TWU-UNT Joint MSW Program
Spring 2022
SOWK 5313
Social Work Policy Practice

Course Information

TIME: Thursdays 2:00 PM - 4:50 PM
ROOM: (1) TWU Old Main Building (OMB) Room #314
       (2) Remote Synchronous
PREREQUISITES: Satisfactory completion of SOWK 5303
INSTRUCTOR: Huei-Wern Shen, Ph.D.
OFFICE: Chilton Hall 390B
OFFICE HOURS: By Appointment
E-MAIL: hwshen@unt.edu

Course Description

This course introduces foundational knowledge and skills in policy practice, including the
policymaking process and intervention techniques aimed at impacting and changing social welfare
and public policies. Content includes understanding and analysis of contemporary social issues,
public policy and social welfare programs. Examination of global influences that affect US social
policy is discussed.

Course format & Role of Students

Course content will be covered through readings, exercises/assignments, lectures, discussions, and
presentations. Handouts will be provided in class where appropriate.

Students are expected to attend class and be on time, complete the readings, come to class
prepared and complete all assignments on time. Students are encouraged to ask questions, share
experiences and participate actively in class discussions. Any problems with attendance, meeting
deadlines or completing assignments should be discussed promptly with the instructor.
## Course Objectives

### Core Competency

#### COURSE OBJECTIVES

By the end of this course students will be able to:

<table>
<thead>
<tr>
<th>Core Competency</th>
<th>Objective</th>
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<tbody>
<tr>
<td>Demonstrate Ethical and Professional Behavior (Competency 1)*</td>
<td>1. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.</td>
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<td>2. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.</td>
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<td>3. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.</td>
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<td>4. Use technology ethically and appropriately to facilitate practice outcomes.</td>
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<td>5. Use supervision and consultation to guide professional judgment and behavior.</td>
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<td>Engage Diversity and Difference in Practice (Competency 2)*</td>
<td>6. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.</td>
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<td>7. Present themselves as learners and engage clients and constituencies as experts of their own experiences.</td>
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<td>8. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.</td>
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<td>Advance Human Rights and Social, Economic, and Environmental Justice (Competency 3)*</td>
<td>9. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.</td>
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<td>10. Engage in practices that advance social, economic, and environmental justice.</td>
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<tr>
<td>Engage in Policy Practice (Competency 5)*</td>
<td>11. Identify social policy at the local, state, and federal level that impact well-being, service delivery, and access to social services.</td>
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<td>12. Assess how social welfare and economic policies impact the delivery of and access to social services.</td>
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<td>13. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.</td>
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* Council on Social Work Education Educational Policy and Accreditation Standards (EPAS) Social Work Core Competencies
COVID

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a computer/laptop with webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Americans with Disabilities Act Accommodation Policy
In accordance with university policies and state and federal regulations, TWU & UNT are committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. Students seeking accommodation must first register with the TWU Disability Services for Students (DSS) if their home base is TWU or the Office of Disability Accommodation (ODA) if their home base is UNT to verify their eligibility. If a disability is verified, DSS or ODA will provide the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student’s specific needs in the course.

As a TWU student, if you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu ) in order to obtain the required official notification of your accommodation needs.

As a UNT student, if you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Office of Disability Accommodation (ODA) in Sage Hall, suite 167, or their website at http://disability.unt.edu. You may also contact the ODA office by phone at 940.565.4323. Specific information on UNT’s policies related to disability accommodations is available at http://policy.unt.edu/policy/18-1-14.
JMSW Program Related Policies

Attendance and Late Work Policy

Attendance and professionalism are vital in social work education. You are expected to attend all classes, seminar meetings, faculty appointments and other obligations, and to come to class on time. Many courses use small group collaboration and roleplaying methods that require your presence and participation during class for optimal learning. Professors rely on your timely presence to effectively implement these experiential methods and enhance the learning environment for everyone.

