

III. TEACHING METHODS

This is a doctoral seminar. Accordingly, students are expected to attend class on a regular basis and be prepared to engage in dialogue with the professor and student colleagues. Respect and professional behavior toward other students and the professor are expected. The primary teaching methods used will be lectures and discussions. Guest lectures and audio-visual presentations will also be utilized.

IV. REQUIRED TEXTS AND MATERIALS

No text required for the spring semester.

V. COURSE REQUIREMENTS

This course is offered on a CR/NC basis only. To receive credit for the course, students must attend 8 of the 9 structured colloquia and meet on a regular basis with their assigned mentor throughout the semester. Credit for attendance requires that students arrive on time and remain for the entire presentation.

If a student misses a colloquium, they are required to provide descriptive materials for a substitute colloquium to the doctoral associate dean for approval. To receive credit for the substitute, the student should send an email to Sherry Melecki with the information listed below. A substitute may only be used in place of one colloquium, e.g. a three-hour seminar cannot be used to substitute for three one-hour colloquia. Presentations in organized classes or presentations attended for credit in another course cannot be used to substitute for a colloquium.

Students may receive credit for colloquia attendance at presentations such as: public presentation of final defense of dissertations, Utopia presentations, conference presentations (perhaps with a limit on the number counted from a single conference), presentations by invited speakers, e.g. Sutherland lecture, faculty candidate colloquiums, job talks by our graduating students, and presentations, colloquia, brown bag lunches, etc., across campus.

To receive credit for attending a presentation, students should email Sherry Melecki (smelecki@mail.utexas.edu), who is tracking attendance this semester:

Date, time, location, and sponsorship of the presentation

Presenter's name and affiliation

Title of presentation

A brief paragraph summarizing key points

A brief paragraph on the usefulness of the presentation for social work scholars

VI. GRADES

94.0 and Above	A
90.0 to 93.999	A-
87.0 to 89.999	B+
84.0 to 86.999	B
80.0 to 83.999	B-
77.0 to 79.999	C+
74.0 to 76.999	C

70.0 to 73.999	C-
67.0 to 69.999	D+
64.0 to 66.999	D
60.0 to 63.999	D-
Below 60.0	F

VII. CLASS POLICIES

Students are expected to attend class sessions regularly and to participate in an **interactive** framework between collegiate students and professor. Students are expected to **complete the readings prior to class**, and should be well prepared to participate in discussions. Failure to regularly attend the class and demonstrate through discussions that one has comprehended the readings will be considered in assigning the final grade. Students are to notify the professor if they are going to be absent. Students are also responsible for any material missed due to absences.

Student feedback is welcome. Students are also encouraged to provide feedback during office hours, by phone, by e-mail, and by appointment if they desire.

If students are concerned about their class performance, the professor is more than willing to work with students to help them improve their course grades prior to the end of the semester. Final grades assigned in the course are not negotiable.

VII. UNIVERSITY POLICIES

1. Classroom Courtesy

As a courtesy to the class that meets after your class, please ask your students to dispose of trash and to return the chairs and desks to rows or some sort of organized arrangement.

When there are back-to-back classes scheduled in the same classroom, please be mindful of when to end your class time. According to the UT course catalog, fall and spring semester classes that meet on Monday, Wednesday, and Friday are scheduled for an hour (fifty minutes with a ten-minute interval between classes); classes that meet on Tuesday and Thursday are scheduled for an hour and a half (seventy-five minutes with a fifteen-minute interval between classes). Teaching a three credit hour class is based on 150 minutes of contact time each week. **In short, please let your students out of class 10 to 15 minutes early. This gives the next instructor time to come in and get set up for class, and also gives students a brief break between classes.**

2. Calendars

Spring Classes begin on Tuesday, January 16th

The complete 2017-18 academic calendar is available here: <https://registrar.utexas.edu/calendars/17-18>

