

THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF SOCIAL WORK

Course Number: SW 383 R	Instructor: Sarah K. Sloan, LCSW Clinical Assistant Professor
Unique Number: 61480	Office Number: 3.124 H
Semester: Fall 2017	Office Phone: (512) 471-9107 Cell Phone: (512) 507-5057
Meeting Time/Place: Wednesdays 8:30am-11:30am, Field Seminar 11:30am-12:30pm	Office Hours: Wednesdays 12:30-1:30pm and by appointment
Website/E Mail: ssloan@austin.utexas.edu	

Course Description	Course Requirements	Policies & Resources
Course description Course aims and outcomes Format and procedures How to succeed in this course	Required materials and devices Course assessments Course grades Course schedule, dates readings & assignments are due	Classroom Policies Grading policies Policy on late work Policy on absences University Policies Student accommodations Academic integrity University Resources for Students Safety information Behavior Concerns Advice Line Emergency evacuation

COURSE DESCRIPTION

This course provides an introduction to social work practice methodology and professional use of self from a generalist perspective for social work practice with diverse individuals, families, groups, organizations and communities in conjunction with field education.

Prerequisites: This course must be taken concurrently with Field Instruction I. It is either taken with or after Basic Dynamics of Organizations and Communities, Basic Dynamics of Individuals and Families and Social Policy I. It is a prerequisite for Social Work Practice II and Field Instruction II.

COURSE AIMS AND OUTCOMES

Learning Objectives:

Upon completion of this course students will be able to:

1. Identify and begin to apply social work values and principles of ethical decision making as articulated by the NASW Code of Ethics.

2. Demonstrate an understanding of professional use of self and awareness of personal values in the development and maintenance of purposeful, problem solving relationships with multiple levels of client systems, as well as cooperative and constructive relationships with agency staff, other professionals and community members.
3. Utilize professional communication skills, supervision and consultation in the effective and ethical provision of services to diverse individuals, families, groups, organizations and communities.
4. Demonstrate an understanding of the impact of organizational and community context on service delivery through the in depth analysis of the assigned field agency.
5. Demonstrate knowledge of the historical roots and major developments of the social work profession and its commitment to promote social and economic justice.
6. Systematically apply a transtheoretical, eco-systems framework to engage client systems in identifying target systems and goals, and in analyzing, implementing and evaluating interventions that enhance client system strengths, capacities, assets and resources in relation to their environment.
7. Recognize the influence of socioeconomic status, age, developmental level, gender, culture, race, ethnicity, physical status, sexual orientation and spiritual beliefs on assessment, planning, intervention and evaluation at all levels of practice.
8. Demonstrate familiarity with basic concepts and methodology related to work with small groups in agency, organization and community practice.
9. Identify the importance of empirically based knowledge to evaluate and improve practice, policy and social service delivery.

FORMAT AND PROCEDURES

This class will be taught using a variety of teaching methods to foster a stimulating, creative and collaborative learning community. Experiential learning that builds upon students' field instruction will be emphasized. Other teaching methods include small group interaction, class discussion, role-plays, videotaping, videos, guest speakers, lecture and learning activities in the community.

HOW TO SUCCEED IN THIS COURSE

For a meaningful experience in this class, students must actively participate, take risks, stretch their creativity, apply their critical thinking skills and attend class regularly. All students are encouraged to ask questions, raise issues, provide the instructor feedback and meet with the instructor individually as needed to enhance their learning.

COURSE REQUIREMENTS

Required Materials and Devices

Hepworth, D., Rooney, R., Rooney, G., Strom-Gottfried, K., and Larsen, J. (2017). *Direct social work practice: Theory and skills*. (10thth ed.) Belmont, CA. Brooks/Cole.

Roberts, A. & Corcoran, K. (2015). *Social workers' desk reference*. New York: Oxford University Press (*required text of all students in program)

*The book is not available at the University Co-op bookstore. It is available through Oxford University Press website at a discounted price.

