INSTRUCTOR: Jan Griffin, MSW, ACSW, CSW, CAC  
Phone: 974-3433 or 5520   E-mail: jgriffin21@uco.edu  
Office: Dept. of Philosophy & Humanities LAR 203B

OFFICE HOURS: TR 10-11 a.m., 1:45-2:45 p.m., MWF 10:45-12:00, 1:50-2:50 p.m. and by appointment convenient for both of us. Please make appointment before or after class.

ABOUT THE INSTRUCTOR: B.S. Criminal Justice, Social Work & Sociology Minor, MSW, 25 years as a Clinical Social Worker along with teaching Psychology, Sociology and related courses. Specializations include addictions, anxiety, depression, working with couples, adolescents, families and health care professionals with State Licensure issues.


COURSE DESCRIPTION: According to the University of Central Oklahoma 2010/2012 catalog, this course is described as follows:

A survey of the three basic components of social work: case work, group work, and community organization. Principles and techniques of human service delivery systems will be analyzed.

PREREQUISITE(S): None

COURSE OBJECTIVES: Each student will complete the following outcomes through written assignments, presentations and testing:

1. Gain knowledge about the nature of social work practice including its underlying assumptions, values, ethics, roles and activities. 
2. Gain a basic understanding about generalist social work practice. 
3. Identify and understand some of the differences between conventional and progressive approaches to social work. 
4. Gain an understanding of one’s own biases, strengths and empowerment related to social work. 
5. Gain some familiarity with the work of social workers in the community and on a global perspective. 
7. Exhibit critical thinking skills which will promote Ethical Principles based on social work’s core values of: service, social justice, dignity and worth of the person, importance of human relationships, integrity and competence.

**COURSE ORGANIZATION:** The course objectives will be met through textbook readings, class lectures, class participation, student presentation, written assignments and exams.

**Textbook Readings:** Reading the chapters prior to class is essential to fully understand the material as well as participate in class discussion, group work, and required assignments.

**Lectures:** Lecture material will parallel text information, along with current events and additional information relevant to social work.
Spring, 2013 Tues./Thurs. Social Work Tentative Course Schedule:

Wk.  1 01/15  Tues.  Ch.  1  Introductions
     01/17  Thurs. Ch.  1  Social Welfare: Its Business, History & Future
Wk.  2 01/22  Tues. Ch.  1  Social Welfare: Its Business, History & Future
     01/24  Thurs. Ch.  3  Generalist Social Work Practice
Wk.  3 01/29  Tues. Ch.  3  Generalist Social Work Practice
     01/31  Thurs. Ch.  5  Emotional/Behavioral Problems and Counseling
Wk.  4 02/05  Tues. Ch.  5  Emotional/Behavioral Problems and Counseling
     02/07  Thurs. Ch.  6  Family Problems and Services to Families
Wk.  5 02/12  Tues. Ch.  6  Family Problems and Services to Families
     02/14  Thurs. Exam #1 over Ch. 1, 3, 5 & 6
Wk.  6 02/19  Tues. Ch.  7  Sexual Orientation and Services to GLBT Individual
     02/21  Thurs. Ch.  7  Sexual Orientation and Services to GLBT Individual
Wk.  7 02/26  Tues. Ch. 13  Sexism and Efforts for Achieving Equality
     02/28  Thurs. Ch. 13  Sexism and Efforts for Achieving Equality
Wk.  8 03/05  Tues. Ch. 14  Ageism and Gerontological Services
     03/07  Thurs. Ch. 14  Ageism and Gerontological Services
Wk.  9 03/12  Tues.  Ch. 8  Optional Exam #2 over Ch. 7, 13 & 14
     03/14  Thurs. Ch. 8  Drug Abuse and Drug Treatment Programs
Wk. 10 03/18 – 03/24  Spring Break
Wk. 11 03/26  Tues. Ch.  8  Drug Abuse and Drug Treatment Programs
     Term Paper
     03/28  Thurs. Ch.  9  Crime, Juvenile Delinquency & Correctional Services
Wk. 12 04/02  Tues. Ch.  9  Crime, Juvenile Delinquency & Correctional Services
     04/04  Thurs. Ch. 12  Racism, Ethnocentrism, & Strategies...
Wk. 13 04/09  Tues. Ch. 12  Racism, Ethnocentrism, & Strategies...
     04/11  Thurs. Exam #3 over Ch. 8,9, & 12
Wk. 14 04/16  Tues. Ch. 15  Health Problems and Medical Social Services
     04/18  Thurs. Ch. 15  Health Problems and Medical Social Services
Wk. 15 04/23  Tues. Ch. 16  Physical and Mental Disabilities and Rehabilitation
     04/25  Thurs. Ch. 16  Physical and Mental Disabilities and Rehabilitation
Wk. 16 04/30  Tues. Ch.  2  Social Work as a Profession and a Career
     05/02  Thurs. Ch.  2  Social Work as a Profession and a Career
Wk. 17 05/07  Tues. 1-2:50 p.m. Final Exam over 15, 16 & 2

