

DIRECTOR'S OFFICE

Director:	Dr. Mary Gillmore	602-496-0058	UCENT 815
Associate Director:	Dr. Jose Ashford	602-496-0095	UCENT 880F
Executive Assistant:	Nancy Schlicht	602-496-0058	UCENT 817
BSW Coordinator:	Teri Kennedy	602-496-0076	UCENT 855
MSW Coordinator:	Dr. Juan Paz	602-496-0070	UCENT 822H
PhD Coordinator:	Dr. Judy Krysik	602-496-0086	UCENT 822F

OFFICE OF ACADEMIC SERVICES

Fall & Spring Office Hours: 8:00am - 5:30pm Monday-Thursday

8:00am - 5:00pm Friday

Summer Office Hours: 8:00 - 5:00pm Monday-Friday

Laura Orr, Manager	602-496-0800	UCENT 835
John McClure, Academic Success Specialist	602-496-0062	UCENT 837
Mary Lutes, Student Support Specialist	602-496-0800	UCENT 800
Veronica Volcan-Barr, Administrative Assistant	602-496-0800	UCENT 800
Judy Schedneck, Administrative Assistant	602-496-0800	UCENT 800

OFFICE OF FIELD EDUCATION

Lilly Perez-Freerks, Coordinator of Field Education	602-496-0063	UCENT 847
Jamie Barlow, Student Services Assistant Coordinator	602-496-0063	UCENT 843
Marde Closson, Field Specialist Field Education	602-496-0063	UCENT 845
Joan Hughes, Administrative Assistant	602-496-0063	UCENT 841

BUSINESS OPERATIONS OFFICE

Kathy Wacker, Business Operations Manager	602-496-0056	UCENT 813
Sylvia Myers, Accounting Specialist	602-496-0055	UCENT 811

TECHNICAL SUPPORT

Natalie Joshi, Technology Coordinator	602-496-0051	UCENT 802
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Other Important Numbers

Campus Security:	480-965-3456
Classroom Support	UCENT, 271 602-496-5000
Disability Resource Center:	UCENT, 160 602-496-4321

The Downtown Phoenix Campus Library is located on the lower level of the University Center. Deborah Abston is the reference librarian; her direct line is 602-496-0307.

ASURITE

- All faculty/faculty associates are required to obtain their ASUrite account. This account will allow you to access your ASU email, class rosters, input your grades and log onto ASU computers. Access can be secured by going to the following website: <http://www.asu.edu/asurite>. If you have questions regarding this process and to get an activation code, contact the ASU Help Desk at 480-965-6500.

Temporary ID Card

- See Sylvia Myers, Room 811, to obtain your temporary ID card.

Parking

- Online Decal Sales for academic year 07/08 is now available at
- http://uabf.asu.edu/parking_transportation, just login and click on decal purchase. The permit costs between \$480 - \$780 a year, depending on the location.

Another option is to park in the visitor parking in the University Center garage, (\$4 per hour with a maximum fee of \$12), or a public parking lot.

Office Space and Office Hours

- Faculty Associates share office space in Room 880C. See Sylvia Myers, Room 811, to get a key. There is a telephone (dial 9 for an outside line) and computer for your use in Room 880C. If you have problems with the computer, contact Natalie Joshi, Technology Coordinator, at 602-496-0051, Room 802.
- All faculty are required to have office hours listed in their syllabus and posted outside of their office door. The general rule is 1-2 office hours a week for every 3 credit hour course.

For the following student related services please work with the individual(s) listed:

Format for Syllabus and Course Outlines

- Each Instructor is responsible for distributing a copy of the master syllabus and a course outline to their students. The course outline serves as the document which outlines the implementation of the course syllabus. Each instructor is responsible for developing a course outline (See Part II: School of Social Work Academic and Student Related Policies for the approved format for course outlines). Faculty Associates are required to submit their course outline for approval by the lead instructor. **Course outlines are to be submitted by e-mail to Laura.Orr@asu.edu by August 1st for courses taught in the Fall, and by December 21st for courses taught in the Spring.**
- Once your course outline has been approved, please submit by e-mail a copy of your approved course outline to Laura.Orr@asu.edu
- While the use of plus/minus grades is left to the discretion of each individual instructor, clarification of your policy regarding the use of plus/minus grades must be clearly stated in your syllabus.
- The implementation of an attendance policy is also left up to the discretion of each individual instructor. Again, clarification of your policy regarding attendance should be clearly stated in your syllabus.
- If an instructor believes it is necessary, a syllabus should communicate to students that some course content may be considered sensitive.
- In all course syllabi please include the following policy regarding ASU policies:
 - ◆ **Academic Integrity Policy:**
http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm
 - ◆ **Student Code of Conduct:**
<http://www.asu.edu/studentaffairs/studentlife/judicial/>
 - ◆ **Computer, Internet, and Electronic Communications Policy:**
[https://techbase.asu.edu/wiki/index.php/Computer, Internet and Electronic Communications](https://techbase.asu.edu/wiki/index.php/Computer,_Internet_and_Electronic_Communications)
 - ◆ **School of Social Work Student Academic Integrity Policy:**
<http://ssw.asu.edu/portal/filelib/students/PlagiarismPolicy.pdf>
 - ◆ **Social work students are responsible for reviewing and complying with the National Association of Social Workers Code of Ethics:**
<http://www.socialworkers.org/pubs/code/code.asp>

