

SSV 217 Social Work Documentation & Case Management
SYLLABUS PART II Edison State Community College
3 Credit Hours

Section/Term: SSV 217S-401FS

Class Meeting Time: Webflex/Tuesday 12:00-1:15

Location: Room 223

Faculty: Caryn Scott – Masters: Clinical Counseling; John Carroll University,
1995

Required Items: Cengage Mindtap

Fundamentals of Case Management Practice : Skills for the Human Services (5th Edition)
Summers, Nancy.

Instructor: Caryn Scott L.P.C.C., L.S.W. Associate Professor of Social
Services/SSV Coordinator

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OFFICE PHONE: 937-657-7948 (cell); Office Room 219

*Office hours posted on office door or by appointment through email,
phone, or Zoom*

TENTATIVE WEEKLY SCHEDULE OF TOPICS, ACTIVITIES, ASSIGNMENTS

*****All Mindtap assignments are due each week on
SUNDAY evening @11:59**

WEEK 1
Aug 25

FOUNDATIONS FOR THE BEST PRACTICE IN CASE MGMT
Chapter 1: Definitions and Responsibilities
Mindtap Ch 1 and Ch. 2 due Sunday

WEEK 2
Sept 1

Chapter 2: Ethics and Professional Responsibilities

WEEK 3
Sept 8

Chapter 3: Theoretical Foundation: ecological Model
Chapter 4: Cultural Competence
[Skip Ch. 5 and 6]

WEEK 4
Sept 15

USEFUL ATTITUDES AND EFFECTIVE COMMUNICATION
Chapter 7: Good and Poor Responses
Chapter 8: Listening and Response

WEEK 5
Sept 22

Chapter 9: Asking Questions
Chapter 10: Bringing up Difficult Issues
RESEARCH PROPOSAL DUE Today

WEEK 6
Sept 29

Chapter 11: Addressing Anger
Chapter 12: Collaborating for Change
POWERPOINT PRESENTATION DUE

WEEK 7
Oct 6

MEETING CLIENTS AND ASSESSMENT
Chapter 13: Case Management Principal's review

WEEK 8
Oct 13

Chapter 14: Documentation

***MIDTERM GRADES/ACADEMIC ALERTS**

WEEK 9
Oct 20

CLIENT ASSESSMENT TECHNIQUES
Chapter 15: The First Interview
Chapter 16: Social Histories and Forms

WEEK 10
Oct 27

Chapter 17: DSM 5
Chapter 18: Mental Status Examination

WEEK 11
Nov 3

DEVELOPING A PLAN WITH CLIENTS
Chapter 19: Releasing Information
Chapter 20: Developing a Service Plan
[Skip Chapter 21]

WEEK 12
Nov 10

Chapter 22: Referrals and Records
Chapter 23: Documentation and Recording
Chapter 24: Monitoring
SERVICE DIRECTORY/RESOURCE BOOK DUE TODAY/hand in to
me or my office

WEEK 13
Nov 17

Chapter 25: Goals and Objectives

WEEK 14
Nov 24

EVALUATING CASE OUTCOMES
Chapter 26: Terminating the Case

WEEK 15
Dec 1

RESEARCH PROJECT DUE

WEEK 16
Dec 8

FINAL EXAM Part I & II POSTED ON BLACKBOARD DUE FRI

GRADES

Grades for the course will be determined as follows:

Research Project	100 points
Power point	50 points
Resource Book	50 points
Attendance	100 points
Final exam	80 points
Total	380 points
MINDTAP Assignments	1571 points
Total points	1951 points

FINAL GRADE STANDARDS:

<u>Grade</u>	<u>Points</u>	<u>Percentages</u>
A	1755-1951	90-100%
B	1560-1754	80-89%
C	1365-1559	70-79%
D	1170-1364	60-69%
F	below 1170	59% and below

POLICY STATEMENTS:

- 1. Class attendance is Mandatory for all students.** You will receive points per class that you attend and points for participating in online discussions, forums, and assignments. Regular participation is expected as part of this policy. Sleeping and working on computers or phones in class is considered “non-participation”. There are no excused absences so if you are not in class, you do not receive your points. **More than 4 missed classes can result in failure of the course.** Those who have perfect attendance will receive 5 points at the end of the semester!
- 2. Why is class attendance mandatory?** In class participation and learning is most important to you obtaining a passing grade. This is where we discuss the “real work” that you are learning in your chapter readings, Mindtap and assignments. Important information is being shared and discussed during class time. We only meet for 1.25 hours a week since this is a Web-flex course. This should be valued like a job and taken seriously. A passing grade reflects the amount of time and commitment you give to the course and not just completing assignments and tests.
Late work is NOT accepted! All due dates are given to you in the syllabus prior to the semester beginning. You have knowledge of every due date and therefore I expect all assignments on time. This is part of your responsibility of taking the course and reflects your time management skills and commitment which in turn reflects in your grade. If an

emergency comes up, the ONLY exception I will honor is if you reach out to me prior to the due date and we discuss a fair resolution.

