



<b>Course title:</b>	Social Work Capstone – Micro
<b>Course #/term:</b>	SW 699 Section 802 SS 2023
<b>Course Website:</b>	<a href="https://ssw.umich.edu/courses/social-work-capstone-micro/sw699/802/20235">https://ssw.umich.edu/courses/social-work-capstone-micro/sw699/802/20235</a>
<b>Live Class Meeting:</b>	Wednesdays: 5/10, 5/17, 5/24, 5/31, 6/7 6:00 PM - 8:00 PM via Zoom in Canvas
<b>Credit hours:</b>	1
<b>Instructor:</b>	Susan Radzilowski MSW
<b>Pronouns:</b>	She/Her/Hers
<b>Contact info:</b>	<b>Email:</b> <a href="mailto:skrrad@umich.edu">skrrad@umich.edu</a> <b>Phone:</b> 248-943-2089  You may expect a response within 36 hours
<b>Office:</b>	Online
<b>Office hours:</b>	Office hours are happily offered by appointment

## 1. Course Statement

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### 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.
- **Demonstrate** the use of effective communication strategies to market yourself as a professional social worker.
- **Develop** a plan for professional resiliency.
- **Apply** the 4 core components of emotional intelligence to future growth as a social worker.
- **Reflect** on social work learning, especially related to key social work competencies.

#### c. Course design

This course will be completely online with required live two-hour sessions. The course will be open from 05/10 to 06/07. In addition to meeting each week, you will be assigned readings, videos, and practice activities that encourage you to integrate and apply learning from your academic career in a comprehensive manner. This 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

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#### a. Technology Requirements

In order to access and interact in the class, you must have access to the Internet, preferably

high-speed Internet, for the duration of this course. You must have consistent access to a professional word processor and a presentation program such as Google Suite and Microsoft Office. For technological support, please contact the [U-M ITS Service Center](#).

b. Text and class materials

- a. All materials will be posted and linked within Canvas at the beginning of the module.
- b. Read all readings, watch all videos and engage with all other pre-class work prior to engaging in the asynchronous discussions or attending the live Zoom sessions.
- c. All required readings and media will be discussed, debriefed, or otherwise utilized in the live Zoom sessions, individual reflections, or asynchronous discussions.
- d. In order to fully engage in the course topics and become a competent and skilled social work practitioner, you must complete all required readings and watch all required media.

c. Class schedule:

Date/Time	Agenda	Readings & Assignments
Week 1 5/10 6 – 8 pm ET	Topic: Looking Back at Your MSW  Agenda: <ol style="list-style-type: none"> <li>1. Review and ground yourself in key social work learning.</li> <li>2. Navigate Portfolium including adding materials, networking, and reflecting.</li> <li>3. Reflect on areas of growth.</li> </ol>	Welcome, Course Information, Syllabus and Introduction Discussion.  Module One Pre-class work: <ul style="list-style-type: none"> <li>● 2015 Educational Policy and Accreditation Standards</li> <li>● UM SSW Pathway Competencies</li> <li>● P.O.D.S. Capacities Checklist</li> <li>● Student Guide to Canvas Student Portfolio</li> <li>● View recorded lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>● Future Me Letter</li> <li>● Job Search</li> </ul>
Week 2 5/17 6 – 8 pm ET	Topic: Shaping Your Professional Brand- Part 1  Agenda: <ol style="list-style-type: none"> <li>1. Develop an “elevator pitch” to introduce yourself.</li> <li>2. Compose a resume and cover letter to effectively market your skills and abilities.</li> </ol>	Module Two Pre-class work: <ul style="list-style-type: none"> <li>● Job Search Techniques and Strategies</li> <li>● Resume Tips</li> <li>● Cover Letter Tips</li> <li>● View recorded lecture</li> </ul> Assignments: <ul style="list-style-type: none"> <li>● Letter of Reference</li> <li>● Milestone #1 "Upload and Reflect on One Competency"</li> </ul>
Week 3 5/24 6 – 8 pm ET	Topic: Shaping Your Professional Brand- Part 2  Agenda:	Module Three Pre-class work: <ul style="list-style-type: none"> <li>● Interview Strategies</li> <li>● Networking Techniques and Strategies</li> </ul>

	<ol style="list-style-type: none"> <li>1. Develop an effective letter of reference that you can share with a potential reference.</li> <li>2. Identify strategies for successful interviewing.</li> <li>3. Demonstrate effective negotiation skills.</li> </ol>	<ul style="list-style-type: none"> <li>• How to Write a Reference Letter (With Examples)</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Letter of Reference</li> </ul>
<p>Week 4 5/31 6 – 8 pm ET</p>	<p>Topic: Professional Identity and Professional Resilience</p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Learn strategies related to professional resilience</li> <li>2. Build a professional resilience plan</li> </ol>	<p>Module Four Pre-class work:</p> <ul style="list-style-type: none"> <li>• Mindfulness: 10 Lessons in Self-Care for Social Workers</li> <li>• Resilience for Social Workers: How To Increase Flexibility, Energy, and Engagement in the Face of Challenge</li> <li>• Self-care Starter Kit</li> <li>• TED Talks on Resilience</li> </ul> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Milestone #3: Final Portfolio &amp; Competencies</li> </ul> <p>Course Evaluation</p>
<p>Week 5 6/7 6 – 8 pm ET</p>	<p>Topic: Lifelong Learning</p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Identify strategies and sources for professional development</li> <li>2. Describe the role of supervision and mentoring in professional development</li> <li>3. Apply the concept of emotional intelligence to lifelong learning</li> </ol>	<p>Module Five Pre-class work:</p> <ul style="list-style-type: none"> <li>• 8 Tips For An Amazing Mentor Relationship</li> <li>• Professional Licensing and Exam Preparation</li> <li>• Social Work Licensure – A State-By-State Guide</li> <li>• View recorded lecture</li> <li>• Daniel Goleman Introduces Emotional Intelligence</li> </ul>

