

***“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”***

# CARMEN SHURTLEFF

Associate Professor of Sociology and Social Work

Office UHS 109  
Classroom: UHS 150

Monday - off campus/by appointment  
Tuesday - 10:00-11:00 & 1:30-3:30  
Wednesday - 10:30-12:30 & 1:30-3:30  
Thursday - 10:00-11:00 & 1:30-3:30  
Friday - off campus/by appointment

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***This syllabus documents all course policies and requirements, assignments, and instructor/student responsibilities.***

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

**Course Description:** A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. Three credit hours.

**Prerequisite(s):** 2361

**Student Learning Outcomes:**

1. Articulate elements of the social agency's structure.
2. Summarize the agency's delivery of services.
3. Describe the delivery of services in relation to the agency's mission statement.
3. Explain how the agency meets the needs of the populations served.
4. Describe how the agency's services support the mission of social work, including diversity, social work values and reflect on value conflicts in the practice setting justice, and equity.
5. Evaluate the learning experience in the context of professional goals.
6. Evaluate the learning experience in the context of personal goals.
7. Describe how a social worker enhances/could enhance service delivery within the organization.
8. Identify personal and social work values and reflect on value conflicts in the practice setting

## Evaluation & Grading Policy

The assessments in this course are designed to evaluate students' understanding and application of key concepts. Each component aligns with course learning objectives to assess comprehension, critical thinking, and the ability to apply social work theories to real-world issues.

| <u>Assessment</u> | <u>Points</u> |
|-------------------|---------------|
| Observation hours | 100 points    |
| Portfolio         | 100 points    |
| Agency Project    | 100 points    |
| NUMIA Labs        | 100 points    |
| Discussions       | 100 points    |

**Total Points**  
**500 Points**

### Grading Scale:

- A = 90% to 100% of possible points
- B = 80% to 89% of possible points
- C = 70% to 79% of possible points
- D = 60% to 69% of possible points
- F = 59% and below

### Grading Criteria & Expectations:

- "C" grades represent an acceptable level of work.
- "B" grades indicate substantial effort and above-average performance.
- "A" grades are awarded for outstanding efforts and quality in required work.

### Required Textbook(s)

Required Instructional Materials: Choosing Civility  
Publisher: Mackmillan Trade  
ISBN Number: 9780312302304

### Course Structure and Overview

Course Structure and Overview: This is a 16-week online course where students must access graded activities on the Blackboard Learning Management System.

### Online Coursework Student Expectations

- Complete all assigned readings from the required e-book chapters
- Watch instructional videos to reinforce learning
- Complete the online chapter activities in Blackboard

## **Technology and Time Commitment**

- Regular access to a computer and the internet is required. Technical difficulties will not be accepted as an excuse for late submissions.
  - Students should expect to dedicate 3-6 hours per week to this course, including both in-person and online activities.
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## **Assignment Deadlines & Participation**

- Late Assignment Policy: Assignments are expected to be submitted by the designated due date. However, any late submissions will incur a daily point deduction. If an assignment is more than seven (7) days late, the student must contact the instructor via email to request an extension. Approval of an extension is at the instructor's discretion and may require documentation or additional justification. To stay on track, students are encouraged to review deadlines carefully and reach out in advance if they anticipate any challenges in meeting due dates.
  - Active participation in class is required. In-class speaking drills and activities are essential for skill development and will directly impact your success in this course.
  - Completion of the online portion is mandatory. You cannot pass this course without fully engaging in both the in-person and online component.
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## **Assignments**

### **Written Assignment Guidelines**

All written assignments must be formatted according to the current (7th edition) APA style and adhere to the following requirements:

- Font & Spacing: Use a legible font such as 12-point Times New Roman, 11-point Arial, or 11-point Calibri, double-spaced.
- Margins: One-inch margins on all sides.
- Title Page: Required, formatted according to APA 7th edition guidelines (include the title, student name, institution, course, instructor, and date).
- Headings: Use APA-style headings where appropriate to organize content.
- Citations & References: In-text citations and reference lists must follow APA 7th edition format. Include a References page for all sources cited in the assignment.
- Indentation & Spacing: The first line of each paragraph should be indented 0.5 inches.
- Page Numbers: Include page numbers in the top-right corner of each page.
- Running Head: Not required for student papers unless specified by the instructor.

