"It means a great deal to those who are oppressed to know that they are not alone. Never let anyone tell you that what you are doing is insignificant."

Desmond Tutu, South African civil rights activist

1. COURSE STATEMENT

Course Description
This foundation course for the Community Action and Social Change Minor is designed to prepare students to be informed and active participants in the process of community building and social change. The course uses a multidisciplinary framework to develop competencies that will help students envision what community action and social change look like, identify and implement steps towards social change, build on positive sources of power, indigenous knowledge and experiences of individuals, groups, and communities who are engaged in social change efforts.

Supporting Statement for Social Science Distribution
This course meets the requirements for LS&A social science distribution in the following ways. The course material covers theories and practices of community action and social change through an interdisciplinary examination of examples in research and practice. The course focuses on individuals, groups and institutions and how they interact. The course examines empirical quantitative and qualitative studies that test social change methods and provides exposure to and experience with qualitative research methods such as ethnographic observation and interviewing and qualitative data-gathering. Students are engaged in a critical and contrasting assessment of community organizing and other social change methods.

Course Competencies

Praxis: “Reflection and action upon the world in order to transform it.”

- Paulo Freire, The Pedagogy of the Oppressed

Upon completion of this course, students will be able to:

1. Examine their own identity development (race, class, gender, sexual/relational orientation, religion, nationality, ability, other), recognize multiple social identities, and engage in critical analysis of power, privilege and oppression.
2. Explore the meaning of community and social change.
3. Develop skills in interviewing, relationship-building, and group facilitation.
4. Gain awareness of historical framework and theory regarding community action and social change.
5. Engage in policy and structural analysis with regard to community action and social change.
6. Develop an understanding of community-building and organizing skills.
Course Design
This course uses an engaged learning approach and employs several pedagogical strategies to promote knowledge and skill development.

Most classes will be structured to include a lecture or presentation, accompanied by a discussion or activity period. We will employ several pedagogical strategies such as: small group work, class discussions, PowerPoint, experiential exercises, audiovisuals, writing exercises, case examples, and other activities in order to facilitate understanding of the course content and to promote knowledge development.

Course Assignments & Grading:

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Due Date</th>
<th>Points/Percentage</th>
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<tbody>
<tr>
<td>Core Concepts-Concept Map/Play List</td>
<td>October 11, 2019</td>
<td>20</td>
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<tr>
<td>History Project-Topic due September 20th</td>
<td>November 1, 2019</td>
<td>30</td>
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<tr>
<td>Semester-Long Project-Outline due September 27th</td>
<td>November 22, and December 6, 2019</td>
<td>30</td>
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<tr>
<td>Final Reflection Paper-Letter to our Future Self</td>
<td>December 11, 2019</td>
<td>10</td>
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<tr>
<td>Attendance &amp; Participation (Reading questions, in-class activities, etc.)</td>
<td>Ongoing</td>
<td>10</td>
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<td><strong>Total Possible Points</strong></td>
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The class requires a set of assignments aimed at:

1) Gaining critical awareness about one’s self as a community change agent both inside and outside the classroom
2) Building knowledge about core concepts, historical frameworks, and key people,
3) Developing and engaging with peers in critical discussion of key ideas and issues, and
4) Applying the lessons and learning to one’s current interest and future work.

My practice is to provide detailed feedback on your papers. As such, it may take me up to three weeks to return them. Papers are graded on:

**Quality of clinical thinking:** Papers that rate the highest will show strong analytic skills; evidence strong clinical insight; show strong understanding of human behavior; demonstrate a curiosity about what they hear or see; have a level of empathy for others and know when they are struggling to achieve that; and demonstrate an ability to think about what they heard, as well as what they did not hear.

**Integration of materials:** Papers that rate the highest will show superior skill in linking reading and lecture materials to their written work; pull from multiple sources; typically go above the requirements but not excessively so; go beyond “person on the street” thinking.

**Level of Self-reflection:** Papers that rate the highest will show a strong self-awareness or willingness to develop that capacity; they show a willingness to take risks with thinking or note areas where that is difficult; are able to address what is evoked in them response to the work and demonstrate an understanding of social work values and ethics.

**Writing skills:** Papers that rate the highest will have no typographical or grammatical errors. They will be well organized and written, comprehensive and coherent. They will be within the guidelines, neither excessively short nor excessively long. Any citations will be accurate and there will be effective use of quotations.