3. Evening Class Emergencies

Each semester we ask one faculty member who is teaching in the evening to be the lead person responsible in case of an emergency after the staff has left for the day. This person is responsible for assessing the nature of the emergency and making the initial decision about the appropriate response. Of course, each faculty member is responsible for the safety of her or his own class. When a fire alarm or siren goes off, you must first determine if the threat is inside the building or outside. If it is a fire alarm, most likely the threat is inside and you need to evacuate the building as quickly as possible. In such cases, exit through the main entrance to the building and move away from the building far enough that we do not interfere with emergency vehicles as they arrive. If the threat is outside the building, such as a tornado warning, move students to a safe place in the lower level of the building away from glass windows. We encourage all faculty to sign up to receive text messages via cell phone regarding emergency situations on campus. You can do so at: <http://www.utexas.edu/emergency/>

The lead person is responsible for securing the building. In the event of an evacuation, as quickly and safely as possible they should search the entire building, including restrooms, to make sure no one is left in the building. When they exit the building, they notify emergency personnel on the scene that the building has been searched and that, to the best of their knowledge, it is clear. If the threat is outside, keep everyone inside and lock down the building. Ask other faculty to monitor each of the entrances to the building to make sure students do not leave.

The following faculty will be the lead faculty for each night in the Spring 2018 semester:

Monday: **Arlene Montgomery**

Tuesday: **Cal Streeter**

Wednesday: **Mitch Sudolsky**

Thursday: **Mary Beer**

Friday: **NO EVENING COURSES MEET**

4. **Campus Carry.** The University's policy on concealed handguns (Campus Carry) was implemented on August 1st. You'll see in the policies for inclusion in syllabi (below) links to information on Campus Carry. **IT IS ESSENTIAL THAT FACULTY DO THE FOLLOWING** 1) include this link to information in syllabi; and 2) direct students to this same link for information: <https://campuscarry.utexas.edu/>

5. Final Exam Policies

Faculty Council legislation requires that this information be circulated to the faculty at the beginning of classes each semester:

Prohibition of Substantial Examinations during Last Class Week, Reading Days, and No-Class Days

No final examinations may be given before the examination period begins, and no change in time from that printed in the official schedule is permitted. An instructor with a compelling reason to change the time of an examination must obtain the approval of the department chair and the dean of the college or school in which the course is taught before announcing an alternative examination procedure to the students. **No substantial examinations may be given during the last class week or during the reading days and the no-class days included in the final examination period. An examination counting for more than 30% of the final course grade is considered to be substantial.** A change in the room assignment for an examination may be made only with the approval of the registrar.

See: <https://registrar.utexas.edu/students/exams/policies>

THE UNIVERSITY OF TEXAS HONOR CODE. The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

PROFESSIONAL CONDUCT AND CIVILITY IN THE CLASSROOM. The professor expects students to act as professionals in class. This means students should arrive on time for class, be prepared to participate in the class discussion, and show respect for one another's opinions. A course brings together a group of diverse individuals with various backgrounds. Students are influenced and shaped by such factors as ethnicity, gender, sex, physical abilities, religious and political beliefs, national origins, and sexual orientations, among others. We expect to learn from each other in an atmosphere of positive engagement and mutual respect. Social Work also deals with complex and controversial issues. These issues may be challenging and uncomfortable, and it would be impossible to offer a substantive classroom experience that did not include potentially difficult conversations relating to challenging issues. In this environment we will be exposed to diverse ideas and opinions, and sometimes we will not agree with the ideas expressed by others. Nevertheless, the professor requires that students engage one another with civility, respect, and professionalism.

