Renison University College Land Acknowledgement

With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe, and Haudenosaunee peoples, which is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.

Winter 2019

Course Code: SOCWK 120R/SWREN 120R
Course Title: Introduction to Social Work

Class Times/Location: Tuesdays 6:30 to 9:20; Ren 2107

Instructor
Instructor: Toni Lemon
Office: REN 1623
Office Phone: Please contact by email
Office Hours: available before/after class or email to arrange alternate time
Email: tlemon@uwaterloo.ca

Course Description
“This course introduces the values, principles, ethics and purpose of social work practice in contemporary society. The course traces the historical development of social work as a profession and its connection with the social welfare system. Various theories and approaches of social work practice with individuals, families, groups and communities (e.g. children, youth, elderly people, women, migrants, LGBTT2QQI + folks, and Indigenous peoples).”

Course Objectives and Learning Outcomes

Upon completion of this course, students should be able to:
A. Acquire a comprehensive understanding of the major concepts of the social work profession
B. Understand the history of the social work profession
C. Appreciate social work values, principles, and theoretical models
D. Comprehend different levels of social work practice
E. Think critically about various fields of social work practice

Required Text

Readings Available on LEARN
- Readings may be added throughout the course and provided the week before the class.

Course Requirements and Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date of Evaluation (if known)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Tests x 3 @ 25% each</td>
<td>Take home, open book (note: Turnitin is turned on):</td>
<td>75%</td>
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<tr>
<td></td>
<td>Unit 1: Historical, Theoretical &amp; philosophical Frameworks – Jan 30 8am – Feb 1 4pm</td>
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<td></td>
<td>Unit 2: Foundational Skills for Social Workers – Feb 27 8am – Mar 1 4pm</td>
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<td></td>
<td>Unit 3: Fields of Social Work Practice – April 3 8am – Apr 5 4pm</td>
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<tr>
<td>Final Report</td>
<td>April 8</td>
<td>25%</td>
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<tr>
<td>Total</td>
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<td>100%</td>
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**Assessment 1**
Unit Tests – 3 x 25% each

Unit tests will be take-home tests. They will be open book and will include a combination of multiple choice and short answer questions. Turnitin will be
on. Questions may include material covered in a previous unit. Questions may include material covered in the textbook that is not discussed in class as well as material discussed in class that is not covered in the text book.

Unit tests will be available on LEARN the following dates:

- Unit Test 1 – Jan 30, 8am – Feb 1, 4pm
- Unit Test 2 – Feb 27, 8am – Mar 1, 4pm
- Unit Test 3 – Apr 3, 8am – Apr 5, 4pm

Students will have up to 1.5 hours to complete each test.

**Assessment 2**  
Final Report – 25%

The final report is an individual written submission. Further details regarding the requirements for this report will be provided in Week 8.

The Final Report is due April 8, 2019 submitted via LEARN.

**Course Outline**  
Note: Topics and readings for each session may be adjusted including possible guest presenters.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Readings Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 8</td>
<td>Welcome &amp; get to know you Review of course outline What is Social Work? History of Social Work</td>
<td>Chapter 1</td>
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<td>2</td>
<td>Jan 15</td>
<td>Social Work Theories</td>
<td>Chapter 2</td>
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<td>3</td>
<td>Jan 22</td>
<td>Ethics in Social Work Practice</td>
<td>Chapter 3</td>
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<td>4</td>
<td>Jan 29</td>
<td><strong>Unit Test – Historical, Theoretical, and Philosophical Frameworks (Jan 30-Feb1)</strong> Social work and social policy</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Readings Due</td>
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<td>5</td>
<td>Feb 5</td>
<td>Social work with individuals and families</td>
<td>Chapter 4</td>
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<tr>
<td>6</td>
<td>Feb 12</td>
<td>Social work with groups and communities</td>
<td>Chapter 5</td>
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<td>Feb 18</td>
<td>Family Day (Holiday)</td>
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<td>Feb 19</td>
<td>Winter mid-term study break / “reading week”</td>
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<td>7</td>
<td>Feb 26</td>
<td><strong>Unit 2 Test – Foundational Skills for Social Workers (Feb 27-Mar1)</strong></td>
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<td></td>
<td></td>
<td>Social Work and Health</td>
<td>Chapter 6</td>
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<td>Social Determinants of Health</td>
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<td>8</td>
<td>Mar 5</td>
<td><em><strong>guest speaker</strong></em> The Role of social work in the lives of Indigenous Peoples</td>
<td>Chapter 11</td>
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<td></td>
<td>Overview of Final Report</td>
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<td>9</td>
<td>Mar 12</td>
<td>Social work with immigrants and refugees</td>
<td>Chapter 9</td>
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<td>International Social Work</td>
<td>Chapter 13</td>
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<td>10</td>
<td>Mar 19</td>
<td>Social work practice with children and youth</td>
<td>Chapter 7</td>
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<td>Social work and sexual and gender diversity</td>
<td>Chapter 10</td>
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<td>11</td>
<td>Mar 26</td>
<td><strong>Guest Speaker</strong> Disability and social work practice</td>
<td>Chapter 8</td>
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<td>Social work with Aging Populations</td>
<td>Chapter 12</td>
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<td>12</td>
<td>April 2</td>
<td>Unit 3 Test – Fields of Social Work Practice (Apr 3-Apr 5)</td>
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<td>Current Issues</td>
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<td>Last class celebration</td>
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<td></td>
<td>April 5</td>
<td>Last day of classes</td>
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**Late Work**

Students have 3 days within which to complete the take home tests. **Please note the dates of the tests and ensure you set aside time to**
**complete during the testing period.** If, due to exceptional circumstances, a student is unable to complete the test in the testing window, it is the student’s responsibility to contact the Instructor **BEFORE** the testing window opens, outlining the reason for inability to complete the test and, at the Instructor’s discretion, may arrange for an alternate time to take the test.

