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Dear CFS Student,

Welcome to the Portland State University School of Social Work! I'm so pleased that you will be joining our community. I invite you to take advantage of your time with us, and to become deeply engaged in the resources of our School and the University.

Your time in the CFS Program will prepare you with the knowledge, values, and skills need to serve individuals and families, to transform the communities in which you work and live, to influence social policy, and to promote social and economic justice. We take pride in offering a diverse and urban learning community as a real-world laboratory for future human services practitioners and leaders.

Portland State University is recognized as a national leader in community engagement. Our School of Social Work is ranked among the best in the nation by U.S. News & World Report. You are joining a strong and collaborative program led by world-class faculty and dedicated staff. We are here to support and prepare you to alleviate today's critical social problems.

Please use the resources in this handbook to assist you as you navigate the CFS Program. Best of luck in your studies!

Best wishes,

Laura Burney Nissen, Ph.D., LMSW, CADC III
Dean and Professor
Welcome, Child and Family Studies Students!

Welcome to Child and Family Studies! We carefully selected you because of your potential as committed professionals working toward a more just world, and we are excited to have you.

Through our major and minor, the CFS program provides a foundation for the challenges professionals confront and the joys we celebrate. Child and Family Studies blends interdisciplinary liberal arts education with professional preparation, equipping you with the skills to engage thoughtfully and critically with major social issues and then actively contribute to their resolution. Whether you finish CFS and head directly into the field or move from the program into graduate school, we know that the Child and Family Studies program will prepare you for the next step on your journey and give you the professional foundation and skills to help make the world a better place for children, youth, families, and communities.

One of the unique benefits of CFS is the connection and relationships the program fosters between faculty, staff, and students. Your faculty are committed to your learning and to developing significant, meaningful, and longstanding relationships with you. Students sometimes finish their CFS degree in only a few terms, and sometimes life is such that degree completion takes a little longer. Whatever form your path takes, know that your faculty are here to support, challenge, and encourage you. We look forward to being part of your professional networks while you’re a student in the program and well beyond, so don’t be a stranger. Our office doors are almost always open, and if they are, please come on in!

Once again, welcome to the program. We look forward to working and learning together with you.

Best,

Ben Anderson-Nathe
CFS Program Director
Child and Family Studies Program Faculty and Staff

The CFS faculty and staff are here to support you. We include contact information here for all faculty teaching in the program (major and minor), as well as other people whom you might need to contact. In general, email is the best way to be in touch with us, although we definitely also welcome drop-in times when our doors are open. As a member of the PSU community, you are also connected to us through your Google account (calendar, chat, and gmail). Please feel free to search for our calendars, most of which are public to PSU students, staff, and faculty. If you see a time where our schedules overlap, send us a meeting request! Also, if you have a quick question and see us in your chat menu, feel free to drop a quick question that way.

What You Can Expect from Us

Many students don’t know that at a university like PSU, teaching and advising students is just one part of faculty members’ jobs. Most of your faculty also have to maintain productive and active research or publication agendas and participate in service activities in the program, the college and university, and the larger community. Sometimes, these other responsibilities conflict with our ability to be immediately present or responsive to you – so we thank you for your patience. This means you can generally assume we will respond to emails within a few days, but you should not expect immediate responses to every email, or replies over the weekend. In terms of grading, we do our best to return material to you just as soon as we can. For the portfolio classes in particular, where prompt feedback is so critical, you can expect a turnaround time between one and two weeks.

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CFS Program Mission, Objectives, Learning Outcomes, and Degree Options

Mission
The Mission of the Child and Family Studies Program is to prepare undergraduate students for careers in the fields of education and social services, as well as future graduate studies. Embedded in this program is an emphasis on facilitating the development of reflective practitioners committed to contributing to a more just world.

Learning Outcomes
Preamble: Child and Family Studies students will be able to access, analyze, apply, and articulate theoretical knowledge to make professional decisions that improve the lives of children, youth, and families as they:
1. Describe the development, roles, and interaction patterns of children, youth, and families within their social systems;
2. Identify dimensions of diversity in children, youth, and families and recognize oppressive forces that hinder their positive development;
3. Demonstrate professional standards of ethical conduct; and
4. Assume the role of change agents regarding issues, policies, & community needs that affect children, youth, and their families.

Professional Portfolio and Program Objectives
CFS major students will use learning experiences from required CFS Program courses to create a professional portfolio documenting their achievement of the program learning outcomes.

This portfolio will also demonstrate their ability to:
- Identify and explain theoretical knowledge that is applicable for specific professional settings;
- Think critically about the everyday realities of children, youth, and families;
- Apply that theoretical knowledge to their work in a professional/practical setting;
- Write appropriately for professional settings; and
- Personally reflect upon their life experiences and professional practice.

Degree Options
The Child and Family Studies Program offers a major and a minor. There are both BA and BS degree options for the CFS major.
CFS Program Overview

Major Requirements (78 total credits)

Prerequisite
90 credits (junior standing): PSY 311 Human Development or PSY 460 Child Psychology or equivalent

Interdisciplinary Conceptual Foundations - 23 credits Total
- ED 420 Intro to Education (4)
- SW 301U Intro to Social Work (4) or COUN 441 Intro to Counseling (3) or PHE 365 Health Promotion Programs for Children and Youth (4)
- SPED 418 Survey of Exceptional Learners (3)
- HIST 343 History of American Families (4)
- SOC 342 Social Psychology (4) or SOC 339 Marriage & Intimacy (4) or SOC 461 Sociology of the Family (4)
- ECON 417 Women in the Economy (4) or WS 340/41/42 Women & Gender in America (to 1848/1848-1920/1920-present) (4) or WS 380 Women & Politics (4)

CFS Major Requirements (Core) - 40 credits Total
- CFS 494, 495, 496 Professional Development in CFS I, II, & III (3, 1, 2)
- CFS 312U Human Development in the Family Setting (4)
- CFS 480 Societal Influences on Professional Practice (4)
- CFS 488 Social Justice in CFS (4)
- CFS 491/591 Conceptual Foundations in Children, Youth & Families (4)
- CFS 492 Families Law & Policy: Effects of Legislation & Policies on Children and Their Families (4)
- CFS 481U Family Health Issues (4)
- CFS 497 Practicum I (5)
- CFS 498 Practicum II (5)

Specialization Courses - 15 credits Total
A minimum of 15 credits within one Specialization. Usually, this is accomplished in four courses. Specializations are the following:
- Early Childhood Education
- Elementary Education
- Special Education for School Aged Children
- Early Intervention/Early Childhood Special Education
- Family Life Educator
- Youth Worker
- Child Welfare/Human Service
- Administration of Programs for Children, Youth, & Families
- International Worker
- Human Development/Child Life
- Families in Society
CFS Program Electives
These courses may be taken as a part of your specialization:
CFS 101 Intro to Child and Family Studies (2)
CFS 320U ABCs of ECE (4)
CFS 330U American Families in Film & TV (4)
CFS 340U Queer Families (4)
CFS 350U Interpersonal Violence: Children & Family (4)
CFS 382U Mental & Emotional Disorders: Impact on Families (4)
CFS 385U Working w/Diverse Families (4)
CFS 390U Sex and the Family (4)
CFS 393U Community Resources & Family Support (4)
CFS 450 Youth and Youth Work (4)
CFS 486 Parent and Family Life Education (4)

Specializations
All CFS majors must complete a specialization, consisting of 15-17 credits of focused coursework directed toward a specific field of practice or interest. If you choose more than one specialization area, you must complete at least 15 additional credits in the second specialization; the course work for the two specializations cannot overlap.

The course lists for each specialization are not definitive; substitutions can be made to include other classes. If you know of or have taken a course that relates to your career goals but is not on the specialization list, you may get permission to substitute. You must get approval for this substitution before you register for the course. Substitution forms are on the CFS website (http://www.pdx.edu/ssw/child-and-family-studies). You may substitute up to two courses.

Most specializations list an “anchor class.” This is a course that has been created as a foundation for students completing the specialization. Anchor classes are highly recommended. If your plans make it difficult for you to schedule the anchor class, make an appointment to discuss this with the specialization advisor.

Early Childhood Education
This specialization prepares students for professional positions in early childhood education programs. Students interested in this specialization should schedule an individual advising appointment with your advisor to discuss their experiential and educational background. The area of study focuses on developmentally appropriate curriculum, guidance, and relationships with families, which will be used as a foundation for selecting appropriate courses to fulfill the specialization requirements.

Anchor Class:
CFS 320U The ABCs of Early Childhood Education
Elementary Education

This specialization provides the necessary requirements for application into PSU’s Graduate Teacher Education Program (GTEP). The completion of the CFS major and the Elementary Education specialization also qualifies students for the GTEP's Early Admission process. Full details will be presented in CFS 494, 495, and 496 as well as available in individual advising sessions. The deadline for GTEP Early Admission is April 1. This is for students who want to be admitted into the summer GTEP Program.

Required

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>LIB 428</td>
<td>Children’s Literature, K-5</td>
<td>3</td>
</tr>
<tr>
<td>MATH 211</td>
<td>Foundation of Elementary Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 212</td>
<td>Foundation of Elementary Mathematics II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 213</td>
<td>Foundation of Elementary Mathematics III</td>
<td>4</td>
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Highly Recommended

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 312</td>
<td>Art in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>CI 432</td>
<td>Computer Applications</td>
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<tr>
<td>MUS 381</td>
<td>Music Fundamentals</td>
<td>3</td>
</tr>
</tbody>
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Special Education for School-aged Children

This specialization develops knowledge and skills for serving school-aged children and youth with special needs and their families in inclusive settings. It also prepares students for graduate study in special education for school-aged children. Coursework includes an emphasis on the special needs and disabilities unique to youth, foundations of special education, and supports for children and youth within school, home, and community. Students may take any of the courses listed under Early Intervention/Early Childhood Special Education and any of the following:

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CFS 382U</td>
<td>Mental and Emotional Disorders: Impact on Children and Families</td>
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<tr>
<td>CFS 385U</td>
<td>Working with Diverse Families</td>
<td></td>
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<tr>
<td>CFS 390U</td>
<td>Sex and the Family</td>
<td></td>
</tr>
<tr>
<td>CFS 393U</td>
<td>Community Resources and Family Support</td>
<td></td>
</tr>
<tr>
<td>CI 434</td>
<td>Microcomputer-based Management and Research Tools for Educators</td>
<td></td>
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<tr>
<td>CI 443/453</td>
<td>Effective Teaching Strategies and Materials for Working With Linguistically and Culturally Diverse Students</td>
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<tr>
<td>CI 491</td>
<td>Enriching Children’s Reading</td>
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<tr>
<td>COUN 425/525</td>
<td>Guidance for the Classroom Teacher</td>
<td></td>
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<tr>
<td>COUN 445</td>
<td>Youth at Risk</td>
<td></td>
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<tr>
<td>LIB 432</td>
<td>Multicultural Literature K-12</td>
<td></td>
</tr>
<tr>
<td>SOC 418</td>
<td>Criminology and Delinquency</td>
<td></td>
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<tr>
<td>SOC 444</td>
<td>Race, Ethnicity, and Nationality</td>
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Early Intervention/Early Childhood Special Education

This specialization develops knowledge and skills for assisting young children with special needs and their families in inclusive settings. It also prepares students for graduate study in early intervention/early childhood special education. Coursework includes a focus on typical and atypical development, foundations of early intervention/early childhood special education, and family-centered practices.

Anchor Class:
CFS 320U The ABCs of Early Childhood Education

CFS 382U Mental and Emotional Disorders: Impact on Children and Families
CFS 385U Working with Diverse Families
CFS 390U Sex and the Family
CFS 393U Community Resources and Family Support
*CI 252 Instruction and Management in Preschool Education
*CI 253 Preschool Programming
CI 351 Science, Social Studies and Health for Young Children
CI 458 Instruction and Management in Kindergarten Primary Grades
CI 472 Language & Literacy in ECE
EPFA 446 ECE: Relationships with Home & Society
LIB 428 Children’s Literature, K-5
MUS 484 Music with Children
PSY 340 Principles of Behavior Analysis
PSY 459U Infant Development
PSY 464 Developmental Psychopathology
COMM 218 Interpersonal Communication
COMM 318 Family Communication
SPED 455 Working with LEP Children Who Have Special Needs
SPED 460 Outdoor Education/Recreation with Persons with Disabilities
SPED 480 Intro to Early Childhood Special Education
SPED 481 Family Guided Early Intervention
SPED 482 Specialized Techniques: Early Intervention/Early Childhood Special Education
SPED 483 Communication and Language Development: EI/ECSE
SPED 520 Collaboration I: Families and Community – EL and EI/SE
SPHR 365 Survey of Speech, Language & Hearing Disorders
SPHR 380 Language Disorders of Communication I
SPHR 389 Sign Language: Theory and Practice (or 4-12 credits of Foreign Language)

* This course is not offered every term.
Family Life Educator

Family life education focuses on healthy family functioning within a family systems perspective and provides a primarily preventive approach. The skills and knowledge needed for healthy functioning are widely known: strong communication skills, knowledge of typical human development, good decision-making skills, positive self-esteem, and healthy interpersonal relationships. The goal of family life education is to teach and foster this knowledge and these skills to enable individuals and families to function optimally.

