SACRAMENTO STATE

SWRK110 Statistics and Research for Social Workers

Fall 2014 Syllabus

Part 1: Course Information

Instructor Information

Instructor: Kisun Nam, Ph.D., MSSW
Office: Mariposa Hall 5029
Office Hours: Tuesday 12:30pm to 2:30am (office)
Tuesday 4:30pm to 5:30pm (computer lab)
Office Phone: 916.278.7069
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Course Information

Section 3
F2F Schedule: Tuesday at 6:30pm to 7:45pm
Classroom: Mariposa Hall 1013 (computer lab)

Section 4
F2F Schedule: Tuesday at 3:00pm to 4:15pm
Classroom: Mariposa Hall 1013 (computer lab)

See "Course Structure" for details

Course Description

Descriptive and inferential statistics, sampling, probability distribution, introduction to research methods, relationship of statistics to research methods; illustrations drawn from the field of human services. [University Catalog]

This is an introduction course to statistics in social sciences, more specifically social work. The course presents statistics using every day conversational English and universally understandable concepts, making it simple for students in health, human services, and behavioral sciences such as psychology, sociology and social work, to understand statistics. Statistical concepts such as descriptive statistics, inferential statistics and hypothesis testing are discussed throughout the semester. The statistical application, Statistical Package for the Social Sciences (SPSS) is the program that utilized for the class.

Textbook & Course Materials

Required Text

Weinbach, R.W. & Grinnell, Jr., R.M. (2010). *Statistics for Social Workers*. (8th Edition)

Pearson/Allyn & Bacon.

Optional Texts

Cronk, B. C. (2012). *How to Use SPSS: A Step-by-Step Guide to Analysis and Interpretation.* (Seventh Edition) Pyrczak Publishing.

All required and optional textbooks are available to purchase at the Hornet Bookstore (916.278.6446).

Required textbook is also reserved at the library Reserve Room (next to Java City). You can check out the textbook for three days.

Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to SacCT
- Use of QuickTime plugin (for watching the lecture videos)
- Use of the Respondus LockDown Browser to take the midterm exams and pre-class quizzes
- Use of the statistical software program, such as the SPSS for Windows, at the campus computer labs

Course Structure

This course is designed to provide a hybrid experience, including both face-to-face and online activities.

Contact time per each week will be divided in the following way:

Section #	Online sessions (40%)	Face-to-face sessions (60%)
Section 3	Watching the lecture videos and other online activities, at students' choice of time & place	Tuesday, 6:30pm to 7:45pm, Mariposa Hall 1013 (lab)
Section 4		Tuesday, 3:30pm to 4:15am, Mariposa Hall 1013 (lab)

Online sessions will be a blend of self-paced and group activities using SacCT and other Web sites. Activities will consist of reading the textbook, watching the lecture video (QuickTime) for self-paced learning, taking quiz, and email for group activities. Note that ALL instructional lectures will be delivered online video lecture, so students should watch the lecture video each week BEFORE attending the face-to-face sessions. Most of online activities require SacCT access (see below). The instructor provides the online video lecture of main contents in each week, focusing on the conceptual understanding of statistics.

Most of the **face-to-face sessions** (**"F2F sessions"**) will be held on the Sacramento State campus in Mariposa Hall 1013 (computer lab) on every Tuesday, from 6:30pm to 7:45am for Section 3 and Mariposa Hall 1013 (computer lab) on every Tuesday, from 3:00pm to 4:15pm for Section 4. In some weeks F2F session will be also extended (see the Part 3 of the syllabus for detail). Typical activities in F2F sessions will consist of the following:

- Q&A about the course materials and pre-class quiz
- The brief review of the course materials (if necessary)
- Instructor-led, individual and group exercise, including:
  - Manual calculation of statistics
  - Read and interpret the statistical findings reported in the actual social work journal papers
  - Use the statistical software, such as the SPSS for Windows, to practically apply the statistical concepts using the real dataset

Your active participation in class discussions is expected and essential to how you will be evaluated. Be prepared to answer questions on your readings and computer lab exercises. You are expected to ask questions and to be an active participant in the classroom learning process. The instructor expects and welcomes questions that help the class understand and clarify the topics being discussed and presented. I prefer that you bring your questions, concerns, and other issues to class so that I can clarify them for you instead of keeping quiet and then struggling elsewhere.

