**ESSEX COUNTY COLLEGE**

**Social Sciences Division**

**SOC 121 – Social Service Policies and Procedures I**

**Course Outline**

**Course Number & Name:**  SOC 121 Social Service Policies and Procedures I

**Credit Hours:**  3.0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C" or better in SOC 101 or PSY 101

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course examines from a historical perspective the processes involved in formulating social service policies and eligibility criteria, and in distribution of benefits. This course covers the relationship of social service agencies and institutions to federal, state, and municipal government and to policy development, and includes an introduction to policy development, and includes an introduction to the structure and mode of operation of these agencies and institutions.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. demonstrate knowledge of the generalist social work practice;

2.    discuss the history of social work and social welfare;

3. identify and describe the various roles social workers play in their practice settings;

4. explain social work values, ethics, and responsibilities established by National Association of Social Workers (NASW);

5. identify and analyze social welfare policies, programs, institutions, and services at the local, county, state, and federal level;

6. explain contemporary social problems served by social welfare organizations; and

7. describe diverse client populations and their unique needs.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Demonstrate knowledge of the generalist social work practice:

1.1 *explain the generalist practice in regard to clients: individuals, groups, families, and communities*;

1.2 *explain the planned change process and empowerment*; and

1.3 *identify and discuss knowledge, skills, and values of social work practice*

**Measurable Course Performance Objectives (MPOs)** (continued):

2. Discuss the history of social work and social welfare:

2.1 *describe social welfare in England and in the American colonies*; and

2.2 *compare the Elizabethan Poor Laws in England and the colonial American social welfare policies with the present social welfare program of the United States*

3. Identify and describe the various roles social workers play in their practice settings:

 3.1 *identify the different organizations where social workers are employed*;

3.2 *describe the job responsibilities of social workers*; and

 3.3 *analyze the effectiveness of the social worker's role within their agency setting*

4. Explain social work values, ethics, and responsibilities established by the National Association of Social Workers (NASW):

 4.1 *discuss the history of NASW and its Code of Ethics*; and

 4.2 *explain the social workers' ethical responsibilities to its clients*

5. Identify and analyze social welfare policies, programs, institutions, and services at the local, county, state, and federal level:

 5.1 *identify local, state, and federal agencies which service clients with diverse problems*;

 5.2 *explain current social welfare policies and the influence of political views on policies*; and

 5.3 *analyze the effectiveness of social welfare programs, services, and policies in the United States*

6. Explain contemporary social problems that are addressed by social welfare organizations:

 6.1 *identify and discuss current social problems in society*; and

 6.2 *analyze the services given to clients and determine the gaps in services within communities*

7. Describe diverse client populations and their unique needs:

 7.1 *identify the different racial, ethnic, and other cultural groups in the community and society;*

 7.2 *identify various lifestyles of diverse client populations;* and

 7.3 *describe the uniqueness of diverse client populations*

**Methods of Instruction**: Instruction will consist of lectures, videos/CDs, guest lecturers, group projects, field trips, class discussions, and oral presentations.

**Outcomes Assessment:** Exam questions are blueprinted to course objectives. Checklist rubrics are used to evaluate theme papers for the presence of course objectives. Data collected will be analyzed to provide direction for the improvement of instruction, viability of class assignments, relevancy of assigned literature, and evaluation of instructional time spent on specific topics.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned homework and theme papers on time.

3. Take part in class discussions.

4. Take all exams as scheduled.

5. Read the textbook sections and handouts as assigned.

**Methods of Evaluation:** Final course grades will be computed as follows:

  **% of**

**Grading Components final course grade**

* **Attendance and class participation** **15%**

Attendance points will be computed based on the ratio of the number of days attending the course during a regular semester (i.e., 28 contact days). A similar procedure will be used to determine participation points.

* **Theme Paper**   **25%**

Theme papers are 3 – 5 pages typed in which students may write on diversity, a movie, an article in a scholarly journal or another article related to course material.

* **Examinations** **60%**

The number of examinations and dates will be specified by the instructor. Exams will provide evidence of the extent to which students have mastered and synthesize course material and have met course objectives.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **Introduction to Social Work and Social Welfare (*Empowering People*)**, 10th edition, by Charles Zastrow; published by Brooks/Cole Cengage Learning. 2010; ISBN-13 #: 978-0-495-80995-1

**Units Topics**

1Introduction to Social Welfare and Social Work: Definition of social welfare; history of social welfare in England and colonial America

2 Social Work as a Profession and a Career: Social work and the social worker defined; history of social work and pioneers in social work; specialized areas in social work

3 Generalist Social Work Practice: Definition of generalist social work practice and examples of generalist practitioners; the Change Process approach to social work practice and empowerment; social workers' skills and roles with individuals, groups, families, organizations, and communities

4 Code of Ethics of the National Association of Social Workers: Principles, values, and standards of the social work profession; core values of social workers: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence; ethical standards consisting of commitment to clients, self determination, competence, cultural competence and social diversity, privacy and confidentiality, etc.

5 Contemporary Social Problems in the Community: Social problems are family problems, drugs and alcohol, domestic violence, racism, health problems, physical and mental disabilities, crime, etc.

6 Social Service Organizations: Current services, agencies and facilities meeting the needs of clients with diverse problems (mental health facilities, family services agencies, hospitals, drug treatment facilities, homeless shelters, welfare offices, immigration offices, nursing homes, schools, etc.)

7 Current Social Welfare Programs: Social Insurance, public Insurance, public health and welfare services at the local, state, and federal level

### Note: In SOC 121, the instructor must cover the 7 units listed above minimally in any reasonable order throughout the duration of the semester/term. Also, the instructor may include additional areas based on his/her expertise and/or interest.