I. COURSE PURPOSE

This course is the first of three courses in social work theory and practice in which foundation knowledge, skills, and values taught. It prepares students for generalist social work practice in diverse settings with diverse client systems. The second course, SSS 453, prepares students to apply the generalist perspective to individuals within the context of their family and the community. The third course, SSS 454, prepares students to practice with groups, organizations, and communities.

This practice theory course is taken concurrently with the Junior Year Field Education Internship that requires eight hours of field work under social work supervision in an agency setting for twelve weeks. See the Junior Field Manual for more detail.

The goal of this course is to introduce students to generalist social work practice. Generalist practice means it is applicable across diverse fields of practice, agency settings, populations and problems. It uses multiple methods and multiple theories. Generalist practice is the foundational knowledge base for professional social work practice and stems from the primary mission of the social work profession, “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” (NASW, 1999, p.1).

Building upon the values and ethics of the profession and the field agency’s social welfare policies and services, this course introduces the planned change process of generalist social work practice. This traditional social work practice paradigm that examines the transactions between persons and their environments is expanded to include current knowledge related to the strengths perspective, culturally competent practice that meets the needs of diverse client systems and populations at risk, effective social services, and social and economic justice.

Agency-based case examples, seminar discussion, role play, and class assignments provide the student with opportunities to gain professional and peer feedback regarding their application of professional social work knowledge and skills to client systems.
II. **EDUCATIONAL OBJECTIVES**

1. To understand the mission and purpose of professional social work.

2. To learn the values and ethics of the social work profession.

3. To develop beginning knowledge and skills in strengths-based problem-solving generalist social work practice, and its planned change processes, as they apply to the needs of client systems of all sizes.

4. To learn generalist social work practice through the field practicum by linking the agency’s field of practice, structure and function, program services, population served, practice interventions, and community context and resources to the planned change process.

5. To identify and analyze major federal policies that guide service delivery in the agency.

6. To differentiate knowledge from values, facts from suppositions, and inferences from opinions in generalist social work practice.

7. To develop one’s professional use of self, including
   - awareness of the student’s own thoughts, feelings and behaviors and avoidance of attributing them to the client system;
   - maintenance of professional boundaries;
   - application of a non-judgmental attitude and acceptance of client system differences in gender, race, color, ethnicity, religion, spirituality, culture, disability and sexual orientation;
   - distinguishing personal values from professional values; and
   - taking the initiative to identify one’s own learning needs and acquiring the requisite knowledge and skill through classroom instruction and the field agency internship.

8. To recognize that issues related to culture, race, ethnicity, economics, gender and age are included in all stages of the planned change process.

9. To demonstrate increased self-awareness of personal and professional beliefs, attitudes, and values as they influence one’s generalist practice with diverse groups and at-risk populations.

10. To incorporate a bio-psychosocial, cognitive and spiritual strengths and resources to resolution of problems in social functioning.

11. To demonstrate increased awareness of social and economic justice issues as they impact on client system functioning.

10. To demonstrate responsibility for one’s own learning experience by taking initiative in identifying learning needs during supervision and consultation.

11. To understand agency documentation and its role in client system problem resolution.

12. To conduct one’s practice in a manner consistent with the NASW Code of Ethics.
III. COURSE REQUIREMENTS

A. Required Text

NCSSS Junior Year Field Education Manual
Selected readings from professional social work literature will be assigned.