Final Reports are due by end of day April 8, 2019. Submissions will be made using LEARN. Any requests for extensions are to be submitted by email at least 3 days before the due date and will be considered on a case-by-case basis.

**Information on Plagiarism Detection**
**Turnitin.com:** Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

**Electronic Device Policy**
Electronic devices are allowed in class, provided they do not disturb teaching or learning.

Video taping or audio recording of classroom proceedings are not permitted.

**Attendance Policy**
**Students are expected to attend classes and engage in classroom discussions/activities.**

Tests will include questions on material covered in the class that is not in the text (as well as information from the text not discussed in class).
Final Examination Policy

For **Winter 2019**, the established examination period is **April 10-27, 2018**. The schedule will be available at the end of January. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time (see: [https://uwaterloo.ca/registrar/final-examinations](https://uwaterloo.ca/registrar/final-examinations)).

Accommodation for Illness or Unforeseen Circumstances:

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See [http://www.registrar.uwaterloo.ca/students/accom_illness.html](http://www.registrar.uwaterloo.ca/students/accom_illness.html).

Academic Integrity:

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity web page](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity web page](https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

**Discipline:** Every student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course professor, academic advisor, or Academic Dean. When misconduct has been found to have occurred, disciplinary penalties are imposed under the University of Waterloo Policy 71 – Student Discipline. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines-assessment-penalties). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines-assessment-penalties).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other copyright holder. Waterloo’s policy on Fair Dealing is available here: [https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory](https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory). Violation of Canada’s Copyright Act is a punishable academic
Grievance: A student who believes that a decision affecting some aspect of university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4 (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70). When in doubt, please be certain to contact the department’s administrative assistant, who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there are grounds. Students who believe they have grounds for an appeal should refer to Policy 72, Student Appeals (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

Academic Integrity Office (uWaterloo): http://uwaterloo.ca/academic-integrity/

Accommodation for Students with Disabilities:

Note for Students with Disabilities: The AccessAbility Services office, located on the first floor of the Needles Hall extension (NH 1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities, without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AAS office at the beginning of each academic term.

Intellectual Property. Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to
disciplinary sanctions as described in Policy 71 – Student Discipline. Students who become aware of the availability of what may be their instructor’s intellectual property in online repositories are encouraged to alert the instructor.

**Mental Health Support**
All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

**On Campus**
- Counselling Services: [counselling.services@uwaterloo.ca](mailto:counselling.services@uwaterloo.ca) / 519-888-4567 xt 32655
- **MATES**: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

**Off campus, 24/7**
- **Good2Talk**: Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- **Here 24/7**: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online at the Faculty of ARTS website
Download [UWaterloo and regional mental health resources (PDF)](#)
Download the [WatSafe app](#) to your phone to quickly access mental health support information

**Professional Conduct Policy**

**Preamble**
The School of Social Work adheres to the Canadian Association for Social Work Education’s (CASWE) Accreditation Standards. In abiding by the standards of the national governing body, CASWE, the School of Social Work provides students and the surrounding communities a measure of confidence regarding competent, well-prepared professional social workers at the undergraduate and graduate level. The School of Social Work and the agencies providing field education share in the responsibility to assist students to develop the skills to conduct themselves in a professional manner both in the classroom and in the field.
**Policy Statement**
The School of Social Work sets expectations of students’ conduct consistent with the expectations of professional conduct for practicing social workers. Based upon CASW Code of Ethics as well as workplace ethics, the student is expected to demonstrate commitment to his/her social work education as well as honesty, responsibility, reliability and courtesy. Communication is the foundation of professional conduct.

**Procedural Guidelines**
The student is expected to focus his/her attention on the class and/or instruction being provided.

Use of a personal computer or phone for reasons unrelated to course content, is not acceptable during on campus classes.

Attendance is expected in all social work courses and in the practicum setting. The student must make every effort to inform the instructor as early as possible prior to any absence (on campus or online) in a professional manner. In last minute circumstances (e.g. accident) the student must notify the instructor at the earliest possible time.

In order to support the student learning journey in the School of Social Work, students with any unexplained or unjustified absence will be informed of such, in writing, with the Director of the School of Social Work copied in. For professional clarity and consistent communication practices, any further absences will be documented in writing to the student with the Director of the School of Social Work copied in. The Director of the School of Social Work will follow up at their discretion. *(Updated October 2014)*

**Petitions, Grievances, Appeals**
The School of Social Work and Renison University College are committed to the view that when a problem or disagreement arises between a faculty member and a student every effort should be made to resolve the problem through mutual and respectful negotiation. Most issues are resolved by a student/faculty meeting to discuss differences of opinion. It is only after this stage that a student initiates a grievance. Petitions and grievances in the School of Social Work are handled under Policy 70: [https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70)

**A respectful living and learning environment for all**

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.
2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.
3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.