



<b>Course title:</b> Social Work Capstone
<b>Course #/term:</b> SW699, 02, Spring/summer 2022
<b>Time and place:</b> Tuesday, 1:00 – 4:00 pm, (May 17, 31, June 7, 28, July 12, Room 3816)
<b>Credit hours:</b> 1
<b>Prerequisites:</b> SW 590 or permission of instructor
<b>Instructor:</b> Susan W. Crabb, LMSW, MS
<b>Pronouns:</b> She, her, hers
<b>Contact info:</b> <b>Email:</b> <a href="mailto:swcrabb@umich.edu">swcrabb@umich.edu</a> <b>Phone:</b> 734-846-4284 You may expect a response within 24 hours
<b>Office:</b> [Room Number]
<b>Office hours:</b> By appointment

## 1. Course Statement

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.

### a. Course description

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#### **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. Text and class materials**

There are no textbooks required for this class

- Readings are posted on our Canvas Site
- MSW Candidates are expected to complete all required readings and other assigned course work prior to class
- Required readings will be discussed/debriefed in class.
- Any additional resources, texts, readings, or web pages that are integral to the course.

b. Class schedule

Date/Time	Agenda	Required Reading & Assignments
Week One Tuesday, May 17 - 1:00 – 4:00	Looking back at your MSW	See Canvas- Module One
Week Two: Tuesday, May 31, 1:00 – 4:00	Sharpening your professional brand – Part One	See Canvas – Module Two
Week Three: Tuesday, June 14, 1:00 – 4:00	Sharpening your professional brand – Part Two	See Canvas – Module Three
Week Four: Tuesday, June 28, 1:00 – 4:00	Professional identity and professional resilience	See Canvas – Module Four
Week Five: Tuesday, July 12, 1:00 – 4:00	Lifelong learning & closure	See Canvas – Module Five

c. Assignments

*Color codes reference due dates.*

Assignment	Due Date
Mini-assignment – Job Search	Due May 31
Mini-assignment – Resume draft	Due May 31
Mini-assignment – Letter of Reference	Due June 14
Mini-assignment – Resume Final	Due June 28
Mini-assignment – Cover Letter	Due June 28

Milestone assignment #1	Due June 14
Milestone assignment #2	Due June 28
Milestone assignment #3	Due July 12
CSWE Assessment	Due July 12

### Mini-Assignments:

**Purpose** There are a series of small “mini-assignments” that help students prepare for the job market.

**Course Outcomes** This assignment provides documentation of student ability to meet the following course outcome:

- Demonstrate the use of effective communication strategies to market yourself as a professional Social worker. (EPAS 1, 6, 9) P.O.D.S. Capacities This assignment connects to the many P.O.D.S. capacities, including:
  - Demonstrate intersectional humility in communication and interactions with others.
  - Analyze types, levels and sources of power in practice contexts, theories and actions.
  - Recognize how these intersect with each other and change in interactions with others and in different contexts.

### Task

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. Imaging 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 and feedback received from class. 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

## Milestone Assignments

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

### **Milestone 1**

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 link to your specialized pathway
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:
  - a. Summarize and describe your project, including your specific tasks in the creation of the project, and
  - b. 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

### **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. 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

## CSWE Assessment

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 product/artifact that you created that demonstrates your competency. In addition, you will complete a description of how the product/artifact demonstrates your understanding or implementation of that competency. A few additional details:

- There are 20 total question in this quiz, all in groups of 2. That is, questions 1-2 relate to competency #1, questions 3-4 relate to competency #2, etc. • Until you submit, your progress will save so that you can leave and come back to this later. Once you submit, making changes will require you to start the whole quiz over.
- To better connect your paragraph description with the competency, use specific language from the competency statement throughout your paragraphs.

Please note: Students will receive a grade of "complete" or "incomplete" for this assignment. Numeric scores, including your self-assessed numeric scores, will be used to help our School of Social Work assess how well we are educating students related to the 9 CSWE competencies, plus P.O.D.S.

### d. Attendance and class :

Class attendance is a requirement. Students are expected to attend all 5 classes and fully participate. Your grade will be negatively affected if you miss a class (-1 point for each missed class session). Communication with the instructor of any absence is expected. Excessive absences (more than 1) may result in an overall failing grade for the course. Students are responsible for content information from missed classes. Please see the Policy on Class Attendance found in the MSW Student Guide. Participation does not mean you need to talk a lot in class. It is more about bringing a positive learning attitude to the class and being present for each session. Each of us participate differently and I will strive to honor that diversity among us. You will be required to engage in inclass exercises and discussions that includes engagement, providing collegial support, the use of active listening skills, initiating and participation in dialogue within group discussions. Students are allowed to utilize electronic devices during sessions if utilized to support their work and success in the course. As professionals, it is understood that students will remain engaged in the session

### e. Grading:

his class is pass (S) / fail (U) - no letter grade will be assigned. However, students are expected to complete all assignments.

8 Assignments are weighted by group as outlined below:

- Mini Assignments: 40 points (credit, no credit)
- Milestone Assignments: 55 points (credit, no credit)
- Attendance and Participation: 5 points

Total = 100 points 70-100 points – Pass (S)

69 points and under – Fail (U)

Please review these policies regarding grades.

Grades in Academic Courses and in Field Instruction as well as Student Grievance procedures and the policy for grading in special circumstances. All assignments must be submitted online via Canvas at or before the time it is due. If you are unable to submit online for any reason, e mail me your assignment directly.

Occasionally, unforeseen circumstances arise (e.g., illness, mental health, personal, or family related) which may make it difficult for you to complete an assignment by its designated due date or time. Should this happen, please notify me to discuss options. Your request for an extension should take place MORE than 24 hours before an assignment is due whenever possible.

Please review the MSW Student Guide for more information on:

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

[Student Grievance procedures](#)

[Policy for grading in special circumstances](#)

f. Class Recording and Course materials:

Audio and video recording of in-class lectures and discussions is prohibited without the advanced 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 in advance that a recording will occur and be provided with an option to opt-out. 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. To obtain accommodations such as recording lectures, students can work with U-M's Services for Students with Disabilities (DDS) <https://ssd.umich.edu/>. Approved accommodation is required before



recording. Please review the: [Recording and Privacy Concerns FAQ](#)

#### 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. Your participation in this course is conditional upon your adherence to all safety measures mandated by the state of Michigan and the University, including properly wearing a face covering in class and compliance with the University COVID-19 Vaccination Policy. Other applicable and additional safety measures may be described in the Campus Maize & Blueprint. Your ability to participate in this course 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 and those seeking an exemption related to the vaccination requirement should submit an exemption request through WolverineAccess. 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*