Dear MSW Adjunct Faculty,

Thank you for your commitment of time and skill to our Portland State University MSW Program. Last year, adjunct faculty provided 54% of the instruction in our MSW program. Your expertise and hard work allow us to provide such a quality education, and to remain in the top rankings of social work schools around the country. We have developed this handbook to be a helpful resource for you, and in the upcoming year, you will find an answer to many of your questions here.

We strive to support you as adjunct faculty so please contact me if you have questions or concerns about students or the curriculum. For general questions about logistics, technology, resources, and contract issues, Thet Mar Win will be able to assist you.

Thanks again,

Ted Donlan, PhD, MSW MSW

Program Director
General Information
There are lots of steps to getting settled as adjunct faculty in the PSU School of Social Work. This handbook reviews material related to your instructional role and the letter from John Barnett, Administrative Services Manager, outlines the administrative processes (Appendix A). Please read it carefully if you have not already done so.

PSU adjunct faculty are represented by the PSU Faculty Association union, which provides significant benefits to adjunct faculty. More information about membership, benefits, and rights is available at on their website at http://psufa.org/.

If you are teaching in our Distance Option (Salem, Eugene, Bend, Ashland) there is more detail about the unique features of each site in the Distance Handbook on the Faculty Web Center.
Course Information

MSW Program Syllabi

All faculty are expected to use SSW course syllabi that have been approved by the MSW Program Faculty. You can obtain that syllabus from the campus lead instructor or the MSW Program Director. Certain sections of the syllabus can be customized and more detail about that is contained in the course syllabus templates, which can be downloaded from the Teaching links in the SSW Faculty and Staff Web Center. You will need your ODIN name and password to login.

Once your course syllabus is complete please upload an electronic copy directly to a Google folder through the web center. Please go to Appendix C for instructions.

Lead Instructors for Foundation Courses and Advanced Concentrations

Lead instructors are responsible for supporting all faculty teaching a specific course or a advanced concentration including providing a copy and discussing the approved syllabus and assuring that the required course content is covered in each section of the course. Below are the current lead instructors.

- SW 511 – Field Seminar
  - Monica Parmley, mparmley@pdx.edu
- SW 515 – Skills for Helping: Groups
  - Sarah Bradley, bradles@pdx.edu
- SW 520 – Social Welfare History & Policy
  - Ted Donlan, donlan@pdx.edu
- SW 532 – Advocacy & Empowerment
  - Matt Chorpenning, chorpen@pdx.edu
- SW 539 – Social Justice in Social Work
  - Stéphanie Wahab, wahabs@pdx.edu
- SW 530 – Skills for Helping: Indiv. & Families
  - Sarah Bradley, bradles@pdx.edu
- SW 540 – Human Development Thru the Lifespan
  - Jill Hoffman, jill26@pdx.edu
- SW 541 – Societal, Comm. and Org. Structures & Processes
  - Ted Donlan, donlan@pdx.edu
- SW 550 – Research & Evaluation I
  - Maria Talbott, talbottm@pdx.edu
- SW 551 – Research & Evaluation II
  - Maria Talbott, talbottm@pdx.edu
- SW 533-535 – Clinical Social Work
  - Sarah Bradley, bradles@pdx.edu
- SW 586-588 – Children, Youth, and Families
  - Leah Brookner, brookner@pdx.edu
- SW 517-519 – Health Across the Lifespan
  - Pam Miller, millerp@pdx.edu
- SW 593-595 Practice and Leadership with Comm. & Orgs.
  - Lisa Hawash, lhawah@pdx.edu

The MSW Program Director is available to support faculty teaching electives.

Wait lists and adding students to full courses

We try to manage class sizes through the registration process and at times this means that students aren’t able to get into the class or section they wanted. In some cases students will contact you about being added to a class, and we ask that you not add them and that you use the process below for these requests.

Portland Option Electives - Waiting Lists

We maintain a wait list for most campus electives. If you are willing to have more than 30 students in your class, please contact Diane Brunkow, the SSW Registration and Records Coordinator at dianebb@pdx.edu, and she will increase the class size, which will let in students off the waitlist.
Required Foundation or Advanced Concentration courses

These classes are capped and there are no waitlists, as we have ample room for all students and only under unusual circumstances will students be added to a section that is already full. Students are asked to send an email to the MSW Registration at mswregis@pdx.edu outlining their situation and we will follow up with them in terms of options for getting into closed classes.