SacCT Access

This course will utilize a course management system named SacCT. Most of the class lectures will be accompanied by PowerPoint slides presentation. PowerPoint slides, as well as other class assignments and assessments, will be posted in SacCT. Be sure to check SacCT for any updated information at least once a day and/or before coming to class.

To access this course on SacCT you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Chrome, or Safari). To ensure that you are using a supported browser and have required plug-ins please run the Check Browser from your SacCT course.

Also, your computer should have the Apple's QuickTime installed to watch the video materials. Refer to the Apple's web page for download instructions.

Finally, you need to install the Respondus LockDown Browser in your home computer (PC/Mac) to take the pre-class quiz at home. Refer to the ATC web page for downloading & installing the LockDown Browser.

SPSS Download & Installation

CSUS has the license for the SPSS program for students, so you can download and install the SPSS program on your personal computer (both Windows & Mac). Installation of the SPSS program is highly encouraged, as students can complete their homework outside of the campus (that is, your home/Starbucks/wherever you bring your laptop). Currently, the SPSS program is not available on tablet (no iPad, sorry). Here is the link for the SPSS download page.

http://www.csus.edu/irt/Software/Personallyowned.html

Select one of the three options to download & install:

- IBM SPSS Commuter Version 22_32bit (if you have 32-bit Windows), or
- IBM SPSS Commuter Version 22_64bit (if you have 32-bit Windows), or
- IBM SPSS Commuter Version 22 (if you have the Mac).

Note that you need to enter your CSUS student ID and password to download the installation files. Also, you may need to have high speed internet connection as the installation files are quite large (775MB for 64-bit version, for example).

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with SacCT you can:

- Visit the SacCT Student Resources Page
- Review SacCT Student Tutorials
- Visit the SacCT Student FAQ's Web page
- Submit a SacCT Problem Form

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through SacCT email.

Part 2: Course Objectives

The Council on Social Work Education's (CSWE) Educational Policy and Accreditation Standards (EPAS) requires that all social work students develop competencies in research informed practice and practice informed research (Educational Policy 2.1.6.) Throughout the course syllabus you will notice "EPAS", this indicates the CSWE EPAS Educational Policy "core competency" that is addressed in the content and assessed in the tests and homework assignments.

Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, and provide policy recommendations that are related to social service delivery methods (EPAS 2.1.6). Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge (EPAS 2.1.6). Also, social workers use practice experience to inform scientific inquiry and use research evidence to inform practice (EPAS 2.1.6). During the semester and at the completion of the course, you will be able to accomplish the followings:

- Understand and apply research and statistics in your respective field of practice (EPAS 2.1.6).
- Understand, able to distinguish differences, and ability to perform descriptive and inferential statistical calculations that are related to social work (EPAS 2.16).
- Make critical decision and able to apply statistical outcomes to health and human services settings including behavioral sciences such as social work and clinical psychology (EPAS 2.1.6).
- Able to describe and apply statistics to the nature of empirical research and the role of statistical operations in such research, especially how statistics enable social workers to understand social and economic justice, multiculturalism, human diversity, ethics, and special population (EPAS 2.1.6).
- Able to calculate and present statistical results in the manner that comply with the rules of statistics (EPAS 2.1.6).
- Become knowledgeable and appreciate the integrations of modern technology such as SPSS to make statistical computations possible (EPAS 2.1.6).

