I. Catalogue Description

This course develops generalist social work knowledge and skills for working with and on behalf of individuals, families and groups. Lectures focus on development of basic social work direct practice skills.

II. Course Overview

Social Work 441 is intended to help students begin to put generalist social work theory into the direct practice of planned change with social work clients. Practice II focuses on utilizing cultural inquiry and humility on a micro-level by developing skills for working with and on behalf of individuals, families and groups. This course is the first in the sequence of professional foundation courses (SW441 and SW442) required for fourth year BSW students and second year MSW students. This is a skills-based course. Much of each lecture will be built around learning and practicing basic direct practice social work skills. A variety of teaching methods will be utilized, including: lecture, assigned readings, class dialogue, experiential exercises, case examples, video presentations and guest speakers. Students will also be engaged in the use of interviewing, video recording, observation, group process analysis and family therapy case analysis.

III. Course Competency, Description and Dimensions

Social Work Education is framed by a competency-based approach to curriculum design. At the conclusion of their education, social work students are expected to be competent in 9 core areas. Competency is achieved through mastery of course content as measure through course activities, readings and assignments and behaviors learned in field experiences, and which are derived from social work knowledge, values, skills and cognitive and affective processes. The competencies addressed in this course can be found in Appendix A.

IV. Course Content

Instructional Caveat: The Instructor reserves the right to modify this syllabus, the assignment schedule, and/or any materials related to the completion of this course in the time allowed without jeopardizing any course objectives.
Week 1: September 9
Overview of SW 441
Generalist Social Work Practice: Generalist Model: Micro, Mezzo, Macro

In-Class Activities:
- Review of Syllabus
- Initial Interviews and Introductions Activity
- Video: Scope of Practice

In-Class Handouts:
- CBT worksheets
  - What is the Cognitive Model
  - ABC Sheets
  - Automatic Thoughts Checklist

Required Readings:

Week 2: September 16
Getting Started: Interviewing
Increasing Self Awareness: The Cognitive Model

In-Class Activities:
- Video: Principles of CBT
- Cognitive Distortions
- Case Application

In-Class Handouts:
- Review CBT worksheets
  - What is the Cognitive Model
  - ABC Sheets
  - Automatic Thoughts Checklist

Required Readings:
- Text: Chapter 2, pg. 31-34; Chapter 3, pp. 73-110; Chapter 5, pp. 168-171; Chapter 7: pg. 230-238.

Assignment Due: Bring completed CBT Worksheets to class

Week 3: September 23
Engagement: The Setting, Attending and Listening, Facilitative Conditions

In-Class Activities:
- Video: Responsible Practice: Multiculturalism and Ethics
- Video: Getting Started, Confidentiality
- Communicating While Blindfolded
- Cross Cultural Communication Activity
- Facilitative Conditions Role Play
Required Readings:
- Text Chapter 4, pg. 113-129

Supplemental Readings: *supplemental readings are optional and intended to be a resource to enhance learning*

**Assignment Due:** Self Awareness Paper

Week 4: September 30
Engagement: Exploring and Elaborating; Verbal Responses; Understanding and Engaging Families

In-Class Activities:
- Video: Exploring and Elaboration
- Diversity in Families
- Family Work Role Play

Required Readings:
- Text: Chapter 3, pp. 101-103 (Systems Theory); Chapter 4, pg. 129-141; Chapter 10: pg. 332-342

Supplemental Readings:

Week 5: October 7
Video Interview Lab Day

This class will be primarily spent in the Video Lab recording for Assignment #2. With any remaining class time, the class will catch up on any outstanding material from previous weeks, process the video recording and begin to discuss the coming weeks.

Week 6: October 14
Assessment: Strengths Based Approaches; Assessment Tools, Case Conceptualization and Formulation; Culturally Sensitive Family Assessment

In-Class Activities:
- Review of Assessment Models
- Review of Agency/Employment Assessment Tools
- Small Group Discussion: How do agency incorporate the importance of diversity and culture  in their assessments?
- EcoMap: Shari
- Culturagram
In-Class Handouts:
- Mental Status Exam

Required Readings:
- Text: Chapter 5: pg. 153-189; pg. 254-255; Chapter 9, pp. 306-320; Chapter 10, pp. 342-357

