Foundation Year MSW Program Assessment
2024 STUDY GUIDE

A. Human Behavior and the Social Environment - SWORK 619

I. The Role of Theory in the Human Services
    A. What is theory?
    B. Distinctions between types of theories in the human services
    C. What is the role of theory in practice and research?
        1.   Evidenced Based Practice
        2.   Practice Wisdom
    D. Concepts and Conceptualization
    E. Evaluating theory
    F. Knowledge base of the human services and social work

II. Macro Theories of Human Behavior
    A. General Systems Theory
    B. Ecological Theory & Ecosystems
    C. Structural Functionalism
    D. Conflict Theory
    E. Person-in-Environment Perspective

III. Culture, Diversity and Human Behavior
    A. Sources of diversity
    B. Define and distinguish between culture, ethnicity, & race
    C. Basic Elements of Culture
        1.   Values & Norms
        2.   Language
        3.   World view
        4.   Life styles
    D. Socialization and social control
    E. Ascription vs. achievement
    F. Non-dominant Groups
        1.   Race
        2.   Gender
        3.   Sexual Orientation
        4.   Disabilities
    G. Change and strain
        1.   Processes (assimilation, accommodation, acculturation, bi-cultural)
        2.   Diversity and immigration
    H. Oppression
    I. Cultural competence/humility

IV. Social Class
    A. Defining social class

B. Stratification and social status.
C. Latent and manifest functions of stratification
D. Inequality
E. Mobility
A. Adverse Childhood Experiences (ACEs)

V. Groups and Human Behavior
   A. What is a group?
   B. Theories of group development (stages)
   C. Group Structure
      1.   Composition
      2.   Roles
      3.   Culture (norms, conformity deviance, socialization, social control)
      4.   Status and prestige
      5.   Leadership
      6.   Cohesion
      7.   Subgroups
      8.   Boundaries
   D. Group Dynamics
      1.   Goals
            a) Importance
            b) Criteria (START)
      2.   Theories of group decision making
            a) Methods
            b) Correlates of poor decision making
            c) Group Think
            d) Group Polarization
            e) Shared Information Bias
            f) Normative Model of Decision Making
      3.   Theories of group performance
            a) Social Interdependence Theory
            b) Social Facilitation
            c) Social Exchange
            d) Social Loafing
            e) Brainstorming
      4.   Theories of group conflict and conflict reduction
            a) Types of conflict
            b) Resolving conflict
      5.   Group leadership
      6.   Power, influence, & change
            a) Basis of power
      7.   Trust

VI. Community
   A. Communities and Human Behavior
      1.   What is community?
          a.   Gesellschaft and Gemeinschaft

    b. Community, neighborhood, and public life

    c. Locational (Place) communities

    d. .Non-place Communities (of identification)

  2. Functions of community

  3. Human Ecology and communities

   a. Competition

   b. Adaptation

   c. Ecological processes

  4. Patterns of power and relationships.

   a. Structure and dynamics

   b. Power distribution

     1. Power and influence

     2. Elitist, Pluralist, and Conflict Theory

   c. Mediating structures

  5. Systems Theory

   a. Integration

   b. Behavioral

   c. Supra-systems

  6. Capital

   a. Financial

   b. Human

   c. Social

   d. Cultural

 7) Social network and support systems

VII. Organizations
  A. Types of Organizations
   1. Basic Concepts and Definitions
   2. Historical perspectives on Organizations
   3. HSO classifications
  B. HSO attributes
  C. Organizations, Organizational Theory, Models, and Human Behavior
   1. Organizational Theory (be able to describe basic concepts and
   differences among theory)
     a. Rational-Legal Model
      (1) Scientific Management
      (2) Bureaucratic Theory (Classical)
    b. Human Relations Theory
    c. Contingency Theory
      (1) Technology types (Perrow)
    d. Systems Theory
    e. Political Economy Theory
    f. Institutional Theory
  D. Organizational Culture and Climate
  E. Organizational Structure
  F. Motivation in the workplace
  G. Organizational Change

1.   Type of organizational change
2.   Theoretical approaches to organizational change
3.   Diversity as organizational change
   H.   Leadership
1.   Roles, decision making
2.   NASW Managing Stress and Anger
   I.   Diversity in organizations
1.   Challenges
2.   Barriers
3.   Performance pressure
4.   Managing diversity
5.   Diversity Equity Inclusion

Readings:

Buddel, N. (2011). Queering the workplace. *Journal of Gay and Lesbian Social Services*, 23, 131-146. Dale, O., Smith, R., Norlin, J., and Chess, W. (2009). *Human behavior and the social environment: Social systems theory, 6th edition*. Boston: Allyn and Bacon.