References and Referencing Style
When using others’ work, it is mandatory to cite the original source. Social work publications generally follow the referencing format specified by the American Psychological Association (APA); therefore, you are expected to follow this referencing style. Publication Manual of the American Psychological Association (6th Edition) is accessible via internet: http://www.apastyle.org/manual/ Additionally, you may access APA examples at: http://owl.english.purdue.edu/owl/resource/560/01/ for further help citing references in course assignments.
Intellectual Honesty and Plagiarism

It is your responsibility to be familiar with and abide by the University of Michigan’s Academic Integrity Standards (https://lsa.umich.edu/lsa/academics/academic-integrity/academic-misconduct.html). Plagiarism is when you attribute others’ ideas and/or exact words as your own. This includes ideas and/or passages from the readings, class activities, peers, and from the Internet, among others. I expect that all sources used will be cited or referenced. If I suspect plagiarism, I will follow the University’s protocol for disciplinary action. This could mean a loss of points, failure of a grade, and/or other consequences. If you have questions, please do not hesitate to ask.

Attendance & Participation (10 points/10%):

It is important that you attend each class session. The class sessions involve skill development experiences that go beyond course readings/learning tasks. Missing class sessions will lower your grade since your participation as a co-learner is essential to meet the learning goals for this requirement. If you are not able to attend a class session, please notify the Instructor prior to the class session so that arrangements can be made for you to address the material that you missed.

Your attendance and participation also reflects the basic elements of any social work relationship – you show up and remain present. If, for any reason, I have concerns about your participation or attendance, I will discuss my concerns with you in a timely fashion. Your grade will be negatively impacted if more than one class is missed as an unexcused absence. Please communicate any classes that you may miss to this Instructor via email (smomper@umich.edu) or phone/text (412-496-5591). Any failure to communicate an absence to this Instructor will result in a two-point deduction for that day.

Each class encourages dialogue regarding the readings, lectures, and in-class skills demonstrations. Participation in this course will occur in small and large group discussions. It is essential to abide by the NASW Code of Ethics and maintain the highest level of respect for another as colleagues/peers, as well as for the clients/communities that we will be discussing in class. Please avoid the use of electronics during the course. If you need to take a phone call or respond to a text message or email, then please step out of the class and return when you are done. It is expected that your computer only be used to take notes during lectures or research materials needed for an in-class exercise. Levels of participation may vary based on comfort and interest in topics discussed. I will do my best to honor each student’s participation level in the course. Please communicate any difficulty that you are experiencing related to course materials and discussions and I will do my best to help resolve the matter or identify appropriate support services if requested.

A Note on the Learning Environment:

The class is designed as a co-learning environment and one where class members are encouraged to try new skills and take risks. Your contribution as a “teacher and a learner” in the class will enhance the learning for all class members.

Quality change agents must be self-aware, self-reflective, and open to exploring our own histories and issues regarding any given concern or population. Be prepared to reflect on and explore your own family history, social systems, experiences, identity, cultural background and assumptions regarding all forms of diversity. There will be a variety of ways that students can do this through critical thinking, assignments and active participation in class discussions and activities.

Being honest, sensitive, and respectful to each other in preparation for quality community action and social action practice is one of the learning environment goals. Please share opinions and feedback with others in discussions and exercises, and when you do so, please try to state them in a respectful and constructive manner.

Prepare yourself to hear varying opinions and feedback non-defensively, and to use those data or challenge them constructively. Please practice tolerance, not expecting yourself or your classmates to be polished in discussions about issues that can be challenging and confusing. We can expect to blunder and make mistakes in the classroom so that we are better prepared when we are in the community; please honor this process.
A student is expected to be on time, prepared with questions from readings, DVDs and assignments, respectful of diverse perspectives, open to learning and to complete assignments on time.

All assignments are expected to be handed in on their due date prior to the end of the day (11:59pm), unless otherwise indicated in CANVAS. Please make sure assignments are WORD documents so I can edit.

Late assignments will be marked down 5% for every day late.

**Concept Map/Play List: (20 points/20%)**
*Due October 11, 2019*
Students will create a map of the core concepts of community action and social change. The map will help students define key ideas, develop key questions, and showcase their understanding of the basic terms. The goal is to help build critical thinking around CASC.

1. Map: The maps can be creative and should reflect your best understanding of what community action and social change is as a concept.

