

## ***I. FACULTY ROLES AND SCHOOL OFFICES***

The School of Social Work faculty has assorted talents and interests. Their research and special aptitudes add to the social work knowledge base 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 are liaisons 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 Registrar's Office (Room 1772 SSWB).** The University has an email system that enables you to reach most faculty quickly through the computer, such as your Advisor, Liaison, and the Associate Deans.

### **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 ensure 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 meet with your advisor whenever you feel that it may be helpful.

**FINAL RESPONSIBILITY  
FOR MEETING GRADUATION REQUIREMENTS IS THE STUDENT'S**

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 student's progress. 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, Norma Radin Collegiate Professor of Social Work. The Dean works closely with other administrative and staff personnel and with individual faculty members in the management of the School's activities. Her responsibilities include jurisdiction over such areas as budget preparation, allocation of funds, and personnel matters.

## **C. The Associate Dean for Educational Programs**

The Associate Dean for Educational Programs, Professor Richard Tolman, has overall responsibility for all curricular activities related to the MSW, Ph.D., and Continuing Education Programs.

Primary responsibilities relevant to students include developing and monitoring the MSW curriculum and offerings in collaboration with the Curriculum Committee and the Doctoral Office, overseeing registration procedures, hiring and evaluating Adjunct Faculty in collaboration with the Adjunct Advisory Committee, developing teaching assignments, and overseeing the Office of Field Instruction and the Office of Student Services.

The Associate Dean for Educational Programs develops, gathers, analyzes, and maintains data related to such activities as the Exit and Alumni Surveys, as well as Teaching Evaluations.

The Associate Dean for Educational Programs is responsible for addressing a broad range of student issues such as: a) concerns and problems as they relate to course offerings and closed course petitions; b) issues of academic difficulty and probation; c) student grievances and academic misconduct issues; and d) issues around admission, financial aid and graduation. In sum, the Associate Dean for Educational Programs will provide guidance and direction to all issues related to student matters.

## **D. The Associate Dean for Faculty & Academic Affairs**

The Associate Dean for Faculty and Academic Affairs (Professor Siri Jayaratne [Fall 2002], Professor Kristine Siefert [Winter 2003]) has overall responsibility for a broad range of activities related to faculty, students, administrative functions within the School and the University.

Primary responsibilities relevant to students include overseeing workload distributions among faculty and overseeing charges and coordination of activities between and among the various committees. The Associate Dean for Faculty and Academic Affairs deals with faculty issues around workload, summer appointments, and other relevant concerns and is the School's Sexual Harassment and Affirmative Action Officer. In this role, the Associate Dean is responsible for monitoring the School's compliance with the University's policies concerning affirmative action in setting 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 the Associate Dean for Faculty and Academic Affairs.

## **E. The Office of Field Instruction**

Lily Jarman-Rhode is the Director of Field Instruction. The office (Room 1704 SSWB) develops field placement opportunities, assigns field placements for all students, confirms specific placement assignments with the agencies, provides training and instructional materials to field instructors, and trains and assigns faculty liaisons to field sites.

During the placement process, students work with one of the Field Educators.

## **F. 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.

## **G. 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, and student services. Michelle Woods is the Office's Assistant Director. They 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. 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. E.)

## **H. Services and Facilities in the School of Social Work**

### **H.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, integrated 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 Information Technology Central Services (ITCS) Social Work Computing Site and computer classroom. Resources within these facilities include two group study rooms, comfortable study spaces, 44 full-featured workstations, 4 computers to access library resources, a 31-workstation high-tech classroom, 8 email workstations, and an onsite print collection of approximately 41,000 volumes.

**The Social Work Library:** [www.ssw.umich.edu/library](http://www.ssw.umich.edu/library)

The Social Work Library is just one of 19 units in the University Library system (there are 5 independent libraries on campus, as well), a system ranks eighth for the size of its research collections (over 7 million volumes). The Social Work Library 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.

## **H.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 connected to the room's projection and sound system. A touchscreen controller on the desktop gives faculty the ability to operate easily 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.

## **H.3. Audiovisual Services**

The Audiovisual 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. The office may be reached by email at [ssw.av@umich.edu](mailto:ssw.av@umich.edu).

## **H.4. Employment Services**

The Social Work Library maintains a Job File of current positions available in social work and related areas. Sample resumes, cover letters, and job resource materials are also

available. 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 SSW website for Employment and Career Services resources: [www.ssw.umich.edu/employment](http://www.ssw.umich.edu/employment)

**I. Using Computers at the University of Michigan and Information Technology Central Services (ITCS): [www.itcs.umich.edu/](http://www.itcs.umich.edu/)**

Information Technology Central Services (ITCS) provides academic and administrative computing services for the University, including managing and operating the central computing, networking, and telecommunication systems and providing leadership in innovative application of information technology in higher education. Here is an overview of the services that pertain to students.

**Uniqname:** Your computing ID at UM 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:** [www.itcs.umich.edu/services/bcp.guide.html](http://www.itcs.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 email, access to login machines, the Online Campus Directory, laser printing in the Campus Computing Sites, MichNet dial-in access, file storage, access to ITCS consultants, and Internet access. Additional services may be purchased from ITCS.

**ITCS Accounts Office:** [www.itcs.umich.edu/accounts/](http://www.itcs.umich.edu/accounts/)

The ITCS Accounts Office can assist with computing accounts, subscriptions, unqnames, passwords, and billing inquiries regarding ITCS services (including dial-in and UM 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. Email: [itcs.accounts@umich.edu](mailto:itcs.accounts@umich.edu)

**Help When People Need It:** [www.itcs.umich.edu/help/](http://www.itcs.umich.edu/help/)

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

**Telephone Consulting — Call 4-HELP:** [www.umich.edu/~coun/4help/](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 ITCS 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 for hours of operation and what to know before calling.

**ITCS Workshops and Online Training:** [www.itcs.umich.edu/help/workshops/](http://www.itcs.umich.edu/help/workshops/)  
ITCS 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 UM:** [www.itcs.umich.edu/sales/](http://www.itcs.umich.edu/sales/)

The UM Computer Showcase provides hardware and software sales and consulting to University of Michigan students, faculty, and staff. The UM 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.

#### **UM 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:** [www.umich.edu/~sites/](http://www.umich.edu/~sites/)

Fourteen Campus Computing Sites are coordinated by ITCS for all UM 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 ITCS software set that includes Microsoft Office 2000, Netscape, and a wide variety of other software packages for communications, data analysis, database management, graphics, graphing, desktop publishing, and more. See the Sites website for further information and a complete listing of all the Campus Computing Sites. For current hours 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:** [www.umich.edu/~sites/info/seb/](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 27 Mac OS and 30 Windows NT workstations.

**Media Union:** [www.umich.edu/~sites/info/media/](http://www.umich.edu/~sites/info/media/) and [www.ummum.umich.edu/](http://www.ummum.umich.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. It 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 and events, call the Media Union at 93-MEDIA.

The Media Union includes:

- 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.

**ATCS: Adaptive Technology Computing Site:** [www.umich.edu/~sites/info/atcs/](http://www.umich.edu/~sites/info/atcs/)  
Information Technology Central Services, 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 8:00 a.m. to 5:00 p.m.