

**Nashville State Community College  
(School of Business and Professional Studies)  
(Social Work)**

**Spring 2023 Master Course Syllabus**

**(SWRK 2010-V01)**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course Information:**

An introduction and orientation to the field of social work. Topics include professional values and ethics, diverse population groups served, and the historical development and present structure of social services.

**Course Description:**

Students are expected to read, critically analyze, and discuss assigned readings. Grades will be based on chapter quizzes, one final exam (which must be taken ONLINE), eco-map, social work practitioner interview, volunteer work, participation in weekly group discussions, and a paper

**Required Reading:**

**Textbook(s):** Introduction to Social Work and Social Welfare by Charles Zastrow, 12th edition

**ISBN:** 9781305388338

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website ( <https://www.bkstr.com/nsccestore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nscce.edu](mailto:accesscenter@nscce.edu).

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nscce.edu/dcm](http://www.nscce.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Describe the development of social welfare, the context of social welfare, the context of social work practice, the structure and functions of service delivery systems and the role of the social services.
- Explain the knowledge base, ethics, values, skills and attitudes inherent in practice.
- Demonstrate an increased level of awareness of social issues, social problems, and the need of special populations, i.e., the elderly, poor, women, minorities, etc.
- Explain the knowledge and experimental basis necessary to make an informed decision about pursuing a career in the human service field.

**Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Engage with Individuals, Families, Groups, Organizations, and Communities
- Assess Individuals, Families, Groups, Organizations, and Communities
- Intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Topics to Be Covered:**

- Chapter 1 Social Welfare: Its Business, History, and Future
- Chapter 2 Social Work as a Profession and a Career
- Chapter 3 Generalist Social Work Practice
- Chapter 4 Poverty and Public Welfare
- Chapter 5 Emotional/Behavioral Problems and Counseling
- Chapter 6 Family Problems & Services to Families
- Chapter 7 Sexual Orientation & Services to LGBT Individuals
- Chapter 8 Drug Abuse & Drug Treatment Programs
- Chapter 9 Crime, Juvenile Delinquency, and Correctional Services
- Chapter 10 Problems in Education & Social Work
- Chapter 12 Racism, Ethnocentrism, and Strategies for Advancing Social & Economic Justice
- Chapter 13 Sexism and Efforts for Achieving Equality
- Chapter 15 Health Problems & Medical Social Services

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Social Work Practitioner Interview
- Person in Environment Group Project
- Code of Ethics Group Project

- Code of Ethics Essay
- Midterm Exam
- Final Field Research Project

### **Grading Policy:**

A = 90 – 100  
D = 60 – 69

B = 80 – 89  
F = 59 and below

C = 70 – 79

### **FA Grade**

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar (Nov 2). Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

### **FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

on in weekly group discussions, and a paper.

### **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

**\*\*Late assignments will be docked 15 points for every day they are late.** So for example, if an assignment worth 50 points is due on January 16<sup>th</sup> and you submit it on January 18<sup>th</sup>, your grade for the assignment will be docked 30 points. This means you will be able to earn no more than a 20/50 (or a 40%) for this assignment. While some points are better than no points, it is in your best interest to turn in all assignments ON TIME. You are receiving this syllabus almost one month before your first assignment is due, so PLAN AHEAD. All assignments must be submitted to the appropriate dropbox on NS Online **before class on the day they are due**. Any time after class start time on the due date will be considered one day late.

### **Attendance Policy**

Students who missed more than 2 weeks of class (4 class sessions) may fail the class due to poor attendance. Logging in more than 15 minutes late to class or leaving more than 15 minutes before class is over may count as an absence. Students may obtain excused absences for illness and other emergencies by notifying the instructor in advance.

### **General Policy**

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*

- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

### **Instructor's Policy**

The attendance policy for this course is: *(add instructor's attendance policy)*

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

### **Technology Statement**

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

### **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

### **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.