Additional readings, all updates and in-depth course information will be in UT's course management

system [CANVAS](https://utexas.instructure.com/courses/1209029) (<https://utexas.instructure.com/courses/1209029>)

COURSE ASSIGNMENTS

Students will be **required to complete the assignments listed below**. Detailed assignment learning objectives and instructions, including expected demonstration of content mastery and skill development will be provided in [CANVAS](#). All assignments will be discussed in detail in class and students are encouraged to meet with the instructor should they have any questions about the assignments. Grading sheets with point allocation will be provided with the assignment guidelines. All assignments will be graded on depth and quality of required content, creativity and critical thinking skills, overall professionalism and quality of writing. Specific point totals for each assignment are indicated below. All students are required to complete a grading sheet that is to be turned in with each assignment to foster their skill and comfort in self-evaluation – a critical component of practice evaluation.

Participation and Preparedness (30 points)

Bring to each class

As graduate-level social work students, it is expected that you will be able to participate on a deeper level in class discussions, taking healthy risks to work outside of your comfort zone. In order to receive the highest level of participation points, healthy risk-taking for increasing self-awareness and professional growth must be demonstrated.

Participation points will be determined by attendance, level of interest, respect for others' learning needs and **contributions** to classroom discussions and activities. Being prepared for class by reading assigned material is part of this professional expectation as well.

There will be the possibility of in-class activities throughout the semester that will gauge your preparedness for class.

Comprehensive Field Agency Analysis (100 points)

Due 9/27

This assignment provides students an opportunity to: 1) collect data on their field agencies in order to facilitate their orientation and integration into the agency; 2) assess the agency's accessibility for diverse client populations and overall cultural competence; 3) understand the policies and legislation that impact agency practice; 4) analyze the impact of the community and organizational context on the agency service delivery system; 5) determine salient social and economic injustice issues addressed by agency programs; 6) identify methods of practice evaluation and research utilized by their agency; and 7) recognize value conflicts and ethical dilemmas encountered in this setting. Students will research and complete a comprehensive agency analysis of the data gathered that includes an overall assessment of agency strengths, leadership, openness to innovation, and future trends.

Self-Inquiry and Ethics (50 points)

Due 10/18

To begin the process of self-evaluation needed for effective social work practice, students are asked to analyze an area of the NASW Code of Ethics that seems most challenging compared to their own personal beliefs. This assignment encourages creativity, critical thinking, and authenticity. A separate assignment sheet will be provided.

Video Role Play and Critique (100 points)

Due 11/1

The purpose of this assignment is to provide students an opportunity to practice basic engagement and relationship building skills and the problem solving process in a videotaped interview with a partner from class. Students will select a role play topic and either schedule a taping session in the LRC or use their own equipment i.e. camera, cell phone, etc. The video and a written critique will be turned in to the instructor. The written critique will require students to identify and evaluate the use and effectiveness of their social work roles, skills and interventions. Students will also participate in small group viewing and feedback sessions to deepen their clinical learning and increase their comfort and skill in the use of supervision and consultation.

Evidence Based Practice Assignment (20 points)

Due 11/15

The purpose of this assignment is for the students to obtain experience using evidence-based practice tools and resources. In evidence-based practice interventions, social workers use available research to guide their practice decision-making. Students will pose a question about an intervention or treatment approach in their field setting and search on available databases for support for that approach from research done with that population or problem area.

Multidimensional Assessment (100 points)

Due 11/29

A multidimensional case assessment of a client in field is required. The primary purpose of this assignment is to increase students’ knowledge and skill in data gathering, intervention planning and practice evaluation. While gathering client information and developing an intervention plan, students will identify client strengths, assets and resources, salient social and economic justice issues impacting their particular client population, significant policy implications, potential value conflicts and ethical dilemmas and important considerations related to agency and community context. The theoretical foundation for the intervention design will be a systems/ecological/transtheoretical/developmental/strengths based framework.

Final Examination (100 points)

Due 12/8

A final take home examination is focused on the integration and application of course content in the context of the students’ field experiences. Students will have 2 weeks to complete the exam.

GRADING FOR THIS COURSE

Class Point Total Grading Scale

470-500 points	A
450-469 points	A-
435-449 points	B+
420-434 points	B
400-419 points	B-
385-399 points	C+
370-384 points	C
350-369 points	C-
335-349 points	D+

320-334 points	D
300-319 points	D-
299 or below	F

Note: Students who were admitted into the MSSW program on a conditional basis are not able to take an incomplete for this course if the conditions for admission are still in place.

