

ADVANCED SOCIAL WORK PRACTICE ADMINISTRATION
Social Work 661
Minnesota State University, Mankato
Department of Social Work

PURPOSE OF THE COURSE

SOWK 661 Advanced Social Work Administration provides students with advanced generalist social work practice knowledge, values, and skills for macro level administrative practice. It is expected that students who successfully complete this course will understand the role of social workers as supervisors, managers, administrators, policy makers, and leaders in developing, enhancing, promoting and administering effective, culturally competent, and ethical social services to diverse groups, including diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and populations-at-risk which promote social and economic justice. Students develop knowledge of and skills in personnel management and professional development, grant writing, resource development, budgeting, leadership, and other aspects of administering effective, evidence-based social service agencies. Students develop an understanding of how organizational theories and social welfare policy practice are applicable to social service administration and service delivery. Students examine strategies for maximizing the use of agency personnel and other resources to achieve agency mission. This course also focuses on strategies for maximizing client involvement, strengths, and empowerment in social service delivery and for ensuring the delivery of culturally competent social services with some application to rural and small communities.

COURSE OBJECTIVES

- 1) Identify the major organizational theories and explain the relevance of their major principles to the administration of effective, evidence-based social service organizations within the contemporary U.S. social service delivery system (MSW 1.9C, 1.10C, 2.5C).
- 2) Describe and analyze the organizational factors that contribute to a strengths-based, empowerment approach to the administration of social service agencies (MSW 1.6, 1.8C, 2.2).
- 3) Critically analyze congruence and conflict of personal and social work values in relation to the administration of social service organizations within the contemporary U.S. social service delivery system (MSW 2.1, 2.4C).
- 4) Understand the role of social workers as supervisors, managers, administrators, policy makers, and leaders in developing, enhancing, promoting and administering effective, culturally

competent, and ethical social services to diverse groups and populations-at-risk which promote social and economic justice (MSW 1.6, 1.10C, 2.4C).

5) Understand and apply knowledge and skills in personnel management and professional development (MSW 1.5, 1.6, 1.10C).

6) Understand and apply knowledge and skills in grant writing and resource development (MSW 1.10C, 3.4C).

7) Understand and apply knowledge and skills in budgeting (1.10C).

8) Critically examine ethical issues in administrative practice with an emphasis on issues pertaining to rural and small community advanced generalist social work practice (MSW 1.8C, 2.4C).

COURSE REQUIREMENTS

Response to Discussion Questions

Students will respond to discussion questions based upon the required reading posed by the instructor on D2L examining an array of issues, including diversity issue and ethical issues in rural and small community social work administration practice. Issues of diversity examined may include age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.

Effective Leadership exercise (Designed Learning Assignment L. O. 1.10C)

Develop skills and differentially apply strategies for effective leadership in both direct and indirect practice.

Program Proposal and Presentation (Designated Learning Assignment L. O. 1.8C & 2.5C)

Working in teams of two (2), students will prepare a program proposal. The program proposal will include: 1) an assessment and identification of an unmet need; 2) a proposed intervention to respond; 3) a summary of how the organization is qualified to carry out the intervention; 4) a design for the intervention; and 5) a budget for the intervention.

Students will write and present their program proposal in the form of a grant application. The teams will identify a funding opportunity that matches the population and intervention specified in the proposal. The program proposal MUST address an unmet need for a rural population.

SOWK 661 COURSE SCHEDULE

Section I: Supervision and Leadership in Human Services Management

Week 1

Topic: Philosophy of management

Week 2

Topic: Theories of management

Week 3

Topic: Managing human resources: Personnel organization and supervision

Week 4

Topic: Supervision

Week 5

Topic: Theories of leadership

Week 6

Topic: Managing the organization

Week 7

Topic: Problem analysis and need assessment

Week 8

Topic: Strategy development and goal setting

Week 9

Topic: Program design

Week 10

Topic: Budgeting

Week 11

Topic: Fiscal management / External Funding

Week 12

Topic: Grant writing

Week 13

Topic: Grant writing

Week 14

Topic: Managing in the presence of change

Week 15

Topic: Presentation of Program Proposals

Week 16
Finals