Books

In most cases faculty will need to order their own books. If there are multiple sections of the course the “lead” instructor may have ordered them for the whole group, so please check with them before contacting the bookstore. Please note there is a Federal law requiring textbooks to be listed when students register for courses and there is often a long lead time in getting books in the bookstore, so you are requested to order your books at least one term prior to the course being offered, if possible.

Book orders can be placed at http://www.tinyurl.com/psutextbooks or by contacting the social work contact below

Maria Gonzalez-Cress
Portland State Bookstore Textbook Specialist
P: 503-546-1770 psuadoptions@gmail.com

For information on using the library course reserve process for articles for your course see the information below on the library.

Disability Resource Center - Accessibility and Inclusion for students with Disabilities

PSU and the School of Social Work value diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. Our goal is to create a learning environment that is equitable, useable, inclusive, and welcoming. All syllabi need to include the Accessibility and Inclusion for Students with Disabilities statement that is in the master syllabus template. If a student is registered with DRC and has an academic accommodation, an email will be sent to your pdx.edu account outlining the expected accommodations. It is the instructor’s responsibility to meet these accommodations, unless it changes the nature of the learning, and to consult with DRC as needed if there are issues. The DRC wants all accommodations to be documented, so if the student requests an accommodation not outlined in the DRC email, please send the student back to DRC. If you have concerns about the requested accommodation please consult with the MSW Program Director or the Disability Resource Center.

If a student requests accommodations or identifies themselves as a person with a disability or medical condition, who has not registered with the DRC, encourage the student to contact the DRC (503-725-4150 or drc@pdx.edu). The DRC recommends that we not make accommodations outside of those documented in the DRC email. Please contact the DRC if you have questions/concerns.

You can view DRC information videos for faculty and staff at https://www.pdx.edu/drc/drc-101.

More information is available on the DRC website http://www.pdx.edu/drc/ or by contacting their office.

Phone: 503-725-4150 Email: drc@pdx.edu
“Incomplete” Grades

1) An incomplete grade is only given when students, due to circumstances beyond their control, have not completed some definite course requirement. The initiative rests with the student to request an incomplete grade. Students do not have a right to receive/demand an Incomplete grade. The option of assigning an Incomplete grade is at the discretion of the instructor when the following criteria are met: (see the full policy in the MSW Student Handbook)

2) The quality of the work to date is satisfactory, but some essential work remains. In addition, the student must have successfully completed most of the course work at the time the student requests the Incomplete, with a minimum grade up to that point of B-.

3) Reasonable justification for request. Reasons for assigning the Incomplete must be acceptable by the instructor. The circumstances should be unforeseen or be beyond the control of the student. The instructor is entitled to request appropriate medical or other documentation to validate the student’s request.

4) Incomplete grade is not a substitute for a poor grade.

5) Written agreement. A written or electronic agreement will be endorsed by both the instructor and student. A template “Incomplete Contract” is available on Registrar’s website

Request for Incomplete Form is completed by the student and discussed with the instructor prior to the end of the course. The instructor will determine if the request meets University policy, as indicated in the criteria listed above, and if approved a due date for the remaining work will be determined and the form signed by both instructor and student. In some cases faculty may want to note when you will grade the final submission.

The instructor will keep the original signed form and distribute copies to the student and the student’s advisor. Upon completion of the work the instructor will grade the work, enter the grade into the PSU grading system, and return the form to the student indicating the final grade and the date the grade was entered.

By agreeing to an incomplete grade you are committing to a longer-term engagement with the student, sometimes up to a year. This will require you to be available and provide ongoing contact information even if you are no longer teaching. If you are no longer teaching and do not have access to submit a grade change please contact the MSW Program Director with the final grade.

If the instructor has further questions or needs clarification, please contact the MSW Program Director or Student Affairs Coordinator before finalizing.
**Library Services – Database access, Course Reserves, and more**

PSU's Branford P. Miller Library offers a variety of services to faculty including research support, teaching and classroom support, and access to PSU's extensive library collections. The library can be accessed at [http://library.pdx.edu](http://library.pdx.edu).

