



<b>Course title:</b>	MicroMasters Capstone Seminar (hybrid)
<b>Course #/term:</b>	738, Spring/Summer, 2020
<b>Time and place:</b>	In person: May 18, June 8, July 6 and July 20, 12-1:30 pm; room TBD
<b>Credit hours:</b>	1
<b>Prerequisites:</b>	None
<b>Instructor:</b>	Barb Hiltz
<b>Pronouns:</b>	She, her
<b>Contact info:</b>	<b>Email:</b> bshiltz@umich.edu <b>Phone:</b> 734-763-6582 Please allow 24 hours for email responses. Emails may not be returned over the weekend.
<b>Office:</b>	SSWB 2839
<b>Office hours:</b>	By appointment

## 1. Course Statement

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### a. Course description

This integrative seminar will focus on developing an integrative, professional e-portfolio that links classroom learning and field learning. The seminar will also address cutting edge issues and evidence-supported practices across micro, mezzo and macrosystem levels.

### b. Course content

In this integrative seminar, students will focus on developing an integrative, professional e-portfolio that links classroom learning and field learning to the social work competencies. Students will utilize the Portfolium e-portfolio platform and will present their portfolios to instructors and peers at the end of the term. Students will also develop a resume and cover letter that effectively reflects their readiness for the social work job market. Students will engage in peer consultation around developing products for their web-based portfolios and resume development. The seminar will also address issues related to working as a professional social worker, including professional resiliency and the role of lifelong learning.

**c. Course objectives and competencies**

1. Engage in activities that use integrative learning principles to facilitate knowledge transfer and link classroom, fieldwork, and personal experiences with professional practice.
2. Identify, document, and link knowledge and skills across educational, professional, and personal experiences to social work competencies.
3. Develop a web-based professional portfolio by completing assignments using the Portfolium web-based platform.
4. Develop a professional social work resume that demonstrates a clear connection to the field of social work.
5. Explore their roles as learners, leaders, and professionals and become prepared to speak fluently about their work and experiences, roles played in fieldwork, and as agents for social change.
6. Reflect on how social justice principles and processes are reflected in their work and how this can be strengthened.

**d. Course design**

The course is designed to be self-paced, interactive and seminar/discussion focused. Because of the hybrid nature of this course, students are expected to structure their time to complete the course assignments, largely outside of class. The course will revolve around several major assignments, with project groups meeting regularly through the semester, with discussions/seminars used as consultation throughout the term.

## **2. Class Requirements**

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**a. Text and class materials**

All required readings for this course will be provided and posted on the Canvas course site and are noted in the class schedule below.

**b. Class schedule**

Topics may be modified throughout the course. Refer to Canvas for the most updated class schedule.

<b>Date</b>	<b>Topic(s)</b>	<b>Required Reading (due before class</b>	<b>Assignments (due before</b>
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		begins)	class begins)
May 18, 2020 12-1:30 pm	<ul style="list-style-type: none"> <li>• Introduction and course overview</li> <li>• Introduction to Portfolium &amp; the role of Reflection</li> <li>• Activity: Generative Interviewing</li> </ul>	None	None
June 8, 2020 12-1:30 pm	<ul style="list-style-type: none"> <li>• Going on the market</li> <li>• Completing portfolio introduction</li> <li>• Activity: What are you for?</li> </ul>	None. You will have had to review the training module for your assignment.	Assignment 1, Milestone 1 Assignment 2, Milestone 1
July 6, 2020 12-1:30 pm	<ul style="list-style-type: none"> <li>• Professional identity</li> <li>• Professional resiliency</li> <li>• Activities: Peer review of assignment 1, milestone 2; Peer review of assignment 1, milestone 2</li> </ul>	<ul style="list-style-type: none"> <li>• Cover Letter Tips</li> <li>• Resume Tips</li> <li>• Interviewing Strategies</li> </ul>	Assignment 1, Milestone 2 Assignment 2, Milestone 2
July 20, 2020 12-1:30 pm	<ul style="list-style-type: none"> <li>• Role of lifelong learning</li> <li>• Activity: Student portfolio presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Networking strategies</li> <li>• Resilience for Social Workers</li> <li>• Find and review 2 potential sources of continuing education</li> </ul>	Assignment 1, Milestone 3 (final due) Assignment 2, Milestone 3 (final due)

c. Assignments

There are two assignments for this course. Both assignments are designed to help you tie together the knowledge and skills developed during your time in the social work program, as well as to assist you as you enter the job market in the field of social work. Each assignment includes milestones to assist you in completion.

**Assignment #1: Social Work Portfolio**

Due: See milestone dates below

In this 3 part assignment, you will complete your web-based portfolio using Portfolium. Portfolios are a collection of your accomplishments, skills, and experiences that can be shared digitally to promote your abilities. Even when students do not share their portfolios with others, the act of collecting products and reflecting on them helps students build a narrative that aids students in conversations with future employers.

