**Syllabus:** Assessment and Case Management
**Course Number:** SCWK 2301

**Instructor Information**

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**Welcome!**

Well done! By enrolling in this course, you are showing that you take your college experience seriously and intend to become a learner who takes responsibility for his/her academic success.  I hope that you will not only learn a lot in this course, but also find it fun and engaging. Each lesson is made up of a series of different activities, so you won’t be expected to listen to lectures or read text/PowerPoints the whole time! In fact, I hope that you and the other members of the class will work with me to create a fulfilling class experience—by fully participating in the discussions, being an active member of the various peer-group activities, and communicating to me your thoughts and suggestions about the material I am about to share with you.  This course will be challenging only for anyone who refuses to bring 100% commitment to each lesson. That’s not you . . . so let’s look forward to you earning an A.

**Course Description**

SCWK2301: Exploration of procedures to identify and evaluate an individual’s and/or family’s strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, client information, and referral.

**Required readings/supplies**

Summers, Nancy (2016). *Fundamentals of Case Management Practice: Skills for the Human Services*. USA: Cengage

**Student Learning Outcomes for the Course**

Learning outcomes will include:

 1. Ethical practice during the assessment and case management process

 2. Therapeutic philosophies inherent in the assessment process

 3. Rapport building skills

 4. Facilitating a safe, therapeutic environment for the client to initiate life change.

**Learning environment**

Your enrollment in this class acknowledges that you intend to learn the course material. Students are responsible for knowing and following common sense rules of behavior when interacting with peers and/or the professor in an online learning environment. I am committed to creating and maintaining an open, productive, intellectually engaging learning environment. Appropriate web etiquette is required through all class communication. This is college, so warnings will not be issued. Please also read the Respectful Classroom Behavior document (Syllabus Appendix A) for more information about appropriate behaviors and classroom expectations.

**Objectionable material warning**

This is a college course, and you should know that anything is fair game. The college classroom is a unique place in society in which any ideas, opinions, and perspectives are welcome and should be shared, respectfully. You may find some of the material offensive. There will not be any inappropriate language.

**Course requirements**

You are required to complete all assignments, watch all assigned videos, participate in forum discussions, submit all written work according to the stated deadline and participate in all discussions and lectures. College instructors expect students to spend time outside of class reading, writing, and studying course material. Specifically, for every hour you are in class, you need to study for two to three hours. *The breakdown of the course requirements are as follows:*

|  |  |  |
| --- | --- | --- |
| 450 Points / 45%  | Assignments/Quizzes  | Ongoing  |
| 150 Points / 15%  | Participation  | Ongoing  |
| 150 Points / 15%  | Midterm Exam  | See attached  |
| 250 Points / 25%  | Final Exam  | See attached  |

*grades will be earned as follows:*

|  |  |
| --- | --- |
| 900 Points and Above / 90% and Above  | A  |
| 800 – 899 Points / 80% – 89%  | B  |
| 700 – 799 Points / 70% –79%  | C  |
| 600 – 699 Points / 60% – 69 %  | D  |
| 500 – 599 Points / 59.9% and below  | F  |

**Assignments (45% of semester grade)**

The biggest single percentage of points for this course comes from completing regular assignments and quizzes. These assignments will vary— documentation, assessment, treatment planning, referral, etc.—and they will offer many opportunities for you to apply what we are studying in class immediately. Completing these assignments on time and thoroughly will earn you full credit.

**Participation (15% of your final semester grade)**

Your participation grade will be based on your informed contributions to forum discussions and exercises. You will participate in graded activities in every lesson.

Participation grades will be based on the following:

* **Level of engagement/listening skills:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) engage in lectures, discussion board forum, and activities and make thoughtful contributions.
* **Behavior:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) behave appropriately in the online environment.
* **Preparation:** You (almost always, sometimes, rarely, almost never, OR never or very, very rarely) participate in forum discussions, complete assignments, and read necessary information to provide informed comments to course discussions and activities.
* **Collaboration:** You (almost always, sometimes, rarely, almost never, OR never or  very, very rarely) collaborate (or work in groups) in appropriate and fair ways.

 ***A special note about attendance:***

**Attendance is mandatory.** You are expected to attend every class, to arrive on time, and to remain the entire period. You need to be here in order to participate in in-class activities! It is your responsibility to find out what you missed in the case of an absence. **In college there is no such thing as an “excused absence.”** For online classes, attendance will be checked weekly on Monday mornings. To be counted present, the student must have logged in to the course and turned in an assignment each week.

**Absentee Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. **For online classes, you may be dropped after you exceed one week of absence.**

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

 A student should not stop attending a class without formally withdrawing from the course by the Institution’s published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**Exams  (Midterm will be worth 15% of your final semester grade; Final will be worth 25% of your final semester grade)**

You will complete two exams this semester, a midterm and a final exam. More details will be given in class at the appropriate time, including how to prepare to ace these exams.

**Guidelines for written work**

Written assignments must have one-inch margins on all four sides, be double spaced, and be completed in the Times New Roman font, size 12. Please note that correct spelling and grammar and a clear, easy-to-read writing style all count toward your grade. Use professional, formal, college English (i.e., no text-message language, contractions, clichés, or slang, for example).  More details about each assignment will be given in class at the appropriate time.