**Library Services for Faculty** [http://library.pdx.edu/services/faculty/](http://library.pdx.edu/services/faculty/)

**Library Database** - [http://library.pdx.edu/dofd/subjects/43](http://library.pdx.edu/dofd/subjects/43)
The library database offers access to full text online articles for most social work publications.

**Course Reserves** - [http://library.pdx.edu/services/submit-course-reserves/course-reserves-request-form/](http://library.pdx.edu/services/submit-course-reserves/course-reserves-request-form/)
Faculty can place articles, book chapters, etc. using the online course reserve process.

For questions, research help, training on literature searches for your course contact the Social Work Subject Librarian – Kimberly Pendell <kpendell@pdx.edu>.
Communication and Technology

School of Social Work Faculty and Staff Web Center

The SSW maintains a faculty and staff web center. The web center contains helpful information in terms of advising and teaching.

The Advising tab has access to the MSW Handbook, Field Information and Forms. The Teaching tab has access to this handbook, the Distance Option Handbook, the Faculty Resource Guide, PSU Resources, and current and past course syllabi. You can also schedule one of the conference rooms by going to the Scheduling Tab.

The SSW Faculty and Staff web center can be accessed at http://www.pdx.edu/ssw/web-centers. You will need your ODIN name and password log in.

PSU Email and Confidentiality

All faculty are issued a PSU email account (@pdx.edu) and all university communication, including faculty student communication, is to be done using these accounts. You can forward your pdx.edu mail to your personal mail, but please make sure you are sending students information using your PSU address. Forwarding can be done by logging into your PSU Mail https://mail.google.com/mail/u/0/?pli=1#inbox and in the upper right corner is a “cogged wheel” that drops down. Go to “Settings”.

Settings

From here click the Forward and POP/IMAP

Please understand that all email communication with and about students can be requested by the student or the University. It is best practice not to discuss student issues via email. If you have a student concern please request a meeting or phone discussion about the issue without mentioning the student’s name.
ODIN Account

Your ODIN account allows you to access PSU’s information system including Desire2Learn (D2L) and your PSU e-mail. When you begin your employment, you will receive your PSU ID number and password. You can reset the password and activate your ODIN account at [https://oam.pdx.edu/AccountPickup](https://oam.pdx.edu/AccountPickup). If you need help resetting your password or activating your ODIN account, contact the Helpdesk. PSU’s Office of Information Technology Helpdesk (503-735-HELP) is available 24/7 for assistance and questions about all the technology.

PSU Online Technology

To access any of the sites noted below you can always begin with myPSU [http://my.pdx.edu/](http://my.pdx.edu/).

Bookmarking this page makes things easy. All of these sites will require you to have your ODIN account name and password.

There are trainings and tutorials available for all the supported technology (Google, D2L, Mail, Excel).

[https://pdxtutorials.uservoice.com/](https://pdxtutorials.uservoice.com/)
[http://www.pdx.edu/oit/workshops](http://www.pdx.edu/oit/workshops)

Faculty, Employee, Personal Information – including class lists, classroom site, grading, payroll, etc.

Log into Banweb with your ODIN information - [www.banweb.pdx.edu](http://www.banweb.pdx.edu). Below is an overview of the Faculty page.

**Banweb**

**Faculty Services**

Term Selection
CRN Selection
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Final Grades
Grading Deadlines
- Winter 2014: Tuesday, March 25, 2014 at 5pm
- Spring 2014: Tuesday, June 17, 2014 at 5pm
- Summer 2014: 4 weeks: Tuesday, July 22, 2014 at 5pm; 8 weeks: Tuesday, August 19, 2014 at 5pm; 10 weeks: Tuesday, September 02, 2014 at 5pm; 12 weeks: Tuesday, September 16, 2014 at 5pm
- Fall 2014: Tuesday, Dec 16, 2014 at 5pm

New X-M Grade Policy Effective Fall 2011: For more information on PSU grading policies and instructions on how to use online grading and online grade change go to [http://www.pdx.edu/registrars/online_grading.html](http://www.pdx.edu/registrars/online_grading.html)

Online Grade Change

New! You may now make grade to grade changes online. Submit grade to grade changes (e.g. C to B+) or update marks of I, N, or IP. Note: Thesis S630/660 cannot be submitted online.

