

1345 W Argyle Street T (773) 934.6500

Chicago, IL 60640 E info@icsw.edu

Visit us online at www.icsw.edu

**Course Number, Title and Credit Hours**

(See Course Catalog)

**Instructor Contact Information**

(minimum requirement: ICSW email account)

**Course Description**

(See Course Catalog)

**Sequence Program Learning Outcomes Crosswalk**

(Copy and paste the applicable chart from the Syllabi PLO Crosswalk Templates document)

**Course Learning Objectives and Goals:**

# **Student Evaluation and Grades**

Classroom instructors grade students on their course work and submit evaluations on the caliber of each student’s work. The purpose of grading is evaluative, as well as to provide a learning tool for students, i.e., to provide feedback on progress, strengths and weaknesses, and issues that need to be addressed. Cumulative grade point average is based on full letter grades, not plus or minus grades. Only letter grades are recorded in the students’ transcript. Instructors are required to submit full letter grades (not pluses or minuses) within two weeks after classes end.

**Grading Standards for Course**

Grades are assigned according to the following standards:

A - Superior Work (4.0)

B - Satisfactory Work (3.0)

 C - Marginal Work (2.0 value)

F – Failure (0.0 value)

P - Pass (0.0 value) – only assigned in Case Conference, Electives and Practicum Courses

AU - Audit (0.0 value) - Auditing a course with approval of Instructor

INC - Incomplete (0.0) – See policy below for Incomplete and Late Assignments

*Incomplete*s: An incomplete can be granted only in cases of significant personal emergency and when the student has been in touch with the instructor in advance of the due date for the required work. Any incompletes must be resolved by the first day of the following semester (fall, spring, summer). If the work has not been completed by this date, the incomplete grade will convert to a failing grade. It is always the student’s responsibility to initiate the process for an incomplete. It is also the responsibility of the student to turn in the completed work by the following semester’s end.

*Late papers*: A late assignment is one that is submitted after the deadline but before grades are submitted. Approval for turning assignments in late is determined by individual instructors.

**COURSE REQUIREMENTS AND ASSIGNMENTS**

**RUBRICS FOR ASSIGNMENTS**

**SAMPLE RUBRIC**

*Grading is based on the following: Class Participation: 10%. Discussion Board: 30%. Individual Presentation: 30%. Group Discussion: 30%.*

**REQUIRED READINGS**

**COURSE OUTLINE *(Include class dates and times)***

*Week/Session 1 …*

*Week/Session 2 …*

*Week/Session 3 …*

**Classroom and Grading Policies**

# **Respect for Diversity and Inclusion**

Guided by the NASW and ACA Codes of Ethics and the mission of ICSW, students and faculty have a shared responsibility for championing social and economic justice for all members of society. This includes a commitment to eliminate personal and institutional discrimination, ensure access to needed resources and opportunities for all persons, especially those who are disadvantaged or disenfranchised. Prejudicial attitudes and discriminatory practices are examined. Students are expected to be respectful of the opinions of others while at the same time striving to attain the ideals of social justice.

**Diversity Statement**

### The Institute for Clinical Social Work is an Affirmative Action/Equal Opportunity Employer. The Institution does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

**Students Needing Accommodations**

Students with disabilities or conditions in need of accommodations are strongly encouraged to contact the Disabilities Coordinator (Dr. Karen Bloomberg, Dean of Students, kbloomberg@icsw.edu) so that appropriate resources and accommodations can be discussed. Students with approved accommodations are asked to notify instructors of those accommodations as soon as possible. The Disabilities Coordinator will retain and document all requests made by students for accommodation.

**Gender Pronouns and Name on Roster**

During the first meeting as the class introduces themselves, students may choose to share their name and gender pronoun. If a student would only like to introduce themselves by name, without pronouns, that is also completely fine. If a student does not wish to be called by the name listed on the roster, they are asked to please inform the class. The goal is to create an affirming environment for all students and not make assumptions about students’ gender identity or how they would like to be addressed.

