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### SW 200.02: Introduction to Social Work Practice

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**SOCIAL WORK 200 -- SPRING 2000**  
**SECTION 02**  
**INTRODUCTION TO SOCIAL WORK PRACTICE**

**PROFESSOR:** Charles Horejsi, MSW, Ph.D.  
**OFFICE:** Jeannette Rankin Hall, Room 115  
Telephone 243-2841 or leave a message with department secretary  
at 243-5543

**DROP-ADD:** February 15 is last day to drop/add by Cyberbear.  
March 11 is last day to drop, add, change grading option.

**PREREQUISITES:** Successful completion of Social Work 100.

**APPLICATION FOR ADMISSION TO 300 LEVEL SOCIAL WORK COURSES:**  
Admission to 300 level courses (e.g. 300, 350) is by application only. Students hoping to take a social work course beyond SW 200 must submit an application. Since preregistration for Fall 2000 begins mid April, the application should be submitted about mid March so you will know if you can register for a 300 level course. The application form and also a copy of the current Department of Social Work Advising Guide can be obtained from the Department of Social Work Office in Rankin Hall.

**COURSE GOALS:** SW 200 is the first of three classroom courses on social work practice. It is a professionally-oriented course designed to introduce the student to the purpose, values, ethical code, and principles of social work and also to teach basic skills of interpersonal helping and interviewing. Within a context of ideas shaped by the generalist perspective and the eco-systems perspective, students will also examine such activities as planned change, assessment, intervention and evaluation and the roles and tasks common to social work practice. The course will introduce the student to concepts of social justice, cross-cultural interaction, gender-related practice concerns and to considerations relevant to practice with client groups that are socially oppressed.

Many of the class periods will be devoted to group discussion, demonstrations, guest speakers, videotapes, and experiential activities such as role plays and other simulations.

**OBJECTIVES:** A student who attends all class sessions, completes all assignments and assigned readings will be able to:

1. Define social work and describe its purpose, goals and special focus.
2. Explain how social work differs from other human services professions.
3. Describe the core values of the social work profession.
4. Describe how your own values and beliefs are similar to or different from those of the social work profession.
5. Describe key principles in the NASW's Social Work Code of Ethics and explain nature of ethical dilemmas.
6. Identify examples of social oppression and discrimination and explain basic principles of social and economic justice.
7. Describe basic principles of critical thinking and decision making.
8. Describe elements of a helping relationship and utilize basic helping skills in

- simulated interviews.
9. Describe phases of the helping process and the usual tasks associated with each.
  10. Describe key assumptions and principles of the generalist perspective, ecosystems perspective and the strengths model.
  11. Describe types or forms of human diversity (e.g. culture, gender) encountered in social work practice and describe principles and guidelines for responding to human differences.
  12. Describe common social worker roles, activities and tasks associated with direct and indirect practice.

### **REQUIRED READING (Section 2 of SW 200)**

Textbook. Days in the Lives of Social Workers, 2<sup>nd</sup> edition, by Linda Grobman (1999).

Faculty Pack. Available at U.C. Bookstore. (Copy on 2-hour reserve in library.)

**READING AND WRITING SKILLS:** A professional social worker employed by a typical social agency must write many reports and letters, maintain client records, and read and comprehend the contents of client records, reports, and policy and procedure manuals. If you have difficulty with writing, seek help from existing sources of assistance within the university and/or enroll in additional courses on English composition.

**EXAMS:** There are a total of 3 exams, including the final exam. The exact nature of these exams will be announced in class. However, the student should expect the exams to focus on material presented during class and on the readings found in the FAC PAC. See schedule for dates of exams. An exam taken or submitted late will suffer a 15% penalty applied to that exam's grade.

**FEED BACK CARDS:** At the end of each class period the student is to take a few minutes to write and submit a brief statement on their reaction to and questions about the material covered during the session. (unsigned)

**CLASS ATTENDANCE AND PARTICIPATION:** In order to learn the basic helping skills of social work practice, it is necessary for the student to participate in role plays, demonstrations, and other experiential exercises. Many important ideas and perspectives will be presented by guest speakers and videos. Thus, students are expected to attend all class meetings and participate actively. The student is expected to arrive on time and remain until the class period ends. Starting January 31, roll will be taken.

A student may earn up to 154 points for class attendance/participation. Points earned will be based on percentage of classes attended (e.g. if student attends 90% of classes, he/she earns 139 points;  $90\% \times 154 = 139$ ). If student attends only one hour of the 2 hour class, he/she will earn only  $\frac{1}{2}$  of the points for that class. Also considered when assigning points at end of semester is student's level of participation while in attendance.

**CHEATING:** Cheating on exams or any other form of cheating results in an automatic "F" for this course. "Covering for," "protecting" or enabling another student

to cheat also results in an automatic "F."

**PENALTY FOR LATE SUBMISSION OF WRITTEN ASSIGNMENTS:** Papers submitted after the due date will receive a lower grade (the loss of at least one letter grade on a paper). Papers may be placed in instructor's Department of Social Work mailbox or given to Department secretary during ordinary office hours.