For more information on PSU grading policies (including the M-X policy), and instructions on how to use the online grading system, go to [http://www.pdx.edu/registrars/online_grading.html](http://www.pdx.edu/registrars/online_grading.html)

PSU Grading System Tutorial

View the online PSU Grading System Tutorial
Desire2Learn (D2L)

Desire2Learn (D2L) is a web-based learning management system that allows you to build course content on the web. This will be the platform used in all online courses and you can build content for your course on this site. The Office of Academic Innovation (OAI) has online tutorial https://pdxtutorials.uservoice.com/, a faculty support desk M-F, 503-7256624 and you can schedule an individual appointment from the support web page, http://www.pdx.edu/oai/facultysupport.

Appendix A

New Instructor Letter

Please note the links in the letter are not active and refer to the original letter for direct linkage or cut and paste the URL.

Dear Instructor:

We are pleased that you are joining us as part of the PSU community and excited about the skills you will bring to the School. Your smooth and efficient start-up as an employee with PSU is important to us. We encourage you to visit https://www.pdx.edu/hr/preparing-to-start-work and complete the following forms: ● Employee Information Form
  ● W-4 Form
  ● I-9 Work Authorization ● Direct Deposit

On your first day (or before if convenient), please bring photo ID, your Social Security Card for payroll, and the completed forms listed above with you to Human Resources located in the Market Center Building at 1600 SW 4th Avenue, Suite 518. You can find the I-9 directions and the required document options at: http://www.uscis.gov/files/form/i-9.pdf. If you have any questions please call HR at (503) 725-4926.

At the PSU Human Resources website, you will also find links to the bargaining unit contract, the PSUFA home page, online faculty resources and services, and printable forms (including applications for the AFT Health Fund, Professional Development Fund, and Education Fund).

Here is some basic information for beginning work in the School of Social Work:

The School has a shared space in ASRC 676Z. Please contact John Barnett at jgb@pdx.edu if you need a key.

● To obtain your PSU ID card, if you want one (not required), please go to Neuberger Hall, Room 179, 724 SW Harrison with a picture ID. (only after you have completed the HR paperwork) ● Your mailbox is located in room ASRC 670A.

● Your email and PSU Information System (banweb) accounts can be activated in the HR offices.

● After you receive your ODIN (PSU email) account please add yourself to the directory located at www.pdx.edu/directory.

● Check out information on transportation options for getting to campus here: www.pdx.edu/transportation.

● Adjunct evaluation information is available at http://www.pdx.edu/hr/evaluating-employees.

● We would like to add you to our “SSW Staff and Faculty Roster”, please inform the SSW Front Desk know your PSU email address (e.g. it will look something like “XXXXXXX@pdx.edu”) and phone number where you can be reached.

Phone:_________ Email:________________________

Note: Having a PSU email is required. Click here PSU ODIN email account, OR, go to the Smith Memorial Student Union, 1825 SW Broadway, room 18, Office of Information Technologies (OIT). If you have problems setting up your ODIN account online, contact the OIT Help Desk at 503-725-HELP (4357)
Grading Note: Although there is a section on D2L called “grades” you cannot officially submit grades on D2L. To submit grades go to www.banweb.pdx.edu and log in. Choose “faculty services” then select “final grades”. There is an instructional guide for posting grades under “final grades”.

Registration: Diane Brunkow is our SSW Registration and Records Coordinator, is located in ASRC 676K at 503-725-3949 or dianebb@pdx.edu. Contact Diane, if you would like information on your classroom assignment, uploading your grades or general assistance with D2L. Requests to change your assigned classroom should go to the director of the program in which you are teaching.

Evening Classes: The building hours are Monday through Thursday 7:45am to 7pm and Friday 7:45am to 5pm. Due to security, after 7pm, the elevator does not run up to the 6th Floor of the ASRC without a PSU ID Badge with 6th Floor access. Please make sure you have a PSU ID Badge. Contact me if you need access to the 6th Floor of the ASRC outside of regular hours.

