Instructor: Heather Edge, MSSW, LCSW
Class Meeting Time: Saturdays 12:00pm – 3:00pm
Location: MSC 3130
Instructor Office Hours: By Appointment
Instructor Phone: 608-213-7752 (cell)
Instructor Email: hedge@wisc.edu

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 culturally competent micro-level skills development 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 may also be engaged in the use of interviewing, video recording, observation, group process analysis, family therapy case analysis.

III. Course Competencies and Practice Behaviors and Assignments:

<table>
<thead>
<tr>
<th>Competencies Addressed in Course</th>
<th>Practice Behaviors Addressed in Course</th>
<th>Assignment(s) Measuring Behaviors</th>
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</table>
| 2.1.1 Identify as a professional social worker and conduct oneself accordingly. | 1) Advocate for client access to the services of social work.  
2) Practice personal reflection and self-correction to assure continual professional development.  
3) Attend to professional roles and boundaries.  
4) Demonstrate professional demeanor in behavior, appearance and communication.  
5) Engage in career-long learning.  
6) Use supervision and consultation. | Self Awareness, Interview Analysis, Group Observation (PB: 1, 2, 4 & 5)  
Self Awareness, Interview Analysis, Group Observation (PB: 3)  
Interview Analysis (PB: 6) |
| 2.1.2 Apply social work ethical principles to guide professional practice. | 1) Recognize and manage personal values in a way that allows professional values to guide practice.  
2) Make ethical decisions by applying standards of the NASW.  
3) Tolerate ambiguity in resolving ethical conflicts.  
4) Apply strategies of ethical reasoning to arrive at principled decisions. | Self Awareness, Multi-Stressed Family Assessment, Group Observation (PB: 1, 2, 3 & 4) |
| --- | --- | --- |
| 2.1.3 Apply critical thinking to inform and communicate professional judgments. | 1) Distinguish, appraise and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom.  
2) Analyze models of assessment, prevention, intervention and evaluation.  
3) Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities and colleagues. | Self Awareness, Interview Analysis, Multi-Stressed Family Assessment, Group Observation (PB: 1 & 3)  
Multi-Stressed Family Assessment, Group Observation (PB: 2) |
| 2.1.4 Engage diversity and difference in practice. | 1) Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.  
2) Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.  
3) Recognize and communicate an understanding of the importance of difference in shaping life experiences.  
4) View selves as learners and engage those with whom they work as informants. | Self Awareness, Interview Analysis, Multi-Stressed Family Assessment, Group Observation (PB: 1, 2, 3 & 4) |
| 2.1.5 Advance human rights and social and economic justice. | 1) Understand the mechanisms of oppression and discrimination;  
2) Advocate for human rights and social and economic justice.  
3) Engage in practices that advance social and economic justice. | Self Awareness, Multi-Stressed Family Assessment, Group Observation (PB: 1, 2 & 3) |
| 2.1.7 Apply knowledge of human behavior and the social environment | 1) Utilize conceptual frameworks to guide the process of assessment, intervention and evaluation.  
2) Critique and apply knowledge to understand person and environment. | Multi-Stressed Family Assessment, Group Observation (PB: 1 & 2)  
Interview Analysis (PB:2) |
| 2.1.9 Respond to contexts that shape practice. | 1) Continuously discover, appraise and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.  
2) Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services. | Interview Analysis, Multi-Stressed Family Assessment, Group Observation (PB: 1 & 2) |
|---|---|---|
| 2.1.10(a)—(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities. | 2.1.10.a Engage with individuals, families, groups, organization and communities  
1) Substantively and affectively, prepare for action with individuals, families, groups, organizations and communities.  
2) Use empathy and other interpersonal skills.  
3) Develop a mutually agreed-on focus of work and desired outcomes. | Self Awareness, Interview Analysis, Multi-Stressed Family Assessment, Group Observation (PB: 1,2 & 3) |
| 2.1.10(a)—(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities. | 2.1.10.b Assess individuals, families, groups, organization and communities  
1) Collect, organize, and interpret client data.  
2) Assess client strengths and limitations.  
3) Develop mutually agreed-on intervention goals and objectives.  
4) Select appropriate intervention strategies | Multi-Stressed Family Assessment, Group Observation (PB: 1, 2, 3 & 4) |
| 2.1.10c Intervene with individuals, families, groups, organization and communities | 1) Initiate actions to achieve organizational goals.  
2) Implement prevention interventions that enhance client capacities.  
3) Help clients resolve problems.  
4) Negotiate, mediate and advocate for clients.  
5) Facilitate transitions and endings | Multi-Stressed Family Assessment (PB: 1, 2, 3, 4 & 5) |
| 2.1.10d Evaluation | 1) Critically analyze, monitor and evaluate interventions. | Interview Analysis, Multi-Stressed Family Assessment, Group Observation (PB: 1) |
IV. Course Content and Readings:
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 10
Overview of SW 441 and syllabus review
Generalist Social Work Practice: Generalist model: micro, mezzo, macro