Denhardt, R.B., Denhardt, J.V., & Aristigueta, M.P. (2012). *Managing human behavior in public and nonprofit organizations, 2nd Edition.* Thousand Oaks: Sage Publications.

Eichler, M. (2007). Consensus organizing: Building communities of mutual self-interest. Thousand Oaks, CA: Sage Publications.

Forsyth, D.R. (2009). *Group Dynamics*. Belmont, CA: Wadsworth.

Lloyd, C., King, R. & Chenoweth, L. (2002). Social work, stress and burnout: A review. *Journal of Mental Health, 11(3)*, 255-265.

Mor Barak, & Travis (2010). Diversity and organizational performance. In Y. Hasenfeld (Ed.), *Human services as complex organizations* (pp. 341-378). Thousand Oaks, CA.: Sage Publications, Inc.

Pyles, L., & Cross, T. (2008). Community revitalization in post-Katrina New Orleans: A critical analysis of social capital in an African-American neighborhood. *Journal of Community Practice, 16(4)*, 383- 402.

Van Wormer, K. & Besthorn, F.H. (2017). *Human Behavior and the social environment: Groups, communities, and organizations* (3rd ed.). New York, NY: Oxford University Press.

B. Human Behavior in the Social Environment - SWORK 620A
I. Psychosocial Approach to Human Development
   A. Interaction of the Biological, Psychological, and Societal Systems
   B.   The Life Span
II. Major Theories of Human Development
   A. Theories and Development

B. Evolution theory
C. Psychoanalytic theory
D. Cognitive Developmental theories
E. Social Learning theory
F. Cultural theory
G. Social Role theory
H. Systems theory

III. Psychosocial theory
    A. Concepts
    B. Developmental stages / Psychosocial Crisis - Erikson
    C. Evaluation

IV. Pregnancy and Prenatal Development
    A. Genetics and Development
    B. Fetal Development
    C. Cultural Context of Pregnancy and Childbirth
    D. Mental Health and psychological reactions
        1. Psychosocial impact of abortion
V. Infancy
    A. Developmental Tasks
        1. Sensory/Perceptual and Motor functions
        2. Sensorimotor Intelligence
        3. Communication
        4. Emotional Development
    B. Attachment theory/Stranger Anxiety
    C. Psychosocial Crisis
    D. Cognitive- Piaget

VI. Toddlerhood
    A. Developmental tasks
        1. Locomotion
        2. Language development
        3. Fantasy Play
        4. Self-Control, temperament
    B. Psychosocial Crisis
    C. Poverty and Psychosocial Development

VII. Early School Age
    A. Developmental Tasks
    B. Gender Identification
        1. Gender identity and expression
        2. Definitions & LGBTQ Community
    C. Moral Development (Kohlberg)
        1. Theories, Stages, Empathy and Caring
    D. Self-Theory
        1. Culture, Self-Esteem, Peer Play

E. Psychosocial Crisis
F. Racism/Discrimination

VIII. Middle Childhood
    A. Developmental Tasks
        1.   Friendship and Social Competence
    B. Concrete Operations / Piaget
    C. Skill Development
    D. Self-Evaluation
    E. Psychosocial Crisis

IX. Early Adolescence
    A. Developmental Tasks
        1.   Physical maturation
        2.   Cultural context of puberty
        3.   Human Sexuality – relationships, contraception, sexually transmitted disease, parenthood
        4.   Sexual Orientation
    B. Formal Operations
        1.   Brain Development
        2.   Piaget's theory of Formal Operational Thought
    C. Emotional Development
        1.   Neuroscience of emotion and cognition
        2.   Depression, Suicide
    D. Peer Group membership
    E. Group Identity
        1.   Ethnic identity