2. Play List: Create a “Spotify” or “Pandora” Playlist of at least 15 songs that reflect core concepts. For each song, be able to discuss, and write a comment in CANVAS about what the concept is and why you selected the song.

We’ll generate ideas in class and have an opportunity for students to workshop draft maps in class with peers.

Final version will be submitted on CANVAS: Pictures of maps, and audio files, etc.

**Learning from History Project (30 points/30%)**
*Due November 1, 2019-Topic due to Instructor on September 27th-via CANVAS.*
Students will select a historical social justice movement, or organization, from a list of topics that will be provided in class on September 6th. Alternative topics are possible but must be approved by the Instructor.

The purpose is to explore historical examples and to apply history to current CASC efforts.

Students will conduct research and write a 6-8-page double spaced paper based on your research.

**Product must include the following information:**
Why did you choose this topic? What drew you to this topic?

Discuss an overview of the movement/person and activities:
- Why did/does the movement occur? What are the social justice issues that it is/was trying to challenge/change? Provide the background and history.
- What were some of the underlying principles/frameworks/core values of driving the work?
- What were some of the examples of their efforts for community action and social change? What/how did the movement organization approach its work?

Provide a critical assessment of the work’s strengths and limitations based on your analysis:
- What were/are some of the strengths to their efforts?
- What were their accomplishments?
- What were/are some the challenges and/or limitations to their approaches/efforts? Why?
- What is your analysis of their efforts?
Learning from History/Applying Ideas

- What can you learn from this movement for your own work?
- Why and how does this movement matter for CASC?
- What are the takeaways for you?

In addition to the paper, students will prepare a short handout (one page), or a leaflet, to share with the class. The fact sheet should cover an overview of the movement and the “learning from history” takeaways. We’ll use the class on November 1st for each student to provide a brief overview of their paper.

**Semester-Long Project (30 points/30%):**

*Due: November 22 and December 6th, 2019*

Students will develop, in groups, a semester-long project based on their passion or interest/desire to learn about or further your own efforts in Community Action & Social Change. The goal is to learn to plan and implement an idea that relates to your interests. Project Materials and Work Logs will be due on November 22nd or December 6th. If you are presenting on November 22nd your project materials are due on December 6th, except for your presentation for that day.

A “Root Cause Tree” will be a part of your final project. We will learn about and create one in class, so you know how to do your own. Be creative!

https://www.google.com/search?q=root+cause+tree+examples&rlz=1C1GGRV_enUS749US749&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjkoKqq8pPWAhUiw4MKHaDPDr4QsAQJILw&biw=1920&bih=1094#imgrc=CCi1HOvUKrB9UM

**Step 1: Proposal for Semester-Long Project:**

*Due September 27, 2019-via CANVAS*

We will use class time on September 13th and September 20th for you to get into groups and work on your project topics.

Students will prepare an outline highlighting the issue they will be working on as a group, why they picked this issue, why this issue is important to CASC, the project they plan to pursue, and the questions they hope to learn from the project. Roles for each group member should be drafted up but can be changed during the course of the project.

In addition to describing their project, students should include any areas they feel they will need support. Students will get feedback (either written or in-person) to support their project plan.

**Step 2: Action Project:**

In groups students will develop an action project. The goal is to do something that you care about or want to learn about that relates to CASC. This project could be as a result of work you are already doing on campus. The project should be roughly 15 hours of work per each student outside of class (not including the project presentation in class). Students are expected to keep individual activity logs to document work and activities as well as hand-outs, or flyers, from events they attend for this project; these must be submitted to CANVAS along with your Root Cause Tree, project materials, and final presentation.

**Examples of projects include:**

- Prepare and design a website resource guide for student groups (like an annotated bibliography) with curriculum, links to other websites, around a topic (e.g. educational justice, prison reform, racial justice) or approach to community change work (e.g. community organizing, community facilitation, popular education).
- Develop an organizational strategy/action plan for an organization, program or a campaign for campus, preferably current, if not current make it a viable proposed project.
- Engage in a current campaign/action on a current issue. Provide plans and materials from campaign/action.
• Organize an event/activity around a social justice issue that you care about. Provide plans and materials from event/activity. Examples: Poetry reading, showing a video, a fundraiser, volunteer work.

• Develop a one-day workshop on a specific social justice topic and implement it in the community, or on campus, that includes a related curriculum and resources so that others could replicate it. This would include the entire process (how you did what you did) and comments on what worked and what didn't work.