****CBT Worksheets handed out in class

Required Readings:

Week 2 September 17
Getting Started: Interviewing
Increasing Self Awareness: The Cognitive Model

√ Due: Bring completed CBT Worksheets to class

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

Week 3: September 24
Engagement: The Setting, Attending and Listening, Facilitative Conditions

√ Due: Self Awareness Paper

Required Readings:
- Text Chapter 4, pg. 113-129

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

**Week 4: October 1**  
**Engagement: Exploring and Elaborating; Verbal Responses; Understanding and Engaging Families**

**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 8**  
**Video Interview Lab Day**  
**Assessment: Major Tasks and Goals; Assessing for Strengths; Multicultural Assessment**

**Required Readings:**

**Week 6: October 15**  
**Assessment: BioPsychosocial Assessment, Conceptualization and Formulation; Culturally Competent Family Assessment**

**Required Readings:**
- Text: Chapter 10, pp. 342-357

**Week 7 October 22**  
**Assessment and Planning: Solution-Focused Interviewing; Goal Setting and Contracting with Individuals and Families**

✓ **Due:** Video Interview Analysis
Required Readings:
- Text: Chapter 6, pp. 190-228; Chapter 7, pg. 256-265 (Solution-Focused Therapy)

Week 8 October 29
Intervention: Behavior Techniques; Processes and Techniques with Families

Required Readings:
- Text: Chapter 7: pg. 239-247 (Behavior Techniques) & 249-255 (Structural Family Therapy); Chapter 10, pages 357-367.

Supplemental Readings:

Week 9 November 5
Intervention: Challenges in the working relationship; Transference; Countertransference; Power and Influence; Self-Disclosure; Boundaries

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

Week 10 November 12
Evaluation: Evaluating Change; Termination & Follow-up

Required Readings:
- Text: Chapter 13, pp. 436-441, 468-472; Chapter 14, pp. 473-498
Week 11 November 19  
Self-Care; Relaxation  
Introduction to Social Work with Groups  

✓ Due: Multi-Stressed Family Assessment  

Required Readings:  

Supplemental Readings:  

Week Off November 26  
Thanksgiving Break  

Week 12 December 3  
Groups: Speaker- Preparing Clients; Developing a Group: Group Dynamics & Cohesion; Behavioral Rehearsal  

Required Readings:  

Week 13 December 10  
Groups: Group Leadership; Stages of Group Development  

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

Week 14 December 17:  
Groups: Task group and Decision Making; Treatment Groups  
Course Review and Ending the Group  

✓ Due: Group Observation Assignment
Required Readings:
- Text, Chapter 11, pages 368-381

V. Course Text and Reading Materials Required

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 of Competencies and Practice Behaviors: Assignments, Grading and Methods
In order to achieve the competencies, timely completion of assignments is expected. Students needing assistance with written assignments are expected to use available resources (e.g., the Writing Lab, 6171 Helen C. White Hall).

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.

