

University of Wisconsin – Eau Claire

Department of Social Work

Self-Care in Helping Professions-SW 377

Online, Asynchronous

Course Information

Welcome!

Hello and welcome to SW 377: Self-Care in the Helping Professions. I am excited to work with each of you this semester!

Contacting Instructor

- Instructor: Molly Bonlender
- Contact Information: brayml@uwec.edu
- Drop-In Hours: Available [via Zoom](#) on Tuesdays from 11 – 12pm and by appointment. Email to schedule.

I am happy to make time for my students and encourage you to be in communication with me. If you ever have questions, concerns, or simply want to talk – please reach out! We can connect via email or schedule a Zoom meeting.

The best way to reach me is via email. When contacting me, please include your first name, last name, and the section title in the message. Professionalism is encouraged in all e-mail communications. My goal is to respond to all emails within two business days. I do not answer email on weeknights or weekends; you can expect responses during business hours Monday – Friday.

Import updates for the course will be posted in Canvas in the Announcements. Check these regularly to stay up to date on course information!

Catalog Description

This class is focused on self-care, or the activities and practices that one can engage in on a regular basis to reduce stress, maintain well-being, and prevent professional burnout. During this class, students will examine the knowledge base related to self-care, develop skills in specific self-care practices, and develop sustainable self-care plans for use as professionals.

Course Learning Objectives

1. Students will be able to define self-care and explain its impact on professional well-being.
2. Students will understand the linkage between self-care, stress, and physical well-being.
3. Students will demonstrate self-care skills including the development of a self-care plan.

Course Expectations

Respect for Equity, Diversity, and Inclusivity

Diverse backgrounds, embodiments and experiences are essential to the critical thinking endeavor at the heart of university education. At UW – Eau Claire students are expected to:

- Respect individual differences which may include, but are not limited to age, cultural background, disability, ethnicity, family status, gender presentation, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, and veteran status.
- Engage respectfully in discussion of diverse worldviews and ideologies embedded in course readings, presentations, and artifacts, including those course materials that are at odds with personal beliefs and values.

Academic Integrity

All UW – Eau Claire students are expected to conduct themselves as responsible members of the academic community. Among the standards of conduct for UWEC students includes responsibility to practice high standards of academic and professional honesty and integrity. The procedures and penalties for academic misconduct are described on the [UW-Eau Claire Dean of Students website](#).

Artificial Intelligence Use

Considerations with AI Use

Learning to use AI responsibly and ethically is an important skill today. You are welcome to use artificial intelligence (AI) tools and applications (such as ChatGPT, CoPilot, etc.) in this course when they support your learning and align with course objectives. AI can be a helpful tool, but it is not a replacement for your own thinking, reflection, and effort. Please be aware of the limits of generative AI tools like ChatGPT. If you provide minimum effort prompts, you will get low quality results. Do not trust its results; you will be responsible for any errors or omissions provided by the tool. It works best for topics you understand.

Acceptable Uses of AI

In this course, you may use AI to:

- Brainstorm assignment ideas or possible directions for projects.
- As a second step of summarize or rephrase readings, videos, podcast, etc. to build your understanding (you must read/listen to/watch them before using AI)
- Review grammar, sentence clarity, or organization in drafts.

Unacceptable Uses of AI

In this course, you may **not** use AI to:

- Submit AI-generated work as your own without revision or disclosure.
- Ask AI to complete assignments.
- Fabricate sources, citations, or data.
- Replace critical reflection or personal engagement required in assignments.
- As a first step of summarizing or rephrasing assigned readings, videos, podcasts, etc.
- In any way for coursework where I specifically ask you not to use AI

How to Document AI Use

AI is a tool, but one that you need to acknowledge using. Failure to do so is considered academic misconduct. Submitting work and ideas created by someone or something else, as if it was your own, is plagiarism and this includes AI-generated content. Please refer to UWEC Academic Misconduct Procedures for further information. Failure to appropriately disclose or misuse AI in ways that violate academic integrity will require a meeting with me. If you do not participate in this process, the result may be a reduced or failing grade on the assignment, consistent with [UWEC's academic integrity policy](#).