Family life education professionals consider societal issues including economics, education, work-family issues, parenting, sexuality, gender and more within the context of the family. They believe that societal problems such as substance abuse, domestic violence, unemployment, debt, and child abuse can be more effectively addressed from a perspective that considers the individual and family as part of larger systems. Knowledge about healthy family functioning can be applied to prevent or minimize many of these problems. Family life education provides this information through an educational approach, often in a classroom-type setting or through educational materials.

Completing this specialization provides the necessary requirements for the National Council on Family Relations’ Family Life Education Provisional Certification (CFLE). For more information be see https://www.ncfr.org/cfle-certification

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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CFS 486</td>
<td>4</td>
<td>Parent and Family Life Education (4)</td>
</tr>
<tr>
<td>CFS 385U</td>
<td>4</td>
<td>Working with Diverse Families (4)</td>
</tr>
<tr>
<td>CFS 390U</td>
<td>4</td>
<td>Sex and the Family (4)</td>
</tr>
<tr>
<td>CFS 393U</td>
<td>4</td>
<td>Community Resources and Family Support (4)</td>
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**Total Credits: 16**

*The above 16 credits are required to meet the requirements for Provisional Certification along with a number of courses within the core curriculum in CFS (CFS 312U, 480, 481U, 488, 491, 492, 495, 496, & 497 (or 498).*
Youth Worker

This specialization educates students in understanding and working with youth and young adults in a variety of settings. Students in this specialization will be prepared to work with youth organizations, group homes, drop-in centers, street outreach, religious programming, recreational and outdoor/experiential education, and after-school programs. Students will be challenged to consider young people relationally and within multiple historical, social, and cultural contexts.

Anchor Class:
CFS 450 Youth and Youth Work

CCJ 210 Introduction to Juvenile Justice Process
BST 416 African American Urban Education Problems
CFS 382U Mental Disorders: Impact on Families
CFS 385U Working with Diverse Families
CFS 486 Parent and Family Education
CFS 390U Sex and the Family
CFS 393U Community Resources and Family Support
COUN 441 Introduction to Counseling (if not taken in core) (3 crs)
COUN 445 Youth at Risk
ELP 456 The Urban School and “at Risk” Status
PSY 461U Psychology of Adolescence and Early Maturity
SOC 460 Youth and Subcultures
COMM 313U Communication in Groups
COMM 415 Problems of Intercultural Communication
SW 301 Introduction to Social Work (if not taken in core)
SW 465 Introduction to Indian Child Welfare and the Indian Child Welfare Act

Additional or alternate coursework may also be negotiated between the student and advisor.
Child Welfare/Human Services

This specialization prepares students for entry-level human services positions such as child protective service, foster care, adoptions, in-home services, case management, group care, mental health, and community-based organizations. The emphasis is working with children and families across a wide spectrum of diverse statuses, including, ethnic, racial, economic, and sexual orientation.

Anchor Class:
CFS 382U Mental and Emotional Disorders: Impact on Children and Families

BST 414U Racism
BST 484 African/American Community Development
CFS 385U Working with Diverse Families
CFS 390U Sex and the Family
CFS 393U Community Resources and Family Support
CR 301 Introduction to Conflict Resolution
SOC 414 Alcohol and Other Drugs
COMM 340 Interviewing
COMM 415 Problems of Intercultural Communication
COMM 457 The Language of Violence
SW 301 Introduction to Social Work (if not taken in core)
SW 407 Psychobiology for Social Workers – (2 credit hours)
SW 407U/510 Community-Based Services
SW 465/565 Introduction to Indian Child Welfare and the Indian Child Welfare Act
SW 522 Issues in Child Welfare – Partially web-based course
SW 560 Social Work with Lesbians, Gay Males, and Bisexuals
SW 575 Ethnic Competence in Social Work Practice
SW 580 Social Service Administration
WS 350-53 Children and Interpersonal Violence (four 1-credit courses;
WS 350: Introduction to Interpersonal Violence is the prerequisite course)
Administration of Programs for Children, Youth, & Families

This specialization helps students learn program administration principles, policies, and strategies for children, youth, and families. It focuses on communication, emphasizing issues of culture, race, and economics.

Anchor Class:
CFS 393U Community Resources and Family Support

ANTH 416 Urban Anthropology
BA 302 Organizational Behavior
BST 414U Racism
CFS 382U Mental and Emotional Disorders: Impact on Children and Families
CFS 385U Working with Diverse Families
CFS 390U Sex and the Family
CI 475 Supervision in ECE Settings
CR 301 Introduction to Conflict Resolution
EPFA 446 ECE: Relationships with Home & Society
EPFA 447 Administration of ECE Programs
EPFA 451 Social Foundations of Education
MGMT 464 Contemporary Leadership Issues
PA 520 Introduction to Non-for-profit Management
PA 522 Governance of Nonprofit Organizations
PA 524 Financial Management in Nonprofit Organizations
PA 525 Grant Writing for Nonprofit Organizations
PA 526 Fundamentals of Fundraising in Nonprofit Organizations
PA 528 Organizational Leadership and Decision-Making
PA 592 Volunteerism and Volunteer Management
COMM 218U Interpersonal Communication
COMM 313U Communication in Groups
COMM/WS 337U Communication and Gender
COMM 340 Interviewing
COMM 415 Problems of Intercultural Communication
International Worker: Children, Youth, and Families

This specialization prepares students to work internationally with children, youth, or families in such areas as the Peace Corps, non-governmental organizations (NGOs), project management, or humanitarian relief work. This area of study includes cross-cultural information, language acquisition, global issues, and intercultural communication.

CR  301  Introduction to Conflict Resolution (4)
CR  512  Perspectives in Conflict Resolution (4)
CR  526  Intercultural Conflict Resolution (4)
LING 232  Language and Society (4)
LING 233  Language and Mind (4)
LING 422  How Do People Learn A Second Language (4)
LING 471  Understanding the International Experience (4)
LING 481  World Englishes (4)
LING 492  Structure of the English Language (4)
BST  206  Introduction to Caribbean Studies (4)
BST  211  Introduction to African Studies (4)
BST  214  Intro to Contemporary Race and Ethnic Relations (4)
BST  319  Traditional Cultures of Africa (4)
BST  467  African Development Issues (4)
COMM 215  Intro to Intercultural Communication (4)
COMM 227  Nonverbal Communication (4)
COMM 415  Problems of Intercultural Communication (4)
COMM 417  Communication and Conflict (4)
COMM 427  Issues in Intercultural Communication (4)
EC  340  International Economics (4)
EC  348  The Globalization Debate: Concept, History, and Theory (4)
EC  411  Cultural Economics (4)
EC  440  International Trade Theory and Policy (4)
EC  441  International Monetary Theory and Policy (4)
EC  442  The Multinational Enterprise in the World Economy (4)
EC  443  Global Environmental Economics (4)
EC  450  Third World Economic Development (4)
EC  451  Small Businesses in Developing Areas (4)
EC  522  Economics of Sustainability: Theory and Practice (4)
Human Development

**Human Development**: This specialization focuses on development in the social, cognitive, physical, and emotional domains. We combine the latest theoretical and research trends with current issues of diversity, as well as implications for professionals working with children and families. Students must complete 15 credits of the below coursework.

**Child Life**: This specialization focuses on building a foundation for a career in the field of Child Life. Course work emphasizes development of children and youth, health promotion, medical systems and therapeutic models, family dynamics, and theoretical understandings of developing children, youth, and their families. The Child Life specialization further prepares students for practicum work with children and youth in hospital settings, as well as fulfills necessary requirements for the Child Life Specialist Certification (CCLS) through The Child Life Council. Students must complete 15 credits of the below coursework (including the CFS 410 – Foundations of Child Life). Classes with an * are course heavily suggested for Child Life.

Anchor Class (choose one based on your focus):
- CFS 390U  Sex in the Family (Human Development)
- CFS* 410  Foundations of Child Life (Child Life)

Additional Class Options:
- CFS 382U  Mental and Emotional Disorders: Impact on Children and Families
- CFS 385U  Working with Diverse Families
- CFS 393U  Community Resources and Family Support
- COMM 318U  Family Communication
- PHE 295  Health Promotion/Disease Prevention
- PHE 350  Health/Health Systems
- PHE 363  Communicable Diseases and Chronic Health Problems
- PHE 425U  Nutrition for Health
- PHE 443U  Environmental Health
- PHL* 313U  Life and Death Issues
- PHL 481  Biomedical Ethics
- PSY/SOC 342  Social Psychology
- PSY 410U  Moral Development
- PSY/BST 410U  Psychological Development of African American Children
- PSY * 459U  Infant Development
- PSY * 461U  Psychology of Adolescence and Early Maturity
- PSY 464  Developmental Psychopathology
- PSY 468  Social Development
- PSY 471  Health Psychology
- SPHR 365  Survey of Speech, Language & Hearing Disorders
- SPHR 372  Speech and Language Development in Children

-See your advisor to discuss alternate but relevant course offerings.
Families in Society

This specialization examines the societal contexts in which families live. Students in this specialization study families from perspectives of culture, gender, health, and socio-economics. From this study, students will be equipped to assist families while remaining sensitive to the diversity of family structures, traditions, and dynamics.

Anchor Class:
CFS 382U Mental and Emotional Disorders: Impact on Children and Families

AJ/WS 410 Women and Crime
ANTH 414 Culture and Ecology
ANTH 432 Gender in Cross-Cultural Perspective
BST 450 Women's Voices in Africa (other titles under BST 450: Topics in African/Caribbean History and Culture require advisor's approval)
CFS 385U Working with Diverse Families
CFS 390U Sex and the Family
CFS 393U Community Resources and Family Support
EC 417 Women in the Economy
EPFA 446 ECE: Relationships with Home & Society
EPFA 456 The Urban School and "At-Risk" Status
HST/WS 342U Women's Voices in Africa (other titles under BSH 342U: Topics in African/Caribbean History and Culture require advisor's approval)
HST 423U Chinese Social History: Family in China, Past and Present
PS/WS 425/424 Women and the Law
PSY/SOC 342 Social Psychology
PSY/WS 467 Work & Family
SOC 339U Marriage & Intimacy
SOC 344U Gender and Sexualities
SOC/WS 425 Sociology of Women
SOC/WS 426 Women and Mental Illness
COMM 318U Family Communication
WS 330 Women of Color in the US
Practicum Polices and Guidelines
Students majoring in Child and Family Studies (CFS) complete five credits in CFS 497: Practicum I, and an additional five credits in CFS 498: Practicum II, by engaging in experiences in the professional community. Practicum experience allows students to apply their theoretical knowledge from coursework to real situations, provides concrete opportunities to develop professional skills and abilities, and enables students to explore various career options in fields related to child and family studies. Students pursuing the CFS minor also must complete 6 credits of community based learning. Either practicum credit or UNST capstone experiences can fulfill this requirement; minors should meet with the CFS minor advisor to plan their community based learning experience.

Practicum Requirements
1. Students must participate in a mandatory orientation prior to selecting a practicum site for either CFS 497 or 498. Practicum proposals must be approved by the CFS Practicum Coordinator before a student can be registered in any CFS Practicum. Proposals are reviewed to determine their capacity to expand student knowledge, skills and abilities, relevance to student career goals, and diversity of experience. Students should carefully review the following practicum policies and procedures before making any arrangements with potential sites:

   a. CFS Practicum experience must be gained in 2 different agencies, organizations or institutions.
   b. Practicum credits may not be earned in an agency, organization, or institution in which the CFS student has been or is employed, or is currently receiving services, or has a family member currently receiving services.
   c. The practicum experience cannot be used to satisfy course requirements for other classes

2. Students enrolled in any CFS practicum are required to attend the practicum seminar. There is no separate registration for the seminar. This class will meet for two hours every other week and each class meeting will substitute for 2 hours of practicum time, for a total of 10 hours. The seminar does not add additional credit or hours to your practicum. The seminar class enables all students taking practicum to meet on a regular basis to discuss issues, share experiences, bring up concerns, resolve problems, and celebrate successes. It also provides a forum for answering your questions regarding topics critical to your success in your practicum and in your chosen profession. CFS practicum coordinator facilitates the seminar and will provide support and professional resources to enhance the practicum experience.

3. For each credit of practicum, a student must participate in his or her practicum experience for a minimum of 30 hours per credit for the quarter. Hours spent in the seminar are included in the total. For example, for a 5 credit practicum you will need to accumulate a total of at least 150 hours - 10 hours in practicum seminar and at least 140 at your field site. The total number of required hours remains the same for summer quarter, but scheduling may be adjusted to accommodate the shorter term. Students are expected to maintain a regular schedule over the course of the academic quarter, as agreed upon with your practicum site supervisor. If you miss practicum hours for any reason, those hours must be made up at your field site before the end of the term. Absences or tardy arrival in seminar class will result in a reduced grade.
Expectations of Conduct in the Site
All Child and Family Studies practicum students are expected to maintain professional standards of conduct in their respective sites. This includes, but is not limited to: punctuality and timeliness, consistency and reliability, direct and appropriate communication with your supervisor and colleagues (including negotiation of work schedule and notification of any conflicts over the course of the placement), and compliance with local, state, and federal law as well as your organization’s personnel policies and procedures. Additional guidance regarding expectations of professional conduct may be found in the NCFR and/or NASW codes of ethics. Background checks may be required, depending upon the policies of your host organization. These are the responsibility of the agency and the student.