UNANTICIPATED DISTRESS. Students may experience unexpected and/or distressing reactions to course readings, videos, conversations, and assignments. If so, students are encouraged to inform the professor. The professor can be responsive and supportive regarding students' participation in course assignments and activities, but students are responsible for communicating clearly what kind of support is desired. If counseling is needed, students may contact a service provider of their choosing, including the UT Counseling Center at 512-471-3515 or online at <https://cmhc.utexas.edu/>

POLICY ON SOCIAL MEDIA AND PROFESSIONAL COMMUNICATION. Public social networks are not private. Even when open only to approved or invited members, users cannot be certain that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to, commented on, uploaded, subscribed to, etc., can be accessed and archived, posing potential harm to professional reputations and prospective careers. Social work students who use social media (i.e. Facebook, Twitter, etc.) and other forms of electronic communication (i.e. blogs, etc.) must be mindful of how their communication may be

perceived by clients, colleagues, faculty, and others. Social work students are expected to make every effort to minimize material which could be considered inappropriate for a professional social worker in training. Because of this, social work students are advised to manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image.

Students are asked to consider the amount of personal information posted on these sites and are obliged to block any client access to involvement in the students' social networks. Client material should not be referred to in any form of electronic media, including *any* information that might lead to the identification of a client or compromise client confidentiality in *any* way.

Additionally, students must critically evaluate any material that is posted regarding community agencies and professional relationships, as certain material could violate the standards set by the School of Social Work, the Texas Code of Conduct for Social Workers, and/or the NASW Code of Ethics.

Social work students should consider that they will be representing professional social work practice as well as The University of Texas at Austin School of Social Work program while in the classroom, the university community, and the broader area communities.

POLICY ON SCHOLASTIC DISHONESTY. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information, the student may refer to the Web Site of the Student Judicial Services, Office of the Dean of Students (<http://deanofstudents.utexas.edu/sjs/>).

USE OF COURSE MATERIALS. The materials used in this course, including, but not limited to exams, quizzes, and homework assignments, are copyright protected works. Any unauthorized duplication of the course materials is a violation of federal law and may result in disciplinary action being taken against the student. Additionally, the sharing of course materials without the specific, express approval of the professor may be a violation of the University's Student Honor Code and an act of academic dishonesty, which could result in further disciplinary action. This sharing includes, among other things, uploading class materials to websites for the purpose of distributing those materials to other current or future students.

DOCUMENTED DISABILITY STATEMENT. Any student who requires special accommodations must obtain a letter that documents the disability from the Services for Students with Disabilities area of the Division of Diversity and Community Engagement (471- 6259 voice or 471-4641 TTY for users who are deaf or hard of hearing). A student should present the letter to the professor at the beginning of the semester so that needed accommodations can be discussed and followed. The student should remind the professor of any testing accommodations no later than five business days before an exam. For more information, visit <http://diversity.utexas.edu/disability/>

RELIGIOUS HOLIDAYS. By UT Austin policy, students must notify the professor of a pending absence at least fourteen days prior to the date of observance of a religious holy day. If the student must miss a class, examination, work assignment, or project in order to observe a

religious holy day, the professor will give the student an opportunity to complete the missed work within a reasonable time after the absence.

TITLE IX REPORTING. In accordance with Title IX of the Education Amendments of 1972, the University of Texas at Austin is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. Faculty, instructors, staff, and/or teaching assistants in their supervisory roles are mandated reporters of incidents of sex discrimination, sexual harassment, sexual violence, or sexual misconduct. Students who report such incidents will be informed of University resources. Incidents will be reported to the University's Title IX Coordinator and/or the Title IX Deputy for the SSW, Professor Tanya Voss. Students, faculty and staff may contact Professor Voss to report incidents or to obtain information. Further information, including student resources related to Title IX, may also be found at <http://socialwork.utexas.edu/dl/files/academic-programs/other/qrg-sexualharassment.pdf>.

CAMPUS CARRY POLICY. The University's policy on concealed fire arms may be found here: <https://campuscarry.utexas.edu>. You also may find this information by accessing the Quick Links menu on the School's website.

