



# SOCS 2389.021 Academic Cooperative HYBRID

## Course Syllabus: Fall 2022

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



**Carmen Shurtleff**  
*Professor of Sociology/Social Work*

Office IA 105A  
cshurtleff@ntcc.edu  
903.434.8307

Office Hours

Monday	9:00- 11:00
Tuesday	3:00- 4:00
Wednesday	9:00- 12:30 1:30- 4:00
Thursday	3:00- 4:00

***This syllabus serves as the documentation for 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.
4. Explain how the agency meets the needs of the populations served.
5. 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.
6. Evaluate the learning experience in the context of professional goals.
7. Evaluate the learning experience in the context of personal goals.
8. Describe how a social worker enhances/could enhance service delivery within the organization.
9. Identify personal and social work values and reflect on value conflicts in the practice setting.

### **Evaluation/Grading Policy:**

Observation hours	100 points
Portfolio	100 points
Professional Goals	50 points
Personal Goals	50 points

Reflection/Discussions	100 points
Agency Analysis	100 points
Total Possible	500 points

Grading and evaluation--In general, a course grade of a "C" represents an acceptable level of work. A course grade of "B" represents a substantial effort and achievement. It is clearly a grade for the better than average product and effort. An "A" is awarded only in the case of both outstanding efforts and quality in the required products. The grades will be awarded on the following basis:

- 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 of possible points

A grade of incomplete ("X") will not be given unless the student contacts the instructor to make special arrangements for making up required work. Only emergency situation that prohibit the student from completing the course as planned will warrant consideration of the grade of "X".

**Required Instructional Materials:** None

**Publisher:**

**ISBN Number:**

**Optional Instructional Materials:** Choosing Civility, P.M. Forni

**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.) It is best to access Blackboard through Fire-Fox or Chrome as your web browser. If you have trouble with any of the activities working improperly, 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 will go to Windows Accessories you will find Internet Explorer still on your computer, but is not your default browser. If you have any difficulties navigating with Edge, close it and go to Internet Explorer. You can download Blackboard Student for your smart phone from the Play store or the App store. More information is available for Technology Requirements and Support under the Student Resources – Technical Support Tab in Blackboard.

**Required Computer Literacy Skills:**

As an online student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for your online courses, following is a list of expectations and requirements: Students in a hybrid and/or on-line program should be comfortable with and possess the following skill sets: 1. Self-discipline 2. Problem solving skills 3. Critical thinking skills 4. Enjoy

communication in the written word

### Example

As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:

Communicate via email including sending attachments 2. Navigate the World Wide Web using a Web browser such as Internet Explorer 3. Use office applications such as Microsoft Office (or similar) to create documents 4. Be willing to learn how to communicate using a discussion board and upload assignments to a classroom Web site 5. Be comfortable uploading and downloading saved files 6. Have easy access to the Internet 7. Navigate Blackboard, including using the email component within Blackboard. Instructions and tutorials for this are provided in your course.

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

### **Course Structure and Overview:**

This is a Hybrid class which means class meets once a week and all other instruction is done online via the learning management system BLACKBOARD. In class meetings will be reserved for lecture, speaking activities/drills and speech presentations. Students are expected to complete all the readings of the required e-book chapters, watch the instructional videos and complete the online chapter activities. You will see that the course is divided into 16 weeks in the Blackboard portion. Each week you will be expected to complete certain online assignments for the chapters found in that week's folder. This course requires daily computer and internet access. You should expect to spend no less than 3-6 hours a week in this course. Pay close attention to deadlines for all assignments. Assignments will not be accepted late! Technical difficulties are no excuse for late assignments. **YOU CANNOT PASS THIS COURSE WITHOUT COMPLETING THE ONLINE PORTION!** In class participation is an essential element in this course. Each student will be expected to participate in speaking drills/activities which will occur during class time. These activities will allow students to sharpen their presentations and enhance delivery skills.

### **Assignments:**

All written assignments should be typed (12-point font), double-spaced, with one inch margins, a title page and stapled. Students are encouraged to submit written work that has been spell-checked and is free of grammatical errors. Students are expected to use APA style when citing reference materials. Students are advised that points will be deducted if these criteria are not met.

### **OBSERVATION HOURS**

**Grading: 100 points**  
**Due: November 29<sup>th</sup>**

Students will observe 48 hours in a social service agency approved by the instructor. This experiential learning experience is designed to integrate program study with an introductory into the field of social work. Detailed instructions are provided in the volunteer folder in blackboard.

