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
   a. **Identify** the importance of lifelong learning, including the effective use of supervision and consultation (Essential 37; EPAS 1)
   b. **Demonstrate** the use of effective communication strategies to market yourself as a professional social worker (Essential 41; EPAS 1, 6, 8).
   c. **Develop** a plan for professional resiliency (Essential 43; EPAS 1).
   d. **Apply** the 4 core components of emotional intelligence to future growth as a social worker (Essential 42; EPAS 1).
   e. **Reflect** on social work learning, especially related to key social work competencies (Essential 42; EPAS 1)

   c. Course design
   This course will be completely online with required live two-hour sessions and required one-hour asynchronous readings and other resources. The course will be open from 5/5/23 to 6/15/23. 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

   **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. Let me know if you think you will have difficulty meeting these requirements. For technological support, please contact the U-M ITS Service Center.

**Textbook**

There is one textbook for this course, *Digital Portfolio Construction: A guide for showcasing Social Work Skills (First Edition)*, by Fitch, Ruffolo and Austin (2021). Beginning in fall 2022, students used portions of the book in SW 590 when they entered the program, and they will use portions in this capstone. Students who did not purchase the book for SW 590 can purchase this book directly through the Cognella, Inc student store to receive discounted pricing and expanded format options. Purchase your course material here: [https://store.cognella.com/95864](https://store.cognella.com/95864).

If you need any help with ordering from Cognella, feel free to email orders@cognella.com or call 858-800-2675.

**Other readings/videos/etc**

All readings and other materials to watch or engage with are provided 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 pre-class work assigned. We will discuss the readings in class or use them in written assignments.

**Modules:**

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.

**Class schedule**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Agenda</th>
<th>Required Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 May 9</td>
<td>Where have we been? 1. Review and ground</td>
<td>Welcome, Course Information, Syllabus and Introduction Discussion.</td>
</tr>
<tr>
<td>Week 2</td>
<td>Where are we going?</td>
<td>Module Two Pre-class work:</td>
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<tr>
<td>May 16</td>
<td>1. Develop an “elevator pitch” to introduce yourself.</td>
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<td>2. Compose a resume and cover letter to effectively market your skills and abilities.</td>
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<td>3. Develop an effective letter of reference that you can share with a potential reference.</td>
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<tr>
<td></td>
<td>2. Identify strategies for successful interviewing.</td>
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<td></td>
<td>3. Demonstrate effective negotiation skills.</td>
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<tr>
<td>Module Three Pre-class work:</td>
<td></td>
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<tr>
<td>Assignments:</td>
<td></td>
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<tr>
<td>● Resume</td>
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<tr>
<td>● Cover letter</td>
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</tbody>
</table>
| ● Milestone #1 "Upload and Reflect on One Competency"

<table>
<thead>
<tr>
<th>Week 3</th>
<th>How will we get there?</th>
<th>Module Three Pre-class work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23</td>
<td>1. Develop an effective letter of reference that you can share with a potential reference.</td>
<td></td>
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<tr>
<td></td>
<td>2. Identify strategies for successful interviewing.</td>
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<td></td>
<td>3. Demonstrate effective negotiation skills.</td>
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<tr>
<td>Module Four Pre-class work:</td>
<td></td>
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<tr>
<td>Assignments:</td>
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</tbody>
</table>
| ● Letter of Reference

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Assembling our tool kits</th>
<th>Module Four Pre-class work:</th>
</tr>
</thead>
</table>
May 30

- Ethics, Professional Identity and Professional Resilience
  1. Learn strategies related to professional resilience
  2. Build a professional resilience plan

- Mindfulness: 10 Lessons in Self-Care for Social Workers
- Resilience for Social Workers: How To Increase Flexibility, Energy, and Engagement in the Face of Challenge
- Self-care Starter Kit
- TED Talks on Resilience

Assignments:
- Milestone #3: Final Portfolio & Competencies

Week 5
June 6

Entering the Professional World Agenda:
  1. Identify strategies and sources for professional development
  2. Describe the role of supervision and mentoring in professional development
  3. Apply the concept of emotional intelligence to lifelong learning
  4. Evaluating and Sharing our Learning

Module Five Pre-class work:
- 8 Tips For An Amazing Mentor Relationship
- Professional Licensing and Exam Preparation
- Social Work Licensure – A State-By-State Guide
- View recorded lecture
- Daniel Goleman Introduces Emotional Intelligence

Online Course Evaluation
Class Participation self evaluation

a. Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Point Value</th>
</tr>
</thead>
</table>
| Mini-Assignment: Job Search | Module 1
Upload the posting to Canvas AND have available an electronic copy during class. | 10 Points   |
### Alternative Assignments - Pick One