New federal mandates for students receiving financial aid state that attendance is to be calculated based on “academic engagement,” which means that coming unprepared for class just to be present and not doing any homework will not equal attendance.

Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date

Class Format	Class Time Per Week	Study Time per Week	Total Time per Week	Length of Class	Total Time to Complete Course
Traditional	3 hours	6 hours	9 hours	x 16 weeks =	144 hours

3. **ACADEMIC DISHONESTY WILL NOT BE TOLERATED** IN THE SOCIAL SERVICES PROGRAM. Because engaging in dishonest practices undermines the trust that is essential in any social relationship, honesty is expected in all matters. Academic honesty requires that you never submit another’s work as your own. You will not plagiarize from a printed source, an electronic source, or another student’s work, nor will you have someone else do your work. You will not copy from another student’s examination or use the text or notes while taking a quiz or examination. Cases of intentional academic dishonesty will be referred to the DEAN for appropriate disposition. Plagiarism will not be tolerated. Please see the Edison student handbook for what constitutes academic dishonesty and potential consequences. There is a link to this handbook, under “external links” on our class Blackboard site menu.

4. **CLASSROOM BEHAVIOR: I EXPECT THAT EVERYONE PRESENT IN THE CLASSROOM HAVE RESPECT FOR EVERY INDIVIDUAL IN THE ROOM.** We will be doing a lot of class exercises and role playing. There will be a lot of group discussions as well. I want everyone to be able to speak freely and honestly and for all of us to listen, respect one another and enjoy the time we have together. We may discuss things that personally offend you or go against your beliefs. All I ask is that you come with an open mind and be willing to listen to other students’ beliefs and perceptions. **Please come to class ON-TIME, prepared, cell phone and computers put away and silenced. This is a professional environment, and you are expected to act professional.**

Tardiness: Being late for class is like being late for work, it is distracting, and it affects your learning environment. If you are more than 20 minutes late for class, then you will not receive attendance credit for that day

All Assignments are due on time and will not be accepted late. This is a professional classroom; therefore, everyone will be treated like responsible adults with the capability of meeting deadlines. **No late work will be accepted due to technology issues.** A late assignment receives 0 points. There are no make-up tests unless it has been previously discussed between the instructor or student. You are expected to take the test the day they are given. **** If you miss an assignment or a test, you will have that day to discuss the reason with me, and I will consider giving you an extension. If you need to reschedule a test date, it must be previously discussed with the instructor and must be made up within one week of the original test date.**

5. Disability Statement Definition:

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

Student Affairs offer assistance to connect students with community resources. These include:

- Housing Assistance
- Food/Clothing Assistance
- Utilities Assistance
- Childcare
- Health and Mental Health
- Transportation
- Substance Abuse help
- And others...

If you are in need of help, please contact student affairs to make an appointment or to find out about walk in hours for this spring.

6. There are **writing standards for this course and all SSV courses at Edison. These standards are posted on you class Blackboard site under the “assignment button”.** This will help you understand the expectations for all written work that you complete for this course. **I encourage you to complete ENG 121S**

7. You will find links to Edison’s Library, the Learning Center, and the Student Handbook on our class Blackboard site.

TECHNICAL SUPPORT

Edison Community College has an IT Helpdesk that is available Monday through Saturday during Fall and Spring Semester. The hours of operation are:

Mon - Thurs 8:00 - 7:00

Friday 8:00 - 4:00

You can reach the Helpdesk by calling 778-8600 and ask for extension 711 / email
support@edisonohio.edu

8. TESTING YOUR FAITH POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty

within 14 days from the start of the course. The entire policy can be found in the student handbook linked above.

CHARGER STATION AND BASIC NEEDS

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in Room 121 at the Greenville campus. If you need additional assistance with basic necessities, please contact Student Affairs in room 160