• Conduct at least 10 interviews with current social justice leaders on an issue/topic that you are interested in, transcribe/provide a detailed summary of the interviews. Be prepared to turn in transcripts/summaries. You could also provide a video of interviews, if participants are OK with that.

• Watch a least 10 social justice movies and develop a guide for how these movies could be used in a student organization/class to raise issues, further social change.

• Create a video on a topic: Examples: What does CASC look like? What is a social justice issue that needs to be highlighted and shared? What is a present-day issue that is occurring now that needs to be addressed, or information about it shared? Examples: Immigration, prison industrial complex, racial injustice issues, environmental issues, tariffs and their impact on the country, etc. Be creative with your video.

• Initiate a random acts of change or random acts of kindness campus and community wide event(s).

• Volunteer time at an agency/organization related to social justice, social services, criminal justice, animal rights/welfare, environmental issues, sustainable farming, food justice, after school tutoring program, legal aide, etc. The volunteer activities are limitless in Ann Arbor, Ypsilanti and Detroit.

• Conduct a research project on a social justice topic that could inform campus or community action.

• Develop a product like a play, a video/movie, an art display, a poster display, an art exhibit, a music video, etc. that can be presented either in the School of Social Work or another university site-keeping in mind it has to be CASC themed and/or social justice themed.

• Read at least 8 CASC-Themed books and develop a resource guide/thematic analysis for using the books to discuss social justice issues.

**Examples of books include:**


Step 3: Presentation:
Due: November 22 or December 6th, 2019
A 20-25-minute-long presentation (PowerPoint, video, audio, artwork, poster presentation, music, dance, etc.) that includes both your semester long research and an interactive activity. The activity is aimed at getting the class engaged in your work. You may choose to do a 20-minute presentation (e.g. 15 minutes of work that you have done and 10 minutes of group work). The presentation can be either formal or informal; you may choose a presentation style that best meets the needs of the topic that you are presenting on in class. Be cognizant of the time.

The presentation for classmates will include the following:

- Describe the topic and why you picked it?
- What you did for your project?
- What did you learn specifically from this work? How did this match what you hoped to learn?
- Why does your project matter for CASC work, generally? How does it relate to core themes/concepts/ideas that we have talked about in class?
- Based on your project learning and class learning (topics, themes and readings), what are three key takeaways for you for future CASC work?

Products uploaded into CANVAS (should include):

- Work log: Detailed description of activities and time/effort (for each student) put into project (Can be an excel file or word document) and the "root cause tree."
- Project artifacts (e.g. resource guide, PowerPoint, pictures of artwork, audio and digital files, materials, curriculum, transcripts, plans, event flyers, meeting notes).

Final Paper/Letter to Our Future Selves (10 points/10%):
Due December 11, 2019
This final paper is meant to be a way to apply class concepts and learning in meaningful ways. For this assignment you will write a letter (2 to 4 pages) to your future self. In the letter, please think about what you want to remind yourself about community action and social change. Be prepared to synthesize across the class learning, readings, activities, and assignments. Be as creative as you want, but the letter should reflect your learning from the class and your ability to apply the ideas and concepts to your own life.

Religious/Spiritual Observances
Students will be excused from class for religious/spiritual observances. Please let the instructor know ahead of time about any conflicts between class sessions, assignments, and religious observances. Every reasonable effort will be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

Incompletes
Incompletes are given only when it can be demonstrated that it would be unfair to hold the student the stated
time limits of the course. The Student Guide, Vol. 1, Sec. 8.01 states that an I grade is used when illness or other compelling reasons prevent completion of work, and there is a definite plan and date for completion of course work approved by the instructor. The student must formally request an incomplete from the instructor prior to the final week of classes.

GRADING FOR THIS COURSE

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<th>Grade</th>
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<td>D-</td>
<td>60 – 63%</td>
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2. CLASS REQUIREMENTS

Required Texts and Class Materials: All Readings are in Canvas-I reserve the right to delete, or add more pertinent readings if needed, throughout the course.

COURSE OUTLINE

*MAY BE REVISED BY INSTRUCTOR TO FIT NEEDS OF THE COURSE*

9/6 Introduction to Community Action and Social Change (CASC)

Week 1: This class will be a general introduction to CASC and to SW 305. In particular, we’ll look at the relationships between CASC and Social Work values and ethics. We will also get organized for the semester, review the class structure and assignments, discuss expectations, and begin to build our class community. Please be ready to think about a goal for you in the class and a critical question/issue you would like to learn/think about.