Before submitting, students should proofread their work to ensure it is spell-checked and free of grammatical errors. Assignments that do not meet these formatting and writing standards will receive point deductions.

For additional guidance on APA formatting, refer to the current APA 7th Edition Manual or visit [www.apastyle.org](http://www.apastyle.org).

## **Observation Hours (Volunteer Hours)**

### **100 Points**

Experiential Learning course is designed to allow students to integrate their knowledge and program study with hands-on exposure to social work. Through guided field experiences and reflective practice, students will gain a foundational understanding of the role of social workers, the various practice settings, and the essential skills required to engage effectively with individuals, families, and communities. This course bridges classroom learning and real-world practice, allowing students to apply their knowledge, develop critical skills, and cultivate a professional identity as social workers. Students are required to complete 48 experiential learning hours.

This course is embedded into the NTCC CARE Center operations, including the Eagle Food Pantry. Students must volunteer at least 20 hours in the CARE CENTER, with at least 8 of those hours at the food pantry. In addition, students will lead a campus activity and engage in professional development and workshops. **If you have unique circumstances, please contact the Professor at the beginning of the course.**

***ADDITIONAL GUIDELINES ARE LOCATED IN BLACKBOARD***

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## **Discussions (SLO1 & SLO 3)**

### **100 points**

### **Discussion Board Guidelines and Expectations**

Discussions are an essential component of this course, providing opportunities for active engagement, peer learning, and deeper understanding of course material. Participation in discussions ensures that you remain involved in the learning process and allows you to develop critical thinking, analytical, and communication skills.

### **Participation Expectations**

Each student is expected to fully participate in all discussions and related activities. This may include:

- Summarizing assigned readings
- Responding to questions from the textbook or course materials
- Watching and providing insightful commentary on multimedia resources

### **Posting Requirements**

To receive full credit for each discussion, you must complete the following:

#### **Initial Post**

- Due: Thursday by 11:59 PM (CST)
- Minimum Length: 250 words
- Your response should clearly address the discussion prompt, demonstrate critical thinking, and incorporate relevant course concepts.
- Citations required: Support your response using course materials, assigned readings, or credible external sources, formatted in APA style (7th edition).

#### **Response Post**

- Due: Monday by 11:59 PM (CST)
- Minimum Length: 125 words

- Respond to at least one (1) peer's post, providing meaningful engagement by:
  - Offering a new perspective
  - Asking a thought-provoking question
  - Providing additional supporting evidence
  - Expanding on their ideas with relevant connections to course material

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## Grading Criteria

Discussion board participation is graded based on the following criteria:

| Criteria                 | Expectations                                                                                                                                               | Points    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Relevance                | Posts directly address the discussion topic, contribute meaningful insights, and demonstrate an understanding of the course material.                      | 5         |
| Engagement               | Thoughtfully responds to at least one classmate, adding depth to the conversation and fostering peer learning.                                             | 5         |
| Quality of Writing       | Posts are well-organized, use appropriate academic language, and are free from spelling and grammatical errors. APA included with citing sources.          | 5         |
| Respectful Communication | Interactions are professional, respectful, and contribute constructively to the discussion. Inappropriate or disrespectful comments will not be tolerated. | 5         |
| <b>Total Points</b>      |                                                                                                                                                            | <b>20</b> |

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## NUMIA LABS

### GRADING: 100 POINTS

NUMIA labs are an immersive Learning Experience that bridges concepts and skills in Real-World scenarios, an innovative approach to education beyond traditional classroom learning. It allows students to engage in hands-on, experiential learning within real-world settings, resulting in increased student engagement, learning, and reflection on practice. This immersive learning experience allows students to acquire and apply knowledge in practical, real-world scenarios. These immersive experiences include roleplaying, scenarios, field immersion, service learning projects, case studies, gamification, experimental workshops, reflective journals and/or blogs, multimedia presentations, interdisciplinary collaboration, and cultural immersion. There will be a minimum of 4 labs at 25 points each.

### Workshop Structure & Expectations

- Students will complete data workshops throughout the course.
  - Each workshop contributes to your overall course grade.
  - Workshops will include:
    - Practical exercises focused on social work.
    - Data analysis activities to apply course concepts.
    - Reflective questions to encourage deeper engagement and critical thinking.
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## Formatting & Submission Requirements

- All workshops must be formatted in APA (7th edition) style.