X. Later Adolescence
    A. Developmental tasks
        1.   Autonomy from Parents, Self-Sufficiency
        2.   Gender Identity
        3.   Internalized Morality
        4.   Career Choice and Decision-Making
    B. Psychosocial Crisis

XI. Early Adulthood
    A. Theoretical Views of Adult Development
    B. Life course
    C. Self-Acceptance and Self-Actualization
    D. Developmental tasks
        1.   Intimate relationships / Attachment and relationship formation
        2.   Cohabitation – communication and conflict
        3.   Career, Life Pace/Balance, Social Network
    E. Psychosocial Crisis

XII. Middle Adulthood
    A. Developmental Tasks
        1.   Managing a career
        2.   Nurturing an intimate relationship
        3.   Expanding interpersonal skills and caring relationships
        4.   Managing the Household
    B.   Developmental Stages of
              Families
        1.   One-parent families
        2.   Homelessness
    C. Psychosocial Crisis

XIII. Later Adulthood
    A. Developmental Tasks
        1.   Accepting One's Life and Erikson
        2.   Life goals and satisfaction
        3.   Personality and well-being
        4.   Illness, disability, and health
    B. Promoting intellectual vigor
        1.   Neuroplasticity and Aging
        2.   Memory
    C. Redirecting energy to new roles and activities
        1.   Grand parenting, widowhood
    D. Developing a point of view about death
    E. Psychosocial Crisis
    F. Retirement

XIV. Elderhood
    A. Longevity
    B. Developmental tasks
        1.   Coping with the physical, behavioral, and sensory changes
        2.   Dementia
        3.   Developing a Psychohistorical perspective
        4.   Living arrangements
        5.   Romance and sexuality
        6.   Erikson – coping with aging

XV. Death, Dying, and Bereavement
    A. Definitions of death
        1.   Advanced Directives
    B. The Process of Dying
        1.   Ethical issues
        2.   Death-related rituals
        3.   Survivors
    C. Bereavement and Grief
        1.   Psychosocial growth through bereavement

Reading:
Diagnostic and Statistical Manual of Mental Health (DSM) 5th edition

Hutchinson, e.D., & Wood, Charlesworth, L. (Eds.) 2023. *Dimensions of human behavior: The changing life course.* 7th or 8th ed.

C.   Generalist Social Work Practice – SWORK 630

I. Overview of Social Work Practice
  A.   Mission, Purpose, and Function of Social Work
  B.   Direct Social Work Practice
       1.   Definition
       2.   Micro, mezzo, macro levels
       3.   Social work roles and values
  C. Orienting Perspectives
       1. Ecosystems perspective
       2. Strength perspective
       3. Cultural humility
       4. Anti-oppressive social work
       5. Trauma-informed social work
       6. Evidence-informed social work practice
           a.   The Evidence-Based Practice Perspective
           b.   Steps of the EBP Process
  D. Phases of the Helping Process
  E. Social Work Values, Laws, and Ethics
       1. Cardinal values of social work (e.g., social justice, integrity, competence etc.)
       2. Key ethical principles (e.g., self-determination, professional boundaries etc.)
       3. Ethical dilemmas, and NASW Code of Ethics

II. Exploration, Engagement, and Assessment of Client Systems
  A.   Effective Communication and Exploring Skills
  B.   Verbal and Non-verbal Communication Patterns
  C.   The Interview Skills

III. Assessment of the Client System
  A.   Overview of the Multidimensional Assessment
       1.   Assessment and diagnosis -brief introduction to DSM
       2.   Source of information for assessment
       3.   Emphasizing strengths in assessment
       4.   Identifying the problem and critical concerns
       5.   Generalist Intervention model in assessment
  B.   Assessment – Intrapersonal, Interpersonal, and Environmental Factors
       1.   Assessment of physical, cognitive/perceptual, affective, and behavioral functioning including mental status examination
       2.   Assessment of motivation, cultural, spiritual, and environmental factors
       3.   Use and abuse of medications, alcohol, and drugs

