

DEPARTMENT OF SOCIAL WORK
WESTERN KENTUCKY UNIVERSITY



SOCIAL WORK ADMINISTRATION AND SUPERVISION
SWRK 610 3 credit hours Fall 2020

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Class Meeting Times & Locations:

Live Sessions: 9/15, 10/27, 12/01

5:30 – 7:30pm CST

Location: Online via Zoom

Prerequisite(s): Completion of all required 500 level MSW courses or admission to the Advanced Standing MSW program or permission of the instructor.

Co-requisite(s): None

Course Description

Develop the knowledge, skills and values necessary for advanced practice focusing on the social work roles of administration and supervision.

Course Information

This course applies theories and methods of social work management, leadership, and supervision in rural settings. Advanced direct practitioners in rural areas are often faced with a quick rise to the top of organization administration; this course provides an overview of theory, knowledge, and skills needed to integrate social work practice, administration, and management.

Required Texts

Golensky, M. (2011). *Strategic Leadership and Management in Nonprofit Organizations*. Chicago, IL: Lyceum Books.

APA. (2019). *Publication manual of American Psychological Association*. 7th ed. Washington, D.C.: Author.

COVID-19 Statement Regarding Mask Requirement

Out of respect for the health and safety of the WKU community and in adherence with the [CDC guidelines](#), the University requires that a cloth face covering (re-usable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend class.

MSW Mission Statement

The mission of the MSW program at WKU is to prepare students for advanced professional social work practice to meet the needs of increasingly diverse rural population in the community, in Kentucky, and in a global society.

Council on Social Work Education (CSWE) Definition of Specialized Practice and Required Core Competencies for MSW Education

[The Council on Social Work Education \(CSWE\)](#) Commission on Accreditation (COA) and Commission on Educational Policy (COEP) developed the [2015 Educational Policy and Accreditation Standards for Baccalaureate and Master's Social Work Programs](#). These standards form the basis for the WKU MSW Generalist Year Curriculum. As part of these standards, each master's social work program must design at least nine unique competencies that are used in the creation of their specialized year. Here at WKU, our specialty is [Advanced Generalist Practice in Rural Settings](#). Our program faculty have developed nine (9) unique competencies that are the focus for the specialized year curriculum. Please review the competencies at [WKU MSW Advanced Generalist Competencies](#) to develop an understanding of the content that all WKU MSW students must master prior to graduation. Core competencies addressed in this class are defined as follows:

2015 Competencies Addressed in Course	Course Assignments	Course Learning Outcomes	Competency Dimension
Competency 1: Demonstrate Ethical and Professional Behavior	DB: Self-Evaluation of Supervisory Performance	2, 6	Values, Cognitive & Affective Processes
	DB: Ethics of Leadership	2	Values
	Ethical Dilemma PowerPoint	2, 6	Values, Cognitive & Affective Processes
	Professionalism	2, 5	Values, Cognitive & Affective Processes
	Individual Non-Profit Agency Presentation	1, 2, 3, 4, 5, 6	Knowledge, Values, Cognitive & Affective Processes
Competency 2: Engage Diversity and Difference in Practice	DB: Recruitment and Retention of Employees and Volunteers	2, 3, 4	Values, Skills
Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice	DB: Legal Aspects of Human Resource Management	2, 4	Values, Skills
	DB: Leadership Competencies	1	Knowledge
Competency 4: Engage in Practice-informed Research and Research-informed Practice	DB: Recruitment and Retention of Employees and Volunteers	2, 3, 4	Values, Skills
	DB: Program Evaluation and Measuring Outcomes	1, 3	Knowledge, Skills
Competency 5: Engage in Policy Practice	DB: Strategic Planning	1, 4, 6	Knowledge, Skills, Cognitive & Affective Processes
	DB: Supervision Theory	1	Knowledge
	DB: Financial Planning and Agency Budgeting	1, 3, 6	Knowledge, Skills, Cognitive & Affective Processes
Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities	DB: Vision, Mission, and Meaning through Communication	1, 4	Knowledge, Skills
	Individual Nonprofit Agency Presentation	1, 2, 3, 4, 5, 6	Knowledge, Skills, Cognitive & Affective Processes

