

**SOWK 225A - Social Work in Organizations**

3 credits, 3 hours

This course will assist students to identify and understand the role of social workers as managers within many types of organizations. Students will learn the importance of administration in organizations that provide social services and the relationship between services and the implementation of various policies. The course will also examine the structure and function of organizations, and the issues of development and change. Students will observe and comment upon the issues addressed by multicultural organizations and the challenges that staff in these organizations face. They will be able to understand the major functions of management and their relevance. Questions surrounding values and ethics in the workplace will be addressed. Attitudes and issues relevant to social work will also be examined in light of the different responsibilities of the social work manager.

**Instructor**

Instructor Name: Alexis Laird  
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**Office Hours**

Monday 1:00 – 2:00  
Tuesday 1:00 – 2:00  
Wednesday 12:00 – 1:00  
Thursday 4:00 – 5:00  
Friday 1:00 – 2:00

**Hours of Instruction**

Thursday 1:00 PM - 3:50 PM  
Room: S205

**Required Resources**

Hughes, M. & Wearing, M. (2017). *Organisations & management in social work* (3<sup>rd</sup> ed.). Thousand Oaks, CA: Sage Publications Ltd.

**Course Outcomes**

Upon successful completion of this course, the student shall be able to:

- Understand the Canadian context in which different organizations have developed and are continuing to evolve.
- Understand the continuum of organizational structures and relevant planning processes.
- Begin to understand the interaction between skills, worldview and organizational dynamics in assessing organizational fit.
- Identify the skills, values and knowledge necessary to both provide competent services to diverse clients as well as work in a multi-cultural context.
- Be able to explain the difference between management and leadership.

- Demonstrate an awareness of various management and leadership theories and practices.
- Identify personal strengths and areas for growth and begin to explore their personal leadership framework.

### **Evaluation**

Written Assignment	15%
Midterm Exam	25%
Group Presentation	25%
Final Exam	35%
Total	100%

*A grade of C- is required for progression or transfer.*

### **Written Assignment**

Reflective writing assignments are an opportunity for students to assess, analyze, and review his/her learning and personal growth as he/she enters the field of Human Services. Utilizing readings, classroom discussion, course content and personal experience, respond to 5 of the reflection questions listed on the power points for Chapters 1 – 5.

**Student will receive written instructions in class. Due October 10<sup>th</sup>, 2019. Weight: 15%**

### **Midterm Exam**

This will be a 3 hour, in class midterm exam covering Chapters 1 – 5 in the textbook and any other additional material covered in class. Students will participate in midterm exam review on October 3<sup>rd</sup>.

**In class midterm exam on October 10<sup>th</sup>, 2019. Weight: 25%**

### **Group Presentation**

Students will work in assigned groups of 4 – 5. Each group will pick a current social issue demonstrated in the municipality of Wood Buffalo, and create a human services agency/organization that is aimed at addressing the chosen issue. Presentations cannot directly discuss an existing agency. Groups **MUST** have their social issue approved by the instructor.

**Student will receive written instructions in class. Due November 21, 2019. Weight: 25%**

### **Final Exam**

The final exam will be scheduled during the final exam period (December 9<sup>th</sup> – 17<sup>th</sup>, 2019). This will be a 3 hour exam covering Chapters 6 – 9 in the textbook and any other additional material covered in class. Students will participate in final exam review on December 5<sup>th</sup>.

**Date TBA (Final exam period: December 9<sup>th</sup> – 17<sup>th</sup>, 2019). Weight: 35%**

## Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory <b>Progression</b>	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor <b>Minimum Pass</b>	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

## Proposed Schedule of Topics

Week	Activity
September 5	Course Outline Review Chapter 1
September 12	Chapter 2
September 19	Chapter 3
September 26	Chapter 4
October 3	Chapter 5 Midterm Exam Review
October 10	<b>In Class Midterm Exam</b> <b>Written Assignment Due</b>
October 17	Chapter 6
October 24	Chapter 7
October 31	Chapter 8
November 7	<b>Reading Day – No Class</b>
November 14	Chapter 9
November 21	Group Presentations <b>Group Presentations Due</b>
November 28	Group Presentations
December 5	Group Presentations Final Exam Review
Final Exams	<b>Final Exam Date TBA</b>

**Please Note:**

Date and time allotted to each topic is subject to change.

## Performance Requirements

### Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

## Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss

accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**