

Portland State University School of Social Work MSW Program Adjunct Faculty Handbook 2020-21

Dear MSW Adjunct Faculty,

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

We strive to support you as adjunct faculty so please contact us if you have questions or concerns. We have tried to identify the relevant people below, but if in doubt please contact Thet Mar Win twin@pdx.edu and she can direct you to the correct person.

Curriculum and instruction questions - For required courses contact the lead instructor (see pg. 3) or for electives contact Sarah Bradley, MSW Program Director bradles@pdx.edu.

Classroom management, student concerns, or work assignment questions - Contact Sarah Bradley, MSW Program Director bradles@pdx.edu.

Registration Questions - Email mswregis@pdx.edu with questions related to registration for your course and classroom assignments. **Please do not tell students you will add them to your section of a course**, there is a process for this and request they email mswregis@pdx.edu with their request.

Desk Copy books and general questions - Contact Thet Mar Win twin@pdx.edu

Thanks again,

MSW Program Administrative Team

General Information

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

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

If you are teaching in our Salem, Eugene, Central Oregon or Southern Oregon sites there is more detail about the unique features of each site in the Distance Option Faculty Handbook and on [the MSW Program webpage](#).

Course Information

MSW Program Syllabi

All faculty are expected to use SSW course syllabi that have been approved by the MSW Program Faculty. You can obtain that syllabus from the campus lead instructor or from Thet Mar Win (twin@pdx.edu). Certain sections of the syllabus can be customized and more detail about that is contained in the course syllabus templates, which can be downloaded from the Teaching link in the [SSW Faculty and Staff Web Center](#). You will need your ODIN name and password to login.

Once your course syllabus is complete, please upload an electronic PDF directly to the syllabi folder through the [Teaching link](#) in the Faculty-Staff Web Center or send your syllabus to Josh Goodson, the SSW Office Manager, at goodson3@pdx.edu.

Lead Instructors for Foundation Courses and Advanced Concentrations

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

Generalist/ Foundation

- | | |
|---|---|
| ● SW 511: Field Placement and Seminar (Campus) | Lisa Cordova, lcordova@pdx.edu |
| ● SW 515: Skills for the Helping Process Groups | Antonia Alvarez, antonia8@pdx.edu |
| ● SW 520: Social Welfare History and Policy | Ted Donlan, donlan@pdx.edu |
| ● SW 530: Skills for Helping: Individ. & Families | Sarah Bradley, bradles@pdx.edu |
| ● SW 532: Advocacy & Empowerment | Matt Chorpenning, chorpen@pdx.edu |
| ● SW 539: Social Justice in Social Work | Stéphanie Wahab, wahabs@pdx.edu |
| ● SW 540: Human Development Thru the Lifespan | Jill Hoffman, jill26@pdx.edu |
| ● SW 541: Societal, Comm. and Org. | Lisa Hawash, lhawash@pdx.edu |
| ● SW 550/551: Research and Evaluation I & II | Junghee Lee, jungl@pdx.edu |

Advanced Concentrations

- | | |
|---|---|
| ● SW with Children, Youth, and Families | Leah Brookner, brookner@pdx.edu |
| ● Clinical Social Work | Eddie May, emay@pdx.edu |
| ● Practice and Leadership in Comm. and Org. | Amie Thurber, athurber@pdx.edu |
| ● Health Across the Lifespan | Sarah Porter, slporter@pdx.edu |

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

Class Sizes, Wait lists and adding students to full courses

We manage class sizes through the registration process and at times students may not be able to register for a specific section that they want. If students contact you, please direct them to email mswregis@pdx.edu where they can explain their situation. We try hard to accommodate students' needs. Most electives have a waitlist and they will have to follow that process.

Writing Expectations and Support

The MSW Faculty made a decision (2020) to standardize the writing expectations across all courses, due to inconsistency between faculty in terms of APA. The following statement is to be included in every syllabus. If you require advanced APA standards or other writing expectation they need to be explicitly identified in the syllabus.

MSW Scholarly Writing Expectations

The MSW program expects written assignments to demonstrate engagement with the literature and to use the following style components drawn from the *Publication Manual of the American Psychological Association 7th Ed.* (hereafter referred to as the APA manual). [Purdue Online Writing Lab](#) has APA style guidelines.