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**Week 7: October 21**
Assessment and Planning: Solution-Focused Interviewing; Goal Setting and Contracting with Individuals and Families

In-Class Activities:
- Video: Case Example of Solution-Focused Session
- Role Play: Using Solution-Focused Techniques
- Review of Agency/Employment Treatment Plans
  - Small Group Discussion: How do agency incorporate the importance of diversity and culture in their treatment plans?
- Role Play: Goal Setting

In-Class Handouts:
- Stages of Change
- Treatment Plans

Required Readings:
- Text: Chapter 6, pp. 190-228; Chapter 7. pg. 256-265 (Solution-Focused Therapy)

Assignment Due: Video Interview Analysis

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**Week 8: October 28**
Intervention: Behavior Techniques; Processes and Techniques with Families

In-Class Activities:
- Small Group Discussion: Review and assessment of the family and film used for Assignment #3
- Each One, Teach One: Interventions
- Utilizing Cultural Humility in Interventions

Required Readings:
- Text: Chapter 7: pg. 249-255 (Structural Family Therapy); Chapter 10, pages 357-367.


**Supplemental Readings:**


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**Week 9: November 4**
**Challenges in the working relationship; Transference; Countertransference; Power and Influence; Self-Disclosure; Boundaries**

**In-Class Activities:**
- Review and Application of the NASW Code of Ethics
  Video: The Clinical Relationship: Issues and Dynamics; Boundary Issues
- Small Group: Case Application in Ethical Decision Making

**In-Class Handouts:**
- Steps in Ethical Decision Making

**Required Readings:**
• Text: Chapter 2, pp. 36-45; Chapter 7, pp. 230-234

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**Week 10: November 11**
**Evaluation: Evaluating Change; Termination & Follow-up**

**In-Class Activities:**
- Review of Agency/Employment Treatment Plans
  - Video: Endings and Transitions

**Required Readings:**
• Text: Chapter 13, pp. 436-441, 468-472; Chapter 14, pp. 473-498

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**Week 11: November 18**
**Vicarious Trauma, Compassion Fatigue, Burnout and the Importance of Self-Care**

**In-Class Activities:**
- Guest Speaker
  - TedTalk

**In-Class Handouts:**
- Self-Care Plans

**Required Readings:**


Supplemental Readings:

**Assignment Due:** Multi-Stressed Family Assessment

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**Week 12: December 2**

**Introduction to Group Work**

Groups: Preparing Clients; Developing a Group: Group Cohesion; Behavioral Rehearsal

**In-Class Activities:**
- Guest Speaker

**Required Readings:**

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**Week 13: December 9**

Groups: Group Leadership; Stages of Group Development

**In-Class Activities:**
- Discussion on the Importance of Diversity in Group Process
- Challenging Behavior Role Play

**Required Readings:**
- Text, Chapter 11, pages 381-400

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**Week 14: December 16**

Groups: Task group and Decision Making; Treatment Groups

**Course Review and Ending the Group**

**In-Class Activities:**
- Termination Role Play
- Course Evaluations

**Required Readings:**
- Text, Chapter 11, pages 368-381

**Assignment Due:** Group Observation Assignment
V. Texts and Reading Materials for the course


Text is available online for purchase. Additional readings will be assigned, in advance, for specific class topics and available on Learn@UW. Students will be expected to come prepared for class having thoughtfully read the assigned articles or other materials.

In addition, students are expected to read and understand the NASW Code of Ethics. Also available online at URL: http://www.socialworkers.org/pubs/code/code.asp

VI. Evaluation: Assignments, Grading and Methods

Students will be Evaluated on the Following Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Informed Participation</td>
<td>5 pts</td>
</tr>
<tr>
<td>Self-Awareness Paper</td>
<td>15 pts</td>
</tr>
<tr>
<td>Video Interview Analysis</td>
<td>25 pts</td>
</tr>
<tr>
<td>Assessment of a Multi-Stressed Family</td>
<td>35 pts</td>
</tr>
<tr>
<td>Group Observation Assignment</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

Total: 100 pts

Assignment Descriptions, Instructions and Grading Criteria:

**Attendance and Informed Participation**

Value: 5 Points

Attendance and participation are REQUIRED. Effective participation consists of having completed readings and other assignments, the ability to integrate social work concepts with field and other experiences, AND the ability to fully engage in problem solving and other exercises (presenting social work issues or other perspectives for discussion as well as responding to other students who present issues). It also includes arriving to class on time. You are required to be an alert and active participant in this class. This includes attentive non-verbal behavior and offering comments relevant to course dialogue. Participation can be challenging for some students. Please see instructor EARLY in the semester if you need any assistance in this or any other areas. Additional information related to attendance can be found in the course policy section.