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development Plan for Social Work Career Advancement</td>
<td>Module 3 Upload to Canvas</td>
<td>25 Points</td>
</tr>
<tr>
<td>Final Resume and Cover Letter</td>
<td>Module 3 Upload to Canvas</td>
<td>25 Points</td>
</tr>
<tr>
<td>Information Interview</td>
<td>Module 4 Upload to Canvas</td>
<td>25 Points</td>
</tr>
</tbody>
</table>

### Milestone Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone #1: Upload and Reflect on One Competency</td>
<td>Module 2 Upload one project/product to Portfolium, share the link on Canvas, complete the paragraph description and upload on Canvas</td>
<td>10 Points</td>
</tr>
<tr>
<td>Milestone #2: Update your Portfolio Profile</td>
<td>Module 3 Enter the URL for your portfolio on Canvas</td>
<td>20 Points</td>
</tr>
<tr>
<td>Milestone #3: Final Portfolio &amp; Competencies</td>
<td>Module 4 Upload at least 5 projects/products to Portfolium, share the link on Canvas, complete the descriptions and upload on Canvas</td>
<td>25 Points</td>
</tr>
</tbody>
</table>

### Module 1 Assignments

Mini-Assignment: Job Search (10 Points, [Due date])
● 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.
● Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas.

Mini-Assignment: Future Me Discussion (10 Points, [Due date])
● 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.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas.

Mini-Assignment: Resume Draft (10 points, [Due date])
● Upload your current resume draft.
● Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas.

Module 2 Assignments
Milestone #1: Upload and Reflect on One Competency (10 Points, [Due date])
● 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.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas

Mini-Assignment: Letter of Reference (10 Points, [Due date])
● Complete a Letter of Reference for yourself.
● Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas

Module 3 Assignments
Milestone #2: Update your Portfolio Profile (20 Points, [Due date])
● Complete the profile section of your Portfolium portfolio
● Demonstrate the use of effective communication strategies to market yourself as a professional social worker.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas.

Module 4 Assignments - Pick one of the Following Due: June 7, 2023 11:59 pm.

Assignment: Final Resume and Cover Letter (25 Points)
● 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.
● [PODS Capacities associated with this assignment]
● Review detailed assignment instructions and the grading rubric on Canvas.

Assignment: Professional Development Plan (25 Points)
● Identify your career goals.
● Conduct a self-assessment.
● Develop a professional development plan, including specific training and education, mentoring and networking, relevant experience, and a timeline.

Assignment: Information Interview (25 Points)
● Select an interviewee from the list and set up an interview
● Identify questions for the interview
● Conduct a 30 - 45 minutes interview
● Write a 3 - 4 page, double paged, summary that addresses what you hoped to learn and what you learned from the interview
● Review the detailed assignments instructions and grading rubric on Canvas

Module 5 Assignments

Milestone #3: Final Portfolio & Competencies (25 Points, [Due date])
● 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.
● [PODS Capacities]
● Review detailed assignment instructions and the grading rubric on Canvas.
a. Attendance Policy

This short course meets for only five synchronous class sessions, this makes participation particularly important. I will excuse absences in the following situations: religious observances, sickness or injury, unexpected dependent care responsibilities, registered disability related situations. Please let me know if you anticipate any difficulty with attending our class.

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.

b. 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 will be based on your self assessment of class participation in addition to attendance in synchronous class sessions.

Grading

This class will follow the School of Social Work policies on grading - Grades in Academic Courses and in Field Instruction. Individual assignments receive points, not letter grades.

Points to Grade conversion

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<thead>
<tr>
<th>points</th>
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<tbody>
<tr>
<td>140</td>
<td>A+</td>
<td>132 - 139</td>
<td>A</td>
<td>126 - 131</td>
<td>A-</td>
<td>119 - 125</td>
<td>B+</td>
</tr>
<tr>
<td>112 - 118</td>
<td>B</td>
<td>105 - 111</td>
<td>B-</td>
<td>98 - 104</td>
<td>C+</td>
<td>91 - 97</td>
<td>C</td>
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<td>84 - 90</td>
<td>C-</td>
<td>&lt; 59</td>
<td>no credit</td>
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Late Assignments
I expect all assignments to be turned in when due and will provide you with an option to revise an assignment that is turned in on time. I am willing to accept late assignments but there will be no option for revisions. Please let me know if you will need to turn in an assignment past the due date.

Any academic concern regarding this class can be addressed by following the Student Grievance procedures that are linked here.

c. 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.

Additional information on class recordings can be found the Recording and Privacy Concerns FAQ:

d. 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