Class Participation and Group Work: Students are expected to participate in class discussion and activities. When not in class, students will still be responsible for all assignments and information presented. LATE ASSIGNMENT SUBMISSIONS WILL BE GRADED LOWER FOR EACH CLASS DAY LATE. NO LATE WRITTEN ASSIGNMENTS OR HOMEWORK WILL BE ACCEPTED AFTER WEEK 15.

Term Paper: Each student shall prepare a brief presentation and Term Paper, typed and double-spaced. Criteria for presentation and term paper will be provided and discussed in class.

Exams: Exams will cover material in the chapters, lectures and presentations. Exams will consist of multiple choice and/or true and false questions. See Tentative Course Schedule above. All exams will be
taken on green scantrons which are not wrinkled, with a #2 pencil, both of which the student must provide. Students who walk in late on exam day will be required to make the exam up as indicated below under “Make-up Exams.” You will be considered late on exam day if at least one student has completed the exam and left the room. Thus, that exam will have to be taken at a later date. It is the student’s responsibility to make arrangements with the instructor to make up an exam. See Make-up Exams.

OTHER POLICIES AND PROCEDURES

Make-up Exams: Students must have a documented excuse on physician, jury or military duty letterhead to make up an exam and only one make-up exam will be allowed within the term. Missed exams must be taken prior to the next scheduled exam or student will receive a zero. Make-up exams will not be identical to the test missed. A student with 5 absences or more with no mitigating circumstances will be subject to a grade of “F” and may not be allowed to make up any exam. Any student caught cheating on an exam will receive a zero and possible F for the course. This includes the “giving” or “taking” of improper assistance in examinations and assignments. See “Final Exam Daily Limits” on the “UCO Student Information Sheet.” The UCO Student Code of Conduct has further details.

Special Accommodations: Students with disabilities who need special accommodations should notify the instructor of special accommodations by the end of the first week of class. Please review the “ADA Statement regarding special accommodations” on the Student Information Sheet.

Attendance: The instructor believes that class attendance and class participation are important aspects of the college learning experience. Attendance will be taken at the beginning of each class period. If you cannot arrive to class on time, please adjust your schedule. If you are not in class on time, or if you leave early, without first notifying the instructor, you are absent. Any student missing 5 classes with no mitigating circumstances may receive an “F” for the course. If a class is missed, it is the student’s responsibility to obtain all updated information and announcements from another student.

Late Assignments: It is strongly recommended that when turning in a late assignment that you hand it to the instructor, as the instructor is not responsible for papers delivered to the department office or through e-mail.

Extra Credit: Opportunities for extra credit will be as follows: Volunteer work for Dining in the Dark Banquet or other volunteer services relevant to this class. Attendance of 3 different types of 12-step meetings (combination of Open or Closed Alcoholic’s Anonymous, Al-anon, Adult Children of Alcoholics, Gambler’s Anonymous, Gam-anon, Overeater’s Anonymous, Narcotic’s Anonymous, Nar-anon, etc.) and other events as announced in class. Mark your calendars in regard to the Sociology, Criminal Justice Job Fair in Pegasus Theater.

Classroom Civility: The following behaviors will not be tolerated during class: Talking or sleeping during lectures, videos, exams or in the presence of guest lectures; being discourteous to the instructor, guest lecturers or other students; note passing, pestering fellow students, text messaging or the use of other technological devices; cell phones and pagers are to be turned off and do not answer a call if you should get one during class; sunglasses are not to be worn during class. It will be the professor’s prerogative to ask you to leave class for the remaining class period and be marked absent.

Child Care: Although I am sympathetic to the problems of finding childcare, it is inappropriate to bring children to class. If this situation should occur, see another student for the class notes.
Integrity: Academic integrity and honesty are required. The University delineates the criteria for academic dishonesty and integrity as follows:

Academic dishonesty: Includes the “giving” and “taking” of improper assistance in examinations and assignments; not adhering to the correct procedures for identification of sources in reports and essays, etc: intentional misrepresentation, cheating, plagiarism, and unauthorized possession of examinations. The “Academic Integrity Statement” on the UCO Student Information Sheet and the UCO Student Code of Conduct has further details.

Academic integrity: You are to conduct yourself in a professional, ethical manner in and out of class. Conduct violations may be taken up with the professor, the chair of the department and the UCO student conduct officer. The UCO Student Code of Conduct has further details.