Practicum Assessment
Assessment of your practicum experience will be based upon information from your completed learning agreement, practicum log, your seminar attendance and participation, your practice reflections and other written work submitted during the seminar, and your evaluation by your practicum site supervisor.

Your practicum site supervisor will provide written feedback, using the signed learning agreement and the CFS Practicum Student Evaluation form. Your supervisor will review your evaluation with you at the end of the term.

1. Practicum Learning Agreement
   All Child and Family Studies practicum experiences should facilitate your progress in meeting CFS Program Learning Outcomes. Therefore, you will need to develop, in consultation with your practicum site supervisor, at least one specific individualized learning outcome for your experience. For each learning outcome, you will develop – in consultation with your site supervisor – at least one learning experience you can complete during the practicum which demonstrates that you have achieved the learning outcome. You will complete the learning agreement with your supervisor in the first two weeks of the placement. The agreement then becomes part of your evaluation form, to be completed by your practicum site supervisor at the end of the term.

2. Practicum Log Hours
   Students are expected to maintain a practicum log of hours with dates, times, and other pertinent information. You may use the CFS form or create your own; in either case, be sure to indicate the total number of hours at the bottom of your log sheet. At the end of your practicum, your practicum site supervisor needs to review the log and sign it before you turn it in to the CFS practicum coordinator.

3. Practicum Packet
   The following paperwork is to be submitted to the CFS practicum coordinator at the end of the term:
   - Practicum Learning Agreement with practicum supervisor signature
   - Practicum Student Evaluation Form completed and signed by your site supervisor
   - Practicum log of hours
   - Practice reflections and final reflection on practicum experience
   - Practicum Site Comment Form
Grades
Your practicum coordinator will review your practicum documentation at the end of each quarter, based on the requirements outlined in the course syllabus. Students making satisfactory progress who have not completed all requirements of the practicum during the quarter will receive an “I” grade. Students are expected to continue to attend practicum seminar during the time they are completing a practicum. A final grade will be entered when all hours are completed and the documentation described above is complete.

Procedure for Managing Conflicts or Crises During Placement
Should conflicts or concerns arise during the practicum placement, the following procedure is in place to facilitate a mutually respectful and productive response or resolution:

1. The student and site supervisor discuss the concern. If the student is uncomfortable beginning the process with their site supervisor, you should contact the CFS practicum coordinator. If this does not resolve the concern:
2. The student and CFS practicum coordinator will meet to discuss the concern and brainstorm possible responses. This may involve the CFS practicum coordinator making direct contact with the site supervisor and inviting that person into the process. If this does not resolve the concern:
3. It may be necessary to terminate the practicum experience. In the event that the student, CFS practicum coordinator, and/or site supervisor become convinced that the concern cannot be satisfactorily resolved to allow the placement to continue, the CFS practicum coordinator may authorize termination of the placement. In these rare circumstances, the practicum coordinator will work with the student and supervisor to facilitate a respectful and professional closure of the practicum experience, and then work directly with the student to identify an alternative placement.

Students are also encouraged to discuss potential crises and conflicts in their seminars in order to pro-actively resolve any developing conflicts. CFS practicum coordinator is also available for pre-intervention consultation.

Policies Specific to CFS 497
Prerequisites
- Successful completion of CFS 494.
- Attendance and participation in the Practicum Orientation prior to site placement.

How to Register for a CFS 497 Practicum I
Practicum placements are to be arranged prior to the beginning of the quarter of your proposed practicum, and the registration process outlined below should be completed during the advance registration. For example, if you wish to have a practicum winter quarter, you must make arrangements for it during fall quarter. Arrange your practicum placement by following these steps:

1. Attend the practicum orientation scheduled each quarter before you contact any sites. At this meeting you are encouraged to propose placement sites that you believe are particularly suited to your professional goals. The practicum coordinator can help with suggestions regarding potential agencies and organizations. The CFS office has a resource file and a bulletin board with practicum ideas as well.
2. Review all the guidelines in this document.
3. After meeting with the practicum coordinator, contact the organization(s) where you are interested in having a practicum and talk with the appropriate person (this may be the director, the volunteer coordinator, or the person who will become your practicum site supervisor). This is an opportunity for you and the agency to ask questions of each other to determine whether or not the placement will benefit both the site and you the student.
4. After your initial contact, you will likely be invited to tour the facility and meet in person with your potential supervisor. You should be prepared to bring a professional resume to this meeting. You will be given an introductory letter on CFS letterhead to present to the site supervisor, explaining the practicum. Please review this letter carefully before giving it to the site.
5. Once both you and the organization agree to the practicum placement, you will need to define duties and negotiate a work schedule. Your participation must fit both your schedule and the organization’s needs.
6. Submit the Practicum I Application & Information Sheet and to CFS practicum coordinator.

Transfer of Practicum Credits from schools without an CFS articulation agreement
Students can apply to have practicum credits, taken at another university, substitute for the CFS 497 Practicum requirements. Criteria for acceptable practicum experiences are as follows:

- The practicum must have been completed at a Child & Family Studies professional site;
- The practicum must have been competed as a part of an academic program at an accredited college/university;
- The formula of 1 academic credit for every 30 clock hours of practicum will be used;
- Student must have received a grade of C or higher;
- The practicum must be fully documented with transcripts and descriptive data;
- Students must write a descriptive statement of the duties involved in the practicum;
- The proposal must be reviewed and approved by your CFS practicum coordinator; and no more than 5 credits can be transferred.

Transferred practicum credits need to have been accompanied by an integrative reflective seminar/class.

Policies Specific to CFS 498

Prerequisites for CFS 498
- Completion of 5 credits of approved practicum CFS 497.
- Completion or concurrent registration in CFS 480 Societal Influences on Professional Practice.
- Completion of CFS 494 Professional Development in Child and Family Studies I

How to Register for a CFS 498 Practicum II
1. Attend the practicum orientation scheduled each quarter before you contacting any sites. At this orientation, we encourage students to propose sites suited to their educational goals within the program. The practicum coordinator will also be available to suggest practicum sites to students if needed. The CFS office has a resource file and a bulletin board with practicum ideas as well. For Practicum II placements, all sites must have prior approval from the practicum coordinator before students make contact.
2. Review all the guidelines in this document.
3. After receiving approval for a site from practicum coordinator, contact the organization and talk with the appropriate person (this may be the director, the volunteer coordinator, or the person who will become your practicum site supervisor). This is an opportunity for you and the agency to ask questions of each other to determine if this placement will benefit both the site and you the student.
4. After your initial contact, you will likely be invited to tour the facility and meet in person with your potential supervisor. You should be prepared to bring a professional resume to this meeting. You will be given an introductory letter on CFS letterhead to present to the site supervisor, explaining the practicum. Please review this letter carefully before giving it to the site.
5. Once both you and the organization agree to the practicum placement, you will need to define duties and negotiate a work schedule. Your participation must fit both your schedule and the organization’s needs.
6. Submit the Practicum II Application & Information Sheet to CFS practicum coordinator.

Professional Portfolio
As a student in the Child and Family Studies (CFS) major, you will create a Professional Portfolio to document your achievement of the Program Learning Outcomes. This Professional Portfolio will help you integrate the knowledge you acquire in interdisciplinary courses, CFS core class material, and CFS objectives and learning outcomes.

A Professional Portfolio provides opportunities for you to:
- Communicate what you have learned;
- Articulate how various experiences have contributed to your learning;
- Link theory with your practice;
- Integrate the learning that has taken place in all of the CFS required courses;
- Improve your logical thinking and writing abilities;
- Use your personal creativity and expression; and
- Document your achievement of the CFS Program Learning Outcomes.

You will begin to create your Professional Portfolio when you are enrolled in CFS 494: Professional Development in Child and Family Studies I. During this class, you will learn how to use the required portfolio template. In each professional development course (CFS 494, 495, and 496), you will complete one portfolio documentation, as well as additional professional development activities.

Portfolio Documentation:
Be sure to keep the following materials from all classes you take toward your CFS major; they will be useful as you complete the Professional Portfolio:
- Class syllabus;
- All completed course assignments; and
- All textbooks or other assigned readings.

CFS Honors Option
Like many other departments and programs across campus, Child and Family Studies offers an option for admitted majors to graduate with departmental honors (this is in addition to the Latin honors students may automatically receive by virtue of their GPA).

Benefits of participation in the honors option
• Additional interaction with CFS professors;
• Gaining additional insight and skills in critical thinking and writing through their documentation of the final CFS Program Learning Outcome (LO);
• Additional speaking and presentation experience;
• Earning additional upper division credit; and
• A statement of “departmental distinction” on the student’s transcript and diploma.

Requirements for application
• Admission into the CFS Program;
• Have and maintain a 3.5 GPA in CFS required classes;
• Prior completion of CFS 494 and 495 with a score of at least 90 (out of 100) on both learning outcome documentations;
• Submit an application packet by the Friday of the 8th week of the quarter. This packet should include the following:
  – A completed application form;
  – Two letters of recommendation (one of which can be from a CFS faculty member); and
  – A copy of your most recent DARS report.

Requirements to maintain honors status
• Participate in a one-credit seminar for at least two quarters prior to graduation;
• Maintain a 3.5 CFS GPA;
• Document your achievement of all CFS Program LOs for inclusion in the Professional Portfolio, including LO number 4;
• Complete a self-selected Honors option project that can be used for an LO documentation;
• Make a 30 minute presentation to a CFS 494 or 495 class about the Honors option; and
• Complete and submit an “Honors Option Completion Form” to the CFS Administrative Assistant.

Call 503-725-8241, talk to your academic advisor, or email cfspsu@pdx.edu for an application.

University-wide Urban Honors Program
In addition to program or department honors options, all students across campus can apply to be admitted to the Urban Honors Program at PSU, which serves high-achieving, highly-motivated students by providing an engaged and challenging educational experience using the city of Portland as a living laboratory.

Students work one-on-one with faculty on applied research projects, network through internships and take advantage of the resources of a large urban institution in the space of an intimate program. Students who participate in this unique and challenging curricular experience will graduate with University Honors in their chosen field. For more information: honors.pdx.edu

Minor Requirements
The Child and Family Studies minor is a valuable addition for students in disciplines concerned with the relationship between individual children and youth, their families, and the community systems in which they live (including sociology, communications, psychology, women and gender studies, and others). Through the major, these students will apply theory in the real world and build practice experience geared toward direct work in the field. Students in professional majors (like social work,
community health, speech and hearing sciences, and more) will also benefit from the minor’s focus on children, youth, and families as a distinct practice population.

Our minor lines up closely with the Families and Society junior cluster in University studies. This means that by completing the Families and Society Sophomore Inquiry class, cluster requirements, and approved Capstone, students can finish a CFS minor with the addition of just one more four-credit course. Courses are offered in multiple platforms, which lets students finish the minor through in-person classes, fully online courses, or a combination of the two.

A minor in Child and Family Studies consists of **26 credits**. Students must take:

**Lower Division (4 credits)**

UNST 228 Families in Society Sophomore Inquiry (4)

**CFS Electives (16 credits)**

Students must take 16 credits from the approved course list below. The minor advisor may approve other courses to fulfill these requirements, so contact the advisor before registering.

- CFS 312U Human Development in the Family Setting (4)
- CFS 320U ABCs of ECE (4)
- CFS 330U American Families in Film and Television (4)
- CFS 340U Queer Families (4)
- CFS 350U Interpersonal Violence: Impact on Children & Families (4)
- CFS 382U Mental Disorders: Issues for Families and Communities (4)
- CFS 385U Working with Diverse Families (4)
- CFS 390U Sex and the Family (4)
- CFS 393U Community Resources and Family Support (4)
- CFS 450 Youth and Youth Work (4)
- CFS 481U Family Health Issues (4)
- CFS 486 Parent and Family Education (4)
- CFS 492 Family Law and Policy (4)

**Community Based Learning (6 credits)**

This part of the curriculum provides students with the opportunity to connect knowledge from the classroom to experience in community service activities. Students earn credits by working with community or campus organizations that serve children, youth, or families and/or focus on social justice issues. Approved Capstones or practicum placements can fulfill this requirement. Arrange your community-based learning course with CFS minor advisor in advance.

