

BSW ADJUNCT FACULTY HANDBOOK

**School of Social Work
2018-2019**

www.stthomas.edu/socialwork

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**ST. CATHERINE
UNIVERSITY**

**UNIVERSITY OF
St.Thomas**

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OVERVIEW OF THE SSW ADJUNCT HANDBOOK

Adjunct Faculty members are a rich resource for the School of Social Work and its community. Our success is strongly influenced by your teaching and other contributions. We want you to know how much the students, faculty and staff appreciate your work for this program. To make your work easier we have prepared this adjunct handbook outlining information related to common faculty tasks such as preparing and posting syllabi, ordering books and classroom technology and/or audiovisual equipment, using Canvas or Desire 2 Learn, and issuing grades. This handbook has been created to answer your questions about the School of Social Work and its two host institutions, St. Catherine University and the University of St. Thomas. Which web-based class management system you use and academic resources you have access to depends upon where you are teaching the class. If you are teaching a class at St. Catherine, you use their systems. If you are teaching a course at St. Thomas, you use their systems.

Each institution's website also contains valuable background information

St. Catherine University - <http://www.stkate.edu>

University of St. Thomas - <http://www.stthomas.edu>

Other sites you might wish to consult

School of Social Work – <http://www.stthomas.edu/socialwork>

Course management systems for each campus:

KateWay: St. Kate's portal - <https://KateWay.stkate.edu>

Within KateWay you can access St. Kate's web-based course management system:

Desire to Learn (D2L)

Murphy: St. Thomas portal – <https://one.stthomas.edu>

To Access St. Thomas' web-based course management system: Canvas, simply click it in “ apps & tools” on the St. Thomas main web-page

GENERAL INFORMATION

SCHOOL OF SOCIAL WORK HISTORY

From the 1930's until 1969, the Sociology Departments of the Colleges of St. Catherine and St. Thomas maintained courses in Sociology with an emphasis in Social Work. Some of the early courses offered were: Social Casework (1939), Community Organization (1941), Introduction to Group work (1948), Social Work as a Social Institution (1966), and Social Welfare Legislation (1966). Fieldwork for prospective social workers was offered in 1944. In the fall of 1969, a Social Work major was established for the first time in the Sociology Department at The College of St. Catherine. In the spring of 1974, a combined major in Social Work was established for The Colleges of St. Catherine and St. Thomas. Students from Hamline University and Macalester College also participated in our Social Work program. Social Work changed from a major at The College of St. Catherine and from an area of emphasis at the College of St. Thomas to a joint department of The Colleges of St. Catherine and St. Thomas in the fall of 1976.

The joint Social Work program at both institutions received its first accreditation in 1974 from the Council on Social Work Education (CSWE). In 1979, the baccalaureate social work major was offered in the St. Kate's Weekend College. The joint social work program was reaccredited by CSWE for eight years in 1980 and 1988. In the Fall of 1990, St. Catherine University

(formerly the College of St. Catherine and the University of St. Thomas (formerly the College of St. Thomas) implemented the Master of Social Work Program with an emphasis in clinical social work practice. The MSW program was accredited by the Council on Social Work Education in 1990. The Department of Social Work became the School of Social Work in 1995. The School of Social Work has continued to earn accreditation for both the BSW and MSW programs from the Council on Social Work Education from 1995-2004, 2004-2012 and 2012-2020.

ABSENCES

If an emergency arises and you need to be absent from class, please contact the students in your class via email, the social work office on the campus you are teaching and the BSW program director – Katharine Hill, kmhill1@stthomas.edu or the BSW Field Education Director, Eva Solomson solo1758@stthomas.edu
St. Kate's 651-690-6996
St. Thomas 651-962-5800

The administrative staff will put a sign on the classroom door. Some students travel from a long distance for classes, so the earlier notification the better!

Attendance Policy (students):

St. Kate's attendance policy:

Regular class attendance is expected of all students. Attendance is defined by the format of the course. For online courses, attendance means following the communication requirements and due dates on the syllabus. For in-class learning, attendance means that 1-students are expected to arrive at class on time and stay for the duration of the class; and 2- students, whether present or not, are responsible for in-class assignments. For hybrid courses, students must follow both the online and in-class attendance requirements. Failure to attend, for any reason, may be taken into account in the evaluation of the student's work.

First day attendance (for in-class) or first week online communication (for online learning) is required. Instructors may drop a student who does not attend the first day (in-class) or communicate online (online learning) the first week and approve the registration of another student seeking to enroll in the class. The instructor will notify the Registrar's Office which students should be dropped for first day/week nonattendance.

First day/first week withdrawals are the only circumstances in which the faculty and Registrar's Office may impose a withdrawal. Under all other circumstances, including absences later in the term, the student must initiate withdrawal from a course. Even if a student does not attend class meetings, the student remains financially responsible for paying tuition for the course, up to the date of formal withdrawal. Consult the academic calendars on the University's website for the add, drop and withdrawal deadlines.

St. Thomas attendance policy:

Students have the responsibility to attend their classes. If a student wishes to be excused from the equivalent of one full week of class or less per semester due to illness, a family or parenting-related emergency, or a St. Thomas sponsored event, it is the responsibility of that student to inform his or her instructor(s) of the absence as soon as possible. The student must also comply with verification requests/requirements that the instructor(s) may have. If the student complies with verification requirements, that student is expected to make up coursework missed (or an appropriate equivalent) without grade penalty for late submission.

In the case of numerous and excessive absences (total absences amounting to the equivalent of more than one full week of class per semester), students must inform their instructor(s) of the situation responsible for the absences as soon as possible and comply with verification requests/requirements that the instructor(s) may have. Students should also notify the Office of the Director of Academic Counseling at (651) 962-6300. Instructors should use their own discretion to determine whether the absences warrant a grade penalty, an incomplete status, a recommendation of withdrawal from the course, or the completion of coursework missed (or an appropriate equivalent) without grade penalty for late submission. Please use the “academic warning” or “academic 911” system at the institution you are teaching at if student is absent more than 2 – 3 days. Both of these can be found on your class list through KateWay (St. Kate’s) and Murphy (St. Thomas).

ACADEMIC CALENDARS

If you would like to consult the academic calendar for St. Kate’s go to the Registrar’s home page and click on Calendars. At St. Thomas the academic calendar can be located from the A-Z Index on University’s home page by going to “A” for Academic Calendars.

The BSW program follows the undergraduate academic calendar of the campus the course is taught.

ACCOMMODATIONS POLICY

Physical Disabilities

Some of the classrooms at St. Catherine and St. Thomas are not handicap accessible. If you find one of your students needs an accessible classroom, a new classroom will need to be located. Contact the social work administrative staff at the campus you are teaching, so that we may put in the request with the respective facility schedulers.

Learning/Medical Disabilities

If a student has a learning or medical disability and wants to receive reasonable accommodations, they must have their disability completely verified by the disabilities office on the campus where the course you are teaching is located. To do this they must contact the respective disability office on the campus they are taking the course at. At St. Kate’s, call 651-690-6563. At St. Thomas, call 651-962-6315.