2015 Competencies Addressed in Course	Course Assignments	Course Learning Outcomes	Competency Dimension
Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities	Leadership Analysis Project	1	Knowledge
	Individual Nonprofit Agency Presentation	1, 2, 3, 4, 5, 6	Knowledge, Skills, Cognitive & Affective Processes
Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities	DB: Vision, Mission, and Meaning through Communication	1, 4	Knowledge, Skills
	Individual Nonprofit Agency Presentation	1, 2, 3, 4, 5, 6	Knowledge, Skills, Cognitive & Affective Processes
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	DB: Program Evaluation and Measuring Outcomes	1, 3	Knowledge, Skills
	Individual Nonprofit Agency Presentation	1, 2, 3, 4, 5, 6	Knowledge, Skills, Cognitive & Affective Processes

Learning Outcomes

Upon successful completion of this course, students will be able to:

Knowledge

1. Articulate various theories of social work leadership, management, and supervision and effectively apply those theories and methods of social work leadership, management, and supervision to rural practice settings.

Values

2. Demonstrate the ability to analyze and evaluate employee, self, and agency compliance with the NASW *Code of Ethics* and the NASW *Standards for Culturally Competent Practice* to respect diversity in the rural workplace.

Skills

3. Develop an understanding of the interconnectivity between policy, practice, and research demonstrating an ability to implement appropriate evidence-based practice models and analyze their effectiveness in agency and program settings in rural areas.
4. Demonstrate the ability to analyze agency policies and other factors (including

contextual factors such as political and economic climate) impacting social work practice efficiency and effectiveness in rural settings.

Cognitive & Affective Processes

5. Evaluate self-as-professional using the feedback obtained from a variety of experiential exercises, clients, supervisors, peers, and professors as well as their own critical thinking skills.
6. Exhibit the ability to apply advanced problem-solving skills commiserate with the advanced generalist social work perspective to agency and program implementation rural practice settings.

COURSE ASSIGNMENTS

Professionalism - (20 points)

The Professionalism Rubric on Blackboard outlines 15 behaviors indicative of professionalism (i.e., attendance, punctuality, active participation, communication, respect, self-awareness, diversity awareness, collegiality, oral expression, written expression, initiative & reliability, responsiveness to feedback, compliance with professional requirements, responsiveness to communication, professional appearance). There are two parts to this assignment:

1. Using the rubric, you are asked to rate yourself in each of these areas providing justification for each of your ratings using clear examples.
2. Write a reflection addressing the following:
 - a. What areas were especially strong? Explain.
 - b. What areas were less strong? Explain.
 - c. Develop a plan to maintain your strengths while also cultivating growth in other areas. This plan should include specific activities that you will engage in over the course of the MSW program and how you will hold yourself accountable to meeting your goals.

Discussion Board Assignments (11 @ 10 points each)

There will be 11 discussion board questions over the course of the semester. Postings are due by 11:00 pm CST on Sunday of the specified week. Peer responses, if required, will be due by 11:00 pm CST on the Wednesday of the specified week. You will not be able to view other's posts until you submit; so early submission is a good plan. Failure to meet the deadline will result in a 10% deduction for each day that assignment is late. Students will first respond to each of the questions by posting a short essay (Part A – 70% of total score), and then respond to two others' postings (Part B – 30% of total score), if applicable. Each question will be assessed by the instructor according to the following criteria: (1) evidence of reading and comprehension of

reading assignments, (2) originality of the postings that demonstrates critical thinking, (3) ability to critique and assess others' posts, and (4) on time submission. A grading rubric is posted on Blackboard under the "Start Here" tab.

Exams (3 @ 30 points each)

Exams will be open book and will cover material covered in the specific module. They will consist of multiple choice, true false, and short answer questions. It will open under the Assignment Dropbox tab on Blackboard the Monday of the specified week and will close on the Sunday of the specified week at 11pm CST. The time allotted for each exam is based upon the number and type of questions included on the exam. Please check Blackboard for more information.

Leadership Analysis Project (70 points)

This assignment is aimed at helping you identify the important qualities of a community leader, understand the skills that are required in leadership decision making processes, and evaluate the strengths and limitations of the various types of leadership as applied to you personally.

Each student must independently select a known leader of a rural social service agency to explore in a Leadership Case Study. If you are not familiar with any rural social service agency leaders, you will be required to locate one and interview them for this project.