**CBT Worksheets (not graded but reviewed in class):**

Cognitive Behavioral Therapy is one of the most widely studied and implemented evidence-based treatments available for mental health and behavioral difficulties. As a social worker, you are likely to encounter clients who have had some exposure to this treatment model. In the service of increasing self-awareness, as well as your understanding of some core components of CBT, you are being asked to complete worksheets that are fundamental to cognitive behavioral therapy. With respect to your privacy, you will not be required to turn in these worksheets or disclose what you have written on them. You are not expected to be skilled at using these handouts. The goal in assigning these worksheets is to assist you in increasing your self-awareness as you move forward in the semester.

The following handouts will be provided in Week 1 and should be completed and brought to Week 2.

- **What is the Cognitive Model?** Please read.
- **ABC Sheets:** In CBT, clients are asked to fill out at least one ABC sheet a day. You will be provided with two versions of this worksheet. The ABC sheet asks you to jot down several situations that lead to an emotional reaction, especially unpleasant emotions. When something occurs that prompts an emotional reaction within you, pay attention to what is going through your mind. Then write down a one-sentence description of the situation in the A column; the thoughts that go through your mind in the B column; and your emotional reaction as well as any behavioral responses in the C column. It may be easier to complete this sheet if you are dealing with a negative emotional response.
Automatic Thoughts Checklist: This worksheet is provided to give some examples of common automatic thoughts.

Assignment #1: Self Awareness Paper
Due: Week 3
Value: 15 Points
Length: 5–9 pages

In your journey of exploring and learning generalist social work, and developing your skills in working with clients, it is crucial to begin at the beginning: you. A vital first step in becoming an effective change agent is enhancing your self-awareness. Being self-aware includes understanding your personal beliefs, values, expectations and biases. You must be aware of how your own past experiences (your “filing cabinet”) will influence your beliefs about yourself, others and the world. It also involves having a keen sense of the presence you bring to the room and how your clients might perceive you. Without a well-developed sense of self, you may be at risk of unintentionally imposing your own values, beliefs, assumptions or expectations on your clients. You are also at increased risk for burnout in your career as a social worker.

Part I
Imagine a client you might encounter in your field placement this year, or in your social work career in general. Choose someone who might identify with social identities different from your own (i.e. ethnicity, race, socioeconomic status, sexual preference, gender, religion, age or ability). Imagine that you are meeting the client for the first time. Perhaps you have spoken on the phone prior to this first meeting or have reviewed their file and already have some assumptions about the client, perhaps not. Briefly describe the client based on your observations of things such as their appearance, age, race, language and speech, ability and gender expression. What are some assumptions or guesses you might have about this client based on this first interaction and any information you might have about the client prior to meeting? Describe these assumptions and early ideas about the client in detail. Be sure to include in your discussion your thoughts about what is informing these assumptions (what “files” are you drawing from to establish an early understanding about this client?). What stereotypes, experiences and beliefs are influencing your perception of this client?

Part II
In this second part of the paper, reverse your point of view and describe yourself in the eyes of a the client you described in Part I. Imagine how this person might view you, based on their first impression. Describe how the person might see you, what they might assume and expect based on this first interaction. You are being asked to demonstrate a sophisticated awareness of how others might perceive you based on a variety of the following observable features:
• Your Appearance (dress; grooming; size and stature; facial expressions and mannerisms; body language)
• Your Age
• Your Race
• Your Language/Style of Speech
• Your Physical Ability
• Your Gender Expression

What might the client assume about you based on what they observe? Briefly discuss the client’s possible assumptions about the following:
• Family Traditions/Upbringing
• Socioeconomic Status
• Life Obstacles
• Sexual Preference
• Gender Identity
• Political Affiliation
• Beliefs/Values
• Expectations/Goals
What are your guesses about what is informing the client’s assumptions? How might their own past experiences, beliefs and values influence their thoughts about you? What is it like for you to be assessed, judged or stereotyped by your client?