If you use AI at any stage of your work, include a short disclosure at the end of your assignment. This must be done and submitted at the same time as the assignment submission. The disclosure should include all of the following:

- A citation of the tool used (refer to this guide <https://libguides.uwec.ai> as to how to cite AI in APA format)
- How you used the tool/what you used the tool for
- An attached transcript of the AI-generated input and output (questions you asked, information it produced, etc.) of content used

There will be coursework where I will ask you not to use generative AI (Chat GPT, etc.). I will note this in Canvas. If stated, no AI tools should be used.

Be aware that other classes may have different policies and that some may forbid AI use altogether. Make sure you check with your instructors for your other courses regarding their policies.

Original Work and No "Double-dipping":

To maintain academic integrity and ensure that all assignments reflect current understanding and efforts, students are required to submit original work for each course assignment. Double-dipping - submitting the same assignment more than once - is not allowed. All work must be created specifically for this course during this semester and must not be work previously submitted for this course, any other course, or any other purpose. Please contact the instructor if you have any questions or concerns regarding the originality of your work or if you need clarification on what constitutes "double-dipping."

Accommodations and Resources

Accommodations for Students with Disabilities

It's important to me that you have what you need to be successful in this course. If you have a documented disability and needs classroom accommodations, please schedule an appointment to have an interactive/virtual discussion with me as soon as possible. You may schedule this appointment by sending me an email at brayml@uwec.edu. Please have a copy of your Faculty Notification Letter to share with me during this interactive/virtual appointment. To maintain the confidentiality of your request, and to practice social distancing, please do not approach me before or after class to discuss your accommodation needs.

For additional information about documentation of a disability, please contact the Services for Students with Disabilities (SSD) office at (715) 836-5800 or visit [the website](#).

Accommodations in Testing Situations for Non-Native Speakers of English

In courses that require tests (in which the primary language of instruction and assessment is English) to be taken during class time, students who are non-native speakers of English may request extended test-taking time (time and a half). To determine eligibility, English proficiency is evaluated by the Academic Skills Center (for U. S. permanent residents/citizens) or by the Department of Foreign Languages (for international students). Students approved for the accommodation are given a verification form to present to their course instructors. Students must provide verification during each semester at least one week before the test for which accommodation is needed. Verification is valid for one semester.

The accommodation policy does not apply to other forms of evaluation (e.g., papers, projects, group presentations) or to situations in which students must demonstrate “clinical or similar skills.”

Accommodation of Students’ Religious Beliefs

To be granted an alternative means of meeting an academic requirement (such as an exam), students must notify their instructors within the first three weeks of class (or during the first week of summer session or short course) of specific days or dates on which they will request relief from an academic requirement because of a sincerely held religious belief.

Student Resources

As your instructor, I want you to succeed both inside and outside the classroom. Your wellness is important to me. Here are some resources that you can access for free on campus, but please also reach out to me at any time with questions, concerns, or even if you just need to process.

You can find student resources, including technology support, on our Canvas Course website.

Reporting Sexual Violence, Sexual Harassment, Child Abuse and Neglect

To be granted an alternative means of meeting an academic requirement (such as an exam), students must notify their instructors within the first three weeks of class (or during the first week of summer session or short course) of specific days or dates on which they will request relief from an academic requirement because of a sincerely held religious belief.

Course Grading Policies

Methods of Evaluations and Late Work Policy

To earn full points, all assignments must be turned in before or on the due date. An assignment will be docked 10% for every 24 hours it is late for up to three days. For example, if it is turned in one day late, the highest grade you can earn is a 90%. Two days late, the highest grade you could earn would be an 80%, etc. After three days, you will no longer be able to submit the assignment. If you have an extenuating circumstance or know in advance you may need an extension, please reach out to me. I am happy to try to work with you to meet your needs.

Discussions in this course will not follow the policy above, as completing them late inhibits how your peers can interact in the discussion format. Discussion initial posts will be due on Wednesday and the replies due on Friday. If you miss the deadline for the post on Wednesday, you can still submit your initial submission, but you will earn 50% of the grade for the initial post. The replies will not be accepted for late credit.