UT Graduate Grading Scale

94.0 and Above	A
90.0 to 93.999	A-
87.0 to 89.999	B+
84.0 to 86.999	B
80.0 to 83.999	B-
77.0 to 79.999	C+
74.0 to 76.999	C
70.0 to 73.999	C-
67.0 to 69.999	D+
64.0 to 66.999	D
60.0 to 63.999	D-
Below 60.0	F

COURSE SCHEDULE FOR PRACTICE AND FIELD ASSIGNMENTS

Practice and Field are two different classes with two separate grades. You will find Field and Practice assignments placed together below for your planning purposes.

For each Practice class, you will have a reading assignment, usually a chapter of the Hepworth textbook, and additional readings in CANVAS. You will need to keep up with the textbook reading on your own; as we won't cover everything in class. I consider the textbook to be "background reading" – in other words, read it before class, and if it covers new or unfamiliar concepts for you, then re-read and study it more carefully on your own time. Assignments, including the final exam, are based on the textbook and **our class discussions will assume that reading has been done prior to class.** Unless I specify otherwise you do not need to bring your textbook to class with you to class.

The following is a general guide for our semester. The instructor reserves the right to modify the calendar as needed to correct errors, to better meet learning objectives and to accommodate guest speakers and in-class discussions and tasks. Changes will be made only when necessary and, if made, students will be notified about them in class or by email. Please check CANVAS & email regularly for updates.

Date	Main Topic(s)	Readings – to be completed <u>before</u> class	Assignments, due at the beginning of class
8/30	Introduction to the profession of social work Syllabus Professional purpose and	HRRSL Ch. 1,2 *	Turn in Learning Assessment

	<p>mission Historical roots Commitment to social and economic justice Social work competencies Cultural competence Generalist practice and social work roles</p>	<p>*CANVAS Acceptable to JUST read summaries in Canvas for Ch. 1, 2</p>	
9/6	<p>Social work values and ethics Cultural Humility Personal vs. professional values Cardinal social work values NASW Code of Ethics Value conflicts and ethical dilemmas Malpractice and risk management</p>	<p>NASW Code of Ethics HRRSL Ch. 4 SWDR Ch. 18 Ethical Issues in Social Work Canvas: Tervalon: Cultural Humility</p>	WEEKLY FIELD LOG DUE
9/13	<p>Guiding frameworks for Social Work Practice and How to Help Overview of the helping process Guidelines for ethical decision-making Supervision and consultation for ethical practice Critical thinking The problem solving process Review of systems and ecological theories Transtheoretical/Stages of Change model Motivational Interviewing - Brief</p>	<p>HRRSL Ch. 3 SWDR Ch. 30 Task Centered Approach, Ch. 87 Motivational Interviewing Canvas: “Critical Thinking, What is it?”</p>	WEEKLY FIELD LOG DUE
9/20	<p>Engagement and relationship building skills Microskills – review and skill based practice Strengths perspective Resilience and developmental assets</p>	<p>HRRSL Ch. 5, 6 SWDR Ch. 80 Developing Successful Relationships Canvas: Rogers, “Therapeutic Conditions” Bruce Perry bio</p>	WEEKLY FIELD LOG DUE

	<p>Professional communication skills for all levels of social work practice</p> <p>11-12 p.m. Bruce Perry Utopia Theater All class field trip</p> <p>Quick check-in for field in classroom 12:00 – 12:30 p.m.</p>		
9/27	<p>Engagement and relationship building skills</p> <p>Microskills – continued review and skill based practice</p>	<p>HRRSL Ch. 7 Eliminating Counterproductive Communication Patterns Canvas: Kabat-Zinn - Attitudes of Mindfulness Gerdes and Segal, Empathy</p>	<p>WEEKLY FIELD LOG DUE</p> <p>COMPREHENSIVE FIELD AGENCY ANALYSIS</p>
10/4	<p>Social Work with Religion and Spirituality</p> <p>Professional Use of Self</p>	<p>HRRSL Ch. 9, pp. 240-241 Canvas: Asher, Spirituality/Religion in Social Work</p> <p>Dewane: Use of Self</p>	<p>WEEKLY FIELD LOG DUE</p>
10/11	<p>Multidimensional assessment</p> <p>Process and product Overview of multidimensional assessment Identification of client system strengths, assets and resources Aspects of diversity in assessment (Socioeconomic status, age, developmental context, gender, race, physical status, sexual orientation and spiritual beliefs) Ecomaps and Genograms</p>	<p>HRRSL Ch. 8, 9</p> <p>CANVAS: See Assessment Examples Austrian, Guidelines for Conducting Psychosocial Assessments</p>	<p>WEEKLY FIELD LOG DUE</p> <p>PROCESS RECORDING #1</p>
10/18	<p>Specialized assessments</p> <ul style="list-style-type: none"> Trauma 	<p>SWDR Ch. 27 Crisis Intervention</p>	<p>WEEKLY FIELD LOG DUE</p>