**FORMAT FOR WRITTEN ASSIGNMENTS:** All papers are to be typed, double-spaced with one inch margins at top and bottom. Pages are to be numbered. Your name is to appear at the top of all pages. Staple pages together.

**SOCIAL WORKER'S CODE OF ETHICS:** The Social Work Code of Ethics is available at the National Association of Social Workers web site (<http://www.naswdc.org>). You may request a hard copy from your instructor.

### **COURSE GRADING**

#### **Points contributed toward final grade**

Class attendance, participation, responsibility	154
Exams 1, 2, and final	366 (122 each)
2 Student Selected Assignments (SSA)	70 (35 each)
"Days in Lives..." 1 <sup>st</sup> paper	105
"Days in Lives..." 2 <sup>nd</sup> paper	105
Interview Skills	<u>200</u>
<b>total =</b>	<b>1000 points</b>

Unless a modification is announced, the student should assume the following relationship between percentage of points earned and letter grade (90% and above = A), (80-89% = B) (70-79% = C) (60-69% = D) (below 60% = F).

### **CRITERIA USED TO GRADE PAPERS**

1. Paper demonstrates student's effort utilize the experience/assignment as an opportunity to learn.
2. Student follows directions and stated instructions for assignment.
3. Paper is clearly written, well organized, submitted prior to deadline, uses proper grammar and correct spelling, and uses prescribed format. Papers are to be typed, double spaced, one inch margins on all sides, and with page numbers. All papers are to be stapled together.

### **STUDENT SELECTED ACTIVITIES (SSA)**

A student selected activity (SSA) is a learning activity selected by the student from the 11

choices listed below. The student is required to complete two (2) SSA's but may submit a 3rd as a way of earning up to 20 "bonus points" toward the final grade. Each of the required SSA's can earn up to 50 points. A particular choice or type of SSA can be used only once. (In your written report the SSA must be clearly identified by number 1-11.) It is important to note that there exist certain time periods for the submission of an SSA.

One SSA paper must be submitted before March 14.

The second SSA paper is to be submitted by April 30.

No SSA papers are accepted after May 2.

### **SSA CHOICES (11 types or categories)**

**OPTION #1:** Volunteer at least 5 hours of your time to some human service-related activity. Write a 2 page paper describing what you did, where, and also your thoughts about this experience.

**OPTION #2:** Attend at least 4 hours of a day long professional social work conference. Write a 2-3 page paper describing your thoughts and observations about this experience.

**OPTION #3:** Attend a meeting of a local support group or self-help group. Group must be one that is different from one you have attended in the past. Write a 2-3 page summary of your observations during session and your thoughts on what types of individuals would and would not benefit from such meetings.

**OPTION #4:** Attend a social work related training session or professional meeting of at least 2 hours in length and one that has been approved by your instructor. Write a 2-3 page description of your thoughts and observations concerning that meeting.

Note: local meetings of the National Association of Social Workers are scheduled for February 26, March 26 and April 23; 5:30 – 7:00 PM, St. Patrick's Hospital, Cafeteria Conference Rooms A & B.

**OPTION #5:** Spend at least one hour observing the people and happenings in a public waiting room of a health or welfare department or another organization providing human services to large numbers of people. Time your visit so you are there at a busy time of the day. Write a 2-3 page paper describing your thoughts and observations.

**OPTION #6:** Read three articles from the 19th Encyclopedia of Social Work (1995). Clearly identify each article by name and page number and write a 2-3 page paper describing these articles and your reactions. This three volume encyclopedia is located in the reference section

on main floor of library, near Interlibrary Loan department.

**OPTION #7:** Conduct an informal exploratory interview with one or more persons who have experienced a problem that is often addressed by social workers and human service agencies. Possible problems include poverty, teen pregnancy, homelessness, parent-child conflict, child abuse, mental illness, school drop-out and substance abuse. Write a 2-3 page paper about what you learned from this interview and possible implications for social work practice. **BE CAREFUL TO PROTECT PERSONS PRIVACY -- DO NOT USE THE PERSON'S NAME IN YOUR PAPER.** (The person interviewed must be different from the person interviewed for the Interviewing Skills Paper).

**OPTION #8:** Attend a meeting of the City Council, County Commissioners or another official body considering various social, economic, or community problems or issues. Write a 2-3 page summary of your thoughts and observations.

**OPTION #9:** Read three articles in issues of the journal Social Work. Articles must have been published after 1995. Clearly identify the articles (title, author, page numbers, date of publication) and write a 2-3 page paper describing key points of these articles and your reactions. This journal can be found in the UM library.

**OPTION #10:** Attend at least one hour of the Department of Social Work Practicum Fair (date will be in February or March). Write one page on what you observed and learned about the practicum and local agencies.

**OPTION #11:** Attend a meeting or event suggested by your instructor and identified as a possible SSA. Write 2-3 page paper describing your observations, thoughts, and analysis regarding this experience. (If you become aware of an event, you may ask your instructor if it qualifies as a SSA.)

