COURSE TITLE: Introduction to Community Organization, Management, and Policy/Evaluation Practice  
COURSE NUMBER: SW 560 (Winter Term, 2019, Section 002, Class# 19295)  
TIME & PLACE: Wednesdays, 2:00 - 5:00 p.m., School of Social Work Building (SSWB), Room 1636  
CREDIT HOURS: 3  
PREREQUISITES: None (Foundation macro methods; required for all regular standing students)  
INSTRUCTOR: Rabindar Subbian, MSW, MBA  
CONTACT DETAILS: 314.322.6184 | rabindar@umich.edu – Start email subject line with SW 560:  
OFFICE HOURS: By appointment and Tuesdays 12:00 - 1:00 p.m., SSWB Room 3798

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This syllabus builds on the collaborative efforts of Trina Shanks, Shane Brady and Adisa Chaney from whose past SW 560 syllabi I have drawn from and from those who they drew their inspirations from.

**1. COURSE STATEMENT**

A. COURSE DESCRIPTION  
This course is a social work foundation offering in methods for macro practice, specifically community organization, management, and policy advocacy. It is partly survey in nature, touching on a range of methods, strategies, and skills. It provides an appreciation of the historical and contemporary importance of these social work methods. The relevance of these methods to diverse populations and identities is addressed. Aspects of culturally sensitive and socially just practice are emphasized.
B. COURSE CONTENT

Students learn beginning knowledge and skills in the areas of community organization, management, and policy advocacy. They learn to understand a variety of roles attached to them, e.g., community organizer, manager, and policy advocate. The course will also provide students with the opportunity to integrate learning from SW502, which is designed to be taken concurrently.

Students focus on: (1) understanding the context of macro practice; (2) identifying community and organizational interventions to address social needs and problems; (3) organizing and building relationships within communities and organizations; and (4) organization-based and community-based policy making, planning, and program development. Course content addresses concepts and practice skills involving assessment, problem solving, and intervention planning at the macro level, and strategies to work effectively with communities and organizations. Content also includes reflective practice and utilizing interpersonal skills in macro practice.

C. COURSE COMPETENCIES AND PRACTICE BEHAVIORS

This course addresses the following competencies and practice behaviors:

COMPETENCY 1—Identify as a professional social worker and conduct oneself accordingly.
Social workers serve as representatives of the profession, its mission, and its core values. They know the profession’s history. Social workers commit themselves to the profession’s enhancement and to their own professional conduct and growth. Social workers

1.1 advocate for client access to the services of social work;
1.3 attend to professional roles and boundaries

COMPETENCY 2—Apply social work ethical principles to guide professional practice.
Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers

2.1 recognize and manage personal values in a way that allows professional values to guide practice;
2.2 make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work Statement of Principles;
2.4 apply strategies of ethical reasoning to arrive at principled decisions

COMPETENCY 3—Apply critical thinking to inform and communicate professional judgments.
Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers

3.1 distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
3.2 analyze models of assessment, prevention, intervention, and evaluation;
3.3 demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

COMPETENCY 4—Engage diversity and difference in practice.
Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers
4.1 recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
4.2 gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
4.3 recognize and communicate their understanding of the importance of difference in shaping life experiences

COMPETENCY 5—Advance human rights and social and economic justice.
Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. Social workers
5.2 advocate for human rights and social and economic justice; and
5.3 engage in practices that advance social and economic justice.

COMPETENCY 6—Engage in research-informed practice and practice-informed research.
Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers
6.2 use research evidence to inform practice.

COMPETENCY 7—Apply knowledge of human behavior and the social environment.
Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. Social workers
7.1 utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
7.2 critique and apply knowledge to understand person and environment.

COMPETENCY 8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development. Social workers
8.1 analyze, formulate, and advocate for policies that advance social well-being
8.2 collaborate with colleagues and clients for effective policy action.

COMPETENCY 9—Respond to contexts that shape practice.
Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers
9.1 continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services
9.2 promote sustainable changes in service delivery and practice to improve the quality of social services.

