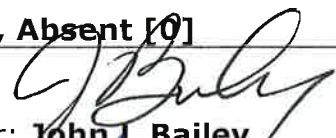




Section 1 - Approvals**Approvals**Name of Proposal: **Social Work - Practicum Preparation Seminar**Submitted by: **John L. Bailey** Signature: Date: **Friday September 11, 2015**

Procedure	Recommendation/Signature	Date
Faculty Vote: For [5], Against [0], Abstain [0], Absent [0]		
1. Approved by Department [separate block for each dept]	Signature:  Chair: John L. Bailey	10/2/15
2. Approved by College [separate block for each college]	Signature:  Dean: Mark Wolfersberger	10/2/15
3. Approved by General Education (if any GE course is affected)	Signature: <i>N/A</i> GE: David Beus	
4. Approved by University Curriculum Committee	Signature:  UCC: Jennifer Lane	10/7/15
5. Approved by Deans' Council	Signature: <i>N/A</i> AVP: John Bell	
6. Approved by the President's Council (for new programs)	Signature: <i>N/A</i> Pres: John Tanner	

Section 2 – Overview (Support)

Summary: The one-credit 'Practicum Preparation Seminar' is to prepare Social Work Students for the documentation and real experiences of the 12 credit Social Work Practicum.

Students who enroll in the Social Work Practicum will have many realities to face in their 425 hour experience – the signature experience of the program and the major experience upon which the CSWE accreditation depends. We propose to add a one-credit preparation seminar to fine-tune the preparation experience.

One problem is that we are having difficulties with students obtaining signed practicum contracts far enough in advance of the semester beginning to allow for registration, travel, and other arrangements to take place.

The second problem is that students really aren't prepared with all of the information that they need prior to beginning the practicum and the first few weeks of their practicums are being used answering questions or resolving concerns that should have been dealt with previously. The Social Work department has created a Canvas practicum preparation course which students are asked to complete the semester prior to their practicum, which has helped, but there is no incentive for students to complete the activities and no real repercussions if they do not.

Formalizing that Canvas practicum preparation course as a 1.0 credit practicum preparation seminar would give students the incentive that they need (a grade) to complete the necessary activities and would also allow for classroom time to make sure that they are adequately prepared. This would also provide an opportunity to include important social work topics that may not be adequately covered in other classes.

In addition, the department seeks to change 491L and 491R to letter grades rather than pass/fail

Changes in Graduation Requirements:

All Social Work students will be required to complete this course prior to engaging in the final Practicum experience. The attached MRS for Social Work shows that this one credit course will raise no complications for the program.

Changes in Expected Teaching Load:

This course will be taught by the Social Work Internship Director, Christian Kunz, as a part of his practicum assignment.

Practicum Hours: CSWE require upward of 400 hours in the Practicum – we propose to change our number from 450 to 425.

Section 3 - Program Proposal

Effective Date: Winter semester 2015-16

College: Human Development, Dept of Social Work

Abbreviation: SW

Major Requirements Sheet (MRS) attached

Catalog web pages that should change as a result of this proposal.

Field Education

The Field Education Program is an integral part of the generalist social work program reserved for seniors majoring in social work at BYU–Hawaii. Field education is comprised of a practicum and a seminar that give students the opportunity to discuss how they infuse knowledge, values, and skills at their agency. Students may select from two practicum options, Winter semester or Spring-Summer terms. Students are expected to be in their agencies 5 days a week averaging 35 hours per week. Students should plan to not work and not take any other course during their practicum. Regardless of the option selected, students are required to obtain a minimum of 425 practicum hours, be supervised by a professional social worker, be enrolled in a seminar, and be placed in an agency-based social service setting. Irrespective of the practicum option selected, students who would like to exceed 480 hours must receive prior approval from the Field Practicum Director. Upon successful completion of the practicum and seminar requirements, students receive 12 credit hours.

Major Requirements

Students who have completed the prerequisites are required to take 60 semester hours within the following areas. No social work course credit is granted for D+ or lower grades, life experience, or previous work experience.

