ABOUT THE INSTRUCTOR

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Office Hrs.: Tuesday: 2-3pm; Thursday 2-4pm; Friday 8-10am
Telephone 620-341-5723

REQUIRED MATERIALS
Canvas canvas.emporia.edu
Student Gmail: Every student is expected to check their student gmail account regularly for course announcements as well as emails from the instructor.

COURSE DESCRIPTION
The purpose of this course is to present an all-encompassing view of maltreatment from symptoms of abuse and neglect to motivations of those who abuse and neglect children, as well as how the social services system intervenes.

COURSE OBJECTIVES
Upon completion of this course, you should be able to:
- Understand the historical perspective on child maltreatment,
- Recognize the role of a family in today’s society,
- Discuss the effect of maltreatment on the development of children,
- Recognize various types of abuse and neglect,
- Describe intervention and treatment processes, and
- Understand the role of social workers/therapists in regards to child maltreatment.

JOB SKILL OBJECTIVES
Upon completion of this course and acceptable completion of the assignments, you will gain/maintain the following job skills:
- Organization, Timeliness, and Accountability
- Critical Thinking and ability evaluate assumptions and expectations
- Application of theory to “real-life”
- Creatively present information to a diverse audience

COURSE ASSIGNMENTS (See CANVAS for due dates):
Assignments in this course are the way in which the instructor is able to assess your knowledge gained. Since there are no exams in this course, some type of assessment must be used to determine if each student is gaining the necessary skills and knowledge expected by the instructor.
Below are general course assignment instructions.

- All assignments will be submitted via CANVAS unless otherwise noted. Emailed documents will NOT be accepted.
- All assignment instructions and rubrics are located on CANVAS in the modules
- Only put your E# at the top of each assignment (no names, no course name, no date)
- Cite any sources you use – this includes prior learning so I understand where your thoughts are coming from; otherwise, the paper will receive a zero for plagiarism.

A list of assignments, points possible, and due dates is available in the module section of CANVAS; however, other assignments, pop quizzes, exams can be added to the course in the event the instructor determines they are necessary for a better understanding of the material.

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**This course uses a fabulous resource called an “embedded librarian.”**

The current librarian for the department is Alex Mudd.

He is listed as a teaching assistant in this course.

He has/will also be developing LibGuides to help walk you through how to find credible peer-reviewed articles for your topic.

Another way to get help is to actually go to the library if you are able.

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**EXTRA CREDIT**

Extra Credit is offered in this course based on the following instructions and opportunities.

**For Fall Semester Courses Only**

Depression Screening: From September 30-October 2, 2014, the student wellness center conducts depression screenings in the ballroom of the Memorial Union from 10am-2pm. This involves completing a short questionnaire, getting it scored, and meeting with someone to discuss the results. This could take anywhere from 15-30 minutes. At the end of the screening, you will receive some type of proof of your attendance to this screening. Bring that proof to class and you will receive **10** extra credit points (in this class, 10 points is a lot).

**All Other Opportunities**

Choose two events to attend that will apply to the course. Write at least 400 words including the event details (no more than a paragraph) and how this event applies to the course by using concepts and terminology from the textbook. Submit your work under the extra credit module. In the event a submission is made without a clear connection to the course, the submission will be refused; otherwise, valid and accurate submissions will receive up to 5 extra credit points.

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**INCOMPLETES:**

The grade “I” (incomplete) is given only for personal emergencies that are verifiable and when the student has completed passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the “incomplete” as soon as possible during the following semester. For further information about this university policy, please see pg. 28 of the University Catalog or consult with your professor and department chair.

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**GRADES:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Introduction Module</td>
<td>8</td>
</tr>
<tr>
<td>Class Activity and Participation</td>
<td>31</td>
</tr>
<tr>
<td>Broken Analysis</td>
<td>15</td>
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<tr>
<td>Class Resource Assignments</td>
<td>31</td>
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<tr>
<td>Application Assessments</td>
<td>67</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>200</strong></td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% and up</td>
</tr>
<tr>
<td>B+</td>
<td>85-89%</td>
</tr>
<tr>
<td>B</td>
<td>80-84%</td>
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<tr>
<td>C+</td>
<td>75-79%</td>
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<tr>
<td>C</td>
<td>70-74%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
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<tr>
<td>F</td>
<td>59% and below</td>
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### EARLY WORK AND LATE WORK POLICY:

Every assignment has a due date and all assignments are due by 11:59 of the day they are due unless otherwise noted.