COMPETENCY 10—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice
with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

COMPETENCY 10(b)—Assessment
Social workers
10.b.1 collect, organize, and interpret client data
10.b.2 assess client strengths and limitations
10.b.3 develop mutually agreed-on intervention goals and objectives; and
10.b.4 select appropriate intervention strategies.

COMPETENCY 10(c)—Intervention
Social workers
10.c.1 initiate actions to achieve organizational goals
10.c.2 implement prevention interventions that enhance client capacities;
10.c.3 help clients resolve problems;
10.c.4 negotiate, mediate, and advocate for clients; and
10.c.5 facilitate transitions and endings.

COMPETENCY 10(d)—Evaluation
Social workers
10.d.1 critically analyze, monitor, and evaluate interventions.

D. COURSE OBJECTIVES
On completion of this course, students using a generalist social work practice framework will be able to:
1. Describe the historical, social, political and economic forces that have shaped and continue to shape macro practice in social work. (Practice Behaviors 4.1, 9.1)
2. Identify community organization, management, and policy-advocacy strategies for dealing with contemporary social work and social welfare problems. (Practice Behaviors 1.1, 3.1, 5.2, 5.3, 6.2, 8.1)
3. Demonstrate beginning level community organization, management, and policy advocacy skills in promoting social work values. (Practice Behaviors 3.1, 3.3, 4.3, 5.2, 5.3, 8.1, 8.2, 9.2, 10.c.1, 10.c.2, 10.c.3, 10.c.4, 10.c.5, 10.d.1)
4. Apply NASW’s Code of Ethics and other professional codes to the selection of action strategies, and in particular applying them to those situations which affect disadvantaged/discriminated against populations. (Practice Behaviors 1.3, 2.1, 2.2, 2.4, 4.2, 5.3)
5. Demonstrate the ability to utilize selected macro assessment tools (e.g., community profiles, asset maps, community needs and strengths assessment, Census data analysis, windshield surveys, SWOT analysis, force field analysis, flow-charts, nominal group technique, task analysis, and ethical analysis) to develop client-centered interventions. (Practice Behaviors 3.1, 3.2, 7.1, 7.2; 10.b.1, 10.b.2, 10.b.3, 10.b.4, 10.c.1, 10.c.2, 10.c.3, 10.c.4, 10.c.5)
6. Specify/identify those situations in which social workers are likely to be central to addressing major social welfare concerns. (Practice Behaviors 5.3, 7.2)
7. Identify salient connections between macro practice and interpersonal practice. (Practice Behaviors 3.2, 7.1, 7.2)

E. COURSE DESIGN
While using the lecture/discussion mode as the primary pattern, class sessions will also include skill building activities and exercises, team work, student presentations, speakers, and videos.
Theme Relation to Multiculturalism & Diversity: Are addressed through methods such as the use of readings, examples, cases, and role plays, and the development of intervention tools that explore multicultural and diversity issues from at least five perspectives: 1) the worker, (community organizer herself or himself); 2) the manager; 3) the policy analyst/advocate; 4) the organization or program; 5) the community or client system.

Theme Relation to Social Justice: Are addressed through the use of readings, examples, cases, and role plays, and the development of intervention tools that enable workers to secure better representation of underrepresented community members and points of view in the community, agency, and polity, and to address, through the attainment of program goals, issues of historic exclusion and exploitation. Techniques of both transactional and transformational change are considered.

Theme Relation to Promotion, Prevention, Treatment & Rehabilitation: Are addressed through the use of readings, examples, cases, and role plays, and the development of intervention tools that explore special attention to the benefits of early intervention, (promotion and prevention), risks attendant to the use of various methods (treatment), and the need for longer term connection and follow-up (rehabilitation).

Theme Relation to Behavioral and Social Science Research: Research is addressed through the use of readings, examples, cases, and role plays, and the development of intervention tools that explore the perspectives of social and behavioral science theory on the community, the organization, and the polity. Organizational, political science, and community theories will be important bases for class analyses.

Relationship to Social Work Ethics and Values: The course will address ethical and value issues related to working with, and in, organizations, communities, societies, and in conducting policy-focused research in these areas. For example, as employees of organizations, members of communities, and citizens of states, social workers must work to ensure equal treatment for all citizens, while at the same time expressing preferential programmatic attention to the most disadvantaged within those systems. The course will also focus on social workers’ responsibility as professionals to promote the general welfare through working toward the elimination of discrimination, expanding choices for all persons, encouraging respect for diversity, advocating for progressive changes in social policies, and encouraging informed participation by the public.

