

North Central **Michigan College**

NCMC CURRICULUM/COURSE OUTLINE FOR YEARS: 2001-2003

DIVISION/AREA: Sciences, Health and Human Services DEPARTMENT: Social Work

AREA DEAN: Timothy Dykstra, Ph.D.

ORIGINATOR: Polly Flippo

TOTAL HOURS OF INSTRUCTION: Lecture: 1 Lab: 0 Total Contact Hours: 1

COURSE NUMBER: SCW 170

CREDIT HOURS: 1

COURSE TITLE: AGENCY AND PROGRAM ORIENTATION

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None.

CATALOG DESCRIPTION:

Orientation and preparation for introductory field experience. Introduction to use of supervision, supervisory evaluation, and agency structure and function. Orientation to the Social Work program.

GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

Refer to College catalog or specific occupational program outcomes and describe how this course meets those outcomes.

Examine knowledge from social sciences.

COURSE OBJECTIVES & OUTCOMES:

1. Introductory understanding of bureaucratic helping, including topics selected from, but not limited to historic roots, major constituent groups, organizational structure, boards of control, administration, supervisory procedures, evaluation procedures, organizational change processes, professional and para- or non-professional roles, professional socialization, teamwork, volunteers, networking, and funding.
2. Preliminary knowledge of the agency network in the student's placement community.
3. Preliminary knowledge of the purposes and goals of the selected field experience agency.
4. Preliminary knowledge of the cultural diversity of the selected field experience client group.
5. Knowledge of field experience requirements and evaluation criteria.
6. Knowledge of BSW degree candidacy requirements.
7. Understanding of the structure and purpose of the remaining Social Work curriculum.
8. Awareness of populations served in various agencies.

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SKILLS OBJECTIVES:

1. Ability to select and negotiate a field experience placement, including preparation of a profile and completion of an agency interview.
2. Will have basic identification of client issues that are addressed in social work agencies.
3. Will have basic identification and familiarity with the social work terminology utilized in social work settings.
4. Will have basic skills in active listening, note taking and deciphering of information received.

VALUE OBJECTIVE:

Relating the selected placement agency's purpose and goals to the student's own personal and professional values.

METHODS OF INSTRUCTION: Lecture, class discussion, guest speakers, projects.

METHODS OF EVALUATION: Tests, projects and assignments.

REQUIRED TEXTS: Introductory Field Placement Manual for Social Work 170

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION	
Week 1	Orientation to course/requirements Student Folders Field Placements: purpose, types, locations Overview of the Social Work Program: requirements/GPA, etc. Exercise: Introductions Assignments due next class: 1. <i>Field Placement Manual</i> : Read pp. 1-4, complete pp 5-6. 2. Seek out agencies available to you in the summer 3. Research and write a report on the history/origin of your name. Who are you?
Week 2	Agency availability, requirements, where to look Financial aid and summer placement Importance of a name--discussion Resume, format, rough draft (discussion) Assignment due in 2 weeks. 1. Complete pp. 5-6 of <i>Field Manual</i> 2. Rough draft of your resume.
Week 3	Formalized helping: Private/public/voluntary, legal domains, structure, populations Resume drafts collected <i>Journals</i> --their purpose Student Profiles--discuss Assignments due next class Written Assignment--How did you celebrate a particular family holiday during your childhood; how did your parents when they were children; how did your grandparents; how did your great-grandparents?
Week 4	Discuss status of agencies located Criteria to be met before placement/GPA, where are you? Resumes returned to students for final typing Interviewing process and practice Guidelines and expectations of student, supervisor and school liaison Family celebrations assignment due Assignments due next class: 1. Read and complete <i>Manual</i> pp. 11-14 2. List examples (7) of your family's rules, also list the roles each family member filled within the family 3. Narrow your agency selections to 2 or 3. Have name, address, phone #, name of contact person 4. Resume discussion.

Week 5	<p>Review Resumes</p> <p>Review Personal values: reaction patterns, family patterns</p> <p>Client issues: what are they</p> <p>Explain “<i>Review of the Literature</i>”</p> <p>Assignment due next class:</p> <ol style="list-style-type: none"> 1. Review of the Literature: Juvenile Suicide 2. Contact temporarily approved agency and set up appointments.
Week 6	<p>Understanding yourself as an intern: your motivation, unresolved issues, authority role, your life context, your support systems</p> <p>Discussion: Juvenile Suicide</p> <p>Assignment due next class:</p> <ol style="list-style-type: none"> 1. <i>Review literature</i>: Domestic Violence-outline given in class

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Week 7	<p>Discussion and oral presentations (midterm)</p> <p>Discuss stages of internship: anticipation, disillusionment, confrontation, competence and culmination</p> <p>Status of agency interviews-set interviews</p> <ol style="list-style-type: none"> 1. <i>Review literature</i>: Child Abuse and neglect 2. Read manual pp. 19-29 3. Interview date set <p>Discussion on Child Abuse and Neglect-Rockford County Film</p> <p>Discuss manual pp. 19-29</p> <p>Discuss: Your Agency and getting to know it</p> <p>Assignment due next class:</p> <ol style="list-style-type: none"> 1. <i>Review literature</i>: Substance Abuse and Adolescence 2. Sexuality (STDs & HIV-AIDS speaker)
Week 8	Review and practice active listening, and note-taking skills.
Week 9	Discussion on Teen parents Film
Week 10	Discussion: <i>Review the literature</i> : Poverty in America
Week 11	Discussion: The “What Ifs” of placement Discussion: Poverty in America Assignment due next class: <ol style="list-style-type: none">1. <i>Review of the literature</i>: Depression2. Review your GPA status
Week 12	Discussion: Depression Discussion: Getting to know the people and clients of your agency All Agency selections are to be completed for each applicable student Assignment due next class: <ol style="list-style-type: none">1. <i>Review of literature</i>: Substance addiction

Week 13	<p>Discussion and Back Pack: Substance addiction (speaker)</p> <p>Lecture and practice: Client assessments, how to write a report</p> <p>Assignment due next week:</p> <ol style="list-style-type: none"> 1. <i>Review the literature</i>: Issues of the Elderly 2. Independent Living (speaker)
Week 14	<p>Student Panel of students who have been on field placement (Student Social Work Association) helpful hints....</p> <p>Final placement prep issues</p> <p>May Day report discussed</p> <p>Assignments due at Final Exam:</p> <ol style="list-style-type: none"> 1. May Day Report 2. Study for final exam.
Week 15	Presentation of Projects
Week 16	Final Exam

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON 11/2001