SCHOOL OF SOCIAL WORK
UNIVERSITY OF MICHIGAN

Course title:	Social Work Capstone - Macro
Course #/term:	SW 689 001, Spring/Summer 2021
Time and place:	Tuesdays May 10, 24 June 7, 21 July 5 1:00 PM - 4:00 PMs 2752 SSWB
Credit hours:	1
Prerequisites:	None
Instructor:	Justin D. Hodge, LMSW-Clinical and Macro
Pronouns:	He/him/his
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Office:	4688 SSWB
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. 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. Text and class materials

All materials will be provided on Canvas. Students are expected to have completed all assigned readings prior to class Readings may be changed due to visits by guest lecturers, special circumstances, and student needs. I will aim to make any changes to readings two weeks in advance.

b. Class schedule

Class 1: Looking Back at your MSW
- **Review**: CSWE Competencies (both for your pathway but also the standards themselves, which are linked from this SSW website page).
- **Review**: SSW Pathway Competencies
- **Review**: P.O.D.S. Capacities Checklist ☐
- **Track down and bring**: The "Future Me Letter" you wrote in SW 590
- **Log in and review**: Be sure you can log into your Portfolium portfolio. Re-watch the captivate tutorial as needed.

Class 2: Shaping your Professional Brand, Part 1
- **Read:** Job Search Techniques & Strategies
- **Read:** Resume Tips
- **Read:** Cover Letter Tips
- **Bring:** Job posting you found & your resume draft (post-class mini-assignments from last week)

Class 3: Shaping your Professional Brand, Part 2
- **Read:** Interview strategies
- **Read:** Networking techniques and strategies
- **Read:** How to write a reference letter (you should have read this when completing your reference letter assignment)
- **Bring:** Letter of reference wrote for yourself

Class 4: Professional Identity and Professional Resilience
- **Watch:** TED Talks on Resilience (pick at least 1, but feel free to explore more!)
- **Explore:** Self-care starter kit
- **Read:** 10 lessons in self-care for social workers
- **Read:** Resilience for Social Workers: How To Increase Flexibility, Energy, and Engagement in the Face of Challenge

Class 5: Lifelong Learning
- **Read:** Tips for mentorship
- **Watch:** EMOTIONAL INTELLIGENCE

- **Read:** [Professional licensing and exam preparation](#)
- **Explore:** resources available from the SSW as you launch your career:
  - [U-M SSW Continuing Education Website](#)
  - [U-M SSW exam preparation course](#)
  - [Career Services Website](#)
- **Optional Reading** (especially for those planning to practice outside of Michigan): [Social Work Licensure - A state-by-state guide](#)

c. Assignments

Assignment instructions are posted on Canvas in the "Assignments" section.

⸬ ▾ Portfolio   (40% of Total) ＋ ⋮

⸬ 🚀 **Milestone #1: Upload and Reflect on One Competency**
Due Jun 8 at 1pm | 10 pts   ✅ ⋮

⸬ 🚀 **Milestone #2: Update your Portfolio Profile**
Due Jun 22 at 1pm | 20 pts   ✅ ⋮

⸬ 📝 **Milestone #3: Final Portfolio & Competencies**
Due Jul 20 at 1pm | 25 pts   ✅ ⋮

⸬ ▾ Ongoing "Mini-Assignments"   (45% of Total) ＋ ⋮

⸬ 📝 **Job Search**
Due May 25 at 1pm | 10 pts   ✅ ⋮

⸬ 📝 **Resume Draft**
Due May 25 at 1pm | 10 pts   ✅ ⋮

⸬ 📝 **Letter of Reference**
Due Jun 8 at 1pm | 10 pts   ✅ ⋮

⸬ 📝 **Completed Resume**
Due Jun 22 at 1pm | 10 pts   ✅ ⋮

⸬ 📝 **Cover Letter**
Due Jun 22 at 1pm | 10 pts   ✅ ⋮

CSWE Assessment by Pathway

⠿ ▾ CSWE Assessment by Pathway   (0% of Total) ＋ ⋮

Interpersonal Practice in Integrated Health: CSWE Assessment 50 pts	✅	⋮
Community Change: CSWE Assessment 50 pts	✅	⋮
Global Social Work Practice: CSWE Assessment 50 pts	✅	⋮
Management & Leadership: CSWE Assessment 50 pts	✅	⋮
Policy & Political Social Work: CSWE Assessment 50 pts	✅	⋮
Program Evaluation & Applied Research: CSWE Assessment 50 pts	✅	⋮
Welfare of Children & Families: CSWE Assessment 50 pts	✅	⋮
Social Work Practice with Older Adults and Families from a Lifespan Perspective: CSWE Assessment 50 pts	✅	⋮

⠿ ▾ Participation   (15% of Total) ＋ ⋮

Participation 20 pts	✅	⋮

Milestone Assignments

There are 3 "milestones" related to this assignment. Detailed instructions for each milestone are provided within the Canvas site.