Faculty Approved October 17, 2012

F. STUDENT MENTAL HEALTH AND WELLBEING

The University of Michigan, Ann Arbor is committed to advancing the mental health and wellbeing of its students. Services are available, if you or someone you know is feeling overwhelmed, depressed, and/or in need of support. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and at the CAPS website: https://caps.umich.edu/ during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see http://www.uhs.umich.edu/aodresources.

For a listing of other mental health resources available on and off campus, visit: http://umich.edu/~mhealth/.
**G. ACCOMMODATIONS**

If you have a condition or disability that may affect or interfere with your participation in this course, please contact the instructor as soon as possible to discuss accommodations for your specific needs. It is the School of Social Work's policy that instructors keep this information strictly confidential. Information and resources for accommodations is also available with the office of Services for Students with Disability (SSD).

On September 14, 2016 their location and contact information was as follows:

- **Location** — G-664 Haven Hall, 505 South State St., Ann Arbor, MI 48109-1045
- **Phone** — (734) 763-3000, (734) 615-4461 (TDD), (734) 619-3947 (VP)
- **Email** — ssdoffice@umich.edu
- **Working Hours** — Monday through Friday, 8:00 a.m. to 5:00 p.m.

Please note that contact, location and working hours may change without notification. Most up to date contact, location and working hours information for the office is available via the search function of the University of Michigan website http://www.umich.edu and the University of Michigan Phone Directory service.

**H. CREATING A POSITIVE LEARNING ENVIRONMENT**

This section has been quoted from Janet Ray's syllabus for SW 560 offered in the Fall 2013 semester. The instructor acknowledges her generous help in explaining how to create a positive learning experience. Ms. Ray has in turn acknowledged the collaborative efforts of past SW 560 instructors Luke Shaefer, Lorraine Gutierrez, Shane Brady, Tony Rothschild, Trina Shanks, Diane Vinokur and Michael Woodford in the creation of her syllabus.

"Critical analysis and discussion are integral components of graduate education, empowerment, and adult education. Thus, it is important to foster an environment in which all participants are willing to express their opinions and perspectives. At times, this engagement can involve some risk, but it is hoped that you will feel comfortable to share your views and queries in order to promote your learning and that of your colleagues.

To encourage this environment, we are all reminded of our professional responsibility to treat one another with respect. If the classroom is to be a space for learning, it cannot reinforce systems of bias and domination. As course instructor, I will strive to develop a respectful course environment. You too can contribute to this ethos by extending to your colleagues the same respect and sensitivity you desire.

Questioning one another is a part of a positive and productive learning process. Such questioning should be done in a collegial, civil, and professional manner, which involves listening to, recognizing, and respecting others’ views, even if we do not agree with the perspectives being advanced. At times it may be necessary to challenge the ideas someone presents, but it is important to do so in a manner that calls into question the ideas outlined, not the person who presents them (adapted by M. Woodford from MSW Handbook, Faculty of Social Work, University of Toronto)."

**Electronic Devices**

In consideration of your fellow students in this class please set all mobile phones that you bring to class on vibrate. If you need to take a call, please step outside and then answer the phone to ensure that the class is not disrupted.

**Religious Observances**

Please let the instructor(s) know of your religious observances that may conflict with class attendance or assignment due dates or group work so that appropriate arrangements can be made. It would make the
instructor(s) (and possibly of your fellow team members') lives easier if you bring this up during the first week of the semester.

**Contacting Instructor**

A note about email: Please place “SW560: ” in the subject line. Please note, I do not check my University of Michigan email every day of the week, and therefore, I may not respond to your email the same day that you send them. However, I will try my best to respond to your email within 48 hours of receipt. For urgent matters, please call my mobile phone (314.322.6184) and leave a message.

1. **SAFETY & EMERGENCY PREPAREDNESS**

In the event of an emergency, dial 9-1-1 from any cell phone or campus phone.