### **TWO PAPERS based on book, Days in the Lives of Social Workers.**

The book Days in the Lives of Social Workers consists of 50 short chapters that are divided into 14 parts. Each part focuses on a particular arena of social work practice or type of practice setting. During the semester you are to prepare three (3) papers based on a careful and thoughtful reading of the 50 chapters. Each paper is to be about 4 pages in length (typed, double spaced, one-inch margins).

- On or before **March 5** submit paper based on your reading of chapters 1-25.
- On or before **April 16** submit a paper based on your reading of chapters 26-50.

The purpose of this assignment is to encourage you to think carefully about social work knowledge, skills, and values and about whether social work is a career that fits well with your personal values, interests, and aptitudes.

Each paper is to have 4 sections. Each section is to be about one page in length. The sections are to be labeled "Section 1," "Section 2," etc. Each of the 4 sections is to address a specific question(s).

Section 1 (one page): What values are reflected in the actions and decisions of these social workers? Are these values similar to or different from the six core values of the social work profession as listed in the Social Worker Code of Ethics?

Section 2 (one page): Identify 3 or 4 specific areas of knowledge or clusters of information that shaped or determined the decisions and actions taken by the social workers. In other words, what knowledge did the social workers use in their practice? (Use chapters and page numbers to describe where in the book these areas of knowledge are mentioned or reflected.)

Section 3 (one page): Identify and briefly describe 3 or 4 specific skills (actions, techniques, procedures) utilized by the social workers. (Use chapter and page numbers to describe where in the book these specific skills are mentioned, described or illustrated).

Section 4 (one page): Discuss whether you can visualize yourself working in these social workers practice settings and doing what these social workers do each day. In other words, can you picture yourself doing this type of work? Why or why not? (Use chapter and page numbers to refer to specific social workers or specific settings.)

### **INTERVIEWING SKILLS (paper) Due: April 25**

The purpose of this assignment is to provide an opportunity for the student to practice and evaluate his/her interviewing skills.

Conduct two tape recorded interviews with some individual (i.e. 2 sessions, 1 person). This person may be an acquaintance, but should not be a close friend or a family member and not a member of this class. These are to be "real" interviews and not a role play. Each interview is to be at least 25 minutes in length. At least 5 days must separate the two interviews.

The second interview session is to build upon and continue with topics and issues discussed in the first session. The two interviews might focus on and explore any one or a combination of the following areas:

- (if a student)The person's stresses and strains, problems and satisfactions related to his/her role as a student.
- The person's stresses and strains, problems and satisfactions related to job, family, etc .
- The person's significant life experiences that have shaped his/her decisions,

attitudes and goals in life.

- The person's family, cultural and/or religious background.
- The person's social network and sources of social support
- The person's future plans, hopes and dreams, etc.
- The person's experiences during childhood and adolescence.
- The person's experiences with special problems or challenges in life (e.g. illness, disability, loss of meaningful persons, trauma, etc.)

During the two interviews the student is to utilize basic communication and helping skills such as opened and closed questioning, encourages, paraphrasing, summarization, reflection of feelings, clarification, putting client's feelings into words, etc. (see faculty pack)

Following the interviews the student is to prepare a 4-6 page paper (typed, double-spaced). The first two sentences should describe the person interviewed, the length, place and date of the interview. However, the name of the person interviewed should not appear in this paper. About one page should summarize the interview and briefly describe the topics discussed. The remaining pages (about 3) should describe, assess and evaluate your own performance as an interviewer and your efforts to utilize basic communication and helping skills and techniques. Evaluate your performance in relation to each of following areas (1) displaying empathy, genuineness, personal warmth, non-judgmental attitude, (2) use of questioning skills, (3) use of encouragers, paraphrase, reflection and summarization. Devote about one-half page describing the difference you observed in your performance between first and second session.

Prior to preparing this paper, the student is to listen to his/her tapes two times. The two tapes are to be handed in with the paper. Place tapes and paper in a large envelope. Put your name on the tapes and envelope.



	<u>Tuesday</u>		<u>Thursday</u>
Jan 29	<u>first class</u>	Jan 31	
Feb 5		Feb 7	
Feb 12		Feb 14	
Feb 19		Feb 21	
Feb 26		Feb 28	
Mar 5	<u>paper due</u>	Mar 7	<u>EXAM</u>
Mar 12		Mar 14	<u>SSA due</u>
Mar 19	<u>vacation</u>	Mar 21	<u>vacation</u>
Mar 26		Mar 28	
Apr 2		Mar 4	
Apr 9		Apr 11	<u>EXAM</u>
Apr 16	<u>paper due</u>	Apr 18	
Apr 23		Apr 25	<u>paper due</u>
Apr 30	<u>SSA due</u>	May 2	
May 7		May 9	

**FINAL EXAM: THURSDAY, MAY 16, 1:10 – 3:00 PM**