- **Prerequisites (3 hours)**
- SOCW 160 Intro to Social Welfare & Social Work (3)
 - (Fulfills GE requirement)
- **Lower Division Prerequisites (6 hours)**
- MATH 107 Quantitative Reasoning (3)
- PSYC 111 General Psychology (3)
- **Core Requirements (53 hours)**

1st Semester (9 hours)

- SOCW 357 Human Behavior in the Social Environment I (3)
- SOCW 362 Social Work Practice with Individuals (3)
- SOCW 366 Social Welfare Policy (3)

2nd Semester (9 hours)

- SOCW 469 Aging: A Global Concern (3)
- SOCW 364 Social Work Practice with Families and Groups (3)
- SOCW 470 Social Work with Substance Abusers (3)

3rd Semester (13 hours)

- SOCW 359 Human Behavior in the Social Environment (3)
- SOCW 368 Social Welfare in Asia and the Pacific (3)
- SOCW 486 Social Research Methods and Applied Statistics (4)
- SOCW 468 Community Mental Health (3)

4th Semester (10 hours)

- SOCW 462 Social Work Practice with Organizations and Communities (3)
- SOCW 463 Social Services for Children (3)
- SOCW 467 Non-Government Program Development and Evaluation (3)
- SOCW 490 Social Work Preparation Seminar (1 hour)

Practicum-Department Approval Required (12 Hours)

Field Education (12 hours)

Field Practicum is reserved for seniors majoring in Social Work. Students are required to enroll for a total of 12 hours in:

- SOCW 491R Field Practicum (8 hours) Change to a letter grade
- SOCW 491L Field Seminar (4 hours)

Students are to average 35 hours in the field per week Monday through Friday.

Note: Students are to spend at least 425 clock hours at a social agency.



B.S.W. in Social Work

SOCWBSW.2015 (mrs 1132)

62 credits, incl. 6 GE credits

Effective Date: 11/2015

Name of Student:		
Student ID #:		Graduation Date
Home Country:	<input type="checkbox"/> IWORK	
Advisor:	Name	Date

Required courses for admission to the major

3 Credits

Course #	Title	Hr.	Prerequisites	Offered	Sem.	Grade
SOCW 160	Intro to Social Welfare & Social Work	3		F, W, S		

To be accepted into this major, you must pass all courses listed above with a C+ or better.

Academic Advisor _____ Date _____ Student _____ Date _____ Social Work Dept. Chair _____ Date _____

Students must be accepted to the Social Work Major before beginning Major Core and Content Classes

Lower Division Prerequisites

6 Credits

Course #	Title	Hr.	Prerequisites	Offered	Sem.	Grade
MATH 107	Quantitative Reasoning (GenEd)	3		F,W,S		
PSYC 111	General Psychology (GenEd)	3		F,W,S		

Major Core and Content Classes

53 Credits

1st Semester

Course #	Title	Hr.	Prerequisites	Offered	Sem.	Grade
SOCW 357	Human Behavior in the Social Environ I	3		F,W,S		
SOCW 362	Social Work Practice with Individuals	3		F,W,S		
SOCW 366	Social Welfare Policy	3		F,W,S		

2nd Semester

SOCW 469	Aging: A Global Concern	3	SOCW 357	F,W,S		
SOCW 364	Social Work Prac. w/ Families & Groups	3	SOCW 362	F,W,S		
SOCW 470	Social Work w/ Substance Abusers	3		F,W,S		

3rd Semester

SOCW 359	Human Behavior in the Social Environ II	3	SOCW 357	F,W,S		
SOCW 368	Social Welfare in Asia & the Pacific	3		F,W,S		
SOCW 468	Community Mental Health	3	PSYC 111	F,W,S		
SOCW 486	Social Research Methods & Applied Stats	4	MATH 107 & formal admission to SOCW major	F,W,S		

4th Semester

SOCW 462	Social Work Prac. w/ Org & Communities	3		F,W,S		
SOCW 463	Social Services for Children	3		F,W,S		
SOCW 467	Non-Government Program Development & Eval.	3		F,W,S		
SOCW 490	Practicum Preparation Seminar	1		F,W,S		

PRACTICUM- Department Approval Required

SOCW 491R	Field Practicum	8	SOCW 362, 364, 462, 490	F,W,S		
SOCW 491L	Field Practicum Seminar	4	Concurrent with 491R	F,W,S		

Total Credits Mapped for Graduation:

No Social Work course credit is granted for life or previous work experience.