CLASSROOM CONFIDENTIALITY. Information shared in class about agencies, clients, and personal matters is considered confidential per the NASW Code of Ethics on educational supervision and is protected by regulations of the Family Educational Rights and Privacy Act (FERPA) as well. As such, sharing this information with individuals outside of the educational context is not permitted. Violations of confidentiality could result in actions taken according to the policies and procedure for review of academic performance located in sections 3.0, 3.1, and 3.2 of the Standards for Social Work Education.

USE OF E-MAIL FOR OFFICIAL CORRESPONDENCE TO STUDENTS. Email is recognized as an official mode of university correspondence; therefore, students are responsible for reading their email for university and course-related information and announcements. Students are responsible for keeping the university informed about a change of e-mail address. Students should check their e-mail regularly and frequently—daily, but at minimum twice a week—to stay current with university-related communications, some of which may be time-sensitive. Students can find UT Austin's policies and instructions for updating their e-mail address at <http://www.utexas.edu/its/policies/emailnotify.php>.

SAFETY. As part of professional social work education, students may have assignments that involve working in agency settings and/or the community. As such, these assignments may present some risks. Sound choices and caution may lower risks inherent to the profession. It is the student's responsibility to be aware of and adhere to policies and practices related to agency and/or community safety. Students should notify the professor regarding any safety concerns.

BEHAVIOR CONCERNS ADVICE LINE (BCAL). If students are worried about someone who is acting differently, they may use the Behavior Concerns Advice Line to discuss by phone their concerns about another individual's behavior. This service is provided through a partnership between the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

EMERGENCY EVACUATION POLICY. Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors in the classroom and the building. Remember that the nearest exit door may not be the one you used when entering the building.
- If you require assistance to evacuate, inform the professor in writing during the first week of class.
- In the event of an evacuation, follow the professor's instructions.
- Do not re-enter a building unless you are given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

IX. COURSE SCHEDULE

Date	Topic	Presenter(s)
Jan. 17	Independent Research	Consultation with Mentor
Jan. 24	How to Write Conference Proposals for Best Results	Current PhD Students Sharon Lee, Johnny Sullivan
Jan. 31	Independent Research	Consultation with Mentor
Feb. 7	Publishing from Your Research: From Conference Presentations to Articles	Dr. Yolanda Padilla, Professor, Steve Hicks School of Social Work
Feb. 14	Developing a Research Trajectory (Dr. Choi's Story)	Dr. Namkee Choi, Professor, Steve Hicks School of Social Work
Feb. 21	Independent Research (CHPR Conference)	Consultation with Mentor
Feb. 28	Independent Research	Consultation with Mentor
March 7	Drawing on A Conceptual Framework to Guide Your Research Methods	Dr. Esther Calzada, Associate Professor, Steve Hicks School of Social Work
March 14	Spring Break	No Class
March 21	Trends in Social Work Education	Dr. Diana DiNitto, Professor; Dr. Cynthia Franklin, Professor; Sarah Swords, Clinical Associate Professor; Steve Hicks School of Social Work
March 28	Independent Research	Consultation with Mentor

April 4	Planning for Next Semester/Class Previews of SEM, Advanced Qualitative Data Analysis, and Pedagogy (Registration begins April 16)	Dr. Cynthia Franklin, Professor; Dr. Kirk von Sternberg, Associate Professor; Dr. Lauren Gulbas, Assistant Professor; Dr. Diana DiNitt; Steve Hicks School of Social Work
April 11	Finding Your Comps Chair and Other Mentors	Dr. Cal Streeter, Professor; Steve Hicks School of Social Work
April 18	Independent Research	Consultation with Mentor
April 25	Funding and Fellowships: Where to Look (UT and Social Work and Related Organizations)	Current PhD Students Jen Currin-McCulloch, Yeonwoo Kim, Anao Zhang
May 2	Town Hall Meeting	PhD Committee Members and PhD Students

X. BIBLIOGRAPHY