

I. FACULTY ROLES AND SCHOOL OFFICES

The faculty of the School of Social Work has assorted talents and interests. Their research and special aptitudes add to the base of knowledge in social work, and enrich the instructional program. The goal of teaching is to prepare students to become competent and responsible professional practitioners and educators in a changing society. Faculty provide technical assistance to public and voluntary service organizations and lend their expertise to professional and scientific associations. Most faculty members also serve as academic advisors. Some faculty may also play a liaison role to agency field placements.

Students are encouraged to meet with faculty members--most of them post regular office hours and all have voice mail for their office phones. **If you wish to deliver materials to a faculty member outside regular office hours, you can put them in a campus envelope addressed to the instructor, and deposit it in the mail slot outside the first floor mailroom, across from the Registrars Office (Room 1772 SSWB).** The University has an electronic mail system that enables you to quickly reach most faculty through the computer, such as your Advisor, Liaison, and the Associate Dean.

A. Faculty Advisor and Faculty Liaison

Each student will be assigned an Advisor when first registering in the School. While we will attempt to keep you with the same Advisor throughout your program at the School of Social Work, Advisor changes will occur at times for a variety of reasons. Your faculty Advisor is responsible for counseling regarding course selection, planning an educational program, and helping to insure that requirements are met for the MSW degree. The faculty Advisor will be available for consultation to plan course selections and assist with any academic problems. You are encouraged to confer with your Advisor whenever you feel that it may be helpful.

**FINAL RESPONSIBILITY
FOR MEETING GRADUATION REQUIREMENTS IS THE STUDENTS**

A faculty member will also be assigned as your liaison to the agency in which you are placed for field instruction. The liaison is responsible for relating to you and your field instructor with regard to your performance in the agency as well as reviewing the suitability of your assignments with the field instructor. The faculty liaison receives and approves the written educational plan developed by the field instructor and student. Your liaison is expected to visit and consult with you and your field instructor no later than the midpoint of each semester of field instruction. Subsequent visits depend upon the arrangements worked out with the field instructor and the progress of the student. The field instruction grade will be determined by your faculty liaison after consultation with the field instructor. Further details about the faculty liaison's role are provided in *the Manual for Field Instruction*.

B. The Dean of the School

The Dean of the School is Professor Paula Allen-Meares. The Dean works closely with other administrative and staff personnel and with individual faculty members in the management of the School's activities. The Dean's responsibilities include jurisdiction over such areas as budget preparation, allocation of funds and personnel matters.

C. The Associate Dean

The Associate Dean, Professor Siri Jayaratne, shares many of the responsibilities of the Dean. In particular, the Associate Dean is responsible for the administration of the curriculum of the School, including course scheduling and assignment of courses to faculty members.

As the Time Schedule is being planned for future terms, a copy of the Tentative Schedule is distributed for faculty and student comments on appropriateness of course offerings, time conflicts and additional courses that are desired. Responses are given every consideration in making decisions concerning the final schedule, and, when possible, requests for additional courses are honored. Associate Dean Jayaratne welcomes comments from students and faculty on the schedule, the curriculum, and related matters.

In addition, the Associate Dean's office is responsible for registration, student course evaluations, the monitoring of students in academic difficulty, and the coordinating of faculty advising. He welcomes your comments, reactions and ideas about the School's educational programs, and encourages students to arrange appointments with him (Room 4712 SSWB); or send him messages via the electronic mail system (sirijay@umich.edu).

The Associate Dean is also the School's Affirmative Action Officer. In this role he is responsible for monitoring the School's compliance with the University's policies concerning affirmative action in the setting of goals and timetables and recruitment, sexual harassment, and non-discrimination based on race, sex, color, religion, national origin or ancestry, age, marital status, handicap, Vietnam-Era Veteran status, or sexual orientation. Any member of the School community who has experienced or witnessed harassment or discrimination is encouraged to discuss such instances with him.

D. The Office of Field Instruction

Lily Jarman-Rhode is the Director of Field Instruction. The office (Room 2747 SSWB) develops field placement opportunities, assigns field placements for all students, confirms specific placement assignments with the agencies, and provides training and instructional materials to field instructors.

During the placement process, students will be working with one of the Field Associates.

E. The Office of the Registrar

The Registrar of the School, Verna Bell, is located in Room 1772 SSWB. The Registrar is responsible for student records, registration, maintenance of records of graduates, and submission of recommendations for graduation.

F. The Office of Student Services & the Assistant Dean for Student Services

The Assistant Dean of Student Services, Tim Colenback, has overall responsibility for the School's recruitment and admissions program, financial aid allocation to students, employment services, and student services. Michelle Woods is the Office's Assistant Director. The Assistant Dean and the Assistant Director are available to help students who may experience non-academic problems affecting their educational progress in the School and to assist members of various groups to function at an optimum level through connections with internal and/or University and community supportive services. The office also works in conjunction with the administration, faculty, staff and students to develop programs to improve intergroup relations in the school. If you have any concerns about financial aid, your enrollment status or about availability of other services you may need, contact the Office of Student Services (located in Room 1748 SSWB) and, if needed, make an appointment to see the Assistant Dean or Assistant Director. The Assistant Director of Student Services is also the School's Freedom of Information Officer responsible for providing students with access to their records. (See Section IV. C.2.)

