# Course Schedule

**IMPORTANT:** ALL TIMES EASTERN - Please see the University Policies section of your Syllabus for details.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Readings and Other Media</th>
<th>Activities and Assignments</th>
<th>Begin Date</th>
<th>End / Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit 1: Introduction and Overview</strong></td>
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<tr>
<td><strong>Week 1</strong></td>
<td>Module 01 - Introduction to Social Work</td>
<td>Hick, Chapter 1. Social Work and Social Welfare in Canada</td>
<td>Introduce Yourself</td>
<td></td>
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<td>Ungraded</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>Module 02 - History of Social Work</td>
<td>Hick, Chapter 2. Toward a History of Social Work in Canada</td>
<td><strong>Video:</strong> <em>The Things I Cannot Change</em> (55:09)</td>
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<td><strong>Unit 2: The Knowledge Base of Social Work Practice</strong></td>
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<td><strong>Week 3</strong></td>
<td>Module 03 - Knowledge Base in Social Work</td>
<td>Hick, Chapter 3. Social Work Theories and Practice Models</td>
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<td><strong>Unit 3: Value Base of Social Work and the Principles of Practice</strong></td>
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<td><strong>Week 4</strong></td>
<td>Module 04 - Value Base of Social Work</td>
<td>Hick, Chapter 3. Social Work Theories and Practice Models</td>
<td><strong>Midterm</strong> (covers weeks 1, 2, 3, and 4)</td>
<td>Wednesday, January 30, 2019 at 4:00 PM</td>
<td>Friday, February 1, 2019 at 11:55 PM</td>
<td>20%</td>
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<td><strong>Unit 4: Social Work Methods</strong></td>
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<td><strong>Week 5</strong></td>
<td>Module 05 - Social Work with Individuals</td>
<td>Hick, Chapter 4. Individuals, Groups, and Communities</td>
<td>Video</td>
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<tr>
<td>Week 6</td>
<td><strong>Module 06 - Social Work with Families</strong></td>
<td>Hick, Chapter 4. Individuals, Groups, and Communities</td>
<td>Video: <em>The Courage to Change</em> (54:21, NFB)</td>
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<tr>
<td>Week 7</td>
<td><strong>Module 07 - Social Work with Groups</strong></td>
<td>Hick, Chapter 6. Social Work and the Health of Canadians</td>
<td>Access to Ask Your Librarian discussion board ends</td>
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<tr>
<td>Week 8</td>
<td><strong>Module 08 - Social Work with Communities</strong></td>
<td>Hick, Chapter 6. Social Work and the Health of Canadians</td>
<td>Term Paper due Friday, March 8, 2019 at 11:55 PM 25%</td>
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<tr>
<td><strong>Week 9</strong></td>
<td><strong>Module 09 - Social Work with Children and Youth</strong></td>
<td>Hick, Chapter 5. Social Work and Child Welfare in Canada</td>
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<td><strong>Week 10</strong></td>
<td><strong>Module 10 - Social Work and Health Care</strong></td>
<td>Hick, Chapter 7. Mental Health and Social Work Practice</td>
<td>Poster Assignment due Friday, March 22, 2019 at 11:55 PM 15%</td>
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</table>

**Reading Week - Study Days (Sunday, February 17, 2019 to Saturday, February 23, 2019)**

**Week 7**

**Week 8**

**Unit 5: Fields of Practice**

**Week 9**

**Week 10**

Also submit the
Final Examination Arrangements and Schedule

Please carefully review the information about [writing exams](#) for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking [any on-campus courses](#), you will automatically be scheduled to write your exam on campus. No action is required.

If you are taking [only online courses](#), do one of the following:
If your address in QUEST is within 100 km of an examination centre, you must choose an exam centre in Quest by Sunday, January 13, 2019. This must be done each term.

If your address in Quest is more than 100 km from an exam centre, you must arrange for a proctor. Please review the guidelines and deadlines for writing with a proctor. This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the Quest Help page.

University of Waterloo Senate-approved academic regulations related to assignments, tests, and final exams can be found on the Registrar's website.

**Official Grades and Course Access**

Official Grades and Academic Standings are available through Quest.

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.
Contact Information

Announcements

Your instructor uses the Announcements widget on the Course Home page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click Show All Announcements.

Discussions

A General Discussion topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

Contact Us

<table>
<thead>
<tr>
<th>Who and Why</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Post your course-related questions to the Ask the Instructor discussion topic*. This allows other students to benefit from your question as well. Questions of a personal nature can be directed to your instructor. Instructor: Dr. Tom Brenner <a href="mailto:tebrenne@uwaterloo.ca">tebrenne@uwaterloo.ca</a> Your instructor checks email and the Ask the Instructor discussion topic* frequently and will make every effort to reply to your questions by Friday each week.</td>
</tr>
<tr>
<td>Technical Support, Centre for Extended Learning</td>
<td><a href="mailto:learnhelp@uwaterloo.ca">learnhelp@uwaterloo.ca</a></td>
</tr>
<tr>
<td>Learner Support Services, Centre for Extended Learning</td>
<td>Student Resources <a href="mailto:extendedlearning@uwaterloo.ca">extendedlearning@uwaterloo.ca</a> +1 519-888-4002</td>
</tr>
<tr>
<td>WatCards (Student ID Cards)</td>
<td></td>
</tr>
<tr>
<td>Examination information</td>
<td>Include your full name, WatIAM user ID, student number, and course name and number.</td>
</tr>
</tbody>
</table>

*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.*
Course Description, Objectives, and Topics

Description

Introduction Video (08:12) - Dr. Thomas Brenner introduces the course and talks about his experience in the field of Social Work.

