



Course title:	Social Work Capstone - Micro	
Course #/term:	SW 699-006 SS 2021	
Time and place:	Tuesday: May 18, June 1, June 15, June 29, July 13, 2021 6-9pm Zoom	
Credit hours:	3	
Prerequisites:	590 or permission of instructor	
Instructor:	Liz Haas, LMSW ACSW CST CSE	
Pronouns:	She/Her/Hers	
Contact info:	Email: lizhaas@umich.edu	Phone: Cell phone on Canvas
	Call, email, or text. Response rate quickest with text.	
Office:	Zoom/Phone	
Office hours:	By appointment	

1. Course Statement

a. Course description

This Capstone course will provide students an opportunity to reflect on their social work education, as well as look forward to their future social work career. Students will explore concepts of professional resilience and social work identity, as well as gain an understanding of lifelong learning as a core value of the social work profession. The course will provide an opportunity for students to integrate and apply learning from their academic career in a comprehensive manner. The course will assess the students' overall mastery of social work competencies, as demonstrated through products produced over the course of their study and collected in a professional portfolio. Students will be given the opportunity to develop a cover letter and resume, as well as explore interviewing and negotiating skills necessary to secure a social work position upon graduation.

b. Course objectives and competencies

- Identify the importance of lifelong learning, including the effective use of supervision and consultation (Essential 37; EPAS 1).
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker (Essential 41; EPAS 1, 6, 8).
- Develop a plan for professional resiliency (Essential 43; EPAS 1).

- Apply the 4 core components of emotional intelligence to future growth as a social worker (Essential 42; EPAS 1).
- Reflect on social work learning, especially related to key social work competencies (Essential 42; EPAS 1)

c. Course design

This course will use multiple methods including but not limited to: lectures, demonstrations, case studies, readings, guest speakers, discussions, written assignments, individual and group exercises. The course will make use of a computer based portfolio system.

d. Intensive focus on PODS

This course will integrate PODS (privilege, oppression, diversity and social justice) as the framework through which social work practice is viewed. Students will explore how these concepts manifest in social work practice. Students will provide a demonstration of a product or assignment, and reflect on the relationship to PODS.

This course integrates PODS content and skills with a special emphasis on the identification of theories, practice and/or policies that promote social justice, illuminate injustices and are consistent with scientific and professional knowledge. Through the use of a variety of instructional methods, this course will support students developing a vision of social justice, learn to recognize and reduce mechanisms that support oppression and injustice, work toward social justice processes, apply intersectionality and intercultural frameworks and strengthen critical consciousness, self-knowledge and self-awareness to facilitate PODS learning.

2. Class Requirements

a. Synchronous and Asynchronous for Classroom Time:

The current known best practice of online teaching is a combination of synchronous and asynchronous teaching, which means some of the in-person classroom learning will now be obtained before and/or after each week’s synchronous session. In principle, each week’s synchronous session will be approximately 1.5-2 hours.

b. Student “Camera On” Expectation:

When possible, it is expected that the students will keep their cameras turned on during the synchronous session. “Camera on” is **required** for break out groups and simulated interviews as visual contact is an essential component of those interactions.

c. Attendance and Class Participation

Participation: 20 points

I highly encourage you to attend all Zoom classes and to actively participate in class. Poor attendance will hurt your grade, as will low participation. Should something prevent you from attending the Zoom class (i.e. illness, a conference, a religious observance, personal emergency, internet or other access issues) please let me know, at least 24 hours before an expected absence, or within 24 hours of an unexpected absence/emergency).

Note: If you are absent from class, you are still responsible for any assignments due that day. Please review the Policy on Class Attendance found in the MSW Student Guide.

[Policy on Class Attendance](#)

d. Student Time Expectation:

This is a 3-credit course and is offered online. This means that, as a student, you are expected to spend a total of 112.5 hours throughout the semester, including synchronous & asynchronous classroom time. For more details, please go to the UM Center for Academic Innovation website for detail.

e. Text and class materials

Required readings and required videos to watch will be posted to Canvas.

There are no required texts.

Please complete all pre-work prior to meeting for that week's module.

Any changes in the class schedule or class content will be sent via Canvas.

f. Class schedule

Class content subject to change.