Milestone	Description	Due Date
Milestone #1: Getting Started	<ul style="list-style-type: none"> <li>● <a href="#">Review the training module</a> about using Portfolium</li> <li>● Review the 9 social work competencies (uploaded to Canvas).</li> <li>● Review the P.O.D.S capacities developed by our SSW (uploaded to Canvas)</li> </ul>	June 8, 2020 noon
Milestone #2: Review & Update your Profile	Review and update your portfolio. This includes the overview section and information about your work and education. <i>Note that Portfolium will pull information from your resume. To avoid duplication, it is advisable to upload your resume (if you intend to do so), before entering details of your past employment and education.</i>	July 6, 2020 noon
Milestone #3: Upload products and connect to competencies	<p>Select and upload products or artifacts that you believe best represent your demonstration of the 9 social work competencies. These can be products developed in classes or in field placements. Products may be demonstrations of more than one social work competency, but you must upload at least 5 different products.</p> <p>As you upload your products to Canvas, please follow these instructions:</p> <ul style="list-style-type: none"> <li>● <b>Category:</b> You will select "social work."</li> </ul>	July 20, 2020 noon

	<ul style="list-style-type: none"> <li>● <b>Description:</b> Write 2-4 paragraphs for each uploaded project. The paragraphs will 1) summarize your project, including your specific tasks in the creation of the project, 2) clearly describe the link to the competency (or competencies) you selected, and 3) note which P.O.D.S. capacities are reflected in your project, and describe how you integrated/ demonstrated the capacities.</li> <li>● <b>Skills:</b> Select the social work competencies you are demonstrating. <i>Be sure to use the exact language that is provided in the prepopulated skills rather than abbreviating or using language of your own.</i></li> <li>● <b>Tags (optional):</b> Can be used as a search tool within Portfolium and can be used at your discretion. You might tag your pathway, an area of practice, or job-related skills you want to highlight.</li> </ul> <p><b><i>You will present your portfolio in class on July 20th.</i></b></p>	
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At various milestones, you will work with your classmates to review, further develop and refine your portfolios. On the last day of class, you will present your final portfolio to your peers and course instructors.

**Assignment #2: Professional Resume & Cover letter**

Due: See milestone dates below

In this assignment, you will turn your attention to your future job search. This assignment includes selecting a social work position for which you are interested

and qualified, developing a master resume to aid your job search and developing a cover letter that is tailored to a specific job.

Milestone	Description	Due Date
Milestone #1	Milestone #1 includes 3 steps: <ul style="list-style-type: none"> <li>● Review social work position postings using a job search site of your choice.</li> <li>● Select one position posting for which you would be interested in applying.</li> <li>● Upload the posting to Canvas.</li> </ul>	June 8, 2020 noon
Milestone #2	Milestone #2 includes 2 steps: <ul style="list-style-type: none"> <li>● Create an initial draft of a master resume. Your resume should include your relevant education, experience, and skills. Note that this resume does not have to be tailored to the specific job posting you selected in milestone #1. Rather, it should include all positions, responsibilities, and skills that could be modified for a range of various positions.</li> <li>● Upload your resume draft to Canvas.</li> </ul>	July 6, 2020 noon
Milestone #3	Milestone #3 includes three items: <ul style="list-style-type: none"> <li>● Complete a final draft of your resume.</li> <li>● Write a cover letter that you would submit for the job posting you selected in milestone #1.</li> <li>● Post your resume and cover letter to Canvas.</li> </ul>	July 20, 2020 noon

Although not required for this assignment, you are encouraged to upload your resume to your portfolio. Please note that if you do this, it will automatically update your work experience based on the elements of your resume. This may mean you have to make adjustments to duplications created.

d. Attendance and class participation

As a hybrid course, it is important that you attend each in-person class session. The class sessions involve skill development experiences that go beyond course

readings/learning tasks. Your participation as a co-learner is essential to meet the learning goals for this requirement. If you are not able to attend a particular 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. Missing any session, whatever the reason, can result in the final grade being lowered by 5 points for each session missed.

Your attendance and participation also reflect the basic elements of any social work relationship - you show up and remain present. If for any reason, we have concerns about your participation or attendance, we will discuss the concerns with you in a timely fashion.

e. Grading

Final grades will be determined on the basis of performance. Letter grades will be allocated as follows:

100 = A+	77-79 = C+
96-99 = A	73-76 = C
90-95 = A-	70-72 = C-
87-89 = B+	67-69 = D+
83-86 = B	63-66 = D
80-82 = B-	60-62 = D-

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Additional School and University policies, information and resources are available here: <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*