- Minimum word count: 250 words per workshop.
- Students must provide clear, well-structured responses that demonstrate understanding of the material.
- Proper citations and references are required when incorporating external sources.

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## Evaluation Criteria

Workshops will be graded based on the following criteria:

| <u>Criteria</u>                | <u>Expectations</u>                                                                        | <u>Points</u> |
|--------------------------------|--------------------------------------------------------------------------------------------|---------------|
| Application of Concepts        | Demonstrates understanding by applying theories and research methods appropriately.        | 10            |
| Data Analysis & Interpretation | Uses data effectively to support arguments and insights.                                   | 5             |
| Critical Thinking & Reflection | Provides thoughtful responses to reflective questions, demonstrating analytical reasoning. | 5             |
| APA Formatting & Clarity       | Meets formatting requirements, is well-organized, and free from grammar/spelling errors.   | 5             |
| <b>Total Points</b>            |                                                                                            | <b>25</b>     |

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## Portfolio

### 100 Points

In this assignment, you will create a comprehensive digital portfolio that showcases your experiential learning journey in the field of social work. Your portfolio will highlight your hands-on experiences, reflections, growth, and contributions to real-world social work settings. This portfolio will demonstrate your practical skills and reflect your understanding of social work principles and ethical considerations.

### ***GUIDELINES ARE PROVIDED IN BLACKBOARD***

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## Communication

### Instructor Communication & Feedback Plan

- The college's official means of communication is via your campus email address. Emails will be responded to within 48 hours (Monday-Friday). However, for faster communication, this course uses primarily Blackboard announcements to keep students informed outside of class.

Typical response to messages within four hours during weekdays, but response time may be up to 24 hours depending on availability. If you need additional help, email me at [cshurtleff@ntcc.edu](mailto:cshurtleff@ntcc.edu).

### Instructor Availability & Response Time

| <u>Communication Method</u> | <u>Expected Response Time</u>   |
|-----------------------------|---------------------------------|
| Email (NTCC Email Address)  | Within 48 hours (Monday-Friday) |

|                                    |                                                    |
|------------------------------------|----------------------------------------------------|
| <i>Blackboard Discussion Posts</i> | <i>Within 48 hours after the discussion closes</i> |
| <i>Assignment Feedback</i>         | <i>Within 5-7 days after submission</i>            |
| <i>Virtual Office Hours</i>        | <i>Scheduled weekly (details in syllabus)</i>      |

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## **Feedback on Assignments & Discussions**

- Discussions: individual and general feedback within 48 hours after the discussion closes.
- Sociology Data Workshops & Writing Assignments:
- Expect detailed, constructive feedback within 5-7 days, including:  
Strengths in analysis and writing  
Areas for improvement  
Suggestions for deeper engagement with the course material
- Exams & Quizzes: Auto-graded exams provide immediate feedback, while written responses will be graded within one week with individualized comments.

## **Opportunities for Additional Interaction & Support**

- Weekly Announcements – I will post weekly updates and reminders to help students stay on track.
- Virtual Office Hours – Available for one-on-one meetings via Microsoft Teams.
- Instructor Check-Ins – I will periodically check in through announcements or discussion boards to address common misconceptions, highlight student contributions, and reinforce key concepts.

## **Where to Find These Expectations**

These communication and interaction expectations are clearly outlined in:

- The syllabus (under "Instructor Communication & Feedback Policies")
  - Course orientation materials (in the introductory module)
  - Weekly announcements (to reinforce deadlines and updates)
  - By providing clear expectations for communication and feedback, I ensure that students receive regular, meaningful, and substantive interaction throughout the course.
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## **Minimum Technology Requirements**

Below are some technical requirements for using Blackboard that will help your experience in this course. You will see the NTCC Tech Support email address and phone number below.

Please contact them if you run into any technical problems during the semester. Please let your instructor know you are having difficulties as well. If you need further NTCC technical support services, please contact IT at [IT@ntcc.edu](mailto:IT@ntcc.edu) or 903.434.8140.

Blackboard will work on both a Mac and a PC. (Chrome Books are known to have issues with

Blackboard.) Accessing Blackboard through Fire-Fox or Chrome as your web browser is best. If you have trouble with improper activities, you might change your web browser as your first solution. The Default Browser in Windows 10 is Edge. This browser does not do well with Blackboard! If you go to Windows Accessories, you will find Internet Explorer still on your computer, but it is not your default browser. If you struggle to navigate with Edge, close it and go to Internet Explorer. You can download Blackboard Student for your smartphone from the Play or App stores. More information is available for Technology Requirements and Support under the Student Resources – Technical Support Tab in Blackboard.