Any changes will be announced through Canvas.

Links to readings and resources can be found on Canvas.

Date/Time	Agenda	Required Readings & Assignments
Session1 5/18/21	Lesson 1: Looking Back at your MSW	<p>Pre-Class Work:</p> <ul style="list-style-type: none"> - Review: CSWE Competencies - Review: SSW Pathway Competencies - Review: PODS Capacities Checklist - Bring Future Me Letter from SW590 - Make sure you have access to and can log into Portfolium <p>Post-Class Work/Assignments Due 6/1/21:</p> <ul style="list-style-type: none"> - Job Search - Resume Draft
Session 2 6/1/21	Lesson 2: Shaping your Professional Brand Part 1	<p>Pre-Class Work:</p> <ul style="list-style-type: none"> - Read: Job Search Techniques - Read: Resume Tips - Read: Cover Letter Tips - Bring: Job posting you found and your resume draft <p>Post-Class Work/Assignments Due 6/15/21:</p> <ul style="list-style-type: none"> - Write yourself a Letter of Reference - Portfolio Milestone 1: Upload and Reflect on one competency
Session 3 6/15/21	Lesson 3: Shaping your Professional Brand Part 2	<p>Pre-Class Work:</p> <ul style="list-style-type: none"> - Read: Interview Strategies - Read: Networking techniques and strategies - Read: How to write a Reference letter - Bring: Letter of Reference written for yourself <p>Post-Class Work/Assignments Due 6/29/21:</p> <ul style="list-style-type: none"> - Finish and upload final Resume

Date/Time	Agenda	Required Readings & Assignments
		<ul style="list-style-type: none"> - Write and upload Cover Letter - Complete Milestone 2: Update your Portfolio Profile
Session 4 6/29/21	Lesson 4: Professional Identify and Professional Resiliency	Pre-Class Work: <ul style="list-style-type: none"> - Watch: TED Talks on Resilience - Explore: Self-care starter kit - Read: 10 lessons in self-care for social workers - Read: Resilience for Social Workers Post-Class Work/Assignments Due 7/13/21: <ul style="list-style-type: none"> - Portfolio Milestone 3: Final Portfolio and Competencies Reminder: <ul style="list-style-type: none"> - Complete Course Evaluations as soon as they open
Session 5 7/13/21	Lesson 5: Lifelong Learning	Pre-Class Work: <ul style="list-style-type: none"> - Read: Tips for Mentorship - Watch: Emotional Intelligence - Read: Professional Licensing and Exam Preparation - Explore: UM SSW Continuing Ed Website - Explore: UM SSW Exam Prep website - Explore: Career Services Website

g. Assignments

Assignments and due dates subject to change.

Any changes will be announced through Canvas.

Please see Canvas for assignment details and due dates.

Assignment	Due date	Percent of overall grade
Job Search	June 1, 2021 6pm Upload job posting to Canvas Bring to class	10 points
Resume	June 1, 2021 6pm Upload Resume to Canvas Bring to Class	10 points
Milestone 1: Upload and Reflection on One Competency	June 15, 2021 6pm Upload to Portfolium Complete the Quiz - 3 questions/steps	10 points
Letter of Reference	June 15, 2021 6pm Upload to Canvas Bring to Class	10 points
Milestone 2: Update your Portfolio Profile	June 29, 2021 6pm Update Portfolium Complete the Quiz - 1 question/step	20 points
Completed Resume	June 29, 2021 6pm Upload Resume to Canvas Optional: Upload PDF Resume to Portfolium	10 points
Cover Letter	June 29, 2021 6pm Upload Cover Letter to Canvas	10 points
Milestone 3: Final Portfolio & Competencies	July 13, 2021 6pm Upload to Portfolium Complete Quiz - 20 Questions	25 points
Participation		20 points

h. Grading

GRADING SCALE: The criteria for each grade are as follows:

This class is “Pass-Fail.” 85% or above is considered “Pass.” The criteria for grading individual assignment is as follows:

98-100 A+ Exceeds criteria for A.

95- 98 A Brilliant mastery of subject content; demonstrates exceptional skill, insight, reflection, understanding of self and others; exceptional mastery of core concepts. Only students who have achieved 100 percent attendance in this class will be eligible for a grade of A.