Lastly, consider how you might interact with this person to address directly or indirectly some of their assumptions. In those early moments of engagement with the client, what can you do or say that might minimize negative assumptions and help build rapport? How might culture and issues of difference impact how you work with this client? What strengths do you bring to the work that may assist in engaging the client and establishing rapport?

Five citations are required for this paper. You might find the discussion on the role of values in chapter two and engagement in chapter four of your text helpful. You are asked to include your learning and new discoveries from the ABC worksheets in your discussion, so referencing the readings on CBT would be appropriate.

ASSIGNMENT #2:
Video Interview Analysis
Due: Week 7
Value: 25
Length: 6-10 pages

Demonstrating competence in using interviewing skills is an important goal of this course. This project will help you to develop further both your skills and self-awareness. You will use one full class period to complete recorded role-plays of a 15-minute client interview with a classmate in which you demonstrate basic interviewing skills used in the engagement and assessment steps of planned change. The interview should be of a role-played first meeting with an individual who comes in with a specific problem or concern. The “client” needs to talk about a real problem or concern that they have, as they are likely to provide a richer description. Your task is to respond to the client in a way that demonstrates a variety of aspects of your interviewing style.

You will want to be sure to elicit feedback from your classmate/client after the role-play on their experience and your skills. It is also recommended you write down some of your own thoughts and feelings after the interview. This will assist you in answering some of the questions below.
You will use the School video labs during class to conduct and record your interview. You will each have 30 minutes to conduct and record your interview and elicit feedback so please come prepared.

Following your interview, you will review your video and present a 6-10 page written analysis of your interview. Consider watching the video once with sound and once without sound to better note your nonverbal behavior. You are required to use three citations from the readings cited in APA format to support your analysis. The analysis must comment on the following:

a.) As you observe your interviewing style, what do you notice about your verbal and non-verbal behavior (e.g., eye contact, attentive listening, facial expressions, body positioning, warmth, empathy, and genuineness)? Are there any things you do that you were not aware of?

b.) Try to recall the thoughts and feelings you were having during the role-play. What was going through your mind? How were you feeling? How did this influence what you did and said? Did this impact your ability to hear your client’s message? Notice your thoughts and how you feel as you watch yourself in the video. What goes through your mind as you are watching yourself? How does this make you feel? Be sure to utilize your understanding of the cognitive model and your “filing cabinet” in this discussion. How do your beliefs about yourself and others influence you in this interaction?

c.) In your paper, include a discussion of how you open the interview. How do you begin? What do you say to structure the interview so your client knows what to expect? How do you feel about the way you opened the interview. Also be sure to discuss how you ended the interview. Did you provide a heads-up that the interview was nearing its end? Were you able to summarize main concepts from the meeting? How do you feel about how you ended the interview? Was it difficult to wrap it up?

d.) What skills do you notice in your interview style? Discuss your listening behaviors and verbal responses. Do you notice yourself using rephrasing, reflective responding, clarification, interpretation, providing information, highlighting client’s strengths, self-disclosure, or summarization? Please include a discussion of the types of questioning you used in the interview.

e.) How did the other person perceive you? What feedback did you receive from them? What did you do well and what did they find helpful? What suggestions did they have for what you could do differently? Were there areas of misunderstanding or times when you missed the message being sent?

f.) Overall, how do you feel about how you did as the social worker? What did you do well and what do you wish you had done differently? What do you see as areas for future growth? What will help you improve and grow in these areas?

Note: The grade will be heavily weighted on the quality of the analysis rather than the quality of the practice/video; however, you will be awarded points for your video and interviewing skills so please do a good job. You MAY NOT submit a recording in which the viewer cannot see your face or hear you clearly. It is more important to see your face and body rather than the client’s, although please try to have both you and the client in view.