Plagiarism: All writing assignments that you submit for this course must either be entirely your own or properly referenced/cited. Violations constitute plagiarism. A case involving plagiarism is usually referred to the Discipline Committee, which can recommend in extreme cases dismissal from the university. There are two major types of plagiarism:

1. Word-for-word copying, without acknowledgment, of another writer. Having another person write or dictate all or part of one’s composition is plagiarism. In addition, you should copy no printed passage, no matter how brief, without acknowledging its source.

2. The unacknowledged paraphrasing of author’s ideas. You should not take credit for another person’s thoughts. Any distinctive, original idea taken from another writer should be credited to its author. If you are uncertain with the distinctiveness of an author’s idea, the best practice is to acknowledge the author.

Grading Point System:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4)</td>
<td>240</td>
</tr>
<tr>
<td>Term Paper</td>
<td>100</td>
</tr>
<tr>
<td>Presentation and paper</td>
<td>40</td>
</tr>
<tr>
<td>Homework and in class assignments</td>
<td>90</td>
</tr>
<tr>
<td>Participation and group work</td>
<td>30</td>
</tr>
<tr>
<td>Total cumulative points</td>
<td>500</td>
</tr>
</tbody>
</table>

Grading Scale: A= 450-500 B= 449-400 C= 399-349 D= 348-298 F= 297-0

Emergencies during finals statement, final exam daily limits, incomplete grade, withdrawing from all classes, emergency individual class drop or complete withdrawal: See UCO Student Information Sheet for further details.
UCO MISSION: The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

UCO VISION: UCO will become one of the Top 10 metropolitan universities of our kind in the United States by providing a transformative education as well as development experiences that help learners achieve their highest level of leadership potential.

ACADEMIC INTEGRITY STATEMENT

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned Turnitin.com. More information concerning this policy can be found on page four of the UCO Student Code of Conduct located at: http://www.uco.edu/conduct/code.html.

UCO Disability Services: The University of Central Oklahoma News and Networking Educational Communication Tool (UCONNECT) is a secure web site providing UCO student, faculty, and administrative staff with up-to-the-minute campus communications, single log-on connections to check grades, check schedules, add or drop classes, and access online course information. In a nutshell, UCONNECT is UCO’s campus portal. As the official communication tool of the university, students are expected to access their UCONNECT accounts regularly to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices.

In conjunction with UCONNECT, UCO provides a learning management system (LMS) for academic use. The LMS will be used for many course-related functions, including but not limited to, course communications, lecture material, turnitin.com assignments, group discussions, course assessments, and assignment submission. LMS use is at the discretion of each faculty member.

Contact Technology Support at support@uco.edu or (405)-974-2255 for additional information.

ADA Statement regarding special accommodations: "The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."

INCOMPLETE GRADE

The grade “I” may only be given for work not completed because of circumstances beyond the student’s control and in which further class attendance is not required. The student must have satisfactorily completed a substantial portion of the required course work for the semester. An “I” may only be changed to a letter grade by the instructor when work has been successfully completed outside the classroom and no longer than one year after the “I” was assigned as determined by the instructor. An “I” is not given simply because a student wants extra time to complete assignments or wants to earn a higher grade. A formal written agreement must be signed by the instructor and the student and filed in the department/school office, clearly identifying what work is to be completed and the timeline within which the work is to be completed.

WITHDRAWING FROM ALL CLASSES

When withdrawing from the first day of the term forward, obtain a Withdrawal Form from the Center for Undergraduate Academic Advisement, obtain the required signature approvals from Financial Aid (even if you are not receiving financial aid) and the Bursar’s office. Then take the form to Enrollment Services (Registration). You are not withdrawn until you receive a new printout from Enrollment Services that shows the withdrawal has been processed. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on the web or at the Enrollment Services office. International Students with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

WITHDRAWING FROM ALL CLASSES –FEDERAL AID RECIPIENTS

All federal aid recipients who completely withdraw from school prior to completing at least sixty percent of the semester will have to repay some portion of the federal funds received. UCO will determine the unearned portion of the funds received. This refund policy may require the student and/or the university, on behalf of the student, to immediately pay funds disbursed for the purpose of paying educational cost. The student will be held responsible for any funds the university is required to return on the student’s behalf to the federal program. Payment arrangements will be made through the Bursar’s Office only.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL

A student unable to complete a drop or withdrawal by the published deadlines may submit a written petition (with supporting documentation) to Enrollment Services (Registration) that shows the withdrawal has been processed. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on the web or at the Enrollment Services office. International Students with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

IMPORTANT DATES (Spring Semester)