Write an essay that addresses the following:

- **Leadership Style:** What type of leadership style do you believe this leader adheres to in practice? Is that the style they say they use? Would this style be effective in other settings? What relationship does the leader have with workers/volunteers? The community? The agency?
- **Basis of Power:** How does this leader utilize power? How does this leader handle conflict? Provide examples of specific conflict management techniques and power strategies this leader has used with clients, employees/volunteers, agency administrators, and community partners. Discuss the effectiveness of these strategies.
- **Task Focus:** What sort of tasks does this leader do the most? Be specific. Determine which goals are met through the completion of these tasks. Using Quinn's Competing Values Model, determine what type of leadership/management model this leader demonstrates through analysis of the main task focus.

- **Strengths and Weaknesses:** All leaders exhibit strengths and weaknesses. Outline those factors for this leader.
- **Self-Assessment:** Provide an assessment of your own potential for leading a program or agency. What leadership style would you find most comfortable? Most challenging? What types of strengths and weaknesses would you bring to a leadership role? How confident are your leadership skills?

This essay should be approximately 4 pages in length and make use of specific examples. When possible, incorporate ideas and concepts learned from Golensky (2011), previous classes, and your own experience. As always, proper citations are required using APA style. You will upload this to the Assignment Dropbox by the specified due date.

Ethical Dilemmas in Supervision PowerPoint & Presentation (100 points)

KY Supervision Requirements: Kentucky law (KAR and KRS) describes various responsibilities that social workers have to their supervisees; the *NASW Code of Ethics* also describes certain responsibilities of social work supervisors toward their agency and supervisees. The *NASW Indicators for the Achievement of the NASW Standards for Cultural Competence* is another tool that can guide you here. Please review these documents and the decision-making strategies outlined in Golensky (2011) to craft a solution to a self-selected ethical dilemma you are aware of in your field placement, actual worksite, or other social work setting. If you are unable to locate a dilemma independently, you will be expected to seek consultation from appropriate mentors, such as supervisors and professors, to locate one.

You will create a PowerPoint (approximately 10 slides) outlining an ethical dilemma in which you are aware. Be sure that you provide enough details regarding the dilemma, including the identification of relevant case components. You then want to discuss the following:

- ✓ Social work laws and codes
 - What laws are applicable, making sure to cite the specific legal code number?
 - What standards in the *NASW Code of Ethics* apply to your dilemma?
 - What workplace policies, if any, apply to your dilemma?
- ✓ Decision-making process
 - What decision-making strategy did you use (e.g., tractable-fluid, vortex-sporadic, familiar-constricted, etc.), making sure to outline all of the steps in your decision-making process, your final decision, and the desired outcome (see Golensky, chapter 6).
 - Include an application of the Ethical Rules Screen and/or the Ethical Principles Screen (Dolgoft, Harrington, & Lowenburg, 2012).

- ✓ Coaching the Employee
 - If you were the supervisor and an employee came to you with this dilemma, how would you assist the supervisee in determining the appropriate course of action? Remember to make this a learning moment for the supervisee.
 - How could you encourage professional growth and development with this dilemma?
 - What would be your dialogue with this supervisee?
 - What specific supervision skills (with references) would you use in working with your supervisee?
- ✓ Cultural considerations
 - In working with your supervisee, how would you handle this differently if the supervisee were of a different race than you?
 - How would you change your approach if you were in a small, rural area as opposed to a larger, urban area?

After you have created your Ethical Dilemma PPT, record a presentation using Mediasite (approximately 15-20 minutes). Make sure that you include an introduction to your presentation outlining what you are going to discuss as well as a conclusion emphasizing what you want the instructor to remember most about your presentation. Please refer to the rubric on Blackboard under the “Start Here” tab.

Individual Nonprofit Agency/Program Presentation (200 points)

In this assignment, you will develop a nonprofit agency or program. This agency or program will be based on the organizational theory of your choice, and it will exemplify work with one specific rural population that you have actually encountered in a rural practice setting.

You will create a poster presentation describing your new agency/program to be presented to your professor and other students during a new agency fair. Ultimately, the poster should cover the following:

- Mission and Vision (including measurable agency/program goals)
- Financial Management & Agency Budgeting (including an operating budget for the first year)
- Organizational Structure (including an organizational chart)
- Services Provided
- Strategic Planning and Risk Management (including a SWOT analysis)
- Program Evaluation & Quality Assurance

You will record your presentation using MediaSite. Your verbal presentation can be no more than 20 minutes in length and should cover the most important points of your new program (see grading Rubric in Appendix A). Your appearance should be business

attire as this is a simulation of an actual work task that you may be required to complete as a professional social worker. You will upload your poster to the Assignment Dropbox and include your link to the video presentation by the specified due date. Please do not forget to make your video "Viewable" in MediaSite so I can access it.