Approved UNST 421 Capstone (6) **OR** CFS 407 Practicum (6)

**Preapproved Capstone courses include:**

- Street Roots: Exploring Issues of Homelessness
- Social Justice Education
- Effective Change Agent
- Sexual and Gender Minority Youth
- Tutoring to Empower Native American Youth
- Educational Equity
- Bilingual Education
- Enhancing Youth Literacy
- Leadership and Mentoring
- Collaborations: Boys and Girls Club
- GirlPower!
- Global PDX: African Children
- Global Youth in Portland
- Access for Education
- Addressing the Food Gap at p:ear
- Farm Education for Youth
- Music in the Schools
- Sexual Assault Prevention Theater
Strengthening the Head Start Legacy
Philosophy for Children

Juvenile Justice
Outdoor and Environmental Education
Advising and Program Planning

Child and Family Studies is unique among other undergraduate programs at PSU. Our interdisciplinary professional focus, practicum program, professional portfolio, and specializations add depth to your development as a helping professional. They also make regular academic and career advising critical. CFS faculty make advising and support for students a priority, so please feel free to access us when you need us: drop in or schedule appointments by phone or e-mail.

Advising: Choosing Your Major Advisor

If you are a CFS major, we strongly recommend that you schedule an advising appointment with a CFS faculty member during your first term in the program. We suggest checking in or meeting face-to-face with your advisor regularly as you move through the major.

Although students generally receive academic advising from the faculty associated with their specialization, you should feel free to develop your advising relationship based upon field of practice, personal connection, or some blend of the two. We know (from experience and research) that advising is most effective when it is relational and driven by students’ interests and needs. If you are unsure about where to start, advisors are listed here with their primary specialization areas:

- Early Childhood Education
  - Erin Flynn
- Elementary Education
  - Jana Meinhold
- Special Education for School-Aged Children
  - Ben Anderson-Nathe
- Early Intervention/Early Childhood Special Education
  - Erin Flynn
- Family Life Educator
  - Jana Meinhold
- Youth Worker
  - Ben Anderson-Nathe
- Child Welfare / Human Services
  - Alma Trinidad
- Administration of Programs
  - Ben Anderson-Nathe
- International Worker
  - Alma Trinidad
- Human Development/Child Life
  - Ben Anderson-Nathe
- Families in Society
  - Jana Meinhold
- Questions or advising related to practicum placements
  - Monica Garcia
- If you are unsure of specialization or have other questions
  - Ben Anderson-Nathe

The University expects a CFS Faculty advisor to be your primary advisor once you have been admitted to the major, but you may also contact Kate Constable, SSW Undergraduate Advisor, at 503-725-5925 or k.d.constable@pdx.edu.

If you are unsure about your specialization or who should be your advisor, feel free to schedule advising appointments with Ben Anderson-Nathe, CFS Program Director.

CFS Minor Advising

Students completing a minor in CFS should meet with minor advisors Ben Anderson-Nathe or Kate Constable as early as possible, to plan coursework and community based learning opportunities.
Advising: Important Details
Students often find it difficult to keep track of some of the important details involved in planning their academic careers. Many of the more common pitfalls students encounter are listed below; please pay close attention to these reminders:

• **Course Sequencing** - Many CFS courses have prerequisites or other restrictions. Be aware of these as you plan your degree completion, and contact your advisor if you have questions. Professional development (CFS 494/495/496) and practicum courses (CFS 497/498), in particular, have specific restrictions that you will need to consider in scheduling.

• **Course Substitutions** - Course substitutions are allowed for CFS specializations (up to two substitutions per student) and occasionally for Interdisciplinary Conceptual Foundations courses. CFS core courses, however, cannot be substituted, except under extraordinary circumstances. Core courses are typically offered three times each year, but which terms may vary from year to year.

• **University Studies and Junior Cluster** - Students may not use courses that could be applied to their major to fulfill a University Studies junior cluster requirement. This means that CFS majors should never select the Family Studies cluster. Be sure, as well, that courses you intend to apply toward your UNST requirements do not also appear on your intended specialization list or have a CFS prefix (if DARS can use courses for your major, they will default there; advisors cannot move them).

Students pursuing the CFS minor, however, absolutely can overlap their minor courses and UNST junior cluster requirements. The CFS minor is developed such that by completing the Families & Society sophomore inquiry, junior cluster, and approved capstone, students can finish the minor with one additional CFS elective.

• **Grading Options** - All courses applied to your CFS major or minor (ICF classes, CFS core classes, and your specialization courses) must be taken for a letter grade and must be passed with a grade of C or better. With the exception of CFS 494, you may not take a course P/NP and have it count toward a degree (major or minor) in CFS.

In some CFS classes (specifically practicum) students often end the term with coursework still incomplete. In these cases, they may receive a grade of Incomplete. That's fine for program progress, but you must know that you have one year to complete the course and have the grade changed. If an “I” is not changed within one year, it reverts to an “F” on your transcript.

• **Practicum Planning** - It is critical that you plan your practicum experiences carefully and far in advance, since these placements often take time to arrange. Mandatory practicum orientations are scheduled each term; if you miss the practicum orientation, you may be prevented from registering for CFS 497/498 until the following term. Refer to the Practicum Guidelines and Policies for more information about arranging practicum placements.

• **DARS Changes** - DARS is an ongoing record of your academic progress, showing which courses you have taken and where they apply toward your degree. Your advisor can help you make sure courses are being counted on the DARS report in the correct categories. It can
take several weeks for DARS changes to be processed at the University level, so do not wait to meet with your advisor and make whatever changes might be necessary.

Please make sure you have received accurate information about all potential courses. While communicating with other students is essential to your experience at PSU, it is important that you verify all information you receive by discussing it with an advisor.

**Course Planning Guide**

The following table is a planning tool. It gives a tentative idea about which term CFS courses are to be offered throughout the academic year. The matrix is subject to change depending on university and departmental needs. Changes will be announced via e-mail through the CFS student listserv; please make sure your e-mail address is current in our records.

For anticipated course offerings in other departments across the University, see the general PSU course planning guide: [http://www.pdx.edu/registration/cpg](http://www.pdx.edu/registration/cpg)

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<tr>
<th>Course Title</th>
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<th>Fall 16</th>
<th>Winter 17</th>
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<td></td>
<td>CFS340U*</td>
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<tr>
<td>Interpersonal Violence Children &amp; Family</td>
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<td>CFS 350U*</td>
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<td>CFS350U*</td>
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* Indicates online section available.
**Course Planner for CFS Majors**

Student Name: ________________________________

ID #: __________________________

Advisor Initials: ____________

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Notes:

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# PROGRAM PROGRESS CHECKLIST

## Child and Family Studies Major

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<td>3 courses from 1 cluster (choose a cluster that is directly linked to 1 of the 3 sophomore inquiry courses taken previously - Any cluster but Family Studies)</td>
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<td>PHE 365 (4)</td>
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<td>340/41/42, or WS 380 (4)</td>
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<td>Sophomore Cluster (3 credits)</td>
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## Interdisciplinary Conceptual Foundations Courses (23 credits)

| ED 420 (4) | SPED 418 (3) | HIST 343 (4) |
| SW 301U (4), or | SOC 342 (4), or SOC | ECON 417 (4), or WS 380 (4) |
| COUN 441 (3), or | 539 (4), or SOC 461 (4) | 340/41/42, or WS 380 (4) |
| PHE 365 (4) | |

## CPS Major Requirements (30 credits)

| *CFS 494 (3) | CFS 312U (4) | CFS 481U (4) |
| *CFS 495 (1) | *CFS 480 (4) | CFS 491 (4) |
| *CFS 496 (2) | *CFS 488 (4) | CFS 492 (4) |

* Note: pay special attention to prerequisites and sequencing.

## Practicum (10 credits)

| *CFS 497 (5 credits) | |
| *CFS 498 (5 credits) | |

## Specialization (15-17 credits: choose 4 courses in 1 specialization):

| |
| |

## Degree Requirements

### BS Requirements (28 crs)

- 12 credits in the science academic distribution area (excluding math/statistics), a min of 8 of the 12 science distribution credits must be with associated lab/field work
- 12 credits in arts & letters &/or social sciences dist areas;
- 4 credits in math/statistics

### BA Requirements (28 crs)

- 12 credits in the arts and letters academic distribution area, including a min of 4 credits in the fine and performing arts
- 12 credits in science &/or social science distribution areas with a min of 4 credits in the science academic distribution area
- 4 credits in a foreign language numbered 203 or higher

REV 7/28/11
Articulation Agreements

The Child and Family Studies Program has articulation agreements with the following community college programs:

- Chemeketa Community College: AAS degree in Early Childhood Education
- Clackamas Community College: AAS degree in Early Childhood Education
- Clackamas Community College: AAS degree in Human Services
- Lane Community College: AAS degree in Early Childhood Education
- Linn-Benton Community College: AAS degree in Child and Family Studies
- Mt. Hood Community College: AAS degree in Early Childhood Education
- Mt. Hood Community College: AAS degree in Mental Health/Human Service (Youth Worker track)
- Portland Community College: AAS degree in Early Childhood Education
- Southwestern Community College: AAS degree in Childhood Education and Family Studies

If you are an admitted CFS major and have completed one of these community college degree programs, you will not have to take some of the required CFS classes. Talk to your advisor about this as soon as possible.

Staying Connected

We have a number of ways to help you stay connected to other CFS students, faculty, and alumni:

- Google Groups is the official means of correspondence between CFS and students; changes in the program or course offerings will be announced to this group. Please make sure we have your PSU e-mail address in our database;
- Faculty mailboxes are located near the front desk in the SSW lobby and students may leave papers/docs with the person at that desk to place in individual mailboxes, or students may slide papers under faculty doors;
- Students Pick Up Basket is available for use if a waiver is signed during orientation. This allows students to retrieve assignments from faculty in between classes;
- Individual advising sessions;
- Individual and group coaching for your professional portfolio;
- Occasional community building social events; and
- Connect with the school on Facebook by liking PSU School of Social Work.
Student Resources

Computer Laboratory
The SSW maintains a computer lab on the 6th floor of the ASRC. This laboratory has 22 PC workstations and a high-speed printer. The laboratory is open during regular working hours, but is only staffed during posted times. Important - Please note: Students are expected to use the computers in the lab independently -- no assistance is available other than to deal with machine malfunctions. Use of the SSW Computers is governed by Portland State University's Acceptable Use Policy and by the SSW Computer Lab Policies posted in the lab.

Graduation & Commencement
Students are often confused about many features of the graduation process. This section clarifies many common misconceptions and offers recommendations for navigating commencement and graduation. Essential information about graduation and commencement can be found here: http://www.pdx.edu/registration/graduation

Graduation
When students graduate, it means that they have been certified by the University as having met all degree requirements. Certification occurs approximately 4-6 weeks after final term grades are posted. At that time the degree is entered on the graduate’s transcript. The degree statement on the transcript serves as evidence of degree awards.

Commencement
Commencement is a ceremony, not a formal statement of degree completion. It is an opportunity for students, along with their family, friends, and the PSU community to celebrate their accomplishments. The commencement ceremonies are open to all students who have applied for degree clearance and have registered for the commencement ceremony within the specified deadlines. Participation in commencement does not mean that a student has graduated, nor do students receive diplomas on that day. Portland State has two commencement ceremonies each year: a formal cap-and-gown ceremony at the end of spring term and an informal (no keynote speaker) ceremony held at the end of summer session in the park blocks. You can register for commencement online. An application for degree must be filed with the Office of Admission, Registration & Records prior to registering for the ceremony.

Filing an Application for Degree
To earn a degree, students must be admitted to PSU and file an application for degree with the Degree Requirements unit within the Office of Admission, Registration & Records. The undergraduate degree application form is online. The deadline to file the undergraduate degree application is at the end of the first week of the term immediately preceding the graduation term. General University degree requirements are certified by the Degree Requirements unit in the Office of Admission Registration & Records, 104 Neuberger Hall. Final approval of the requirements for the major rests with the department, college, or school offering the major program. Students bear final responsibility for ensuring that they have taken all courses required to complete their degree/ major requirements. All University degree, general education, and major requirements must be satisfied before a degree will be awarded.
Receiving Diplomas
Diplomas are generally available at the end of the term following the graduation term. All degree recipients are notified by mail when diplomas are available, either for office pick-up or mailing. All financial obligations to the University must be met before a diploma or official transcript can be released.

Supporting Your Education
General Scholarships
General Scholarships and funding options are available through PSU’s Office of Financial Aid. For more information visit http://www.pdx.edu/scholarships/. You can search for scholarships, view deadlines, and even apply online.

School of Social Work Scholarships
Information of scholarships within the SSW can be found here: http://www.pdx.edu/ssw/ssw-scholarships.

SSW Student Support and Inclusion Specialist
The SSW is committed to the ongoing goal of advancing a culture of equity, inclusion, and social justice within the entire school community, and extending into all of its activities including teaching, research, service, and administration. This ongoing commitment is dedicated to fostering and maintaining an educational climate that emphasizes the importance of celebrating diversity as a strength, value, ethic and valued component in the social work profession.

The Student Support & Inclusion Specialist is responsible for ongoing student and faculty support by providing resource referrals, scholarship assistance, academic support, and programming dedicated to equity, inclusion, and social justice. With a specific focus on student populations who have been traditionally underrepresented or underserved in higher education, the Student Support & Inclusion Specialist works creatively and collaboratively with students to enhance their educational experience, provides guidance on processes related to grievances and issues of discrimination or harassment, and helps to maintain overall inclusiveness in the SSW.