	<ul style="list-style-type: none"> • Suicidal risk/risk of harm to others • Domestic violence • Abuse of children and older adults 	In-class handouts	SELF INQUIRY AND ETHICS DUE
10/25	Family Assessments Evidence Based Practice	SWDR: Ch. 130 The Culturagram, Canvas: Murdach, “Soft Evidence” SW Podcast: The Process of Evidence based Practice	WEEKLY FIELD LOG DUE
11/1	Intervention planning Designing intervention, maintenance and evaluation plans Change Oriented Approaches such as: <ul style="list-style-type: none"> • Task Centered • Case Management • Cognitive Restructuring Identifying and operationalizing goals and objectives Utilizing contracts Evaluating practice effectiveness	HRRSL Ch. 12, 13 SWDR Ch. 71 Developing Goals	WEEKLY FIELD LOG DUE VIDEO ROLE PLAY RECORDING DUE AND CRITIQUE PAPER
11/8	Video Role-Play Review 8:30 – 1:30 p.m. (No regular class or seminar)	NO READINGS DUE FOR THIS CLASS	WEEKLY FIELD LOG DUE
11/15	Intro to group work in agency, organization and community settings Distinguishing types of group Therapeutic groups Issues on planning and formation Stages of Group Development Effective group leadership Methods of evaluation	HRRSL Ch. 11 SWDR Ch. 94 Best Practices in Social Work with Groups	WEEKLY FIELD LOG DUE EVIDENCE BASED PRACTICE ASSIGNMENT PROCESS RECORDING # 2 - Atypical, instructions on CANVAS

11/22	THANKSGIVING BREAK NO CLASS	NO READINGS DUE FOR THIS CLASS	NO WEEKLY FIELD LOG DUE
11/29	Community and Organizational practice Macro Practice Linking Micro and Macro Practice Targeting larger client systems for change Advocacy and social action	HRRSL Ch. 14 SWDR Ch. 123 “Legacy of Racism”, 115 “Community Organizing” Mizrahi 124 “Anti-Oppressive Practices	WEEKLY FIELD LOG DUE MULTIDIMENSIONAL ASSESSMENT
12/6	Endings and transitions Course review, reflection and evaluation Moments of Excellence celebration Looking forward to Practice II	NO READINGS DUE	NO WEEKLY FIELD LOG PROCESS RECORDING #3 FIELD ELECTRONIC PROFESSIONAL PORTFOLIO DUE BRING MOMENTS OF EXCELLENCE FOR CLASSMATE FINAL EXAM DUE 12/8 BY MIDNIGHT

POLICIES & RESOURCES

Classroom Policies

Social work students must adhere to the Student Standards for Professional Conduct of the UT School of Social Work and the NASW Code of Ethics (found in the MSSW Handbook, see web addresses below) and assume responsibility for their own conduct.

Find the MSSW Handbook at <http://www.utexas.edu/ssw/current/forms/>

Find the MSSW Graduate Guide To Field at <http://www.utexas.edu/ssw/field/forms/>

ATTENDANCE AND PARTICIPATION Attendance and participation for the full three hours of class, and the additional hour of field seminar is expected for all students. **After two absences the student’s final grade will be lowered by one grade (A- A-, A- to B+, etc).** Further absences may result in the student being dropped from the course. Repeated late arrivals to class may be considered as an absence. (#whyareyoudoingthisImanADULT) Classroom exercises, discussions, role-plays, guest speakers and other class experiential exercises are essential for the students’ professional learning and continued development of

self-awareness. This form of learning cannot be “made up” once missed. Students are to notify the instructor prior to class at the given office number or via email if they cannot attend class due to an illness or emergency.