G. Services and Facilities in the School of Social Work

G.1. The Comprehensive Information Resource Center and Social Work Library

The Comprehensive Information Resource Center (CIRC) is at the core of the School of Social Work Building. As part of the mission of the School, the CIRC provides a means to focus on technology. The CIRC bridges Social Work with information resources and information technology, blending the talents of information professionals from both the Library and Social Work. Here, resources are combined in a place to facilitate interdisciplinary collaboration, integrative learning and exploration.

The Social Work Library, in collaboration with the School of Social Work and the Information Technology Division, manages the CIRC. This facility includes the Social Work Library and the ITD Social Work Computing Site and computer classroom. Resources within these facilities include two group study rooms, comfortable study spaces, 46 full-featured workstations, 4 computers to access library resources, a 30-workstation high-tech classroom, and an onsite print collection of approximately 37,500 volumes.

The Social Work Library: <http://www.ssw.umich.edu/library>

The Social Work Library is just one of many units in the University Library system, a system which is known for its research collections of 7 million volumes. This unit specializes in materials needed for research and teaching on social work practice and administration, social welfare services, child welfare, gerontology, psychotherapy, and social policy, as well as other, related subjects. Special collections include course reserve material, course syllabi, and social agency job placement information. In addition to traditional print resources, electronic and digital resources available to the University of Michigan community are numerous, and can be accessed via the MIRLYN information

system and via the Social Work Library's web page. For additional information on library services, resources, hours, and staff, point your web browser to the Social Work Library web page.

G.2 Technology in the Teaching Facilities

Classrooms: Four classrooms and one seminar room in the School Social Work Building have integrated multimedia systems that allow for the projection of videos and computer presentations. The instructor desk is the focal point of the technology; it has a built-in VCR and computer that are connected to the room's projection and sound system. A touchscreen controller on the desktop gives faculty the ability to easily operate all of the room lighting and media components. All other Social Work classrooms have portable media available when needed.

Computer Classroom: The computer classroom, located within the CIRC, has 30 student workstations that are integrated with the instructor desk computer and projection system.

Clinical Research Suite: Students and researchers use the clinical suite to collect data on treatment and interviewing, and are able to demonstrate, observe, practice, and evaluate interviewing techniques. The clinical suite includes an interview room connected to an observation room with a one-way mirror. The observation room is equipped with cameras and recording equipment to facilitate video-capture of the interview sessions.

G.3 Audio Visual Services

The Audio Visual Services Office provides media support for SSW classes, conferences and workshops. These services include training for classroom equipment, training for loan equipment, equipment loans, and consultation and referrals for services not provided. Available equipment includes VHS playback systems, overhead projectors, audio cassette players and recorders. The office maintains a videotape library, which offers a wide variety of instructional material for classroom use. Students should consult with course instructors about access to these resources and services. "Equipment Reservation Forms" can be obtained from the door of AV Services Office, room 2851 SSWB. The office may also be reached by e-mail at ssw.av@umich.edu.

G.4 Employment Services

The School Comprehensive Information Resource Center (CIRC) contains a Job File of current positions available in social work and related areas. Also available are sample resumes, cover letters, and job resource materials. The Office of Student Services offers career counseling workshops. Job openings are posted bi-weekly. The University's Office of Career Planning and Placement (See Section II. B) provides career counseling and other employment related services such as the establishment of a credential file

containing references of your choice which can be sent to prospective employers. Visit the following School of Social Work web site for **Employment and Career Services resources**: <http://www.ssw.umich.edu/resources/index2.html?collection=emp>

H. Using Computers at the University of Michigan and the Information Technology Division: <http://www.itd.umich.edu/>

The Information Technology Division (ITD) provides academic and administrative computing services for the University of Michigan. These services include managing and operating the central computing, networking, and telecommunication systems owned by the University and providing leadership in the innovative application of information technology in higher education. Here is an overview of the services that pertain to students.

Uniqname: Your computing ID at U-M is called a *uniqname* (pronounced “unique name”). Your unqname, and its accompanying UMich password, provide proof of identity to access many computing systems, including course registration, and services on campus, including the computers at Campus Computing Sites. Uniqnames are assigned at or before new student orientation. You will receive more information about this in your orientation packet.

Basic Computing Services: <http://www.itd.umich.edu/services/bcp.guide.html>

Students, faculty, and staff with regular appointments on the Ann Arbor campus are provided with a Basic Computing Package at no charge. The package includes e-mail, access to login machines, the Online Campus Directory, laser printing in the Campus Computing Sites, MichNet dial-in access, file storage, access to ITD consultants, Internet access. Additional services may be purchased from ITD.