Part 3: Topic Outline/Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

Module 1. Introduction

Week	Lecture Topic (online video lecture)	F2F session (MRP 1013)	Pre-class quiz & HW Due
Week 1 Sep. 2	Introduction, overview, and expectation • Review of syllabus • The utility of statistics in social work • Introduction of the class dataset *Reading* • Preface (pp. xi – xiii) • Chapter 1 (pp. 1 – 3) Note: F2F session time will be extended. • Section 3: 6:30pm to 9:20pm • Section 4: 3:00pm to 5:50pm	• Basic of the SPSS	
Week 2 Sep. 9	Review of Key Research Methodology Concepts • Use of statistics • Methodological terms • Research hypotheses • Levels of measurement • Additional classification • Categories of statistical analysis *Reading* • Chapter 1 (pp. 3 – 22)	• Review of Key Research Methodology Concepts worksheet	• Quiz #1. Basic Research Concepts

Module 2. Descriptive Statistics

Week	Lecture Topic (online video lecture)	F2F session (MRP 1013)	Pre-class quiz & HW Due
Week 3 Sep. 16	Frequency distributions and graphs • Frequency distribution ○ Types of frequency distribution • Graphs and charts	• How to create frequency distribution tables & charts using the SPSS	• Quiz #2. Frequency distribution

Week	Lecture Topic (online video lecture)	F2F session (MRP 1013)	Pre-class quiz & HW Due
	Reading • Chapter 2 (pp. 23 – 41)		

Week 4
 	
Sep. 23
	<u>Measures of central tendency and variability</u>
	
	• Central tendency
	  ○ Mode, median, & mean
	  ○ What to use?
	• Dispersion
	  ○ Range & interquartile range
	  ○ Mean deviation, variance, & standard deviation
	  ○ What to use?
	
	Reading
	• Chapter 3 (pp. 42 – 61)
		• How to calculate central tendency and variability using the SPSS	• HW #1. Frequency distribution
			
			• Quiz #3. Central tendency & variability

Midterm Exam #1

Week	Topic
Week 5 Sep. 30	<u>Coverage</u>: Chapter 1 through Chapter 3 (pp. 1 – 61) <u>Schedule</u> Section 3: <u>*Review*</u>: 6:30pm to 7:30pm at Mariposa 1013 (SW computer lab); <u>*Exam*</u>: 7:30pm to 9:20pm at Mariposa 1013 (SW computer lab) Section 4: <u>*Review*</u>: 3:00pm to 4:00pm at Mariposa 1013 (SW computer lab); <u>*Exam*</u>: 4:00pm to 5:50pm at Mariposa 1013 (SW computer lab) <u>Note</u>: HW #2. Central tendency & variability is due by <u>the review (Sep. 30)</u>. <u>Note</u>: Class time will be extended. • Section 3: 6:30pm to 9:20pm • Section 4: 3:00pm to 5:50pm

Module 3. Foundation of Inferential Statistics

Week	Lecture Topic (online video lecture)	F2F session (MRP 1013)	Pre-class quiz & HW Due
Week 6	<u>Normal distribution and *z*-scores</u>	• Normal distribution	• Quiz #4. Normal

Week	Lecture Topic (online video lecture)	F2F session (MRP 1013)	Pre-class quiz & HW Due

Oct. 7	• Normal distribution
	  ○ Properties of normal distribution
	  ○ Skewness & kurtosis
	• *Z*-scores
	  ○ Standardized distribution
	  ○ Calculating percentile from z-score
	
	Reading
	• Chapter 4 (pp. 62 – 81)
		and z-score worksheet	distribution & *z*-scores

Week 7 Oct. 14	<u>Hypothesis testing</u> • Population/parameter and sample/statistics • Rivalry hypothesis & null hypothesis • *P*-value and rejection level • Testing the null hypothesis • Type I & Type II error • Issues in statistical significance test *Reading* • Chapter 5 (pp. 82 – 107)	• Hypothesis testing worksheet	• HW #3. Normal distribution & *z*-scores • Quiz #5. Hypothesis testing

Week 8
 	
Oct. 21
	<u>Sampling distribution, Rejection region, and Statistical test selection</u>
	
	• From sample to population ("parameter estimation")
	  ○ Sampling distribution of means
	  ○ Standard error
	  ○ Confidence level and confidence interval
	• Testing null hypothesis (again)
	  ○ One-tail vs. two-tail test
	• Selecting a statistical test
	
