Course Number and Title: SW 725 – Administrative and Policy Practice

Instructor: 

Contact Information: 

Office Hours: 

Credits: 2 

Time and Location: 

Prerequisites: Admission to the MSW Program

Course Description
SW 725 is one in a two-course sequence that prepares students to engage in advanced social work practice with macro systems. This course focuses specifically on the knowledge and skills required to assume administrative and policy-practice roles within social service settings. In particular, the course highlights public and private budgetary processes as they influence and guide social service delivery, fundraising, management, program development, strategic planning and policy analysis, development and implementation. Students will be encouraged to critically examine competing needs, differential power structures and value conflicts inherent to social service delivery within the United States in general and Nevada in particular.

Course Linkages
SW 725 builds upon the macro skills acquired in either SW 427 or SW 623 as well as the understanding of social service delivery systems and policies acquired in either SW 250 or SW 630. SW 725 compliments the community organizing focus of SW 723: Strategies for Community Change as well as the program evaluation contained within SW 740 and SW 741.

Relevant Competencies
- Identify themselves as professional social workers and conduct themselves accordingly (2.1.1)
- Apply social work ethical principles to guide their professional practice (2.1.2)
- Apply critical thinking to inform and communicate professional judgments (2.1.3)
- Engage diversity and difference in practice (2.1.4)
- Advance human rights and social and economic justice (2.1.5)
- Engage in research-informed practice and practice-informed research (2.1.6)
- Apply knowledge of human behavior and the social environment (2.1.7)
- Engage in policy practice to advance social and economic well-being and to deliver effective social work services (2.1.8)
- Respond to contexts that shape practice (2.1.9)
• Engage, assess, intervene and evaluate their interactions with individuals, families, groups, organizations and communities (2.1.10)

Course Objectives/Educational Outcomes
At the completion of this course, each student will be able to:

725.1. Analyze how cultural biases and power differentials influence human service delivery
725.2. Analyze the fit between agency practices and social work ethics
725.3. Analyze the funding profile of a social service agency
725.4. Communicate persuasively in both writing and speaking
725.5. Identify the various roles associated with social work administration
725.6. Develop a two-year budget
725.7. Utilizing your logic model detailing the development of a new program
725.8. Write a mission statement and goals for an agency or program
725.9. Write or develop a policy relevant to social work practice
725.10. Track legislation and identify sponsors, supporters and opponents of the influencing passage of the legislation at each key legislative step
725.11. Analyze policy in relation to effectiveness, costs-benefits, social and economic justice, and ideological underpinnings
725.12. Conduct environmental scan relevant to a specific agency’s mission and services

Instructional Methods
This course will implement a variety of collaborative learning techniques. Some of these techniques will include: lecture, class discussion, small group activities, and videos.

Course Policies
• Class Attendance and Participation: As much of the learning in this class is dependent upon class member contributions, you will be expected to come prepared and ready to actively participate in every class meeting. Active participation will include: involvement in class activities and discussions, timeliness to class, and collegial conduct.

Students who miss 2 class sessions will lose 10 points. Students who miss 3 class sessions will lose 15 points. Those students who miss 4 or more class sessions will receive a grade of “F” for the course.

• Disabilities: Students who have documented disabilities that may affect their learning or performance in this class should contact the UNR Disability Services Office (Thompson Student Services Building, room 101). The instructor will make all those accommodations that are requested in writing by the aforementioned office.

• Academic Success Services: Your student fees cover usage of the Math Center (784-4433 or www.unr.edu/mathcenter/), Tutoring Center (784-6801 or www.unr.edu/tutoring/), and University Writing Center (784-6030 or www.unr.edu/writing_center). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.
• **Academic Dishonesty**: “Cheating, plagiarism or otherwise obtaining grades under false pretenses” constitute academic dishonesty according to the code of this university. Academic dishonesty will not be tolerated and penalties can include canceling a student's enrollment without a grade, giving an F for the course or for the assignment. For more details, see the UNR General Catalog.

**Course Requirements**

**Required Text**

**Readings**
- Readings will be posted on WebCampus

**Assignments**

*Policy Presentations*
Each student will research and present to the class the background, salient points and impact of federal and/or state policies that impact social work institutions, clients and practice. A ten-minute oral presentation and summary fact sheet on the selected policies from the class list will be presented at scheduled classes throughout the semester.

*Agency Funding Profile*
Understanding how services are funded is integral to all social work practice. In this assignment you will be asked to examine the various funding streams supporting either your field agency or a specific department within your field agency. If you are not currently in field, you may use either your field placement from last year or a place of employment.
The funding profile is worth 40 points. You should address each of the following points in your funding profile.

- What services are provided?
- Who is served?
- Who is not served?
- Identify all of the funding sources for these services.
- For each funding source, specify the following:
  - The name and nature of the source
  - The amount provided or percentage of services covered
  - The basis of allocation
  - Funding mandates
  - Time limits associated with funding

**Program Development Plan**
Each student will complete a plan for developing and implementing a new program. Each plan will include a logic model, budget, mission statement, goals, personnel needs, fit in organizational structure, and reporting lines. The Program Development Plan is worth 90 points.

