

DEPARTMENTAL POLICIES

As a professional preparatory program, the Department of Social Work has a common attendance policy which balances the necessity of class attendance with the reality of illness and unexpected events. Absences beyond the allowable limit will, with extenuating circumstances, result in a five percent reduction in the course grade for each absence.

Allowable Absences

Classes that meet once a week:	1
Classes that meet twice a week:	2

Chronic tardiness or leaving early may be counted as an absence.

Papers

All papers are to be prepared according to APA standards, found in the 2010 Publication Manual of the American Psychological Association (6th ed.) APA formatting includes standardized information such as reference citations, one inch margins, and font size of 12.

Mandated Reporting

Mandated reporters are persons who, in the course of their work, may be privy to information that they are required to report to the appropriate enforcement agency. Social workers in the state of Maryland are mandated reporters, and must report any disclosure of suspected incidents of child abuse and neglect, including child sexual abuse. Salisbury University social work faculty and staff are required to report any suspected incidents of child abuse and neglect, whether or not the suspected incident was previously reported. Therefore, any disclosure (written or verbal) by students or prospective students of suspected incidents of child abuse and/or neglect will be immediately reported to the appropriate authorities.

Social Work Department Policy on Academic Integrity

The Social Work Department takes plagiarism, the unacknowledged use of other people's ideas, very seriously indeed. As outlined in *The Student Handbook and Directory* under the "Policy on Student Academic Integrity," plagiarism may receive such penalties as failure on a paper or failure in the course. The Social Work Department recognizes that plagiarism is a very serious offense and instructors make their decisions regarding sanctions accordingly.

Each of the following constitutes plagiarism:

1. Turning in as your own work a paper or part of a paper that anyone other than you wrote. This would include but is not limited to work taken from another student, from a published author or from an Internet contributor.
2. Turning in a paper that includes unquoted and / or undocumented passages someone else wrote.
3. Including in a paper someone else's original ideas, opinions, or research results without attribution.
4. Paraphrasing without attribution.
5. Turning the same paper in for credit in more than one class.

A few changes in wording do not make a passage your property. As a precaution, if you are in doubt, cite the source. Moreover, if you have gone to the trouble to investigate secondary sources, you should give yourself credit for having done so by citing those

sources in your essay and by providing a list of Works Cited or Works Consulted at the conclusion of the essay. In any case, failure to provide proper attribution could result in a severe penalty and is never worth the risk.

While some students may try to rationalize or justify these acts as expedient, they are wrong and there are no mitigating circumstances to excuse them. Individuals who engage in academic dishonesty damage the learning environment and their own integrity and character. **If you are unclear about what constitutes academic dishonesty, including plagiarism, please ask – ignorance is no excuse.** Discovery of academic dishonesty results in stiff penalties for the offender, including a failing grade for the assignment in question and possibly a grade of F for the course. The Student Affairs Office keeps records of plagiarism cases, and multiple offenses could bring a penalty of expulsion from the entire USM system. The university catalogue and student handbook provide further details.

Adherence to Department's Technical Standards

Any student registered for a Salisbury University social work course will be expected to meet and abide by the Social Work Department's Technical Standards for Admission, Academic Matriculation and Graduation. For more information on the specifics of these standards please refer to the relevant Social Work Student Handbook or the department's web site.

Writing Across the Curriculum

As part of the “**Writing Across the Curriculum**” emphasis at Salisbury University, all written assignments will be graded on form as well as content. This is also a department policy. This includes all written homework assignments and essay questions on exams.

The Writing Center. Students at each campus have access to writing assistance. We all benefit from assistance with our writing. When I write an article, I ask colleagues to review my paper for grammar mistakes and whether each paragraph is clear and makes good sense. I then rewrite my paper according to the recommendations made. I encourage each of you to engage in the same process of reviewing your writing. Good social workers need to be able to write clearly about the people and agencies with which we work. Please remember that writing centers are not designed to work as editing services or "fix-it shops." Writing centers are built around a mission of collaborative learning, so you, as the writer, will play a central role in every consulting session.

At the University Writing Center, located above the Fireside Lounge (Guerrieri University Center) trained consultants are ready to help you at any stage of the writing process. It is often helpful for writers to share their work with an attentive reader, and consultations allow writers to test and refine their ideas before having to hand papers in or to release documents to the public. In addition to the important writing instruction that occurs in the classroom and during teachers' office hours, the center offers another site for learning about writing. All students are encouraged to make use of this important student service. For more information about the writing center's hours and policies, visit the writing center or its website at www.salisbury.edu/uwc.