Required Readings & Tasks to Prepare for Class Session:


IN CLASS VIDEO: https://www.ted.com/talks/brene_brown_on_vulnerability?language=en

9/13 Understanding our Story: Being aware of who we are as Change Agents. What Informs our Perspectives?

Week 2: In this class, we will spend time looking inward to discuss what drives our interest in social justice work, to explore our own stories, and how our perspectives are shaped by who we are. We will explore being vulnerable and our understanding about the power and potentially of storytelling as a method of community change work. We will also do an activity that examines how we think about ourselves as social justice leaders and how we need to be aware of why, who, and how we engage in social justice work.

Required Reading & Tasks to Prepare for Class Session:


**IN CLASS VIDEO:**
https://www.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story?language=en

Task: Story of self-worksheet *(will be passed out in first class)*- come prepared to share your story.

9/20  **Understanding Community Action and Social Change Terms & Perspectives**

**HISTORY PROJECT TOPICS DUE**

**Guest Presenter:** Margaret Leary: MI League of Women Voters: Overview of the Census, Prop 2 (redistricting) and Prop 3 (accessibility to voting).

**Week 3:** This class will help us “unpack” the concept of Community Action and Social Change through exploring key terms and examining fundamental concepts embedded in social justice and social change work, such as social justice, power, privilege, discrimination, oppression, empowerment, and equity. It’s important that we begin the semester with shared understanding. We will also spend time discussing critical questions/challenges that emerge in social justice work here on campus, such as entering communities, working with others, and combatting “savior complexes”.

**Required Reading & Tasks to Prepare for Class Session:**

**Keys Concepts for Course:**

**For Discussion:**

**IN CLASS VIDEO:** Building Resilient Communities: Case of Pine Ridge: https://www.youtube.com/watch?v=e2Re- KrQNa4

9/27  **Building Relationships and Facilitating Participation**

**SEMESTER LONG PROJECT OUTLINE DUE**

Guest Presentation by the Ginsberg Center: *Workshop on Entering, Engaging and Exiting Communities Respectfully.*

**Week 4:** This week we will focus on skills needed for community change work by looking at HOW to engage in community change work. We will look at how to build relationships and what skills are needed to build relationships, facilitate participation, work together for change, and thoughtfully exit communities.
10/4 **Community Change as a Process: Systems, Power, Impacts and Approaches**

**Week 5:** This week we will focus on developing frameworks for community change, critically examining different models and approaches to change work, and learning from historical examples of community action and social change. We will look at community change as a system that impacts individuals, groups, communities, institutions, and society. We’ll also explore concepts of power. We will develop in class concept maps of the various ideas.

**Required Reading & Tasks to Prepare for Class Session:**


**Review two web examples** of the following organizations and come ready to discuss their approach:

- Southern Echo: [http://southernecho.org/](http://southernecho.org/)
- Neutral Zone: [http://neutral-zone.org/wp/](http://neutral-zone.org/wp/)
- Californians United for Responsible Budget: [http://curbprisonspending.org](http://curbprisonspending.org)
- Interfaith Coalition for Peace and Justice: [http://www.icpj.net/program-areas/](http://www.icpj.net/program-areas/)
- Allied Media: [https://www.alliedmedia.org/](https://www.alliedmedia.org/)
- [EMEAC (East Michigan Environmental Action Council)](http://www.emiac.org)

10/11 **Learning from Grace-**

**DUE: CONCEPT MAP**

**Week 6:** This class will focus on learning from Grace Lee Boggs, an incredible activist and social change agent with a legacy of social justice, community action, and social change. We’ll watch her documentary together, and then discuss the lessons learned from her work and life for us. What are the critical questions for consideration about community action and social change? What are critical issues for practice?

**Required Reading & Tasks to Prepare for Class Session:**

IN CLASS VIDEO: American Revolutionary: Grace Lee Boggs

10/17 Evening workshop/event by Tawanna Petty, one of the current leaders at the Boggs Center. She will discuss James and Grace Lee Boggs and lessons learned from their work and life. Time TBD. **There will be no class on October 25th as this is the replacement class for Week 8 class.**

10/18 **Learning in the Field: Legacy of Boggs**

Week 7: This week will involve a special opportunity that takes our learning outside of the classroom: As a class we will go to Detroit to learn and engage in the work of the Boggs Center and a tour of activism in Detroit. We will meet with the other SW 305 class to do a joint-field trip. More information will be provided.