This is an introductory course in social work that presents a generalist perspective on social work practice in Canada and an overview of the Canadian social welfare system. The various topics presented in this course are highlighted below.

Objectives

Upon successful completion of this course, the student will be able to

- describe the values, concepts, and methods of social work practice as a professional discipline;
- discuss the origins and principles of social welfare in relation to concurrent Canadian programs, policies, issues, and delivery systems;
- differentiate the different social work methods of intervention; and
- draw conclusions about what is and is not ethical practice.

Topics

1. History of Helping (a brief overview) - The course will begin with a brief look at how people have been involved in helping each other over the centuries, and what influence or direction it gave to helping as we see it today in the profession of social work

2. Value Base of Social Work and the Principles of Practice - The philosophical concepts, which are basic to the practice of social work, will be discussed. These include acceptance, individualization, controlled emotional involvement, and others. The code of ethics will be viewed and discussed

3. The Knowledge Base of Social Work Practice - This course will examine some of the theories and concepts relevant to the helping process, including knowledge of self, of the profession, of practice intervention modalities, and of the behaviour of individuals, groups, the community, and society.

4. The Social Work Methods - Three methods of Social Work will be examined: Casework, Social Group Work, and Community Organization
   - Casework - the method of social work used in a wide variety of social agencies and institutions. It is primarily working with individuals on a one-to-one basis and with families. Casework is an art in which knowledge of the science of human relations and skills in relationship are used to mobilize capacities in the individual and resources in the community appropriate for better adjustment between the client and all or any part of his total environment.
   - Social Group Work - the method of social work in which groups work to enhance social
functioning and achieve socially desirable goals. Group work is based on the knowledge of people's need for each other and their interdependence.

- Community Organization - the method of social work in which the generic elements of the other casework, group work methods plus specialized elements of community organization are used. The social worker uses this method of working with a community as a totality. This method looks at the community as the client, which will vary in sizes and kinds. These communities will have varying kinds of social ills. The social worker attempts to understand these social situations and help the people to help themselves face the problems, understand them, and take appropriate action.

5. Social Work Agencies - This section of the course will provide an overview of social work settings through which social work services are offered and practiced. Services will include public welfare and family and child welfare, services to the aged, correctional services, also specialized services—agency accountability, responsibility, interdisciplinary collaboration, will be discussed.

This online course was developed by Dr. Thomas Brenner, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.
About the Course Author/Instructor

Course Author/Instructor — Dr. Thomas Brenner

Teaching Areas


Current Research

Historical comparative study of social policy and social work education; Canadian and Australian comparison of senior citizens and how they adapt to technology. Tom Brenner received his M.S.W. (1982) and Ph.D. (2004) from Wilfrid Laurier University. Dr. Brenner specializes in social policy, social planning, program evaluation, and community development. He has contributed articles to the Encyclopaedia of Canadian Social Work on the Canada Health and Social Transfer as well as the Cooperative Commonwealth Federation.
Materials and Resources

Textbook and Video Media

Required:


Video Media:


For textbook ordering information, please contact the Waterloo Bookstore.

For your convenience, you can compile a list of required and optional course materials through BookLook using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders CANNOT be taken over the phone.

Course Reserves

Course Reserves can be accessed using the Library Resources widget on the Course Home page.

Resources

- Library services for co-op students on work term and distance education students
## Grade Breakdown

The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Term Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Poster Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40%</td>
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</tbody>
</table>
Course Policies

Late Penalties

If the Term Paper or Poster Assignment is submitted late then the following penalties will be applied: first day late a penalty of ten marks; each subsequent day late a penalty of five marks.
University Policies

Submission Times

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

MISSED ASSIGNMENTS/TESTS/QUIZZES

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form.

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

MISSED FINAL EXAMINATIONS

If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a Verification of Illness Form. Email a scanned copy to the Centre for Extended Learning (CEL) at extendedlearning@uwaterloo.ca within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.

After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within 150 km of Waterloo you should be prepared to write in Waterloo on the additional CEL exam dates. If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about Examination Accommodation Due to Illness regulations is available in the Undergraduate Calendar.
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. If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible. Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

Turnitin

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 the alternate assignment.

Turnitin® at Waterloo

Discipline

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

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 is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.
Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Final Grades

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

AccessAbility Services

AccessAbility Services, located in Needles Hall, 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn's Accessibility Standards Compliance.

Use of Computing and Network Resources

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

Copyright Information

UWaterloo’s Web Pages

All rights, including copyright, images, slides, audio, and video components, of the content of this course are owned by the course author, unless otherwise stated. These web pages are owned or controlled by the University of Waterloo, Centre for Extended Learning. By accessing the web pages, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show or play in public, adapt, or change in any way the
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**Other Sources**

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or extendedlearning@uwaterloo.ca.