

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: SOCW 667 Practice-Informed Research in Social Work **or Degree Plan(s):**

Rationale: The MSSW faculty identified the need to overhaul our two current research courses based on new secondary accreditation standards. Since we are eliminating a thesis or applied research project requirement, we can meet competencies/student learning outcomes in one research course in the first year of the degree plan. This content is significantly different than the current research courses (SOCW 615 and SOCW 616). 615 and 616 will eventually be closed once we transition all students to the new degree plan.

	Campus-Level Academic Review ¹	D e p t / S c h o o l	C o l l e g e	D e a n	T E C	A U A C / G r a d	P r o v o s t
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

	Full Review	De pt. /Sc hool	Col leg e	De an	TE C	AU AC /Gr ad	Pro vos t	Ca mp us Fac ult y	Sen ior VP AA	Pre sid ent
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ^{2 3}	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

	Change to General Education Requirements for Undergraduates (System)	De pt. /Sch ool	Col leg e	Dea n	AU AC	Pro vos t	UG EC	Uni ver sity Fac ulty	S e n i o r V P A A	Pre sid ent
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

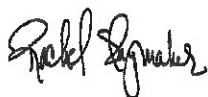
² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

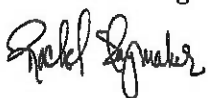
Department/School(s)



11/11/24

Chair Signature

Date



11/11/24

Chair/Program Director Signature

Date



College Academic Council(s)

12/02/2024

Chair Signature

Date

Chair Signature

Date



Dean(s)

12/03/2024

Signature

Date

Signature

Date

Teacher Education Council

Signature

Date

**Campus Academic Council:
Abilene Undergraduate or Abilene Graduate**

Signature

Date

Provost

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

Abilene New Course Application

You may delete the preceding instructional pages before submitting application.

Course ID (<i>Subject Code and Number</i>)	SOCW 667
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1. Systems and Catalog Information Complete each item.

A	Course Developer	Kyeonghee Jang
B	Course Instructor	Kyeonghee Jang
C	Course Title	Practice-Informed Research in Social Work
D	Course Abbreviation for Banner if title is more than 30 characters	Practice-Informed Research in SW
E		CHBS - Health and Behavioral Sciences
F		SSW - School of Social Work
G		3
G1		3
G2		0
H	Is the course for a fixed or variable number of credit hours?	Fixed If variable, explain rationale:
I	Is the course repeatable for additional credit?	No
J	Maximum total number of credit hours a student can earn for this course	3
K		Lecture (LEC) See Schedule Type definitions in the Reference section.

L		3
M		Standard
N	Maximum Enrollment	20
O	Catalog Description (50 words or less)	Students are introduced to essential knowledge and skills needed for practitioners to understand the importance of research in practice and evaluating the impact of interventions and programs. This course focuses on providing practical, hands-on experience by critiquing empirical research articles, developing research designs, and practicing basic statistical analyses.
P	List any prerequisites (course/s, test scores, class standing, major, etc.)	No
Q	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	No
R	If the course is cross-listed, specify the subject code and course number of the other course	N/A
S	Does this course require any additional student course fees?	No If yes, attach a completed course fee form .
T1	Will the course be offered in fall terms?	No
T2	Will the course be offered in spring terms?	Yes, every year
T3	Will the course be offered in summer terms?	No

U	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Spring 2026
V	Is this course required for a program(s)?	Yes If yes, attach a completed curriculum proposal to change the program(s).
W	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	No If yes, provide rationale:
X	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	No If yes, provide course ID, term, and enrollment:
Y	List any courses in which the content overlaps the proposed course. (Course ID and Name). <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering.</i>	

2. Curriculum

- A. Explain any effects of this course on any degree plans. If the addition of the course alters program requirements, submit a separate [Approval Chart for Curriculum Change](#) to update the program.