Writing Center - Satellite Students: At the University Writing Center (UWC), trained consultants are ready to help you at any stage of the writing process and with a variety of assignments. In addition to the important writing instruction that occurs in the classroom and during professors' office hours, the UWC offers another site for learning about writing. All students are encouraged to make use of this important service.

Since you are located at a considerable distance away from Salisbury University's main campus, the UWC has created a plan for working with distance students. To schedule an appointment, you may either call the UWC at 410-543-6332 or send an email to uwc@salisbury.edu. You will need to provide the following information: your name, your student ID number, your phone number, your preferred email, your program of study, and your campus location (if you attend classes at a physical location).

All appointments will be conducted using Zoom, an easy-to-use web-conferencing tool. Zoom allows you and your consultant to see and hear one another (like Skype), as well as view your draft together. Once you have scheduled an appointment, your consultant will contact you via email about 15 minutes before your session is set to begin. This email will include a link to a Zoom virtual room where you will meet with your consultant and begin your session. You can expect to have a collaborative and engaging conversation with the consultant as you work together to address your concerns and/or questions regarding your writing.

The UWC strongly encourages students to schedule appointments at least 48 hours in advance of your desired appointment time. The UWC also encourages students to schedule appointments several days before your assignment is due in order to give students adequate time to make significant revisions. Please note the UWC's policy of allowing one appointment per week; this policy ensures that all students who want to make use of the UWC are able to do so. Students should keep this policy in mind when planning out their appointment requests. For more information about the University Writing Center's hours and policies, visit its website at www.salisbury.edu/uwc.

Please remember that writing centers are not designed to work as editing services or "fix-it shops." Writing centers are built around a mission of collaborative learning, so you, as the writer, will play a central role in every consulting session. Although long-distance consultations will differ in some ways from our on-site consultations, the fundamentals will remain the same.

Disability Support Services

If there is any student who has need for test-taking, note-taking or other specific accommodations, please contact the Office of Student Affairs, Disability Support Services. A Guide for Students with Disabilities can be found on the SU Web site at <http://www.salisbury.edu/cstudent/disabled.htm>. Students are responsible for providing "Notices of Accommodation" from the Office of Student Affairs, to the course coordinator during the first week of classes. In addition, the SU Student Counseling services provide other support services.

Professional Performance- Policy and Guidelines

In preparing students for professional practice, the social work faculty takes responsibility for

promoting the standards of the social work profession by continuously monitoring student academic and professional performance and addressing concerns with the student through advising and grading. In addition to academic performance, students are required to demonstrate professional performance skills necessary for work with clients and professional practice (Student Handbook). Students may be evaluated for professional development during each social work major (SOWK) course through written evaluation indicating their progress in each developmental area. Students who do not meet expectations for professional performance must meet with the instructor to develop a plan to address problem areas (Level 1 of the Three Levels of Review, Student Handbook). If the student continues to exhibit performance problems, the appropriate Level of Review will commence. Students should be aware that the Professional Performance Review provides documentation that will be used to inform the admission process, professional references (i.e. employment, graduate school, field placement) and advanced standing recommendations. If the student would like to review their specific Professional Performance Review documentation they should contact the professor to set up a meeting.

Professional Performance Skills and Expectations:

- Adherence to the Department Attendance Policy
- Punctuality
- Come to class prepared (readings and assignments completed)
- Complete all assignments on time and to college level standards
- Actively participate in class discussions and activities
- Work collaboratively and cooperatively with others
- Demonstrate respect for others' opinions
- Demonstrate a willingness to understand and respect diversity regarding race, gender, age, religion, ethnicity, disability, and sexual orientation
- Demonstrate knowledge of and commitment to the essential values and ethical standards of social work specified in the NASW Code of Ethics
- Use self-disclosure appropriately
- Demonstrate use of critical thinking skills
- Demonstrates ability to assess own strengths, limitations, and suitability for professional practice
- Exhibit knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships
- Clearly articulate ideas, thoughts, concepts through effective oral communication
- Manage constructive criticism

Reproduction and Use of Course Materials

The lectures that I deliver in this class and the course materials I create and distribute are protected by federal copyright law as my original works. My lectures are recorded or delivered from written notes to guarantee they are copyright protected. You are permitted to take notes of lectures and to use course materials for your use in this course. You may not record my lectures without my express consent and you may not publicly distribute or display or allow anyone else to publicly display or distribute my course materials or lecture notes without my written permission.

Submission of Materials Used in a Previous Course

The department expects that each student retaking a social work course schedule a meeting with the course instructor within the first week of the semester. At the meeting, the student and instructor will develop a written agreement specifying expectations regarding how any term paper or other work completed in the previous course can be used in the new course.