

DEPARTMENTAL POLICIES

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.

At the University Writing Center (directly above the Fireside Lounge in the 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 <http://www.salisbury.edu/uwc/>.

The Writing Center

At the University Writing Center (directly above the Fireside Lounge in the 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 Writing Center consultations allow writers to test and refine their ideas before having to hand papers in to their instructors or to release documents to the public. In addition to the important writing instruction that occurs in the classroom and during professors' office hours, the Center offers another site for learning about writing. **All students are encouraged to make use of this important service.** For more information about the Writing Center's hours and policies, visit the Writing Center or its website at www.salisbury.edu/uwc.

Satellite Students:

You can email your written work to Dr. Nicole Munday, Director of the Writing Center, and then she will set up a time to talk with you about your writing via telephone. Her email address is nmmunday@salisbury.edu. Further instructions are provided below:

- 1) Email the most recent version of your paper and in your email message, please include a description of the types of things you'd like to focus on during your session (e.g. organization, citations, conclusion, etc.). You should also include any specific questions that you have and a telephone number where you can be

reached.

- 2) In your email, please include a timeline of when you need a response and when you might be available to talk, Mondays through Fridays. Please note that it is best if you plan for a conference at least a few days before your paper is due.
- 3) The Writing Center will email you back and set up an appointment for us to talk via telephone. The Writing Center will then call you from an office phone so that you don't have to incur any long distance telephone charges.
- 4) Our on-site consultations for undergraduates typically take 30 minutes, but if your paper is for a graduate course or if it is lengthy (7 pages+), you should request a 60-minute appointment. We are assuming that long distance consultations will be comparable in length, but that is something we will have to figure out as we go.

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. You may find it useful to look at our website to learn more about our center: www.salisbury.edu/uwc

Attendance

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 may, without extenuating circumstances, result in a five point 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 will 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.

Salisbury University contracts with Turnitin for plagiarism detection and deterrence in support of The Salisbury Promise and academic integrity policy. As a condition of participating in this course, all required papers may be subject to submission for textual similarity review and plagiarism detection through Turnitin. All papers submitted to

Turnitin will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism consistent with fair use principles under federal copyright law. You may be asked to directly submit certain written course requirements through MyClasses. The instructor may also submit a student's written assignment through Turnitin if the instructor, in good faith, suspects plagiarism. No student assignments will be submitted by the instructor or Salisbury University without the student's prior written FERPA consent.

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* 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 faculty member will complete the appropriate form which will be forward to the Student Affairs Office which maintains 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.

Electronic Devices

All cell telephones and beepers must be turned off prior to class except students on “emergency on-call” with an employer or placement; otherwise, students may not leave class to make or receive calls. Instructor will appoint one student to have a cell phone turned on during class time in the event there is a campus-wide safety announcement. All other cell phones must be turned off, including texting capabilities. Use of electronic devices during class is at the discretion of the instructor.

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.

Submissions of Materials Used in a Previous Class

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.