All University of Michigan students, faculty and staff are required to familiarize themselves with emergency procedures and protocols for both inside and outside of the classroom. In the event of possible building closure (i.e. severe weather conditions, public health notices, etc.) you may contact (734)764-SSWB (7793) for up-to-date School closure information.

**Be Prepared.** Familiarize yourself with the emergency card posted next to the phone in every classroom/meeting room. Review the information on the emergency evacuation sign (located nearest the door) and locate at least (2) emergency exits nearest the classroom. Each SSW classroom is equipped with door locks. Pressing the button, located on the door handle, to lock the door from within the room.

If you are concerned about your ability to exit the building in the case of an emergency, contact the Office of Student Services and/or email ssw-ADA compliance@umich.edu.

Office of Student Services
School of Social Work | Room 1748
734-936-0961

For more information view the annual Campus Safety Statement at [http://www.dpss.umich.edu/](http://www.dpss.umich.edu/)
Register for UM Emergency Alerts at: [http://www.dpss.umich.edu/emergency-management/alert/](http://www.dpss.umich.edu/emergency-management/alert/)
Report a hate crime or bias-related incident at: [https://expectrespect.umich.edu/topic/report-incident](https://expectrespect.umich.edu/topic/report-incident)

Information and resources for accommodations is also available with the office of Services for Students with Disability (SSD).
2. Class Requirements

A. Text and Class Materials

**Recommended Texts & Source Materials:**


It is recommended that students purchase / rent the Coley and Reich texts. To economize financially, students may want to wait to know which assignment team they have been assigned to, prior to purchasing the Coley text, so that the cost could be shared by the team, instead of individual purchases by each student. The Reich text is recommended to be purchased/rented individually by each student.

**Other Texts & Source Materials Referred**


Each class session has assigned readings that students are expected to have read prior to coming to class. Readings and the date they are due to be read by, will be listed on the “Readings for Class Sessions” page on the Canvas site for this course. Please check this page on a regular basis as it is updated throughout the term. Readings are typically discussed during class sessions on the date they are due or in subsequent class sessions. Not every reading may be discussed in class based on flow and progress of the course and in-class discussions.

Most, but not all, of the readings will be posted at least one week prior to the date they are due to be read by on “Perusall” (see Canvas site – left hand navigation to access Perusall). Students will need to access Perusall from the Canvas site for this course to read these articles (and be graded on them). Journal, newspaper and media articles etc. not posted in Perusall are available through the University of Michigan Library system for students registered for the course. Students are responsible for using library systems to access readings and course materials that are required but not posted on Perusall and/or Canvas. At times, PDF scans or equivalent of some readings may be available in the “1. Resources” folder in “Files” section of the Canvas site for this course.

B. Class Schedule

Please refer to course site on Canvas LMS (Learning Management System) for a detailed listing of topics and agenda for each session. These can be quickly accessed using the “Agenda Pages Quick Links” page on the Canvas site. There is also a link to this page on the home page of the Canvas site for this course. Session topics are subject to change during the semester. The most up to date information will be maintained on Canvas.
### C. ASSIGNMENTS & GRADING

Individual assignments are assignments that you will complete by yourself and team assignments are those you will complete in collaboration with your assigned team. All work must be your personal work that you contribute (either to your individual assignment or to your team's) and the work of others needs to be properly attributed. (Please pay close attention to the "Academic Honesty and Integrity" section of this syllabus in terms of attribution expectations.)

**Note:** All assignments are due at the beginning of lecture time on the date they are due unless otherwise stated and should be submitted via the Canvas site for the course.

If you think you will be late in submitting an assignment, please inform the instructor(s) before the due date. The instructor may at their discretion accept late assignments and may impose a penalty of up to 50% of points earned for the assignment on a case by case basis. This includes team assignments, if any, and the whole team will be penalized for late submissions.

**Community Assessment Assignment (Max.: 25 points)**

The 'Community Assessment Assignment' is a team assignment. At the beginning of the semester you will be assigned a team with two to four fellow students. As a team you will choose a community to focus on and will profile and assess the community. You are expected to use the knowledge learned in the class as well as that you bring to the class from past experiences for this assignment. You will assemble quantitative and qualitative data to present as a part of your assessment. Details of the assignment will be provided during class sessions.

