

MSW Distance Option Faculty Handbook Academic Year 2020 - 21

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**Policies and processes may be amended during times of disruption due to national or local crisis/events. Any changes will be communicated to students and faculty via email.*

September 21, 2020

Dear MSW Distance Faculty,

Thank you for your commitment of time and talent to our MSW Distance Option. Since our first cohort was admitted in 1997, our school has demonstrated investment and dedication to nurturing and supporting Social Work education and training statewide. Our MSW Distance Option is a critical and unique part of the PSU School of Social Work's commitment to making a graduate education accessible throughout Oregon. Our four sites include the Central Oregon, Eugene, Salem, and Southern Oregon locations, each serving students in the immediate and surrounding areas. Leadership is provided by a Site Coordinator located in each region. This Coordinator is available to support and guide you through the communities we know and love. As we continue to build and enhance our MSW program, we welcome you and thank you for sharing your passion for the social work field with our Distance Option students, field partners, and communities.

This handbook is intended to provide useful information for anyone teaching in the MSW Distance Option Program. Some of the content covers PSU or SSW policies and procedures, as well as specific information pertaining to the MSW Distance Option sites and class schedules. We encourage you to review the MSW Student Handbook and Field Education Handbook to support your understanding of our curriculum, student expectations, and additional SSW educational policies.

We look forward to working together as we support our statewide mission during a year that we know will hold unexpected challenges and opportunities. ***Please let us know if you have questions about how any of these policies and procedures may be impacted due to the Covid-19 pandemic.***

With much appreciation,
Gary, Valerie, Michele MT, Michele M

MSW Distance Option 2020-2021 Teaching Schedule

Fall Term 2020 -- All classes held remotely --

Note: Thanksgiving Holiday: Thursday Nov.26 and Friday Nov. 27, 2020.
Fall Term begins on Monday, Sep. 28, 2020.

Salem: First Year (Classes are in PDX Campus. Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 539	Social Justice in Social Work	Rebecca Davis McHale	Fridays from 9am to 5pm: 10/2, 10/16, 10/30 and 11/13
SW 541	Societal, Community and Organizational Structures and Processes	Ted Donlan	Saturdays from 9am to 5pm: 10/3, 10/17, 10/31 and 11/14

Salem: Third Year (Classes are in Salem and meet five times per term.)

Course Number	Course Title	Instructor	Dates
SW 533	Clinical SW Practice I	Cheryl Myers	Fridays from 9am to 4pm: 10/2, 10/16, 10/30, 11/13, 12/4
SW 571	Substance Use, Abuse and Addiction	Kelly Myers	Fridays from 9am to 4pm: 10/9, 10/23, 11/6, 11/20, 12/11
SW 512	Advanced Field Placement		NA

Central Oregon: Second Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 530	Skills for the Helping Process - Indi & Families	Heather Laurie	Fridays from 10:30-5p: 10/2, 10/16, 10/30, 11/13, 12/4
SW 549	Spirituality and SW	Michele Martinez- Thompson	Fridays from 9-4p: 10/9, 10/23, 11/6, 11/20, 12/11
SW 511	Field Placement and Seminar	Gary Smith	Fridays from 9-10:30a: 10/2, 10/16, 10/30, 11/13, 12/4

Eugene: Second Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 530	Skills for the Helping Process - Indi & Families	Dawn Williamson	Fridays from 10:30 am-5pm: 10/2, 10/16, 10/30, 11/13, 12/4
SW 516	Motivational Interviewing	Verna Burden	Fridays from 9-4p: 10/9, 10/23, 11/6, 11/20, 12/11
SW 511	Field Placement and Seminar	Val Hamby	Fridays from 9-10:30a: 10/2, 10/16, 10/30, 11/13, 12/4

Southern Oregon: First Year (Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 539	Social Justice in Social Work	Josh Griggs	Fridays from 9-5p: 10/2, 10/16, 10/30, 11/13,
SW 541	Societal, Community and Organizational Structures and Processes	Ted Donlan	Fridays from 9-5p: 10/9, 10/23, 11/6, 11/20

Southern Oregon: Third Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 533	Clinical SW Practice I	Eddie May	Fridays from 9am to 4pm: 10/2, 10/16, 10/30, 11/13, 12/4
SW 558	Abuse and Trauma	Angela Fleischer	Fridays from 9-4p: 10/9, 10/23, 11/6, 11/20, 12/11
SW 512	Advanced Field Placement		NA

Winter Term 2021 -- Remote/In-Person TBD --
 Winter Term begins on Monday, January 4, 2021.