AV EQUIPMENT, VIDEOS and CLASSROOM TECHNOLOGY

St. Kate’s

Most classrooms have a built in ceiling projection system. There are connections for a laptop computer using a standard 15 pin VGA cable and plug for computer audio. Network access is provided as well. You will find a built in VHS/DVD player that will display using the ceiling projection system. Closed Caption decoders for the hearing impaired are built into the DVD player and can be turned on or off by the instructor.

Report burned out overhead lamps to x6658. Leave a message with your name and phone number, the classroom, and lamp code. The lamp will be replaced at the first opportunity.

Verify network connectivity access in the classroom in advance. Please note that most classrooms have a network connection and wireless access.

For further information regarding AV equipment and media, please contact the Media Manager at 651-690-6658 or the Assistant Media Manager at 651-690-6657.

St. Thomas

Most classrooms in Summit Classroom Building are “SMART” rooms (technology equipped). If your classroom is not a SMART room and you need technology, contact the administrative staff at (651) 962-5800. Instructions for using technology:

<http://www.stthomas.edu/irt/meetingandevent/>. To use the equipment in the classroom, you can log in with your St. Thomas username and password, or use the generic log-in provided on a FAQ posted in the classroom.

If you would like a personal demonstration of the room technology, please contact the ITS Help Desk at (651) 962-6230.

If you experience technology difficulties before or during class, contact the ITS Help Desk at (651) 962-6230 and press option 2 for “classroom emergencies”, and a Tech will be dispatched immediately.

BOOKS

The required texts for all social work courses have been identified and are used by all instructors teaching those courses. These texts are determined by the content committee the course falls under and if an instructor would like to add additional required texts, it is approved by the committee. Textbooks for elective courses are identified on the syllabus provided by the School of Social Work. Any changes or additions may be made in consultation with the program director.

Contact the staff member below for further information on what books are being ordered, or what has been ordered in past semesters for your particular course. If you need a desk copy of the books you are using for your class, please see the administrative assistant directly. We will make every attempt to obtain a free desk copy. Please note that this depends on the individual publisher; since some refuse to send complimentary copies and/or some take weeks to arrive.

Books for Bachelor of Social Work (St. Kate’s – St. Thomas) classes: Contact St. Thomas Administrative Assistant, Pam Kilpatrick, 651-962-5826 or pekilpatrick@stthomas.edu.

CANVAS AND D2L: WEB-BASED COURSE MANAGEMENT

Canvas and D2L are web-based learning management systems that encourage interaction between students and faculty as well as students and students. These systems incorporate web pages, e-mail, discussion boards, chat rooms, small group areas, online quizzes, an online grade book, a calendar, virtual groups, document sharing, and more to create an online learning environment. The expectation for BSW courses is that you will use the course management system that is maintained by the institution where the course is offered. In other words, use D2L at St. Kate’s and Canvas at St. Thomas.

St. Kate’s

Desire 2 Learn (D2L) is available through KateWay: <http://KateWay.stkate.edu>

Click on the D2L icon. For further information on D2L, contact Cyndy Krey, Assistant Director of Academic Computing (651-690-8642; clkrey@stkate.edu).

Additional information and tutorials can be found at through the Kateway link to the help desk.

There are a number of helpful resources and guides posted here.

<https://kateway.stkate.edu/web/home-community/help-desk>

St. Thomas

Canvas is available through the St. Thomas main website (www.stthomas.edu) To access, click on the “tools” dropbox and select Canvas. Training and help for Canvas can be found at <https://www.stthomas.edu/stelar/services/academictechnologiesconsultations/canvas/>

For further information go to <https://www.stthomas.edu/stelar/>

CLASS LISTS

St. Kate's – St. Thomas

All BSW class lists can be accessed through KateWay at St. Kate's and Murphy at St. Thomas. Which system you access depends on what campus you are teaching the class. These are the official class lists. A class list can also be found on the D2L site for the class at St. Kate's and the Canvas site for the class at St. Thomas. These class lists are not official, so double check them against the KateWay/Murphy lists. Please contact the administrative staff if you need help determining what system you need to use to access your class list.

Please check your class lists on the first day of class and report any discrepancies to the Registrar's office on the campus you are teaching. St. Kate's: registrar@stkate.edu St. Thomas: registrar@stthomas.edu

CLASSROOMS

If you have questions about where your room is located, please contact the BSW Administrative Assistant. You can find your classroom at St. Kate's through KateWay and your class at St. Thomas by going to Class Finder in the Tools section of the One St. Thomas website. If your classroom is locked when you are scheduled to teach, contact campus security at 651-690-8888 at St. Kate's or 651-962-5100 at St. Thomas.

CLASSROOM GUEST SPEAKERS

St. Kate's - St. Thomas

Please contact the BSW Administrative Assistant, 651-962-5826 for further information.

COMPUTER SERVICES

St. Kate's

The Helpdesk is located in the Coeur de Catherine Library, 1st floor room 120. Computer labs are located in the McGlynn Computer and Technology Center in the library and 3rd floor Mendel Hall. All public labs are running Windows 10 and Microsoft Office 2016. All labs have Adobe Reader, Internet Explorer and Firefox.

The computer labs on campus have IBM-compatible PCs. All machines are networked. Machines use Microsoft Office and Minitab.

You will need to have a St. Kate's log-in to access computers at St. Kate's.

St. Thomas

The University provides a variety of computing services free to students, faculty and staff. Through computer labs on all campuses, Information Technology Services (ITS) makes a combination of hardware and software packages available for word processing, spreadsheets,

database management, statistics, electronic mail and computer assisted instruction. Students, faculty and staff can also access the Internet to exchange electronic mail with people at other campuses, search library catalogs and databases, and use other Internet accessible services. Audiotapes, videotapes, documentation and other support materials are available for individual study.

The computer classrooms are located in Summit Classroom Building room 211 and the O'Shaughnessy Frey Library room 208. If you need to use these rooms for class, contact the Administrative Assistant (651-962-5826) to schedule your requested time. The computer lab is located in the Summit Classroom Building room 220. This is an open lab for students, faculty and staff. Labs vary in the equipment they offer and the hours they are open. For further questions on computers, please contact the ITS Tech Desk at 651-962-6230.

CONTRACTS (Adjunct Faculty)

Contracts for all faculty are initiated as specified below. Contact the Social Work Office at 651-962-5826, if you do not receive a contract at least three weeks prior to the beginning of the course. If you are new or taught more than one year ago, completion of your contract will include paperwork to be done in person at Human Resources on the campus where you will be teaching.

St. Kate's

Contracts are issued through Human Resources Department at St. Catherine University. Contact Administrative Assistant at 651-962-5826.

St. Thomas

Contracts are issued through Corrine Carvalho, Interim Dean, and School of Social Work. Contact Administrative Assistant at 651-962-5826.

