

The University of West Florida
College of Education and Professional Studies
Department of Social Work

SOW 3313

Fall 2023

Instructor Information

Instructor Name: Mary Ann Wood, LCSW

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Office hours: By appointment

Prerequisites or Co-requisites: Permission required.

Text and Materials

Required Texts

[Cummins and Sevel \(2018\). REVEL for Social Work Skills for Beginning Direct Practice. Text, Workbook, and Interactive Multimedia Case Studies - Access Card. Pearson. ISBN 13:9780134303277](#)

Required textbooks for 1000-4000 level courses are available on Reserve at the Circulation Desk at the UWF Libraries for a 2-hour loan period (book must stay in the Library). Please take advantage of this resource, but keep in mind that copies of textbooks for each course are limited and may be in use by another student, particularly right before an assignment or reading is due, so plan your textbook use accordingly. This service is available for print format textbooks only. **Multimedia content from text will not be on reserve.**

Use of APA Style:

The American Psychological Association's style manual will be followed for all written assignments in the Department of Social Work. The APA 7th edition is the version to follow.

Recommended texts: N/A

Required Materials:

- Internet Access (broadband is recommended)

- Activated UWF ArgoNet Account

Minimum Technical Skills and Special Technology Utilized by Students

- Activate a MyUWF student account
- Access the MyUWF portal a minimum of 2-3 times a week
- Access UWF email account (Gmail) 2-3 times a week
- Have basic word-processing knowledge
- Other skills or technologies if applicable

See: UWF Resources – [Important Student Information](#) for technology web links

Technology Support

Canvas Support Hotline (Open 24/7) - 1-844-866-3349

UWF ITS Help Desk - 1-850-474-2075 or email itshelpdesk@uwf.edu

Course Descriptions

One of four practice courses designed to prepare the student for generalist social work. Emphasis is on the values, knowledge, and skills necessary for effective assessment and intervention on the micro level, and is reflected in several areas, including the worker / client relationship, assessment, strategies and implementation techniques, the social worker's use of self, the phases of the helping process, and evaluation. Using the systems approach, emphasis is placed on social, cultural familial, and environmental influences on the functioning of individuals.

Student Learning Outcomes (SLOs)

Students successfully completing this course will be able to:

- Describe theories of human behavior and the social environment person-in-environment, and other multidisciplinary theoretical frameworks for working with individuals.
- Evaluate intersectionality of multiple factors, both nature and nurture, that influence a person's uniqueness and resources or obstacles within the environment.
- Discuss strategies to engage diverse clients and constituencies and methods of assessment to advance practice effectiveness.
- Describe methods of identifying, analyzing and implementing evidence-informed interventions to achieve goals.
- Describe methods of evaluating practice with individuals.
- Use and translate research evidence to inform and improve practice, policy and service delivery.
- Choose and implement interventions to achieve practice goals and enhance the capacities of clients and constituencies.

Topics

- Introduction to helping process
- Social Work Values and Ethics
- Theory directed social work practice
- Effective interviewing skills
- Basic direct practice skills
- Advanced direct practice skills
- Common pitfalls with social work clients
- Client intake
- Client Assessment
- Problem identification and contracting
- Intervention strategies
- Evaluation
- Termination

Generalist Practice

Generalist practice means that social workers must be able to work with systems of various sizes: individual, family, small group, community, organization. Generalist practitioners use an eclectic theoretical base. They are comfortable with several different research-based theories of practice and can apply these in ways that best meet the needs of the client system. Generalist practice uses a problem-solving approach (assessment, planning, intervention, evaluation, termination, and follow-up), and it is driven by systems theory. The generalist practitioner is able to intervene with multiple systems on behalf of the client.

Generalist practice knowledge and skills are transferable from one field of practice to another. Generalist practitioners use critical thinking skills and practice lifelong learning.

Department of Social Work Mission and Goals

The mission of the social work program is to prepare social work practitioners who demonstrate and practice the critical thinking skills, values, ethics, and knowledge delineated by the CSWE guidelines and the NASW Code of Ethics.

Goals of the Department of Social Work

1. Maintain excellent BSW and MSW programs that provide an educational experience which prepares generalist practitioners at the BSW level and advanced clinical–community social work practitioners at the graduate level who are prepared with an understanding of the profession’s history, purpose and philosophy and committed to the profession and to working with systems of various sizes including individuals, families, and groups.
2. Continue to promote a culturally diverse, student–centered learning environment devoted to the needs and interests of our student body where students can integrate the knowledge, values, ethics, and skills of the profession into their practice and to assume positions of leadership.
3. Collaborate with and serve the region, the university, the public, voluntary agencies, and the global community as a resource for current, relevant, and quality social work education.
4. Contribute to the development and application of knowledge in social work practice by supporting the teaching, scholarship, and community service of the faculty.

Modification of Syllabus

The course schedule and class agenda may be changed by the instructor at any point to meet student learning objectives. Additional journal articles, reading and/or written assignments, or resources may be recommended, requested, or required for classes. . Furthermore, UWF operations may be disrupted from time to time by weather, pandemics, and other events outside of our control. It is important for faculty and students alike to plan for contingencies that may affect individual course sections. With this in mind, faculty may opt to hold some class meetings in a modality other than that originally planned in order to make certain that the class continues in the best manner possible given the immediate circumstances. It is important to be flexible and understand that we are operating in a dynamic environment.