**Note: Southern and Central Oregon Options will not have site-based electives during Winter term of Year 2 and Year 3. Students will be able to select from Online electives.*

Salem: First Year (Classes are in PDX- Campus. Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 520	Social Welfare History and Policy	Ted Donlan	Fridays from 9am to 5pm: 1/8, 1/22, 2/5, 2/19
SW 550	Research and Evaluation I	Nicole Lauzus	Saturdays from 9am to 5pm: 1/9, 1/23, 2/6, 2/20

Salem: Third Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 534	Clinical Social Work Practice II	Cheryl Myers	Fridays from 9am to 4pm: 1/8, 1/22, 2/5, 2/19, 3/5
SW 562	SW Practice w/ Loss and Grief	Michele Martinez Thompson	Fridays from 9am to 4pm: 1/15, 1/29, 2/12, 2/26, 3/12
SW 512	Advanced Field Placement		NA

Central Oregon: Second Year (Each class meets five times per term.) No Elective course.

Course Number	Course Title	Instructor	Dates
SW 515	Skills for Helping Process - Groups	Megan Flaherty/Laurie Wilmot	Fridays from 10:30-5p: 1/8, 1/22, 2/5, 2/19, 3/5
SW 511	Field Placement and Seminar	Gary Smith	Fridays from 9-10:30 a: 1/8, 1/22, 2/5, 2/19, 3/5

Eugene: Second Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 515	Skills for Helping Process - Groups	Dawn Williamson	Fridays from 10:30-5p: 1/8, 1/22, 2/5, 2/19, 3/5
SW 555	SW Perspectives on MH Disorders	Elizabeth McMahon	Fridays from 9-4p: 1/15, 1/29, 2/12, 2/26, 3/12
SW 511	Field Placement and Seminar	Val Hamby	Fridays from 9-10:30a: 1/8, 1/22, 2/5, 2/19, 3/5

Southern Oregon: First Year (Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 550	Research and Evaluation I	Mathew Uretsky	Fridays from 9-5 p: 1/8, 1/22, 2/5, 2/19
SW 520	Social Welfare History and Policy	Ted Donlan	Fridays from 9-5p: 1/15, 1/29, 2/12, 2/26

Southern Oregon: Third Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 534	Clinical Social Work Practice II	Eddie May	Fridays from 9am to 4pm: 1/8, 1/22, 2/5, 2/19, 3/5
SW 571	Sub. Use, Abuse & Addiction	TDB	Fridays from 9 am to 4pm: 1/15, 1/29, 2/12, 2/26, 3/12
SW 512	Advanced Field Placement		NA

Spring Term 2021 -- Remote/In-Person TBD --
Spring Term begins on Monday, March 29, 2021.

Salem : First Year (Classes are in PDX. Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 540	Human Development through the Lifespan	Sarah Porter	Fridays from 9am to 5pm 4/2, 4/16, 4/30, 5/14
SW 551	Research and Evaluation II	Nicole Lauzus	Saturdays from 9am to 5pm 4/3, 4/17, 5/1, 5/15

Salem: Third Year (Classes are in Salem. Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 535	Clinical Social Work III	Cheryl Myers	Fridays from 9am to 4pm 4/2, 4/16, 4/30, 5/14, 5/28
SW 558	Abuse and Trauma	Wayne Scott	Fridays from 9am to 4pm 4/9, 4/23, 5/7, 5/21, 6/4
SW 512	Advanced Field Placement		NA

Central Oregon: Second Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 532	Advocacy and Empowerment	Antonia Alvarez	Fridays 10:30-5p: 4/2, 4/16, 4/30, 5/14, 5/28
SW 555	Social Work Perspectives Mental Health Disorders	Liz Holden	Fridays 9-4p: 4/9, 4/23, 5/7, 5/21, 6/4
SW 511	Field Placement and Seminar	Gary Smith	Fridays from 9-10:30 a: 4/2, 4/16, 4/30, 5/14, 5/28

Eugene: Second Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 532	Advocacy and Empowerment	Dawn Williamson	Fridays 10:30-5p: 4/2, 4/16, 4/30, 5/14, 5/28
SW 571	Sub Use, Abuse, and Addictions	Kelly Myers	Fridays 9-4p: 4/9, 4/23, 5/7, 5/21, 6/4
SW 511	Field Placement and Seminar	Val Hamby	Fridays from 9-10:30 a: 4/2, 4/16, 4/30, 5/14, 5/28

Southern Oregon: First Year (Each class meets four times per term.)