Ordering Textbooks (Judy Schedneck)

- Lead Instructors are responsible for selecting required textbook(s). If you would like to use a different textbook you must first get the permission of the lead instructor. Textbooks must be ordered several months in advance.
- It takes **2-4 weeks** to get a desk copy of a textbook. Please be sure you contact Judy Schedneck ([judy.schedneck @asu.edu](mailto:judy.schedneck@asu.edu)), if you need a desk copy.

Scheduling Classrooms (Laura Orr/Mary Lutes)

- To schedule a University Classroom please contact Laura Orr or Mary Lutes, Academic Services UCENT 800, 602-496-0800

Guest Speaker Parking Validation Stamps (Mary Lutes)

- See Mary Lutes in Academic Services, UCENT 800 for guest speaker parking validation stamps.

Media Equipment and Classroom Support

- All classrooms in the University Center and Mercado are fully mediated. If you need training or assistance please call Classroom Support (UCENT 271) at 602-496-5000.

Blackboard (Natalie Joshi)

- An option available to enhance your classroom courses is with online class web sites using *myASU*.
- *myASU* is the Web-based system which you can use to put your course material online, such as syllabus, homework assignments, answer sheets, quizzes, additional resources and readings. This saves you time and saves us paper. *myASU* also has functions for online exams, discussions and live chats which could improve the student's learning experience as well as provide a technology aspect to your course.
- ASU also has a Web portal, which you can personalize and view news, services and your pay check. To access either, just log in with your ASURITE ID and password to <http://my.asu.edu>.

To Get Started

Request a course shell from <http://my.asu.edu/courserequest> you will need to know your schedule line number(s) and the title of your course. It takes 1-2 days for the request to be fulfilled.

Go to <http://myasucourses.asu.edu> to view your course shell after it has been created. Any questions, call the ASU Help Desk at 480-965-6500

- **Faculty Online Tutorials**
<http://asuonline.asu.edu/facultysupport/>

For further help, any other questions or one-on-one training, contact Natalie Joshi, Technology Coordinator for the ASU School of Social Work at Natalie.Joshi@asu.edu

Academic Status Report #1 (Laura Orr/Mary Lutes)

- The Academic Status Report #1 and #2 is an opportunity for faculty to notify students early in the semester of any academic difficulties. Grades are submitted via the web. Refer to the Academic Calendar for dates.

Academic Status Report #2 (Laura Orr/Mary Lutes)

- The Academic Status Report #2 is another opportunity for faculty to notify students mid semester of any academic difficulties. Refer to the Academic Calendar for the due date.
- In addition, you are reminded that an **Academic Performance Report (refer to Part V: ASU Main Forms) is required by the School of Social Work for each student experiencing academic difficulties.** This includes **undergraduate students** who are currently earning a grade of “D” or “E” and **graduate students who are currently earning a grade of “C,” “D,” or “E”.**
- **The Academic Status Report #2 is also used to verify class enrollment. Therefore, please review your roster for accuracy and report any discrepancies. For those students whose names appear on your roster but they have not attended, you should mark a grade of “E”.**

Class Rosters, Grade Rosters and Notifying Students by E-mail

- Class rosters are accessed through the Faculty Center. To access the Faculty Center, use ASU/Interactive <http://www.asu.edu/interactive> After you have accessed the Faculty Center you will need to sign in with your ASUrite user ID and password. Once you are signed in all of your class rosters will display. You can access your class roster by clicking on the Class Roster icon on the class roster heading.
- The final grade roster is also accessed through the Faculty center. Once you are signed in , you can access your class roster by clicking on the Final Grade Roster icon on the class roster heading.