No grade below "C-" accepted

The terms of this MRS will be honored by the Department and University within the next 8 years. If courses cease to be offered, options for substitution will be provided.

Section 4 - Course Proposal (core)

Upon approval, the information presented on this course proposal sheet will become binding on the department and the university. Any material changes require a new course proposal.

Effective Date: Winter Semester 2015-2016

College: Human Development

Course Prefix: SOCW

Course Number: 490

NEW COURSE

Full Title: Practicum Preparation Seminar (1cr)

Short Title (for Transcript, 30-char max): Practicum Prep Seminar

Catalog Entry (50-word recommended maximum):

The Social Work Practicum Preparation Seminar prepares students for the realities and rigors of the signature capstone experience of the program.

Credit Hours: 1 credit

Frequency: F W S

Grading Method: Letter

Course Fees: None

Learning Outcomes:

Course Outcomes: (Also known as Student Learning Outcomes or SLOs)

At the completion of this course:

1. Students can discuss the importance of field education as the signature pedagogy in social work education.
2. Students can articulate their role as an intern in a social service agency.
3. Students can articulate the role of their field instructor in the field education experience.
4. Students have a professional resume appropriate for applying for an internship or employment at a social service agency.
5. Students participated in a live mock interview with their peers, both as an interviewer and an applicant.
6. Student can demonstrate the fundamentals of ethical decision making based on the principles in the NASW Code of Ethics.
7. Students can articulate effective strategies for self-care during their internship experience.
8. Students can discuss the importance of safety and strategies that they will implement to remain safe during their internship experience.
9. Students can describe the fundamental principles of professionalism that they will display during their internship experience.
10. Students have a signed contract from a social service agency agreeing to provide a 425 hour internship opportunity for the student.

Assessment Methods:

10. Students have a signed contract from a social service agency agreeing to provide a 425 hour internship opportunity for the student.

Assessment Methods:

1. Formative student practicum plan - written
2. Description of the site selection process - written
3. Selected site describe and justified – oral presentation
4. Field Instructor dynamics – role play
5. Learning contract proposal - written
6. Resume submission - written
7. Interview analysis - presentation
8. Ethical solutions – role play
9. Ethical dilemma proposals - written
10. Code of Professionalism - presentation

Immediately following this page, attach a sample syllabus if needed.

Brigham Young University – Hawai'i
Social Work 490: Practicum Preparation Seminar
Winter 2015-16 Course Syllabus

Instructor:	Christian D. Kunz, MSW	Office:	MPC 117
Classroom:	MPC 101	Office Hours:	Open
Class Time:	Wednesday, 9:50-10:50 a.m.	Phone #:	(808) 675-3836
Credits:	1.0	Email:	christian.kunz@byuh.edu

Mission Statement:

The Brigham Young University Hawai'i Social Work Department supports the overall mission of the University and the Church of Jesus Christ of Latter-day Saints by preparing culturally competent, effective, and ethical social work professionals committed to providing services to the poor and oppressed. The department also provides opportunities for students to take leadership roles in supporting and promoting social justice and the social work profession internationally by facilitating peace within individuals, families, communities, and nations.

Course Description:

Social Work 490: Practicum Preparation Seminar is a one credit course that should be taken by social work major during the semester immediately preceding their internship. The Practicum Preparation Seminar is designed to assist students in their transition from the classroom to field education. During the course student will learn the importance of field education and their internship experience, receive guidance in selecting an appropriate internship site based on their preferences and professional aspirations and work on refining their resumes and interviewing skills. Students will also take part in discussions on safety during the internship, the NASW Code of Ethics and ethical decision-making, professionalism, and self-care. The course will culminate with the student obtaining a signed contract from a social service agency agreeing to provide a 425 hour internship opportunity for the student.

