

Syllabus

Course Prefix/Number/Semester/Year: SOW4510_15240 & SOW4522_19053, Spring, 2026

Course Title: Social Work Field Instruction (SOW4510) & Senior Seminar (SOW4522)

Course Credit Hours: 9 credit hours (SOW4510) & 3 credit hours (SOW4522)

Course Meeting Times and Location: Thursday, 4:00-5:15pm central time. Building 86, Room 130

Canvas url: <https://uwf.instructure.com/courses/66327>

Instructor Name and Contact Information: Mr. Jonathan Hoffmann, Instructor jhoffmann@uwf.edu (monitored daily M-F). Email is the preferred contact method.

Office Hours and Location: Tuesday/Wednesday 1:00 PM – 3:00 PM CST (Book an appt. here: <https://calendar.app.google/JQ1NLUMvioBDUbcM6>)

Prerequisites or Corequisites: (SOW4510) Prerequisite: SOW 3103, SOW 3113, SOW 3203, SOW 3313, SOW 3322, SOW 3350, SOW 4232, and SOW 4403. Co-requisite: SOW 4522.

(SOW4522) Prerequisite: SOW 3103, SOW 3113, SOW 3203, SOW 3313, SOW 3322, SOW 3350, SOW 4232, AND SOW 4403. Co-requisite: SOW 4510

Students must have a University minimum GPA of 2.0, and a minimum GPA of 2.5 in the major as a prerequisite to SOW 4510 Social Work Field Instruction and SOW 4522 Senior Seminar.

Texts / Materials

Required texts:

Required materials will be provided, or through the UWF library. The purchase of additional texts/materials are not anticipated, subject to modification.

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

Tevera/Experiential Learning Cloud

Tevera is the official electronic portfolio software of the University of West Florida Department of Social Work. Key assessments, projects, work samples, applications for field experience, and other essential documents will be collected, processed or archived through the Tevera secure portal. This is required for social work majors only.

It is the responsibility of each student pursuing a BSW or MSW to purchase an account to access and use Tevera. The account activation fee is considered a professional expense incurred as part of participation in a professional program that uses data to meet accreditation requirements and make data-driven decisions on curricula.

Tevera Support Contact: You may direct all questions regarding Tevera support or login issues to: swfieldoffice@uwf.edu. Please be sure to include the following information, if applicable: Student Name, UWF ID, UWF email (@students.uwf.edu), Course Name/Number, Instructor and/or a screenshot of the issue.

Course Descriptions

SOW4510 Social Work Field Instruction - Field education experience in a social service agency with a qualified professional supervisor. A minimum of 400 hours is required. Restricted to social work majors. Graded on a satisfactory/unsatisfactory basis only. Eighteen semester hours of required social work courses, 2.5 GPA in major, and permission is required. Material and Supply Fee will be assessed.

SOW4522 Social Work Senior Seminar - Designed to integrate previously learned beginning generalist practice concepts, values, knowledge, attitudes and skills with practice. Eighteen semester hours of required social work courses, 2.5 GPA in major, and permission is required.

Student Learning Outcomes (SLOs)

Students successfully completing these courses (SOW4510 and SOW4522) will be able to:

- Evaluate intersectionality of multiple factors, both nature and nurture, that influence a person's uniqueness and resources or obstacles within the environment (Competency 2)
- Choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies (Competency 9)

Topics

SOW 4510 Field Instruction: Experience a variety of practice settings and programs through agency presentations. This may be supplemented through attendance at professional meetings and workshops; Assess practice methods through observation and discussion with the field supervisor; Assess personal practice skills through process recording and field supervisor feedback; Apply multi-level assessment and intervention techniques; Consciously address issues of diversity, oppression, and discrimination in a practice setting; Demonstrate beginning generalist knowledge and skills through direct practice with individuals, families, and groups and through community intervention develop habits of lifelong learning and practice evaluation; Develop a professional image and identity.