**Late work policy**

Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time, in accordance with the good time- management skills you will learn in this course, is considered highly desirable and an important habit to develop. For this reason, points **will** be deducted for late work. If you are having trouble completing an assignment on time, please contact me as soon as possible. If possible, I want to work with you so you can submit the assignment without losing points.

**Academic honesty**

This college assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct, including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including but not limited to cheating, plagiarism, and collusion, shall be treated appropriately. Please refer to the Texarkana College Catalog and Student Handbook for more information. Texarkana College will utilize as necessary, technology programs/software to ensure academic honesty.

**You must complete all work independently unless otherwise instructed. Plagiarism, cheating, or any related offensives will result in an automatic zero for that assignment—no exceptions, no excuses!**

**Withdrawals**

If for any reason you need to drop the course, it is your responsibility to inform me officially either in person or in writing, in a timely manner. If you are considering dropping, please try to meet with me to discuss your options. I may be able to help you find solutions to some of the challenges that may be affecting your progress in class. If I can help, I would like to! Ultimately the decision is yours; therefore, I will not drop students for any reason. All students who remain in the course will receive a grade based on their performance.

**Accommodations**

This college is committed to providing equal educational opportunities to every student. We offer services and technologies, including counseling, tutoring, special equipment and software, for  individuals with special needs and capabilities. Please contact Larry Andrews at 903-823-3349 for further information. Students must notify the instructor of any accommodations needed during the first week of class.

**Email**

Communicating with others via email is an important skill to succeed in today’s world. I will communicate important class-related information via email, so it is important that you check your official college email often.

 It is critical to know your audience when communicating in this medium. When you communicate with your instructor or your peers, you should be mindful of how your message may be interpreted. Please consider the following guidelines when communicating with instructors:

* Appropriate salutation (e.g., Dear Mrs. Smith)
* Brief introduction of yourself (especially important early on in the semester) so the instructor knows who you are
* Subject heading that includes identifies the class and indicates the general nature of your communication (e.g., “Question about Career Project”)
* Polite closing (e.g., Thanks, Best Wishes, Sincerely, Cheers, etc.).
* Short, to-the-point message
* Proofread, proofread, proofread!
* Avoid slang, text-message language, and acronyms (e.g., LOL).
* Avoid sending an email when you are angry or upset.

**Disclaimer**

THE COURSE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO ANY PART OF THE COURSE REQUIREMENTS, ASSIGNMENTS, POLICIES, DEADLINES, CONTENT, ETC.

You are responsible for keeping track of any and all changes. The instructor assigns grades based solely on performance, not on effort or anything else. If you anticipate any difficulty meeting course requirements or deadlines, you should contact your instructor well in advance.  If an emergency should happen (e.g., hospitalization), formal documentation is required, and the instructor will be more than happy to help the student to complete the course successfully.

**Copyright protection**

All federal and state copyrights reserved for all original material presented in this course through any medium, including lecture or print. Unless otherwise noted, all course materials are the intellectual property of the instructor and are thus copyrighted. Individuals are prohibited from being paid for taking, selling, or otherwise transferring for value personal class or other informational   notes made during this course to any entity without the express written permission of the instructor.  In addition to legal sanctions, students found in violation of these prohibitions may be subject to disciplinary action from the college administration.

**Final words**

I am delighted you are enrolled in *Assessment and Case Management*!

I commend you for placing such importance on doing well in college and on developing skills that will not only potentially improve your grades and standing in college, but also ensure you become a lifelong learner*.*

 **Syllabus Appendix A: Respectful Online Classroom Behavior**

We all benefit when:

* Everyone feels comfortable and free to share their thoughts in a safe and supportive environment. Please consider this before challenging, questioning, or contradicting the input of other students.
* All students understand they are being listened to in their own time, in their own way. This includes students who may speak more slowly or take a longer time to articulate their thoughts than you. Please do not interrupt a student who is still speaking; wait until they have finished before making your contribution to the discussion.
* We actively listen to other’s opinions and insights.
* Contributions made to discussions are thoughtful, supported by examples (to make the meaning clearer) or evidence (e.g., sharing the original source).
* We are willing to take risks in sharing opinions that might be different than those ascribed to by the majority. Diversity of thought is as much a classroom asset as other, more established forms of diversity!
* You do not just accept without comment when the instructor says something you do not understand or agree with. No instructor minds being intellectually challenged, as long as it is done respectfully.
* Someone asks a question. Because chances are, someone else in the class wanted the answer, too, but was too shy or nervous to ask. So asking questions does the whole class a favor.
* We choose to engage fully in class discussions. Let’s make them as lively and rich as possible this is your responsibility as well as the instructor’s.

**Additional points to consider regarding contributing to class discussions:**

* If you thought of something after class ended, take the opportunity to raise the issue in an online thread (Blackboard or equivalent).
* Remain open-minded! It is a myth that smart people stick to their original views. In fact, the smartest people are those who are willing to be swayed by reasoned argument and revise their views and opinions accordingly.
* Take the opportunity to continue class discussions in your success teams and/or study groups. The more you actively work with the material we cover, the more embedded in your long-term memory it will be.
* Remember, the richness of this course experience, for you and for your peers, depends on your playing an active role in discussions. Speak up!