Students of Color Caucus
The Students of Color Caucus (SOCC) is a peer-led student group for CFS, BSW, MSW, and PhD students who identify as people of color. It aims to create an inclusive community and network for students of color in the School of Social Work. The group meets once monthly to hold space and have dialogues around topics relating to experiences of people of color in academia, as well as racial disparities and social injustices. The SOCC also hold social gatherings outside of the school to build community and further support one another.
Codes of Conduct

Portland State University Student Conduct Code
Portland State University has adopted a formal Code of Student Conduct and Responsibility which is administered by the PSU Dean of Student Life, 433 SMC, and which can be found at http://www.pdx.edu/dos/student-conduct-at-psu. The Oregon University System – Portland State University Code of Student Conduct and Responsibility and the PSU Drug Free Workplace Policy http://www.pdx.edu/ogc/adopted-policies. Additionally, the School has adopted specific policies, which direct the conduct of social work students.

The student is responsible for knowing all regulations and procedures required by the University and the School of Social Work. These regulations and procedures are to be found in the Portland State University Bulletin and the School of Social Work CFS Program Handbook as well as on the Dean of Student Life website: http://www.pdx.edu/dos/. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or of the assertion that the student was not informed by a faculty adviser or other authority.

NCFR Ethical Principles and Guidelines for Family Scientists
Since the CFS program is accredited through the National Council on Family Relations (NCFR), students are accountable to the NCFR Ethical Principles and Guidelines for Family Scientists. This set of principles guides the work of professionals in many of the fields served by our majors and functions in conjunction, not competition, with other professional codes of ethics to which our students may also be accountable. See Appendix A for a copy of the NCFR principles.

NASW Code of Ethics
Although CFS students are principally bound by the NCFR Ethical Principles, as students in the School of Social Work, you are also expected to adhere to the NASW Code of Ethics. A copy of this code can be retrieved from http://www.socialworkers.org/pubs/code/code.asp. Student violations of the NASW Code of Ethics are covered by the School's Policy on Unsatisfactory Student Performance on page 35. NASW has a copy of the Code of Ethics in Spanish online.
Ground Rules for Respectful Dialogue and Professional Behavior

These ground rules provide a framework that support open, respectful dialogue, and maximum participation for discussing controversial subjects.

1. Listen actively -- respect others when they are talking and do not interrupt.
2. Treat others’ feelings with respect and dignity. Do not dominate the conversation.
3. Speak from your own experience instead of generalizing [use "I" instead of "they," "we," and "you"].
4. Speak about problem[s] directly with the person[s] involved and avoid complaining to others about the problem.
5. Be candid and honest, but do not blame, attack, embarrass, or put-down other people.
6. Ask questions respectfully for clarification or to get information, but not to intimidate.
7. Refrain from personal attacks -- focus on ideas and core issues rather than personalities.
   
   Attack the idea or the problem, not the person.
8. Participate to the fullest of your ability – a cooperative spirit and team progress depends on the inclusion of every individual voice.
9. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
10. The goal is not to always agree -- it is about hearing and exploring divergent perspectives.
    
    Examine consequences and consider alternatives.
11. As we think about the past, focus on the lessons we have learned from the past. Focus on the future that you would like to create.
12. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words.
13. Take responsibility for observing the ground rules.
14. Ask for additional ground rules from the group. When someone proposes a ground rule, ask the other members of the team if they agree to it. If most do, add it to the list.

Things to Avoid:

Put-Downs, Making Excuses, Blaming, Name Calling, Not Listening, Sneering, Eye-Rolling, Not Taking Responsibility, Badmouthing, Bullying, Getting Even, Bossing, Threats, Pushing, Hitting.
Academic Regulations and Policies

Grades and Grading System
All courses submitted to satisfy the requirements for a major or minor in Child and Family Studies must be passed with a grade of C or above. In addition, courses taken under the undifferentiated grading option (pass/no pass) will not be accepted towards fulfilling department requirements.

Portland State University’s Grading System for Undergraduates is used by the Child and Family Studies Faculty and Adjunct Instructors. Please refer to the annual PSU Bulletin for more specific information regarding grading scales, student performances, incompletes, drops and withdrawals, GPA, Repeat Policy, and Grade Requirements for Graduation.

Independent Study
Independent study will not be allowed on CFS core courses.

Length of Time in the Program
Students are generally admitted into the CFS major right before their Junior year. However, some students apply when they are seniors. At least one year, or three quarters, is required, once a student has been admitted into the major, to complete the appropriate sequence of classes. While students can complete the CFS minor at any point, it is recommended that students interested in the minor meet with a minor advisor early on to plan coursework.

Continuous Progress
Students need to make continuous progress on their portfolio documentation. If, at any time, a portfolio instructor is concerned about the progress a student is making, a personal meeting between the student and the instructor may be scheduled. If, after such a meeting, adequate continuous progress is not made, the portfolio instructor will bring the student before the other portfolio instructors and a contract will be create to establish a plan for correcting the situation. If the contract is not followed, the student may be counseled into another undergraduate program.

Policy on Academic Performance and Professional Behavior
This policy outlines the expectations for all students in the School of Social Work in the areas of academic performance and professional behavior and provides procedures the School of Social Work programs will follow to address serious concerns in these areas.

Rationale: Most students in the School of Social Work (SSW) are preparing for professional practice with individuals, families, groups, communities and/or organizations and therefore must develop and demonstrate mastery of both academic material and practice competencies consistent with their professions. The development of this academic and professional mastery is achieved through coursework and practicum/field experiences in the community. The faculty of the SSW has the responsibility for determining whether students, through these experiences, have developed the required level of mastery to enter the profession. All students, throughout their programs in courses, practicum/field experiences and social media spaces, must demonstrate behavior that is consistent with the standards of the ethical codes for their profession.

Students are responsible for knowing and complying with all regulations, policies, and procedures required by Portland State University (PSU), the SSW, and their professional codes of ethics. PSU
and SSW policies and procedures can be found in the PSU Bulletin and relevant web sites (Student Code of Conduct, Office of Equity and Compliance) and in the SSW program specific handbooks and web centers.

In no case will a regulation be waived or an exception granted because of ignorance of the policy or due to the assertion that their advisor did not inform the student.

I. Advancement Requirements

- All SSW students are expected to make adequate academic progress and be in good standing, as outlined in the program handbooks and the PSU requirements. For more specifics see the relevant program handbook.
- All SSW students in practicum and field experiences are expected to behave in a professional manner, abide by their relevant code of ethics, comply with the standards of the placement, and make adequate progress in developing their relevant professional skills. For more specifics see the relevant program handbook.

II. Procedures for Addressing Concerns

The following briefly outlines the steps to address concerns about academic performance and/or professional behavior. Faculty and advisors are encourage to handle concerns informally prior to initiating a formal process.

- Informal - Faculty and/or advisor notify the student in writing of the concern and make a plan to support the student to address the concern.
- Formal - Faculty with serious concerns about a student are to inform the student and the student’s advisor (where applicable) in writing of their concern/s and consult with their relevant Program Director, the Director of Field Education, and/or other relevant faculty or staff. Serious concerns include but are not limited to behavior or performance that violates ethical, legal, professional standards, interferes with others’ opportunity to learn, reflects a lack of judgment, would likely preclude a successful field/practicum placement, or does not meet the expectations of the program or profession. The student’s advisor is to consult with the student’s other instructors to identify any other concerns. The Program Director may consult with other administrative faculty to determine the best course of action. The consultation will result in one of the following:
  - No action
  - A recommendation to address the concern informally, as noted above
  - Initiation of a formal Plan of Assistance (outlined below)
  - Initiation of a formal Performance Review, with the potential for dismissal from the program (outlined below)

III. Plan of Assistance

A plan of assistance requires that the faculty raising the concern/s, the student, the student’s advisor (where applicable) and other relevant individuals meet to discuss the concern/s and develop a plan to address the concerns. If registered with the Disability Resource Center (DRC)
the student is encouraged to bring their DRC representative. The plan is a formal written
document that contains the following:

- A description of the concerns about academic performance or professional behavior,
  identifying strengths and challenges
- Goal/Outcome of the plan
- Action to be taken by the student to reach the goal
- Action to be taken by others to assist the student
- Faculty responsible for monitoring the plan and assessing the outcomes
- Timeline, including dates for evaluating outcomes, and making decisions about next
  steps.
- Signature of all involved in the initial meeting. If the document is not completed
during the face-to-face meeting the Plan of Assistance will be emailed to the student
and the student can acknowledge agreement via email and that email will be attached
to the formal plan.
- Date for final review meeting
- Outcome of the plan, including signatures of all involved in the final review meeting.

When the Plan of Assistance relates to performance in the practicum/field placement and the plan
extends into the following term, the faculty liaison/advisor will assign a grade of incomplete. The
completed Plan of Assistance will be forwarded to the relevant Program Director for a signature
and will be placed in the student’s file.

Outcome of the Plan of Assistance

- If the student has successfully addressed the concern/s no further action will be taken
- If the student has not successfully addressed the concern/s, or a similar concern arises
  in the future the faculty and/or advisor will consult with the relevant Program Director
  in terms of next steps. Potential outcomes may be, but are not limited to, an additional
  Plan of Assistance or a Performance Review.

IV. Performance Review

A Performance Review will be requested when the concerns about the student are so serious that
they raise questions about the student’s suitability for the field or profession.

The faculty member raising the concerns and the Program Director will make a request to the
SSW Student Affairs Committee Chair for a Performance Review. That request will include the
following:

- A description of the concerns, identifying strengths and challenges, attempts to
  address the concern, and the reasons for requesting the Performance Review.
- A copy of the request will be placed in the student’s file.
- Upon receiving the request for a Performance Review, the SSW Student Affairs
  Committee Chair will initiate a Performance Review, unless there is a conflict of
  interest.
• If there is a conflict of interest, the Associate Dean for Academic Affairs will appoint another faculty member to assume the Chair’s duties for the duration of the Performance Review.

Performance Review Steps
1. Upon receiving a request for a Performance Review the Chair will send a letter to the student that includes:
   • Summary of the reasons for the Performance Review, including a copy of the formal request
   • Description of the process, including that the meeting will be audio taped
   • Faculty on the committee and inviting the student to nominate at least two additional full-time faculty, one of whom will be selected by the SSW Student Affairs Chair to serve on the committee for this Performance Review
   • The student may bring a support person to the meeting and, if registered with the Disability Resource Center (DRC), to bring a DRC representative
   • Invite the student to meet with the Chair to discuss the Performance Review Process
   • Notify the student that they will receive copies of documents submitted by other participants at least 5 working days in advance of the scheduled meeting.
   • Invite the student to submit supporting documentation to the Chair at least 2 working days in advance of the scheduled meeting, noting that the documents will be shared with committee members.

2. The SSW Student Affairs Committee Chair will be the non-voting chair of the Performance Review committee and will convene the committee if at all possible within 15 working days from the date the concern was received. In addition to the committee members and the faculty member nominated by the student, the Chair will invite the relevant Program Director and Director of Field to attend to provide information on policies and professional standards. The Chair will document the above preparation activities on the Performance Review Checklist.

3. Performance Review Meeting – The Chair will convene the meeting and go through the following process. The meeting will be audiotaped up until the point of the committee deliberations and then restarted when the committee provides its feedback to the student.
   • The faculty member bringing the concerns will summarize the concerns
   • The student will respond to the concerns providing additional information as needed.
   • The committee members will ask questions of both parties and may request additional information, including but not limited to the student’s academic file and field/practicum documents.
   • At the conclusion of the presentations and follow up questions, the student will be asked if they want to share any additional information pertinent to the committee’s decision.
   • The student and the faculty member raising the concerns will be excused and the committee will meet in private for deliberation. The committee may invite the Director of Field or relevant Program Director back for additional information on policies and procedures as they pertain to the decision. The committee should seek to reach
consensus, but when not possible, a majority of is sufficient. The committee will make a decision in one of four ways. The committee may find:

- There were not sufficient grounds for any action and recommend no action
- There were sufficient grounds for the concern/s, but the concern/s have been addressed and recommend no action
- There were sufficient grounds for the concern/s, but the student will be allowed to continue in the program and the committee will develop a Plan of Assistance, as noted above, and specifically addressing attendance in courses and field.
- There were sufficient grounds for the concern/s, the nature of which are so serious that the committee recommends that the student be dismissed from the program.

• After the committee deliberations the student will be invited back to hear the outcome. This will be audio taped. At the end of the meeting the student will be asked if they feel the Policy on Academic and Professional Behavior and Performance has been followed.
  - If the student is dismissed from the program they will be required to withdraw from all courses and if applicable, their field placement, unless they initiate an appeal of the process as outlined below. If an appeal is initiated they may continue in their courses unless the committee determines their behavior is likely to be disruptive or threatening.

• Within one day, the Chair will inform the faculty advisor, faculty member requesting the review, the Program Director, and others who have an educational reason to know of the committee’s decision.