	Reading
	• Chapter 6 (pp. 108 – 134)
		• Sampling distribution, Rejection region, and Statistical test worksheet	• HW #4. Hypothesis testing
			
			• Quiz #6. Sampling distribution

Midterm Exam #2

Week	Topic
Week 9 Oct. 28	<u>Coverage</u>: Chapter 4 through Chapter 6 (pp. 62 – 134) <u>Schedule</u>

Week	Topic
	<table><tr><td></td><td></td></tr><tr><td>Section 3</td><td><u>*Review*</u>: 6:30pm to 7:30pm at Mariposa 1013 (SW computer lab) <u>*Exam*</u>: 7:30pm to 9:20pm at Mariposa 1013 (SW computer lab)</td></tr><tr><td>Section 4</td><td><u>*Review*</u>: 3:00pm to 4:00pm at Mariposa 1013 (SW computer lab) <u>*Exam*</u>: 4:00pm to 5:50pm at Mariposa 1013 (SW computer lab)</td></tr></table> <u>Note</u>: HW #5. Sampling distribution is due by <u>the review (Oct. 28)</u>. <u>Note</u>: Class time will be extended. • Section 3: 6:30pm to 9:20pm • Section 4: 3:00pm to 5:50pm

Module 4. Inferential Statistics

Week	Lecture Topic (classroom)	F2F session (MRP 1013)	Pre-class quiz & HW Due
Week 10 Nov. 4	<u>*T*-test</u> • Parametric vs. non-parametric test • Types of *t*-test ○ Independent *t*-test ○ Dependent *t*-test ○ One-sample *t*-test ○ When to use which test? • Non-parametric alternatives to *t*-test *Reading* • Chapter 7 (pp. 135 – 161)	• How to conduct *t*-test using the SPSS	• Quiz #7. *T*-test
Week 11 Nov. 11	<u>Analysis of Variance (ANOVA)</u> • Properties of ANOVA ○ When to use ANOVA ○ Logic of ANOVA • Significance test of ANOVA ○ *F*-ratio *Reading* • Chapter 7 (pp. 161 – 167) & class handout	• How to conduct ANOVA using the SPSS	• HW #6. *T*-test • Quiz #8. ANOVA
Week 12 Nov. 18	<u>Chi-square test</u> • Properties of chi-square test	• How to conduct chi-square test using the SPSS	• HW #7. ANOVA

Week	Lecture Topic (classroom)	F2F session (MRP 1013)	Pre-class quiz & HW Due
	○ Test the association between two nominal-level variables ○ Observed vs. expected frequency • Significance test of chi-square test ○ How to calculate chi-square value ○ How to read chi-square table • Other adaptations of chi-square test *Reading* • Chapter 8 (pp. 168 – 195)		• Quiz #9. Chi-square test
Week 13 Nov. 25	<u>Correlation</u> • Properties of correlation • Two ways of assessing correlation ○ Drawing scatterplots ○ Calculating correlation coefficients • Non-parametric alternative to correlation • Cautions to remember about correlation *Reading* • Chapter 9 (pp. 196 – 225)	• How to conduct correlation analysis using the SPSS	• HW #8. Chi-square test • Quiz #10. Correlation
Week 14 Dec. 2	<u>Regression</u> • Properties of regression ○ A form of correlation analysis, enabling to predict the value of one variable (DV) based on the value of the other variable (IV) • Regression equation ○ Ordinary Least Square (OLS) ○ Interpretation of the coefficient of X (b) and the intercept (a) • Prediction of DV at the specific value of IV, using the regression equation *Reading* • Chapter 10 (pp. 226 – 253)	• How to conduct regression analysis using the SPSS	• HW #9. Correlation • Quiz #11. Regression
Week 15 Dec. 9	<u>Wrap-up: Inferential Statistics</u> • Review of inferential statistics • Q & A for the final exam		• HW #10. Regression

Final Exam

Week	Topic
Week 16 TBA	Coverage: Chapter 7 through Chapter 10 (pp. 135 – 253) Schedule: • *Sec. 3*: TBA, at SW Computer lab • *Sec. 4*: TBA, at SW Computer lab

Part 4: Grading Policy

Graded Course Activities

Visit the **Assignments** link in SacCT for details about each assignment listed below. Click on **Assessments** to access quizzes and exams. (See Part 4 for more information about accessing tools and activities).

