

SOC 310 – SOCIAL SERVICES METHODS AND CASEWORK  
Syllabus – Spring 2017

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TEXT: Understanding Generalist Practice, 7<sup>th</sup> ed, Kirst-Ashman and Hull, 2012.

### I. Class Description

This class is devoted to an examination of social service methods and will primarily use a lecture/participation format. All students enrolled in this class are required to have either completed SOC 301, Introduction and History of Social Service Agencies or receive instructor permission to take this class. 310 will build on the concepts introduced in SOC 301. In 310, we will examine casework interview skills, traditional and contemporary methods, and assist students in developing a personal casework style. Additionally this course will explore the role of social services in modern society.

If you require additional help or have any type of questions, the best way to contact me is at the e-mail address listed above. You can also arrange to meet with me outside of class time. My office is located off campus at 402 E Yakima Ave Suite 800. Office hour appointments are arranged by appointment.

### II. Course Preparation

It is expected that all reading assignments will be completed as assigned. It is also expected that each student will take part actively in class discussions and practice activities. Lecture notes will be posted on Canvas (under Modules) before we begin discussing each chapter – printing these notes off Canvas will be especially helpful for note keeping in class. Class periods will involve lecture, discussion, and activities related to the assigned reading as well as supplemental material on occasion. Participation is an important part of your grade, so please come prepared to be involved. When out-of-class work is assigned, it is expected that the assignment be submitted within the designated timeline. Any late submissions will be penalized, as described under “Grading” below.

### III. Course Evaluations

Grades are weighted, as described below, roughly (but not directly) based on the percentage of points you accumulate throughout the quarter. Here are the three basic components upon which your course grade will be determined.

**Quizzes:** There will be a total of five, timed quizzes during this course. The quizzes are posted on Canvas. They will take place every other Friday, **with the exception of the final (#5) quiz which will be POSTED ON WEDNESDAY of Final’s week.** Each quiz will consist of 25 multiple choice, true/false questions and you will have 25 minutes to complete your test. Completion of the test will need to take place within the 24 hour posting of the quiz. Quizzes are available from 12:00AM Friday morning until 11:59PM Friday night.

Only 4 of your 5 quizzes will be counted toward your grade, the lowest grade will be dropped. **There will be no opportunities to make up missed exams.** Similarly, should you encounter internet or other problems during the test, it will not be re-set for you – it will simply become the score that is dropped when final grades are determined.

**Case Studies:** You will be asked to complete four case studies during the quarter. These consist of case scenarios that you will be required to provide your personal reaction, opinion, and course of

action. For those case studies early on the quarter, I will be looking primarily at your thought process and will not have the expectation that you provide me with the, “right answer”. However, as the quarter progresses, I will expect your answers to reflect a deeper understanding of the skills learned in this class. These assignments do not need to exceed two pages in length. Your name must be on all submitted assignments and they need to be double-spaced. You need to create your own document for your final submission (as opposed to building your replies off of the document provided to you). Please see the grading rubric (found in Canvas in the Assignments posting) for additional grading guidelines.

**Video:** A great deal of this course focuses on social services skills and the development of your own personal casework style. These concepts will be demonstrated by the demonstration of one video (where you act as the social service provider) which is presented to the class. Please see the Videos\_Description document (located in Module 1 on Canvas) for information and grading details. You are provided with a case vignette for the video which will be located on the Assignment tab in Canvas. Peer assessment will also be a component to the video; you will assess student’s video which will contribute to 30% of their grade. And finally you will complete a Self-Assessment (details for the assignment are located in Canvas).

**Participation and Skill-Building Practice:** This category focuses on your participation in and successful completion of a variety of skill-building exercises and activities that take place during class. Attendance will figure heavily towards your grade. Participation includes both taking part in class discussions and being involved in the in-class activities that make up the skill-building practice portion for your grade. Should you have to miss a class, you will have the responsibility for finding out what you missed and how to make it up.