Expected APA Style Components

1. **Basic Paper Formatting** – 12-point font (preferred Times New Roman), one-inch margins, 8-1/2 X 11-inch white paper; double-spacing with indentation between paragraphs; no extra space between paragraphs; left margin justification; correct page numbering; title page.
2. **Grammar** – Correct spelling, sentence structure, syntax, proper pronouns, active vs. passive voice, punctuation, etc. (note: base level grammar expectations specified in the APA manual are also core in every grammar text).
3. **Engagement with the Literature and APA Formatting** – Demonstrate comprehension of the relevant literature through the critical application of the material to your work and/or thinking. You might discuss, critique, reflect on the existing literature as it relates to your topic or ideas. You might also think about placing your writing and ideas in conversation with the literature. Formatting involves three components:
 - **Proper summarization, paraphrasing or quoting** of information sources (peer-reviewed literature, books, book chapters, reports, media, etc.);
 - **In-text citations** for summarization, paraphrasing or quoting, in proper format.
 - **Reference Section** containing all sources cited in text, and in full, proper format.
4. **Advanced Optional APA Formatting** – (dependent upon instructor’s requests):
 - Running head; Abstract; Introduction; Headings and sub-headings;
 - Summary/Conclusion.

Additional style expectations beyond APA components may be specified by the instructor for each writing assignment.

Writing Support

The MSW Program offers [Writing Support Services](#) for all students. These services are tailor-made to the request of each student, and can range from feedback on a single question about formatting to a full paper review for APA style compliance. Details about writing support, valuable writing resources, and connections to writing support people can be accessed on the Writing Support Services page.

FERPA Student Record Privacy Information

Please review [the tutorial of the Family Educational Rights and Privacy Act \(FERPA\)](#).

Ordering Books

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

Book orders can be placed at <https://www.emailmeform.com/builder/form/FM44t64d94h> or send an email to psuadoptions@gmail.com. You can also contact Maria Gonzalez-Cress, the PSU Bookstore Specialist, at 503-546-1769.

If you will use e-textbooks or a textbook is not required, the Bookstore still needs to be informed

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

Disability Resource Center - Accessibility and Inclusion for students with Disabilities

PSU and the School of Social Work value diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. Our goal is to create a learning environment that is equitable, usable, inclusive, and welcoming. All syllabi need to include the [Accessibility and Inclusion for Students with Disabilities](#) statement that is in the master syllabus template. If a student is registered with DRC and has academic accommodation, an email will be sent to your pdx.edu account outlining the expected accommodations. It is the instructor’s responsibility to meet these accommodations, unless it changes the nature of the learning, and to consult with DRC as needed if there are issues.

The DRC wants all accommodations to be documented, so if the student requests an accommodation not outlined in the DRC email, please send the student back to DRC. If you have concerns about the requested accommodation please consult with the MSW Program Director or the Disability Resource Center.

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

You can view DRC information videos for faculty and staff at the following link.
https://www.youtube.com/playlist?list=PLkRFga_f3a5Kjl9CAOx1Zf1_uEljz6StG

More information is available on the DRC website <https://www.pdx.edu/disability-resource-center/> or by contacting their office.

Phone: 503-725-4150 Email: drc@pdx.edu

“Incomplete” Grades - This is the graduate policy on incompletes

- 1) An incomplete grade is only given when students, due to circumstances beyond their control, have not completed some definite course requirement. **The initiative rests with the student to request an incomplete grade.** Students do not have a right to receive/demand an Incomplete grade. The option of assigning an Incomplete grade is at the discretion of the instructor when the following criteria are met: (see the full policy in the MSW Student Handbook)
- 2) The quality of the work to date is satisfactory, but some essential work remains. In addition, the student must have successfully completed most of the course work at the time the student requests the Incomplete, with a minimum grade up to that point of B-.
- 3) Reasonable justification for request. Reasons for assigning the Incomplete must be acceptable by the instructor. The circumstances should be unforeseen or be beyond the control of the student. The instructor is entitled to request appropriate medical or other documentation to validate the student's request.
- 4) Incomplete grade is not a substitute for a poor grade.
- 5) Written agreement. A written or electronic agreement will be endorsed by both the instructor and student.. A template "Incomplete Contract" is available on Registrar's website http://www.pdx.edu/regISTRATION/sites/www.pdx.edu.registration/files/Incomplete_Guidelines_Contract.pdf

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

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

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

If the instructor has further questions or needs clarification, please contact the MSW Program Director or Student Affairs Director before finalizing.