Each student's final grade will result from adding the scores obtained from all the assignments required by the course (shown below).

1. **Exams** (50 points; 25 points from the highest exam score from Midterm #1 and #2, and 25 points from Midterm #3 (mandatory))

   There will be *three midterm exams* for the semester; no final exam. Each exam will have two components: to measure your mastery of statistical analysis and social science theory; and to measure your ability to manually calculate various statistics and to interpret or apply their meaning in a research context.

   All three midterm exams will consist of multiple choice, true-false, and short-answer questions. Exams are not cumulative. Midterm Exam #3 is mandatory (see the explanation below). Table below shows the dates and coverage of each exam.

	Dates	Coverage
Midterm Exam #1	Sep. 30 (Tue)	Chapter 1 through Chapter 3 (pp. 1 – 61)
Midterm Exam #2	Oct. 28 (Tue)	Chapter 4 through Chapter 6 (pp. 62 – 134)
Final Exam	TBA	Chapter 7 through Chapter 10 (pp. 135 – 253)

   All exams are provided as the online exam through SacCT, using a specific web browser called the Respondus LockDown Browser. You will take those exams at the computer lab (Mariposa 1013). Detailed instructions will be provided before the exams.

   Fifty percent of the exam grade, or 25 points, will be calculated by the higher score between Midterm Exam #1 and #2. The other fifty percent of exam grade (25 points) comes from Midterm Exam #3. Thus, students should take Midterm Exam #3 to fully earn the exam grade.

   If for any reason you cannot take the exam on the scheduling date, make sure to arrange to take the exam *ahead of time*. You will *not* be allowed to take the exam the day after or to make-up the exam once the test is administered. ALL out of class exam must be arranged through Testing Center in Lassen Hall with a nominal fee. If the exam is scheduled with the Testing Center, it is your responsibility to turn in a copy of the

appointment sheet to me at least a week ahead of time.

2. **Homework** (40 points; up to 45 points with all questions correctly answered)

   There are ten (10) homework assignments over the semester, 4 points per each assignment. Homework assignments are used as learning tools, rather than a measure of student mastery for their first time attempting a problem. Thus, homework assignment will consist of the review questions regarding the course materials in *the previous week*. Typically, homework has two parts. First part asks the statistical concepts learned in the previous week, using the excerpts from journal papers. In the second part, students are asked to conduct simple statistical analyses from the previous week using the SPSS.

   Below are the grading criteria for each homework submission. Note that students can earn extra 0.5 point if they answer ALL questions correctly in each homework assignment.

Score	Grading criteria
4.5 points	Submit on time, fully answered, and ALL answers are correct.
4 points	Submit on time, fully answered, and ***80% to 99%*** of answers are correct.
3 points	Submit on time, fully answered, and ***50% to 79%*** of answers are correct.
2 points	Submit on time, fully answered, and ***less than 50%*** of answers are correct.
1 points	Submit on time, but lack of reasonable effort (some questions are not answered)
0 point	Late or no submission

   All answers in homework must be ***printed on paper*** and submitted at the beginning of the class in due dates; ***handwriting is not allowed***. No late submissions are accepted, except good cause absences (see attendance policy). If for any reason the students cannot attend the class (including good-cause), students may submit their homework via email attachment BEFORE the beginning of the F2F session (Wednesdays at noon). Email submission AFTER the beginning of the F2F session day is considered as "Late or no submission," resulting zero point for the homework. Check the due date for each homework assignment in Part 3: Topic Outline/Schedule above.

3. **Attendance and Class Participation** (10 points)

   Your attendance and participation in the F2F session maximize your experience in the class, and together constitute 10 points of your final grade. More than five absences, including one free absence, will result in "F" grade regardless of the performance in all other required assignments. For example, if you miss four F2F sessions without good

cause, you will earn 5 points out of attendance and class participation portion (one free absence and three additional absences, 50% deduction). Consult Attendance Policy in Part 5 for details.