Course Outcomes: (Also known as Student Learning Outcomes or SLOs)

At the completion of this course:

11. Students can discuss the importance of field education as the signature pedagogy in social work education.
12. Students can articulate their role as an intern in a social service agency.
13. Students can articulate the role of their field instructor in the field education experience.
14. Students have a professional resume appropriate for applying for an internship or employment at a social service agency.
15. Students participated in a live mock interview with their peers, both as an interviewer and an applicant.
16. Student can demonstrate the fundamentals of ethical decision making based on the principles in the NASW Code of Ethics.
17. Students can articulate effective strategies for self-care during their internship experience.
18. Students can to discuss the importance of safety and strategies that they will implement to remain safe during their internship experience.
19. Students can describe the fundamental principles of professionalism that they will display during their internship experience.
20. Students have a signed contract from a social service agency agreeing to provide a 425 hour internship opportunity for the student.

Course Requirements:

Resume – Securing an internship placement site is typically very similar to finding a job and a strong resume is an important tool for a student to possess. Student will be asked to prepare a draft copy of their resume and bring a hard copy to class on **Wednesday, December 16th**. Student will receive feedback from their instructor and their peers and then will be asked to turn in a hard copy of their final resume on **Wednesday, January 6th**. Resumes will be worth a total of **30 points** and both the draft and final resume will be considered in grading.

Mock Interview – Another critical part of securing an internship placement site involving an interview of some kind, either in person, via phone, or electronically. Students will be given the opportunity to participate in a mock interview process, both as an interviewer and an applicant, and these interviews will be observed by their peers. Student who have participated in this process in the past have found it very beneficial to see the interview process from both sides of the table and to receive constructive feedback from their peers. Mock interviews will take place on **Wednesday, January 6th and 13th**. The mock interview process will be worth a total of **30 points** and both the student performance as an interviewer and an applicant will be considered in grading.

Contract – Obtaining a signed contract from a social service agency that agrees to provide the student with a 425 hour internship experience is the most critical element of the Practicum Preparation Seminar. As such, the signed contract is worth **100 points**. The signed is due at the beginning of class on **Wednesday, January 27th**. Contracts that are turned in after this date will be deducted 2 points for each day that they are late. No contract will be accepted after the final examination. Students who do not have signed contract prior to the final examination will not be approved to complete their internship the next semester.

Final Examination – Students are expected to keep up the assigned reading in the textbook, which are listed on the class schedule. Chapter reading are typically fairly short and contain critical information as the student prepares for their practicum. One examination, worth **100 points**, will be given during the final examination period of **Friday, February 26th** from 10:00 a.m. – 12:50 p.m.

Attendance & Professionalism – The Practicum Preparation Seminar is expected to be a very experiential process and, as such, attendance in class is critical. Student will be given **10 points** for attendance each day of class. Students who are late will lose a portion of these points, depending on how late they are. Numerous participatory assignments will be given during class, which will also figure into their grade each class period.

Point Breakdown:

Resume	30
Mock Interview	30
Internship Contract	100
Final Examination	100
Attendance & Professionalism	140
Total	400

Grading:

94-100% = A

90-93% = A-

87-89% = B+

84-86% = B

80-83% = B-

77-79% = C+

74-76% = C

70-73% = C-

67-69% = D+

64-66% = D

60-63% = D-

0-59% = F

All percentages will be rounded to the nearest whole number.

*** Please note that as a social work major, you must earn a C- or better in this course, or you will be required to repeat the course.

Tentative Class Schedule:

(This schedule should not be considered binding and I reserve the right to amend the schedule at any time and for any reason.)

