SOCW 2389 Academic Cooperative

Fall 2026 2nd 8 week Independent Study

Course Syllabus

Northeast Texas Community College

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

Use this syllabus to review course requirements, assignments, policies, and your responsibilities. If course delivery changes, you will be notified.

Course Description

In this supervised experiential learning course, you will connect your program studies with introductory experience in social work. Through individual study, seminars, or both, you will set specific goals and objectives for studying social work, social institutions, or both. This course is worth three credit hours.

Prerequisites

2361

Student Learning Outcomes

1. Explain the elements of the social agency's structure.
2. Summarize how the agency delivers services.
3. Describe how the agency's service delivery relates to its mission statement.
4. Explain how the agency meets the needs of the populations it serves.
5. Describe how the agency's services support the mission of social work, including diversity, social work values, justice, and equity. Reflect on value conflicts in the practice setting.
6. Evaluate your learning experience in relation to your professional goals.
7. Evaluate your learning experience in relation to your personal goals.
8. Describe how a social worker improves or could improve service delivery within the organization.
9. Identify personal and social work values and reflect on value conflicts in the practice setting.

Evaluation and Grading Policy

Course assessments measure your understanding of social work concepts, your critical thinking, and your ability to apply theory to real-world issues.

Course Requirement	Points
Observation Hours	200
Journals	100
Discussions	100
Portfolio	100
Total Possible Points	500

Grading Scale

Percentage	Letter Grade
90% to 100%	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
59% and below	F

A C indicates acceptable work. A B indicates substantial effort and above-average performance. An A indicates outstanding effort and quality in the required work.

Required Textbook

Choosing Civility

- Publisher — Mackmillan Trade
- ISBN — 9780312302304

Course Structure and Overview

SOCW 2389 is a 16-week online course. Access graded activities in Blackboard. Plan to spend 3 to 6 hours per week on the course, including in-person and online activities.

- Complete the assigned textbook readings.
- Watch the instructional videos.
- Complete the online chapter activities in Blackboard.

Assignment Deadlines and Participation

- Submit assignments by the posted deadlines. The course policy requires prior instructor approval for late work. Late submissions incur a daily point deduction. If an assignment is more than seven days late, email me to request an extension. I may require documentation or additional justification.

Approval is at my discretion. Contact me in advance if you anticipate difficulty meeting a deadline.
- Participate actively in class. In-class speaking drills and activities help you develop skills and affect your success in the course.
- You must fully participate in both the in-person and online components to pass the course.
- Check Blackboard for announcements, work on course material each week, and allow time to address technical issues before deadlines. Technical difficulties do not excuse late submissions.
- Communicate respectfully with classmates and instructors. Review the student conduct policy in the NTCC Student Handbook.

Assignments and APA 7 Formatting

Use APA 7th edition style for all written assignments. Proofread for spelling and grammar before submitting. Work that does not meet the formatting and writing standards will receive point deductions.

- Use a legible font such as 12-point Times New Roman, 11-point Arial, or 11-point Calibri. Double-space the text.
- Use one-inch margins on all sides.
- Include an APA 7 title page with the title, your name, institution, course, instructor, and date.
- Use APA-style headings where appropriate.
- Use APA 7 in-text citations and include a References page for every source you cite.
- Indent the first line of each paragraph by half an inch.
- Put page numbers in the upper-right corner of each page.

For guidance, consult the APA 7th edition manual, the APA Style website, or the Purdue Online Writing Lab.

Observation Hours

200 points

Use guided field experiences and reflection to connect course concepts with social work practice. You will explore the roles of social workers, different practice settings, and skills for working with individuals, families, and communities. These experiences help you apply what you learn and develop your professional identity.

- Complete 48 experiential learning hours.
- Volunteer at least 10 hours in the NTCC CARE Center. The course is integrated with CARE Center operations, including the Eagle Food Pantry.
- Contact me at the beginning of the course if you have unique circumstances.

- Review the additional guidelines in Blackboard.

Discussions

100 points. This assignment addresses Student Learning Outcomes 1 and 3.

Participate fully in each discussion and related activity. Activities may ask you to summarize readings, answer questions about course materials, or watch assigned material and comment on it. Communicate respectfully and professionally.

- Submit your initial post by Thursday at 11:59 p.m. CST.
- Write at least 250 words. Address the prompt, use relevant course concepts, and explain your reasoning.
- Support your response with course materials, assigned readings, or credible outside sources. Use APA 7 citations.
- Posts that fall below the word count or lack citations will receive point deductions.

Journals

100 points

Use reflective journals to connect course concepts and skills with your experiences, observations, professional goals, current events, community issues, or future social work practice. You may draw on readings, discussions, volunteer or professional experiences, case studies, media, or community observations. Explain how what you learned applies in practice and consider how it has shaped your perspective.

Structure and Expectations

Complete labs throughout the course. Activities include research methods and data interpretation exercises, data analysis, and reflection questions.

Formatting and Submission

- Write 1 to 2 pages in APA 7 style.
- Organize your responses clearly and show your understanding of the material.
- Include citations and references when you use outside sources.

Digital Portfolio

100 points

Create a digital portfolio that documents your hands-on social work experiences, reflections, growth, and contributions. Use it to demonstrate practical skills and explain how you applied social work principles and ethical considerations. Follow the guidelines in the Course Resource Folder.

Communication and Instructor Availability

Use your NTCC email for official college communication. I primarily use Blackboard announcements to share course updates and reminders outside of class. For additional help, email Carmen Shurtleff.