USE OF COMPUTERS/CELL PHONES IN THE CLASSROOM

Practice I is a practice course, and class participation is essential to successful learning. Laptop computers and tablets are allowed in the classroom for note-taking during lecture only and must be put away during class discussion and role play.

Cell phones should be turned off when class begins and remain off throughout the duration of the class. Texting is not allowed during class time unless special circumstances arise, about which the professor has been made aware.

PAPERS AND ASSIGNMENTS Students are expected to produce high quality work in terms of appearance, writing style and content. Points will be deducted for errors, misspellings, incorrect grammar, poor organization, repetition of information, and inferior word processing. When using information from other sources, references and bibliography should conform to the current APA style of citation. Students are encouraged to consult with the SSW writing consultant if needed. Plagiarism is a serious violation of university rules and will be dealt with according to university policy.

TIME MANAGEMENT All assignments are due at the beginning of class on the date and time indicated. Late assignments will be penalized 5 % of the total percentage points allowed per day that they are late and will only be accepted in the first week following an assignment’s due date. Contact the instructor before the assignment is due if other arrangements need to be made due to an emergency. All assignments are due at the beginning of class on the date and time indicated on Canvas.

USE OF CANVAS IN CLASS In this class the professor uses Canvas Web based course management system with password protected access at <http://canvas.utexas.edu> distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and to give students online quizzes and surveys. Students can find support in using Canvas at the ITS Help Desk. For more information go to <http://www.utexas.edu/its/helpdesk/>

FEEDBACK Students will be asked to provide feedback on their learning and the professor’s teaching strategies in informal as well as formal ways. It is very important for the professor to know the students’ reactions to what is taking place in class, ensuring that together the professor and students can create a dynamic and effective learning community. Students are encouraged to provide ongoing feedback to the instructor during class and office visits.

University Policies

THE UNIVERSITY OF TEXAS HONOR CODE. The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

PROFESSIONAL CONDUCT AND CIVILITY IN THE CLASSROOM. The professor expects students to act as professionals in class. This means students should arrive on time for class, be prepared to participate in the class discussion, and show respect for one another’s opinions. A course brings together a group of diverse individuals with various backgrounds. Students are influenced and shaped by such factors as ethnicity, gender, sex, physical abilities, religious and political beliefs, national origins, and sexual orientations, among others. We expect to learn from each other in an atmosphere of positive engagement and mutual respect. Social Work also

deals with complex and controversial issues. These issues may be challenging and uncomfortable, and it would be impossible to offer a substantive classroom experience that did not include potentially difficult conversations relating to challenging issues. In this environment we will be exposed to diverse ideas and opinions, and sometimes we will not agree with the ideas expressed by others. Nevertheless, the professor requires that students engage one another with civility, respect, and professionalism.

UNANTICIPATED DISTRESS. Students may experience unexpected and/or distressing reactions to course readings, videos, conversations, and assignments. If so, students are encouraged to inform the professor. The professor can be responsive and supportive regarding students' participation in course assignments and activities, but students are responsible for communicating clearly what kind of support is desired. If counseling is needed, students may contact a service provider of their choosing, including the UT Counseling Center at 512-471-3515 or online at <https://cmhc.utexas.edu/>

CAMPUS CARRY POLICY. The University's policy on concealed firearms may be found here: <https://campuscarry.utexas.edu>. You also may find this information by accessing the Quick Links menu on the School's website

POLICY ON SOCIAL MEDIA AND PROFESSIONAL COMMUNICATION. Public social networks are not private. Even when open only to approved or invited members, users cannot be certain that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to, commented on, uploaded, subscribed to, etc., can be accessed and archived, posing potential harm to professional reputations and prospective careers.

Social work students who use social media (i.e. Facebook, Twitter, etc.) and other forms of electronic communication (i.e. blogs, etc.) must be mindful of how their communication may be perceived by clients, colleagues, faculty, and others. Social work students are expected to make every effort to minimize material which could be considered inappropriate for a professional social worker in training. Because of this, social work students are advised to manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image.

Students are asked to consider the amount of personal information posted on these sites and are obliged to block any client access to involvement in the students' social networks. Client material should not be referred to in any form of electronic media, including *any* information that might lead to the identification of a client or compromise client confidentiality in *any* way. Additionally, students must critically evaluate any material that is posted regarding community agencies and professional relationships, as certain material could violate the standards set by the School of Social Work, the Texas Code of Conduct for Social Workers, and/or the NASW Code of Ethics.