• Within five academic days the Chair will send a letter to the student summarizing the decision and the rationale, with copies to the Dean, The Program Director, The Office of Graduate Studies (for graduate students), the student’s advisor, the student file and other relevant parties with a reason to know. The audio file will be deleted once the letter has been sent, unless the student requests a review of the process. In that case the audio tape will be kept until the issue is resolved.

• The Dean will inform the student in writing of the final decision.

4. Appeal of Performance Review Process - If the student feels the School of Social Work policies were not followed, they may appeal the decision by requesting a review of the process.
   • The student may request a review of the Performance Review process by the Associate Dean for Academic Affairs within 5 working days of being informed of the committee’s decision. The request must be in writing and specify the parts of the policy and process that are being appealed and the grounds for the appeal.
   • The Associate Dean will convene a meeting of the Program Directors within 10 working days of receiving the request to review the appeal and make one of three possible recommendations:
     - The Performance review process had no flaws
     - The Performance review process had minor flaws, but they did not impact the fairness of the process
     - The Performance review process was not conducted fairly and the decision should be reconsidered.
• The Associate Dean will inform the student and the Dean in writing of the outcome of the meeting. The Dean will inform the student in writing of the final decision.
Plan of Assistance Form

Student name: ________________________________________________________________

Faculty raising the concern/s: ________________________________________________

Date written concerns and request for a meeting sent to student: ____________ Plan of Assistance meeting date: ________________

Attended by: ________________________________________________________________

Description of the Concerns: (Attach documentation as relevant)
Plan of Assistance:

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<th>Goal/Outcome</th>
<th>Action to be taken</th>
<th>Person/s Responsible for action</th>
<th>Timeline (e.g., frequency; by date)</th>
<th>Person/s responsible for assessing outcome</th>
<th>Assessm (IP, NP, A)</th>
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Attach additional documentation as relevant

*IP = In Progress; NP = No Progress; A = Achieved*

Faculty responsible for monitoring overall plan: ____________________________________________

Date for Final Review Meeting to address outcomes (scheduled at the time the plan is developed) ____________

__________________________________________________________

Student Signature Date

__________________________________________________________

Faculty Signature Date

__________________________________________________________

Advisor Signature (if different) Date

__________________________________________________________

Other Relevant Individual Signature Date
Final Review

Final review date: ____________________________

Attended by: _____________________________________________________________________________________

Faculty summary review and outcome of the plan: ________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Plan of assistance successful: □ Yes □ No

__________________________________________________________  ______________________
Student Signature                      Date

__________________________________________________________  ______________________
Faculty Signature                      Date

____________________________________________________________  ______________________
Program Director Signature              Date

Copy of Plan of Assistance to be placed in student file.
Policy on Academic Honesty and Integrity
School of Social Work, Portland State University
Revised June 1, 2012

Significance
Students in the School of Social Work have a primary responsibility to maintain standards of academic honesty and integrity. This obligation is consistent with the NASW Code of Ethics’ (1996) ethical principle, “Social workers behave in a trustworthy manner”, which further specifies, “Social workers act honestly and responsibly and promote ethical practices on the part of organizations with which they are affiliated.” See the Code’s “Ethical Principles” section; a copy of the Code can be found in your program’s student handbook, or at www.socialworkers.org/pubs/Code/code.asp and the National Statement on Research Integrity in Social Work, www.cswe.org/cms/17157.aspx. Students in the Child and Family Studies Program are expected to adhere to the Code of Ethics of the National Council on Family Relations.

Expectations

Student Expectations
• Students are responsible for providing accurate and complete documentation to support their admission, course participation, and graduation.
• Students are responsible for reviewing each course syllabus, and adhering to course requirements specified in each syllabus.
• Students will follow all written and/or verbal instructions given by instructors prior to taking examinations, or completing written or oral assignments.
• Students will do their own work, and submit only their own work during examinations and in written and oral class assignments (unless it is a pre-authorized group project).
• Students will collaborate or cooperate with other students on graded assignments or examinations within the guidelines provided by the instructor.
• Students will properly credit the work of others; if they are uncertain how to cite or reference another author’s work in papers or presentations, they will consult the APA manual (American Psychological Association, 2001) and/or their instructor.
• Students will incorporate work (or portions of work) they completed in a previous class into a current class assignment only with the prior approval and direction of their instructor.
• Students will document field placement hours and activities honestly and accurately.
• If students have questions or confusions about course assignments, they are expected (and encouraged) to ask their instructors for clarification.

Faculty Expectations
• Faculty (or faculty representatives) will distribute materials on academic honesty and integrity to all entering students, and provide an overview of these materials at orientation.
• Faculty will include a written statement of expectations regarding academic honesty and integrity in each course syllabus.
• Faculty will clearly state expectations regarding academic honesty and integrity in each course.
• Faculty will clearly state the extent of collaboration allowed on each class project.
• Faculty will meet with any student who has questions or concerns about course assignments.
Forms of Academic Dishonesty
The Portland State Code of Student Conduct (see www.pdx.edu/dos/student-code-conduct) which applies to all Portland State students, prohibits all forms of academic dishonesty. These acts include, but are not limited to, the following:

**Cheating.** Cheating is using unauthorized materials, or providing them to others, during written or oral examinations or in the completion of course assignments. Examples include:
- Copying another student’s work during an examination (or allowing another student to copy one’s work)
- Taking another student’s examination (or having someone take an examination for you)
- Using unauthorized materials during an examination (or giving such materials to another student)
- Acquiring questions or answers from someone who has already taken the same examination (or providing such questions or answers to another student)
- Submitting another student’s or author’s writings for one’s own class assignment (including writings purchased on, or appropriated from, the Internet)
- Submitting a paper (or a portion of a paper) one has written previously for a current course assignment, without the current instructor’s permission.

**Plagiarism.** Plagiarism is appropriating words, ideas, data, or other product of another author or artist, and representing them as one’s own original work. (See “Avoiding Plagiarism”, below). Examples include:
- Improper quotation or paraphrasing
- Improper citation of quotation or paraphrasing
- Improper citation of a source that has not been read
- Complete or partial use of purchased or borrowed papers to complete assignments, without appropriate acknowledgement (including papers purchased on, or appropriated from, the Internet)
- Working jointly on a project with one or more others, and then submitting the project’s “product” as your own.

**Buying, selling, or offering to sell, course assignments and research papers.** This form of academic dishonesty can involve any of the following:
- Purchasing a paper on the Internet, with the intention of submitting it as your own coursework.
- Purchasing a paper (or other material, such as graphics or data displays) directly from another person, with the intention of submitting it as your own coursework.
- Selling, or offering to sell, papers or other materials to another student if you know, or have reason to know, that the student intends to submit all (or a substantial part) of the material as his or her own coursework.

**Academic fraud.** Academic fraud is furnishing false or incomplete information to a faculty member, or to a University administrator, with the intent to deceive. Examples include:
- Forging, altering, or misusing University documents or academic forms (admission forms, course forms, or graduation forms)
• Falsifying research data, or misrepresenting research findings
• Providing false explanations for class absences or late/missing assignments.

Computer Misuse. Computer misuse is using the University’s computer resources (or the computer resources of another institution or agency in which a student is performing part of his or her academic program) in a disruptive, unethical, or illegal manner. Examples include:
• Using University/institution/agency computers to threaten harm to others, stalk others, or harass others (sexually, or otherwise)
• Using University/institution/agency computers to view and/or use another person’s accounts, computer files, programs, or data without authorization
• Copying, storing, or sharing materials protected by copyright.

Avoiding Plagiarism
Plagiarism is taking the ideas, writings, or products of another person and presenting them as one’s own (Davis, 1993; Forsyth, 2003; Whitley & Keith-Spiegel, 2002). Social work students must be particularly careful to avoid using another author’s work without giving it proper citation (written credit). Examples include:
• Copying another’s work word for word (even a sentence, or a phrase)
• Copying most of another’s work and substituting just a few words
• Incorporating someone else’s phrases, terms, or ideas into your own writing without acknowledging his or her contribution.

In order to avoid plagiarism, one must be familiar with the concepts of quoting, paraphrasing, summarizing, and the citing of secondary sources:

Quoting. Direct quotes should be kept to a minimum, and used only for very important material. Quotes should be brief, and combined with paraphrases (see below) for clarity. Most quotes are incorporated in text and enclosed by double quotation marks; longer quotes are set off from the text as a freestanding block with no quotation marks. A quote must be matched to the original word for word, and attributed to the original author (citing author, year, and page number) (Purdue Online Writing Lab, 2006).

Paraphrasing. Paraphrasing is expressing another person’s (or persons’) ideas in your own words. A good paraphrase is generally shorter and clearer than the original statement. Like a quote, a paraphrase must be attributed to the original author or authors (citing author/authors and year) (Purdue Online Writing Lab, 2006).

Summarizing. Summarized material is an overview of the entire body (not just a segment) of the original source material, and is almost always shorter than the original. You must put the main ideas of the source material into your own words. Like a quote or a paraphrase, a summary must be attributed to the original author or authors (citing author/authors and year) (Purdue Online Writing Lab, 2006).

Citing of Secondary Sources. A primary source is a writer’s original product, reproduced in his or her own words. A secondary source is one which references or comments on a primary source. In scholarly works, primary sources should be sought out and cited whenever possible. If your only
access to a primary source is through a secondary source, both the primary and secondary sources must be referenced. For example: Nelson (cited in Lane and Morgan, 2003) (Purdue Online Writing Lab, 2006).

**Consequences of Academic Dishonesty**

**Faculty/Advisor Roles**

If a faculty member suspects a student of academic dishonesty, the following steps will be taken:

1. The faculty member will contact the student via email or in person to make the student aware of the situation. The faculty member will outline how s/he came to the conclusion of academic dishonesty and what the next steps will be.
2. In keeping with University recommendations, faculty members are encouraged to report the matter to the Student Conduct Office via the online submission system at [http://pdx.edu/dos/academic-misconduct](http://pdx.edu/dos/academic-misconduct). The faculty member will also provide necessary documentation for the investigation, which will be conducted by the Conduct Office.
3. If the result of the Conduct Office's investigation has not been received before grades are due, the faculty member will give the appropriate grade for the assignment or exam in question. In most cases, this will be a "0" or "F". The faculty member will not grade beyond the assignment or exam in question (i.e. giving the student an automatic "F" for the entire course). If the Conduct Office finding is that plagiarism did not occur, then the faculty member will re-read the assignment and change the student’s grade.

Students involved in violations of academic honesty may be subject to disciplinary sanctions as described in the University’s Code of Student Conduct and Responsibility. (See [http://www.pdx.edu/media/c/o/CodeofConduct.doc](http://www.pdx.edu/media/c/o/CodeofConduct.doc)) as described below:

**577-031-0142**

**Procedures for Complaints of Academic Dishonesty**

(1) Course Instructors have the primary responsibility and purview to respond to academic dishonesty with students enrolled in their respective courses. Course Instructors may issue a zero or a failing grade for the assignment for which the dishonesty was found. Course Instructors may not issue a failing grade for the course unless a failing grade on the assignment in question results in a failing grade for the course, per the syllabus. Instructors may not disenroll a student from a course.

(2) Departments, programs, colleges, or schools may also address academic dishonesty in accordance with their respective policies and procedures. These entities are limited to the following academic sanctions: (a) Issuing a zero or a failing grade for the assignment for which the dishonesty was found; or (b) Suspension or Expulsion from the department, program, college or school per the process prescribed by the respective entity.

(3) Any person may submit a written complaint to DOS alleging that a student(s) has engaged in academic dishonesty. Any charge should be submitted as soon as possible after the activity takes place, preferably within fourteen days of such activity.
(4) If the complaint is submitted by anyone other than the Course Instructor, the complaint is also referred to the Course Instructor in which the alleged academic dishonesty occurred.

(5) Faculty submitting a complaint alleging academic dishonesty will be notified of the outcome of this complaint upon request.

Stat. Auth.: ORS 351
Stats. Implemented: ORS 351.070
Hist.: PSU 2-2002, f. & cert. ef. 10-22-02; PSU 4-2006, f. & cert. ef. 8-22-06

577-031-0143
Appeals

(1) Appeals from the decision of the Senior Conduct Officer or the Committee shall be made to the Vice Provost for Student Affairs, whose decision is final.

(2) Appeals must be in writing and filed with the Vice Provost for Student Affairs within ten (10) working days following the date of the letter notifying the Respondent of the outcome of the hearing.

(3) The request for an appeal must include specific justification, such as: errors, failure to consider all of the evidence presented, or any other action, including any new evidence not known at the time of the original hearing, which denied the student a fair hearing.

(4) During the appeal hearing, the Respondent may bring up to two (2) third party advisors of his/her choice as long as the availability of the advisor does not interfere with the timeliness of the hearing. The Respondent will be expected to speak for himself or herself at the hearing. The Respondent may elect to have an attorney serve as an advisor. The Respondent must notify the Vice Provost of Student Affairs at least 24 hours prior to the scheduled meeting if his or her attorney will be present. The University assumes no responsibility for any costs associated with such representation.

(5) The Vice Provost of Student Affairs may dismiss the appeal if the Respondent fails to appear at the appeal hearing.