Payment Due On All Courses 1/11/13
First Day of Late Enrollment Fee of $40 1/12/13
Classes Begin 1/14/13
Last Day to Enroll or Add classes 1/18/13
Last Day for any refund when DROPPING a class in person 1/25/13
Last Day to Drop a course or Withdraw from All Classes 4/5/13
Classwork Ends 5/3/13
Final Examinations 5/6/13 – 5/10/13
See final exam schedule on the web at: http://www.uco.edu/registrar/sched/

SPRING SEMESTER HOLIDAYS
Martin Luther King Holiday (Offices closed) 1/21/13
Spring Break (Offices open M-W) 3/18/13-3/22/13

SPRING LIBRARY HOURS
The Max Chambers Library will be open the following hours during the spring semester:
Monday – Thursday 7:30 a.m. – 2:00 a.m.
Friday 7:30 a.m. – 6:00 p.m. Spring 2013
WEATHER RELATED INFORMATION
Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at www.uco.edu. You may also check with local media. On occasion, classes have to be canceled or starting times delayed. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o’clock news.

EMERGENCIES DURING FINALS STATEMENT
If a university emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam.

FINAL EXAM DAILY LIMITS
A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s). Online courses are excluded.

To reschedule a final examination:
1) the student must petition the appropriate dean(s) using the Petition for Rescheduling Final Exams form which is available from any deans office or online at: http://www.uco.edu/academic-affairs/files/policiesandguidelines/academicstandards/4.4FinalExamsOFFICIAL.pdf
2) the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;
3) the approval will be delivered to the faculty member by the student;
4) dean(s) will send a copy of approved form to AVP/Enrollment Management, (Box 151);
5) the faculty member shall reschedule, with the student, a day and time agreeable to both;
6) the exam must be administered only during the official final examination week;
7) the new exam date must not interfere with the timely submission of grades for the entire class.

HOW TO CONTACT A FACULTY MEMBER
If you have questions regarding your class, speak with your instructor. Faculty usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

CLASS ATTENDANCE IS IMPORTANT
Talk with your instructor about any absences. Many instructors consider attendance so essential that your grade may be affected by your absence. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES. Check your course syllabus or ask your instructor for this information.

EXPECTATION OF WORK
Full-time college students are expected to spend approximately 40 hours each week in class attendance and study outside of class. According to Regents’ policy, for each hour in class a student is expected to spend two (2) to three (3) hours studying for the class (OSRHE II-2-34)

WE’RE HERE FOR YOU!
The administration, faculty, and staff want you to be successful in your learning experience here at UCO! If you have questions or concerns, seek help EARLY.

HELPFUL NUMBERS
Admissions Office, 974-3371
Advisement Center, 974-2342
Bookstore, 974-2736
Campus Activities and Events, 974-2363
Career Services, 974-3346
College of Business, 974-2426
College of Education, 974-5701
College of Fine Arts and Design, 974-3770
College of Liberal Arts, 974-5540
College of Mathematics and Science, 974-2461
Commuter Student Services, 974-3655
Counseling Center, 974-2215
Financial Aid Office, 974-3334
Flex Ed, 974-2393
Graduate College, 974-3341
Greek Life, 974-2580
Housing and Dining, 974-2746
EMERGENCY EVACUATION AND DRILLS:
The purpose of an Emergency Evacuation and Relocation Drill is to educate the participants in the fire safety features, shelter locations, exit routes available, and procedures to be followed in the event of a real emergency. All drills shall be treated as real events. All students will be asked to sign an attendance sheet once you are at the designated relocation point. In the event of Severe Weather: Primary Shelter Location are - Library Basement, Liberal Arts Basement, Murdough Hall Basement, Thatcher Hall Basement, NUC floor north, Howell Hall Suite 118, and Central Plaza Basement. In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "shelter in place" by moving to the lowest level and smallest room located in the center of the structure. An interior closet or bathroom is generally a good location. Use what you have to shield your hands and face from flying debris. Put as much space between you and exterior walls as possible and stay away from windows. Never take shelter in a hall that opens to the south or the west. Do not leave your shelter in place location until you are sure the danger has passed. A basement is considered the safest location in severe weather and locations on campus with accessible basements are limited. http://administration.uco.edu/documents/dps_tornadoSheltersForWeb2009.pdf
Map of Emergency Shelters on campus:

UCO COPYRIGHT POLICY:
Copyright law information is provided to you per the TEACH Act through the following websites:
UCO Department of Information Technology web page on Copyright, Intellectual Property Rights and Licensing Issues
UCO directs students to legal downloading sites.

UCO POLICY FOR USE OF COPYRIGHTED MATERIALS

Have a great semester!
The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Continuous Improvement Team and the Office of Academic Affairs.