**Agency Policy or Procedure**
Each student will write a policy or procedure relevant to practice in a social service agency. The policy can be written at the agency level or can be a bill proposal. Policies need to be specific and clear. This assignment is worth 50 points and will be due the final week of class.

**Grading**
Grades will be awarded based upon your performance on the aforementioned course requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>Agency Funding Profile (40 pts)</td>
<td>20%</td>
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<tr>
<td>Program Development Plan (90 pts)</td>
<td>45%</td>
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<tr>
<td>Agency Policy or Procedure (50 pts)</td>
<td>25%</td>
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<tr>
<td>Policy Presentations (10 pts)</td>
<td>05%</td>
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<tr>
<td>Classroom Participation (10 pts)</td>
<td>05%</td>
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</tbody>
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The following scale will be used to determine letter grades:

- A 96% - 100% 192 – 200
- A- 90% - 95% 180 – 191
- B+ 87% - 89% 174 – 179
- B 84% - 86% 168 – 173
- B- 80% - 83% 160 – 167
- C+ 77% - 79% 154 – 159
- C 74% - 76% 148 – 153
- C- 70% - 73% 140 – 147
- F 69% or below 139 <
## Sample Course Calendar

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS AND ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/13</td>
<td>Course Overview and Introductions</td>
<td>Grassroots Policy Project “The 3 Faces of Power”</td>
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<tr>
<td></td>
<td>Looking at Policy and Power</td>
<td>Send email for class list:  <a href="mailto:SW725.instructor@gmail.com">SW725.instructor@gmail.com</a></td>
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<td>Select Policies/schedule for class presentation.</td>
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<tr>
<td>01/31/13</td>
<td>Policy and the Profession</td>
<td>Patti, R. (2008).  The Handbook of Human Services Management. (Chapter 1)</td>
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<td></td>
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<td>Systems Charts</td>
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<tr>
<td>02/07/13</td>
<td>Public Budgets – Revenue and Expenditures</td>
<td>Patti, R. (2008).  The Handbook of Human Services Management. (Chapter 4)</td>
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<tr>
<td></td>
<td></td>
<td><em>First 2 Policy Presenters Due</em></td>
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<tr>
<td>02/14/13</td>
<td>Funding Streams</td>
<td>Patti, R. (2008).  The Handbook of Human Services Management. (Chapter 17)</td>
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<td></td>
<td></td>
<td>Gitlin, Laura N. &amp; Lyons, Kevin J. (2008).  Successful Grant Writing: Strategies for Health and Human Service Professionals. (Chapters 1-3)</td>
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<td><em>Second 2 Policy Presenters Due</em></td>
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<td><em>Third 2 Policy Presenters Due</em></td>
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<td><em>Agency Funding Profile Due</em></td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Reading Material</td>
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<td><em>Fourth 2 Policy Presenters Due</em></td>
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<tr>
<td>03/07/13</td>
<td>Program Development (Mission, Goals, and Implementation) Environmental Scans and Strategic Planning</td>
<td>Finn, Janet L. and Jacobson, Maxine. “Just Practice: Steps Toward a New Social Work Paradigm”</td>
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<td><em>Next 3 Policy Presenters Due</em></td>
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<td><em>Final 2 Policy Presenters Due</em></td>
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<tr>
<td>03/21/13</td>
<td>Spring Break (3/18-3/22)</td>
<td>No Class</td>
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<td><em>Program Development Plan Due</em></td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Reading</td>
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<tr>
<td>04/18/13</td>
<td>IP Presentations</td>
<td>No Class</td>
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<tr>
<td>05/09/13</td>
<td>Final “Exam” Class (time TBA)</td>
<td>Agency Policy or Procedure Due</td>
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</tbody>
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Policies you should know:

1790 Article VI, Section (the “full faith and credit” clause)
1791 10th Amendment (the “commerce clause” and “10-thers”)
1868 14th Amendment (the “citizenship clause”)
1913 18th Amendment (Income Tax)
1939 The Hatch Act
1935 Federal Unemployment Compensation Program
1935 Social Security Act
1952 Immigration and Nationality Act (McCarran–Walter Act)
1964 Civil Rights Act
1965 Medicaid Program
1965 Medicare Program
1974 SSI (Supplemental Security Income)
1975 IDEA (Individuals with Disabilities Education Act)
1978 ICWA (Indian Child Welfare Act)
1990 ADA (Americans with Disabilities Act)
1996 DOMA (Defense of Marriage Act)
1996 HIPAA (Health Insurance Portability and Accountability Act)
1996 TANF (Temporary Assistance to Needy Families)
1997 ASFA (Adoption and Safe Families Act)
1999 ENDA (Employment Non-Discrimination Act—both Nevada and pending Federal)
2002 HAVA (Help America Vote Act)
2002 & 2009 Nevada’s DOMA amendment and Domestic Partnership Registry
2003 Restoration of Voting Rights for Former Felons (Nevada AB337/AB55)
2005 Mandated Reporting of Child Abuse (NRS 432B)
2009 Involuntary Hospitalization (NRS 433A)
2009 Citizens United Supreme Court Ruling
2010 PPACA (Patient Protection and Affordable Care Act)