(6) During the appeals hearing:

(a) The Senior Conduct Officer or the Chair of the Committee will have the opportunity to offer information and to review and respond to all information presented;

(b) The Respondent will have the opportunity to offer information and to review and respond to all information presented;

(c) The Vice Provost of Student Affairs may ask questions of any person present during the hearing. The Vice Provost of Student Affairs may invite questions and comments from advisors or others present. No person other than the Vice Provost for Student Affairs may ask questions of persons present at the hearing.
(d) If the Vice Provost of Student Affairs decides an essential person or piece of information is missing, the Vice Provost of Student Affairs may decide to reconvene the hearing at the earliest practical time that the missing information will be available.

(7) After the Vice Provost of Student Affairs has determined that all the necessary information has been presented and questions answered, the appeals hearing will be closed. The Vice Provost of Student Affairs will determine, based on a preponderance of evidence, whether or not the appeal is warranted, and, if so, what subsequent actions may be appropriate.

(8) The Vice Provost of Student Affairs' decision will be in writing to the student with copies to the Senior Conduct Officer and/or Chair of the Committee.

(9) Pending resolution of an appeal, the student is entitled to all rights and privileges of a student in good standing except as provided in OAR 577-031-0139.

Stat. Auth.: ORS 351
Stats. Implemented: ORS 351.070
Hist.: PSU 2-2002, f. & cert. ef. 10-22-02; PSU 4-2006, f. & cert. ef. 8-22-06

References


Purdue University (n. d.). *Purdue University online writing lab: Research skills and resources*. Retrieved November 22, 2006 from [http://owl.english.purdue.edu/handouts/research](http://owl.english.purdue.edu/handouts/research).

Student Grievance Policy and Procedures

Purpose
It is important that each student have a mechanism for voicing dissatisfaction to the School of Social Work. A student's complaint should be heard courteously and promptly. The student expressing a grievance should be free from restraint, duress, coercion, discrimination, or reprisal. When a grievance arises, it shall not be considered as reflecting unfavorably on either the student or the School, but is to be considered as an expression of the student's right to question.

Underlying Principles
1. A grievance may be initiated by any student currently enrolled in the CFS Program.
2. Early discussion and resolution of a concern is encouraged. The first step described in the process should ordinarily happen within the term following the term in which the situation being grieved occurred.
3. A grievance should be resolved at the lowest possible level.
4. In order to protect the rights of individuals, only persons directly involved with the grievance and official committee members will participate in the discussion of the grievance. All discussion which occurs during committee meetings will be held in confidence.

The word, "grievance," shall mean a student's expressed dissatisfaction with certain conditions beyond his or her control regarding practicum, class, or other educational conditions, e.g., capricious or unfair field evaluation, or capricious or unfair grading.

Process
Step 1: An informal means for resolving a grievance is most frequently used by students, where the student and the instructor talk over and usually resolve the grievance on a one-to-one level. At this time the student should consult with her/his advisor or liaison. If the student is dissatisfied with the results of the informal approach to resolve the grievance, s/he may ask the CFS Program Committee to intervene. The student must attempt to pursue the grievance through informal channels prior to bringing the grievance before the Committee. In the event that the student is unable to pursue the grievance directly with the instructor, because of the unavailability of the faculty member, the student must provide the CFS Program Committee with documentation of her/his timely attempts to contact the instructor.

Step 2: If the grievance cannot be resolved by Step 1, the student will submit a written statement to the CFS Program Committee describing the grievance. The student shall send a copy of the statement to the person against whom the grievance is written who has the option of responding in writing to the CFS Program Committee with a copy to the student.

If the grievance is associated with a final grade that is less than a C in any course, the grievance must be filed no later than two academic weeks after the notification of the final grade.

The chairperson(s) of the CFS Program Committee will send a written notice of the grievance and intention to hold a hearing to the CFS Program Director. The hearing before the CFS Program Committee will be arranged by the CFS Program Chairperson(s) and chaired the CFS Program Director. In the anticipated absence of any member, or if any member is a principal in the matter, the CFS Program Chairperson(s) will appoint a substitute.
The Committee will hear the principals directly involved and faculty members, students, or other persons who have immediate knowledge of the situation. The hearing will be audio recorded. Both parties will have access to all written materials used and are entitled to hear all oral presentations at the meeting. Immediately after the hearing, the Committee will convene to decide upon a recommended course of action. The CFS Program Director will ensure that the Dean of the School of Social Work is provided with a written statement of the committee’s recommended course of action within two academic days after the hearing. The Dean will review the recommendation, render the final decision, and notify the principals in the grievance of the final decision in writing within five academic days after receiving the committee’s recommendation. A copy of the final decision will be provided to the CFS Program Director and a copy will be placed in the student’s file.

Step 3: In the event of dissatisfaction with the final decision or procedures, the student has the right to review the decision with the Dean of the School of Social Work. The request for review must be made in writing and within one academic week of the notification of the decision.

Step 4: The student has the right to appeal by writing a letter to the Academic Appeals Board of the University. The written appeal and supporting material may be filed in the Portland State University Office of Student Affairs.

Step 5: Results of this appeal go to the AAB and must be shared with the Dean.
PSU School of Social Work Social Media Policy and Guidelines

Policy
As a School, we wish to emphasize that all codes of conduct for members of the SSW community apply to online and social media spaces, as well as physical spaces. Students are encouraged to review the suggested social media guidelines.

Portland State University School of Social Work Social Media Guidelines
(Several sections below adapted from Guidelines for the Use of Social Media – UNC-CH School of Social Work Field Education Program.)

“Social media refers to any technology that facilitates the dissemination and sharing of information over the Internet” (Singer, 2014, p. 387). Social media platforms such as Facebook, Twitter, Instagram, LinkedIn, YouTube, blogging, professional e-portfolios, and others are among the many emerging methods of communicating, learning, and sharing information.

The PSU School of Social Work is looking forward to using these tools to promote communication, engagement, help connect people to interest areas and groups, stay abreast of current events and opportunities (including job opportunities) and to inspire expansive and inspired dialogue about our shared project to learn about the world and become engaged in it in a meaningful way.

Even though there are many emerging professional and constructive use of these tools to advance the goals of individual and community well-being, there are also unintended and potential negative consequences to users and to clients/communities we serve in social work and child/family services if ethical standards are violated. Building a professional digital identity is a paramount 21st century skill for human services workers.

Though this document refers primarily to social work code of ethics, please note that it also applies to students in allied professional groups.

Students are expected to adhere to social work or related codes of ethics when using social media communication tools, whether at a personal or agency site. Common issues that students need to understand when utilizing social media include, but are not limited to, privacy and confidentiality (Section 1.07 of SW Code of Ethics), conflicts of interest and dual relationships (Section 1.06 of SW Code of Ethics), and informed consent (Section 1.03 of SW code of ethics) in our relationship with clients, colleagues and in our practice settings. Utilizing communication tools as a social work or child/family studies professional requires ongoing attention to these ethical challenges.

As a social work or child/family studies professional, it is important to consider whether you are using social media channels for professional activities such as advancing social justice issues advocating for vulnerable populations, and promoting your professional identity, vs. using these sites to maintain contact with friends and family. Your professional identity and image, that is, the professional self you develop that is guided by professional SW or CFS values and ethical standards extends beyond the field agency and physical setting of an office. As professionals, we must be cognizant that the legal, ethical, social, and clinical responsibilities we have as professionals and that those obligations extend to the virtual world of the internet and include the use of social media communications tools. As with the Hippocratic oath to “first do no harm,” it is imperative you consider how to be connected within the context of social media while protecting yourself, your field site, clients, the School of Social Work, and the profession. Our responsibilities include continually reviewing and updating our personal social media practices and activities based on constantly emerging information (one can look to professional associations and networks to be a starting point for this).
As you get started in your program and especially if you have a field placement, it is strongly recommended that you explore the following questions with your field instructor and/or task supervisor:

1. Does your field site have a policy on the use of social media communication tools? If so, review the policy with your field instructor. If not, what expectation does the agency have regarding the use of social media during field hours?
2. How much personal information is shared with clients and former clients as well as agency staff and professional colleagues?
3. What are the most common ethical concerns you should be aware of when using social media as a professional social worker?

What are agency guidelines regarding the use of Facebook and who can you friend?
Managing friend requests and maintaining privacy settings is critical regardless of whether you use social media for personal and/or professional reasons. Allowing clients, former clients, or others in your professional circle to cross into your personal life may complicate and blur your professional boundaries. This is particularly tricky when managing Facebook accounts. As a professional, you must fully consider the extent of your privacy settings, how you will manage friend requests, your level of self-disclosure, and how you will monitor wall posts of other interactions on your site. Be aware that if you do not employ any privacy settings on your social media site, your profile is public and anyone can see what is on your page. Additionally, it is important to understand that friend’s privacy settings affect your privacy level, people can see when you are tagged in photos, view comments made by you or others, note your status updates and see who you’ve friended. It is therefore recommended that you never assume any level of privacy on any social media site/platform. All professionals must evaluate the scope of their social media connections. Since this is still an emerging professional topic, social work and CFS professionals may be cautious and guarded in their use of social media while others may be more open and exposed. It is your responsibility as a social worker/human service professional to abide by your professional code of ethics including your virtual communications and use appropriate professional values to guide your interactions.

What privacy and confidentiality concerns should I consider when texting emailing and/or using other electronic forms of communication?
With the proliferation of hand held devices such as smart phones, iPhones and Blackberries, accessing the Internet and connecting with others is literally in the palm of our hands. Text, email and other electronic forms of communication are quick and effective ways to interact with others however many ethical, legal, and clinical issues must be addressed when using these communication tools. There is a huge potential for unintentionally sharing protected information so always use good ethical judgment. Be cautious about discussion information about your field placement, classroom work, or agency staff. Do not discuss confidential or private information about clients, colleagues, or agency practices even if you are disguising the information. In general, consider the security, privacy and confidentiality of all communication methods and when in doubt, seek consultation and supervision before embarking into unfamiliar or uncertain areas.

Photo Guidelines
Posting photos on social media should be done with thoughtfulness and a sense of responsibility. Please always address the following:

- Photos of (and any other information about) clients, especially children, should never be posted online outside of any explicit plan, appropriate legal releases, etc. of the agency where you work.
• Care in general should be taken not to post photos of individuals who would object or feel exploited outside of your role/rights as a citizen/community member.
• Photos of fellow students should only be posted with their permission (preferably written).
• Be aware of your surroundings and background when taking and posting photos from your field site. It is easy to forget about identifiable or confidential information that may end up in a “selfie.”

Noting Unethical Behavior of Others
• Students are in a position to see the content of many of their colleagues as they widen their social media circles of contacts. If students see content that they deem to be unprofessional, they have a responsibility to bring that to the attention of the individual, so that he or she can remove it and/or take appropriate actions.
• If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to the appropriate authorities.

Being Thoughtful About Working Out (Sometimes Private) Issues in Public Spaces
• While right to free speech is guaranteed and the SSW encourages productive debate and dialogue, it behooves students to think carefully about how and where to address issues of disapproval and/or displeasure they feel about their interactions with others, should they occur, in the course of their educational experiences across a wide variety of settings and situations.
• Using good professional judgment means understanding that online dialogue, discourses and “rants” may quickly turn into something that may be unproductive and even destructive as well as cause you, others involved, or even the settings where your education is happening, harm. Seek out places that have a strong probability of having a positive impact in a professional way if something occurs that should be addressed especially when problems surface that students would like to see rectified. Refer to the wide variety of student support channels especially designed for this purpose throughout the school and the larger university.
• Helping to assure a climate of curiosity, openness, civility and reflexivity is important – all students are asked to contribute to and participate in a climate that is ever constructive and respectful (see SSW School Values for additional information about this).
• Building your professional network, your professional identity starts the moment you begin your academic work. Being thoughtful, intentional and constructive in the way that you conduct yourself in the classroom, the field, and the larger school environment will help you to build a solid foundation of recommendations that will serve you well as you journey forward.
• Please note that School of Social Work channels (as well as personal channels) are included in all PSU Student Code of Conduct expectations and requirements with specific attention to issues of cyber-bullying. http://www.pdx.edu/dos/psu-student-code-conduct
Quick Reminders

- **DO** use social media thoughtfully to learn, share information, track policies and developments in your field(s) of practice, promote best practices, inspire quality and engaged practice, and celebrate successes with your circle of contacts.
- **DO** begin to think of developing/managing your social media identity and profiles as an important learning, networking and communication vehicle to build, enrich and advance your professional career.
- **DO** abide by professional codes of ethics in the use of all social media at all times (even outside of school and your field agency). Be aware that anything that is communicated through social media in public spaces may be retrievable through potential employers, clients, relevant professional licensing bodies, universities, and others.
- **DO** “Google” yourself to see what information is available about you and then take charge in assessing if retroactive work is needed to prepare your “social media identity” to evolve and mature as you are as an emerging professional.
- Review and delete information as appropriate.
- **DO** practice selective and intentional “liking,” “friending,” and “following.”
- **DO** use the highest privacy settings available for all social media sites
- **DO** use caution in revealing personal information such as DOB, phone number, address, family members, place of employment, etc.
- **DO** consider developing a professional social media site such as LinkedIn.
- **DO** use caution about what you share (in any format) about faculty, field agencies/instructors, peers, co-workers, employers, etc.
- **DO** remember to check yourself for civility and diplomacy before discussing sensitive issues online in public spaces.
- **DO NOT** “look up” present or past clients on social media, unless there is a compelling reason to do so.
- **DO NOT** friend, follow, etc. current or past clients.