In addition, you will have one late pass to use throughout the semester on one assignment of your choice. By using this late pass, you will not be penalized for a late turn in and will be awarded one additional week to complete the assignment. This one additional week is equal to seven days, regardless of weekends and/or breaks. No explanation needed for using your late pass, but you will need to email me to let me know you want to use it. I will then extend the drop box deadline on Canvas for you.

Note: You are not able to use a late pass on Discussions in the course, as these require interaction with your peers. There may be a few assignments throughout the semester which you will not be allowed to turn in late. I will specifically note this in the assignment description.

I encourage you to double check your submitted work on Canvas to ensure you turned in the correct assignment. You will be graded on the work that is submitted.

Grading Scale

It is important to remember that your grades are “earned” not “given.” To earn an “A” on assignments you need to not only meet the requirements set out on a rubric but exceed them.

Grade	Percentage
A	93 -100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Note: Grades will not be rounded to the nearest percentage. Ex. If you earn an 86.99% you will earn a B, not a B+.

Appealing a Grade

If a student has a question regarding a grade earned on an assignment, students may take the following steps:

1. Contact the instructor within one week of when the grade was issued. (Note: Grades posted for more than seven days will stand as issued. Students are encouraged to meet with the instructor regarding questions, but the grade will not change.)
2. Schedule an appointment to meet with the instructor via email.

3. For efficiency purposes, twenty-four hours prior to the meeting the student needs to provide the professor with reasoning explaining why the student believes they should have received a higher score or should not have had points deducted. If applicable, reference to the grading rubric should be included.
4. At the scheduled time, meet with the instructor to discuss the grade, student's rational, and instructor's rational.
5. The Professor will follow-up with an email within 48 business hours of the meeting with a summary and any changes that will be made to the grade.

Dates for Course Registration and Withdrawal

- 9/9/25
 - Last day to register for full-semester courses without instructor's approval.
- 9/16/25
 - Last day to drop complete semester fall courses with no record.
 - Last day to register for complete semester courses without Dean's approval.
- 11/11/25
 - Last day to file withdrawal from the University with "W"s.
 - Last day to withdraw from individual full-semester classes.

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Assignment Evaluation Breakdown

Assignment	Brief Description	Due Date	Percentage
Reflections	This course will require a great deal of reflection as you practice and engage in self-care. These reflections will give you space to process your learning experience.	Reoccurring throughout the semester. Due Mondays and Sundays at 11:59pm.	15%
Discussion Posts	Discussions posts will be a space to interact and learn from your peers. These will occur weekly.	Reoccurring throughout the semester <ul style="list-style-type: none"> Initial Posts due Wednesdays at 11:59pm. Replies due Fridays at 11:59pm. 	15%
Accountability Quizzes	These will assess what knowledge you gained throughout the week.	Reoccurring throughout the semester Due Sundays at 11:59pm.	5%
Checkpoints	These are assignments that will require students to engage, reflect, and/or apply the week or the previous week's content material.	Reoccurring throughout the semester. Due Sundays at 11:59pm.	15%
Final Project	The final project will require students to research and present specific forms of self-care practice.	Project proposal: Due 11/2. Annotated Bibliography: Due 11/16. Final Project: Due 12/7.	25%
Final Exam	The cumulative final exam will be broken up into two parts. One portion will be a multiple-choice, T/F, and short answer exam. The second portion will be an untimed short-answer exam.	Will open Monday at 8am of finals week and will close Friday at 11:59pm.	25%

All assignments will be submitted to Canvas. Note that assignments will be weighted.

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Course Outline

Date	Topic(s)
Week 1	Welcome, Introductions, and Course Overview
Week 2	Burnout and Stress
Week 3	Burnout and Stress Continued
Week 4	Redefining Self-Care
Week 5	Practical Self-Care
Week 6	Practical Self-Care (Financial)
Week 7	Practical Self-Care (Salary Negotiation)
Week 8	Physical Self-Care
Week 9	Physical Self-Care
Week 10	Psychological and Emotional Self-Care
Week 11	Psychological and Emotional Self-Care Continued
Week 12	Social Self-Care
Week 13	Leisure Self-Care
Week 14	Spiritual Self-Care
Week 15	Course Wrap Up and Final Projects
Finals Week	Final Exam on Canvas