4. **Pre-class Quiz** (extra 5.5 points; 0.5 point for 11 quizzes)

Throughout the semester, you will be given eleven (11) pre-class quizzes. The pre-class quiz is design to encourage students to read the textbook BEFORE the F2F session (Thursdays at noon). Thus, each pre-class quiz will be available until the beginning of the F2F session in the corresponding week. For example, pre-class Quiz #1, asking questions about the materials in Week 2 (Basic Research Concepts in the textbook Chapter 1), will be closed by the beginning of the F2F session in Week 2 (Wednesday, September 11, at 10:30am). Students are STRONGLY encouraged (and expected) to read Chapter 1 before Week 2 F2F session to answer the pre-class Quiz #1.

Like the midterm exams, all pre-class quizzes are provided as the online quiz through SacCT, using a specific web browser called the Respondus LockDown Browser. You can take the pre-class quiz either at the computer lab across the campus, **or at your home**. If you want to take the pre-class quiz at home, you need to install the Respondus LockDown Browser in your home PC. It is encouraged that students take pre-class quiz at home. See this instruction for downloading & installing the LockDown Browser from the CSUS.

The extra 0.5 point will be given ONLY to those who answer all questions correct; at the same time, students can take the pre-class quiz *as many times as they want* while the quiz is available. For example, if there are fifteen questions in Quiz #1 and you answered 14 out of fifteen questions correct, NO extra point will be awarded; students can *earn extra 0.5 point only if all 15 questions are answered correctly in Quiz #1*. Thus, you may take Quiz #1 as many times as you need to answer all questions correct until the beginning of Week 2 if you want to earn the extra points from the pre-class quiz.

As a result, your final grade is delineated as follows (see "Letter Grade Assignment" below for the letter grade assignment):

Assignments	Points assigned
Exams	50
Homework	40/45
Attendance	10
Pre-class Quiz (extra point)	5.5
Total	100/110.5 points

Late Work Policy

Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

Viewing Grades in SacCT

Points you receive for graded activities will be posted to the SacCT Grade Book. Click on the My Grades link on the left navigation to view your points.

Your instructor will update the online grades each time a grading session has been complete—typically a week following the completion of an activity. You will see a visual indication of new grades posted on your SacCT home page under the link to this course.

Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows. Keep in mind that your final grade will be determined by the total score you would earn through all the required assignments by the class. **Social Work major students should earn "C" or better, or 70 points or higher, to receive a passing grade**.

Letter Grade	Percentage	Performance
A	92-100%	Excellent Work
A-	89-91%	Nearly Excellent Work
B+	85-88%	Very Good Work
B	81-84%	Good Work
B-	78-80%	Mostly Good Work
C+	74-77%	Above Average Work
C	**70-73%**	**Average Work**
C-	68-69%	Below Average Work
D+	64-67%	Somewhat Unsatisfactory Work
D	60-63%	Largely Unsatisfactory Work
D-	58-59%	Mostly Unsatisfactory Work
F	0-57%	Failing Work

Important note: For more information about grading at Sac State, visit the academic policies and grading section of the university catalog.

Part 5: Course Policies

Attend Class (F2F session)

Students are expected to attend all online and F2F sessions as listed on the course calendar. Attendance at the F2F class meetings combined with participation in online activities (watching the lecture video) are essential for the success of the hybrid experience.

Class attendance and participation is a prerequisite in receiving a passing grade. Students are expected to attend all class on time. Similar to SWRK111 (research methods) class, this class may be one of the hardest courses you face in your undergraduate social work classes. Therefore, missing F2F sessions hurt your chance for achieving an "A" grade for the semester.

Each student is allowed one free absence from the F2F sessions without a good cause (see below). Additional absence(s) without a good cause will receive deductions from the attendance portion (see the table below). More than five absences from the F2F session without a good cause (including one free absence) in the semester will result in the student receiving "F" grade for the semester, regardless of her/his performance in all other required assignments.