**Also, if you have an evening break in your class, please be sure to have the break end BEFORE 7pm, so your students can return to class (or limit your break to the 6th floor after 7pm).** NOTE: Elevators run down to the first floor (from the 6th floor) 24-7.

Guest speakers: Please email the SSW front desk at SSWFO@pdx.edu one week in advance for parking passes for guest speakers. PSU is closely monitoring the use of parking passes. Please email the following to request a parking pass for your guest speaker:

- a. Name of guest(s)
- b. Date of Class and TIMEFRAME for parking pass (e.g. "2/1/13 from 5:30pm to 8pm")
- c. Name of Class

Let me know if you are NOT on the SSW Faculty Google Group. We want to ensure that you get all the information sent to faculty. If you are not getting messages from the SSW Faculty Google Group, we can add you TODAY!

All PSU Employees are required to complete “Climate of Respect” training. Please contact John Barnett for access to the training.

For safety and evacuation routes in the SSW, please review this link, so you can be aware of emergency procedures in the SSW.

Do you have a profile on the SSW Website? If not, please login into the SSW Faculty Web Center.

All Adjuncts should contact SSWFO@pdx.edu to begin uploading your profile to the website.

One way to be alerted of emergencies on the PSU Campus is through PSU Alert system. If you have any questions please contact me at 503-725-5024.

Best Regards,
John Barnett
Operations & Administrative Services Manager, School of Social Work
Appendix B MSW Program Curriculum Overview

Foundation Curriculum (39 credits)

To ensure a common base for social work practice, the faculty has identified a required foundation curriculum to be completed by all students, regardless of their choice of concentration. Three terms of concurrent foundation field practicum are an integral part of the foundation curriculum. Visit Foundation Curriculum for detailed course descriptions.

- Social Work and Social Welfare Policy (SW 520) 3 credits
- Social Justice in Social Work (SW 539) 3 credits
- Human Development Through the Life Span (SW 540) 3 credits
- Societal, Community and Organizational Structures and Processes (SW 541) 3 credits
- Social Work Research & Evaluation (SW 550, 551 - 6 credits)
- Skills for the Helping Process - Individuals & Families (SW 530) 3 credits
- Skills for the Helping Process - Groups (SW 515) 3 credits
- Advocacy and Empowerment (SW 532) 3 credits
- Foundation Field Placement and Seminar (SW 511) - 12 credits

Advanced Curriculum (39 credits)

Advanced Concentrations (9 credits)

All MSW students will complete 9 credits of an advanced concentration for the final year of their program. The option chosen may specify some required electives and will determine the direction of learning experiences in the field placement. Visit Advanced Curriculum for detailed course descriptions.

Portland Option MSW students have the opportunity to select one of the advanced concentrations listed below. Distance Option MSW students are offered the Clinical Social Work concentration. Online Option MSW students are offered the Practice and Leadership with Communities and Organizations.

Advanced Concentrations

- Clinical Social Work Practice I, II, III (SW 533, 534, 535)
- Practice and Leadership with Communities and Organizations I, II, III (SW 593, 594, 595)
- Health Across the Lifespan I, II, III (SW 517, 518, 519)
- Children, Youth, and Families I, II, III (SW 586, 587, 588)

Advanced Electives (18 credits)

All students take advanced social work practice electives that are designed to give students greater depth of knowledge and practice skills in work with specific populations or in specific fields of practice. MSW Online and Distance Option students follow a set curriculum in regards to these electives. Contact your Distance Site Coordinator or Online Program Coordinator for more details.

Advanced Field Placement (SW 512 – 12 credits)

Total: 78 credits
Appendix C How to Upload Syllabi to Google Drive

How to Upload Syllabi to Google Drive

Step 1. From the SSW Intranet homepage, click on the Teaching tab. From there, select “Syllabi” under Teaching links on the right side of the page.

Step 2. You should see syllabi for the current and previous year. Click on the appropriate term. *Note: If you cannot see the folders, it is likely because you are not logged in to your PSU google email. Try logging in and trying again.
Step 3. After clicking on the folder, you will be taken to google drive. Select the New button in the top left corner. From the drop down menu, select “Upload Files”. Alternately, you can right click on your mouse to reach the same drop down menu.

Step 4. Find and “Open” your document.
Step 5. Your syllabus should now be uploaded!