Student’s Name: ____________________________________________

15-minute video recording staying within time limit (1 points)  __________

In-depth analysis of interviewing style, including thorough discussion of both verbal and nonverbal behavior (4 points)  __________

Thorough exploration and discussion of your thoughts and feelings both during the role-play and as you watch the video, as well as discussion of how these thoughts and feelings influenced what you did and said in the moment (4 points)  __________

Incorporation of the cognitive model in discussion demonstrating sophisticated self-awareness and grasp of how thoughts and beliefs influence feelings and behaviors (2 points)  __________

In-depth, critical analysis of interviewing skills and questioning utilizing concepts from class discussion and the readings (4 points)  __________

Detailed critique of how the interview was opened and closed by the worker (2 pts)  __________
Assignment #3: Assessment of a Multi-Stressed Family

Due: Week 11
Value: 35 Points
Length: 10-12 pages

This assignment is designed to provide you with an opportunity to assess and conceptualize a multi-stressed family. For this assignment, you are asked to view the films “August: Osage County” and “Precious”. It is recommended you view these films prior to Week 6. You will select one film for the focus of this paper, but we will discuss both films in class as we discuss working with families.

The characters in your selected film will be your clients. You will provide a thorough description of this family, including a detailed assessment and treatment plan and how you engaged each member in the process. You will assess this family’s functioning based on what you learn about them in the film. Your “work” with this family does not need to exactly follow the events that transpire in the plot of the movie. The film should be used as a starting point for case conceptualization, to get a sense of your clients and their needs. Based on the readings assigned in class, additional outside readings you may have selected and lecture materials you will consider this family from various angles and demonstrate critical use of the material to inform your conceptualization of the family. Explicitly demonstrate how you are applying course readings and concepts, and properly reference readings on which you draw (at least 5 citations). You will write an assessment and treatment plan for this family covering the following areas:

Part I: Case Description
   a. Provide a thorough description of each family member, including observational data (appearance, affect, behavior) as well as relevant social, cultural, educational and vocational information. You might also include relevant mental health and medical history. Also include referral source and why they are coming to see you. In other words, what is your social work role?

Part II: Assessment
   a. Problem Identification: Describe the family’s definition of or story about the difficulty with this event/situation/transition. Consider what each member of the family might see as the identified problem.
   b. What is your assessment of this family? Be sure to consider systems theory.
      i. Discuss any assessment tools you might use.
      ii. Comment on how you observe the family members to relate to one another based on their interactions in the film. You must discuss the following:
         1. Norms and beliefs/values that are influencing the current issue
         2. Roles
         3. Communication
         4. Problem solving
         5. Boundaries/alliances/coalitions
         6. Power
iii. Comment on the stages of the life cycle of the family members

c. Summarize what you know of early family history or developmental events relevant to the current situation.

   i. What else do you need to know? How and from whom could this information be gathered?

d. Identify and discuss strengths you observe in the family. Push yourself to find strengths in each family member, especially those members who might elicit negative reactions from you.

e. Consider cultural competence in working with this family. Discuss any culturally relevant factors, including issues of oppression and discrimination that might influence their current situation.

f. Assess environmental factors that influence the family’s functioning and development. Consider resources and risk factors for this family at various systems levels.

g. Consider any ethical issues you might encounter.

Part II: Treatment Plan

   a. What issues or problems need to be addressed? How would you prioritize the problems?

   b. What do you see as some preliminary goals? Identify short-term and longer-term goals. Will key players agree on these goals?

   c. What are some measurable objectives you can identify to inform you and the family that you are moving towards these goals? In other words, what will the family do and what will the worker do to work to meet these goals?

   d. What do you identify as potential or actual barriers to your work together? How might you address these?

You are not required to write an introduction and conclusion for this assignment. It can read more like a case note using the items provided in BOLD below as HEADERS and SUB HEADERS (under assessment). If you refer to yourself in the assignment, refer to yourself as “this writer” or “the social worker” in order to use a professional tone.

Student’s Name: _______________________________________________________________________

Case Description (3 points) __________

How you accomplished Engagement (2 points) __________

Depth of Assessment:

   Presenting Problems (2 points) __________

   Assessment Tools (2 point) __________

   Observation of Family Dynamics (2 points) __________

Discussion of Life Cycle (1 point) __________

Discussion of Early Family History (2 points)

Depth in professional discussion of Family Strengths (2 points) __________

Critical thinking about Cultural Competence, __________

Environmental and Ethical Factors (4 points) __________

Thorough and specific Treatment Plan (9 points) __________

Proper Citations and use of resources (3 points) __________

Grammar/Spelling (2 points) __________

Correct use of course specific concepts and terms (1 point) __________

If appropriate, 2 point deduction for failing to adhere to formatting requirements __________