Change of Grades

- Change of grades can be submitted electronically once final grades have been posted.

For the following resources, although there is a point person identified, should that individual not be available any staff member in Academic Services can assist you.

Typing of Instruction-Related Materials (Veronica Volcan-Barr)

- Most faculty do their own typing and word processing. However, if you do have a typing request (course syllabus, course outlines, exams, etc.) it must be submitted **36** hours in advance. Be sure to fill out a work order form. Forms are available in Academic Services, UCENT 800.

Copying (Judy Schedneck)

- To help expedite and accommodate busy schedules, you can email your copy requests 24 hours in advance with instructions for copying, to Judy.Schedneck@asu.edu and cc Laura.Orr@asu

OR

- Submit the materials (course syllabus, course outline, exams, etc.) to Academic Services 24 hours in advance. Be sure to fill out a work order form. Forms are available in Academic Services, UCENT 800.
- Please note that all large copy requests (100 or more pages - 50 back to back) must given a 48 hour turn around time.
- Reminder, all requests must be made prior to the beginning of your class. Please do not send your students for last minute copy jobs.

- Per copyright, this office **cannot** copy an entire book.. Options for any faculty member who needs an entire book done for their class:
 - Take to any copy center - they will contact proper individuals for copyright permission and then make the copies.
 - Convenient Copy Centers:

FedEx Kinko's
201 E Washington St Ste 101
Phoenix, AZ 85004
Phone: (602) 252-4055

Copyright Information

- Per copyright we can only copy 10% of a book. As a general rule, we are only able to make three copies of one entire chapter. For additional chapters, please take the book to a copy center.
- **Copies of Power Point presentations cannot be made in this office for distribution to students.** Please set up an e-mail distribution list to send electronic copies of documents to each of your students.
- A copy machine for faculty and faculty associates is available in Room 816. However, this machine is intended for course related and/or last minute, **small** copy jobs **only**. It should not be used to copy your course syllabus, course outline, exams, or personal items. If you need personal materials copied, there are several copy centers located throughout campus. Please be aware that a monthly count is kept of all copy jobs done on this machine. If it is found that you are over using the machine, you will be notified by the director.
- The access code for this copy machine is the last four digits of your ASU ID number. See Sylvia Myers, UCENT 811 if you would like a key to the mail room.
- Transparency requests must be made 24 hours in advance. Be sure to fill out a work order form, available in Academic Services, UCENT 800. Transparency requests may also be emailed to Judy.Schedneck@asu.edu and “CC” laura.orr@asu.edu. Again, Power Point presentations cannot be copied on transparencies.

Faxing

- A fax machine is available in Academic Services, UCENT 800. You may send and receive faxes for course related information. The fax number is 602-496-0960.
- Staff are also available to send a fax for you. Be sure to fill out a work order form. Forms are available in Academic Services, UCENT 800.

Office Supplies

- Pens, notepads, stationery, etc. are available in Academic Services, UCENT 800. Ask the staff to help you find what you need.
- Many classrooms have whiteboards. Dry erase markers and erasers are available in Academic Services, UCENT 800.
- If you have a special request for supplies, please contact Sylvia Myers at 602-496- 0055 or sylvia.myers@asu.edu

Mail Services

- Faculty Associate mail is distributed to labeled folders in the mail room located in room 816. Important memos and other information will be placed in your mailbox/folder, so please be sure to check it whenever you are on campus.
- All interdepartmental, campus, and U.S. Mail should be deposited in the mail baskets located in mail room 816. Mail pick up is at 9:30a.m.
- Students may leave papers, exams, or other information for you in Academic Services, UCENT 800. Items will be time and date stamped.

****Please note: While we make every attempt to distribute materials the same day they are received, it is not a guarantee. Please encourage your students to e-mail you a copy of their assignment(s) prior to submitting a hard copy to the front office.**

Videos

- The School has an extensive video library (list of available videos is in Academic Services, Room 800 or at the following website: <http://ssw.asu.edu/portal/about-us/faculty-staff/videolibrary> They must be returned within 48 hours of check out.
- Videos are not to be distributed to students.
- Individual students are not to occupy a classroom to view videos that have been missed. Only special circumstances can be accommodated and must be approved by the Program Coordinator before arrangements can be made.

Library Reserve Materials

- You must contact the Reserve Section at the Downtown Library to place materials on reserve or you can go to www.asu.edu/lib.