10/25 **Week 8: NO CLASS, CLASS ON THE 17TH INSTEAD.**

11/1 **Week 9:**

DUE: HISTORY PAPER AND PRESENTATIONS.

In this class we’ll focus on our history examples that we have been learning about. We will share the examples from our papers and think about some of the major movements, organizations, and individuals that have shaped community action and social change work. In particular, through our sharing and learning we will discuss the lessons and ideas that we can draw from these examples for our own work. Remember to bring a hand-out for the class.

Tasks to Prepare for Class Session:

- There are no readings for today.

Task: Come prepared to share and present your example from your paper (see assignments instructions).

11/8 **Strategy, Planning and Action**

Guest Presenters: David Bullock and Charles Williams

Week 10: This class will focus on the importance of planning and strategy for community change. Once you have an idea, how do you begin to move forward to make change? Strategy is critical for community organizing efforts. In this class, we’ll also hear from community organizers about their work. As you read and prepare for class, I'd like you to think about how you use strategy in your work (regardless of if your work is community organizing versus community projects). Does your group/work have a strategy? How do you think about your work?

Required Reading & Tasks to Prepare for Class Session:

Case Study:

**11/15 Allyhood, Co-Liberation, Coalitions, & Working Together**

**Week 11:** In this class will look more specifically at the skills needed to work together for change. We know that community action and social change is not an individual activity and that it is strengthened when different ideas and perspectives are brought together. What are the skills needed to work together and facilitate participation across differences? What can we learn from other coalitions? How do we think about the various roles in CASC-type work? We will use class to share ideas and practice skills. We will also spend time in class talking about the role of social media. In what ways does media does it help? In what ways does it hurt? What are the implications for our own work? How do we see the future of social media for our own social change efforts?

**Required Reading & Tasks to Prepare for Class Session:**
- Gehl, L. A colonized ally meets a decolonized ally.
- Color of Change: A Messages to Allies and Aspiring Allies (pp. 12-15).

**IN CLASS VIDEO:** “Why Coalition Building is Necessary”
[https://www.youtube.com/watch?v=Clun3f0Kscclist=PLNB_zLAlfr75S-HOPC0d8eauj9J9sv03kL](https://www.youtube.com/watch?v=Clun3f0Kscclist=PLNB_zLAlfr75S-HOPC0d8eauj9J9sv03kL)

**11/22 PROJECT PRESENTATIONS DUE**

Tasks to Prepare for Class Session:

**Week 12:** We will focus on our action projects. We will have the opportunity to hear about each other’s projects and reflect on the common themes and learning across the projects.

Task: 20-25-minute group presentations (see assignment instructions). **Remember that the presenters for this week just need the presentations, other materials can be submitted on December 6th.**

**12/6 PROJECT PRESENTATIONS DUE: Our Future Selves- Takeaways and Reflections**

**Week 13:** In our final class together will finish our project presentations and then we will reflect on the learning from the semester and discuss our takeaways. We’ll discuss ways to sustain our efforts community change makers as well as to think about what we want to remember to tell our future selves.

**Required Reading & Tasks to Prepare for Class Session:**

Task: 20-25-minute group presentations (see assignment instructions).

**TASK: LETTER TO OUR FUTURE SELVES DUE ON DECEMBER 11TH**
3. ADDITIONAL COURSE INFORMATION AND RESOURCES

Proper use of Names and Pronouns:
All students will be referred to by the names and pronouns they use (e.g. she, they, ze, he). If you have a name that differs from the one that appears on the roster, please inform the instructor before the second class period so that I use your correct name and pronouns. Students can designate their personal pronouns on the class roster via Wolverine Access: Student Business > Campus Personal Information > Gender Identity.

There are two inclusive restrooms in the SSW building: room 1784 (1st floor, near Registrar’s Office) and B833T (Lower Level). Click here for the Spectrum Center’s map of gender inclusive restrooms on campus.

Accommodations for Students with Disabilities:
If you are in need of an accommodation for a disability, please let me know at your earliest convenience. Any information you provide is private and confidential and will be treated as such. Additional information about accommodations for students with disabilities, as well as a list of appropriate accommodation forms, is available here. Please present the appropriate paperwork at least two weeks prior to the need for the accommodation (test, project, etc.).