Total Points Possible /35

12
Assignment #4: Group Observation Assignment
Due: Week 14
Value: 20
Length: 3-5 pages

Group work is an essential function and skill of the social work profession and is delivered in many different formats (Recreation/Skill Building; Education; Task; Problem Solving; Focus; Self Help and Mutual Aid; Treatment). Over the course of the semester, each student will learn about the different types of group formats and will pick a group to attend and observe. This group may take place at the placement agency, place of employment or within the community. The student is in charge of determining what sort of group they plan to attend, locating the group and making arrangements to attend a session. The student should also contact the group facilitator (if applicable) to receive permission to attend. While observing the group, the student will take note of the group format, group setting, leadership style and skills, engagement techniques, group interventions, group dynamics and general delivery of the group process. The student will then write a short reflection paper on their experience and share this experience with the class during the last class session. Students are also encouraged to gather any brochures or other informational materials related to the group, to share with the class.

Student’s Name: ________________________________________

Detailed description of the group being attended. Why did you choose this group? What is the purpose of the group? (4 points)

Did you speak with the facilitator? What might the experience of a client be in accessing this group? (4 points) _____________

Critical discussion of interactions to engage the clients and build rapport between the facilitator and group members themselves (3 points) _____________

In depth discussion on the leadership style and skills utilized by the facilitator. Identify different group interventions and dynamics that were observed or notable absent. (3 points) _____________

Critical discussion of how culture and diversity were acknowledged and incorporated into the group process. (2 points) _____________

Professional and academic incorporation of readings into the discussion demonstrating critical thinking and comprehension of the material (2 points) _____________

Grammar/Spelling/Overall Writing (1 point) _____________

5-minute classroom presentation of your experience (5 points) _____________

If appropriate 1 point deduction for failing to adhere to formatting requirements _____________

Total Points Possible /20

Grading Scale:
Points earned on each assignment and your final grade will be assigned as follows:
A 94-100 Outstanding work, surpasses minimum expectations in most areas
AB 88-93 Surpasses minimum expectations in some areas, but not in others
B 82-87 Meets minimum expectations
BC 76-81 Meets minimum expectations in some areas, but is below minimum expectations in many areas
C 70-75 Below minimum expectations in most areas
D 64-69 Far below minimum expectations in most areas, not acceptable work
F <64 Far below minimum expectations in all areas, insufficient information for grading, multiple unexcused absences, or academic misconduct.

VII. Course Policies

Attendance Policy:
Due to the accelerated nature of courses in the University of Wisconsin-Madison Part-Time MSW Program, students are expected to attend all scheduled classes and to arrive on time.

**Promptness**
Prompt arrival to all courses is required.
- Instructors may take actions they deem appropriate if a student is consistently tardy
- Instructors may also consider a significantly late arrival or early departure as an absence

**Absence**
To ensure a quality educational experience, students must attend and participate in classes.
- Attendance will be taken at each class and students’ level of participation noted
- Excused & Unexcused Absences:
  - Two unexcused absences will result in a student’s grade being dropped one full grade
  - Three unexcused absences will place the student at risk for failing the course
  - On a case by case basis, it is left to the instructor’s discretion as to what is defined as an excused absence, as well as to determine appropriate follow up plans
- Additional graded make-up work appropriate for the content missed will be assigned for any unexcused absences and if the student has had more than one excused absence.
- Students are responsible for completing any class requirements for the day missed, and for obtaining from a fellow classmate any assignments, materials, and communications missed due to absence, late arrival, or early departure.
- Students who must be absent due to inclement weather or other emergencies must contact the instructor prior to the start of class to be considered for an excused absence.
- Inclement Weather Policy
  - If there is inclement weather across the Program area, students will be expected to check their email prior to leaving for class to confirm whether classes are cancelled.
  - If classes are canceled, students are responsible for checking their email to find out about any class work that will still be required that week and how it will be covered.
  - If classes are not cancelled but an individual student concludes he/she cannot safely travel to reach his/her class site, the student must contact his/her instructor(s) regarding his/her plan to not travel. This absence will be considered excused and makeup work will be assigned.