Date	Lecture	Reading	Due Dates
Nov. 11 th	Overview of the Practicum Process		
Nov. 18 th	How to Select a Practicum Site	Ch. 1 (1-12)	
Nov. 25 th	Practicum Site Presentations	Ch. 2 (20-28)	
Dec. 2 nd	The Role of the Field Instructor	Ch. 3 (37-57)	
Dec. 9 th	The Contract	Ch. 4 (66-83)	
Dec. 16 th	Resume Building	Ch. 5 (92-116)	Draft Resumes Due
Dec. 23 rd	Christmas Break – No Classes		
Dec. 30 th	Christmas Break – No Classes		
Jan. 6 th	Mock Interviews	Ch. 6 (123-144)	Final Resumes Due
Jan. 13 th	Mock Interviews (cont.)	Ch. 7 (152-176)	
Jan. 20 th	The NASW Code of Ethics	Ch. 8 (186-202)	
Jan. 27 th	Ethical Dilemmas	Ch. 9 (211-220)	Signed Contracts Due
Feb. 3 rd	Professionalism		
Feb. 10 th	Safety & Self-Care		
Feb. 17 th	Advice from Former Interns		
Feb. 26 th	Final Examination Period		10:00 a.m. – 12:50 p.m.

The Spirit of Aloha:

BYU-Hawai'i is an extraordinarily unique educational setting that combines religious and academic pursuits into an environment that is open and welcoming to all. A critical element to the rare

atmosphere here at BYU-Hawai'i is the Spirit of Aloha. The Spirit of Aloha has been compared to the love of Christ, to charity, to compassion, and to the genuine openness and embrace that Hawaiians have for all mankind. In ancient Hawai'i children were taught the Spirit of Aloha from a very young age. The book "Tales of the Night Rainbow" by Koko Willis and Pail Jae Lee provide the following as being a part of the teaching of young Hawaiians in ancient days:

Aloha is being a part of all and all being a part of me.

When there is pain – it is my pain.

When there is joy – it is mine also.

This is Hawaiian – this is Aloha!

This Spirit of Aloha is critical in the practice of social work. Being able to understand, embrace, and share the pain of another human soul is a unique and powerful gift and one that can inspire a lot of change in the world. I would ask that each of you, regardless of your future life pursuits, seek to embrace the Spirit of Aloha while you are here at BYU-Hawai'i and take it with you wherever your life may take you.

Appendix 1: SLOs, PLOs, ILOs, and Core Competencies Alignment

Student Learning Outcomes (SLOs) for SOCW 357: Human Behavior in the Social Environment I:

At the completion of this course:

1. Students will be able to discuss the importance of field education as the signature pedagogy in social work education.
2. Students will be able to articulate their role as an intern in a social service agency.
3. Students will be able to articulate the role of their field instructor in the field education experience.
4. Students will have produced a professional resume appropriate for applying for an internship or employment at a social service agency.
5. Students will have participated in a live mock interview with their peers, both as an interviewer and an applicant.
6. Student will be able to demonstrate the fundamentals of ethical decision making based on the principles in the NASW Code of Ethics.
7. Students will be able to articulate effective strategies for self-care during their internship experience.
8. Students will be able to discuss the importance of safety and strategies that they will implement to remain safe during their internship experience.
9. Students will be able to describe the fundamental principles of professionalism that they will display during their internship experience.
10. Students will have obtained a signed contract from a social service agency agreeing to provide a 425 hour internship opportunity for the student.

Program Learning Outcomes (PLOs) for the BYU-Hawaii Social Work Department:

Upon completing a major in Social Work, students will:

1. Be able to ask questions that demonstrate critical thinking skills within the context of professional social work practice.
2. Know the value base of the profession and its ethical standards and principles, and practice accordingly.
3. Be able to role play practice without discrimination and with respect, knowledge, and skills related to consumer's age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.

4. Be able to discuss the forms and mechanisms of oppression and discrimination and the strategies of advocacy and social change that advance social and economic justice.
5. Be able to discuss the history of the social work profession and its contemporary structures and issues.
6. Know the knowledge and skills of generalist social work practice with systems of all sizes.
7. Be able to discuss the theoretical framework supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
8. Be able to analyze, formulate, and influence social policies.
9. Be able to evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Be able to demonstrate communication skills differentially across consumer populations, colleagues, and communities.
11. Be able to work under supervision and consultation for appropriate social work practice.
12. Be able to function within the structure of organizations and service delivery systems and seek necessary organizational change.
13. Be able to discuss the profession of social work in Asia and the Pacific within the global context.