- One day late (starting at midnight!) = 20% reduction in possible points
- Two days late = 40% reduction in possible points
- Three days late = 60% reduction in possible points
- Four days or more late = 80% reduction in possible points

**After one week (7 days), late work will not be accepted.**

If your computer malfunctions, use a university computer or library computer in your home town. Be sure to save your work as you go and store it in more than one place so as not to lose your work (I use OfficeLive.com and dropbox.com to store my work). Be sure to allow yourself enough time to problem solve if you happen to have technical difficulties or any other difficulties. (i.e. your home computer won’t let you on Canvas to submit a paper so now you have to go on campus to submit your work, OR you have the flu and the due date is tonight, OR you get injured and now you are on pain meds and can’t get your work done, etc.).

Create goals to get assignments done earlier than the due date to allow for possible illnesses, disasters, tragedies, etc. **Problems with last minute attempts to complete and/or submit an assignment will not be grounds for exemptions from this late work policy.**  

*Lack of preparation on YOUR part does not constitute an emergency on MY part!*

If you submit work early (my definition of early is at least 1 week before the due date), you can earn an extra 10% of the possible points.

### COURSE EXPECTATIONS (YOU AND ME):

**My expectations of YOU:**

- **Attend class:** It has been shown through research that attendance in class is a high predictor of academic achievement. Class attendance allows for community learning by listening to your classmates and instructor while also providing insight from your viewpoint. The best way to retain the information is to discuss it with others.
- **Be responsible for your own education:** The instructor will NOT cover everything in the textbook; however, you are responsible for the information. If you don’t understand something, take the time to ask. Who knows, someone else in the classroom may have the same questions. On that same note, if you are having difficulties in general with the material or understanding a concept, please come to me and ask. I cannot help you if I don’t know you need help.
- **Read the chapter being discussed in class BEFORE coming to class:** You will not be able to participate in class discussions if you are not familiar with the material. **See second bullet!**
- **Be respectful of others:** There are two parts to respecting others. First, arrive on time and stay attentive during class. Engaging in private conversations or packing up before the end of class is distracting and does not enhance the learning environment. **This includes the need to turn off cell phones.** Secondly, while we are discussing issues in the class, some people may voice views that are not in correlation with your own views. Disrespect of another person’s views will not be tolerated. Diversity of thought is valuable and is expected to be respected in this classroom.

**My expectations of ME:**

- Be prepared and organized for class.
- Be open to suggestions. If there is something that could improve the class or a topic you feel would work well with what we are learning, tell me. I love other’s inputs.
- Make expectations clear for assignments, exams, readings, Blackboard navigation, etc. If you are not clear on anything, please come to me so we can rectify the problem.
- Provide assistance when asked. You do have to ask but once I know you need help, I will help.
Take into account individual differences if needed and be fair in evaluations and grading.

**ACADEMIC DISHONESTY POLICY:**
Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the University. Violations of classroom standards include:
- Cheating in any form, whether in formal examinations or elsewhere.
- Plagiarism, using the work of others as one’s own without assigning proper credit to the source.
- Misrepresentation of any work done in the classroom or in preparation for class.
- Falsification, forgery, or alteration of any documents pertaining to academic records.
- Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

*University policy states the following:*

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question. The department chair should be advised of any action taken by the faculty member regarding academic dishonesty. The faculty member may consent to refer the case to other academic personnel for further action. Departments, schools, and colleges may have provisions for more severe penalties than set forth above. Emporia State University may impose penalties for academic dishonesty up to and including expulsion for the university. The student has the right to appeal the charge of academic dishonesty in accordance with the university’s Academic Appeals policy and procedure as set forth in section 9A-04 of the Faculty Handbook.

**DISABILITY SERVICES:**
Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

**FACULTY INITIATED STUDENT WITHDRAWAL:**
If a student’s absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student’s progress or that of the other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures. Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal.

**FERPA (Family Educational Rights and Privacy Act of 1974)**
FERPA is a Federal law which provides that the institution will maintain the confidentiality of student education records. I am not allowed to reveal any aspect of your educational experience to others without prior written authorization (FERPA release form) provided by you; therefore, do not have other people contact me to discuss your grade in my class without first providing the necessary documentation. You can find the release form at Information Release Form.