Students will be Evaluated on the Following Assignments:
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Awareness Paper</td>
<td>15 pts</td>
</tr>
<tr>
<td>Video Interview Analysis</td>
<td>30 pts</td>
</tr>
<tr>
<td>Multi-Stressed Family Assessment</td>
<td>35 pts</td>
</tr>
<tr>
<td>Group Observation Assignment</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

Total: 100 pts

Grades are not assigned on a curve. There is no extra credit, nor additional credit given for trying hard. Trying hard is expected as part of any graduate program.

Participation is REQUIRED. Effective participation consists of regularly attending class, 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. **Your effort and involvement in class role-plays is imperative to your learning and will be noted.** 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.

**Note about grading:** Your goal for this and other courses should be to make the most of your learning experience, and not to simply “get an A.” Your expectations about the grades you receive on assignments should be wholly based on (1) the extent to which you respond to assignment objectives, (2) the quality of your writing (to include grammar and spelling, organization, flow and clarity), and (3) your ability to demonstrate depth and critical thinking. If there is something about an assignment that is unclear to you, it is your job to bring this to my attention.

Grade expectations should NOT be based on what you have received in other courses—this is never a legitimate argument for appealing a grade. If you have an issue with a grade that you receive in this course, please document the reasons for your appeal in writing with specific attention to the three points raised above and I will give your appeal my careful attention.

**Assignments**

**CBT Worksheets (not graded):**
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 class 1 and should be completed and brought to class 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 (found in Wright’s Worksheets, page 267): This worksheet is provided to give some examples of common automatic thoughts.
• Thought Change Record Complete as instructed. Notice how easy or difficult it is to challenge your thinking and develop alternative statements.

Assignment #1: Self Awareness Paper
Due: Class 3, September 24th
Value: 15 Points
Length: 5–8 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 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
• Recreational Activities
• Likes/Dislikes
• Religion/Spirituality

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.

Student’s Name:  

Detailed description of client including your observations, assumptions and expectations with a thorough discussion of your thoughts/beliefs that are informing these assumptions (2 points)  

In depth description of client’s observations, assumptions/perceptions and expectations about you, including a detailed discussion of your guesses about what might be informing these assumptions and expectations (2 points)  

Critical discussion of interactions to engage the client and build rapport (2 points)  

Critical discussion of how culture and issues of difference impact how you work with the client (2 points)
Sophisticated incorporation of discoveries and learning from CBT worksheets into
discussion of self-awareness (2 points) ________

Personal reactions to being evaluated by the client (2 points) ________

Professional and academic incorporation of readings into the discussion
demonstrating critical thinking and comprehension of the material (1 point) ________

Proper Citations (1 point) ________

Grammar/Spelling/Overall Writing (1 point) ________

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

Total Points Possible 15

Total Points Awarded ________

ASSIGNMENT #2:
Video Interview Analysis
Due: Week 7, October 22nd
Value: 30
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 completed 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 week 7 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. I recommend that you watch 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? a. 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 (stay within time limit) and interviewing skill (2 points) __________

In-depth analysis of interviewing style, including thorough discussion of both verbal and nonverbal behavior (5 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 (3 pts) 

Critical consideration of the other person’s perceptions and experience in the role-play, as well as any feedback they provided (4 points) 

Thoughtful discussion of strengths and areas for improvement (4 points) 

Proper Citations and use of resources to support analysis and demonstrate a strong grasp of important concepts (1 points) 

Grammar/Spelling/Overall Writing (1 points) 

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

Total Points Possible 30 

Total Points Awarded 

Assignment #3: Multi-Stressed Family Assessment 
Due: Class 11, November 19th 
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 “Rachel Getting Married” and “Precious”. It is recommended you view these films prior to class 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 reading assigned in class, additional outside readings you may have selected and lecture material you will consider this family from various angles and demonstrate critical use of the material to
inform you 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 (4 points) 

How you accomplished Engagement (2 points) 

Depth of Assessment:

Presenting Problems (3 points) 

Assessment Tools (1 point) 

Observation of Family Dynamics (3 points) 

Discussion of Life Cycle (1 point) 