Due to new secondary accreditation standards, the MSSW faculty have chosen to overhaul the curriculum since it had not been changed since 2007.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

The MSSW faculty identified the need to overhaul our two current research courses based on new secondary accreditation standards. Since we are eliminating a thesis or applied research project requirement, we can meet competencies/student learning outcomes in one research course in the first year of the degree plan. This content is significantly different than the current research courses (SOCW 615 and SOCW 616). Therefore, we request to open this course once the current research courses are closed.

3. Course Design

A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.

This course is intended for MSSW students who have some practicum experience. Graduate students in other programs may enroll with prior approval from the program director.

2. State the overarching course goal(s) in performance terms.

This course provides graduate social work students with competencies associated with practice-informed research and research-informed practice. At the completion of this course, students will be able to review research articles, determine their rigor in methodology, and critically evaluate research design, analysis, and interpreting results.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	C1.D3. Understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas.	Program Eval Proposal
2	C4.D1. Use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge.	Activity Assignments
3	C4.D2. Use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions.	Article Reviews
4	C4.D3. Critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs.	Article Reviews
5	C4.D4. Understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective.	IRB Certificate Article Reviews
6	C4.D5. Know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses.	Activity Assignments
7	C4.D6. Demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods.	Article Reviews Exam
8	C4.D7. Demonstrate knowledge about methods to assess reliability and validity in social work research.	Exam

9	C4.D8. Can articulate and share research findings in ways that are usable to a variety of clients and constituencies.	Program Eval Proposal
10	C4.D9. Understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.	Exam Activity Assignments
11	C9.D1. Understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities.	Activity Assignments
12	C9.D2. Evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness.	Activity Assignments
13	C9.D4. Understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes.	Program Eval Proposal
14	C9.D5. Use qualitative and quantitative methods for evaluating outcomes and practice effectiveness.	Program Eval Proposal

C. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

- A. full publication information; label **Undergraduate**.
- B. full publication information; label **Graduate**.

Required Textbook:

Lawrence, W. (2021). *Social research methods: Qualitative and quantitative approaches*. Prentice Hall.

4. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.

Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section 1Y. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location(s).
7	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
8	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
9	Justification — Attach any documents to which you refer in Section 2B.

Updated 8/1/2023

SOCW 667:

Practice-Informed Research in Social Work

ACU School of Social Work

Credit Hours: 3	Instructor:
Semester/Year: Spring 2026	Email:
Class Day/Time: TBD	Phone:
Class Location: TBD	Office Location & Contact Preferences:

Catalog Description: Students are introduced to essential knowledge and skills needed for practitioners to understand the importance of research in practice and evaluating the impact of interventions and programs. This course focuses on providing practical, hands-on experience by critiquing empirical research articles, developing research designs, and interpreting basic statistical analyses.

Intended Audience: This course is intended for MSSW students who have some practicum experience. Graduate students in other programs may enroll with prior approval from the program director.

Mission Statements

School of Social Work Mission Statement

The Abilene Christian University School of Social Work seeks, within the context of a Christian higher education institution, to prepare graduates as effective and ethical professionals who incorporate best evidence in practice; promote social justice for vulnerable persons everywhere through service and leadership roles; and, advance social work knowledge through research and other scholarly activities.

MSSW Program Mission

The mission of the Abilene Christian University Master of Science in Social Work Program is to prepare students for professional leadership and ethical advanced generalist social work practice with an evidence-based emphasis. In furtherance of this mission, students will effectively address the biological, psychological, social, and spiritual dimensions of human well-being and promote diversity, equity, inclusion, and justice across system levels in domestic and international community contexts.

CHBS Mission Statement

The mission of the Abilene Christian University College of Health and Behavioral Sciences is to equip students for global service and leadership through exemplary practice in education and human services, informed by a Christian perspective.

ACU Mission Statement

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

Course Content

Outline of topics: This course engages students in a structured format to explore ethics in research, identify the relevance of research in social work practice, understand differences between quantitative and qualitative methods, and provide an introduction to program evaluation and design.

Format of Class/Teaching Methods: This course will be conducted in an active learning environment. Each class module will consist of a weekly reading assignments, lecture, and group discussions.