**Grading:** All grades will be computed by Canvas according to the relative, “weight” of the course components – not by direct numbers of points earned for the specific graded element. The relative weights of the course components described above are as follows:

Quizzes:	15% of your total grade
Case Studies:	30 % of total grade
Videos:	30% of total grade
Participation:	25% of total grade

Basic grading scale is as follows:

94-100%	A	73-76.9%	C
90-93.9%	A-	70-72.9%	C-
87-89.9%	B+	67-69.9%	D+
83-86.9%	B	63-66.9	D
80-82.9%	B-	60-62.9	D-
77-79%	C+	below 60	F

Although points will be assigned to each of the above course components, which is really only as a reference for you (the real key is the relative weights of the specific items, and the percentages you’ve earned on each of them). While you will be able to see you scores in Canvas on Grades, you may not always know your overall grade. This is because weighted grades and actual points along with the total number of points possible are likely to be different. However, you will be able to see a running total of points along with the total number of points possible – therefore you should always have at least a general idea of where you stand grade-wise. If you have any questions regarding grades or grading, please arrange a time for us to meet outside of the class period.

Assignment Due Date: **The case studies and assessments are to be submitted via Canvas, videos are submitted by e-mailing me your YouTube link to your video.** Videos are the only assignment accepted via e-mail, any other assignments that are sent via e-mail are NOT considered submitted and will not be considered for grading. The assignment must be time stamped in Canvas no later than 11:59 PM on the date in which it is due. Please see below for details regarding late assignments.

Late Assignments: Any assignment received after its due date but within 24 hours will lose one full letter grade (10% will be deducted from the original assignment grade). Any assignment turned in 24-48 hours after the due date will have two full letter grades (20% of the original assignment grade) deducted. No credit is given for anything received more than 48 hours beyond its due date.

If the link you e-mail to submit your video does not work (i.e. you had not set the video correctly and did not provide me permission to view the video, the video was not loaded properly, the video is missing audio or visual components, the video does not open) you will lose 10% of your grade and an e-mail will be sent to you. You have 24 hours to respond to the e-mail and fulfill the request(s) outlined in the e-mail. Failure to respond to the e-mail within the 24 hour deadline will result in zero points for video submission.

Plagiarism: Plagiarism and other cheating is not tolerated. Please be aware that any student found to have cheated on a case study or exam by whatever means, or submitted an assignment containing plagiarized or falsified material will receive an automatic course grade of F, in addition to probable disciplinary action at the University level as the incident will be reported.

#### IV. Disabilities Statement

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact Disability Services to discuss a range of options to removing barriers, including accommodations. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information.

#### V. Tentative Course Outline

This outline is subject to change; however, you will be notified in advance during class of any changes that occur.

March 29 <sup>th</sup>	Introduction, review syllabus, Chapter 1
April 3 <sup>rd</sup> and 5 <sup>th</sup>	Complete Chapter 1, Chapter 2 <b>04/07/17: Case Study #1 due by 11:59PM</b>
April 10 <sup>th</sup> and 12 <sup>th</sup>	Complete Chapter 2 <b>04/14/17: Quiz 1 posted on Canvas from 12AM to 11:59PM</b>
April 17 <sup>th</sup> and 19 <sup>th</sup>	Chapter 3, Chapter 4 <b>04/21/17: Case Study#2 due by 11:59PM</b>

April 26<sup>th</sup> Chapter 5, Chapter 6  
**04/28/17: Video due by 11:59PM**  
**04/28/17: Quiz 2 posted on Canvas from 12AM to 11:59PM**

*No Class April 24<sup>th</sup>*

May 1<sup>st</sup> and 3<sup>rd</sup> Video Viewing, Chapter 6  
**05/05/17: Peer-Assessment due by 11:59PM**

May 8<sup>th</sup> and 10<sup>th</sup> Chapter 6, Chapter 8  
**05/12/17: Case Study #3 due by 11:59PM**  
**05/12/17: Quiz 3 posted on Canvas from 12AM to 11:59PM**

May 15<sup>th</sup> and 17<sup>th</sup> Chapter 11  
**05/19/17: Self-Assessment due by 11:59PM**

May 22<sup>nd</sup> and 24<sup>th</sup> Complete Chapter 11, Chapter 12  
**05/26/17: Case Study #4 due by 11:59PM**  
**05/26/17: Quiz 4 posted on Canvas from 12AM to 11:59PM**

May 31<sup>st</sup> Complete Chapter 12, Chapter 16

*No Class May 29<sup>th</sup>, Memorial Day Holiday*

**June 7<sup>th</sup> FINAL on Canvas, posted from 12AM to 11:59PM**