Institutional Learning Outcomes (ILOs) for Brigham Young University – Hawaii:

Graduates of Brigham Young University – Hawaii will be able to demonstrate competence in the following seven areas:

1. Knowledge – Both breadth and depth of knowledge.
2. Inquiry – Demonstrating information literacy and critical thinking to understand, use, and evaluate evidence and sources.
3. Analysis – Using critical thinking to analyze arguments, solve problems, and reason quantitatively.
4. Communication – Communicating effectively in both written and oral form, using integrity, good logic and appropriate evidence.
5. Integrity – Integrating spiritual and secular learning and behaving ethically.
6. Stewardship – Using knowledge, reasoning, and research to take responsibility for and make wise decisions about the use of resources.
7. Service – Using knowledge, reasoning and research to solve problems and serve others.

Council on Social Work Education Educational Policy and Accreditation Standards Core Competencies:

The Council on Social Work Education, in Educational Policy and Accreditation Standards, has identified 10 core competencies that all graduates from schools of social work are expected to possess. Each social work graduate is expected to:

1. Identify as a professional social worker and conduct oneself accordingly. (2.1.1)
2. Apply social work ethical principles to guide professional practice. (2.1.2)
3. Apply critical thinking to inform and communicate professional judgments. (2.1.3)
4. Engage diversity and difference in practice. (2.1.4)
5. Advance human rights and social and economic justice. (2.1.5)
6. Engage in research-informed practice and practice-informed research. (2.1.6)
7. Apply knowledge of human behavior and the social environment. (2.1.7)
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services. (2.1.8)
9. Respond to contexts that shape practice. (2.1.9)
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities. (2.1.10)

Alignment of SLOs, PLOs, ILOs, and EPAS Core Competencies:

Student Learning Outcome (SLOs)	Related Program Learning Outcomes (PLOs)	Related Institutional Learning Outcomes (ILOs)	Related EPAS Core Competencies
SLO 1	PLO5, PLO10	ILO1, ILO4	2.1.1, 2.1.9
SLO 2	PLO5, PLO10, PLO11, PLO12	ILO1, ILO4, ILO6, ILO7	2.1.1, 2.1.9, 2.1.10
SLO 3	PLO5, PLO10, PLO11, PLO12	ILO1, ILO4	2.1.1, 2.1.9
SLO 4	PLO6, PLO10	ILO4	2.1.1, 2.1.10
SLO 5	PLO1, PLO3, PLO6, PLO10, PLO11	ILO1, ILO2, ILO3, ILO4	2.1.1, 2.1.3, 2.1.9, 2.1.10
SLO 6	PLO1, PLO2, PLO6, PLO10	ILO1, ILO2, ILO3, ILO4, ILO5	2.1.1, 2.1.2, 2.1.3, 2.1.9, 2.1.10
SLO 7	PLO6	ILO6	2.1.9, 2.1.10
SLO 8	PLO6, PLO10, PLO11, PLO12	ILO1, ILO4	2.1.3, 2.1.9, 2.1.10
SLO 9	PLO2, PLO6, PLO10, PLO11, PLO12	ILO1, ILO4, ILO6, ILO7	2.1.1, 2.1.2, 2.1.9, 2.1.10
SLO 10	PLO5, PLO6, PLO10, PLO11, PLO12	ILO4, ILO7	2.1.1, 2.1.10

Section 4 - Course Proposal (core)

Upon approval, the information presented on this course proposal sheet will become binding on the department and the university. Any material changes require a new course proposal.

Effective Date: Winter Semester 2015-2016

College: Human Development

Course Prefix: SOCW

Course Number: 491R & 491L

****Change Grading for both 491R & 491L****

Full Title:

Short Title (for Transcript, 30-char max):

Catalog Entry (50-word recommended maximum):

Prerequisites:

Credit Hours:

Frequency:

Grading Method: Was P/F -- Now will be A – B – C

Course Fees: None