Instructional Materials

Textbook: Lawrence, W. (2021). Social research methods: Qualitative and quantitative approaches. Prentice Hall.

Other materials: Other required and supplemental resources are provided in Canvas.

Use of Technology: This course uses Canvas, an online course management site.

Access to this system is through the  icon on your home page for myACU. All assignments submitted through Canvas are subject to be reviewed by Turnitin software for potential academic integrity issues. Students can access technology support through Team 55 at www.acu.edu/team55 or 325-674-5555. Additionally, the ACU Library Commons and the Learning Studio (2nd floor of Library) have computers with technical assistance.

Learning Outcomes

Course Goal: This course provides graduate social work students with competencies associated with practice-informed research and research-informed practice. At the completion of this course, students will be able to review research articles, determine their rigor in methodology, and critically evaluate research design, analysis, and interpreting results.

Competencies: To demonstrate that students have mastered the goals of this course, they must meet or exceed the following competencies (as determined by the Council of Social Work Education or CSWE):

Program Learning Outcomes (Competency)	Student Learning Outcomes (Competency Descriptors)	Dimension (K/V/S/CAP)	Measurement (Assignment)
Competency 1: Demonstrate Ethical	C1.D3. Understand frameworks of ethical decision making and apply principles of critical	K/V	Research Design Proposal

and Professional Behavior	thinking to those frameworks in practice, research, and policy arenas.		
Competency 4: Engage in Practice-Informed Research and Research-Informed Practice	C4.D1. Use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge.	V/CAP	Activity Assignments
	C4.D2. Use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions.	K/S/CAP	Article Reviews
	C4.D3. Critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs.	K/S	Article Reviews
	C4.D4. Understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective.	K/V	IRB Certificate Article Reviews
	C4.D5. Know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses.	K/S	Activity Assignments
	C4.D6. Demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods.	K/S	Article Reviews Exam
	C4.D7. Demonstrate knowledge about methods to assess reliability and validity in social work research.	K	Exam
	C4.D8. Can articulate and share research findings in ways that are usable to a variety of clients and constituencies.	S	Research Design Proposal
	C4.D9. Understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.	V	Exam Activity Assignments
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	C9.D1. Understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities.	V	Activity Assignments
	C9.D2. Evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness.	S	Article Reviews Exam
	C9.D3. Apply anti-racist and anti-oppressive perspectives in evaluating outcomes.	V/CAP	Activity Assignments

	C9.D4. Understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes.	K/S	Research Design Proposal
	C9.D5. Use qualitative and quantitative methods for evaluating outcomes and practice effectiveness.	S	Research Design Proposal

Course Policies/Expectations

Ethical Responsibility. Students are expected to demonstrate professional social work behavior and to adhere to the N.A.S.W. Code of Ethics. Evaluation of this course requirement will consider the student's quantity and quality of helpful participation and engagement in the course.

Professional Responsibility. Professionalism is reflected in completion of work in a timely manner. Complete all required reading assignments. Demonstrate knowledge of course material through participation in class discussions & exercises. In this course, late work is not accepted (this includes quizzes and in-class assignments). In order to demonstrate equity, there will be no extra credit opportunities, unless it benefits the entire class.

Assignment Submissions. Assignments must meet acceptable graduate-level writing standards. It is expected that all outside written assignments will be submitted via Canvas unless an exception is given in advance. You are encouraged to utilize the Writing Center. All written assignments must be written APA style. Some written work may be required to be turned in and archived on Canvas by Turnitin.com. Assignments submitted through Turnitin must have a maximum score of 20%. Papers with scores over 20% will not be accepted (and treated as though they have not been turned in).

Feedback Statement. Feedback is two-way. During this course the instructor will ask students to provide feedback on their learning in informal as well as formal ways. If students are concerned about their class performance, the instructor is more than willing to work with students to help them improve their understanding of course content. The instructor can meet with students during office hours or by appointment.