4. High risk factors: suicidal risk; homicidal risk; child abuse and neglect; elder/dependent adult abuse and neglect; domestic violence.
5. Assessment tools: genograms; ecomaps; culturagrams
6. Developmental assessment
7. Biopsychosocial assessment
8. Assessment with minors (children, adolescents) and older adults
9. Assessment with voluntary vs. involuntary clients

C. Assessing Family Functioning
1. Family Assessment - System Framework
2. Family system in social environment
3. Family assessment skills and tools (Genogram, Ecomap, Culturagram)

IV. Developing Goals and Formulating Contracts
A. Negotiating Goals and Process
B. Selecting and defining goals with minors
C. Evaluation and Measuring Progress
D. Contract

V. Planning and Implementing Change-Oriented Strategies
A. Task-Centered Model
B. Crisis Intervention Model
C. Case Management

VI. Macro Social Work Practice with Organizations and Communities
A. Macro-level theories (e.g., structural racism, historical trauma etc.)
B. Types of macro social work practice
C. Macro practice helping process
D. Developing resources and advocacy
E. Engaging in community organization

VII. Managing Micro and Macro Barriers to Change
A. Burnout, Compassion Fatigue, and Vicarious Trauma
B. Cross-Cultural Barriers
C. Transference / Countertransference

VIII. Evaluation and Termination

Readings:

Hepworth, D. H., Vang, P. D., Blakey, J. M., Schwalbe, C., Evans, C.B.R., Rooney, R. H., Rooney, G. D., & Strom, K. (2023). Direct social work practice: Theory and skills (11th ed.). Boston, MA: Cengage.

Kousteni, I. D. (2022). Toward an extended view of evidence-based psychotherapy: Diversity and societal factors. *Journal of Humanistic Psychology, 62*(1), 31–43.

Gasker, J. (2019). Roles and Skills in Work with Communities. In J. Gasker. Generalist Social Work Practice (pp.407-438). Thousand Oaks, CA: Sage Publications, Inc.

National Association of Social Workers (2021). NASW Code of Ethics.
    Washington, DC.
  https://www.socialworkers.org/About/Ethics/Code-of-Ethics
Recommended:
  Lukas, S. (1993). *Where to start and what to ask: An assessment handbook.* New York:
  W.W. Norton.

D. Social Work Practice: Individuals, Families, and Groups – SWORK 631

I. Assessment (Review from SW 630)
    A. Review of Multidimensional Biopsychosocial Assessment:
    B. Review of High Risk Assessment:
    C. Overview / Review of legal and ethical issues impacting social work practice
    D. Mental Status Exam
    E. Review EBP and Social Work Practice
    F. Culturally Responsive Assessment of Diverse Groups: Race, Ethnicity, Gender
    G. Reviewing case conceptualization, goals, and contracts, beginning treatment planning.

II. Assessment Skills and Diagnostic Formulation
    A. DSM - Use and Overview: rationale, organization, and structure.
    B. Cultural Considerations and Formulation in Making a Diagnosis

III. Overview of a Generalist-Eclectic Approach
    A. Elements of the Generalist Perspective
    B. An overview of Eclecticism

IV. Metatheories for Direct Social Work Practice
    A. Ecological Systems Theory
    B. Strengths-Based Practice

V. Theories in Social Work Practice – Overview, Origins, Concepts,
    phase of helping, Intervention, and Application
    A. The Psychodynamic Approach
    B. Cognitive Behavioral Theory and Treatment
    C. Client-centered Theory
    D. Motivational interviewing
    E. Solution-Focused Therapy

    F. Empowerment Theory
    G. Narrative Therapy

VI.   Couple and Family Therapy and Practice - Overview, Origins, Concepts,
    Assessment, Intervention and Application
    A. Individual and Family Development Theories
    B. Overview of Tools for Practice (e.g., Ecomap, Genogram, and Culturagram)
    C. Couple Theory and Therapy (e.g., Attachment theory, Emotionally Focused Therapy,
    Sound Relationship House Theory, IMAGO Relationship Therapy Model)

D. Bowenian Therapy
E. Structural Family Theory - S. Minuchin

VII.   Introduction to Group Treatment
  A. Formation and assessment of groups
  B. Group dynamics and process
  C. Ethical and legal issues in group work
  D.   Group preparation / beginning a group