B. Recommended Texts

C. Other Recommended Resources and Media
National Catholic School of Social Service [http://ncsss.cua.edu/](http://ncsss.cua.edu/)
National Catholic School of Social Service Office of Field Education web pages: [http://ncsss.cua.edu/degree_field/field](http://ncsss.cua.edu/degree_field/field)
National Association of Social Workers [http://www.socialworkers.org](http://www.socialworkers.org)

Please refer to this article for a listing of social work journals:

D. IMPORTANT: DUE DATES

**Course Assignments**
- Assignment 1: Agency Orientation Paper Due: 1/22/15
- Assignment 2: Agency Profile Paper Due: 2/26/15
- Assignment 3: Diversity Awareness Paper Due: 3/26/15
- Assignment 4: Final Last Class: 4/28/15

**Field Education Office Due Dates**
- Field Internship (96 hours) *(start week of 1/12/15)* 8 hours per week Due: 1/20/15
- Updated Field Form Dist: 1/27/15
- Senior Field Placement Applications Distributed Due: 2/2/15
- Senior Field Placement Applications Completed Due: 2/5/15
- Learning Plan Due: 2/5/15
- Junior Field Evaluation Due: 5/1/15
- Log of Field Hours Due: 5/1/15
- Junior Evaluation of Field Placement Due: 5/1/15
E. **Grading Policy**
Agency Orientation Paper 10%
Agency Profile Paper 10%
Diversity Awareness Paper 20%
Final Exam 20%
Attendance and Participation 20%
Field Work Hours & Evaluation 20%

F. **Course and Instructor Evaluation**
NCSSS requires electronic evaluation of this course and the instructor. At the end of the semester, the evaluation form may be accessed at [http://evaluations.cua.edu/evaluations](http://evaluations.cua.edu/evaluations) using your CUA username and password. Additional, informal written or verbal feedback to the instructor during the semester is encouraged and attempts will be made to respond to requests.

G. **Attendance and Participation**
Students are required to attend classes and are expected to participate meaningfully in class discussions. The grade for attendance and participation will be lowered by 5 points for each unexcused absence, unless the student contacts the instructor and requests an excused absence prior to the start of the class.

*NOTE: The instructor of this course will have contact with the agency field educators via on-site visits, phone, and e-mail as appropriate. Site visit dates will be identified in consultation with the field instructor and student.

IV. **CLASS EXPECTATIONS**

A. **Scholastic Expectations**
Please refer to NCSSS Announcements or appropriate Program Handbook for Academic Requirements, including scholastic and behavioral requirements. All written work should reflect the original thinking of the writer, cite references where material is quoted or adapted from existing sources, adhere to APA format, and should be carefully proofread by the student before submission to the instructor for grading.

**Additional Behavioral Requirements:**
Students are expected to maintain accepted standards of professional conduct and personal integrity in the classroom. Students should:

- Attend all classes and contribute constructively to the classroom culture
- Recognize and avoid behavior that jeopardizes the learning/teaching environment of other students or the instructor
- Demonstrate competence in planning academic activities and in following through on those plans
- Reasonably respond to and respect others’ reactions to one’s comments or actions in the classroom
- Use an appropriate level of class time and instructor’s time and attention in and out of class
- Behave in a manner that is consistent with the ethical principles of the social work profession.
B. Academic Honesty
Joining the community of scholars at CUA entails accepting the standards, living by those standards, and upholding them. Please refer to University Policy and appropriate Program Handbooks.

C. Accommodations
Students with physical, learning, psychological or other disabilities wishing to request accommodations must identify with the Disability Support Services (DSS) and submit documentation of a disability. If you have documented such a disability to DSS that requires accommodations or an academic adjustment, please arrange a meeting with the instructor as soon as possible to discuss these accommodations.

Class Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Topics and Readings</th>
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| 1    | Tuesday, January 13, 2015  
THEORY  
Introduction to Generalist Practice and to Field Education Practicum  
Introduction to course and review of syllabus for SSS 352  
Identification of mutual goals and expectations for course  
Updated Field Information Form Distributed  
Thursday, January 15, 2015  
NO CLASS  
Use time to prepare Agency orientation paper (due 1/22) |
| 2    | Tuesday January 20, 2015  
Theory: The Foundation for Generalist Practice in Social Work  
Required Reading: Timberlake, Chapter 1  
- Generalist Practice in Social Work  
- The Foundation of Social Work Practice  
Updated Field Information Form DUE  
Thursday January 22, 2015  
Practice: Agency as Context for Knowledge and Skill Development  
Required Reading & Assignment: Blackboard  
- Field instruction and the social work curriculum  
- The partnership with social service agencies  
- The roles of field instructor, field liaison/course instructor, procedural chain for resolving problems  
- The scope/limitations of duties/practice in placement.  
Agency orientation Paper DUE |
Tuesday January 27, 2015