COPIES

St. Kate's

There is a copier in the hallway right outside the office in Fontbonne Hall. Administrative staff are willing to train faculty to use the copiers and will also give out the codes needed. Staff are able to make copies for adjuncts but would appreciate receiving the work request a minimum of 48 hours in advance of the class date.

St. Thomas

Faculty can make copies in Summit Classroom Building, 201 and 321, or on lower level. A code is required to use these machines. Administrative staff are willing to train faculty to use the copiers and will also give out the codes needed. Staff are able to make copies for adjuncts but would appreciate receiving the work request within 48 hours of the class date.

COPYRIGHT for ELECTRONIC RESERVES or LIBRARY RESERVES:

Please refer to the copyright guides available through the libraries.

St. Kate's

For questions concerning copyrights, please refer to the library's copyright guidelines at: <http://library.stkate.edu/services/copyright>

For information about course reserves, please visit: <http://library.stkate.edu/services/reserves>

St. Thomas

St. Thomas' official web site on University copyright policies:

<http://www.stthomas.edu/copyright/>

For information about course reserves

<https://www.stthomas.edu/libraries/services/coursereserves/faculty/>

CURRICULUM COMMITTEES

Curriculum Committees are responsible to review and monitor content areas for compliance with accreditation standards and consistency with program mission, program goals, core competencies and practice behaviors. The five curriculum areas are: human behavior and the social environment (**HBSE**), social welfare policy and services, social work practice, social work research, and social work field. Curriculum Committees meet at least twice a semester. Adjunct faculty are encouraged to participate in Curriculum Committees. If you are interested in joining a curriculum committee, please contact the program director for current information regarding current committee chairs.

E-MAIL

Adjunct faculty should establish an e-mail account on the campus they are contracted on. As part of the new hire process, you will be instructed on how to access your email account from the appropriate campus.

If you have any questions please call the Help Desk at (651) 690-6402. If you need assistance with the St. Thomas email account, please contact ITS at 651-962-6230.

Please check your email regularly or set it to forward to an account you do check regularly.

EMERGENCIES

If there is a medical or other emergency in your classroom, please be aware of the following:

St. Kate's- If you are at St. Kate's, dial 651-690-8888. Campus security will alert St. Paul Police or Fire as needed.

St. Thomas - If you are at St. Thomas, dial 651-962-5555 to reach a dispatcher. Dispatch will alert campus security at both Institutions and St. Paul Fire/ Police.

EVALUATIONS

In addition to the end-of-semester course evaluations, faculty are encouraged to complete more formative, mid-semester evaluations. Your faculty mentor and/or the BSW Program Director will share some examples of these types of evaluations with you and is available to discuss how to best administer and respond to them.

St. Kate's

Student evaluations are completed for each social work course. They are typically administered on one of the last days of the class. On this day, please assign a student to administer the evaluation. The directions for completing the evaluation packet should be read to your students. Faculty must leave the room while evaluations are being completed by students.

Instructors will receive the St. Kate's BSW course evaluations and/or the Field evaluations in their mailbox approximately two weeks or more before the end of the semester. A student volunteer should return the sealed evaluation envelope to the social work office in FH 113. Once the evaluation has been processed, faculty will receive a scanned copy with comments via your St. Kate's email. Contact the St. Kate's office with questions: 651-690-6996

St. Thomas

All St. Thomas evaluations are online. Please visit: <https://www.stthomas.edu/IDEA/> or contact AnneMarie Grundhauser in the Office of Institutional Effectiveness at 651-962-6641.

FACULTY MEETINGS

Adjunct faculty are welcomed, but not obligated to attend School of Social Work BSW faculty meetings and full faculty meetings. Contact BSW Program Director if you would like a copy of the meeting schedule.

FIELD PLACEMENTS

For questions regarding any of the following, contact the Field Information Coordinator at 65-690-6704

- BSW and MSW Field Education Manuals
- Opportunities Lists for BSW and MSW Students
- Field Class Lists
- Field Placement Lists
- Field Orientation Schedules
- Field Instructor Training Series Information
- Fall and Spring Workshop Schedules
- Field Instructor Appreciation Luncheon
- Social Work Advisory Committee

FOOD

St. Kate's

St. Kate's has a cafeteria on the first floor of Coeur de Catherine. There is also a coffee shop with smoothies and other drinks and snacks on the first floor next to the cafeteria. Hours will vary on holiday breaks, J-term and summer. For more information including hours of operation, go to <https://stkate.sodexomyway.com>.

St. Thomas

The Anderson Student Center (located on the NE corner of Summit and Cretin) has multiple dining options available. A complete listing of food services and hours of operation can be found at www.stthomas.edu/foodservice.

GRADING

For all questions on grading or incompletes, please contact the Registrar's office at either St. Catherine (651-690-6531) or St. Thomas (651-962-6700), depending on where you are teaching. Grading deadlines can be found on the academic calendar.

ID CARD

St. Kate's

Before you can get an ID card, you must have all of your new hire paperwork processed and entered into the St. Kate's system. Please contact the administrative staff at (651) 962-5826 for instructions and directions.

To receive an ID from St. Kate's, go to the information desk located on first floor of CDC (Couer de Catherine) 651-690-6210.

St. Thomas

Before you can get an ID card, you must have all of your new hire paperwork processed and entered into the St. Thomas system. Please contact the administrative staff at (651) 962-5826 for instructions and directions.

The ID Card office is located in Murray-Herrick Center (MHC) on the St. Thomas campus. Phone: (651) 962-6069. When you go in to get your ID card, please explain that you are with the School of Social Work and will require the joint St. Kate's – St. Thomas ID. The ID card will be white.

Your ID card is also used as your library card.

KATEWAY ONLINE

KateWay is the single source, password-protected portal for faculty, students and staff at St. Catherine University and is used by BSW program faculty only. Access KateWay to enter grades, obtain class lists, use D2L or check e-mail. KateWay is your source for St. Kate's school and work related information, all in one convenient spot.

BSW Adjuncts are provided access to KateWay in the semester(s) in which they teach. If you have difficulty with KateWay access or use, contact the Computing Center Help Desk at 651-690-6402 or helpdesk@stkate.edu. Check your login and access to the faculty tab, D2L and webmail at least one week before class.

Student educational records are protected by the Family Educational Rights and Privacy Act (FERPA). A FERPA tutorial is available on St. Kate's web site at <http://minerva.stkate.edu/offices/administrative/banner.nsf/pages/factraining>. It is important to familiarize yourself with your responsibilities to maintain the privacy of student records.

MURPHY ONLINE

If you are an undergraduate adjunct teaching at St. Thomas, you will need to access Murphy Online. Your nine-digit UST ID is used to access Murphy, but you will also use a PIN number. You will need to contact the St. Thomas Tech Desk at 651-962-6230 to have your PIN set. You will need to have all your new hire paperwork done and e-mail established in order to get your PIN e-mailed to your UST account. The St. Thomas ID and your PIN will allow access to Murphy Online at: <https://banner.stthomas.edu/>.