VIII.   Group Development and Stages of Group
  A. Initial/preaffiliation stage
  B. Transition/power and control stage
  C. Intimacy stage
  D. Differentiation stage
  E. Termination stage

IX. Termination (Review)
  A. Evaluating progress and measuring treatment outcomes
  B. Preparing for termination
  C. Intervention strategies and techniques for termination

Readings:

Hepworth, D. H., Vang, P. D., Blakey, J. M., Schwalbe, C., Evans, C.B.R., Rooney, R. H., Rooney, G. D., & Strom, K. (2023). Direct social work practice: Theory and skills (11th ed.). Boston, MA: Cengage.

Bolton, K. W. et al. (2022). *Theoretical perspectives for direct social work practice* (4th ed.) New York: Springer Publishing.

National Association of Social Workers (2021). NASW Code of Ethics. Washington, DC. https://www.socialworkers.org/About/Ethics/Code-of-Ethics

E. Social Welfare Policy - SWORK 601

I. Basic Policy
    A. The structure of social policy (e.g., goals, eligibility, benefits)
    B. Policy classification typologies such as personal social services, public social utilities, soft or hard benefits
    C. Policy evaluation criteria such as efficiency, effectiveness,
    D. Social needs/social problem
    E. Claims making
    F. Policy development process
    G. Strength-perspective
    H. Ideologies: conservative, liberal, radical, and feminist
II. Major Historical Eras
    A. Early Republic

B. Progressive Era
C. The New Deal
D. The Great Society
E. The Conservative Eclipse – Nixon through Obama administrations

III. Major Social Welfare Programs
    A. Social Insurance Programs
        1. OASDI
        2. Unemployment Insurance
        3. Medicare
    B. Public Assistance Programs
        1. TANF
        2. Medicaid & CHIPRA
        3. Supplemental Nutrition Assistance Program (Food Stamps) & WIC
        4. SSI
        5. The Earned Income Tax Credit

    C. Child Welfare Policy
        1. The Adoption Assistance and Child Welfare Act of 1980
        2. Child Abuse Prevention and Treatment Act of 1974
        3. Independent Living Act of 1986
        4. Indian Child Welfare Act
    D. Aging Policy
        1. The Age Discrimination in Employment Act of 1967
    E. Poverty
        1. Calculation of Poverty Level
        2. Size and demographic characteristics of poverty
        3. Income inequality
    F. Human Rights and Civil Rights
        1. The Civil Rights Acts of 1964 and 1965
        2. Universal Declaration of Human Rights 1948

Readings:
Chapin, Rosemary K. (2023). *Social Policy for Effective Practice* (6th edition). New York: McGraw Hill.

F. Social Work Practice SWORK 632 – Organization and Communities

I. Evidence-based macro practice

II. Knowing your community
    A. Community needs assessment
    B. Participatory action research
    C. Asset-based community assessments
    D. Social capital

III. Theoretical framework for community change
    A. Social determinants of health
    B. A theory of change

IV. Strategies and techniques for mobilizing communities
    A. Collective impact
    B. Community collaborations
    C. Confronting oppression (e.g., historical community trauma)

V. Management: organizational context and the environment
    A. Assessing the agency environment
    B. Program planning
    C. Strategic planning, mission, vision
    D. Social problem assessment and analysis

VI. Program design
    A.   Logic models (inputs, throughputs, outputs, outcomes, impact), program hypotheses
    B. Goals and objectives (process and outcome)
    C. Diversity issues in program design

VII. Information systems and program evaluation
    A. Data systems and elements (coverage, equity, process)
    B. Formative and summative evaluations; cost efficiency and cost effectiveness
    C. Performance measurement, monitoring

VIII. Financial management
    A. Financial control: revenue and expenses
    B. Incremental, political, and rational budgeting
    C. Line item, functional, and program budgets
    D. Direct and indirect costs

IX. Anti-racism Diversity Equity and Inclusion content (Khan-Cullors book)

Readings:

Kettner, P., Moroney, R., & Martin, L. (2022). Designing and managing programs: An effectiveness-based approach, 6th ed. Thousand Oaks, CA: Sage Publications. (Chapters indicated on the course syllabus.)