Course Requirements

Quizzes

Online, open-book quizzes will be given via Canvas according to the schedule posted on the syllabus. Students are required to read the assigned chapter(s) and take a quiz BEFORE the date of each class begins. In general, these quizzes will consist of fill-in-the blank questions and

some open-ended questions based on the reading content. No make-up quiz is allowed. If you missed a quiz once, the lowest score among all scores throughout the course will be given to that quiz. You will earn a score of zero (0) for additional missed quizzes.

Activity Assignments

Activity assignments (before/during/after the session) vary depending on the session. Students should be actively engaged to complete the activity assignments.

IRB Certificate Assignment

Students will complete the ACU required Institutional Review Board (IRB) training modules and obtain a certificate that will be submitted in Canvas.

Article Reviews

All individual students are required to analyze empirical research articles provided by the instructor (e.g., qualitative and quantitative studies including one experimental and one non-experimental, and systematic reviews) after content learned in a given class according to the course schedule. The review should focus on the research design and the relationships between theory, methods, and claims. This assignment is designed to help students apply knowledge about research and develop their own proposal of rigorous research. Detailed instructions will be discussed in class and provided on the Canvas.

Exam

Students will take a final exam and apply research related concepts (methods and statistical analyses) to understand research articles in various types of studies. Students will be expected to integrate class material by use of short answers, multiple choice, true false, and fill-in-the-blank. Questions may include journal articles for testing the ability to apply knowledge. Content covered from Weeks 1 – 10 will be covered.

Research Design Proposal*

**Competency 4 Assessment Measure ([Appendix C](#))*

Students will prepare a basic research design proposal/plan. Objectives of this assignment reinforce concepts introduced through the readings and class and to practice research design.

In the proposal, students introduce the problem, explain how this problem impacts practice, and develop a research design which utilizes and appropriately applies sound research methodology. This paper should include the following elements: 1-Introduction, 2-Literature review, 3-Methodology. Detailed instructions will be discussed in class and provided on the Canvas.

Assessment and Grading

Assessment Activities	Grades Possible	Weighting
Quizzes	100	10%
Activity Assignments	100	10%

IRB Training	50	5%
Article Reviews (100 x 4)	400	40%
Exam	150	15%
Research Design Proposal	200	20%
Total	1000	100%

Final grade calculation: The table below indicates how final grades are defined.

Range of Points	Final Letter Grade
90%-100%	A
80%- 89%	B
70%-79%	C
60%-69%	D
Below 59%	F

Course Outline

Every attempt will be made to adhere to this schedule; however, because of unforeseen circumstances, some changes may become necessary.

Week	Content	Readings/ Assignments
Week 1 + 2	Introduction to Research for Social Work Practice Major Types of Research Theory and Research Meanings of Methodology	Chapters 1 – 4 (Text) Canvas Readings Quiz 1 IRB & Ethics Training Certificate
Week 3 + 4	Literature Reviews Research Foundations	Chapter 5 (Text) Canvas Readings Quiz 2 Initial Lit Review for Research Design
Week 5 + 6	Understanding Basic Concepts of Empirical Research Designs, sampling, & Measures External and internal validity Basic inferential statistics (significance)	Chapters 6 (Text) Canvas Readings Quiz 3 Article Review 1 Quantitative Study

Week 7 + 8	Basic Statistics Continued	Chapters 7-8 (Text) Canvas Readings
	Understanding Explanatory Studies and Causality Correlation and causation Research design and statistical analyses Explanatory studies	Quiz 4 Article Review 2 Explanatory Study
Week 9 + 10	Research Design Non-experimental vs. experimental designs Difficulties of using experimental designs in the field Evaluating Articles	Chapter 9 - 10(Text) Canvas Readings Quiz 5 Article Review 3 Evaluation Study
Week 11 + 12	Research Design Continued Revisit Theory & Conceptual Frameworks in Design	Chapters 11-12 Canvas Readings Quiz 6 Draft of Research Design Proposal
Week 13 + 14	Hands-On Research Design Planning (Continued) Analysis of different types of studies	Final Draft of Research Design Proposal
Week 15 + 16	Qualitative Research in Social Work	Chapters 13 – 16 (Text) Article Review 4 Qualitative Study Final Research Design Proposal

Appendix A:

School of Social Work (SSW) Syllabi Statements and Policies

Land Acknowledgement Statement

The ACU School of Social Work acknowledges that we are gathered on the unceded land of the Jumanos and Numunuu (Comanche) peoples. Join us in acknowledging these Indigenous communities, their elders both past and present, as well as future generations. We also acknowledge that it was founded upon exclusions and erasures of many Indigenous peoples, including those on whose land this institution is located. This acknowledgement demonstrates a commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism.