**Grant Assignment (Max.: 15 points)**

The 'Grant Assignment' is a team assignment. You will leverage the knowledge about the community you assembled in the 'Community Assessment Assignment' by submitting a grant on behalf of the same community (or its members). Details of the assignment will be provided during class sessions.

**Advocacy Paper / Proposal (Max.: 15 points)**

The 'Advocacy Paper / Proposal' is a team assignment. After assessing a community's needs and submitting a grant relevant to these needs, you will prepare to influence the systems affecting the community by advocating for policies and / or designing policies that would benefit the community. Details of the assignment will be provided during class sessions.

**Online Forum Postings (Max.: 2 postings = 5 + 5 = 10 points)**

Through the semester each student will be expected to respond to questions and / or discussions that the instructor(s) post via an online forum. You can earn up to 5 points in each of these posting assignments through your responses to the questions or to your peers' comments.
Reflection Paper (0 points) & Individual Evaluation of Team (Max.: 5 points)

The initial 'Reflection Paper' will carry no points assigned. It is a way to help you reflect on working in a team and get to the people you will work with through the term. Specific details about the paper and the assignment will be provided during lecture.

The 'Individual Evaluation of Team' is a required individual assignment. It is an opportunity at the end of the semester for you to provide input into your individual contributions in team assignments and provide feedback on your experiences working in your assigned team. It is expected that your responses will be confidential and that you as a student will not have access to the submissions of other students in the class. You can earn a maximum of 5 points towards your grade for the course in this assignment based on the feedback received from other members of your team.

Class Critical Thinking and Q&A (Max.: 20 points)

Discussions, assignments and activities during class sessions are an essential method of learning in this course. Class discussions work well when students come prepared to class by having read the assigned readings for the class session (the most up to date information on assigned readings is on Canvas).

Merely showing up for class sessions gains you no points toward your grade for the course. Your level of preparedness for class sessions affects both your learning and that of your peers. Students who come prepared for class sessions enrich the quality and quantity of the lessons that they learn from the course content and contribute to their peers’ learning as well. Students who are not prepared for class negatively impact their peers’ learning through the effect they have on the class environment, in addition to detracting from their own learning.

To align incentives (i.e., grades) with actions (i.e., in-class learning), the “Class Critical Thinking and Q&A” grade (max. 20 points) is based on in-class discussions and assignments. Coming to class well prepared, participating in class discussions, contributing insights and views that demonstrate critical thinking will gain you points toward your “Class Critical Thinking and Q&A” grade.

Attendance in class sessions is not mandatory in this course with the exception of the last mandatory class session. Missing too many classes in a period may provide you less opportunity to gain points toward your course grade. Thus, there is incentive to come to class sessions prepared and no incentive to merely show up and attend class. Self-care and agency over your learning is also important. If you happen to be sick, it would serve you and your peers’ better if you stayed at home and recovered instead of coming to class ill. If you need to not attend class for some other reason (e.g., pursuing a different form of learning), you have the flexibility to decide for yourself where you would gain the maximum return on your time investment and choose what to give up for it. This grading structure provides you with the flexibility to miss a class without seeking any permissions or providing any explanations.

If you miss a class, it is your responsibility to find out what you missed from your team members. Please do not approach the instructor to “make up” the class or to “fill you in” on what you missed. The instructor will not be assigning additional work to enable you to “make up” a missed class. The instructor will not accept any additional papers, summaries, notes, synopses etc. of readings etc. as an alternative to attending class.