Once you are on Murphy Online, you can access class lists, student information and enter final grades.

KEYS

St. Kate's

Requests for keys must be submitted by the social work administrative staff at St. Kate's and have Dean's approval. Faculty must sign for and pick up keys. Call the administrative staff in the social work office (651-690-6996) for help through the process.

St. Thomas

Requests for keys must be submitted by the social work administrative staff at St. Thomas. The faculty member must sign for and pick up the keys at the Physical Plant building. Call the administrative staff in the social work office (651-962-5826) for help through the process.

LIBRARY

You need an ID card to check out or reserve materials with the libraries on either campus.

Social Work topic guides on both library webpages.

This resource was written by librarians at St. Catherine and St. Thomas to provide information for students and faculty in the School of Social Work. It has been designed so that you have information readily available and can easily look up a question about using the library resources.

St. Kate's

Library hours are posted on the St. Kate's website at www.stkate.edu/library. Administrative staff in the social work office will return any books or videos to the library. Leave the item in the Social Work Office (Fontbonne 113) in the **"IN" Basket** with a note on it what you would like done. The St. Kate's Library will also return any books or videos to the other consortium libraries as well. The social work library liaison at St. Kate's is Sue Gray (651-690-7898)

St. Thomas

Library hours are posted on the St. Thomas website at www.stthomas.edu/libraries. The social work library liaison at St. Thomas is Merrie Davidson (651-962-5007).

MAILBOXES

Generally, if an adjunct teaches at St. Kate's, his/her mailbox is located in Fontbonne 113. If an adjunct teaches at St. Thomas his/her mailbox is located in SCB 201. These boxes provide a good place for mail, flyers, notices, and student's papers to be turned in.

Undergraduates in St. Kate's CFW and CFA programs and St. Thomas day students have campus mailboxes near the postal facilities.

MENTORING, INFORMAL EVALUATION and SUPPORT

All adjunct faculty members are assigned a faculty mentor who will be available throughout the semester. Our expectation is that your faculty mentor will be your "go-to" person as you prepare for and teach the course. They will share a sample syllabus for you for the class, and help you think about how you wish to structure your own section. Additionally, they will be available to you throughout the semester to troubleshoot and strategize as you teach.

We expect all adjunct instructors to conduct at least two classroom evaluations- one in the first half of the semester (by midterm), and one at the end. The evaluation at the end of the semester is administered by the institution where the course is offered and is intended to be summative in

nature. (At St. Thomas this is the IDEA evaluation, at St. Kate's the end of semester course evaluations.) See the discussion in this handbook about course evaluations for more information on the procedures for these evaluations.

The midterm evaluation is something that we ask you to administer in your class, in order to get some mid-semester feedback. The BSW Program Director or your faculty mentor will share some possible evaluation tools, or you can develop your own. The results from these evaluations will not be submitted to anyone, although all adjunct instructors are encouraged to discuss the responses with your faculty mentor. The intent of this evaluation is purely to give students the opportunity for some early feedback, and for instructors to make adjustments as needed.

Your teaching will also be observed at some point this semester- either by the BSW Program Director or by your faculty mentor. Again, this is not intended to be anything more than an opportunity to check in about how the class is going, and to offer some mentoring and support. You will be contacted about scheduling the observation during the first few weeks of the semester. You may request additional teaching observations if you wish, or may request to observe your mentor or other BSW faculty teaching if that would be helpful.

OFFICE HOURS

The School of Social Work administrative staff hours on each campus may fluctuate during summers and holidays, but the core hours are from 8:00am-4:30pm Monday through Friday.

OFFICE SPACE

St. Kate's

Contact the administrative staff to find out if there is space available to work at 651-690-6996.

St. Thomas

Summit Classroom Building has a meeting room (SCB 301) that can be reserved by calling 651-962-5800. There are also small group meeting rooms throughout the building. Second floor (SCB 217) is an adjunct faculty office complete with a computer and phone. Administrative staff can let you into the spaces listed if they are locked.

PARKING PERMITS

St. Kate's

Parking permits are available for adjuncts at no charge at the Safety and Security Office. You will need your St. Kate's – St. Thomas ID card as well as the license number, year and make of the car(s) to receive a permits. Permits are not necessary for the summer term as long as you park in a student lot. Permits for the academic year are available in September. Call the Safety and Security Office at 651-690-8888 for more information.

St. Thomas

Parking permits may be purchased from the Department of Public Safety and Parking Services which is located in Murray Herrick Center #106. Public Safety can also be contacted regarding escort services, lockouts, jump-starts, lost and found, and emergencies. You will need your St. Kate's – St. Thomas ID card to purchase a permit as well as the license number, year and make of the car(s) . Parking permits for one semester OR for an entire academic year are available. You may purchase a permit beginning mid-August. Please call Public Safety and Parking Services at 651-962-PARK(7275) or check the Web at www.stthomas.edu/parking for any

further info. They will assist you in determining which type of parking permit best suits your needs.

SAFETY & SECURITY

St. Kate's

Any faculty may contact Safety and Security by calling 651-690-8888. Emergency call boxes, which are yellow with a blue light, are located around campus. Touching the button on the box puts you in direct contact with security. A security officer can be dispatched to any location on campus. All members of the campus community are encouraged to report any criminal acts or violations of campus policy. Security officers will respond immediately.

Security officers provide escort services to any member of the campus community or visitor, on a 24 hours a day, seven days a week, 365 days a year basis, to and from any on-campus location. Security will respond to any request or reported incident, including but not limited to, requests for medical attention, requests for assistance from paramedics, the St. Paul Police or the St. Paul Fire Department, reports of criminal behavior, requests to file written statements, or requests for referrals to other on-or-off campus departments or agencies.

A report will be filed in all incidents of criminal behavior by the security officer with the Security Coordinator for investigation. Security officers are also available to do programs related to personal safety. Go to: <http://minerva.stkate.edu/offices/administrative/security.nsf> and click on "Safety and Security"

St. Thomas

Faculty can contact Public Safety by calling 651-962-5100, or stop by their office on the first floor of Morrison Hall. Public Safety is open 24 hours, 365 days a year. **For emergencies call 651-962-5555.** Also check out: <http://www.stthomas.edu/psps/>. The security staff is available to assist students, faculty, staff and visitors with a variety of needs, including providing information, building access, crime reporting and investigations, and parking.

Additionally, safety and security personnel provide the following services:

Emergencies and First Aid: A security officer will be dispatched to all emergency situations. All security officers are trained in First Aid and CPR and can administer aid until further help arrives. The security dispatcher will call 911 to summon police, fire and ambulance as needed. Emergency call boxes are located throughout campus and are denoted by a tall blue light on top of the call box. You are encouraged to use the call boxes in times of emergency. A security officer will respond immediately to a call from any of these locations.

