



SCHOOL OF SOCIAL WELFARE

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## Social Welfare Course Syllabus Format and Content Requirements

All course outlines (syllabi) should include the following components:

### 1. Heading

Include all of the information below in the format shown.  
Please use the official SOC WEL course abbreviation in the Course Title.

**University of California, Berkeley  
School of Social Welfare**

**SOC WEL ###: COURSE TITLE (# of units)**

**Semester and Year**

**Instructor Name**

Primary Class Meeting Time(s) and Location(s)

Secondary Class Meeting Time(s) and Location(s), if applicable (Discussion sections, etc.)

Instructor Office Hours and Location

Instructor Contact Information (phone, email, website, etc.)

GSI Office Hours and Location, if applicable

GSI Contact Information (phone, email, website, etc.), if applicable

### 2. Course Description

Clearly state the purpose of the course, the material to be covered, and any guiding principles or other general orientation to the goals of the course.

### 3. Required Materials

List primary books/readings and other supplemental materials required for the course, and how to obtain them.

### 4. Course Objectives

Specify course objectives in terms of desired learning outcomes:

*"Students who successfully complete this course, students will be able to..."*

#### **For MSW Courses Only: Competencies Addressed**

Identify and list by number/name the specific CSWE Educational Policy & Accreditation Standards (EPAS) [core competencies of social work](#) addressed through each course objective.

### 5. Teaching Methods

Specify the format: lectures, discussions, seminar, group work, etc.

## 6. Student Requirements and Grading Procedures

- **Indicate all required readings, papers, examinations, other assignments, and due dates.** Clearly state expectations or requirements around class attendance and participation.
- **Describe the criteria to be used to grade papers, examinations, class presentations, and other assignments.** Avoid vague criteria (“class participation”). Rather, state the basis for grades as concretely as possible (“oral report--20% of grade, based on clarity of presentation and cogency of analysis”). Grades should be discriminate among different quality work. Generally, acceptable work at the graduate level should receive B; less-than-acceptable and more-than acceptable work should be graded lower or higher accordingly.

## 7. Statement on Academic Integrity

Include an appropriate statement of standards for academic honesty and the possible penalties for infractions.

## 8. Statement on Diversity and Values

Identify objectives and content addressing human diversity, social and economic justice, social work values and ethics, and populations-at-risk.

## 9. Additional Instructor/Class Policies

Policies to consider:

- Statement on Accommodations
- Class Attendance and Participation
- Late/missed assignments, exams, etc.
- Permissible and impermissible collaboration
- Use of Technology in the Classroom

See [Components of a Course Syllabus](#) for additional suggestions.

## 10. Topic Areas and Sequence (Class Schedule)

Indicate topical content areas covered by class session and the required and recommended readings for each session.

## Syllabus Resources for Instructors

### **Center for Teaching and Learning: Syllabus Design**

<https://teaching.berkeley.edu/resources/design/syllabus>

See suggested sample language for:

- Academic Integrity
- Accommodations for Students with Disabilities
- Scheduling Conflicts

### **Components of a Course Syllabus**

[https://teaching.berkeley.edu/sites/default/files/syllabus\\_components.pdf](https://teaching.berkeley.edu/sites/default/files/syllabus_components.pdf)

### **Course-Level Learning Goals/Outcomes**

<https://teaching.berkeley.edu/resources/design/course-level-learning-goalsoutcomes>

### **Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards**

<https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>

### **Create a Section Syllabus or Information Sheet (GSI Teaching and Resource Center)**

<https://gsi.berkeley.edu/gsi-guide-contents/pre-semester-intro/syllabus/>

### **Points in the Semester to Consider**

<https://teaching.berkeley.edu/points-semester-consider>