

**NORTHEASTERN ILLINOIS UNIVERSITY**  
**SOCIAL WORK SWK 353**  
**Field Seminar I-Fall 2009**

Instructor: Susan Auman  
Office: CLS/LWH 3100  
Office Hours: by appointment  
or Tuesdays—El Centro 5 to 6 pm  
Thursdays---Main Campus 6 to 7 pm  
Office #: 773.442.4875  
Cellular #: 773-370-2464  
Email: [s-auman@neiu.edu](mailto:s-auman@neiu.edu)

**Required Text:**

Garthwait, C. L. (2008). *The social work practicum* (4th ed.). Boston: Pearson.

Rothman, Juliet Cassuto, (2005) *From the Front Lines Student Cases in Social Work Ethics*,  
Boston: Allyn and Bacon.

**Weeks 1-3**

**Orientation**

The objective of orientation is to provide a framework for processing student's experiences in the field placement and review syllabus and criteria for student evaluation.

Reading: Garthwait: Chapter 1, 18

Assignments: **\*Garthwait: I) Workbook Activities: Due: Tuesday 9/8 or Thursday 9/10**

**pages 4-9**

**pages 17-18**

We will go over these workbook exercises in class and they will be helpful in completing your learning contracts.

**\*Workbook Activities must be turned in via hard copy and must be typed out---NOT written on the workbook page itself. This will facilitate your ability to cut and paste into your Capstone paper.**

\*Begin Weekly Log entries, please see detailed assignment on Blackboard

**Placement Begins**

The student will learn skills to develop a comprehensive learning contract. Please refer to detailed instructions. Students must bring completed assigned exercises to class and be prepared to share responses with the group.

A framework for ethical decision-making will be introduced. Students will demonstrate an understanding of this framework by analyzing and presenting cases from the Rothman text. This is in preparation for the ethical decision making paper that will be required of students during the second semester.

**Sign up for Ethics Group Case Presentations for November dates: Choose groups and cases from *From the Front Lines* text. Get into groups to begin work plan**

Reading: Garthwait: Chapter 2, 3, 4  
Rothman: Introduction, NASW Code of Ethics pp. 258-277  
Assignments: Garthwait: **II) Workbook activities on pp. 29, 30 Due 9/15 Or 9/17**

### Weeks 4-6

#### **Establishing the Context**

We will explore the macro context in which your agency operates. The student will be able to articulate, verbally and in writing, the legislative, political, social, and community context in which their field practicum agency operates. They will be able to describe their site's mission, its organizational structure, and its auspices.

Reading: Garthwait: Chapters 8, 9, 10, and 11  
Rothman: Chapter 1, presentations as assigned

Assignments: Garthwait: **III) Workbook Activities on pp. 86-92, 101-108, 117-121, 132-135. Due Tuesday 9/22 or Thursday 9/24**

Learning Contracts: **Learning Contracts are due on: Tuesday 9/29 or Thursday 10/1**

Time Sheets: **1<sup>ST</sup> Set Time Sheets are due: 10/06 or 10/08/09**

Weekly Logs: **1<sup>st</sup> Set Weekly logs are due: 10/06 or 10/08/09**

**\*\*\*Subsequent Monthly Time Sheets and Weekly Logs will be due on the second Tuesday or Thursday of each month (November 10/12; December 8/10<sup>th</sup>— last date may change)  
\*PUT DATES IN YOUR CALENDARS!!!**

**Field Orientation-Date: October 7<sup>th</sup>, 2009 (tentative date)**  
Mandatory attendance for all field students

### Weeks 7-9

#### **The Professional Relationship and Effective Communication**

Students will discuss the purpose and uses of social work supervisory relationship. Class activity about effective communication.

Reading: Garthwait: Chapter 5, 7

Assignments: Garthwait: **IV) Workbook Activities pp. 50-53 & 74-77 Due: Tuesday 9/29 or Thursday 10/1**

**Establishing the Context student papers are due: Tuesday 10/13 or Thursday 10/15**

**Weeks 10 - 12**

**Cultural Competency**

Students are required to bring their agencies policies on Affirmative Action, Sexual Harassment and Equal Opportunity for class discussion.

**Cultural Competency student papers are due on Tuesday 10/27 or Thursday 10/29**

Reading: Garthwait: Chapter 12

Assignments: Garthwait: **V) Workbook Activities: 147-149**  
**Due: 10/20 or 10/22**

**Professional Social Work and Personal Safety**

Students will understand the mission, purpose, and uniqueness of the professional social work profession. Students will distinguish between professional and unprofessional behavior found in their field practicum sites. Personal safety issues in social work setting will be discussed.

Reading: Garthwait: Chapter 6  
Rothman: Chapter 2

Assignments: Garthwait: **VI) Workbook Activities pp. 62- 64**  
**Due: 11/3 or 11/5**

**Weeks 12-15**

**11/26/09**

**No Seminar—Thanksgiving**

**Ethics Group Case Presentations will be given: Tuesday 11/17 or Thursday 11/19**

**Evaluations and Practicum Issues Discussion**

We will discuss your mid-year evaluation process. Student's self evaluation and field supervisor's evaluation will be **due by:\_\_\_\_\_TBA\_\_\_\_\_** Evaluations must be received by that date in order for the student to receive a grade for SWK 355. Discussion and preparation for the second semester of the field practicum experience.

**Students who will be completing practicum hours over the semester break need to have their hours approved by the Seminar Instructor by:\_\_\_\_\_TBA\_\_\_\_\_**

## **Final Exam Week-Week 16**

Seminar meeting times this week depend on need of class/group and time issues.

### **PROFESSIONALISM**

Recognizing that Social Work Practitioners are professionals, students will be expected to govern themselves in accordance with the social work code of ethics. All comments should be shared with the entire class and you must agree to disagree. It is my expectation that you attend every class on time and are an active participant in discussions and activities. If you must be absent, you need to call or text me on my cellular phone number. No call/no show is unprofessional and unacceptable. Please be advised that after the third absence, each additional absence will result in a deduction of three points from your professionalism points final grade. Your assignments including weekly logs and time sheets are expected on the prescheduled due dates. A large part of practicing as a professional involves meeting deadlines in a timely fashion. Any assignments that are late MUST be prearranged with instructor to be accepted.

### **Academic Honesty:**

#### Academic Integrity and Plagiarism

- Students are expected to adhere to the University Student Conduct Code. ([http://www.neiu.edu/policy\\_2.htm](http://www.neiu.edu/policy_2.htm))
- Be careful to be sure to fully cite all sources—APA style
- Ask for help and/or consult a style manual if you are not sure how, when, or whether to include a citation.
- All papers must be written in your own words.
- Read online: What is plagiarism and how to avoid it (<http://www.indiana.edu/~wts/wts/plagiarism.html>)
- Papers that fail to address the specific topics and questions assigned for this class risk an F.

### **AMERICANS WITH DISABILITIES ACT**

Northeastern Illinois University is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public law 93-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act – (ADA), pursuant to section 504 of The Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens. As a faculty member, I am required by law to provide "*reasonable accommodation*" to students with

disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing *authorized* documentation through designated administrative channels.

### **Grading System**

Weekly Logs.....40 points

Workbook Activities.....60 points  
(10 points each)

Ethics Group Case Presentations .....20 points

Capstone paper components:

Section I--A and B: .....30 points

Section I—C: ..... 20 points

Professionalism.....30 points

Total points:.....200 points

### **GRADING POLICY:**

|          |   |
|----------|---|
| 200- 190 | A |
| 189- 180 | B |
| 179- 170 | C |
| 169- 160 | D |
| 159 - 0  | F |