90 - 94 A- The difference between A and A- is based on the degree to which the above described skills are demonstrated

88 - 89 B+ Mastery of subject content beyond expected competency; is growing in insight, clinical acuity, and self-reflection and in mastery of core concepts

85 - 87 B Mastery of subject content at level of expected competency – meets course expectations

80 - 84 B- Less than adequate competency, but demonstrates student learning and potential for mastery of subject content

70 - 79 C or C- Demonstrates a minimal understanding of core content, and of self and others. Significant areas need improvement to meet course requirements.

69 and below Student has failed to demonstrate minimal understanding of subject content.

OTHER FACTORS INFLUENCING GRADING:

Late assignments will be deducted 10%. If you need an extension for an assignment, email the instructor to discuss.

If you have good attendance and participation and make a strong and timely effort on each assignment, you will do well in this class in terms of grading. I will provide clear, thoughtful feedback to help you deepen your awareness of a number of key issues - the process of working with others, who you are in the work (i.e., what appear to be strengths and challenges for you), themes that arise in Interpersonal Practice work, writing and communication skills, etc.

If I write or say something that confuses or upsets you, please make an appointment so we can discuss it! If I help you deepen your understanding of something that is helpful for me to know too.

GENERAL ASSIGNMENT GRADING CONSIDERATIONS:

- Meeting parameters of assignment
- Clarity of thought
- Effort/ability to self-reflect
- Demonstration of social work values related to empathy, strengths-based thinking, and client dignity
- Insightfulness and clinical acuity (since this is a clinical course, this is the area that tends to differentiate papers that earn extra points from others)
- Integration of reading materials into paper
- The ability to discern which aspects of use of self would be important in assessment or intervention
- Writing Skill – clarity, coherence, organization, citation (if necessary), grammatically strong

[Grades in Academic Courses and in Field Instruction](#)

[Student Grievance procedures](#)

Here are some resources around [testing and grading from CRLT](#) and [policy for grading in special circumstances](#).

i. Class Recording and Course Materials

Additional information on class recordings can be found the [Recording and Privacy Concerns FAQ](#):

Audio and video recording of in-class lectures and discussions is prohibited without the advance written permission of the instructor. Students with an approved accommodation from the Office of Services for Students with Disabilities permitting the recording of class meetings must present documentation to the instructor in advance of any recording being done. The instructor reserves the right to disallow recording for a portion of any class time where privacy is a special concern. If the instructor chooses to record a class, they will decide which classes, if any, are recorded, what portion of each class is recorded, and whether a recording is made available on the course management website. On days when classes are recorded, students will be notified a recording is occurring. Class recordings and course materials may not be reproduced, sold, published or distributed to others, in whole or in part, without the written consent of the instructor.

j. COVID-19 Statement

For the safety of all students, faculty, and staff on campus, it is important for each of us to be mindful of safety measures that have been put in place for our protection. By returning to campus, you have acknowledged your responsibility for protecting

the collective health of our community. Your participation in this course on an in-person/hybrid basis is conditional upon your adherence to all safety measures mandated by the state of Michigan and the University, including maintaining physical distancing of six feet from others, and properly wearing a face covering in class. Other applicable safety measures may be described in the [Wolverine Culture of Care](#) and the [University's Face Covering Policy for COVID-19](#). Your ability to participate in this course in-person/hybrid may be impacted by failure to comply with campus safety measures. Individuals seeking to request an accommodation related to the face covering requirement under the Americans with Disabilities Act should contact the [Office for Institutional Equity](#). If you are unable or unwilling to adhere to these safety measures while in a face-to-face class setting, you will be required to participate on a remote basis. I also encourage you to review the [Statement of Student Rights and Responsibilities](#) and the [COVID-related Addendum to the Statement of Student Rights and Responsibilities](#).

k. **Health-Related Class Absences**

Please evaluate your own health status regularly and refrain from attending class and coming to campus if you are ill. You are encouraged to seek appropriate medical attention for treatment. School of Social Work students who miss class due to illness of any kind will be given opportunities to access course materials online or provided with alternative learning opportunities. Please notify me by email about your absence as soon as practical, so that I can make accommodations. Please note that documentation (a doctor's note) for medical excuses is *not* required.

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*