**Writing Policy**

**Criteria for Assignments**
Specific attention should be given to organization, paragraphs, sentence structure, clarity and correct citation using APA format. Before turning in any assignment, consider if the following criteria are met:
1. Validity, relevance, support of main points, ability to consider other perspectives
2. Sources, quotes and paraphrases appropriately identified clear connection to course ideas/readings. Own thinking comes through
3. Organization, clarity, logical flow, completed as required
4. Has an introduction and conclusion, unless otherwise stated
5. Paragraphs should have topic sentences that reflect the content of the paragraph and should have a smooth flow from one paragraph to the next
6. Has depth, includes critical evaluation, is integrative-looks at the whole.
7. Appropriate grammar, spelling, format, etc.
8. Completed on time

**General Formatting and Requirements for Papers**
Failure to adhere to formatting requirements will result in a loss of points.
1. Submit a cover sheet with each paper, that includes Your Name, date turned in, identifies the course (SW 441, R. Dunn), and the title of the assignment (cover page not counted as one of required pages)
2. Papers should be typed in Microsoft Word, double spaced, one-inch margins, and 12-point Times New Roman font,
3. Headings should NOT be placed in the body of the paper
4. Papers should be placed in the Learn@UW Dropbox prior to class on the due date. It is your responsibility to be sure your paper has been downloaded properly. The instructor will adhere to the policy on late assignments if an assignment is not received in the Dropbox by the time it is due.
5. Adherence to the APA rules for citations is expected. It is your responsibility to understand the rules for book, magazine and on-line source citations. (Recent updates to the APA form can be obtained at http://www.apastyle.org/manual/whats-new.aspx )
6. Students needing assistance with written assignments are expected to use available resources (e.g., the Writing Lab, 6171 Helen C. White Hall).

Late Assignment Policy
Assignments are due on the date specified. Students who believe they have a legitimate reason for turning in a late assignment should contact the instructor prior to the due date. Unapproved late assignments will be marked down three points for each day they are late. You are required to contact the instructor if you will be handing in a paper late, this shows professionalism and responsibility. The instructor will NOT contact you if an assignment is not received.

Learn@UW
All students in the class are required to access Learn@UW for additional communication and information regarding the course. Please check Learn@UW on Friday evenings for student Power Points/Outlines when available and other resources pertinent to class the next day. This instructor will respond to email communication every 24 hours. Please advise if you have trouble accessing information in this way.

Reading Assignments: You are expected to have read all assigned material prior to the class date under which the readings are listed above. Reading and critically evaluating what you have read is necessary so that you can learn, actively participate in class discussions, and successfully complete written assignments.

Plagiarism
The School, University and I take plagiarism very seriously. At any time when you use the words of another person verbatim or even paraphrase them, you must give that person credit. Students found to have plagiarized, intentionally or not, will be disciplined according to University and School policies.

Student Behavior Policy
It is expected that students conduct themselves ethically and professionally in all aspects of this seminar. This includes confidentiality, proper respect for all members of the class and their clients and agencies, and support and contributions to the learning environment.

In order to learn, we must be open to the views of people different from ourselves. Each and every voice in the classroom is important and brings with it a wealth of experiences, values and beliefs. In this time we share together over the semester, please honor the uniqueness of your classmates, and demonstrate appreciation for the opportunity we have to learn from one another. Please respect your fellow students’ opinions and viewpoints even if you disagree with them, and refrain from personal attacks or demeaning comments. Finally, remember to keep confidential all issues of a personal or professional nature discussed in class.

Code of Ethics, Student Rights and Responsibilities & Plagiarism:
Incoming BSW and MSW students read and signed electronic forms of the NASW Code of Ethics, the School of Social Work Plagiarism Policy and the School’s Principles of Professional Conduct. In doing so, they agreed that while in the BSW or MSW Program they would honor the Code of Ethics and Principles of Professional Conduct, as well as adhere to the Plagiarism Policy and that should they not do so, sanctions would be
imposed. BSW and MSW students are expected to adhere to these policies in the classroom and in the preparation of course assignments.

**Note on Accommodation of Student Disability:**
The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students requiring accommodation, as approved by the McBurney Center, are expected to provide the instructor with a copy of their Verified Individualized Services and Accommodation (VISA) by the second week of the semester, or as soon as possible after a disability has been incurred or recognized. For more information, please contact the McBurney Center at mcburney@odos.wisc.edu; Phone at 608-263-2741; Text messaging at 608-225-7956; or by FAX at 608-265-2998, 711 (Via relay); Address is 1305 Linden Drive, Madison, WI 53706

This faculty will work directly with the student and in coordination with the McBurney Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA. If you require accommodations to obtain equal access to this class or to any assignments that I may give, please contact me as soon as possible.