For more information, contact:
Services for Students with Disabilities
G-664 Haven Hall | 505 South State St.
(734) 763-3000 | ssdoffice@umich.edu

Religious/Spiritual Observances:
An overview of the process for students who have conflicts with religious observances:
- Students are responsible for work acquired during their absence
- Students will have a reasonable alternative opportunity to complete any academic work
- Reasonable notice must be given to faculty before drop/add deadline of term
- Any concerns or conflicts should be brought to the Dean or Ombudsperson

Please click here to find more information about the University’s policy concerning religious holidays as well as a non-exhaustive list of religious holidays.

Military Deployment:
Please click here for more information and resources for students called to Active Duty status while enrolled at the University of Michigan.

Student Mental Health and Wellbeing:
The University of Michigan is committed to advancing the mental health and well-being of all students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact:
- Counseling and Psychological Services (CAPS) at (734) 764-8312 (free and confidential).
- University Health Service (UHS) at (734) 764-8320
- Additional campus health and wellness resources

The Office of Student Services’ Health and Wellness Program provides supportive services to MSW students which promote wellness, self-care and maintenance of a healthy academic and mental health balance, as well as to increase disability awareness.
- SSW Health and Wellness Guide
- Contact the Health and Wellness Program at ssw.wellness@umich.edu

Teaching Evaluations:
Students are strongly encouraged to complete teaching evaluations at the end of each term. Teaching
evaluations will be emailed to students during the last week of classes. Student identity is completely anonymous, and instructors cannot view evaluation reports until after grades are submitted. **We will complete teaching evaluations in class when the final class meets.**

**Writing Skills and Expectations**
Strong writing and communication skills are essential to students’ academic success and professional career. The Writing Coordinator for the School of Social Work is open to meeting with students during any phase of the writing process. The Writing Coordinator’s office is housed within the Career Services Office. The Career Services Office also offers workshops, resources and individual assistance to help improve skills and confidence in written communication.

For more information or to schedule an appointment, contact:
SSW Writing Assistance Career Services (Room 1696; (734) 763-6259; ssw-cso@umich.edu)

**APA Formatting**
Any social work assignments presented as professional papers or presentations should utilize APA formatting. Review the *MLibrary APA Citation Guide* as needed. *The Purdue Owl website is another helpful resource for assistance with APA formatting.*

**Academic Integrity and Plagiarism**
Plagiarism is prohibited in any academic writing at the University of Michigan. More information on academic integrity policies can be found in the MSW Student Guide.

**Safety & Emergency Preparedness**
In the event of an emergency, dial 9-1-1 from any cell phone or campus phone. In the event of a non-life-threatening emergency, or for general assistance, call 647-0007 or 7-0007 from any 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.

For more information visit the U-M Division of Public Safety and Security website.
  - Active Attacker Response and Prevention Video
  - Register for U-M Emergency Alerts
  - Report a hate crime or bias-related incident
  - U-M Annual Emergency Guidelines

**Weather Emergency**
In the event of a weather emergency during building hours, Students should find shelter in the nearest restroom, windowless offices, or proceed to the Curtis Center (room B660) in the lower level. Building Occupants should avoid using the elevator even if it is in service as a power failure may occur in transit. Maps to the nearest weather emergency shelters are indicated on the emergency maps located at each stairwell, entrance, and classroom. At the beginning of each semester instructors will review the emergency plan for each classroom where classes are held.

**Building Evacuation**
In the case of fire or building mechanical failure the occupants may be asked to evacuate the building and
proceed to a designated staging area. Staff member wearing orange emergency vests will be on hand to assist with an orderly evacuation. Maps to the nearest emergency exit are indicated on the emergency maps located at each stairwell, entrance, and classroom. At the beginning of each semester instructors will review the emergency plan for each classroom where classes are held.

View the SSW Building Egress Map.

School Closures
From time to time the University of Michigan may be forced to close for any number of reasons. The most commons instances are due to inclement weather, health epidemic, or building mechanical failure. Updates can also be found on the following radio stations:

- WUOM 91.7 FM
- WWJ 950 AM
- WJR 760 AM

In the event that the building is closed (loss of power for example) students can call the Building Emergency Update line (734) 764-SSWB (7792) for updates or check the SSW school website.

ADA Evacuation
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

HAVE A RESTFUL AND HAPPY BREAK