### **PORTFOLIO/PRESENTATION**

**Grading: 100 points**

**DUE: November 29<sup>th</sup>**

Students will present a digital presentation of the experiential learning experience. The presentation will include an overall view of the student experience. Explain how the agency meets the needs of the population it serves and how it supports the mission of social work. Student will reflect on the service of delivery and how a social worker enhances the organization. Finally, student will identify any personal and social work values and conflicts within practice.

**Personal Goals**

**Grading: 50 points**

**DUE: September 18<sup>th</sup>**

Student will develop, implement and evaluate personal goals for the experiential learning experience.

**Professional Goals**

**Grading: 50 points**

**DUE: September 18<sup>th</sup>**

Student will development and evaluate professional goals for the experiential learning experience.

**Agency Overview**

**Grading: 100 points**

**Due: October 28<sup>th</sup>**

Student will describe the social agency structure, services provided and how services are delivered and meet the mission of the agency. Detailed instructions provided by within blackboard.

**Reflections/Discussions**

**Grading: 100 points**

**Due: Various Dates**

Discussions/Activities is where we will assess your participation whether you are an online or face-to-face learner. You are expected to be an active and engaged member of the class throughout the semester. Discussions/Activities are the way to exchange ideas and learn from your peers. Each student is expected to fully participate in the discussions/activities. It could involve summarizing articles, responding to questions from the text, or viewing and commenting on streaming videos.

In order to receive credit, you must post your response to the posted discussion board questions by Thursday at midnight. In addition, you must post a response to another peer's post by Sunday at midnight. Your grade on the discussion board is based on participation. Each discussion board assignment is worth 10 points. However, in order to receive full credit for these posts, you must fulfill some basic requirements: - After posting your answer to the question, you are expected to respond to a minimum of one other peer in the class. Initial posts should be a minimum of 75 words and a response at a minimum of 50 words. All posts should be relevant to the topic being discussed, but should also attempt to introduce a new point of view or piece of information or otherwise further the discussion - Posts should use correct grammar, punctuation, and vocabulary appropriate for a college-level course. Misuse of the discussion boards will not be accepted.

## **Communications:**

Emails will be responded to within 24 hours. If you do not receive a response within 24 hours, then the email was not received. Posts in the Discussion Forum “Questions, Comments, and/or Concerns?” will be monitored by the instructor. Responses by the instructor will be within 72 hours of post. The college’s official means of communication is via your campus email address. I will use your campus email address and Blackboard to communicate with you outside of class. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

All students are strongly encouraged to download the Microsoft team’s app on their personal phone or computer. This will be my primary communication tool for this course. To download the Teams mobile app, go to your mobile device’s IOS App Store or Google Play Store and download the app. Once downloaded, use your NTCC email and password to log in. You can access Microsoft teams from any internet browser by going to the following link: <https://www.microsoft.com/en-us/microsoft-teams/log-in>. You can also download teams to your personal computer by using the link above. Be sure and turn on notifications in your setting to avoid missing any notifications or important announcements for this course. **Please note if you use the internet browser only, you will not receive notifications.** I typically respond within one hour to messages; however, I may take up to 24 hours to reply. If you need additional help, please reach out to me via my email, [cshurtleff@ntcc.edu](mailto:cshurtleff@ntcc.edu).

Look for this app:



## **Institutional/Course Policy:**

No late work will be accepted without prior approval by the instructor. Students are always expected to be respectful toward classmates and professor! Review Student Conduct in the Student Handbook. 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 technology issues.

## **Alternate Operations During Campus Closure and/or Alternate 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 stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**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. 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 populations page on the NTCC website.

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request 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, 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 often have concerns that could lead to barriers to success. If you are a student that needs support and/or guidance, NTCC offers EagleAssist. EagleAssist is a comprehensive hub for students to access resources beyond the classroom. Some of those services include but are not limited to classroom accommodations, mental health counseling, NTCC Care Center, Financial Literacy, and Emergency Assistance. Included in those services are basic need services provided through the NTCC CARE Center, located in IA105. The NTCC CARE Center houses our Eagle Pantry, which provides food and hygiene products on a monthly basis for current students that express a need. NTCC believes that alleviating barriers will enable student value and success, regardless of a lived experience. To access services, please email [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu). In addition, if you need additional community resources, please [www.ntcc.edu/carecenter](http://www.ntcc.edu/carecenter).