If you must miss a class, **Please notify the professor in advance that you will be absent.** It is your responsibility to collect notes from a classmate and/or handouts/powerpoints from Canvas. Absences may be excused based on:

1. a major event/illness that is life disrupting and clearly outside of your control, or
2. an illness that renders you incapable of participating or that is infectious and thus risks causing harm to your fellow students and professor if you participate.

The professor reserves the right to deduct points from your final point total for multiple (more than one) absences, late arrival, and/or leaving early. **It is the policy of the Joint Social Work Program that upon obtaining three misses from any course (excused or unexcused) you will earn a failing grade for the semester.** You will not be able to advance in your field practicum or other parts of the JMSW Program until you retake the course due to minimum grade and GPA requirements.

**Late assignment policy:** In fairness to students who do complete assignments on time, those who turn papers in late will have significant points deducted unless a legitimate reason for the tardiness has been discussed with the instructor prior to the due date.

Assignments are due at the time and date, and in the manner, specified in the assignment or project. An assignment or paper is due at **either the start of the class** (which is 2:00 pm) or the **end of the class** (which is 5:00 pm). An assignment is considered one day late if it is submitted at 2:00:01 pm.

If an assignment or project is one (1) class-day late, the grade value will decrease one letter grade from the original value (from A to B); if two (2) class-days late, two letter grades will be decreased from original value (A to C); if three (3) class-days late, three letter grades will be decreased from original value (A to D); if more than (3) class-days late, your paper will not be graded (a zero will be granted). In extenuating circumstances students may be given an extension. Foreseeable problems should be discussed with the instructor BEFORE the assignment due date, not after. All course assignments must be completed before a grade is issued.

JMSW Classroom Policies

**Media/Cell Phone Policy:** Cell phones should be turned off prior to class and put away. This includes text messaging. If you have an emergency situation which arises, discuss this with your instructor, to see if an exception may be granted.

**Written Assignments:** All assignments and written work submitted in the program may be included by JMSW faculty as part of a review to determine if sufficient progress is being made by the student to continue in the program.

**Intellectual Property:** All course materials and course content are the intellectual property of the instructor and/or your classmates. As a result, recording audio or video of the class, as well as the duplication of or forwarding of e-mail and Canvas postings is prohibited without written permission. This means, for example, that you may not post materials from the class, audio of lectures, or video of the class to personal web pages, Facebook, YouTube or any other electronic medium without the
written consent of the instructor, and if appropriate, all relevant class members. Students may, however, request permission from the instructor to record course lectures for personal academic use.

**Grading in the JMSW Program:** Decisions regarding the methods of grading are made by the individual instructors for each course. These grading methods are made available in the course syllabus each semester. It is the student’s responsibility to understand the grading method used by the instructor and to familiarize him/herself with this method at the beginning of the semester. Each student should read course syllabi at the beginning of the semester and seek clarification if any portion of the syllabus is not clear. Instructors differ in the weight assigned to different class assignments, whether late assignments will be accepted or receive a lower grade…etc.

If a grade of “C” is earned in a practice course or field practicum or seminar, the course must be retaken. If a grade of “D” or “F” is earned in any JMSW course, a review of student performance will be undertaken in order to determine if the student should continue in the program or be terminated.

**Professional Demeanor:** In addition to learning the knowledge, theories, values, and ethics of the social work profession and demonstrating effective social work practice skills, social work students are also expected to demonstrate an appropriate level of professional demeanor. Social work students will be assessed and/or evaluated along several dimensions of professional demeanor. Some examples of these include, but are not limited to: attendance in class and field; punctuality; timeliness in submitting required work in class and/or field; proper notification and/or documentation provided if class or field will be missed; ability to accept supervision and/or critical feedback; demonstrated respect for and appropriate interaction with professors, instructors, and supervisors; appropriate interactions with other students; ability to be a team player and cooperate with others; appropriate behavior in the classroom, meetings and/or field; writing ability; neatness in material presented; willingness to participate in remedial work (e.g., working with the writing lab); ethical behavior (including academic honesty); assertiveness; attitude; attire proper; handling of adversity; personal hygiene; taking responsibility for your own behavior; emotional maturity; originality; etc.

