

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

Incompletes: 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.

Students with Special Needs

Students with special needs or difficulties in learning and completing courses assignments are strongly encouraged to notify instructors as soon as possible so that appropriate resources and accommodations can be provided. Students are also encouraged to contact the Disability Services Coordinator (Dean of Students). The Disability Services 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.
3. Adhere to the same standards of behavior online that you would follow in an onsite classroom.
4. Eliminate distractions from other computer screens.
5. Make certain your image is in full view of instructor and classmates.
6. Do not use all caps since this is the equivalent of yelling in the online environment.

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 cited 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.