**Attendance:**

Students are required to attend class every class session. The intimacy and intensity of our classroom environments make consistent attendance very important. If a student must miss a class, it is their responsibility to inform the instructor of the anticipated absence in advance. Students who are absent will be responsible for the work that they missed and should consult their instructor to make arrangements. If the work is not made up to the instructor’s satisfaction, the overall grade for the course may be lowered one level. **For PhD students, more than one absence may result in either a withdrawal from the class or a failing grade.** **For Master’s students, more than two absences may result in either a withdrawal from the class or a failing grade.** Instructors should inform the Academic Dean if there are concerns about a student’s attendance. In extenuating circumstances where the student is forced to miss more than one PhD class or two MA classes, special consideration may be given and a plan of remediation may be developed with the student’s instructor and Academic Dean.

*(Revised by Curriculum Committee on 2/28/20.)*

# **Student Code of Academic and Professional Conduct**

ICSW is committed to the support of the standards and ideals of the social work, counseling, and psychology professions. In accordance with these goals, each student at ICSW is expected to be bound by the code of ethics for their respective discipline. Students are expected to adhere to principles of academic honesty and integrity. Any student who engages in academic dishonesty, which includes giving or receiving unauthorized aid to any assignment or examination, plagiarism, or tampering with grades or irregularities shall be subject to disciplinary action. Such action may include a failing grade in the course, suspension, or dismissal from the program as determined by the Progression Committee and the Dean.

Students are expected, always, to respect the confidentiality of their clients and must, therefore, appropriately disguise client materials in all oral and/or written presentations to consultants, and/or to teachers and fellow students during class discussions.

**Distance Classroom Etiquette: Netiquette**

To maintain a positive online environment for this class, everyone needs to follow the etiquette guidelines summarized below. All students are expected to:

1. Show respect for the instructor and for other students in the class.
2. Show respect for your classmates by protecting the privacy and confidentiality of the “virtual” classroom space. To the best of your ability, eliminate background noises in your home.
3. Adhere to the same standards of behavior online that you would follow in an onsite classroom. Do not carry on side conversations with family members or friends during lecture.
4. Please be seated at a desk or table.
5. Eliminate distractions from other computer screens.
6. Make certain your video camera is on and your image is in full view of instructor and classmates.
7. Please mute your mic if not speaking; unmute your mic to speak and fully engage.
8. Do not use all caps since this is the equivalent of yelling in the online environment.
9. Login in at least 15 minutes prior to the start of class so you can have time to troubleshoot technical problems.

For the best experience:

* Use earbuds for the best sound quality
* Utilize Speaker View during presentations
* Utilize Gallery View for large group discussions

**Plagiarism Policy**

Plagiarism is unacceptable at any time and constitutes a severe academic violation. When plagiarism is suspected, students may be asked to submit their papers electronically to a third-party plagiarism detection service. If a student is asked to submit the paper and refuses to do so, the student must provide proof that all work is correctly sited and/or original. Papers that are determined to contain plagiarism will receive a failing grade, and the student will be referred to the Progression Committee and the Dean.

*Plagiarism Defined: “*Plagiarism takes many forms but falls into three main categories: using a source’s language without quoting, using information from a source without attribution, and paraphrasing a source in a form that stays too close to the original” (Yale Writing Center, 2014). If a student has any question about what constitutes plagiarism, please contact the Academic Dean.

*Reusing Your Own Work:* Cutting and pasting from or resubmitting a paper written for an earlier purpose or class is a form of academic dishonesty commonly referred to as “self-plagiarism.” It is prohibited at ICSW to reuse your own written work. It is allowable to quote from your own earlier work, but the material is subject to the same rules of citation that govern all academic writing.

In addition, students may not use the same assignment content to fulfill different course requirements.  If a paper is submitted to a course that is closely related to a paper submitted for another course, it is suggested that the student cite the paper. (Example: paper submitted for SOWK 000, Instructor: Sherwood Faigen, Semester: Spring 2012)