Grading for class attendance, after the one free absence without good cause:

1 additional absence	–5% of class attendance portion (–0.5 points)
2 additional absences	–10% of class attendance portion (–1 points)
3 additional absences	–50% of class attendance portion (–5 points)
4 additional absences	–100% of class attendance portion (–10 points)
5 or more absences	automatic F grade for the course

Good-cause absence(s) must be notified to the instructor via email or written note *no later than a week after it happened*. One who failed to notify the instructor for good cause absence(s) as stated will not be excused. One's health issue, death of a loved one, and natural disasters (e.g. fire or earthquake) are considered as good cause. Students may be asked to provide additional documents (e.g. the doctor's letter) to confirm the good cause. All other issues, such as car broke down, alarm clock failed, children's school, job interview, and so on do not constitute good cause. Because of the nature of this class, **up to THREE (3) good-cause absences** will be granted to each student. Students with more than three good-cause absences may consider dropping this class (see "Understand When You May Drop This Course" section below).

Participate

In order to enhance feelings of safety and to create a positive learning environment, students are expected to:

1. Attend every class, promptly;
2. Read the assigned materials and watch the lecture video (if necessary) BEFORE the class;
3. Do not ridicule others;
4. Mind one's own expression of bigotry; rather than attribute a negative characteristic to a social group or to a member of that group, you may begin with, "this is how I have been taught to believe …" or "I hate to admit it but I do have the belief that …";
5. Behave with a positive attitude;
6. Be committed to growth and self-exploration.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

Complete Assignments

All assignments for this course will be submitted electronically through SacCT unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

This course does not allow an incomplete grade.

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation *before* classes start.

SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at sswd@csus.edu.

Code of Ethics

In the social work profession, it is expected that students will become familiar with and adhere to the NASW Code of Ethics. This code for professional behavior should guide your actions in class and in the field agency setting. Ethical violations (e.g. disrespect toward classmates and the instructor) may result in failure of this course, particularly if the instructor has previously advised a student of the violation(s).

Electronic device

Unless you are expecting important phone calls, please turn off all your electronic devices, including cellular phone, pagers, PDA, and laptop computer. Do not use your laptop to take note in class (PowerPoint slides will be provided). It is the rule of this class that no laptop or PDA be used for any reason during the lecture class time. Students with disabilities that need to use special devices, including laptop/PDA, must be arranged through the Office of Service to Students with Disabilities.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Sac State's Academic Honesty Policy & Procedures

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades."

Read more about Sac State's Academic Honesty Policy & Procedures.

Definitions (Source: Sacramento State University Library)

At Sac State, "**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

"Plagiarism is a form of cheating. At Sac State, "plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution."

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Course policies are subject to change. It is the student's responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be posted in SacCT.

Part 6: Campus Resources

Sac State has many programs and resources available to assist you during your academic studies.

Academic Advising

The Academic Advising Center offers new student orientation, mandatory freshman advising, and advising on General Education and graduation requirements for all students.

IRT Service Desk (Helpdesk)

The helpdesk provides assistance to students, faculty and staff in their use of campus technologies. Help is available via walk-in service, telephone service, email, or chat.

Services to Students with Disabilities

Services to Students with Disabilities (SSWD) offers a wide range of support services and accommodations to students in order to ensure equal access and opportunity to pursue their educational goals.

Student Affairs

If you need help discerning who to see to get a question answered, advice on which classes to take, or information about how to obtain financial aid, Student Affairs may be able to assist you.

Student Health Center

Student Health Services promotes the health and wellness of Sac State students.

University Library

The Sac State University Library provides access to a wide array of workshops, research guides, subject specialists, databases, electronic journals, and other electronic resources for the campus community.

University Writing Center

The University Writing Center can help you at any stage in your reading and writing processes: coming up with a topic, developing and organizing a draft, understanding difficult texts, or developing strategies to become a better editor.

Computer Labs

You can access the SPSS for Windows program in several computer labs in campus. Check the lab availability at: http://irtls1.csus.edu/LabStats/public/public.aspx