Escort Service: Escorts are provided upon request for students and employees on campus or to an adjacent street during the hours of darkness. (within a 6 block radius of campus)

Car Starting/Unlocking: A security officer will assist in the starting or unlocking of cars, which are registered with the university under a student or faculty/staff parking permit. The requester must sign a waiver of liability before this assistance will be provided.

STUDENT ISSUES/SUPPORT

Please direct student concerns to the student's advisor (the BSW Administrative Assistant has this information) and to the appropriate resources at both institutions.

St. Kate's: The O'Neill Center for Academic Development - 651-690-6563, Counseling Centers (St. Paul, 651-690-6805 and Minneapolis 651-690-7830)

St. Thomas: Academic Support Center – 651-962-6315, Counseling and Psychological Services 651-962-6780

If appropriate please inform the BSW Program Director, Katharine Hill (651-962-5809 or kmhill1@stthomas.edu).

STUDENT HANDBOOK

The BSW handbooks are available online at

<http://www.stthomas.edu/socialwork/undergraduate/services/default.html>.

SUPPLIES

At *St. Kate's*, please contact the Administrative Assistant at 651-690-6996 with questions about office or classroom supplies. At *St. Thomas*, please contact the administrative assistant at 651-962-5826. We have various supplies on hand in each respective office, but if we do not have an item, we can check the feasibility of ordering it.

SYLLABI

Check with the BSW Program Director, and Director of BSW Field Education or your faculty mentor about the required information for syllabi. Courses taught in the CFA program are hybrid courses (½ in-class and ½ on-line).

The St. Thomas Social Work office has hard copies of all previous BSW syllabi. Instructors send their *final* syllabi in a word doc form via email to the BSW Administrative Assistant and post on Canvas. St. Catherine syllabi are posted on D2L.

VOICE MAIL

Adjunct faculty members use their own business or personal voicemail. Administrative staff will give out phone numbers to students only if approved by the faculty. If faculty do not want students to call, the staff will pass along student messages via e-mailing or calling the faculty member.

SCHOOL OF SOCIAL WORK FREQUENTLY CALLED NUMBERS

School of Social Work Offices

St. Catherine University
Mail # F-15, 2004 Randolph Ave
St. Paul, MN 55105
651-690-6704
651-690-6996
1-800-945-4599 (toll-free)
651-690-8821 (fax)

Field Information Coordinator,
Christa Bobick – clbobick@stkate.edu
Administrative Assistant,
Kelly Fox – kafox@stkate.edu
651-690-6704
651-690-6996

University of St. Thomas
Mail # SCB 201, 2115 Summit Ave
St. Paul, MN 55105
651-962-5800 (phone)
1-800-328-6819 (toll-free)
651-962-5819 (fax)

Administrative Assistant
Pam Kilpatrick - pekilpatrick@stthomas.edu
651-962-5826

School of Social Work Interim Dean

Corrine Carvalho
ccarvalho@stthomas.edu
651-962-6031

Marketing & Recruitment

Cindy Lorah
cllorah@stthomas.edu
651-962-5814

BSW Program Director

Katharine Hill
kmhill1@stthomas.edu
651-962-5809

BSW Director of Field Education

Eva Solomonson
solo1758@stthomas.edu
651-962-5833

MSW Program Director

Kari Fletcher
flet1660@stthomas.edu
651-962-5807

MSW Director of Field Education

Lisa Richardson
lmrichardson@stkate.edu
651-690-6825

MSW Program Manager

Lisa Dalsin
imdalsin@stthomas.edu
651-962-5810

University Switchboard

St. Catherine University 651-690-6000
University of St. Thomas 651-962-5000

Bookstore

St. Catherine University 651-690-6729
University of St. Thomas 651-962-6850

Human Resources

St. Catherine University 651-690-6565
University of St. Thomas 651-962-6510

Library

St. Catherine University 651-690-6647
University of St. Thomas – O’Shaughnessy-Frey Library 651-962-5001-reference
651-962-5494-circulation
651-962-5400-hours

Safety and Security

St. Catherine University 651-690-8888
University of St. Thomas 651-962-5100 (non-emergency)
651-962-5555 (emergency)

Parking

St. Catherine University 651-690-8888
University of St. Thomas 651-962-7275

Computer Help-Desk

St. Catherine University 651-690-6402
University of St. Thomas 651-962-6230

For a complete listing of current full-time faculty, adjuncts & staff and contact information, please visit www.stthomas.edu/socialwork/faculty/default.html

New Adjunct Checklist

These are some things to take care of at the start of your year that may help facilitate your orientation to the campus, programs, and academic community.

You will want to do the following:

- Complete your new hire paperwork at the appropriate institution
- IDs – (joint St. Kate’s – St. Thomas)
- Murphy Online username and passwords or KateWay Online username and passwords
to place your course in canvas/D2L, or checking e-mail, class list, or sending class emails
- Parking permit (s)
- The master syllabi for your course.
- A Mailbox assignment in the social work office on the campus where you are teaching
- An Adjunct Handbook
- Verify course book order & desk copy requests thru UST administrative assistant

NONE of this can happen until all new hire paperwork and faculty contracts are completed and turned in to the appropriate offices.

Questions? Contact us!

Pam Kilpatrick	pekilpatrick@stthomas.edu	651-962-5826
Katharine Hill	kmhill1@stthomas.edu	651-962-5809
Eva Solomonson	solo1758@stthomas.edu	651-962-5833

COMMONLY ASKED QUESTIONS

Why should I use a campus e-mail account?

E-mail is the **official** correspondence from the administration to faculty, staff and students. This is especially true for the Registrar's Office, Student Accounts and Financial Aid. Both institutions ask faculty, staff and students to check their campus email at least twice weekly.

How do I know if classes are canceled due to bad weather?

There is a chance that during extreme weather conditions classes will be canceled. The news of canceled classes will generally be announced on WCCO radio (AM 830) and Channel 5 (KSTP). To inquire about the cancellation of classes call the St. Catherine University's emergency weather information line at (651) 690-8666. Also, check the St. Kate's home page on the web (www.stkate.edu) as closing information will be posted there or view the Daily Update news in KateWay.

To inquire about the cancellation of classes at St. Thomas use the 651-**962-SNOW** number. Also, check the UST home page on the web (www.stthomas.edu) as closing information will be posted there.

What is the expected workload for students?

The Federal Government has become more specific on how credit hours and subsequent work outside the classroom is defined. For every credit, faculty should have 50 minutes of interaction with the student per week and should expect about two hours of work outside the classroom. A four credit class, all BSW courses except for Junior Field, require about 200 minutes in the classroom per week and eight hours of work per week outside of the classroom

Must I have a final exam?

Final exams are optional and at the discretion of the instructor. However, if you have a final exam, you must have the exam during finals week. If you do not have a final, you must have some sort of interaction with students during finals week, this could be students turning in a paper or a take-home exam.

What is the policy on canceling courses?

If class enrollment is inadequate (generally fewer than ten students) prior to the start of the course, it will usually be cancelled. This also depends on whether the course is a required social work course or an elective course.