Kania, J. & Kramer, M. (2011). Collective Impact. *Stanford Social Innovation Review*, 1(9), 36- 41.

Khan-Cullors, P. & Bandele, A. (2017). When they call you a terrorist: a Black Lives Matter memoir. St. Martin's Griffin: New. York, 259p.

Other select articles/websites (e.g. theory of change, social determinants of health, historical community trauma)

G. Social work research - SWORK 690 & 610

Basic Research Concepts You Should Know
- Be able to define the science method and its role in research.
- Know the strengths and limitations of evidence-based practice.
- Understand the concept of peer-reviewed scientific literature.
- Understand the importance of a literature review.
- Know the different types of reviews (such as meta-analyses, systematic reviews, scoping reviews, etc.).
- Describe the different paradigms (e.g., positivist, interpretivist) discussed in the text and how they differ.
- Define what is meant by theory, its components, and its use in research.
- Distinguish between concepts, attributes, and variables.
- Understand what is involved in problem formulation.
- Be able to formulate a research question and hypothesis.
- Know the difference between a null hypothesis, alternative directional hypothesis, and alternative non-directional hypothesis.
- Understand the concept of PICO (population, intervention, control, and outcomes) when developing a research question.
- Be clear on what conceptualization and operationalization involves.
- Know the four levels of measurement.
- Define the ecological fallacy.
- Know the difference between independent, dependent, and extraneous variables.
- Be able to articulate the different types of reliability (inter-rater, internal consistency and measurement validity (face, content, convergent, criterion, convergent, discriminant).
- Be able to identify what is needed to determine causation.
- Be able to identify the strengths and limitations of different sampling designs.
- Be clear on the differences between experimental and quasi-experimental research designs and the different types within these two designs.
- Be able to describe survey research.
- What is qualitative research and how is it different from quantitative research?
- Define mixed methods research.
- Identify the strengths/limitations of qualitative research and its purpose.
- What advantage does probability sampling give you over non-probability sampling?
- Discuss program evaluation—why, how, when, what makes for good quality results.
- Know and describe sampling designs; probability vs. non-probability; random, stratification, quota, convenience, cluster, systematic, etc.
- Understand about sampling error and how to reduce it.
- Describe the difference between random assignment and random sampling
- What advantage does random assignment give the researcher?
- Identify methods of data collection and their strengths and weaknesses (interviews,

mail surveys, random digit dialing, and data abstraction).
- What is the role of pretesting?
- Describe principles of instrument construction.
- Describe what a standardized instrument is and how it would be useful in your research.
- Describe issues around internal validity (definition) and describe various threats to internal validity).
- Understand what improves external validity.
- What are missing data? Describe the problems it poses for a researcher. Give some solutions to the problem of missing data.
- What are the strengths and limitations of doing different types of unobtrusive data collection, measures, etc.
- Be able to define a study population, sample frame, and sample
- Describe the measures of central tendency and measures of dispersion.
- Describe the differences between descriptive and inferential statistics.
- What is treatment fidelity and why is it important?
- Discuss and distinguish different types of research designs and their corresponding statistical approaches to analyze the data from the research designs.
- Distinguish between cross-sectional and longitudinal research.
- Distinguish between different types of longitudinal studies, such as trend, cohort, and panel studies.
- Be able to describe some of the common elements of ethical research.
- Know what is involved in culturally competent research.

Readings:

Rubin, A. and Babbie, E. Research Methods for Social Work, (2014), 8th or 9th Edition. Belmont, CA: Brooks/Cole Publishing Company. ISBN-10: 1285173465 ISBN-13: 9781285173467

Rowntree, D. (2004). Statistics without tears: A primer for non-mathematicians. Boston: MA. Allen and Bacon Classics.

Field, A. (2009; 2013). Discovering Statistics Using SPSS. SAGE Publications. Third Edition or Fourth Edition.

These will also be useful:

Trochim, W. M., & Donnelly, J. P. (2001). Research methods knowledge base.

Trochim, W. M., Donnelly, J. P., & Arora, K. (2016). Research Methods: The Essential Knowledge Base. Wadsworth Publishing.