



# CYFS Student Handbook

School of Social Work  
Portland State University

2019-2020



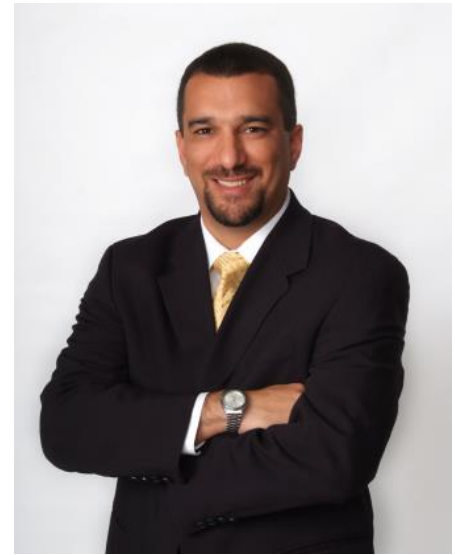
# Child, Youth, and Family Studies Programs

## Table of Contents

Welcome	3
CYFS Program Mission, Objectives, Learning Outcomes, and Degree Options	7
CYFS Program Overview	8
Major Requirements	
Practicum Overview	
Professional Self Sequence	
Honors Option	
Minor Requirements	
Advising and Planning	19
Choosing Your Advisor	
Important Details	
Course Planning Guide	
Blank Two Year Scheduler	
Program Progress Checklist	
Articulation Agreements	
Staying Connected	24
Student Resources	25
Computer Laboratory	
Graduation and Commencement	
Supporting Your Education	
Recruitment and Retention Specialist	
Codes of Conduct	28
PSU Student Code of Conduct	
NCFR Ethical Principles and Guidelines for Family Scientists	
NASW Code of Ethics	
Ground Rules for Respectful Dialogue and Professional Behavior	
Academic Regulations, Policies, and Procedures	30
SSW Policy on Unsatisfactory Student Performance	
SSW Policy of Academic Honesty and Integrity	
Student Grievance Policy and Procedures	
Appendix A	51

Dear CYFS Student,

Welcome to the Child, Youth, and Family Studies program at the School of Social Work. I am pleased that you have made the decision to join our community, and that you have chosen this rewarding professional degree and career field. According to U.S. News & World Report, the School of Social Work at Portland State University is among the best in the nation. I attribute this to our world-class faculty and staff, our 50+ year history in Oregon, and our commitment to social justice. I also attribute our ranking to our students and alumni, who make up a diverse and dynamic urban learning community. As a School, we thrive when you are successful. As you move through your academic career, I invite you to become an active member of your program, our school, and this university. You are joining a strong community with a long history of serving others during times of need.



Your faculty are engaged learners, researchers, and activists within their communities, and they bring a wealth of knowledge and passion to the classroom. Your degree in Child, Youth, and Family Studies will prepare you to positively impact and transform your communities while influencing policy to ensure social and economic justice.

Please utilize this handbook as a resource to assist you as you navigate your time in the Child, Youth, and Family Studies program. Another important resource for you to review will be the professional code of ethics outlined by the National Council on Family Relations (NCFR), which guide how we interact with those we serve, communities, institutions and colleagues. In choosing the Child, Youth, and Family Studies program, you have made a decision to adhere to this code of ethics. Finally, I ask that during your time with us you embrace the diversity, urban environment, and commitment to social justice and equity which make this School of Social Work among the best in the nation.

I wish you the very best in your academic and professional journey.

A handwritten signature in black ink that reads "Jose Coll". The signature is fluid and cursive, with a large loop at the end of the last name.

Jose Coll, BSW, MSW, Ph.D.  
Dean and Professor

## Welcome, Child, Youth, and Family Studies Students!

Welcome to Child, Youth, and Family Studies! You have selected this major because of your ambition to become committed professionals working toward a more just world, and we are excited to have you.

Through our major and minor, the CYFS program provides a foundation for the challenges professionals confront and the joys we celebrate. Child, Youth, 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 CYFS and head directly into the field or move from the program into graduate school, we know that the Child, Youth, 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 CYFS 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 CYFS 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,

A handwritten signature in blue ink that reads "Ben Anderson-Nathe". The signature is fluid and cursive, with a long horizontal line extending from the end.

Ben Anderson-Nathe  
CYFS Program Director

## Child, Youth, and Family Studies Program Faculty and Staff

The CYFS 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 documentation classes in particular, where prompt feedback is so critical, you can expect a turnaround time between one and two weeks.