Changes to the class syllabus/schedule will be announced in Canvas [as well as in class for face-to-face courses] during the semester. Students are strongly encouraged to check Canvas for course updates and new information frequently each week throughout the semester (daily is recommended).

Grading / Evaluation

Grade Scheme

Table 1

Letter Grade	Range
A	100% to 94%
A-	<94% to 90%
B+	<90% to 87%
B	<87% to 84%
B-	<84% to 80%
C+	<80% to 77%
C	<77% to 74%
C-	<74% to 70%
D+	<70% to 67%
D	<67% to 61%
F	<61% to 0%

Grade Distribution

Table 2

Complete assignment descriptions, details, and deadlines will be provided in Canvas.

Assignments	Percent
Chapter and Lecture Quizzes and exercises In REVEL, complete all readings, and exercises as assigned. Each week, you will complete assignments as posted in REVEL. All Quizzes for this class will be in CANVAS. There are 4 quizzes over this course; each are worth 12.5% of your grade. Each quiz will have 25 questions worth .5 points each.	50%
Discussion In Canvas. Answer Discussion Prompt by Thursday that week. Two classmate responses by Sunday. Your discussion post must include the two replies. Less than two replies will result in a 15% deduction per missing reply for each graded assignment. For example, your discussion post and replies are worth 25% of your grade. If you choose to only reply to one post, your grade for that post will automatically be an 85.	25%
Case Study assessment See Word Document located in CANVAS. This assignment will be open the first week of class. Initial submission is due by November 13 th ; Final submission is due December 3 rd .	25%
Total:	100%

Tentative Course Schedule & Calendar

The schedule presented is accurate as of the first day of the semester. If any changes occur, you will be notified. Our course will typically operate on a “**Monday morning to Sunday evening**” weekly schedule.

Week/Unit	Dates	Chapter/Topics	Assignments
Week 1:	Due Aug 27	Syllabus Chapter 1	Syllabus quiz (non-graded; for attendance only) Case Study assigned.

			Download Appendices A, B, C from REVEL
Week 2:	Due Sept 3	Chapter 2	Discussion 1
Week 3:	Due Sept 10	Chapter 3	Discussion 2
Week 4:	Due Sept 17	Chapter 4	Discussion 3 Weeks 1-4 Quiz
Week 5:	Due Sept 24	Chapter 5	Discussion 4
Week 6:	Due Oct 1	Chapter 6	Discussion 5
Week 7:	Due Oct 8	Chapter 7	Discussion 6 Weeks 5-7 Quiz
Week 8:	Due Oct 15	Chapter 8	Discussion 7
Week 9:	Due Oct 22	Chapter 9	Discussion 8
Week 10:	Due Oct 29	Chapter 10	Discussion 9 Weeks 8-10 Quiz
Week 11:	Due Nov 5	Chapter 11	Discussion 10 Review De-escalation Techniques (Appendix D)
Week 12:	Due Nov 12	Chapter 12	Discussion 11
Week 13:	Due Nov 19	Chapter 13	Discussion 12 Review Case Studies (Appendix E) Case Study Initial Due Date
Week 14: Closed 11/24, 11/25	Due Nov 27	Workbook Skills	Discussion 13 Weeks 11-13 Quiz
Week 15:	Due Dec 03	Video & Interactive Resources	Discussion 14 Case Study Final Due Date
Week 16: Course ends on Saturday	Due Dec 09	Final Comments & Discussion	Discussion 15

Late Assignments

All assignments should be submitted by the specified due date. Discussion assignments and quizzes may not be made up late, except in unusual circumstances, outlined in the university excused absence policy. Bootcamp exercises and the Biopsychosocial assignment receive a **late submission consequence of a maximum of 25% will be assessed for late assignments. Assignments may not be turned in later than 5 days after due date. Exceptions to this are possible based on the assignment specifics and its timing in the course.** This includes weekdays and weekends. The professor reserves the right to determine the format of any make up assignment/exams.

Academic Calendar

Please check [the official UWF Academic Calendar](#) for important dates, including holidays, withdrawal, and registration dates.

Attendance and Participation Policy

Attendance and participation, including first week attendance, is required, and will be monitored through discussion post participation, and timely submission of course assignments. Students should actively participate in our virtual class. Each discussion/assignment for posting will have a specific deadline. This deadline must be met in order for an assignment/assignments to be considered on time. If there are university wide technical difficulties the instructor may extend the deadline for a specific assignment. It is the student's responsibility to access working computer equipment. If you should experience technical difficulty, contact our ITS Help Desk (850-474-2075). Do not delay in seeking help from UWF support staff.

Every student should review the Canvas Orientation available on the course homepage. The instructor is not a technical expert, so use the UWF ITS staff. If you have a question about a course assignment, please email the instructor.

IT IS CRITICAL that you complete readings and assignments on time. A key to successfully completing this course is to keep up with readings and assignments each week as instructed. It is similarly advised to access Canvas through MyUWF. Or UWF eLearning if the system appears to be down.

Information for students who receive financial aid: To receive financial aid on the normal distribution timeline, attendance must be confirmed within seven calendar days of the course start date. A student may review confirmed attendance status by using the "Classmate" app in MyUWF. A student who stops attending class for any reason will ***not*** automatically be withdrawn and will still be responsible for any missed work. A student who stops attending class may be awarded a grade of NF. This grade may affect financial aid eligibility or require repayment of funds awarded.

Additional syllabus statements

[Additional syllabus statement url.](#) Regularly updated resources and university policy. Includes policy statements, student support resources, and instructional tools and technology.