ST. CATHERINE UNIVERSITY AND UNIVERSITY OF ST. THOMAS
BSW Major Requirements

SOCIAL WORK COURSES

SOWK 281T/2810C: Introduction to Social Work
SOWK 340T/3400C: Human Behavior and the Social Environment
SOWK 355T/3550C: Communication and Interviewing Skills
SOWK 380T/3800C: Social Work Research
SOWK 385T/3850C: Group Work Skills
SOWK 391T/3910C: Social Policy for Social Change
SOWK 401T/4010C: Generalist Practice I: Small Client Systems
SOWK 402T/4020C: Generalist Practice II: Large Client Systems

SOWK 375T/3750C: Junior Field Placement and Integrative Seminar (2 credits)

SOWK 376T/3760C: Junior Field Placement and Integrative Seminar (2 credits)

OR

SOWK 378T/3780C: Junior Field Placement and Integrative Seminar (4 credits)
(This course is only for students spending a semester abroad and students enrolled in the College for Adults at St. Kate's)

SOWK 405T/4050C: Senior Field Placement and Integrative Seminar (4 credits)

SOWK 406T/4060C: Senior Field Placement and Integrative Seminar (4 credits)

REQUIRED SUPPORTING WORK

SOCI 1000/100: Introduction to Sociology
PSYC 1000/111: General Psychology
PSYC 2025/202: Lifespan Development Psychology
BIOL 1120/105: Human Biology

REQUIRED FIELD WORK EXPERIENCE

Field education combines agency-based learning with integration of theory and knowledge through a concurrent, on-campus seminar. Students engage in application of social work knowledge, values, and skills in a community agency. Students share those experiences and consult with one another in a seminar-style course, which gives them insight into social work practice in a variety of settings. Students are graded on a satisfactory/unsatisfactory basis taking into account their performance in the agency as well as the classroom.

JUNIOR YEAR

DAY St. Kate's and St. Thomas Juniors fulfill their field requirement over two semesters involving 8-12 hours per week in the agency. Each course, SOWK 375(0) and SOWK 376(0) earns 2 credits for a total of 4 credits in Junior Field. Students are expected to complete 50 hours during the fall semester and the remaining 150 hours during spring semester.

If students plan to study abroad or have other special circumstances, they can register for SOWK 378 in the Fall or Spring semester, which is 4 credits.

College for Adults (CFA) Juniors fulfill their field requirement in spring semester involving 12-16 hours per week in the agency. The course is 4 credits in Junior Field (SOWK 3780).

SENIOR YEAR

The senior placement requires 400 total hours of agency experience over 2 semesters. SOWK 405(0) requires 150 hours and the remaining 250 hours are completed in SOWK 460(0). Students are encouraged to schedule between 12-16 hours per week in their agency, with a 10 hour per week required minimum.

ELECTIVES

SOWK 210/2100: Relationships, Intimacy and Sexuality
SOWK 423: Practice with Older Adults and their Families
SOWK 430: Development and Fundraising for Social Service Agencies
SOWK 434: Practice with Service Members, Veterans, and Families
SOWK 4410/441: Family Resilience and Diversity: Immigrants and Refugees

CHDC 300/CDC 3000: Chemical Dependency Counseling/Addiction & Recovery: Assessment & Intervention

CHDC 305/CDC 3050 Chemical Dependency Counseling/Addiction & Recovery: Families & Cultural Diversity

CHDC 435/ CDC 4350 Chemical Dependency Counseling/Addiction & Recovery: Co-Occurring Disorders & Pharmacology

IDSC291/INDI2910: Anatomy of Violence

IDSC293/INDI2990: Grief, Loss and Coping

SOCIAL WORK MINORS

Chemical Dependency Counseling: Addiction and Recovery

This minor provides students preparing for work in a variety of settings (social work, health care, criminal justice, etc.) with a foundational understanding of addiction and recovery and their impact on multiple areas of life, how to identify abuse and addiction, beginning steps in assisting, advocating for, and referring people who have chemical health concerns. It will provide the academic foundation for those interested in pursuing the LADC (Licensed Alcohol and Drug Counselors) license.

For more information and a list of classes visit:

<https://www.stthomas.edu/socialwork/undergraduate/curriculum/minors/chemdep/>

Social Services Management

The ability to administer programs, raise funds, and write grants is increasingly important in social service and nonprofit work. The purpose of this minor is to prepare students for administrative, management, or fundraising roles with nonprofits and social service agencies. Students will be introduced to social work and social services, gain an understanding of the impact of social policies on the provision and scope of social services in the United States as

well as gain tangible skills, such as fundraising, grant writing, management, program evaluation, and accounting or marketing, for work in social services management. Students will learn critical leadership skills necessary for effective management. Upon completion of the minor, students will have enhanced skills that will help to position them to be successful advocates, administrators, and managers within social service an

For more information and a list of classes, visit:

<https://www.stthomas.edu/socialwork/undergraduate/curriculum/minors/ssm/>

Social Welfare Minor

A minor in social welfare is available through the joint School of Social Work at St. Catherine University and the University of St. Thomas. A minor in social welfare is not accepted by the Council on Social Work Education as preparation for beginning-level generalist social work practice. A minor is offered for your own learning in the area of social welfare.

- SOWK 281/SOWK 2810: Introduction to Social Work (4 cr)
- SOWK 340/SOWK 3400: Human Behavior and the Social Environment (4 cr)
- SOWK 391/SOWK 3910: Social Policy for Social Change (4 cr)

Plus eight credits from the following:

St. Kate's courses:

- PSYC 2025: Lifespan Developmental Psychology (4 cr)
- PSYC 3150: Psychology of Adulthood and Aging (4 cr)
- SOCI 3450: Women in a Transnational World (4 cr)
- SOCI 3510: Sociology of Race and Ethnicity (4 cr)
- SOWK 3800: Social Work Research (4 cr)

St. Thomas courses:

- PSYC 202: Lifespan Development (4 cr)
- PSYC 207: Alcohol, Other Drugs and Behavior (4 cr)
- SOCI 251: Race and Ethnicity (4 cr)
- SOWK 380: Social Research: Designs and Statistical Application (4 cr)

BSW COURSE DESCRIPTIONS

SOWK 281T/2810C Introduction to Social Work (4 credits)

This course introduces the student to the profession of social work within the context of the social welfare system. It provides an overview of an integrative approach to generalist social work practice which emphasizes intervention on individual, community and societal levels. Special emphasis is placed on values, human diversity, social justice and social work fields of practice. SOWK 281/281C is the same course as SOWK 2810 at St. Catherine University

SOWK 340T/3400C Human Behavior and the Social Environment (4 credits)

The primary focus of this course is to investigate how humans interact with their social environments. This is a theory-heavy course focusing on metacognition- training students to think about the way we think. The course provides students with knowledge of theories of the social environments and how they impact, as well as are impacted, by human behavior. Further, theories on human behavior are examined through the multidimensional framework constituting biological, psychological, spiritual, socio-cultural, political, and economic factors. Emphasis is on the role of and interaction between these multiple factors at the level of various systems: the individual, family, small group, organization, community, and society, including political and economic systems. The course consists of five modules: interpersonal relations and empowerment; social systems; political and economic systems; justice; and multiculturalism. The course investigates the multiple dimensions and intersections of diversity including gender, race/ethnicity, age, religion, ability, sexual orientation, nationality, and global and international perspectives. Students leave the class with a holistic understanding of the human experience within the environments that surround them. Prerequisite or concurrent registration: SOWK 281/2810; Prerequisites: SOCI 100, PSYC 202/2025; BIOL 105/106/1120 or consent of the program director. SOWK 340/3400 is the same course as SOWK 3400/340 at St. Catherine University/University of St. Thomas.