Sources of information concerning professional demeanor include, but are not limited to: formal and informal interactions with professors, other students, and, in the field - field instructors, co-workers, and clients; written work; telephone conversations; emails; information provided on forms; behavior in classes; behavior in meetings; body language; tone of voice; oral presentations; and so on. Students should assume that every aspect of their academic performance and professional presentation of self is being evaluated, as is the case for all job applicants, graduate school applicants, and employees in the real world.

The professors and instructors of the JMSW Program have decades of social work practice experience, supervisory experience, employee and / or student evaluative experience, and social work education experience with which to inform our assessments and/or evaluations. Students’ professional behavior will be assessed using this experience along with feedback from the student and, in the field, the agency. A main purpose of evaluating students’ professional behavior is to help them be better professional social workers that are employable and who can remain employed. Students may be denied admission to the Social Work Program or terminated from the program for failing to demonstrate appropriate professional demeanor.

**Academic Integrity**

Academic dishonesty is a serious offense that may lead to probation, suspension, or expulsion. One form of academic dishonesty is plagiarism--the use of an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by copying
information from another student's examination, take-home test, or laboratory manual. Suspected cases in this course may be reported to the appropriate office.

Specific details and descriptions of TWU’s Policies on Academic Dishonesty Procedures and students’ right to appeal are available at https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=24426

Specific details and description of UNT’s Policy on Student Standards of Academic Integrity (18.1.16) and students’ right to appeal are available at https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16.

### Campus Carry & Concealed Handguns

In accordance with state law and TWU and UNT policies, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about TWU’s concealed handgun policy at https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=34877 and UNT’s concealed handgun policy at https://campuscarry.unt.edu

### Sexual Discrimination, Harassment, & Assault

TWU & UNT are committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. Both TWU & UNT have staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

### Required Text

**Required Textbook**


**Optional Text**


Optional Media

The best way to keep current on policy issues is to regularly read, watch and/or listen to legitimate sources of news coverage. Be careful to distinguish news reports and commentary/opinion/advocacy pieces. Here are some recommended media sources:


- **News reports and feature shows**: The PBS News Hour, National Public Radio, MSNBC, CNN, ABC Nightline, CBS, ABC, BBC, Fox News, Al Jazeera… etc. The PBS News Hour (https://www.pbs.org/newshour/) has extensive links to additional materials. National Public Radio is also readily available online, and can be accessed locally via WKAR-FM (90.5) or WUOM-FM (91.7) or online. “All Things Considered” and/or “Morning Edition” on National Public Radio are good sources for current issues. New York Times podcast the Daily often has in-depth discussion of ongoing and emerging policy issues. Don’t forget the local News, such as The Dallas Morning News (https://www.dallasnews.com/news/).


Additional materials including selected articles, textbook chapters, and videos will be utilized during the semester. These materials will be available through links within the course on Canvas learning platform and or through the library. Readings may be modified with notice throughout the semester.

### Attendance Policies

Attendance and participation are required. It is the responsibility of each student and turning the camera on for this particular course is expected. Excessive absences will result in a failing grade for the course. Arriving late to class disrupts lectures, discussions and small group work, and so do whispered conversations, cell phones and internet browsing or e-mail checking during class. Disrespectful behaviors such as being late to class regularly, creating distractions with conversations with classmates, texting/e-chatting, emailing, or other electronic devices sounds frequently, the instructor will reduce your final grade by up to 10 percentage points.

### Assignments

1. **Class Participation (10%)**

   Class attendance AND participation is required. If illness or other emergencies make it impossible, students are required to inform the instructor of absences by e-mail as early as possible and submit an official proof document. One unexcused absence is allowed without penalty. Each additional absence will result in the reduction of 2 percentage points. Students are expected to be adult learners; listening actively and being respectful in comments and action. Please refer to the Attendance Policies above for more details.