--Developed from: Felicia Garcia (Chumash), M.A. Museum Studies, New York University, 2018

<http://landacknowledgements.org/>

For more information, refer to "Sovereignty, Rights, and the Well-Being of Indigenous Peoples Living in the United States" in *Social Work Speaks: NASW Policy Statements, 2021-2023* (12th Edition). Washington, DC: NASW Press, 2021.

Caution on Controversial Language and Course Content

The field of social work is one that gives practitioners an opportunity to step into the world in which clients and consumers of social work services find themselves. Because individuals and families meet social work services during some of the hardest times in their lives, social workers are confronted with circumstances that include decisions, language, and behaviors that many Christians are not accustomed to and may even find offensive. Ethical Social Work education requires such exposure in order to best equip social work students.

For this reason, students might find in coursework, classroom discussions, and course materials, content that utilizes harsh language or mild sexual references, that may be abrasive or offensive. But it does not follow automatically that such materials will influence students to heresy, worldliness, carnality, or spiritual despair. To equip Christian students to function as ethical social workers, this course must intersect with such aspects of the world. In our effort to train and equip students for service to the society in which we live, we expect that students will reflect on the content, and *purpose* of the content as a means to better understand social work practice. Understand that just because one is exposed to such material does not mean one condones or embraces it. However, social workers cannot be afraid of it or run from it.

As a student, if you find course content to be excessively harsh, please speak to the instructor or their direct supervisor, and consult the Student Handbook for guidance.

Housing/Food Insecurity Statement

Your well-being is important to us, and we understand that there can be outside circumstances that affect your ability to access basic needs. If any student is having difficulty accessing sufficient food on a daily basis, or is lacking a safe and stable place to live, the faculty and staff in the School of Social Work are very dedicated to providing support. We deeply care about the student as a whole person, and do not want any students in our program to consistently experience unstable housing, food insecurity, or a lack of essential items needed to thrive academically. Therefore, any student who experiences these circumstances and believes this may impact academic performance, can freely disclose the situation to a faculty or staff member within the School of Social Work without judgment. We are committed to

helping locate community resources to help and/or working closely with the Student Life Office or the SOAR program to support students as needed.

Referrals to the Student Opportunities, Advocacy, and Resources (SOAR) Program

Students may be struggling in a course for many different reasons. When this occurs, the instructor may choose to recommend the student to the SOAR Program for additional assistance. Students may be recommended for several reasons that include, but are not limited to: excessive absences, consistently late/incomplete assignments, personal/family crises and/or unusual changes in behavior that may impact performance in and out of the classroom. In most cases, the instructor will attempt to notify the student prior to recommending to the SOAR Program with the specific reason(s) why he/she is recommending. Please note that while most students' participation in the SOAR Program may be voluntary, the instructor may require the student participate in order to continue in the field seminar course. For more information, please visit: www.acu.edu/soar

Medical and Counseling Care

All current ACU students, faculty, staff and their dependents are eligible to receive services at the Medical Clinic. Our providers treat the full range of primary health care needs. We provide primary care for acute illnesses, infections, allergies, asthma, wounds, sprains, sports medicine, travel medicine, mental health, and men's and women's health, as well as other services normally associated with a medical office.

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Abilene Christian University is committed to supporting students addressing any of these concerns. You can contact the Medical Care and Counseling Center at counseling@acu.edu, or by calling 325-674-2626.

There are also off-campus options available (not paid by ACU). If you'd like more information about those options, feel free to ask a faculty member or the MSSW advisor.

