



<b>Course title:</b>	Social Work Capstone - Micro
<b>Course #/term:</b>	SW699-002 Fall, 2022
<b>Time and place:</b>	Wednesday 9am-12pm, in-person, B684 SSWB Section 001: Wednesdays, September 7 <sup>th</sup> , September 21 <sup>st</sup> , October 5 <sup>th</sup> , October 19 <sup>th</sup> , and November 2 <sup>nd</sup>
<b>Credit hours:</b>	1
<b>Prerequisites:</b>	None
<b>Instructor:</b>	Whitney E. Williams, MSW
<b>Pronouns:</b>	She, her, hers
<b>Contact info:</b>	<b>Email:</b> whitnwil@umich.edu You may expect a response within 24 hours
<b>Office:</b>	2798 SSWB
<b>Office hours:</b>	After class and by appointment

## 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.

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### **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)

### **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.

### **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.

## **Class Requirements**

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## Text and class materials

There is no required textbook for this course. However, there will be available materials to you via Canvas to enhance your learning throughout this course.

- All readings are posted on Canvas
- To fully engage in the course topic and become a competent and skilled social work practitioner, it is expected that students will complete all required readings prior to class
- Readings will be discussed/debrief in small and large group discussions in class
- Any additional readings or resources will be posted to Canvas 1-week before our next class

## Class schedule

All class information and materials are outlined below. If there are changes in the course schedule then alerts will be made via email and Canvas at least a week in advance.

Date/Time	Required Readings & Assignments
<p><b>Week 1</b> Sept 7<sup>th</sup>/9am-12pm</p> <p><b>Topic:</b> Looking Back at Your MSW</p>	<p>All materials and appropriate links can be found on Canvas</p> <ul style="list-style-type: none"> <li>• <b>Review:</b> <a href="#">CSWE Competencies (Links to an external site.)</a> (both for your pathway but also the standards themselves, which are linked from this SSW website page).</li> <li>• <b>Review:</b> <a href="#">SSW Pathway Competencies (Links to an external site.)</a></li> <li>• <b>Review:</b> <a href="#">P.O.D.S. Capacities Checklist</a>     <a href="#">Download P.O.D.S. Capacities Checklist</a></li> <li>• <b>Track down and bring:</b> The "Future Me Letter" you wrote in SW 590 (try your best...no worries if you cannot)</li> <li>• <b>Log in and review:</b> Be sure you can log into your Portfolium portfolio. <a href="#">Re-watch the captivate tutorial (Links to an external site.)</a> as needed.</li> </ul> <p><b>Post Work (Week 1):</b> There are two mini-assignments to do after class today: 1. Job Search 2. Resume Draft <b>Both mini-assignments are brief and are due before the next class session.</b></p>
<p><b>Week 2</b> Sept 21<sup>st</sup>/9am-12pm</p>	<p>All materials and appropriate links can be found on Canvas</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <a href="#">Job Search Techniques &amp; Strategies (Links to</a></li> </ul>

Date/Time	Required Readings & Assignments
<p><b>Topic:</b> Shaping Your Professional Brand (1 of 2)</p>	<p><a href="#">an external site.</a>)</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <a href="#">Resume Tips (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">Cover Letter Tips (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">Redefining “Professionalism” (Links to an external site.)</a> and <a href="#">Standards of professionalism are changing, and (Links to an external site.) that’s a good thing (Links to an external site.)</a></li> <li>• <b>Bring:</b> Job posting you found &amp; your resume draft (post-class mini-assignments from last week)</li> </ul> <p><b>Post Work (Week 2):</b> There is one mini-assignment to do after class today AND you are to complete the first milestone for your portfolio assignment. Specifically:</p> <ul style="list-style-type: none"> <li>• Mini-Assignment: Write yourself a <a href="#">Letter of Reference (details linked here)</a>.</li> <li>• Portfolio Milestone 1: Upload and reflect on <a href="#">one competency (details linked here)</a>.</li> </ul> <p><b>These are both due before the next class session.</b></p> <p>Optional resources about elevator pitches:</p> <ul style="list-style-type: none"> <li>• <a href="#">How to answer "Tell Me About Yourself" (Tips and Example Answers) (Links to an external site.)</a> (reading and video)</li> <li>• <a href="#">How to Give an Elevator Pitch (With Examples) (Links to an external site.)</a> (reading and video)</li> <li>• <a href="#">How to answer: Tell Me About Yourself" (Links to an external site.)</a> (reading)</li> <li>• <a href="#">A Complete Guide to Answering "Tell Me About Yourself" in an interview (Plus Examples!) (Links to an external site.)</a> (reading)</li> </ul>
<p><b>Week 3</b> Oct 5th/9am-12pm</p> <p><b>Topic:</b> Shaping Your Professional Brand (2 of 2)</p>	<p>All materials and appropriate links can be found on Canvas</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <a href="#">Interview strategies (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">Networking techniques and strategies (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">How to write a reference letter (Links to an external site.)</a> (you should have read this when completing your reference letter assignment)</li> <li>• <b>Bring:</b> Letter of reference wrote for yourself</li> </ul> <p><b>Post Work (Week 3)</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Finish and upload your final resume (details provided here)</a>.</li> </ul>