Course Number	Course Title	Instructor	Dates
SW 540	Human Development through the Lifespan	TDB	Fridays from 9am to 5pm 4/2, 4/16, 4/30, 5/14
SW 551	Research and Evaluation II	Mathew Uretsky	Fridays from 9am to 5pm: 4/9, 4/23, 5/7, 5/21

Southern Oregon: Third Year (Each class meets five times per term.)

Course Number	Course Title	Instructor	Dates
SW 535	Clinical Social Work III	Eddie May	Fridays from 9am to 4pm 4/2, 4/16, 4/30, 5/14, 5/28
SW 562	SW Practice with Loss and Grief	Martha McCormack	Fridays from 9am to 4pm 4/9, 4/23, 5/7, 5/21, 6/4
SW 512	Advanced Field Placement		NA

Class Schedule and 3-Year Map:

The MSW Distance Option is a three-year (three term per year) program.

For students in the Eugene and Salem options their first year of courses occur on the Portland campus for an intensive Friday/Saturday format that includes classes from 9am - 5pm. This Friday/Saturday pattern occurs every two weeks resulting in four in-person class sessions for each course offered each term. Courses for these students during year two occur in their respective Eugene/Salem site every Friday starting at 9am and ending either at 4pm or 5pm depending on the course. Courses for these students during year three occur every Friday 9am - 4pm.

For students in the Central and Southern Oregon options, all three years of their courses are held on Fridays in their respective sites from 9am - 5pm except for winter term of year two and year three, during which the elective will not be site-based but instead, students will be able to select an Online elective.

See below for 3-year course map and footnotes.

MSW Distance Option Course Map Total Credit Hours = 78

Year One (18 Credits)		
FALL (6 credits)	WINTER (6 credits)	SPRING (6 credits)
SW 539 Social Justice in Social Work (3 credits) *	SW 520 Social Welfare History and Policy (3 credits)	SW 540 Human Development Through the Lifespan (3 credits)
SW 541 Societal, Community and Organizational Structures and Processes (3 credits)	SW 550 SW Research & Evaluation I (3 credits)	SW 551 SW Research & Evaluation II (3 credits)

Year Two (30 Credits)		
FALL (10 credits)	WINTER (10 credits)	SPRING (10 credits)
SW 530 Skills for the Helping Process- Individuals and Families (3 credits)	SW 515 Skills for the Helping Process – Groups (3 credits)	SW 532 Advocacy and Empowerment (3 credits)
Elective (3 credits)	Elective (3 credits)**&***	Elective (3 credits)
SW 511 Field Placement and Seminar (4 credits)	SW 511 Field Placement and Seminar (4 credits)	SW 511 Field Placement and Seminar (4 credits)

Year Three (30 Credits)		
FALL (10 credits)	WINTER (10 credits)	SPRING (10 credits)
SW 533 Clinical Social Work Practice I (3 credits), Prerequisite 3 terms of SW 511, corequisite SW 512	SW 534 Clinical Social Work Practice II (3 credits), Prerequisite SW 533, corequisite SW 512	SW 535 Clinical Social Work Practice III (3 credits), Prerequisite SW 534, corequisite SW 512
Elective (3 credits)	Elective (3 credits)**	Elective (3 credits)*****
SW 512 Advanced Field Placement (4 credits)	SW 512 Advanced Field Placement (4 credits)	SW 512 Advanced Field Placement (4 credits)

*PSU graduates of the BSW or CYFS programs do not take SW 539. Those students replace SW 539 with an elective.

**Winter Electives for Southern Oregon and Central Oregon in Year 2 & 3 are available Online Only; no site-based electives.

***Students in Clinical Concentration are required to take SW 555 SW Persp. Mental Health Disorders.

***** Advanced Year Spring Elective offered online only, Eugene and Salem

Attendance Policies:

Classroom attendance is fundamental to the socialization and learning process and students are expected to attend all classes. Each class session represents the equivalent of two Portland Option class sessions. Attendance includes timeliness in arrival to class, returning from class breaks, lunch/dinner hours, remaining until class dismissal, and participation in class activities.