### Director

Ben Anderson-Nathe, PhD  
Associate Professor  
Program Director  
503-725-2594  
banders@pdx.edu

Marina Barcelo, MSW  
Student Support & Inclusion Specialist  
503-725-5021  
mbarcelo@pdx.edu

### Main Office

Melissa Penners, BA  
Administrative Program Assistant  
503-725-8241  
penners@pdx.edu

Kate Constable, MSW  
Undergraduate Advisor  
503-725-5925  
k.d.constable@pdx.edu

Kim Utschig, MS  
Undergraduate Advisor  
503-725-8961  
kutschig@pdx.edu

### Core Faculty

Norma Cardenas, PhD  
Assistant Professor of Practice  
norma7@pdx.edu

Erin Flynn, PhD  
Assistant Professor  
flynn2@pdx.edu

Roberta Hunte, PhD  
Assistant Professor  
hunte@pdx.edu

Hillary Hyde MSW, CFLE  
Assistant Professor of Practice  
hhyde@pdx.edu

Staci Martin, EdD  
Practicum Coordinator  
mar24@pdx.edu

Jana Meinhold, PhD  
Associate Professor  
meinhold@pdx.edu

### Adjunct Faculty

Jared Best, MSW  
jibest@pdx.edu

Tracy Boyle-Galestiantz, LCSW  
tracib@pdx.edu

Stephanie Brockett, MSW  
Stephanie.brockett@pdx.edu

Peter Davis, DBH  
pedavis@pdx.edu

Daren Ford, LCSW  
fodar@ohsu.edu

Lynn Greene, MS  
lmgreen@pdx.edu

Jean Lasater, MA  
lasater@pdx.edu

Emily Nelson, MSW  
ejn@pdx.edu

Melissa NewMyer, MS, CFLE, CCLS  
melissanewmyer@gmail.com

Beth Okantey, MSW  
bokantey@pdx.edu

Meg Perry, MPA  
megperry@pdx.edu

Jennifer Robe, MS  
jero@pdx.edu  
Gianna Russo-Mitma, MS, LMFT  
gianna4@pdx.edu

Miranda Mosier, PhD  
Assistant Professor  
miranda.cunningham@pdx.edu

Derrick Travers, BA  
derrick.j.travers@gmail.com

Nick Winges-Yanez, PhD  
nyanez@pdx.edu

Amy Wirtz, MSW  
awirtz@pdx.edu

Bobby Zaman, MEd  
zaman@pdx.edu

# CYFS Program Mission, Objectives, Learning Outcomes, and Degree Options

## Mission

The Mission of the Child, Youth, 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, Youth, 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 Self Series, and Program Objectives

CYFS major students will use learning experiences from required CYFS Program courses in their Professional Self courses. This series provides students with a foundation in knowledge and information literacy critical to success in our fields. It also offers concrete guidance and skills in professional readiness. Finally, through this series, students develop skill in professional documentation as they link the CYFS curriculum to their achievement of the program learning outcomes.

## Degree Options

The Child, Youth, and Family Studies Program offers a major and a minor. There are both BA and BS degree options for the CYFS major.

# CYFS Program Overview

## Major Requirements (76 total credits)

### Prerequisite

90 credits (junior standing): ED 420 Intro to Education and PSY 311 Human Development **or** PSY 460 Child Psychology **or** equivalent

### CYFS Major Required Courses (60 credits)

- CFS 310 Critical Histories in CYFS: Gender/Race/Class (4)
- CFS 312U Families in Lifecourse Perspective (4)
- CFS 381U Families, Stress, & Change (4)
- CFS 391 Family Theories (4)
- CFS 487 Examining Bias & Belief (4)\*
- CFS 488 Structural Oppression (4)\*
- CFS 489 Activism for Social Change (2)\*
- CFS 492 Families Law & Policy (4)
- CFS 493 Professional Self: Ways of Knowing (2)\*
- CFS 494 Professional Self: Critical Thinking (2)\*
- CFS 495 Professional Self: Identity (2)\*
- CFS 496 Professional Self: Integration (2)\*
- CFS 497 Practicum I (5)
- CFS 498 Practicum II (5)
- HST 343 History of American Families (4)
- SOC 339 Marriage & Intimacy (4) **or**  
SOC 461 Sociology of the Family (4)
- SPED 417 Introduction to Special Education (4) **or**  
SPED 418 Survey of Exceptional Learners (3)

\* Indicates course is a part of a sequence

### CYFS Electives (16 credits)

The CYFS major requires 16 elective credits in addition to the core requirements. Students may fulfill this requirement one of two ways. Students can choose 16 credits from the complete list of CFS elective courses or choose 16 credits of Advisor Approved Electives from one of the content areas that follow.