Senior Field Placement Applications Distributed in class
(Dr. Thursby – Presenting Application/interview process)

Thursday January 29, 2015
Theory: Interviewing
Required Reading: Timberlake, Chapter 4
- The General Method
- The Empowerment Perspective
- The Strengths Perspective
- The Risk and Resilience Perspective

Practice: Getting Started
- Preparing for the internship
- Learning new roles and practicing safety

Agency Orientation paper DUE

Tuesday February 3, 2015
Theory: Engagement
Required Reading: Timberlake, Chapter 5
- Establishing Professional Relational Boundaries
- Identifying Problem, Need, and Strengths
- Recognizing Feelings and Reactions
- Increasing Client System Investment
- Determining Goals

Senior Field Placement Applications DUE
- Completed & turned into Mrs. Shaffer/Field Office

Thursday, February 5, 2015
Practice: Context of Social Work Practice and the Client System
- The context in which social workers operate
- Client systems: The recipient of service

LEARNING PLAN DUE
Tuesday, February 10, 2015
Theory: Data Collection
Required Reading: Timberlake, Chapter 6
- Gathering Data
- Informed Consent
- Maintaining Confidentiality
- Facts versus Assumptions
- Basic Categories for Data Collection
- Recording Data
- Monitoring the Data-Collection Process

Thursday, February 12, 2015
Practice: Skill Development; Ethical and Legal Concerns
- Acquiring needed skills
- Legal and ethical concerns

Tuesday, February 17, 2015
Theory: Assessment and Contract Planning
Required Reading: Timberlake, Chapter 7
- Assessment Process
- Assessment Statement
- Problem Prioritization
- Goal Setting
- Contract Planning
- Monitoring the Assessment and Contract Planning Process

Thursday, February 19, 2015
Practice: Pragmatic Concerns
- Pragmatic concerns

Tuesday, February 24, 2015– NO CLASS – Administrative Monday

Thursday, February 26, 2015
Practice: Check-In
Agency Profile Paper Due
Theory: Review
Engagement, Data Collection, Assessment and Contract Planning
Timberlake, Chapters 5, 6, 7
8 Tuesday March 3, 2015

Theory: Intervention in Micro and Mezzo Generalist Practice
Required Reading: Timberlake, Chapter 8.
- Overview
- Counseling with Individual and Family client systems
- Information and Referral
- Crisis Intervention
- Small Group Intervention
- Case Management and Teamwork
- Designs for Micro and Mezzo Interventions
- Monitoring Intervention

Thursday March 5, 2015
Practice: Check-In, Case/Agency Discussion

SPRING BREAK 3/9/15 to 3/13/15

9 Tuesday, March 17, 2015
Theory: Intervention in Macro Generalist Practice
Required Reading: Timberlake, Chapter 9
- Macro Practice Knowledge and Skills
- Social and Political Advocacy
- Social Planning and Community Development
- Locality Development
- Internal Organization Change
- Designs for Macro Intervention
- Monitoring Interventions in Macro Practice
- Working with Different Client Systems
- Using Social Work Foundation Knowledge in Macro General Practice
- Ongoing Cases

Thursday, March 19, 2015
Practice: Check-In, Case/Agency Discussion

10 Tuesday, March 24, 2015
Theory: Evaluation
Timberlake, Chapter 10
- Goal Analysis
- Contract Review
- Planned Contract Reformulation
- Evaluation Questions
Ongoing Evaluation