Students who receive an incomplete in SW 530: Skills for the Helping Process – Individuals and Families or SW 515: Skills for the Helping Process - Groups will be allowed to continue in their practice courses and field placements. Students who receive an incomplete in SW 550: Research and Evaluation I will be allowed to

enroll in SW 551: Research and Evaluation II. Failure of these courses will continue to require students to stop out of field and the practice sequence courses.

Library Services – Database access, Course Reserves, and more

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

Library Services for Faculty <http://library.pdx.edu/services/faculty/>

Library Database - <http://library.pdx.edu/dofd/subjects/43>

The library database offers access to full text online articles for most social work publications.

Course Reserves - <http://library.pdx.edu/services/submit-course-reserves/course-reserves-request-form/>

Faculty can place articles, book chapters, etc. using the online course reserve process.

For questions, research help, training on literature searches for your course contact the Social Work Subject Librarian, Kim Pendell, kpendell@pdx.edu, (503-725-4501).

Communication and Technology

School of Social Work Faculty and Staff Web Center

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



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

The SSW Faculty and Staff web center can be accessed at https://ssw.services.pdx.edu/wxz_faculty_staff/. You will need your ODIN name and password log in.

PSU Email and Confidentiality

All faculty are issued a PSU email account (@pdx.edu) and all university communication, including faculty student communication, is to be done using these accounts. You can forward your pdx.edu mail to your personal mail, but please make sure you are sending students information using your PSU address.

Forwarding can be done by logging into your PSU Mail and in the upper right corner is a “cogged wheel” that drops down. Go to “Settings”.

Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes

From here click the Forward and POP/IMAP

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

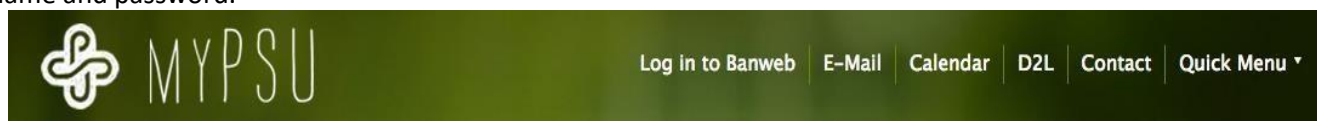
ODIN Account

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

PSU Online Technology

To access any of the sites noted below you can always begin with myPSU <http://my.pdx.edu/?l>.

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



There are trainings and tutorials available for all the supported technology (Google, D2L, Mail, Excel). <https://oaipplus.pdx.edu/technology-tutorials/>
<http://www.pdx.edu/oit/workshops>

Faculty, Employee, Personal Information – including class lists, classroom site, grading, payroll, etc. Log into **Banweb** with your ODIN information - www.banweb.pdx.edu. Below is an overview of the Faculty page.

Faculty Services

Term Selection

CRN Selection

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Detail Wait List

Final Grades

Grading Deadlines

- **Winter 2014:** Tuesday, March 25, 2014 at 5pm
- **Spring 2014:** Tuesday, June 17, 2014 at 5pm
- **Summer 2014:** 4-weeks: Tuesday, July 22, 2014 at 5pm; 8-weeks: Tuesday, August 19, 2014 at 5pm; 10-weeks: Tuesday, September 02, 2014 at 5pm; 12-weeks: Tuesday, September 16, 2014 at 5pm; 13-weeks: Tuesday, September 23, 2014 at 5pm
- **Fall 2014:** Tuesday, Dec 16, 2014 at 5pm

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

Online Grade Change

New! You may now make grade to grade changes online. Submit grade to grade changes (ie, C to B+) or update marks of J, M, or IP. Note: Thesis 503/603 cannot be submitted online. For more information on PSU grading policies (including the M-X policy), and instructions on how to use the online grading system, go to http://www.pdx.edu/registration/online_grading.html

PSU Grading System Tutorial

View the online PSU Grading System Tutorial

More information about Online Grading

<https://www.pdx.edu/registration/grading-system>

Desire2Learn (D2L)

Desire2Learn (D2L) is a web-based learning management system that allows you to provide course content via the web.