SOW 4522 Senior Seminar: Discussion of agency setting, knowledge and skills that develop; Demonstrate and promote the basic values of the social work profession, requiring students to analyze ethical dilemmas and ways such dilemmas impact the field education practice, service and clients, and identifying how personal values impact such systems; Strategies for effective practice with persons from diverse backgrounds in the field education experience, including populations-at-risk, groups that have experienced social and economic injustice, including women and children, new immigrant groups, minorities, gay, lesbian, & trans-gendered persons, and the aged; Strategies to reduce discrimination, oppression, and economic deprivation and to promote social and economic justice in the field education experience; Theories and knowledge concerning the reciprocal relationships between human behavior and social environment across the life span in terms of biological, sociological, cultural, psychological, and spiritual development; How social systems promote or deter people in maintaining or achieving health and well-being; Successful generalist practice in field

education, applying and integrating theories/models of social justice, empowerment, strengths and systems theory to generalist practice; Empirically based knowledge to improve field education practice, policy and social service delivery as well as evaluating one's own practice; Disciplined and ethical use of self and the appropriate use of supervision in the process of generalist social work interventions; Professional writing and documentation; Needs in the learning contract and weekly field supervision.

Field Instruction Manual

The ***Social Work Field Instruction Manual*** is available, along with all documents needed for field, under "Field Instruction Documents" at the bottom of the "BSW Field Instruction" located on the [Department of Social Work website](#). **Students are required to read the field manual in its entirety prior to their first day at the agency, as well as providing an electronic copy or a link to the electronic version of this manual to their agency field supervisor.** The student is also responsible for reminding the field instructor when the mid-term and final evaluations are due and assisting in any way possible with technical difficulties that sometimes arise. If the field instructor changes, the student is responsible for notifying the field office and the seminar instructor.

Termination from Field Placement for Behavioral Misconduct

Students are expected to reflect values consistent with the NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>), and in doing so are expected to demonstrate professionalism in attitude, behavior, and demeanor in the field agency and community. An agency reserves the right to immediately suspend or terminate a student's placement due to unprofessional behavior on the part of the student, safety concerns related to clients, and or unethical behavior by the student. Termination for a field placement may result in a failing grade for field. In such cases the student will not be permitted to continue the BSW or MSW program without undergoing further academic review.

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 for SOW4510, Field Placement

SOW4510 is graded **S or U, Satisfactory or Unsatisfactory**. Satisfactory is a passing grade. Unsatisfactory is not a passing grade. The final grade will be determined by the Seminar Instructor. Conditions for a ‘S’ grade include:

- Completion of the required 400 Field Placement hours
 - (Time in seminar class may not be counted towards the 400 Field hours per the Council on Social Work Education). A student who does not complete the 400 hours may be eligible for an (I) Incomplete grade if 70% of hours are completed.
- Meeting expectations on the Final Learning Contract Evaluation (3.0-5.0 average or higher) from the Field Instructor.
- Dismissal from an agency for absence may result in a U grade.
- The Field Manual outlines Field expectations and policies.

Grade Scheme for SOW4522, Field Seminar

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 72%
D+	<72% to 67%
D	<67% to 61%
F	<61% to 0%

Grade Distribution for SOW4522 Field Seminar

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

Assignments	Point Values
Attendance and Participation is required. A rubric will be provided.	200 points
Learning contract - Tevera	200 points
Timesheet checks (2) - Tevera	100 points
Field site visit	100 points

Assignments	Point Values
Final forms submissions	100 points
Agency Presentation (oral)	100 points
Agency Presentation slides - pdf	100 points
Topical Reflection - Self care	100 points
Total:	1000 points

Late Assignments for SOW4522

All assignments should be submitted via Canvas or ELC/Tevera [as indicated in the assignment details] by the scheduled due dates. Anticipate technology challenges and plan ahead. **Graded assignments will remain open for 7 days after the due date with a late submission consequence of 5% per 24 hours. Exceptions to this are possible based on the assignment specifics and its timing in the course.** The 7 day timeframe includes weekdays and weekends. Makeup assignments/exams will only be allowed in cases as outlined in the attendance policy and the professor reserves the right to determine the format of any make-up assignments /exams.

Artificial Intelligence (AI) Use

The use of generative AI tools (e.g., ChatGPT, Gemini, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Assisting with development of learning contract goals
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned you unless it is mutually agreed upon that you may utilize the tool.

In this course, you are encouraged to utilize generative AI to assist with the construction of your learning outcome goals. It will be your responsibility to verify that the output of any generative AI model meets the requirements of the learning contract and is contextually appropriate for your agency setting and role.