**Use of Technology in the Classroom**
A minimal level of external distraction is essential to a productive learning environment. Mobile devices are not to be used in class and must be either silenced or turned off completely. Laptop and tablet computers may be used only for *unobtrusive* note-taking (and only if there are no complaints from other students). If you choose to use a computer in class for this purpose, you may not have a web browser open at any time.

**Note about Consultation & Feedback:**
This instructor is available to assist your learning and to discuss any aspect of the course or your work. Feedback and suggestions for improving this course are welcomed. This instructor does maintain practice in the field so please plan ahead and allow time for the scheduling of consultation, email responses or phone contacts.

### Appendix A

<table>
<thead>
<tr>
<th>Competencies and Description</th>
<th>Course Content relevant to Dimensions that Comprise the Competency*</th>
<th>Location in Syllabus</th>
</tr>
</thead>
</table>
| 2.1.1: Demonstrate ethical and professional behavior | Lecture, readings, small and large group discussion and exercises related to (K, S, V, C & A):  
- NASW Code of Ethics  
- CBT worksheets  
  - What is the Cognitive Model  
  - ABC Sheets  
  - Automatic Thoughts Checklist  
- Guest Speaker  
- Self-Care Planning  
Assignment 1: Self Awareness Paper (C & A) | Week 1, 2, 9, 11 |
<p>| | | Page 8 |</p>
<table>
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</table>
| 2.1.6: Engage with Individuals, Families, Groups | Lecture, readings, video role play and discussion related to the engagement process (K, S, V, C & A):  
• Introductory class exercise  
• Exploring and elaboration role play  
• Video Interview | Week 1, 3, 4, 5, 6, 12 |
|                             | Guest Speaker | Week 12 |
|                             | Assignment 2: Video Interview Analysis (S, C & A) | Page 9 |
|                             | Assignment 3: Assessment of a Multi-Stressed Family (K, S, V, C & A) | Page 11 |
|                             | Assignment 4: Group Observation Assignment (K, C & A) | Page 13 |
| 2.1.7: Assess Individuals, Families, Groups | Lecture, readings, videos, case studies small and large group discussions covering assessment knowledge and skills related to the following content areas (K, S, V, C & A):  
• Assessments Tools  
• Solution-Focused Interviewing  
• Culturally Sensitive Approaches in Assessment  
• Treatment Plans  
• Goal setting and contracting | Week 6, 7 |
|                             | Guest Speaker (K, S, C & A) | Week 12 |
|                             | Assignment 2: Video Interview Analysis (S, C & A) | Page 9 |
|                             | Assignment 3: Assessment of a Multi-Stressed Family (K, S, V, C & A) | Page 11 |
|                             | Assignment 4: Group Observation Assignment (K, C & A) | Page 13 |
| 2.1.8: Intervene with Individuals, Families, Groups | Lecture, readings, videos, case studies and small and large group exercises | Week 8, 9, 12, 13 |
### Competencies and Description

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<tbody>
<tr>
<td>Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.</td>
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<td>focused on intervention practices (K, S, C &amp; A):</td>
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<tr>
<td>- CBT</td>
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<td>- Structural family therapy</td>
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<td>- Experiential activities</td>
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<td>- Incorporating Cultural Humility into Interventions</td>
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<td>- Strengths based interventions</td>
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<td>- Addressing transference and countertransference</td>
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<tr>
<td>Guest Speaker (K, S, C &amp; A)</td>
<td>Week 12</td>
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<tr>
<td>Assignment 3: Assessment of a Multi-Stressed Family (K, S, V, C &amp; A)</td>
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<td>Page 13</td>
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<tr>
<td>2.1.9: Evaluate Practice with Individuals, Families, Groups</td>
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<td>Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.</td>
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<tr>
<td>Lecture, readings and class discussion relevant to evaluation practices (K, S, C &amp; A):</td>
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<td>- Review of different evaluation approaches and models</td>
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<td>- Discussion of agency/placement procedures of evaluation</td>
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<td>- Termination role-play</td>
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*K=Knowledge; V=Values; S=Skills; C & AP=Cognitive and Affective Process*