### **Required Computer Literacy Skills**

The ability to communicate via email, including sending attachments; navigate the World Wide Web using a Web browser such as Internet Explorer; use office applications such as Microsoft Office (or similar) to create documents; willingness to learn how to communicate using a discussion board and upload assignments to a classroom website. In addition, students need to be comfortable uploading and downloading saved files, as well as navigating Blackboard and using its email component.

For more information or technical assistance on using the Learning Management System, please refer to the Home Page, Orientation Module in Blackboard's critical technical requirement, information, and support folder.

### **Institutional/Course Policy**

Late work will only be accepted with prior approval by the instructor. Students are always expected to be respectful toward classmates and professors! Review Student Conduct in the Student Handbook., which can be located at <https://www.ntcc.edu/sites/default/files/2024-12/NTCC%20Student%20Handbook.pdf>. It is the student's responsibility to check Blackboard for important information/announcements regarding the course. Students should be working on course material via Blackboard every week. Do not wait until the last minute to complete and submit assignments in case of technical issues.

### **Alternate Operations During Campus Closure and/or Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid).

Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **NTCC Academic Honesty/Ethics Statement**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach, using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor.

Academic dishonesty, such as cheating, plagiarism, and collusion, is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **Artificial Intelligence Statement**

The use of AI in this course must be approached with responsibility and integrity. While AI can serve as a helpful academic tool for brainstorming, organizing ideas, or strengthening study habits, it must not be used to complete assignments, assessments, or other graded work on your behalf. Doing so constitutes academic dishonesty.

Students may use AI to support their learning process (for example, clarifying concepts, generating study questions, or improving academic skills); however, all submitted work must reflect the student's own original effort and understanding. Any use of AI in preparing coursework must be cited appropriately; failure to do so may result in plagiarism.

Recognizing both the benefits and risks of AI, students are expected to use these technologies ethically and responsibly. You are fully accountable for all content you submit, whether generated by you or assisted by AI. If you are unsure about whether a specific use of AI is acceptable, it is your responsibility to ask the instructor for clarification before submitting work.

### **ADA Statement**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. More information can be located at, <https://www.ntcc.edu/student-services/eagle-assist/classroom-accommodations>. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special population's page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting student education records' privacy. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when attending a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." A parent has no legal right to obtain information concerning the child's college records without the student's written consent. In compliance with FERPA, information classified as "directory information" may be released to the general public without the student's written consent unless the student requests in writing. Directory information is defined as the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, the field of study, degrees, awards received, and participation in officially recognized activities/sports.

### **Student Social Support Resources**

At Northeast Texas Community College, we understand that students may encounter challenges that can create barriers to success. If you need support or guidance, NTCC offers Eagle Assist—a comprehensive hub where you can access resources beyond the classroom.

<https://www.ntcc.edu/student-services/eagle-assist>. Services available through Eagle Assist include classroom accommodation, mental health counseling, tutoring, the CARE Center,

financial literacy, and emergency assistance. NTCC is committed to alleviating barriers and fostering student success, regardless of your lived experiences. To access these services, please email [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu). Additionally, if you need further community resources, please visit [www.ntcc.edu/carecenter](http://www.ntcc.edu/carecenter).

### **Title IX Statement**

Northeast Texas Community College (NTCC) is committed to maintaining an educational environment free from discrimination based on sex, in compliance with Title IX of the Education Amendments of 1972. Title IX prohibits sex-based discrimination in any educational program or activity receiving federal financial assistance. This includes, but is not

limited to, acts of sexual harassment, sexual violence, and interpersonal violence. Title IX is a federal law that ensures no individual is subjected to discrimination on the basis of sex under any education program or activity. At NTCC, this commitment extends to all students, faculty, and staff, promoting a safe and inclusive campus community. If you or someone you know has experienced any form of sex-based discrimination, including sexual harassment or violence, NTCC encourages prompt reporting to ensure appropriate support and resources are provided. You can find more information at <https://www.ntcc.edu/about-us/police-department/information-statistics/sexual-harassment>.