You are responsible for the information you submit based on an AI query (for instance, it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be appropriately documented and cited to stay compliant with university policies on [academic honesty](#). For example, see these [Citing AI Content resources](#) from the UWF LibGuide: [ChatGPT and AI in Higher Education](#). Any assignment that is found to have used generative AI tools in unauthorized ways will receive a score of zero. If you are in doubt about permitted usage, please ask for clarification.

Academic Calendar

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

Course Calendar

Please see the last page of the syllabus for a detailed course calendar.

Attendance and Participation Policy

Class Participation - Senior Seminar SOW4522

Senior Seminar affords the opportunity for the exchange of student experiences in different practice settings, mutual collaboration in assessment and intervention strategies, and the exchange of community resources. Student sharing of experiences involves some risk taking and therefore requires an environment of mutual respect and support. Students are expected to be major contributors to each class session. **This is a seminar style course, and the expectation is that students will participate in discussion of assigned topics and share agency experiences.**

Students are expected to demonstrate professional behavior, attitudes and values. These include but are not limited to:

- Be respectful of peers, agency staff, and course instructors.
- Arrive early and be prepared to start at scheduled class time.
- Minimize extraneous noise/distraction.
- Confidentiality regarding client information.

Attendance

On time attendance is required. Punctuality and professionalism are expected. Attendance will be taken at the start of every class. Tardiness may negatively impact your grade.

Working at your Field practicum site is not an excused reason to miss class.

Students must immediately notify their field placement of anticipated absences related to illness or emergency and may be asked to provide documentation to both the Seminar, Field, and Task Instructors. Extended field placement absences beyond three days are subject to approval by both the Seminar and Field Instructors. Unexcused absences, such as vacation, are NOT permitted and should be scheduled before or after the semester. **More than two unexcused absences from the seminar may result in the failure of this course. Filling in for sick or vacationing agency staff members is not cause for an absence in this seminar.**

For seminar: Only those absences that are defined in the [University class attendance policy](#) will be considered excused absences.

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.

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must [register with Student Accessibility Resources](#) and submit a semester request each semester. Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process visit www.uwf.edu/sar, e-mail sar@uwf.edu or call 850.474.2387. (See: UWF Resources > [Important Student Information](#) for web links)

Additional syllabus statements

[Additional syllabus statement url:](#)

<https://confluence.uwf.edu/display/public/Additional+Syllabus+Statements>

Regularly updated resources and university policy. Includes policy statements, student support resources, and instructional tools and technology.

Tentative Course Schedule - SOW4522 Senior Seminar

The schedule presented is accurate as of the first day of the semester, subject to modification.

Week/Start Date	Class Date	Seminar Topics	Assignments/Readings/Context
Week 1: 1/7	1/8	Syllabus / First day attendance / Learning contract / Getting acclimated / Tevera	First day attendance marked / Learning contract assigned/Student intros
Week 2: 1/12	1/15	Tevera/ELC Learning Contracts	Reviewing Tevera/ELC and Learning contract best practices/Discuss site visits
Week 3: 1/19	1/22	Case Conference Discussion	Continue working on learning contract draft
Week 4: 1/26	1/29	Professionalism / Boundaries	Learning Contract Draft Due 2/1
Week 5: 2/2	2/5	Language of the field / Supervision	Language of the Field & Getting the most from Supervision (Canvas)
Week 6: 2/9	10/2	No class this week	Field site visits
Week 7: 2/16	2/19	Safety	Timesheet check part 1 due 2/22 Final Learning Contract Due 2/22
Week 8: 2/23	No Class	No class this week	Field site visits
Week 9: 3/2	3/5	Ethics	Code of Ethics Study Guide
Week 10: 3/9	No Class	No class this week	Field Site Visits
Week 11: 3/16	No class	Spring Break	
Week 12: 3/23	3/26	Self care	Topical reflection assigned
Week 13: 3/30	4/2	Policy	Agency Policy Discussion
Week 14: 4/6	4/9	Agency presentations	
Week 15: 4/13	4/15	Agency presentations	
Week 16: 4/20	4/23	Agency presentations	
Week 17: 4/27	4/30	Agency presentations	Timesheet check part 2 due 4/30 Topical reflection due/Signed final evaluation required/Wrap up