Discussion of Early Family History (2 points) 

Depth in professional discussion of Family Strengths (3 points) 

Critical thinking about Cultural Competence, Environmental and Ethical Factors (3 points) 

Thorough and specific Treatment Plan (8 points) 

Proper Citations and use of resources (2 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 

Total Points Awarded
Assignment #4: Group Observation Assignment
Due: Class 14, December 17th
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? In depth discussion of what it was like to locate this group. Was this an easy group to access? Did you speak with the facilitator? What might the experience of a client be in accessing this group? (5 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 points) 

5-minute classroom presentation of your experience (4 points) 

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

Total Points Possible 20
VIII. 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
  ~ 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 make-up work appropriate for the content missed will be assigned for any unexcused absences and if the student has had more than two excused absences.
- 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, illness 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 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.
  ~ If classes at one or both sites are cancelled by the Program Director and Co-Director, then no makeup assignment will be required for those respective students; however, the class time will be rescheduled. The Program Coordinator will notify students by email within 72 hours of the cancellation regarding the planned class day/time additions.

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, Edge), 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. You will receive a confirmation e-mail when your paper is successfully downloaded to the dropbox. 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](http://www.apastyle.org/manual/whats-new.aspx))

**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. I will respond to email communication every 24 hours (to be checked once per day, most likely in the evening). Please let me know 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.

Code of Ethics, Student Rights and Responsibilities & Plagiarism
BSW and incoming MSW students read and signed electronic forms of the NASW Code of Ethics, the School of Social Work Plagiarism Policy and the Student Rights and Responsibilities. In doing so, they agreed that while in the BSW or MSW Program they would honor the NASW Code of Ethics and Student’s Rights and Responsibilities, 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, in the field and in the preparation of course assignments.

A Note on Plagiarism
Plagiarism involves the use of others’ words, ideas, or evidence without clearly acknowledging the source. Plagiarism in this class (and other classes) is unacceptable and will be treated as serious ethical breach with possible penalties including: a failing grade on the assignment, failing the class, and/or referral to the Dean of Students Office.

Maintaining ownership of your work is often challenging when writing papers using multiple sources. Nevertheless, intentional plagiarism is academic dishonesty. Plagiarism occurs when you do any of the following in an assignment:

- Use someone else’s words either verbatim or almost verbatim without citation (even if the work does not have a clear author—for instance in a website)
- Use someone else’s evidence, line of thinking or idea without citation
- Turn in someone else’s work as your own, as in copying a peer’s paper or purchasing a readymade paper
- Turn in previously submitted work as if new, without the instructor’s approval

Student Behavior Policy
In order to learn, we must be open to the views of people different than 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 fellow classmates, and appreciate the opportunity we have to learn from each other. Please respect your fellow students’ opinions and refrain from personal attacks or demeaning comments of any kind. Finally, remember to keep confidential all issues of a personal or professional nature discussed in class. We will spend time on the first day creating additional group rules to build feelings of psychological safety and respect.

Accommodation of Student Disability
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. I want all my students to have an excellent learning experience.

Use of Technology in the Classroom
In order to learn, you must be respectful to your fellow classmates, teaching assistant and instructor by using technology appropriately in the classroom. Please turn off your cell phones at
the start of class, do not send or receive text messages and do not use laptops for anything other than taking lecture notes. If you use your cell phone or send and/or receive text messages during class, you will be asked to leave the classroom. Please speak to the instructor prior to class if you would like to use a laptop for lecture notes. If you use your laptop for anything other than lecture notes, you will not be allowed to use your laptop in the class for the remainder of the semester. Please plan electronic communication before or after class or during break. Repeated violation of electronic use may impact your grade.

Note about Consultation & Feedback:
I am available to assist your learning and to discuss any aspect of the course or your work. I welcome feedback and appreciate suggestions for improving this course. Please remember that I work in the field and may be unavailable during the workday. Please plan ahead and allow time for my response. I welcome emails, and you can call me on my cell phone (608-213-7752). I will do my best to be responsive to your needs.