

University of Southern California

School of Social Work

SOWK XXX
COURSE TITLE

FALL 2007

Instructor:

Office:

Telephone:

Office hours:

E-mail:

Section:

Location:

Day/Time:

I. COURSE DESCRIPTION (As Part of your description, Please include descriptions of theory used, Relationship to content, sequence, and concentrations, and significance to emerging issues in social work and the Southern California Context)

II. COURSE OBJECTIVES (Please formulate all objectives in outcome form. Include at least one objective related to research findings and their relevance to the subject matter).

III. COURSE FORMAT

IV. COURSE EVALUATION AND GRADING

All students are expected to regularly attend class and be on time. A student with more than two unexcused absences during the course of this class may receive a no credit. A student who is tardy three or more times to class may receive a grade of no credit. If a student receives a no credit grade in this seminar, they will be required to repeat this class.

Class grades will be based on the following:

3.85 – 4	A
3.60 – 3.84	A-
3.25 – 3.59	B+
2.90 – 3.24	B
2.60 – 2.87	B-
2.25 – 2.50	C+
1.90 – 2.24	C

Final Grade:

93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-

CLASS PARTICIPATION (**NO MORE THAN 10%**)

WRITTEN ASSIGNMENTS

V. ATTENDANCE POLICY

Students are expected to attend every class and to remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. Students are expected to notify the instructor by telephone or email of any anticipated absence or reason for tardiness.

University of Southern California policy permits students to be excused from class, without penalty, for the observance of religious holy days. This policy also covers scheduled final examinations which conflict with students' observance of a holy day. Students must make arrangements *in advance* to complete class work which will be missed, or to reschedule an examination, due to holy days observance.

VI. COURSE EXPECTATIONS AND GUIDELINES

VII. REQUIRED TEXTBOOKS (When planning course reading, please note that students can be expected to read about 80-120 pages weekly for each course. About 50% of readings assigned should be from academic refereed journals, and additional readings can be from chapters from academic books on the subject. Training materials, information from periodicals or magazines, novels, and other non-academic sources, should constitute no more than 15% of the readings for the course.)

VIII. ACADEMIC ACCOMMODATIONS

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. *Please be sure the letter is delivered to the instructor as early in the semester as possible.* DSP is located in STU 301 and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

IX. EMERGENCY RESPONSE INFORMATION

To receive information, call main number (213)740-2711, press #2. "For recorded announcements, events, emergency communications or critical incident information."

To leave a message, call (213) 740-8311

For additional university information, please call (213) 740-9233

Or visit university website; <http://emergency.usc.edu>

If it becomes necessary to evacuate the building, please go to the following locations carefully and using stairwells only. Never use elevators in an emergency evacuation.

University Park Campus

MRF – Lot B

SWC – Lot B

WPH – McCarthy Quad

City Center

Front of the building (12th & Olive)

Orange County Campus

Faculty Parking Lot

VKC – McCarthy Quad

Skirball Campus

Front of building

Do not re-enter the building until given the “all clear” by emergency personnel.

X. COURSE OUTLINE AND ASSIGNMENTS

Course objectives should be embedded in the course outline. Each class session should contain the course objective(s) for that specific session.