#### d. Assignments

Assignment	Due date	Point Value
Participation	Ongoing, see Canvas rubric for details	20 Points
Mini-Assignment: Job Search	Module 1 Upload the posting to Canvas AND have available an electronic copy during class.	10 Points
Mini-Assignment: Future Me Discussion	Module 1 Discussion Post	10 Points
Mini-Assignment: Resume Draft	Module 1 Upload to Canvas	10 Points
Milestone #1: Upload and Reflect on One Competency	Module 2 Upload one project/product to Portfolium, share the link on Canvas, complete the paragraph description and upload on Canvas	10 Points

Mini-Assignment: Letter of Reference	Module 2 Upload your letter to canvas AND have available an electronic copy during class.	10 Points
Milestone #2: Update your Portfolio Profile	Module 3 Enter the URL for your portfolio on Canvas	20 Points
Mini-Assignment: Final Resume	Module 3 Upload to Canvas	15 Points
Mini-Assignment: Cover Letter	Module 3 Upload to Canvas	10 Points
Mini-Assignment: Professional Development Plan for Social Work Career Advancement	Module 3 Upload to Canvas <i>Note: This assignment can be used in place of two mini-assignments (Final Resume, Cover Letter).</i>	25 Points
Milestone #3: Final Portfolio & Competencies	Module 4 Upload at least 5 projects/products to Portfolium, share the link on Canvas, complete the descriptions and upload on Canvas	25 Points
CSWE Assessment by Pathway		Students will receive a grade of "complete" or "incomplete" for this assignment

## Module 1 Assignments

### Mini-Assignment: Job Search (10 Points Due 5/16)

- 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 digital copy to class.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
- Review detailed assignment instructions and the grading rubric on Canvas.

### Mini-Assignment: Future Me Discussion (10 Points, Due 5/9)

- Find your "Future Me Letter" that you wrote to yourself in SW 590 and read it. Use some or all of the following prompts to generate a brief, reflection-style discussion post.
- Reflect on social work learning, especially related to key social work competencies.
- Review detailed assignment instructions and the grading rubric on Canvas.

### Mini-Assignment: Resume Draft (10 points, Due 5/16)

- Upload your current resume draft.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
- Review detailed assignment instructions and the grading rubric on Canvas.

## Module 2 Assignments

Milestone #1: Upload and Reflect on One Competency (10 Points, Due 5/24)

- 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 that link to your specialized pathway. You will need to upload that project to your portfolio prior to completing this assignment.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

Mini-Assignment: Letter of Reference (10 Points, Due 5/23)

- Complete a Letter of Reference for yourself.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

### Module 3 Assignments

Milestone #2: Update your Portfolio Profile (10 Points, Due 5/30)

- Complete the profile section of your Portfolium portfolio
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

Mini-Assignment: Final Resume (15 Points, Due 5/30)

- Make edits to your resume based on the lesson last session and the feedback you received.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

Mini-Assignment: Cover Letter (10 Points, Due 5/30)

- Draft a sample cover letter that highlights your strengths.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

Mini-Assignment: Professional Development Plan (25 Points, Due 5/30)

- *Note: This assignment can be used in place of two mini assignments, Final Resume (15 points) and Cover Letter (10 points)*
- Identify your career goals.
- Conduct a self-assessment.
- Develop a professional development plan, including specific training and education, mentoring and networking, relevant experience, a timeline.

### Module 4 Assignments

Milestone #3: Final Portfolio & Competencies (12 Points, Due 6/6)

- For each of the ten items, you will submit, by link, a project/product that you created that demonstrates your competency within your specialized area. In addition, you will complete a description of how the projects/artifact demonstrates your understanding or implementation of that competency.
- Demonstrate the use of effective communication strategies to market yourself as a professional social worker.

e. Attendance Policy

Students are expected to attend all the live, synchronous class sessions. In addition, students are responsible for all content of this course, including the content provided in the asynchronous and synchronous contexts. For additional information, please refer to the [Policy on Class Attendance](#) found in the MSW Student Guide.

**Students may miss 1 class sessions for any reason. Grades will be reduced by 1 letter grade for each additional absence and may result in a non-passing grade.**

f. Class participation

Class participation is more than attendance. It includes things like arriving on time, being actively present in the classroom, reading/reviewing assigned material, preparing for class with questions, completing assignments, reflections, and discussions, doing assignments, and participating in activities - both in the live class and asynchronously. The class participation grade is a subjective grade – I will use the rubric in the Canvas site to determine the class participation grade.

g. Grading – Please email the instructor to discuss any late assignments or requests for extensions. Turning in assignments late may result in a loss of points.

**Grading**

100% ~ 103% ~ A+	86% ~ 89.99% ~ B+	75% ~ 78.99% ~ C+
95% ~ 99.99% ~ A	82% ~ 95.99% ~ B	70% ~ 74.99% ~ C
90% ~ 94.99% ~ A-	79% ~ 81.99% ~ B-	65% ~ 69.99% ~ C-*
* A final % lower than 65% is considered F (fail) for this class		

## h. 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.]*

## i. 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*