ITD Accounts Office: <http://www.itd.umich.edu/accounts/>

The ITD Accounts Office can assist with computing accounts, subscriptions, unqnames, passwords, and billing inquiries regarding ITD services (including dial-in and U-M Online). Location: Michigan Union (Basement level, in the Union Computing Site). Hours: 9:00 a.m. to 4:45 p.m. Monday through Friday. Phone: 734-764-8000. FAX: 734-647-4278. E-mail: itd.accounts@umich.edu

Help When People Need It: <http://www.itd.umich.edu/help/>

Solve problems and learn more about computing with ITD's online Help Desk.

Telephone Consulting -- Call 4-HELP: <http://www.umich.edu/~coun/4help/>

If you're working at home, in an office, or in a Computing Site where a consultant is not available -- and you need help with accessing or using the ITD Basic Computing Package, dial 764-HELP (on campus, dial 4-4357).

This telephone help line is staffed by consultants who can answer a wide variety of Basic Computing Package questions. They can also direct you to additional information about the Campus Computing Sites, computing workshops, documentation, and computer sales. See the 764-HELP web page (<http://www.umich.edu/~coun/4help/>) for hours of operation and what to know before calling.

ITD Workshops and Online Training: <http://www.itd.umich.edu/help/workshops/>
ITD offers a wide selection of computer workshops to help people learn to use computers. Most of the classes are free to students and a number of them may be very relevant to your studies at the School of Social Work.

Purchasing Your Own Computer Through The University:

<http://www.itd.umich.edu/Sales/>

The U-M Computer Showcase provides hardware and software sales and consulting to University of Michigan students, faculty, and staff. The U-M Computer Showcase sells computers, printers, software, Ethernet cards, modems, and other computer products at not-for-profit, academic pricing. The Showcase also provides product consultation and links to vendors so you can purchase directly from them. Some used equipment is also available through the Showcase, as well as options for financing. As soon as you register for classes during Summer Orientation, you will be eligible to purchase items at the Showcase. Price Lists, information on what type of computer is right for you, and how to place an order are available at the Showcase and on the Web.

U-M Computer Showcase

Location: Michigan Union, Ground Level
Hours: 10:00 a.m.-5:00 p.m., Monday - Friday
Phone: 74-SALES (747-2537)

Campus Computing Sites And Facilities: <http://www.umich.edu/~sites/>

Fourteen Campus Computing Sites are coordinated by ITD for all U-M students, faculty, and staff to use. The sites vary in size from 15 to 300 computers, totaling over 1,400 computers in all. These computers are loaded with the standard ITD software set that includes Microsoft Office 97, Netscape, and a wide variety of other software packages for communications, data analysis, database management, graphics, graphing, desktop publishing, and more. See the Sites web site (<http://www.umich.edu/~sites/>) for further information and a complete listing of all the Campus Computing Sites. For current hours of operation call 74-SITES (747-4837).

Below is a list with short descriptions of 3 of the 14 computing sites on campus, which may have services of interest to social work students:

School of Education Computing Site and New Media Center:

<http://www.umich.edu/~sites/info/seb/>

The School of Education computing site is located in Room 3010 on the 3rd floor of the School of Education Building (SEB); adjacent to the School of Social Work Building. The SEB has an array of computing facilities available for use. The site contains over 27 Mac OS and 30 Windows NT workstations.

Media Union: <http://www.umich.edu/~sites/info/media/> and <http://www.ummumich.edu/>

The Media Union brings together information resources, information technology, production studios, and the combined talents of information professionals from across campus units to serve the University community. The Media Union is intended as an all-campus resource and a place to facilitate interdisciplinary collaboration, integrative learning and exploration.

The Media Union provides University students, faculty and staff with 24 hour access to most services, seven days a week during the academic year. For general information as well as news & events, you can call the Media Union at 93-MEDIA.

Within the Media Union is housed:

- traditional and digital libraries;
- computer training rooms;
- an advanced visualization laboratory;
- a virtual reality laboratory;
- video and audio performance studios;
- lab space for special projects;
- an exhibition gallery;
- a teleconference suite; and
- over 500 workstations in open areas.

ATCS: Adaptive Technology Computing Site: <http://www.umich.edu/~sites/info/atcs/>
The Information Technology Division, Shapiro Library, and Office of Services for Students With Disabilities jointly provide an Adaptive Technology Computing Site (ATCS) for use by students, faculty, and staff with disabilities. The site was designed by the Herman Miller Furniture Company in conjunction with members of the UM Barrier Free Computer Users Group. It comprises 12 fully ergonomic workstations and associated adaptive computer technology. The ATCS is located in Room B126 (basement level) Shapiro Undergraduate Library on Central Campus. The ATCS is open daily from 8 am to 5 am.