Social work students should consider that they will be representing professional social work practice as well as The University of Texas at Austin School of Social Work program while in the classroom, the university community, and the broader area communities.

POLICY ON SCHOLASTIC DISHONESTY. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information, the student may refer to the Web Site of the Student Judicial Services, Office of the Dean of Students (<http://deanofstudents.utexas.edu/sjs/>).

USE OF COURSE MATERIALS. The materials used in this course, including, but not limited to exams,

quizzes, and homework assignments, are copyright protected works. Any unauthorized duplication of the course materials is a violation of federal law and may result in disciplinary action being taken against the student. Additionally, the sharing of course materials without the specific, express approval of the professor may be a violation of the University's Student Honor Code and an act of academic dishonesty, which could result in further disciplinary action. This sharing includes, among other things, uploading class materials to websites for the purpose of distributing those materials to other current or future students.

DOCUMENTED DISABILITY STATEMENT. Any student who requires special accommodations must obtain a letter that documents the disability from the Services for Students with Disabilities area of the Division of Diversity and Community Engagement (471- 6259 voice or 471-4641 TTY for users who are deaf or hard of hearing). A student should present the letter to the professor at the beginning of the semester so that needed accommodations can be discussed and followed. The student should remind the professor of any testing accommodations no later than five business days before an exam. For more information, visit <http://diversity.utexas.edu/disability/>

RELIGIOUS HOLIDAYS. By UT Austin policy, students must notify the professor of a pending absence at least fourteen days prior to the date of observance of a religious holy day. If the student must miss a class, examination, work assignment, or project in order to observe a religious holy day, the professor will give the student an opportunity to complete the missed work within a reasonable time after the absence.

TITLE IX REPORTING. In accordance with Title IX of the Education Amendments of 1972, the University of Texas at Austin is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. Students who report incidents of sex discrimination, sexual harassment, sexual violence, or sexual misconduct to faculty, instructors, and/or staff who supervise students, will be provided a list of University resources. If the incident is impacting the academic environment, a report will be provided to the University's Title IX Coordinator. Further information, including student resources related to Title IX, may be found at <http://socialwork.utexas.edu/dl/files/academic-programs/other/qrg-sexualharassment.pdf>.

CLASSROOM CONFIDENTIALITY. Information shared in class about agencies, clients, and personal matters is considered confidential per the NASW Code of Ethics on educational supervision and is protected by regulations of the Family Educational Rights and Privacy Act (FERPA) as well. As such, sharing this information with individuals outside of the educational context is not permitted. Violations of confidentiality could result in actions taken according to the policies and procedure for review of academic performance located in sections 3.0, 3.1, and 3.2 of the Standards for Social Work Education.

USE OF E-MAIL FOR OFFICIAL CORRESPONDENCE TO STUDENTS. Email is recognized as an official mode of university correspondence; therefore, students are responsible for reading their email for university and course-related information and announcements. Students are responsible for keeping the university informed about a change of e-mail address. Students should check their e-mail regularly and frequently—daily, but at minimum twice a week—to stay current with university-related communications, some of which may be time-sensitive. Students can find UT Austin's policies and instructions for updating their e-mail address at <http://www.utexas.edu/its/policies/emailnotify.php>.

SAFETY. As part of professional social work education, students may have assignments that involve working in agency settings and/or the community. As such, these assignments may present some risks. Sound choices and caution may lower risks inherent to the profession. It is the student's responsibility to be aware of and adhere to policies and practices related to agency and/or community safety. Students should notify the professor regarding any safety concerns.

BEHAVIOR CONCERNS ADVICE LINE (BCAL). If students are worried about someone who is acting differently, they may use the Behavior Concerns Advice Line to discuss by phone their concerns about another individual's behavior. This service is provided through a partnership between the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

EMERGENCY EVACUATION POLICY. Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors in the classroom and the building. Remember that the nearest exit door may not be the one you used when entering the building.
- If you require assistance to evacuate, inform the professor in writing during the first week of class.
- In the event of an evacuation, follow the professor's instructions.
- Do not re-enter a building unless you are given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

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