**Course Title:** Social Work: Helping Profession SWK 1113

**Course Description:** (3 hours credit) Introduction to fields of social work practice, as well as the history of social welfare and social work in Europe and the United States. Additional material includes a brief overview of systems theory and methods of social work recording.

**Course Goals:** This course is designed to introduce the student to the history and practice of social work, various forms of social work record-keeping, and an introduction to family systems theory.

**Outcome Competencies:**
- The student will demonstrate a general knowledge of:
  1. Social work history in Europe and the United States
  2. Significant leaders in the social work field
  3. Definition and consequences of poverty, as well as presumed causes and “cures” for poverty
  4. Income assistance and health insurance programs
  5. School social work practice areas (programs for mentally retarded, learning disabled, and gifted children), as well as general school social work guidelines
  6. Causes of criminal behavior in adolescents and adults, as well as the role of the social worker in correctional facilities
  7. An overview of family systems theory
  8. Various forms of social work recording techniques

**REQUIRED TEXTBOOKS:**
ISBN 9780205001972

**REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:**
In order to be successful in this course you need access to a computer and a reliable internet source.

**GRADING POLICY:**
Grades are calculated as follows:
- Final Exam- 25%
- Midterm Exam- 25%
- Discussion Boards- 10%
Quizzes- 10%
Weekly Module Assignments- 30%

Grading Scale:
A= 100-90
B= 89-80
C= 79-70
D= 69-60
F= 59 & below

SPECIFIC ATTENDANCE POLICY:

Students who do not complete at least ‘one assignment’ during the week will be marked absent. For example, if the week’s assignments include a discussion assignment, a paper assignment and a quiz, and the student does not complete any of these assignments, the student will be marked absent. If the student completes at least one assignment, the student will be marked present. However, in order to be successful in this class, it is recommended that students complete all assignments.

During the Fall and Spring semesters a warning notice will be issued after the second absence, and upon the third absence, the student is removed from this course and receives an “F”. During the Summer semester a warning notice will be issued after the first absence, and upon the second absence, the student is removed from this course and receives an “F”.

It is understandable that extenuating circumstances occur, such as an extreme illness, death in the family, legal matters, or military duty.* It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

* Circumstances that are NOT considered extenuating:
-Registering late for the class
-Failure to read the syllabus
-Failure to plan appropriately
-Not having the appropriate textbook or software
-Technical problems

ABSENCE APPEAL PROCESS:
The procedure for an online appeal is for the student to fill out a letter of appeal which will be located on the Northwest eLearning website. After the letter is emailed to the Dean, it will then be sent to the appropriate eLearning Subject Coordinator. The Coordinator will review all relevant information and may consult the instructor. The decision to allow the student to continue in the course, offer the student the option to
withdraw, or uphold the “F” will be based on the information gathered. Upon final recommendation from the eLearning Subject Coordinator, a final decision will be determined by the Dean of eLearning and the student will be made aware of the decision within 15 days of the appeal.

WITHDRAWING:
The procedure for withdrawing from a course requires the student to contact the eLearning office and indicate the course from which he/she wishes to withdraw. The student should include his/her student identification number and reason for withdrawal. The eLearning Office processes the class withdrawal and a status change email is sent to the student and to the instructor.

PROCTORED EXAMS:
You are required to make arrangements to take a proctored final exam. These arrangements are made through your instructor, which requires you to attend a campus (Senatobia, Oxford or Desoto or for those attending through another institution, an official testing site) and provide a photo id.

CODE OF CONDUCT
The purpose of this Code of Conduct is to address student behavior within the online classroom.

1. All communication must be conducted in a manner that is appropriate to the academic classroom. This includes any student-instructor interaction as well as any student-student interaction within Canvas or through NWCC email.
2. All students must respect other people’s rights, opinions, and beliefs even though they may be different from their own. It must be understood by each student that his/her rights end where other individual’s rights begin.
3. No manner of personal presentation via Canvas profile image or other image will be allowed which disrupts the normal educational process. A student may replace the default profile image only with a comparable image of himself or herself that is appropriate to the learning environment.
4. All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited.
5. Language which is appropriate to the classroom is expected of all students.
6. All students must do their own work, except where instructors state that group work is permissible.
7. Students must conform to the Code of Student Conduct as described in the Student Guide.

The instructor has the right to remove from the class any student whose behavior violates the code of student conduct. The instructor has the authority to determine which behaviors are disruptive. A student who is removed from the class must contact the eLearning Office. Potential penalties may range from warnings to temporary or permanent removal from the course or being banned from taking any future online courses. The Virtual Incident Report will be filled out by the Instructor and sent
electronically along with supporting documents to the eLearning Coordinator and Dean of eLearning.

EXTRA CREDIT WORK:
Extra credit opportunities will be announced as/if they become available.

POLICIES FOR MAKEUP AND/OR LATE WORK:
Assignments will be accepted and grade up to one week past their initial due date, with the exception of quizzes, the midterm exam, and the final exam. Please note that approval must be provided by the instructor for assignments later than one week past their initial due dates.