**2022-23 MSW SYLLABUS BOILERPLATE LANGUAGE**

**SCHOLARLY INTEGRITY**

Scholarly activity at the graduate level takes many forms, including, but not limited to, classroom activity, laboratory or field experience, writing for publication, presentation, and forms of artistic expression. Integrity in all of these activities is of paramount importance, and The Graduate School of the University of Connecticut requires that the highest ethical standards in teaching, learning, research, and service be maintained. For additional information on this policy, please visit <https://policy.uconn.edu/2014/04/11/policy-on-scholarly-integrity-in-graduate-education-and-research/>.

Among the performance standards identified by social work programs is scrupulous adherence by students to ethical codes of conduct and one of the hallmarks of such behavior is honesty. This professional principle is violated when a student engages in academic and scholarly misconduct. These are not only academic violations but also violations of the profession’s ethical standards. Students should be familiar with the various definitions of misconduct, particularly plagiarism and misrepresentation. If they lack appropriate knowledge, they should seek help from their instructor, their advisor and other School resources. They should be aware of the academic consequences of violations, which can include failure in the course, and, in serious incidences, withdrawal from the Master of Social Work Program.

**WRITING ASSISTANCE**

Writing assistance is available for both MSW and Non-Degree students. Students are encouraged to request assistance well in advance of any deadlines or due dates. The UConn Hartford campus has a Writing Center available to students. The Writing Center is located in the Hartford Times Building, Room 218. The Center is generally open Monday through Friday (10am-5pm) during the semester (except for exam week when hours are more limited). For additional information, visit <https://wcenter.hartford.uconn.edu/>.

POLICY ON ATTENDANCE

While the University of Connecticut Graduate School has no official policy on allowed absences from class, individual instructors are permitted to consider class attendance in relation to class participation in determining the final grade for a course. The instructor describes the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student’s grade. However, if a student was absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student’s absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations. Excessive absence is defined as missing 25 percent or more of a course**.** This is particularly importantto consider for classes that meet in alternative formats, especially all-day sessions. Missing one session would constitute an excessive absence from the class. Students should not register for such a course if they know in advance that they will not be able to attend all sessions. If an emergency or some unforeseen circumstance causes the student to miss a full day session, he/she should be in immediate contact with the instructor. In most cases, the resolution will be withdrawal from the course. Questions on this policy should be directed to the Associate Dean for Academic Affairs.

**USE OF PERSONAL MOBILE (ELECTRONIC) DEVICES**

While the University of Connecticut Graduate School has no official policy on the use of personal mobile devices in the classroom, individual instructors are permitted to establish their own guidelines for usage. The instructor should describe these guidelines at the beginning of the semester and include policy language on the course HuskyCT site. Guidelines should take into account the manner in which these devices support or interfere with the student’s learning and the classroom environment, and how these are used as educational tools. Students are encouraged to consider norms of professional demeanor related to the use of personal electronic tools. Consistent disregard of these guidelines may result in a consultation between the student, instructor and MSW Program Director.

**STUDENT TAPING OR RECORDING CLASSES**

My lectures, notes, handouts, and displays are protected by state common law and federal copyright law. They are my own original expression and I’ve recorded them prior or during my lecture in order to ensure that I obtain copyright protection. Students are authorized to take notes in my class; however, this authorization extends only to making one set of notes for your own personal use and no other use. I will inform you as to whether you are authorized to record my lectures at the beginning of each semester. If you are so authorized to record my lectures, you may not copy this recording or any other material, provide copies of either to anyone else, or make a commercial use of them without prior permission from me.

**ACCOMMODATIONS**

The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible.  If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities at (860) 486-2020, or visit <http://csd.uconn.edu/>.

The UConn Hartford campus disability services office is located in the HTB Student Services Suite 107. Katie Halbruner, Regional Campus Coordinator for Hartford, can be contacted at 959-200-3872 or at Hartford.csd@uconn.edu.

**POLICY AGAINST DISCRIMINATION, HARASSMENT AND RELATED INTERPERSONAL VIOLENCE**

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors.  Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect.  All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment.  In addition, inappropriate amorous relationships can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority.  To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University.  Additionally, to protect the campus community, all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity (OIE). Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.