Thursday, March 26, 2015
Diversity Awareness Paper Due
Practice: Check-In, Case/Agency Discussion
11  Tuesday, March 31, 2015  
Theory: Evaluation  
Required Reading: Timberlake, Chapter 11  
- The Meaning of Termination  
- Core Tasks in the Termination Process  
- Monitoring the Termination Process  
- Working with Different Systems  
- Reactions of Social Workers  

Thursday April 2, 2015  
No class – Easter Break  

12  Tuesday April 7, 2015  
Theory: Termination  
Required Reading: Timberlake, Chapter 11  
- The Meaning of Termination  
- Core Tasks in the Termination Process  
- Monitoring the Termination Process  
- Working with Different Systems  
- Reactions of Social Workers  

Thursday, April 9, 2015  
Practice: Check-In, Agency/case discussion  

13  Tuesday, April 14, 2015  
Theory: Termination  
Required Reading: Timberlake, Chapter 11  
- The Meaning of Termination  
- Core Tasks in the Termination Process  
- Monitoring the Termination Process  
- Working with Different Systems  
- Reactions of Social Workers  

Thursday April 16, 2015  
Practice: Check-In, Agency/case discussion  

14  Tuesday April 21, 2015  
Theory: Generalist Social Work Theory and Practice  
Exam preparation  

April 23, 2015  
Practice: Check-In  
Who we are; Where we’ve been; What’s next?  
- Identify three successful events that occurred in your placement  
- Identify one thing you would want to have been done differently
Assignment 1: Agency Orientation Paper  DUE 1/22/15

Introduction:
“Fields of Practice” refers to the distinctive agency settings, client populations, and social problem areas in which social workers are employed.

Agency settings may be public or private agencies, government or nongovernmental organizations, or distinctive organizations such as the workplace, hospitals, and military bases.

Client populations may be related to age, such as infants and children, ethnicity such as Hmong, or groups such as immigrants or refugees.

Social problems refer to the need, issue, challenge, or problem with which the social worker intervenes, such as affordable housing, doctors who take Medicaid payments, learning disabilities, or drug abuse.

Agency structure and function define the social worker’s practice.
Agency policy define who is served, in what manner, and under what conditions.

Assignment:
Prepare a two-page introduction to your agency by providing the following information;

Name and location of the agency
Mission of the agency
Programs or services offered by your agency
Program or service where you will be placed
Title of your field instructor’s position
Role or job description of your field instructor’s position
The client population served by your program or service

(Note: Assignments are expected to be submitted to instructor on the due date unless special arrangements are made in advance. The grade will be lowered 5 points if late without a special arrangement. No extensions will be given if requested on the date due).
Assignment 2: **Field Agency Profile Paper**  
**DUE 2/26/15**

**Introduction:**  
The purpose of this assignment is to help you obtain a comprehensive understanding of the agency in which you are placed for your field practicum. This includes its place within a field of practice, its organizational purpose, structure and function, and your program or service unit. It is designed to give you a foundation for understanding what it is like to be a worker with a client in your agency/program.

**Assignment:**  
Prepare a twelve-page, doubled-spaced paper, excluding charts, using APA format.

- Follow this outline precisely.
- Interview key people who will help you find the information for this assignment.
- Add charts that the agency uses, if possible; for example, add budget or organizational charts. (Do not insert charts in lieu of the narrative presentation).
- Use the latest available data such as an annual report.

A. **Agency Mission, Value Base - Public Law and Policy:**  
1. Discuss your agency's mission, goals and objectives.  
   Discuss the values that underlie the mission, goals, and objectives.
2. Values are institutionalized through public laws.  
   Identify relevant public law that impacts your agency and its programs.
3. How do the agency values compare with your values?

B. **Funding:**  
1. How is the Program funded?
2. What are the various sources of funding?
   Are the funds sufficient to meet the needs of the agency?
3. How does the agency solicit funds?
4. What are some of the funding problems, if any?