SOWK 355T/3550C Communication and Interviewing Skills (4 credits)

This course is the first of a four-course practice sequence. The primary focus is on communication theory and skills as applied to social work with individuals, families, small groups, communities and organizations. There is an emphasis on self-awareness, beginning assessment skills and diversity issues. An integrative approach to generalist social work practice provides the context for intervention on individual, environmental and societal levels. SOWK 355/3550 is taken with SOWK 375/3750 (or 378/3780) in the fall for day students. EWO students take SOWK 3550 in the fall and SOWK 3780 in the spring. Prerequisites or concurrent registration with: SOWK 281/2810 and SOWK 340/3400 or by consent of the program director. SOWK 355/3550 is the same course as SOWK 3550/355 at St. Catherine University/University of St. Thomas.

SOWK 375T/3750C & SOWK 376T/3760C or SOWK 378T/3780C Junior Fieldwork in Social Work (4 total credits)

Junior Fieldwork complements your academic work through practical experience in a social work agency, institution or department. Under the supervision of an agency field instructor, the student learns beginning social work tasks and functions while applying theory to actual social work situations. Students participate in an on-campus seminar with other junior social work majors while in placement. The placement is 10–12 hours per week throughout two consecutive terms (fall and spring semesters) for day social work students. SOWK 3780/SOWK 378 (4 credits) is designed for day students taking a semester abroad in their junior year and for EWO students. It combines SOWK 3750/375 and SOWK 3760/376 into a single semester. Day students must consult with the department chair before registering for this course. Prerequisites: SOWK 3750/375 must be taken before SOWK 3760/376. Prerequisites with concurrency: For SOWK 3750/375: SOWK 2810/281 & SOWK 3400/340. SOWK 375/3750 is the same course as SOWK 3750/375 at St. Catherine University/University of St. Thomas

SOWK 380T/3800C Social Work Research (4 credits)

This course fosters competence in the research skills needed for generalist social work practice. Students will gain knowledge in the steps of conducting research; practice evaluation; conducting research with vulnerable participants; locating and critically evaluating relevant research to inform practice; and evidence-based practice. They will learn values of ethical research practice, using the Belmont Report and the NASW Code of Ethics as guidelines. Particular emphasis is placed on protecting vulnerable research participants. Students will also gain skills in writing and presenting a literature review, developing a research proposal, and applying relevant research to practice. Prerequisites: SOWK 281/2810 and junior status or consent of the program director. SOWK 380/3800 is the same course as SOWK 3800/380 at St. Catherine University/University of St. Thomas.

SOWK 385T/3850C Group Work Skills (4 credits)

This course is the second of the four-course practice sequence. The primary focus of the course is on the study of human behavior in groups with emphasis on the use of groups in generalist social work practice to accomplish individual, family, organizational and/or community goals. This course provides experiential

learning opportunities to integrate knowledge, values, and skills as both a group leader and a group member. The effects of diversity on group interaction are stressed. SOWK 385/3850 is taken with 376/3760 for day students or 378/3780 for EWO students in the spring semester. Prerequisite: SOWK 355/3550 or consent of the Program Director. SOWK 385/3850 is the same course as SOWK 3850/385 at St. Catherine University/University of St. Thomas.

SOWK 391T/3910C Social Policy for Social Change (4 credits)

This course equips students to understand and critically analyze current and past social policies. Policy alternatives are explored with a focus on the values and attitudes as well as the societal, economic and political dynamics from which they originate. Roles and responsibilities of citizens and professionals in formulating and implementing policies responsive to actual social needs are addressed. Prerequisite: SOWK 281/2810 or consent of the Program Director SOWK 391/3910 is the same course as SOWK 3910/391 at St. Catherine University/University of St. Thomas.

SOWK 401T/4010C Generalist Practice I: Small Client Systems (4 credits)

This is the third course in the four-part practice sequence. This course prepares students for generalist social work practice with individuals, families and groups in the context of their social environments with emphasis on aspects of diversity. A primary focus is the application of social work knowledge through increased development of skills. The overall goal of the course is integration and application of the stages of the generalist social work method. SOWK 401/4010 is taken with 405/4050 in the fall by seniors. Prerequisites: SOWK 355/3550 and SOWK 385/3850. SOWK 401/4010 is the same course as SOWK 4010/401 at St. Catherine University/University of St. Thomas.

SOWK 402T/4020C Generalist Practice II: Large Client Systems (4 credits)

This course is a continuation of SOWK 401/4010 and the final of four courses in the practice sequence of the social work curriculum. The focus is on prevention/intervention methods based on generalist social work knowledge that can be applied to client systems of all sizes. A special emphasis is placed on effecting planned change in groups, organizations, communities, and national and global society toward the pursuit of social justice. A combination of lecture, discussion, experiential learning, and small group activities provides students with knowledge and skills for client advocacy and social change. SOWK 402/4020 is taken with 406/4060 in the spring semester. Prerequisites: SOWK 401/4010. SOWK 402/4020 is the same course as SOWK 4020/402 at St. Catherine University/University of St. Thomas.

SOWK 405T/4050C Senior Fieldwork in Social Work (4 credits) and SOWK 406T/4060C Senior Fieldwork in Social Work (4 credits)

Senior Fieldwork complements the student's academic work through practical experiences in a social work agency, institution or department. Under the supervision of an agency field instructor, the student learns social work tasks and functions while applying theory to actual social work situations. Students participate in an on-campus seminar with other senior social work majors while in placement. The placement is approximately 15-20 hours per week throughout two consecutive terms (fall and spring semesters). Concurrent registration in SOWK 401/4010 is required. SOWK 4050C/405T is the fall course. SOWK 406/4060 is the spring course. SOWK 405/4050 is the same course as SOWK 4050/405 at St. Catherine University/University of St. Thomas.

ELECTIVES:

SOWK 210/2100: Relationship, Intimacy, Sexuality

This course addresses three major areas: exploring values and societal influence on relationships, intimacy and sexuality – the influence of culture, religion, family and friends; understanding self-worth, communication patterns and the effect of family and other significant relationships on the development of one's needs/wants in relationships, intimacy and sexuality; discovering the basic attributes, purposes and powers of significant relationships, intimacy and sexuality. Participation in a structured small-group discussion is required. Open to

non-majors. SOWK 210/2100 is the same course as SOWK 2100/210 at St. Catherine University/University of St. Thomas.