2. **Reflection papers (10%)**

   Through the whole semester, 2 reflection papers (5% each) are required to turn in by 2pm on the class date (Thursdays). Each paper should not exceed one page (following APA guidelines), and content includes, but is not limited to, your responses/thoughts/critiques to the readings of the week. For example, if you turn in a reflection paper on 2/10, your reflection will be based on the readings of 2/10: Poverty in America & Income distribution. Due dates vary but are at 2:00 pm of the Thursdays you choose.
3. **Midterm Exam (30%)**
   The midterm exam is a cumulative take-home exam in short-essay question format. Questions will be inspired by course material (from week 1 through week 7) as well as news accounts from various sources. The exam is NOT a current events quiz but rather will involve placing current events in political, cultural and/or historical context in light of material covered (and emphasized), in class and/or in reading assignments. The exam questions will be distributed on March 3rd and the due date will be **March 10th at 5:00 pm**.

4. **Group Policy Analysis Paper (50%)**
   The primary written assignment for this course entails a multi-part project on a social problem, and a social welfare policy/program. A separate handout will be available to you for additional detailed instructions.
   - **Part 1 [10%]** is a detailed full-sentence outline stating a social problem and the specific social welfare policy. It should be 2 pages long but no more than 2.5 pages. Part 1 is due on **February 24th at 2:00 pm**.
   - **Part 2 [25%]**, using the detailed outline from part 1 and building on the material presented in Part 1, this final paper further examines the policy and evaluates its effectiveness in addressing the social problem under consideration. It is a maximum of 10 pages long, and is due **April 21st at 5:00 pm**.
   - **Part 3 [15%]** is a group PowerPoint presentation (20-25 minutes), in which you will present the material from Part 2, and add your policy suggestions. Part 3 is due **April 28th at 5:00 pm**.

All assignments are due on the date and time specified. Lateness will result in a reduction of your grade for that assignment and consequently for the course. If you have schedule conflicts with one of the due dates, you must see me ahead of time. If you have any special needs with respect to religious observances, health or disability, or other concerns that may affect your fulfillment of any course requirements, please see me individually.

### Grading Criteria for Assignments

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<tr>
<th>Final score</th>
<th>Final grade</th>
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<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89.9</td>
<td>B</td>
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<tr>
<td>70-79.9</td>
<td>C</td>
</tr>
<tr>
<td>60-69.9</td>
<td>D</td>
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<tr>
<td>59.9 and Below</td>
<td>F</td>
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### Course Reading Schedule

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<tr>
<td><strong>Week 1</strong></td>
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<tr>
<td>Date</td>
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<td>1/27</td>
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3/17

Week 9

Spring Break
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<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Topic</th>
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<tr>
<td>3/24</td>
<td>10</td>
<td><strong>Child &amp; Old-Age Welfare Policy</strong>&lt;br&gt;[Sign up meeting time for next week]</td>
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<tr>
<td>3/31</td>
<td>11</td>
<td><strong>Meeting with Professor for Part 2 Policy Paper</strong></td>
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<td>4/7</td>
<td>12</td>
<td><strong>Housing and Food policy</strong></td>
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<td><strong>Readings</strong>&lt;br&gt;Karger &amp; Stoesz: Chapters 16 &amp; 17</td>
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<tr>
<td>4/14</td>
<td>13</td>
<td><strong>The American Welfare State in International Perspective</strong></td>
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<td></td>
<td><strong>Readings</strong>&lt;br&gt;Karger &amp; Stoesz: Chapter 18</td>
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<tr>
<td>4/21</td>
<td>14</td>
<td><strong>Preparing for final presentations</strong></td>
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<td>4/28</td>
<td>15</td>
<td><strong>Part 3 Policy Presentations</strong></td>
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<tr>
<td>5/5</td>
<td>16</td>
<td><strong>Final Exam Week</strong></td>
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## Other Online Resources

### Writing Support
- TWU Write Site
- UNT Writing Center
- U.S. Government - Literacy and Plain Language

### Purdue Online Writing Lab
- APA 7th Edition General Format
- Avoiding Plagiarism

### More APA Supports
- APA Style Guidelines

### Netiquette or network etiquette
- UNR Netiquette
- Cal State Netiquette Examples