As an instructor I want each student to attain their greatest learning potential for this course. I am not a gate keeper to your grade and view myself as a facilitator to your achieving the maximum grade you deserve based on the learning you achieve. Points will be applied toward deciding your grade for the course. The assignments and their respective maximum points that can be earned is as follows.
ASSIGNMENT TYPE | ASSIGNMENT NAME(S) | MAXIMUM POINTS | MAXIMUM POINTS AS A % OF TOTAL COURSE POINTS
---|---|---|---
Individual Assignment | Class Critical Thinking and Q&A | 20 points | 20% |
| 2 Online Forum Postings (5 + 5 = 10 points) | 10 points | 10% |
| Instructor's evaluation of student's holistic performance during the semester | 10 points | 10% |
| Reflection Paper/Individual Evaluation of Team | 5 points | 5% |
Team Assignment | Community Assessment Assignment | 25 points | 25% |
| Grant Assignment | 15 points | 15% |
| Advocacy Paper / Proposal Assignment | 15 points | 15% |
**TOTAL** | **100 POINTS** | **100%** |

Translation of points earned to grade assigned for course

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Grades of &quot;A+&quot; are typically earned by students who turn in exceptional work in assignments and exceptionally contribute in class and in their assigned teams. The grade of A+ will rarely be used and, in general, students should not expect to receive this grade, for it signifies work that goes beyond the content of the course and the expertise students are expected to master. An A+ is very rare to obtain.</td>
</tr>
<tr>
<td>A or A-</td>
<td>Grades of &quot;A&quot; or &quot;A-&quot; are reserved for student work which not only demonstrates excellent mastery of content but which also shows that the student has undertaken a complex task, has applied critical thinking skills to the assignment, and/or has demonstrated creativity in his or her approach. The difference between these two grades is determined by the degree to which these skills have been demonstrated by the student.</td>
</tr>
<tr>
<td>B+</td>
<td>A grade of B+ is given to work which is judged to be very good. This grade denotes that a student has demonstrated a more-than competent understanding of the material.</td>
</tr>
<tr>
<td>B</td>
<td>A grade of B is given to student work which meets the basic requirements. It denotes that the student has done adequate work and meets basic course expectations.</td>
</tr>
<tr>
<td>B-</td>
<td>A grade of B- denotes that a student’s performance was less than adequate, reflecting only moderate grasp of content and/or expectations.</td>
</tr>
<tr>
<td>C+ or C</td>
<td>The grade of C reflects a minimal grasp of the assignment, poor organization of ideas and/or several significant areas requiring improvement.</td>
</tr>
<tr>
<td>C- to F</td>
<td>Grades between C- and F are applied to denote a failure to meet minimum standards, reflecting serious deficiencies in many/most aspects of a student’s performance.</td>
</tr>
</tbody>
</table>

Please also refer to Chapter 7: Grades in Academic Courses and in Field Instruction and Chapter 17: Student Grievances of the Student Guide (https://ssw.umich.edu/msw-student-guide).

Additional School and University policies, information and resources are available at: https://ssw.umich.edu/standard-policies-information-resources. They include:
- Safety and emergency preparedness
- Mental health and well-being
- Teaching evaluations
• Proper use of names and pronouns
• Accommodations for students with disabilities
• Religious/spiritual observances
• Military deployment
• Writing skills and expectations
• Academic integrity and plagiarism

**Academic Honesty and Integrity**

The "Student Code of Academic and Professional Conduct" of the School of Social Work, The University of Michigan, Ann Arbor, applies to all your work in this course. Cheating, plagiarism and academic dishonesty is prohibited and engaging in them can have serious consequences. Plagiarism is "representing someone else's ideas, words, statements or works as one's own without proper acknowledgment or citation."¹ Section 1.12.02 of the 2013-14 MSW Student Guide states:

Examples of plagiarism include, but are not limited to:
1. Using or otherwise taking credit for someone else's work or ideas.
2. Using the language of another without full and proper quotation or source citation.
3. Implicitly presenting the appropriated words or ideas of another as one's own.
4. Using Internet source material, in whole or in part, without careful and specific reference to the source.
5. Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge or in common public use.
6. Self-plagiarism, that is, reusing one's own work without acknowledgment that the text appears elsewhere (e.g. in a paper for another current or previous class).

Plagiarism, like other forms of cheating and misconduct, is taken very seriously at the University of Michigan and is grounds for expulsion from the University.

Please familiarize yourself with "Student Code of Academic and Professional Conduct" section of the MSW handbook of the school. Instructors are required to report all violations of the code by students to the school administration.

*Ignorantia juris non excusat.* Ignorance of the code will not excuse you from being held accountable for your transgressions of the code.

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