IDSC 293/INDI 2990: Grief, Loss, and Coping

This course focuses on understanding loss and grief in the human experience. Emphasis is given to recognizing loss in various forms and to understanding grief as a generic process. Skills are taught for coping with personal loss and for helping others in bereavement. Other topics covered include children and death, aging and loss, bio-ethical issues, suicide, rituals related to death. Open to non-majors.

INDI 291/2910: The Anatomy of Violence

The purpose of this course is to increase the knowledge and understanding of cultural, racial, and interpersonal violence and increase one's commitment to promoting a violent free society. The content includes exploration of the extent, causes, and effects of violence and strategies for intervention on micro and macro levels. Topics include: domestic violence, peer/dating violence, prostitution, sexual harassment/assault, child abuse/neglect, racism, homophobia, etc. Special emphasis is given to the integration of cultural and social diversity (race, ethnicity, social class, gender, and sexual orientation) and the promotion of social justice. Open to non-majors.

SOWK 423: Practice with Older Adults and their Families

This course provides an introduction to, and overview of social work knowledge, skills, and values for working with older adults and their families. Content includes an examination of theories such as: "activity theory", "substitution theory", "continuity theory", "labeling theory", "transpersonal theories", and the "transition model" as well as the "strengths perspective and empowerment principles" as they apply to an elderly population. Students are expected to examine their own and societal attitudes about aging, risk factors of aging, the nature and limitations of gerontological social work, forces shaping the delivery system, major bio-psychological and spiritual dimensions in practice, and differential models of intervention. *Only offered at St. Thomas

SOWK 430: Development and Fundraising for Social Service Agencies

The purpose of this class is to provide students with an overview of key elements of supporting and expanding social service programs in nonprofit and public agencies. Topics covered include nonprofit governance and administrative structures, fundraising, program design and development, philanthropy, supervision of paid staff and volunteers, and grant-writing and program evaluation. An emphasis will be placed on linking agency work and agency mission. The course will emphasize application and synthesis of course concepts through community-based projects. Prerequisite: Junior or Senior standing

SOWK 434: Practice with Service Members, Veterans, and Families

This course provides an introduction to and overview of military social work knowledge, skills, and values for working with service members, veterans, and their families at the foundation level. Content includes an examination of topics relevant to a foundation in military social work practice such as military culture, at-risk populations, as well as risk and resilience among deployed service members and their families. Students are expected to examine their own and societal attitudes about social work with military-impacted populations. Students will demonstrate competency through integrative, multi-level applications grounded in literature, current initiatives and resources for military-impacted populations, and current research and policy. *Only offered at St. Thomas

SOWK 441/4410: Family Resilience and Diversity: Immigrants and Refugees

This course presents the family resilience framework as a foundational context for working with diverse populations, focusing on strengths and adaptive capacity. Specifically, this course explores critical issues, theory and skills related to social work practice with immigrants and refugees. Consideration is given to the macro context of immigration including related policy responses. Key factors in resettlement and transition, such as migration trauma, the social work delivery system, and the role of the social worker with clients, communities and organization will be addressed.

St. Catherine University/University of St. Thomas
School of Social Work
Adjunct Faculty Mentoring
2017-2018

A mentorship is a supportive relationship established between two individuals where knowledge, skills, and experiences are shared. The mentee is someone less experienced and is developing specific competencies, self-awareness, and skills. The mentor is a person who has expertise in the areas identified and is able to share their wisdom in a nurturing, supportive way.

In this relationship, the mentee has the opportunity to ask questions, share concerns, and observe a more experienced professional within a safe, protected environment. Through reflection and collaboration between the mentor-mentee pair, the mentee can become more self-confident and competent in their integration and application of the knowledge and skills gained in the mentorship demonstrating best practice.

Mentoring can be an informal or formal practice. The mentorship established between two individuals is unique to their needs, personality, learning styles, expectations, and experiences. The following assumptions form the foundation for solid mentoring.

- Deliberate learning is the cornerstone. The mentor's job is to promote intentional learning, which includes capacity building through methods such as instructing, coaching, modeling and advising.
- Both failure and success are powerful teachers. Mentors, as leaders of a learning experience, certainly need to share their "how to do it so it comes out right" stories. They also need to share their experiences of failure, i.e., "how I did it wrong". Both types of stories are powerful lessons that provide valuable opportunities for analyzing individual and organizational realities.
- Leaders need to tell their stories. Personal scenarios and case examples, because they offer valuable, often unforgettable insight, must be shared. Mentors who can talk about themselves and their experiences establish a rapport that makes them "learning leaders."
- Development matures over time. Mentoring -- when it works -- taps into continuous learning that is not an event, or even a string of discrete events. Rather, it is the synthesis of ongoing event, experiences, observation, studies, and thoughtful analyses.
- Mentoring is a joint venture. Successful mentoring means sharing responsibility for learning. Regardless of the facilities, the subject matter, the timing, and all other variables. Successful mentoring begins with setting a contract for learning around which the mentor, the protégé, and their respective line managers are aligned (Mentorship Best Practices, 4/02).

In the school of social work, mentees are new faculty and community practitioners who come to join us in teaching our BSW and MSW students. Some come with previous teaching experience and all have the background to teach the content for their particular course. The focus of the mentoring relationship will be identified and clarified through mutual agreement. We recognize,

particularly the need to provide the context for courses taught in terms of our School's mission and vision, accreditation standards, and specific foci for our program such as the Social Work for Social Justice project and the new clinical standards for licensure. It is in this spirit and context that we have identified the following Mentor Responsibilities:

1. Orient adjunct faculty to the program, school and college/university.
2. Provide an orientation to the place of the course in the curriculum including how it relates to other courses in its content area, and as relevant, course syllabi and teaching materials.
3. Provide encouragement, expertise and guidance on course development issues, as well as support on a personal level.
4. Answer questions about course development and management, program curriculum, and program and school, policies and procedures.
5. Serve as an advisor by listening, guiding, and providing non-evaluative feedback.
6. Serve as a sounding board for handling classroom challenges.
7. Connect adjunct faculty with available resources needed for teaching.
8. Encourage adjunct faculty to attend Curriculum Committee meetings and Adjunct Faculty Meetings.
9. Direct questions about the mentoring process to the program directors for clarification/resolution

Mentee Responsibilities:

1. Direct questions related to course content, process and logistics to the mentor.
2. Address student issues directly and in a timely fashion so the mentor and the SSW advisors and program directors can provide needed support and resources to the faculty member and the student.
3. Share both challenges and celebrations.
4. Ask questions - there is no such thing as a silly/stupid question - early and often.

ST. CATHERINE UNIVERSITY – UNIVERSITY OF ST. THOMAS

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