This will be the platform used in all online courses. Most faculty at least upload the syllabus to D2L.

The Office of Academic Innovation (OAI) has online tutorials <https://oaiplus.pdx.edu/technology-tutorials/>, a faculty support desk M-F, 503-725-6624 and you can schedule an individual appointment for the support to understand and build course material in D2L - web page, <https://oaiplus.pdx.edu/design-and-build/>.

Office Hours and Communication with Students

Faculty are expected to be available to meet with students at least one hour per week during office hours.

Faculty should also inform students on how to contact them between class sessions. Faculty are expected to respond to students within 24 business hours. You will need to communicate with students about your availability to respond on weekends, otherwise make it clear if a question is posted on Friday evening you will not respond until Monday.

Appendix A

New Instructor Letter

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

Dear Instructor:

We are pleased that you are joining us as part of the PSU community and excited about the skills you will bring to the School. Your smooth and efficient start-up as an employee with PSU is important to us. We encourage you to visit <https://www.pdx.edu/hr/preparing-to-start-work> and complete the following forms:

- Employee Information Form
- W-4 Form
- I-9 Work Authorization
- Direct Deposit

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

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

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

The School has a shared space in ASRC 676Z. The code to access the room is: **284031**

- To obtain your PSU ID card, if you want one (not required), please go to Western Hemlock Trailer Pod, 1914 SW Park Avenue, (enter south of Shattuck Hall on Broadway) with a picture ID. (only after you have completed the HR paperwork)
- Your mailbox is located in room ASRC 670A.
- Your email and PSU Information System (banweb) accounts can be activated in the HR offices.
- After you receive your ODIN (PSU email) account please add yourself to the directory located at www.pdx.edu/directory.
- Check out information on transportation options for getting to campus here: www.pdx.edu/transportation.
- Adjunct evaluation information is available at <http://www.pdx.edu/hr/evaluating-employees>.
- We would like to add you to our "SSW Staff and Faculty Roster", please inform the SSW Front Desk know your PSU email address (e.g. it will look something like "XXXXXX@pdx.edu") and phone number where you can be reached. Phone: _____ Email: _____

*Note: Having a PSU email is **required**. Click here [PSU ODIN email account](#), OR, go to the Smith Memorial Student Union, 1825 SW Broadway, room 18, Office of Information Technologies (OIT). If you have problems setting up your ODIN account online, contact the OIT Help Desk at 503-725-HELP (4357)*

Grading Note: Although there is a section on D2L called “grades” you cannot officially submit grades on D2L. To submit grades go to www.banweb.pdx.edu and log in. Choose “faculty services” then select “final grades”. There is an instructional guide for posting grades under “final grades”.

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

Evening Classes: The building hours are Monday through Thursday 7:45am to 6pm and Friday 7:45am to 5pm. Due to security, after 6pm, the elevator does not run up to the 6th Floor of the ASRC without a PSU ID Badge with 6th Floor access. Please make sure you have a PSU ID Badge. Contact SSW Office Coordinator, Josh Goodson at goodson3@pdx.edu if you need access to the 6th Floor of the ASRC outside of regular hours.

NOTE: Elevator hours in the summer are 8:45 am – 5:00 pm, Monday through Friday.

Building & Classroom Access: We have a set of keys for the SSW classrooms in the ASRC in a locked safe. The SSW Office Coordinator will send out an email at the beginning of each term with an updated passcode for the safe. If you have any issues accessing ASRC 6th floor, please immediately contact SSW Office Coordinator, Josh Goodson at goodson3@pdx.edu. If you are having access issues in other PSU campus buildings or Mr. Goodson is unavailable please contact PSU Campus Public Safety Office (CPSO) non emergency number at (503) 725-4407.

Parking Passes for Guests: Please email Josh Goodson at goodson3@pdx.edu one week in advance for parking passes for guest speakers. PSU is closely monitoring the use of parking passes. Please email the following to request a parking pass for your guest speaker:

- a. Name of guest (s)
- b. Date
- c. Arrival and departure time
- d. Class (for example: SW511)
- e. Purpose (guest speaker, etc.)