Date/Time	Required Readings & Assignments
	<ul style="list-style-type: none"> <li>• <a href="#">Write and upload a cover letter (details provided here).</a></li> <li>• <a href="#">Complete Milestone 2: Update your Portfolio Profile (details provided here).</a></li> </ul> <p><b>These three assignments are due before the next class session.</b></p>
<p><b>Week 4</b> Oct 19th/9am-12pm</p> <p><b>Topic:</b> Professional Identity and Professional Resiliency</p>	<p>All materials and appropriate links can be found on Canvas</p> <ul style="list-style-type: none"> <li>• <b>Watch:</b> <a href="#">TED Talks on Resilience (Links to an external site.)</a> (pick at least 1, but feel free to explore more!)</li> <li>• <b>Explore:</b> <a href="#">Self-care starter kit (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">10 lessons in self-care for social workers (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">Resilience for Social Workers: How To Increase Flexibility, Energy, and Engagement in the Face of Challenge</a></li> </ul> <p><b>Post Work (Week 4)</b></p> <ul style="list-style-type: none"> <li>• <b>Portfolio Milestone #3:</b> final Portfolio &amp; Competencies: This week you should focus on getting things wrapped up with your <a href="#">final milestone for your major portfolio assignment (see details here)</a>. This final assignment includes uploading a number of products or works you've created AND writing a description linking each to the CSWE competencies or P.O.D.S capacities, so plan on spending some significant time on it.</li> <li>• <b>Course Evaluations:</b> Please complete the course evaluations for your courses as soon as they open. I encourage you to think about yourself in a professional capacity as you fill out your course evaluations this semester. Evaluate your course instructors keeping in mind that: <ul style="list-style-type: none"> <li>• Your evaluations are used by your course instructors to make real and meaningful modifications to the course.</li> <li>• These evaluations are reviewed by the administrative team at the School. They are used to help make decisions about advancement, raises, etc.</li> <li>• Bias is common in course evaluations. To avoid bias, I encourage you to <a href="#">read this sheet</a>, <a href="#">"Completing Course Evaluations to Avoid Bias: A</a></li> </ul> </li> </ul>

Date/Time	Required Readings & Assignments
	<p><a href="#">Guide for Students.</a> <a href="#">Download read this sheet, "Completing Course Evaluations to Avoid Bias: A Guide for Students."</a></p>
<p><b>Week 5</b> Nov 5th/9am-12pm</p> <p><b>Topic:</b> Lifelong Learning</p>	<p>All materials and appropriate links can be found on Canvas</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <a href="#">Tips for mentorship (Links to an external site.)</a></li> <li>• <a href="#">(Links to an external site.)</a><b>Watch:</b><a href="#">EMOTIONAL INTELLIGENCE (Links to an external site.)</a></li> <li>• <b>Read:</b> <a href="#">Professional licensing and exam preparation (Links to an external site.)</a></li> <li>• <b>Explore:</b> resources available from the SSW as you launch your career: <ul style="list-style-type: none"> <li>○ <a href="#">U-M SSW Continuing Education Website (Links to an external site.)</a></li> <li>○ <a href="#">U-M SSW exam preparation course (Links to an external site.)</a></li> <li>○ <a href="#">Career Services Website (Links to an external site.)</a></li> </ul> </li> <li>• <b>Optional Reading</b> (especially for those planning to practice outside of Michigan): <a href="#">Social Work Licensure - A state-by-state guide</a></li> </ul>

## Assignments

Assignment	Due date	Points
Mini Assignment: Job Search	September 19, 2022 9:00am via Canvas	10pts
Mini Assignment: Resume Draft	September 19, 2022 9:00am via Canvas	10pts
Milestone #1: Upload and reflect on one competency	September 28, 2022 11:59pm via Canvas	10pts

Assignment	Due date	Points
Mini Assignment: Letter of Reference	October 3, 2022 9:00am via Canvas	10pts
Milestone #2: Update your Portfolio Profile	October 12, 2022 11:59pm via Canvas	20pts
Mini Assignment: Completed Resume	October 17, 2022 9:00am via Canvas	10pts
Mini Assignment: Cover Letter	October 17, 2022 9:00am via Canvas	10pts
Milestone #3: Final Portfolio and Competencies	November 20, 2022 11:59pm via Canvas	50pts
Attendance and participation	--	20pts

### Attendance and class participation (15%)

- Attendance and Class Participation: I highly encourage you to attend all classes and to actively participate. Poor attendance will hurt your grade, as will low participation. Should something prevent you from attending 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](#).
- Student Time Expectation: This is a 1-credit course and is offered in-person. This means that, as a student, you are expected to spend a total of 45 hours throughout the semester, including synchronous & asynchronous classroom time.

### Grading

This class is Pass - Fail. The criteria for each grade are as follows:

**95- 100 A** Brilliant mastery of subject content; demonstrates exceptional skill, insight, reflection, understanding of self and others; exceptional mastery of core concepts.

**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:

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
- Effort/ability to self-reflect
- Demonstration of social work values related to empathy, strengths-based thinking, and client dignity
- 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

## **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.

## 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.

## 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.

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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*