Evaluation and Grading

Course grading is based on the following criteria:

<u>Assignment</u>	<u>Maximum Point Value</u>
Professionalism	20 points
Discussion Board (11 @ 10pts each)	110 points
Exams (3 @ 30 points each)	90 points
Leadership Analysis Project	70 points
Ethical Dilemmas in Supervision	100 points
Individual Non-Profit Agency/Program Presentation	200 points
TOTAL POINTS:	590 Points

Grading Scale:

100% – 90%	A
89.9% – 80%	B
79.9% – 70%	C
69% and below	F

Academic Support

Most of us find that we need some academic support and direction during our time at the university. WKU offers many resources that can help you be successful in this course. These are listed below.

Student Accessibility Resource Center

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in DSU Room 1074 in the Downing Student Union. The phone number is 270-745-5004. Please do not request accommodations directly from the professor or instructor without a letter of accommodation from the Student Accessibility Resource Center.

Writing Center Assistance

The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during our operating hours. WKU's writing tutors have been trained to provide helpful

feedback to students at all phases of a writing project. They can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper for you. See instructions on the [Writing Center](#) website for making online or face-to-face appointments. Or call (270) 745-5719 during the Writing Center's operating hours (also listed on the website) for help scheduling an appointment.

Learning Assistance at WKU

The Alice Rowe Learning Assistance Center (LAC) is located on the South Campus, SC 238. This facility is open between MSW classes 12:30 – 1:30 for writing assistance, computer access or a quiet place to study.

Off Campus Library Support

The Extended Campus Library Services Office will copy citations and pull library books for students at extended campuses and send them through the mail. There is no cost to students (although you do have to pay to return the library books). WKU also has a courier service to extended campuses. For further information, go to the [Extended Campus Library Support](#) website. Turn-around time can be anywhere from a few days to two weeks, so plan ahead!

Policy

Students are expected to adhere to all policies contained with the [MSW Handbook](#) and the [Code of Student Conduct](#) at Western Kentucky University.

Professionalism

The [NASW Code of Ethics](#) is a guiding framework and source for identifying professional performance. Students are expected to practice in an ethical manner while in the virtual classroom or completing assignments pertaining to this course in accordance with the *MSW Student Handbook*, *WKU Student Code of Conduct* and the *NASW Code of Ethics*. Behaviors especially under consideration are those related to professional practice, mental illness and/or substance use, illegal activity and classroom behavior. Concerns in any of these four circumstances will be documented in a Professional Concerns Form and referred for a Student Professional Concerns Review. Students are expected to understand the policy, in its entirety, found in the *MSW Student Handbook*.

Social Media

Privacy, confidentiality, and professional boundaries must be examined as professional social workers, especially in the age of technology. Professional standards found in the *NASW Code of Ethics* must be strictly followed concerning social media. Students using social media sites are expected to use the highest privacy settings on their social media profiles, so field agency personnel and/or clients cannot access photographs and private information. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency. In the event that a

student's social media profile or linkage is considered a poor professional practice or an ethical violation, the issue will be documented in a Professional Concerns Form and referred for a Student Professional Concerns Review.

Plagiarism and Academic Dishonesty

Plagiarism and cheating are prohibited. Academic dishonesty is prohibited by the *MSW Student Handbook*, the University *Code of Student Conduct* and is also counter to social work values and ethics included in the *NASW Code of Ethics*. Students are expected to be familiar with these policies and ethical guidelines and to follow them at all times. Any instances of academic dishonesty will mean a grade of "zero" for the assignment and/or course failure. Students should review the "Academic Offences" section of the [WKU Student Handbook](#) and "Acknowledging Credit" sections of the [1999 Code of Ethics, National Association of Social Workers](#).

APA

Students are expected to use APA style (7th ed.) for writing, citing and listing references. This is for all course work including papers, pamphlets, and online assignments. Online assignments must include in text references and full text references at the end of the assignment just as all other written documents in this course.

