Ericka Freeman, LCSW-S
Associate Professor in Practice
Director of Field

Office:

College of Arts and Sciences (CAS) 152B

Telephone Number: 817-774-8420 (voice and text)

Email Address (preferred method of communication): efreeman@uttyler.edu

In-Person Office Hours:

Tuesdays 10-11 and 3-5 p.m.

Virtual Office Hours via Zoom:

Tuesdays 1-2 p.m.

Tuesday Zoom Time

Meeting ID: 821 2486 2696

Passcode: 225255

Thursdays 5-6 p.m.

Thursday Zoom Time

Meeting ID: 821 3119 9849

Passcode: 424511

Other hours available by appointment only.

Course Information

Section Information:

SOCW 4241-001

Time and Place of Class Meetings:

This course is a hybrid of online options constituting 2 hours of class time each week.:

Synchronistic (ALL TOGETHER ON ZOOM).

Each Tuesday 1-2 p.m. and each Thursday 5-6 p.m. class is held via Zoom (link below). Except for the required ONE (1) class, synchronistic attendance is optional. While weekly attendance is encouraged, it is not mandatory due to the demands of each student's field placement.

Link to Zoom:

[SOCW 4241 ZOOM CLASS](#)

Asynchronistic (ON OWN TIME): Students are expected to engage in all course material and complete all assignments following the order of the course schedule and due dates. As students are senior-level pre-professionals, it is understood time management is at each individual's discretion.

Course Overview: The purpose of this course is to provide students with opportunities to share and report progress on achievements or challenges of learning tasks in their Field Practicums, including use of both empirical knowledge and reflection of practice-based skills including engagement, assessment, intervention, and evaluation in micro and macro environments.

Description of Course Content: This course will explore ethical issues, dilemmas, problem-solving and skill acquisition in Field Practicum, providing both peer and instructor support and feedback. This course will also examine life-long learning, job seeking, job interviewing, professional networking, state certification, state licensure, professional memberships and graduate MSW application opportunities.

Prerequisites: SOCW 2361, SOCW 2362, SOCW 2371, SOCW 3303, SOCW 3304, SOCW 3308, SOCW 3108, SOCW 3409, SOCW 4140, SOCW 4132, SOCW 4331, SOCW 4310; SOCW 4333, SOCW 4334, SOCW 4335

Student Learning Outcomes for SOCW 4241:

Upon successful completion of this course, students will be able to demonstrate the following outcomes as progression in the noted areas of the nine Core Competencies established by the Council on Social Work Education (EPAS 2015):

The Council on Social Work Education requires that accredited social work programs follow the CSWE Educational Policy and Standards (EPAS, 2015) comprised of nine core competencies as follows:

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

- Apply the knowledge, values, and skills of social work practice in a social service setting that reinforces identification with the purposes, values, and ethics of the social work profession.

Competency 1

- Demonstrate the knowledge and skills to identify and analyze ethical dilemmas and the ways in which these affect practice, services and clients. **Competencies 1, 6-9**
- Demonstrate the knowledge of interlocking and complex nature of culture and personal identity; recognition of diversity within and between groups, of human behavior in rural environments including strategies of cooperation, natural helping networks. **Competency 2**
- Describe the extent to which a culture's structure and values may oppress, marginalize, alienate, or create or enhance privilege and power. **Competency 3**
- Demonstrate the knowledge and skills to evaluate social programs with regard to the needs of groups served and cultural relevance. **Competency 4**
- Discuss ways that social work students in practicum settings can advocate for policies that advance the social well-being of agency clients. **Competency 5**
- Apply critical thinking skills within the context of professional social work practice to inform and communicate professional judgments. **Competency 6**
- Demonstrate the professional knowledge and skills to define, design, and implement strategies to enhance the well-being of persons from diverse groups. **Competencies 2, 8**
- Identify the characteristics of constructive use of supervision to problem-solving issues that may occur in the practice setting regarding engaging, assessing, intervening, and evaluating with clients at the micro, mezzo, and macro levels. **Competencies 6-9**

Specifically, while this course addresses all competencies 1-9, it emphasizes 1 and 9.

Required Course Material:

Freeman, E. and Kenney, R. (2021). *The UT Tyler field practicum manual.* (The e-link to the field manual is posted in class Canvas.)

Additional readings and videos may be posted on Canvas.

Optional Textbook:

Pulin, J., Matis, S., and Witt, H. (2019). *The social work field placement: A competency-based approach*, Springer Publishing Company.

ISBN: 978-0-8261-7552-6



NOTE: This textbook was also utilized in SOCW 41401, Pre-Field Seminar. Please use it in this class as a resource. It is NOT required.

Descriptions of Assignments:

Journal Entries (40 % of Final Grade)

Students will submit five (5) journal entries, utilizing the prompts provided by the instructor. Each journal entry should demonstrate both reflection and critical thinking skills. Topics for the journals are ethics, resource gaps, client interaction, use of macro skills and what am I missing. In addition to their own five (5) entries, each student must post a helpful and well-thought out response to at least one (1) other student's journal entry during the semester. Additional details for this assignment may be found in the class Canvas under the "Assignments" section.