- NTCC email — Allow up to 48 hours, Monday through Friday. I typically respond to weekday messages within four hours, though it may take up to 24 hours depending on my availability.
- Assignment feedback — Allow 5 to 10 days after submission.
- Virtual office hours — Scheduled weekly. One-on-one meetings are available through Microsoft Teams.

Feedback on Assignments and Discussions

- Discussions — Individual and general feedback within 5 to 7 business days after the discussion closes.
- Sociology Data Workshops and Writing Assignments — Individual and general feedback within 7 to 10 business days after the discussion closes.
- Auto-graded exams — Immediate feedback.

Feedback will identify strengths in your analysis, areas for improvement, and ways to engage more deeply with the material.

Additional Interaction and Support

I will post weekly announcements and periodically check in through announcements or discussion boards to address common questions, highlight student contributions, and reinforce key concepts. You can find communication expectations in this syllabus, the Blackboard Start Here folder and Introductory Module, and weekly announcements.

Minimum Technology Requirements

You need regular access to a computer and the internet. Blackboard works on Mac and PC. Chromebooks may have compatibility issues. The syllabus recommends Firefox or Chrome. If an activity does not work, try another browser.

You can download the Blackboard student app from your device's app store. For help, see Student Resources, then Technical Support in Blackboard. Contact NTCC IT Support at 903-434-8140 and let me know if you are having technical difficulties.

Required Computer Literacy Skills

You should be able to send email with attachments, navigate a web browser, create documents in Microsoft Office or a similar program, and upload and download files. Be prepared to use Blackboard email and discussion boards and to submit assignments in Blackboard. For help, see the technical requirements,

information, and support folder in the Orientation Module on the Blackboard Home Page.

Alternate Operations During Campus Closure

If an emergency or campus closure affects course delivery, NTCC may continue instruction through Blackboard, online meetings, email, or an alternate schedule. If the original delivery format becomes unavailable, NTCC will make every effort to continue instruction in another format. Check the NTCC website for college-wide instructions, Blackboard for course updates, and your NTCC email for important messages. Changes to the course format will be communicated by email, Blackboard, or both.

NTCC Academic Honesty and Ethics

Complete your work honestly and use resources I have authorized. Ask me if you are unsure which resources are allowed. Cheating, plagiarism, and collusion may result in disciplinary action. This course follows the Academic Honesty and Academic Ethics policies in the NTCC Student Handbook.

Artificial Intelligence Statement

You may use AI to support learning, such as brainstorming, organizing ideas, clarifying concepts, generating study questions, or developing study skills. Do not use AI to complete assignments, assessments, or other graded work for you. Doing so is academic dishonesty.

All submitted work must reflect your own effort and understanding. Cite any AI use in preparing coursework. Failure to cite it may constitute plagiarism. You are responsible for all submitted content. Ask me before submitting if you are unsure whether a specific use is allowed.

General Accessibility and Blackboard Ally

I aim to make this course accessible and inclusive. If you encounter a barrier to participating in the course, contact me so we can discuss what would help. If you already have approved accommodations, contact me so we can plan how to put them in place. NTCC provides reasonable accommodations to eligible students with disabilities under applicable laws and regulations. To request accommodations, contact the Academic Advisor or Coordinator of Special Populations in Student Services at 903-434-8264. Visit NTCC Classroom Accommodations for information and the request form. The Accessibility Services Office is in Humanities 103C. You can also email Accessibility Services at mpemberton@ntcc.edu or Accessibility Services at jperez@ntcc.edu.

Blackboard Ally offers alternative formats for course materials to all students. Depending on the file, formats may include audio, translated versions, e-reader

files, searchable or tagged PDFs, HTML, braille-ready files, Microsoft Immersive Reader, and BeeLine Reader. You can use these formats without requesting permission or disclosing a disability.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records at schools that receive funds under applicable U.S. Department of Education programs. Rights transfer from parents to students when students attend an institution beyond high school. Parents generally need the student's written consent to obtain information from college education records.

NTCC may release directory information unless you submit a written request to withhold it. Directory information includes your name, permanent or local address, telephone listing, dates of attendance, most recent previous school, major or field of study, degrees, awards, and participation in officially recognized activities or sports.

Student Social Support Resources

If you need support, NTCC Eagle Assist can connect you with classroom accommodations, mental health counseling, tutoring, financial literacy resources, and emergency assistance. Contact Eagle Assist by email. For additional community resources, visit the NTCC CARE Center.

Classroom Recording Policy

You need prior written permission from the instructor to record a class session by any method, whether in person or online. If your official accommodation letter from the Office of Special Populations permits recording, inform me before recording and follow the terms of the letter.

Lectures, instructional content, and recordings are the intellectual property of the instructor and NTCC and are provided for students enrolled in this course. Unauthorized recording, sharing, posting, or distribution of course content or images of students or faculty may violate FERPA and academic integrity standards.

Title IX Information

NTCC is committed to an educational environment free from sex-based discrimination, harassment, and sexual misconduct, including sexual and interpersonal violence. If you experience or learn about prohibited conduct, you are encouraged to seek support and report your concerns. Instructors are responsible employees and must report disclosures of possible prohibited conduct to the NTCC Title IX Coordinator.

Contact the Title IX Coordinator at 903-434-8121. Visit NTCC Title IX for reporting options and support resources, or see NTCC sexual harassment information. In an emergency, call 911.