Updated 12/19/2023 BAM

ASU School of Social Work
Arizona State University

SWG 643/644
MSW Policy, Administration, and Community Practice Project Matrix

Instructions:

All PAC students should have either Exposure or Full Participation in content areas: Program Planning, Administration, Community, and Policy Practice demonstrated through three to five projects. These projects will be used in the PAC ePortfolio to be completed in the second semester. As feasible, students are encouraged to develop projects that apply PAC classroom knowledge in the field.

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*If after you save (or submit) this form and the results appear to not save, there are three ways to resolve the issue:

1. Increase the size of the window that the form is in
2. Zoom out (see screen shot below of how to Zoom out in Chrome)
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This is due to layout/screen size issues.

Program Planning:

Problem Identification, Problem Analysis and Needs Assessment:	Student will demonstrate understanding of how placement setting determines and analyzes client needs and community problems. Students will demonstrate ability to critique community participation in all phases of the planning process.
Goals and Objectives:	Student will demonstrate ability to define and apply a planning system using purpose, goals, objectives, and action steps with objectives written in observable, measurable terms.
Program Design and Implementation:	Student will demonstrate ability to identify and define input, throughput, output and outcome elements of a program.
Budgeting:	Student will demonstrate ability to take basic data and create a functional or program budget.
Program Evaluation:	Student will demonstrate ability to design an evaluation system, which includes measurement of client process/output/outcome and assessment of client satisfaction within a framework, which explicitly values community participation.
Information Systems:	Student will demonstrate ability to create output documents which are useful in decision making, input documents which are efficient and considered useful by those who complete them, and the ability to depict a data collection system in flow-chart form.

Administration:

The Organization as a System:	Student will demonstrate ability to identify the significant components of the practicum agency system including mission statement, organizational structure, job design, motivation and reward system and communication and control systems. Student will demonstrate ability to identify inconsistencies within the agency system of policies, procedures, and administrative style.
Personnel Policies and Procedures:	Student will demonstrate ability to describe practicum agency's policies and procedures for recruitment, section hiring, AA/EEO, performance planning and evaluation, staff development and training and termination.
Management Skills:	Student will demonstrate ability to coordinate efforts involving diverse or competing interests through bargaining and negotiation skills. Student will staff at least one committee. Student will identify own and practicum supervisor's leadership styles.

Community:

Staff Task Oriented Groups:	Student will demonstrate knowledge and skills in staffing effective and efficient task-oriented work groups including groups reflecting diverse people and perspectives.
Community Participation:	Student will demonstrate knowledge and skills in involving a broad spectrum of community members in human service planning, community development and social change. Special attention will be given to encouraging and facilitating the participation of persons and interests that historically have been under-represented in community affairs, including, for example, low income persons, women, minorities, people with disabilities, the elderly, and persons in rural areas and articulate the meaning of social and economic justice.
Bargaining, Negotiating and Macro Intervention:	Student will demonstrate knowledge and skills in macro intervention and resolving a conflict or issue in an organization, service system, or community.

Policy Practice:

Policy Analysis:	Student will demonstrate ability to identify and critically analyze a public policy issue related to increasing social or economic justice for a population served by the agency.
Social Welfare Policy Research:	Student will demonstrate ability to research one or more state or federal proposals (bills, rules, and regulations) related to the issue identified above, or to another concern of the agency, and to identify and work with relevant coalitions or advocacy groups.
Influencing the Policy Process:	Student will demonstrate knowledge and skills in advocating for or against the proposed bill, rule, or regulation.

Project Matrix Legend:

E	Exposure
P	Full Participation

Project Matrix:

Project Name:	Identification / Analysis / Needs Assessment:	Goals and Objectives:	Program Design and Implementation:	Budgeting:	Program Evaluation:	Information Systems:	Organization as a System:	Personnel Policies and Procedures:	Management Skills:	Staff Task Orientation Groups:	Community Participation:	Bargaining and Negotiation:	Policy Analysis:	Social Welfare Policy Research:	Influencing the Policy Process:

Student:

Has not been actioned

Practicum Supervisor:

Has not been actioned

Practicum Liaison:

Has not been actioned

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