All syllabi are expected to include information on attendance. Students should contact their instructor prior to any absences, if possible. Any absence from the class may result in a lower grade and if a student misses more than one class, not passing the course is a possibility.

Absences in courses that meet less than 5 times a term (intensive Friday/Saturday format) may result in a lower grade. The decision will be made by the faculty on a case by case basis. It is the student's responsibility to obtain missed course materials and make arrangements with the faculty member for any missed work.

Absences due to inclement weather and campus closures will be discussed and handled on a case by case basis. When Distance sites are closed on an emergency basis, faculty will be contacted by the Site Coordinator. Due to the intensive nature of the courses, if a class is canceled, faculty are asked to use D2L to convert their class to be online for that week. The Office of Academic Innovation (OAI) can help with this conversion. [OAI](#)

MSW Distance Option/Faculty Travel (*must read*):

Fiscal Assistant, Roxanne Dinca provides assistance with all required travel arrangements. She works with the faculty around flights, hotels, rental car agencies, and travel agencies that have been approved by Portland State University. She will make arrangements based upon each faculty member's travel dates and requested times. Options such as flight times will be subject to airline availability.

Roxanne will email faculty one month before the first travel date with travel information and instructions. Roxanne will also process your travel authorizations and reimbursements **online**. You can contact Roxanne at 503--725--9915 or rdinca@pdx.edu.

*It is **very IMPORTANT** to respond to the email from Roxanne with travel instructions in a timely manner. Failing to respond in a timely manner, costs the School/distance program more money.*

Procedures for DO faculty teaching on the Portland campus on Saturdays:

Please ensure that your faculty ID card provides access to the ASRC elevator during off-hours. If you find that it does not, please contact SSW Office Manager, Josh Goodson at goodson3@pdx.edu.

The classroom will be locked when you arrive in the morning. Before each term, the School of Social Work Office Manager will provide the instructor with a cabinet key that will provide access to the classroom and copy room keys.

Distance students often want to use the ASRC computer lab during lunch and breaks. Your faculty ID card can be used to open the computer lab by swiping it in front of the black keypad next to the door. (Please note: The door can be tricky. It might be helpful to push the door in before pulling it open.) If you find your ID badge is not unlocking the door, please contact Josh Goodson.

Before leaving Saturday evening, please ensure that the computer lab, classroom and copy room doors are closed and locked.

Disability Resource Center and Accessibility:

Course instructors are encouraged to provide an accessible learning environment for all students. All syllabi need to include the **Accommodations through Disability Resource Center (DRC)** statement that is in the master syllabus template.

If a student requests accommodations or identifies themselves as a person with a disability who has not registered with the DRC, encourage the student to contact the DRC (503-725-4150 or drc@pdx.edu). Faculty are not able to offer accommodations to any student except as directed by DRC, as this can create inequities in terms of course expectations.

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

Communication with Site Coordinators:

The Site Coordinator role is a combination of administrative responsibilities, teaching, field coordination and instructional/academic advising. All Site Coordinators are experienced MSW social workers. They provide course instruction in both field liaison activities and in more traditional instruction throughout the program. It is crucial to their role that they be informed of any concerns, Incompletes granted or other situations that may warrant notification. Please ensure they are notified if a plan of assistance is being requested.

Each of the sites have unique contexts. All of the sites have limited resources such as providing internet access, “smart” classrooms, and material copying. In a few settings, with a minimum of 10 days notice, Site Coordinators can provide copies of material sent to them but please communicate with the Site Coordinator directly to find out options for the relevant site. Each instructor is encouraged to independently address the copying and course materials needed for their course and will be provided reimbursement when needed.

The MSW Distance Option has a set curriculum and is not able to change offerings at student request unless there is room in courses in other program options (Portland or Online Options). Any program changes or requests will be handled by the Site Coordinators, and then discussed with the Student Affairs Coordinator and MSW Program Director when needed.

Please feel free to contact Sarah Bradley, MSW Program Director if you have any questions regarding the role of the Site Coordinators in the MSW Distance Option.

MSW Distance Option Contact Information:



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ASRC 676 Y, School of Social Work at Portland State University



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Valerie Hamby, Eugene Site Coordinator
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