TimelyCare – FREE Online Healthcare Available 24/7/365

All ACU students have access to free online medical and mental health care available 24/7/365 from anywhere in the United States by downloading the TimelyCare app on your smartphone. Students must use their ACU email address to set up their account. Most online visits take less than 20 minutes and patients will receive a diagnosis and treatment plan from a medical doctor, nurse practitioner or physician's assistant. When indicated, prescriptions can be instantly e-prescribed to the patient's local pharmacy. TimelyCare also offers free online counseling from licensed therapists and so much more.

Attendance/Tardiness Policy

The instructor may take attendance at the beginning of each class. Students who are absent are responsible for making up missed in-class work and/or obtaining class material/content from a classmate. Attendance is an important part of the course grade and is included in participation grade. A student missing 20% (3 classes) may: 1) receive an incomplete, 2) receive a final letter grade deduction for the course (Ex. A "B" turns into a "C"), OR 3) be withdrawn as failing at the discretion of the instructor. Students withdrawn from the course due to attendance will receive a "WF" which calculates as an "F" in the cumulative GPA. *A student who registers for a class and does not attend or stops attending but does not officially withdraw by initiating a Withdrawal from Class form, will be assigned a*

failing grade ('F') for that class. The last day to withdraw from this course is noted in the current catalog or on the academic calendar at www.acu.edu/registrar.

Zoom Expectations Around Absences

Students will encounter a variety of circumstances throughout the semester. Family emergencies, student illness, mental health, and more can impact a student's attendance in class. ***The choice to "Zoom in" for class should not be an assumed option. Requests to Zoom in must be made at least 24 hours in advance of class, and will be at the discretion of the faculty member to determine if the request will be honored.*** We support you in making the decisions you need to make regarding your attendance in class, and will work hard to be available for any concerns and questions you may have. Refer to the Technology Requirements in this syllabus for more guidelines on Zoom.

Zoom Requirements

In order for you to participate in a meaningful way during synchronous classes that have remote learning options, you should be sure that your technology is working and meets minimum standards for interactive learning. Additionally, ACU SSW has specific professional guidelines for remote learners that should be adhered to in every class. Below are the requirements to ensure you can adequately access and use the technology.

The ACU SSW utilizes Zoom, a video conferencing tool, for remote learners to log into the classroom. Below are the requirements to ensure you can adequately access and use Zoom. Failure to do so may result in consequences related to your grade and/or ability to complete the course.

Technological Requirements

- Be sure to have fast internet speed with your selected provider. Students may need to pay more for a higher quality speed than they prefer, but it is an investment to ensure you are able to log into the classroom for the entire duration of the class without disruption. (To test your internet speed, visit www.testmyspeed.com). You must have a minimum of 4 Mb to accurately access Zoom. Please remember that the performance of your equipment and internet speed will affect the Zoom experience for everybody using that remote connection.
- Students must ensure their computers have a camera and microphone/speakers so that the instructor can see you at all times and hear you when you contribute to the discussion.
- To minimize feedback and other audio problems, students are required to purchase an earphone/ microphone set and should wear the device for the duration of the class time.
- Students should not use 'hotspots' or access Zoom in public places for class time due to confidentiality concerns. Therefore, purchasing a high-quality internet service for your home is of the utmost importance.
- Log into Zoom at least 10 minutes before class begins. This will allow you to compensate for any tech problems that you might encounter and allow class to begin on time. You will receive a link via email from the instructor. Click the link and download the application the first time you use Zoom. After that, you should be able to access the links without downloading the application again.

Professional Requirements

Social Work education is professional education. Participation through remote technology does not negate the need for professional behavior when students are not physically in class. As emerging social

workers, you must demonstrate Competency 1: Ethical and Professional Behavior, including the use of technology ethically and appropriately.