C. **Organizational Structure:**  
1. Identify and describe the specific program in which you work.
2. Describe the Executive structure of the Agency.  
   Present the Advisory Board or Board of Directors using an organizational chart, if available. Use position titles not employee names to discuss the executive structure.
3. Describe the administrative structure of the agency.
4. Describe the composition of the professional staff of your program including the different professional disciplines, if appropriate. Include required language proficiency. Include the minimum educational credentials required.
5. Describe the administrative support staff and their function.

D. **Population Served:**
1. Describe the clients served in your program including the following: Geographic boundaries, Age groups - use percentages, Gender - use percentages, Racial and ethnic composition - use percentages, Socioeconomic class - use percentages.
2. Identify the specific problems clients bring to the program.
3. Which clients are not eligible for services?
4. Describe the predominant referral services.

E. Community Involvement:
1. How does your agency interface with the community it serves?
2. Name significant institutions, agencies or groups linking your program with the community.

F. Select a real client or select a typical client the agency serves. Do not use the client's real name. Describe the client's path to getting what she/he needs.

1. How did the client get referred?
2. Who was the referral source?
3. What is the client's problem or need?
4. Name and describe the forms that need to be completed? Include a sample.
5. What services are available? What days or hours are they available? What services are not available but requested or needed?
6. Describe the referral network you would use to assist with your client's request.
7. Describe the agency's physical environment. Is it accessible in terms of location, transportation, and disability accommodations? Is the office inviting and welcoming?
8. What is the outcome of the client's request for service? What was the time line between request for service and the actual delivery of service?

G. Evaluation:
1. What data, information or empirical measures does the agency use to evaluate its program or practice effectiveness? How often do they evaluate themselves?
2. Describe your observations of the agency's effectiveness in meeting its goals. List at least three strengths and three limitations of the program. Describe any changes you would make if you were the Program Director.

H. Observations:
1. Describe how your experience with your agency has influenced your decision to enter the Social Work field.
2. Describe what you learned about yourself from your experiences at the agency.
3. Describe any concerns and suggestions you have about your field placement.

(Note: Assignments are expected to be submitted to instructor on the due date unless special arrangements are made in advance. The grade will be lowered 5 points if late without a special arrangement).
Assignment 3: Diversity Awareness Paper DUE 3/26/15

Introduction:
During the semester, students will be exposed to various ideas and experiences of others that may be challenging to their worldview and personal beliefs and values. As developing critical self-awareness is a major objective of professional social work education, this assignment is designed to help students consider reactions/responses they have to field placement and classroom experiences. The rationale for this paper is twofold. First, this exercise is meant to help you distinguish between your personal views and your professional views. Second, it is meant to help you identify possible errors in data collection, assessment, and intervention planning when personal rather than professional views are used.

Assignment:
Prepare a 4-5 page paper using APA format. The point of this assignment is to turn “the eye inward” and conduct an honest self-assessment. This paper will be kept confidential and will not be graded on the content of the information. You will be graded on your ability to move beyond description of the experience to demonstrate self-awareness based on thoughtful reflection and critical self-assessment.

Describe an experience in this class or in your field internship that has been significantly different than your own in relation to age, race, ethnicity, socio-economic status, class, gender, sexual orientation, religion/spirituality, physical ability, or immigration status.

1. What was your immediate reaction to this experience? What is your reaction as you think back on it now?
2. Explain what it is about you that predisposes you to this reaction. For example, can you connect your reaction to previous personal or professional experiences, family or cultural heritage, societal messages, prejudices, biases or lack of knowledge/exposure?
3. Identify specific strengths and/or limitations of your personal and professional development that are revealed in your self-reflection in question #1?
4. For each strength or limitation identified, list an implication for further growth and how you specifically plan to support this growth.
5. How might this reaction impact data collection, assessment, or intervention with clients?

(Note: Assignments are expected to be submitted to instructor on the due date unless special arrangements are made in advance. The grade will be lowered 5 points if late without a special arrangement).