Student Over-Rides

- The number of students assigned to your classroom is based on classroom capacity and other considerations. Students may ask you to sign an over-ride form so they can register for your class. PLEASE do not sign any over-rides if your classroom is already at capacity. You can check with Laura Orr for the official capacity of your classroom. Due to fire regulations, every student must have a chair or a desk. If you do not have extra chairs and desks, PLEASE do not sign any over-ride forms.

Leaving Materials for Students to Pick Up

- You may leave materials or items for student pick up in Academic Services, UCENT 800.

Cheating, Plagiarism, or other Ethical Concerns

- Please be sure to read the School of Social Work Student Academic Integrity Policy in your handbook (page 33) . The School has a Standards Committee chaired by Dr. Ann MacEachron. The Standards Committee can deal with serious student problems and violations of the Academic Integrity Code.

Instructor-Initiated Drop Option

- The instructor has full authority within departmental or other higher-level policies to decide whether or not class attendance is required. During the second week of classes in Fall or Spring or the first four days of each Summer Session, the instructor can drop a student for non-attendance. In classes which are full, this will allow accommodation of other students requesting the class and help instructors avoid excessive overrides.
- Instructor-initiated drops for non-attendance must be based upon concrete evidence of non-attendance and be signed by the Dean or Dean's Designee in the college offering the course. The college will notify the student by mail delivery to the student's currently posted local address. Nothing in this policy contradicts any other policy regarding attendance, religious holidays, or the student's responsibility to notify the instructor in case of absences.

Note: Students should be aware that non-attendance will not automatically result in being dropped from a course. Instructors have the right to exercise this option at their discretion. It is also the student's responsibility to contact the instructor before the end of the first week of classes if absences during that period cannot be avoided.

Religious Holidays

Faculty and teaching assistants are reminded to recognize the obligations of their students who may be participating in the observances of religious holidays and provide a reasonable accommodation when requested. If you have any questions, please direct them to Kacie McKay in Student Life, 5-6547 or Kacie.mckay@asu.edu

Reading Day

No classes or exams can be held on reading days (please refer to the memorandum [on page 18](#)).

Final Examinations

Refer to section Part IV University Academic and Student Related Policies for the University's policy regarding final examinations.

Conduct of Classes

The president of each Institution shall inform the Deans and department heads that it is a legal and moral responsibility to conduct classes according to the **official academic calendar**. The Deans and department heads shall take such actions as necessary to carry out this policy.

Canceling a Single Class Meeting

Faculty associates are expected to meet and conduct their classes at all regularly scheduled times and places. If an emergency such as illness prevents you from holding class, please notify the appropriate Program Coordinator as soon as possible and in addition, please notify Academic Services in Room 800, 602-496-0800.

Student Evaluation of Courses

Every class shall have a formal standardized evaluation. As stated in your signed **Memorandum of Agreement**, you agreed to item 4: “To distribute course evaluation materials in accordance with the instructions provided no earlier than two (2) weeks before the end of the semester.”

Office of Field Education

Field Instruction is offered concurrently with academic study. Students are assigned to a social service agency in their area of interest, and complete an internship placement under the guidance and supervision of an experienced professional social worker. This vital interaction is designed to reinforce our students' academic study with real life experience. It permits testing theory in practice settings and provides students with field experience that is vital for academic and professional development. Affiliated social service agencies in several Arizona communities are utilized for field instruction. These agencies provide our students with a wide range of social service settings for Field Education.

Field Instructors are professional social workers that are employed by the affiliated social service agency where the student is completing an internship (“Field”) placement. Field Instructors are School of Social Work volunteers. They complete required certification training prior to hosting student interns at their agency. Field Instructors are committed to the professional development of new social workers, and devote their time and expertise to our student's professional development.

Bachelor in Social Work (BSW) students are assigned to one placement for the academic year (two consecutive semesters). Master of Social Work (MSW) students are required to complete their first academic year (“Foundation” year) in one Field placement, and their second academic year (“Concentration” year) at an agency that is specific to the student's area of interest in Direct Practice (DP), Planning, Administration and Community (PAC), or other area of specialization. The Advanced Standing Program is an intensive one calendar year program for qualified MSW students. Advanced Standing students complete one internship placement during their concentration year. In assigning the placement, our School of Social Work Field Office takes into account the student's educational needs and career goals. Provisions for students to utilize their paid employment as a Work Variance Request are available for students that meet the required criteria. Our School of Social Work faculty and staff are committed to establishing the capabilities necessary for high quality social work practice.