The following expectations are required when attending class via Zoom:

- You should be sitting at a desk, table or other appropriate piece of furniture for class time. Lounging on a bed or couch is not appropriate.
- Refrain from attending class in an area where other family members or friends are present. Interaction with them can cause major distractions in the actual classroom and can impact the confidentiality of other students.
- Students should be dressed consistently the way students in professional education typically dress for class. You should not project a “just got out of bed” appearance. Pajamas are not acceptable attire for class or Zoom.
- Food and drink should be limited and not distracting for your classmates.
- You should limit “coming and going” to only necessary situations, just as face-to-face classes, to avoid distracting others. *Please do not turn off your video during class or wander away from your computer.*
- Driving is prohibited while Zooming into class.
- You may be marked absent if the professor determines that you are not actively engaged in class by being in front of your camera and responsive when addressed.

See also: [this Infographic on Zoom Etiquette](#)

Appendix B:

General University Policies

Use of E-Mail for Official Correspondence to Students

Email is recognized as an official mode of university correspondence; therefore, students are responsible for reading their email for university and course-related information and announcements. The instructor will only send and receive emails from the students' ACU email address. Students should check their e-mail regularly and frequently—daily, but at minimum twice a week—to stay current with University-related communications, some of which may be time-sensitive.

Academic Integrity Policy

Abilene Christian University is a community of learners that supports the quest for knowledge and truth through intellectual and personal integrity and honesty in learning, instruction, research and service. Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following [this link](#).

Services for Students with Disabilities

Upon request, appropriate academic accommodations can be made for any student with a documented disability. Any student who requires special accommodations should notify the instructor at the beginning of the semester and will be required to provide/obtain a letter that documents the accommodations from the Office of Student Disability Services. For more information, visit <https://www.acu.edu/alpha>.

Title IX: Pregnant Student Rights

Title IX is the federal civil rights law that prohibits discrimination and provides rights to pregnant students. If a student becomes pregnant and needs accommodations as a result, please contact Sherita Nickerson in the Title IX Office for additional resources, support, and advocacy. It is important to note that pregnant students are not violating any university student conduct policies by disclosing pregnancy.

Title IX and ACU Sexual Misconduct Policy (Including Harassment)

Title IX is also the federal civil rights law that prohibits sex discrimination, sexual harassment, and sexual assault within the education system. Abilene Christian University's Sexual Misconduct Policy outlines specific definitions and procedures related to discriminatory and sexual harassment, sexual misconduct, assault, stalking, and relationship violence. Moreover, as a Christian community, ACU has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. If you or someone you know have been harassed or assaulted, ACU has a reporting process available on the ACU website (www.acu.edu/titleix). It is important to note that all faculty and staff are considered "Mandatory Reporters" meaning they are mandated by state law to report the incident to university officials if a student discloses the situation to them. In an effort to ensure all are informed and education on the policy and process, all students, faculty, and staff are

required to complete an online sexual assault and relationship violence prevention course provided by the ACU Title IX office. The field handbook provides additional guidance if misconduct occurs at a field site.

MEMORANDUM

DATE: November 7, 2024
TO: Dr. Rachel Slaymaker
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for SOCW 667 – Practice-Informed Research in Social Work

After reviewing the course application the library is able to provide adequate support for the course. Please continue work with the library by providing information about new books and other resources that are published or made available related to the topics in this course. Thank you for allowing us to review your proposal.

Dr. Rachel Slaymaker

Director, School of Social Work ADM 110A

325-674-2072

Re: Review of SOCW 667: Practice-Informed Research in Social Work Dear Dr. Slaymaker,

Thank you for the submission of SOCW 667: Practice-Informed Research in Social Work. I reviewed the syllabus based on the [ACU Syllabus Guidelines](#). I find the syllabus meeting university requirements and recommendations with the exception of a few items currently to be determined. When known, please add:

- meeting time and place
- instructor information (name, title, office location, phone number, email address, office hours, etc)
- unique Christian perspective of this course

This letter is not meant to be a final approval in the course application process. Instead it is intended as a reference which will be read by your department chair and members of the council, who may also have questions or comments of their own.

Thank you for allowing the Adams Center team to review your course application. We would love to work with you on your syllabus, as well as the design, development, or revision of this and other courses. If there is anything else we can do to help you, please feel free to let me know.

Sincerely yours,