Preparation for Professional Life Training (30% of Final Grade)

Students will choose at least one of the following instructor-provided activities to attend and complete:

- 1) LBSW Exam Ready or Not
- 2) Job Search in the Lost and Found
- 3) Graduate School Get Ready

Additional details for this assignment may be found in the class Canvas under the "Assignments" section.

Attend and Be Attuned (10% of Final Grade)

Each student will attend at least one synchronistic class to process events occurring in field and/or to provide support to their field practicum peers. Students are encouraged to attend more, if able and find beneficial. If a student is unable to attend during scheduled synchronistic course times (which also serve as the instructor's office hours for this course), alternative times may be arranged. Additional details for this assignment may be found in the class Canvas under the "Assignments" section.

Evaluation of Practicum (20% of Final Grade)

To better educate and/or advocate for self and future social workers, students are to complete the field practicum experience evaluation, which employs both quantitative and qualitative feedback. Additional details for this assignment may be found in the class Canvas under the "Assignments" section.

Grading Information

Grading:

Assignment	%
Journal Entries	40
Preparation for Professional Life	30
Attend and Be Attuned	10
Evaluation	20
Total	100

All written assignments must be grammatically correct using APA style. Assignments with many grammatical errors, misspellings, and/or evidence of plagiarism (e.g., high Unicheck score) will not receive a satisfactory grade. All written assignments will be due on the date listed on the course schedule.

Ten points will be deducted for late assignments.

No assignment will be accepted after five days late.

90 + =A
80 - 89.9 = B
70 - 79.9 = C
60 - 69.9 = D
Below 60 =F

A grade of incomplete will not be given for this class.

Make-Up Assignments:

Late assignments are strongly discouraged. There will be 10 points (total) deducted for each late assignment. No assignment will be accepted after 5 days following the due date.

It is the student's responsibility to ensure that work is completed on time and submitted correctly.

Expectations for Out-of-Class Study:

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3 hours per week of their own time in course-related activities,

including reading required materials, completing assignments, preparing for field placement schedule, etc.

Attendance:

Engaged and timely participation in all assignments constitutes "attendance" for purposes of this course.

The Census Date for the semester is January 29, 2024. This is the last day students may withdraw from the course without penalty.

Course Schedule

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Any changes will be communicated in a timely manner through UT Tyler email and announcement(s) in Canvas.

IMPORTANT INFORMATION: This course is a hybrid of synchronistic and asynchronistic online learning; therefore, it is imperative that students keep up with each module’s announcements, course material and assignments without expectation of reminders from instructor.

This course is organized by modules. Each module begins on a Sunday, at 12 a.m., and ends on the following Sunday, at 11:59 p.m. Any assignment due in a module must be submitted by the corresponding Sunday.

Module	Dates	Topics	Course Material	Assignments Due Date
1	1/16/24 – 1/21/24	Using Field Seminar Best Practices - Overview of Assignments, Purpose of Seminar Class	Syllabus Canvas Shell Assignments	
2	1/21/24 – 1/28/24	All the Forms!	UT Tyler BSW Field Manual Review Learning Contract, Supervision Logs, Time Sheets, Mid-Term, and Final Evaluations	
3	1/28/24 – 2/4/24	Ethics in Field and Beyond	Material in Canvas	Journal #1
4	2/4/24 – 2/11/24	Gaps in Resources	Material in Canvas	
5	2/11/24 – 2/18/24	Client Interactions	Material in Canvas	Journal #2
6	2/18/24 – 2/25/24	Macro Skill Sets	Material in Canvas	

7	2/25/24 – 3/3/24	What Am I Missing?	Material in Canvas	Journal #3
8	3/3/24 – 3/10/24	LBSW Exam Prep	Material in Canvas	
SB	3/10/24 – 3/17/24	SPRING BREAK	NO CLASS	NO CLASS
9	3/17/24- 3/24/24	LBSW Exam Prep	Material in Canvas	Journal #4
10	3/24/24 – 3/31/24	Graduate School Get Ready	Material in Canvas	
11	3/31/24- 4/7/24	Job Search in Lost and Found	Material in Canvas	Journal #5
12	4/7/24 – 4/14/24	How to Evaluate Your Practicum	Material in Canvas	
13	4/14/24 – 4/21/24	Professionalism Q and A	Material in Canvas	Evaluation of Practicum
14	4/21/24 – 4/28/24	Professionalism Q and A	Material in Canvas	Proofs of Attendance Due: <ul style="list-style-type: none"> - Meeting with Field Director - Minimum One Class - Professional Life Assignment

Institutional Information

Covid-19 Information for Classrooms and Laboratories at UT Tyler

Please visit the University's web page for the most up-to-date protocols:

<https://www.uttyler.edu/coronavirus/>

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and

keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waiver through Financial Aid State-Mandated

Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to

students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment

- without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](http://www.uttyler.edu/writingcenter) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://www.uttyler.edu/tutoring) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](http://www.uttyler.edu/counseling) (903.566.7254)