An exception to this reporting exists if students disclose information as a part of coursework submitted to an instructor in connection with a course assignment. Even in the absence of such obligation, all Employees are encouraged to contact OIE if they become aware of information that suggests a safety risk to the University community or any member thereof. The University takes all reports with the utmost seriousness.   More information, including resources and reporting options, is available at [equity.uconn.edu](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fequity.uconn.edu%2F&data=02%7C01%7Ccetl%40uconn.edu%7C3b3fcd3cb7d846bbd2df08d741b57928%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637050119980719388&sdata=gQ3jSoGFKE%2FG0yNtjngAt9FYpt2oyTQBBg5Mx8vLtJs%3D&reserved=0) and [titleix.uconn.edu](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftitleix.uconn.edu%2F&data=02%7C01%7Ccetl%40uconn.edu%7C3b3fcd3cb7d846bbd2df08d741b57928%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637050119980719388&sdata=2%2BhOjUTVYfUdaN%2FrOtsF3n66wi6ZjzLgk43gX3HJK80%3D&reserved=0).

**RELIGIOUS ACCOMMODATION POLICY**

The University of Connecticut is committed to providing welcoming and inclusive learning and workplace environments. Consistent with state law, any student who is unable to attend classes on a particular day or days or at a particular time of day because of the tenets of a sincerely held religious practice or belief may be excused from any academic activities on such particular day or days or at such particular time of day. Additionally, it shall be the responsibility of course instructors to make available to each student who is absent from academic activities because of a sincerely held religious practice or belief an equivalent opportunity to make up any examination, study or work requirements which has been missed because of such absence. For additional information on this policy, visit <https://policy.uconn.edu/2018/08/01/religious-accommodation-policy/>.

**USE OF GENDER INCLUSIVE LANGUAGE AND PRONOUNS**

The UConn School of Social Work pledges an ongoing commitment to fostering an inclusive environment for all genders and identities. In order to affirm every student, staff member, faculty member, and guest that participates in our community, a first step is to become aware of the significance of personal pronouns and gender inclusive language.

Faculty members are encouraged to share their own pronouns in person and on their syllabus to help start the discussion about personal pronouns during the first class session of each semester. Students are encouraged but not required to write their pronouns on the nameplates most faculty use in their class. Some examples of pronouns are she/her/hers/he/him/his; as well as gender-neutral options, they/them/theirs.

This will be a learning process for faculty, staff, and students. In addition to implementing pronouns into our work, we can also work to eliminate everyday gendered language. Some examples of the needed changes are: instead of saying “his or her” use “their”; “ladies and gentlemen” becomes “everyone” or “folks”; “you guys” can become “you all.”

As we commit to learning together, The UConn School of Social Work acknowledges that these changes align with our mission and vision for a more inclusive and affirming community for all.

**EVALUATION OF COURSE EXPERIENCE**

Students will be given an opportunity to provide feedback on their course experience and instruction using the University's standard procedures, which are administered by the [Office of Institutional Research and Effectiveness](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.oire.uconn.edu%2F&data=05%7C01%7C%7Cda8e9882b7f14971d6c708da56056ae9%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637916878503205211%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pPFKXYE2eEsiraC32HVTRjC7TiFmAQkBPyarepH8R%2B8%3D&reserved=0) (OIRE).

The University of Connecticut is dedicated to supporting and enhancing teaching effectiveness and student learning using a variety of methods. The Student Evaluation of Teaching (SET) is just one tool used to help faculty enhance their teaching. The SET is used for both formative (self-improvement) and summative (evaluation) purposes.

**BASIC NEEDS**

To learn effectively, students need to have their basic needs met, and must have access to healthy reliable food, and safe, affordable housing. Any student who has difficulty affording or accessing sufficient healthy food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to reach out to the staff in the [Office of Student and Academic Services](https://socialwork.uconn.edu/current-students/) (OSAS) at sswstudentservices@uconn.edu, by phone at 959-200-3687, M-F 9:00 am – 4:30 pm, or by appointment. For students who need assistance after 4:30 pm, OSAS will make special arrangements to accommodate you. Other resources include the UConn Dean of Students <https://dos.uconn.edu/> and Assoc. Director of Student Services at the Hartford Campus, Christine Mosman: <https://studentservices.hartford.uconn.edu/aboutus/>. Please do not hesitate to reach out for help. Together we can work to make sure your basic needs are met.

**MASKS AND SOCIAL DISTANCING**

We will follow the guidance provided by the university. At the time of preparing this syllabus, masks are not required in classrooms. They may be required in clinical spaces used for instruction, such as, clinics and SHaW.

Individuals should feel free to wear a mask at any time regardless of the university’s recommendations.