Attendance

Students are expected to participate in developing a positive learning environment with the desire to learn. Class participation is required and includes taking part in online class discussions through active listening and/or verbal comments. Class discussion is a turn- taking activity; participation includes *not talking out-of-turn and not monopolizing the discussion*. Attendance is important to the overall spontaneous learning. Given that we only have three (3) synchronous sessions, students may miss one class **for any reason**. Students who miss more than one virtual class period will note a 10% deduction from the final grade percentage for this class.

Assignment Completion

Students are expected to turn all assignments in on time. Assignments, which are late, will be reduced at a rate of 10% per day. Therefore, if you would have received 50 points on an assignment, which is three days late, the score will be reduced by a total of 15 points. After one week, late assignments will no longer be accepted for credit but must be turned in to complete the course.

Other

The instructor reserves the right to make changes to the syllabus as needed with reasonable notice and accommodations for the students.

References

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Appendix A: Rubric for Non-Profit Agency/Program Presentation

SWRK 610: Non-Profit Agency/Program Presentation Rubric C1: Demonstrate Ethical and Professional Behavior; C5: Engage in Policy Practice; C7: Assess Individuals, Families, Groups, Organizations, and Communities; C8: Intervene with Individuals, Families, Groups, Organizations, and Communities; C9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities						
Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
1. Introduction & Conclusion	Introduction includes ALL of the following: <ul style="list-style-type: none"> • Introduction of self; • Introduction of agency/ program; • Advanced organizer outlining what will be discussed in the presentation; AND conclusion includes ALL of the following: <ul style="list-style-type: none"> • Restates the purpose of the agency/ program • Highlights important details covered in the presentation; • Why the audience should support your agency/ program proposal 	Includes an introduction AND conclusion; BUT is missing 1-2 of the bulleted items under the exemplary category	Includes an introduction AND conclusion; BUT is missing 3-4 of the bulleted items under the exemplary category	Includes an introduction AND conclusion; BUT is missing 5-6 of the bulleted items under the exemplary category	Includes EITHER an introduction OR conclusion	Score
Comments:						

Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
Note to Instructor: Items 2 - 4 – C8: Intervene with Individuals, Families, Groups, Organizations, and Communities						
2. Mission & Vision	<p>Includes a mission statement, vision statement, and measurable agency/ program goals;</p> <p>AND the mission statement has the following characteristics:</p> <ul style="list-style-type: none"> • Short and easy to remember; • Speaks to what your agency/program does; <p>AND the vision statement has the following characteristics:</p> <ul style="list-style-type: none"> • Inspirational; • Represents your “magic wand” desire for your agency/ program; <p>AND the agency/program goals have the following characteristics:</p> <ul style="list-style-type: none"> • Written in SMART format; • Align with the mission of the agency/program 	<p>Includes a mission statement, vision statement, and measurable agency/program goals;</p> <p>BUT is missing 1-2 of the bulleted items under the exemplary category</p>	<p>Includes a mission statement, vision statement, and measurable agency/program goals;</p> <p>BUT is missing 3-4 of the bulleted items under the exemplary category</p>	<p>Includes 2 of the following:</p> <ul style="list-style-type: none"> • a mission statement, • a vision statement; • measurable agency/program goals; <p>AND those two are fully developed (meets all bullets under that item)</p>	<p>Includes 1 of the following:</p> <ul style="list-style-type: none"> • a mission statement, • a vision statement; • measurable agency/program goals; <p>AND that one is fully developed (meets all bullets under that item)</p>	<hr/> <p>Score</p> <p>X2</p> <hr/> <p>Score</p>
Comments:						

Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
3. Organizational Structure	Includes all of the following: <ul style="list-style-type: none"> Organizational chart Type of governance/ leadership Number of employees/ supervisors Training and experience requirements for each type of employee 	Missing 1 of the bulleted items under the exemplary category;	Missing 2 of the bulleted items under the exemplary category; OR Includes all 4 bulleted items but all are under-developed	Missing 3 of the bulleted items under the exemplary category;	Missing 3 or more bulleted items; AND the included item is under-developed	<hr/> Score X2 <hr/> Score
Comments:						
4. Services	Includes all of the following: <ul style="list-style-type: none"> List of all services provided by agency/ program; Explanation of all services provided by agency/program; Evidence-base supporting identified services Rationale for offering services in selected location 	Missing 1 of the bulleted items under the exemplary category;	Missing 2 of the bulleted items under the exemplary category; OR Includes all 4 bulleted items but all are under-developed	Missing 3 of the bulleted items under the exemplary category;	Missing 3 or more bulleted items; AND the included item is under-developed	<hr/> Score X4 <hr/> Score
Comments:						

Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
Note to Instructor: Items 5 & 6 – C7: Assess Individuals, Families, Groups, Organizations, and Communities						
5. Strategic Plan	Includes all of the following: <ul style="list-style-type: none"> • SWOT diagram • How will agency growth be managed? • How will opportunities and strengths be harnessed? • How will threats and weaknesses be minimized? • What specific risk reduction methods will be used? • Rationale for why risk reduction methods were chosen. 	Missing 1 of the bulleted items under the exemplary category;	Missing 2-3 of the bulleted items under the exemplary category; OR Includes all 6 bulleted items but all are under-developed	Missing 4 of the bulleted items under the exemplary category;	Missing 5 or more bulleted items; AND the included item is under-developed	<hr/> Score X4 <hr/> Score
Comments:						
6. Financial Stability	Includes a 1-year budget with the following characteristics: <ul style="list-style-type: none"> • Expenses (staff salaries, fringe, rent, etc.) • Income (grant, private pay, etc.) • Balanced OR rationale for how surplus will be re-invested in the agency/program 	Includes a 1-year budget; BUT one of the bullets under the exemplary category is under-developed	Includes a 1-year budget; BUT two of the bullets under the exemplary category is under-developed	Includes a 1-year budget; BUT one of the bullets under the exemplary category is missing	Includes a 1-year budget; BUT two of the bullets under the exemplary category is missing	<hr/> Score X3 <hr/> Score
Comments:						

Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
Note to Instructor: Item 7 – C9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities						
7. Program Evaluation & Quality Assurance	Includes all of the following: <ul style="list-style-type: none"> Evaluation plan links to the goals established in component 2 above Specific evaluation tools (e.g., satisfaction surveys, etc.) Compliant with the <i>NASW Standards for Culturally Competent Practice</i> Compliant with <i>NASW Code of Ethics</i> 	Missing 1 of the bulleted items under the exemplary category;	Missing 2 of the bulleted items under the exemplary category; OR Includes all 4 bulleted items but all are under-developed	Missing 3 of the bulleted items under the exemplary category;	Missing 3 or more bulleted items; AND the included item is under-developed	<hr/> Score X3 <hr/> Score
Comments:						

Dimension	5 Exemplary	4 Proficient	3 Marginal	2 Developing	1 Beginning	Score
Note to Instructor: Item 8 – C1: Demonstrate Ethical and Professional Behavior						
8. Presentation Skills	<p>References are in correct APA (7th edition) format</p> <p>Display has 0 grammatical errors and/or typos</p> <p>Verbal presentation is professional (e.g., no slang or inappropriate language)</p> <p>Appearance is professional (e.g., business casual, confident presentation of self)</p> <p>Presentation fall within 20 min time frame (19-21 minutes)</p>	<p>References are in correct APA (7th edition) format</p> <p>Display has 1-2 grammatical errors and/or typos</p> <p>Verbal presentation is professional (e.g., no slang or inappropriate language)</p> <p>Appearance is professional (e.g., business casual, confident presentation of self)</p> <p>Presentation falls between 17-23 minutes</p>	<p>References are in correct APA (7th edition) format</p> <p>Display has 3-4 grammatical errors and/or typos</p> <p>Verbal presentation is professional (e.g., no slang or inappropriate language)</p> <p>Appearance is professional (e.g., business casual, confident presentation of self)</p> <p>Presentation falls between 15-25 minutes</p>	<p>References are in correct APA (7th edition) format</p> <p>Display has more than 4 grammatical errors and/or typos</p> <p>Verbal presentation is semi-professional (e.g., no slang or inappropriate language)</p> <p>Appearance is semi-professional (e.g., business casual, confident presentation of self)</p> <p>Presentation falls between 13-27 minutes</p>	<p>References are in correct APA (7th edition) format</p> <p>Display is not professional</p> <p>Verbal presentation is not professional (e.g., slang and/or inappropriate language)</p> <p>Appearance is not professional (e.g., business casual, confident presentation of self)</p> <p>Presentation falls between 11-29 minutes</p>	Score
Comments:						

Total Score: _____ / **100**

Final Weighted Score: _____ / **200**