Classroom Technology Assistance: If you need any assistance with the technology in any of the classrooms or conference rooms, please contact the front desk. They will be able to troubleshoot basic technology problems. If issues are not resolved, contact OIT at 503.725.4357. Click on [the classroom technology operating tutorial link](#).

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

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

For safety and evacuation routes in the SSW, please review [the SSW Safety webpage](#), so you can be aware of emergency procedures in the SSW.

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

Best Regards,

John Barnett

Operations & Administrative Services Manager, School of Social Work

Appendix B MSW Program Curriculum Overview

Foundation Curriculum (39 credits)

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

- Social Work and Social Welfare Policy (SW 520) 3 credits
- Social Justice in Social Work (SW 539) 3 credits
- Human Development Through the Life Span (SW 540) 3 credits
- Societal, Community and Organizational Structures and Processes (SW 541) 3 credits
- Social Work Research & Evaluation (SW 550, 551 - 6 credits)
- Skills for the Helping Process - Individuals & Families (SW 530) 3 credits
- Skills for the Helping Process - Groups (SW515) 3 credits
- Advocacy and Empowerment (SW 532) 3 credits
- Foundation Field Placement and Seminar (SW 511) - 12 credits

Advanced Curriculum (39 credits)

Advanced Concentrations (9 credits)

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

Portland Option MSW students have the opportunity to select one of the advanced concentrations listed below.

Distance Option MSW students are offered the Clinical Social Work concentration.

Online Option MSW students are offered the Practice and Leadership with Communities and Organizations and Health Across the Lifespan.

Advanced Concentrations

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

Advanced Electives (18 credits)

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

Advanced Field Placement (SW 512 – 12 credits)

Total: 78 credits

MSW Adjunct Faculty Checklist

- Read the MSW Adjunct Faculty Handbook
- New Adjunct Faculty
 - Complete HR Paperwork as noted in your hiring letter.
 - Activate PSU email.
 - Email sswadjuncts@pdx.edu your PSU ID Number, ODIN Login Name, and Email Address.
 - Email SSW Front Desk (sswfo@pdx.edu) your PSU email and phone number for SSW Staff and Faculty Roster.
 - Get PSU ID card (Portland campus only) - ID Services is at Western Hemlock Trailer Pod, 1914 SW Park Ave. Bring a picture ID (only after HR paperwork done)
 - [Take the Creating a Culture of Respect learning module](#)
- If teaching in Eugene, Southern Oregon, Salem, or Central Oregon connect with Site Coordinator, and if teaching MSW Online courses, connect with the MSW Online Coordinator.

Prior to the first day of your class

- Complete and personalize syllabus - including contact information and due dates
- If using [D2L](#)
 - Activate and personalize your course in D2L, including contact information
 - Upload your syllabus to your D2L course shell
 - Make and activate Assignment folders if students are uploading assignments
 - Check that all links in D2L work
- Assure reading articles are accessible to the students - check [library links](#).
- Confirm [textbooks have been ordered](#) (textbooks are to be listed at least 2 mos. prior to term. (Check with lead instructor if you are teaching a required course)
- Send syllabus to sswfo@pdx.edu, with 24 hour notice front desk can make copies for your students.
- Print class roster (confirm attendance on first day) and check classroom location, [Banweb](#), find on [campus map](#)
- Do not add students to your class (see handbook for process), refer them to mswregis@pdx.edu.
- Develop a process to regularly check your pdx.edu email. You cannot use personal email for academic communication - students can expect a response in under 24 hours except on weekends.

Questions

- Curriculum Questions - Contact course lead instructor for required courses, the MSW Program Director for electives
- D2L and Teaching Technology Questions - Contact [OAI Faculty Help Desk](#) (503-725-6624 - M-F, 9am to 5pm, outside of those hours, [complete this form for support](#).)
- Questions about incompletes, student conduct, or other policy issues - MSW Program Director
- Questions about supporting students with disabilities, contact [the Disability Resource Center](#).
- Questions about creating a more inclusive classroom environment, contact Marina Barcelo, Student Inclusion Coordinator, mbarcelo@pdx.edu.