<u>Milestone 1</u>

Students have found it helpful to prepare one of the items for their master assignment early. This allows you to get feedback to ensure you are on the right track. For this milestone, you will:

1. Review the advanced competencies that <u>link to your specialized pathway</u>
2. Select one project/product that you have created while in the MSW program that you think best demonstrates your skill, knowledge, values, etc related to one competency. You will need to upload that project to your portfolio prior to completing this assignment. Instructions on how to update privacy settings and copy a share link

for your project link are in the Privacy Settings section of the **SSW Student Guide to Portfolium**.

3. Write a 2-4 paragraph description for your chosen competency. The paragraphs will clearly and thoroughly: 1) summarize and describe your project, including your specific tasks in the creation of the project, and 2) describe how this project demonstrates your attainment of the competency. This description should help the reader see a clear connection between your project and the competency you've selected. **Tip:** To better connect your paragraph description with the competency, use specific language from the competency statement throughout your paragraphs.

Milestone 2

For this milestone, you will complete the profile section of your Portfolium portfolio (review tutorial as needed). There is a great deal of information you can provide, but at a minimum, here you should provide:

1. **Your Introduction.** When completing this section, keep in mind that this is often the first thing someone will review when reading your portfolio. Consider: How do you want to introduce yourself to your audience?
2. **Education**. Add any relevant degrees and education.
3. **Work experience**. Include any prior work experience you would like to showcase in your portfolio.

When you are ready to submit, you may enter the URL for your portfolio through this quiz.

Milestone 3

This end of program assessment was designed to assess your learning of the 9 competencies required by the Council on Social Work Education (CSWE) plus our School's added priority of P.O.D.S. (privilege, oppression, diversity, and social justice). For each of the ten items (9 competencies + P.O.D.S), you will submit, by link, a project/product that you created that demonstrates your competency. Projects can be things you've created in class or in field. The key is that the instructor must be able to use them to assess your level of proficiency with that competency. Examples of projects could include (but are not limited to):

- papers
- presentations
- grants
- reports
- data visualizations

Instructions on how to update privacy settings and copy a share link for your project link are in the Privacy Settings section of the SSW Student Guide to Portfolium (Links to an external site.). In addition, you will complete a description of how the projects/artifact demonstrates your understanding or implementation of that competency. Additional assignment details are provided at the links below.

You will provide at least 5 different projects/products. That is, one project can be used to demonstrate more than one competency.

Please be sure that you are removing any and all identifying information from your projects. As an additional level of protection, you might consider sharing certain projects only with your instructor and removing them once your grade has been provided.

You must complete the assignment that corresponds with your specific pathway. You can access your pathway-specific assignment with the correct link on the Canvas site.

Mini-Assignments

There are a series of "mini-assignments" related to this assignment grouping. Detailed instructions for each milestone are provided within the Canvas site.

Job search
Review social work position/job postings using a job search site of your choice. Select one position posting for which you would be interested in applying. Upload the posting to Canvas AND bring a paper copy to class.

Resume Draft

Upload your current resume draft. There is no need to do a lot of work yet, though you might want to update a few quick things. Next week, we will be discussing resumes and getting feedback on yours, so this assignment is designed (mostly!) to get you to locate yours and take a look at it - especially if you haven't looked in a while.

Letter of Reference

Complete a **Letter of Reference** for yourself. Imagine your field instructor and/or field faculty is providing a letter of reference. Write this letter as if it is coming from that person.

- Include behavioral examples of skills or qualities you highlight.
- Focus on the skills you think could be most transferable to your desired work setting.
- Focus on highlighting the things you think you are best at and that you believe your letter writer could articulate
- Use this article to give you guidance: How to write a reference letter

Upload your letter to canvas AND bring a paper copy to class.

Completed Resume

Make edits to your resume based on the lesson last session and the feedback you received. Upload a complete and polished resume to Canvas.

Optional: You may opt to also upload a revised resume to your Portfolium portfolio. Remember, upload the document to Portfolium as a PDF to avoid the system pulling your work history and duplicating what you may have already created.

Cover Letter

Draft a sample cover letter that highlights your strengths. Write the cover letter as if you are applying to the job for which you submitted the job posting (for the Job Search mini-assignment). Upload the cover letter to Canvas.

d. Attendance and class participation

Both class attendance and active purposeful participation in class discussion and activities are paramount for the successful completion of this course.

e. Grading

Please review the MSW Student Guide policies on [Grades in Academic Courses and in Field Instruction](#) as well as [Student Grievance procedures](#).

This course is graded as Satisfactory/Unsatisfactory (S/U). Students must earn 70% or higher to receive an S.

f. Class Recording and Course Materials

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.]

g. 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]().

h. 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*