Appendix A

NATIONAL COUNCIL ON FAMILY RELATIONS
ETHICAL PRINCIPLES AND GUIDELINES FOR FAMILY SCIENTISTS

These AEthical Principles and Guidelines for Family Scientists were drafted by the Family Science Section of NCFR and adopted by the NCFR Board of Directors at its 1998 spring board meeting. The approach of providing general principles with illustrative guidelines was implemented because the guidelines are meant to be educational and sensitizing rather than a legalistic code with enforcement potential.

We recognize that it is natural for guidelines to evolve as new issues and circumstances arise. Examples are offered because different concerns arise at various historical times. Thus, the examples help to identify specific issues so that family scientists can become sensitive to them. When modifications or additions to the principles and guidelines seem appropriate, family scientists should make known their concerns or ideas to officers of the Family Science Section of the National Council on Family Relations. Although the Family Science Section of the NCFR is the professional association vehicle that helps to clarify and publicize ethical principles and guidelines, this document is intended for all individuals who consider themselves family scientists. This may include university students, social service professionals, educators, therapists and administrators.

PURPOSE: These ethical principles and guidelines were developed to
< inspire and encourage family scientists to act ethically;
< provide guidance in dealing with often complex ethical issues; and
< provide ethical guidance in areas that family scientists may overlook;

1. enhance the professional image and status of family scientists by increasing the level of professional consciousness.

The principles that apply to family scientists in all their professional situations are included in the first section. The remaining sections relate to family scientists in specific professional arenas.

I. GENERAL PRINCIPLES FOR FAMILY SCIENTISTS

This section identifies general ethical principles that are relevant to family scientists in all professional settings.

Family scientists are respectful of all individuals, do not unethically discriminate, do not develop intimate personal relationships in their role as family scientists, are sensitive to the complications of multiple role relationships, protect the confidentiality of their students or clients, and do not engage in sexual harassment.
Guidelines:

1.01 Family scientists are respectful of others, show sensitivity to the dignity of all humans, and avoid all forms of exploitation.

1.02 Family scientists are not unethically discriminatory on the basis of gender, sexual orientation, age, marital status, race, religion, national origin, ethnicity, disability or socioeconomic status. We recognize that discrimination occurs in our society, and when done wisely for positive purposes it may be appropriate. For example, we may allow a student with a vision impairment to sit on the front row of the classroom.

1.03 When attempting to influence the behavior or attitudes of students or clients, family scientists should not use methods which involve undue influence, such as coercion or manipulation.

1.04 Family scientists segregate intimate personal relationships from their role as family scientists. Therefore, they do not develop inappropriate intimate personal relationships with students, clients, or research subjects.

1.05 Family scientists are sensitive to the complications in dual or multiple role situations and are ethical in those roles. For example, family scientists may teach classes in which a son or daughter is enrolled. Others may have professional colleagues in a workshop where some form of personal evaluation is an expected outcome.

1.06 Family scientists protect confidentiality in their professional role as family scientists whether it be in teaching, service, public speaking, writing or consulting activities. For example, if family scientists share information with students about others, the confidentiality of those involved should be protected. This can be done by changing identifying information, creating composite cases or summarizing information.

1.07 If information is shared with a family scientist that mandates reporting (such as child abuse or the possibility of extreme harm) such information is to be reported to the appropriate authorities. Whenever possible, individuals should be informed in advance of the family scientist's need to report.
1.08 Family scientists avoid sexually harassing all persons with whom they come in contact in a professional or personal setting. Sexual harassment involves unwelcomed intimate and sexual advances, requests, or other conduct of a sexual nature which is used as grounds for providing benefits or services for terms of or conditions of employment, or for the purpose or effect of unreasonably interfering with an individual's learning or work performance or creating an intimidating, hostile, or offensive learning or working environment. Such things as inappropriate hugging, touching, or language are considered harassment.

1.09 Family scientists who belong to other professional organizations with more elaborate or role specialized guidelines should abide by them. For example, professional family therapists should use the ethical guidelines of AAMFT and medical doctors should utilize the ethical guidelines of the AMA.

**PRINCIPLE II: FAMILY SCIENTISTS ARE RESPECTFUL OF STUDENTS AND CLIENTS**

*Family scientists are respectful of diverse family forms. They are respectful of students' sensitivity in discussing personal family issues. Family scientists do not exploit the hierarchical relationship with persons they serve and are respectful of privacy issues.*

**Guidelines:**

2.01 When family scientists teach marital and family courses, they inform students that sometimes students in classes of this nature have painful memories of personal or family experiences. They should inform students of appropriate counseling resources available to them.

2.02 Family scientists recognize the strengths and weaknesses of various family forms and do not operate from a deficit perspective in discussing various family forms.

2.03 When giving examples, family scientists utilize examples with families from diverse cultures and forms.

2.04 When subjects are discussed in a course or class, including controversial issues, family scientists encourage an open, respectful, and thoughtful atmosphere which acknowledges and respects diversity of values, beliefs, and attitudes.

2.05 Family scientists do not insist that students agree with or adopt a particular perspective. In fairness to students, teachers should, where appropriate, divulge personal values and biases.
2.06 When teaching, family scientists differentiate between knowledge or insight gained from clinical or personal experience and knowledge obtained from published theory or research.

2.07 Family scientists who are also clinicians do not pursue, or allow, clinical relationships to develop with students during the course of instruction. If students request clinical services, they should be directed to an appropriate provider of the clinical service.

2.08 Family scientists who are not clinicians do not cross into a therapeutic role while interacting with students. Family scientists make referrals for clinical services when appropriate.

2.09 Family scientists avoid any situation or the perception of any situation in which grades may be exchanged for favors of any kind.

2.10 Family scientists who ask (or allow) students in courses or classes to share personal and family experiences in class regularly remind students to treat any information received as confidential information not to be shared or discussed with anyone outside the classroom. However, the fact that confidentially cannot be assured should be stated.

2.11 While teaching a for-credit course, family scientists do not make assignments that require students to divulge potentially painful personal or family experiences or information without providing an alternative assignment for those who do not wish to participate. An exception exists if the class is part of professional training program which requires such educational activities.

2.12 When family scientists request (or require) students to obtain potentially sensitive and painful information from family members (e.g., in a genogram assignment) or others, students are carefully instructed and cautioned about potential harm and allowed to use their own discretion about which information to seek.

2.13 Family scientists do not coerce their students to participate as subjects in research. If students enrolled in courses do not wish to participate in or assist with research projects, they should be offered alternative assignments of equal value and be assured that their decision not to participate will in no way affect their grade.

2.14 In giving assignments in which students are required to discuss their values, family scientists develop grading criteria that do not include evaluation of the students' values.

2.15 When family scientists return papers or post scores, confidentiality of the students' grades are maintained. For example, scores should not be posted nor papers returned in any hierarchical order of points earned.
2.16 Family scientists base material taught on what is appropriate for students rather than solely the instructor's personal or professional needs or interests, such as a research agenda.

**PRINCIPLE III: FAMILY SCIENTISTS ABIDE BY HIGH PROFESSIONAL STANDARDS**

*Family scientists are responsible to uphold high professional standards. They are encouraged to be cooperative with other family scientists in gathering and sharing of scientific information. They strive to keep current with material in their domain. They are ethical in representing their profession at their place of employment as well as other settings.*

**Guidelines:**

3.01 Family scientists are supportive of, and cooperative with, other family scientists and the profession at large regarding the timely sharing of new ideas, theories, research findings, and/or innovative program developments.

3.02 Wherever possible, family scientists promote the profession in such a way that members can make contributions to society for the enhancement of families and the growth and development of individuals in various family settings.

3.03 Family scientists give proper credit or acknowledgment to the works of others when formally sharing that information.

3.04 Personal information gained from or known about a colleague is treated with discretion. Sharing the information with others should be done only for the welfare of the colleague, except where appropriate disciplinary action may be involved. When questionable professional or personal conduct may have a bearing upon professional activities that concern initially should be discussed with the involved colleague(s) where feasible. If in the judgment of the family scientist that is not practical or resolution of the matter is not apparent, such behavior should be reported appropriately.

3.05 Family scientists are adequately prepared for the their professional responsibilities. If there are professionally recognized standards of certification or licensing requiring experience, supervision, or additional education, family scientists seek such credentials.

3.06 Family scientists use the times under which they are under obligation to an employer for professional purposes.
PRINCIPLE IV: FAMILY SCIENTISTS CONDUCT RESEARCH ETHICALLY

Family scientists contribute to society and to the profession through research and evaluation activities. When conducting research or evaluation, family scientists recognize that their ultimate responsibility is to the participants. Family scientists honestly report the findings of their study.

Guidelines:

4.01 Family scientists conduct all aspects of the research process with respect for the dignity of those who participate in the research and they ensure that those who assist in the research process do likewise.

4.02 Family scientists inform research participants of the purpose of their research, any potential risk of involvement, how confidentiality will be protected, the right to withdraw from the study at any time, the way the data will be used, and available referral resources if risks are involved.

4.03 Family scientists avoid "doing therapy" with research participants (unless therapy is a part of the research design). Researchers should provide a referral to an appropriate resource for those who request it.

4.04 Family scientists give credit to others for contributions to scholarship in proportion to the contributions made.

4.05 Family scientists do not manipulate research data for the purposes of supporting their views.

4.06 Family scientists use research money for the stated purpose described in the research proposal.

PRINCIPLE V: FAMILY SCIENTISTS ARE ETHICAL IN THEIR INTERACTIONS WITH EMPLOYING ORGANIZATIONS OR AGENCIES

Family scientists are respectful of the internal policies and procedures of current and past employers. Family scientists seek to promote the highest standards of policies and practice by their employers.

Guidelines:

5.01 When family scientists and those in training have information pertaining to an organization's internal activities or planning, and the knowledge may hinder or harm the organization if known by outsiders, the information is treated as confidential unless these activities are unethical or harmful to others.
5.02 Family scientists abide by the policies and procedures of their respective employing organizations. Where such policies or procedures are believed to violate professional standards or cause unprofessional conduct by employees, attempts are made to rectify the situation. If such attempts are unsuccessful, concerns for the pertinent policies or procedures are reported to an appropriate governing or investigative body.

5.03 Family scientists cooperate with other community organizations that provide services to mutual clients. However, family scientists do not share client information with other agencies unless the client has given written permission or it is mandated by policy or law.

5.04 Family scientists are aware of other resources which may benefit their students or clients and make appropriate referrals.

PRINCIPLE VI: FAMILY SCIENTISTS ARE INVOLVED IN IMPROVING SOCIETY

Family scientists are advocates for individuals and families and participate in developing policies and laws that are respectful and empowering to them.

Guidelines:

6.01 Family scientists are concerned for the general welfare of all individuals and families in society. Whether as professionals or private citizens, they engage in family advocacy at the local, state and national levels.

6.02 Family scientists are encouraged to participate in developing laws and policies that are respectful of and empowering to all individuals and families and in modifying such policies and laws that are not.

PRINCIPLE VII: FAMILY SCIENTISTS ARE ETHICAL WHEN REVIEWING PROFESSIONAL WRITING

When a reviewer for a professional work, family scientists avoid conflicts of interest, read materials carefully in their entirety and evaluate them fairly.

Guidelines:

7.01 Family scientists do not review articles where there is conflict of interest, such as when the work is that of a friend, or other instances where they may feel a sense of obligation to the author.

7.02 Family scientists carefully read in their entirety materials that are accepted for review and provide explicit reasons for their evaluations.
PRINCIPLE VIII: FAMILY SCIENTISTS UNDERSTAND AND ABIDE BY ETHICAL PRINCIPLES AND ASSIST OTHERS TO DO SO.

*Family scientists understand and abide by ethical principles, encourage and assist other family scientists to know and apply them, and teach ethical principles to students of family science.*

Guidelines:

8.01 Family scientists understand and abide by ethical principles.

8.02 Family scientists assist other family scientists to know and apply ethical principles by encouraging understanding and adherence to them and by their willingness to discuss the principles.

8.03 Family scientists teach students of family science to understand and abide by ethical principles in their professional roles.

8.04 Family scientists who are involved in an ethical dilemma consult with other family scientists about the situation. A written record of the problem, the resolution, and the justification for the resolution is given to another family scientists so that if one is accused of unethical conduct the record can be used to demonstrate that the family scientist was aware of the ethical concern and dealt with it conscientiously.

8.05 Family scientists assist the profession to further identify and articulate ethical issues. Additional ethical principles and guidelines (beyond those included herein) are to be communicated to the chair of the Family Science section of the National Council on Family Relations.

Unanimously adopted April 1998 at spring meeting of the NCFR Board of Directors.