#### CFS Elective Course list

- CFS 101 Intro to CFS (2)
- CFS 320U ABCs of ECE (4)
- CFS 330U American Families in Film & Television (4)
- CFS 340U Queer Families (4)
- CFS 350U Impact of DV on Children & Families (4)
- CFS 382U Mental & Emotional Disorders (4)
- CFS 385U Working with Diverse Families (4)
- CFS 390U Sex & the Family (4)
- CFS 393U Community Resources & Family Support (4)
- CFS 399 Special Topics (1-4)
- CFS 410 Special Topics (1-4)
- CFS 410 Child Life (4)
- CFS 450 Youth & Youth Work (4)
- CFS 486 Parent & Family Life Education (4)



Advisor Approved Electives (content areas) *Note: courses are 4 credits unless indicated.*

### **Early Childhood**

- CFS 320U The ABCs of Early Childhood Education
- CI 472 Language & Literacy in ECE (3)
- CI 410 Numeracy Development in Young Children (3)
- CI 479 The Young Child as Scientist (3)
- CI 476 Issues & Cultural Diversity in ECE (3)
- CI 477 Learning Designs: Environments in Early Childhood Education (3)
- CI 410 Bilingual Children: Program Models, Assessments, & Classroom Methods (3)

### **Elementary Education**

Required:

- LIB 428 Children's Literature, K-5 (3)
- MATH 211 Foundation of Elementary Mathematics I
- MATH 212 Foundation of Elementary Mathematics II
- MATH 213 Foundation of Elementary Mathematics III

Highly Recommended:

- ART 312 Art in the Elementary School (3)
- CI 432 Computer Applications
- MUS 381 Music Fundamentals (3)

### **Family Life Education**

- CFS 486 Parent & Family Life Education
- CFS 385U Working with Diverse Families
- CFS 390U Sex & the Family
- CFS 393U Community Resources & Family Support

### **Youth Work**

- CFS 450 Youth & Youth Work
- CFS 390U Sex & the Family
- CFS 382U Mental Disorders
- CFS 486 Parent & Family Education
- PSY 461U Psychology of Adolescence and Early Maturity
- ELP 456 The Urban School & "At Risk Status"
- ELP 455 Gender & Education

### **Human Services**

- SW 301U Intro to Social Work
- SW 320U Intro to Child Welfare
- SW 384U Addictions & Recovery
- CFS 340U Queer Families
- CFS 350U Impact of DV on Children & Families
- CFS 382U Mental & Emotional Disorders
- CFS 385U Working with Diverse Families
- CFS 390U Sex & than Family
- CFS 393U Community Resources & Family Support

### **Human Development/Child Life**

- CFS 410 Foundations of Child Life
- PHL 313U Life & Death Issues
- PHL 355U Morality & Health Care
- PSY 459U Infant Development
- PSY 460U Child Psychology
- PSY 461U Psychology of Adolescence and Early Maturity

---

# Child, Youth, & Family Studies Practicum Overview

Education is the most powerful weapon which you can use to change the world. - **Nelson Mandela**

Students are required to do **150 hours** of service to complete their degree within the CYFS program.

The goal of practicum is to have students experience working within a school, organization, or agency that is alignment with the focus of their major.

CYFS Practicum Coordinator will work with students to find a placement and will support you throughout the process.



Child, Youth, & Family Studies students engage in **two practicum courses** towards the end of their undergraduate work with our program.

Each course includes **150** hours of service that include **140 service hours and 10 hours of seminar**.

# Practicum I - CFS 497

The first practicum is CFS 497. This course is the first step towards integrating the content you've learned in class and how it may apply to what you can do in the community.

Address issues that help you define your practice and learn how you want to serve the community.

In order to participate in CFS 497 you must complete CFS 493. It is also recommended that you take CFS 494.



# Practicum II - CFS 498



The second practicum is CFS 498. This course like, CFS 497, has a required seminar along with your 140 service hours.

We meet every other week for 2 hours. These 10 hours are counted in your 150 total for your first and second term.

In this seminar we do career preparation and leadership development trainings.

# How to begin?



- 1) Set up a **meeting** with your advisor and with the Practicum Coordinator to discuss placement options.
- 2) Contact **placement options** within the community BEFORE the term begins. Be sure to **PLAN** before your practicum term begins. It allows you to focus on your work during the term you are registered for.
- 3) Email the Practicum Coordinator your Student ID number in order to **register**. This could happen during the initial meeting as well mentioned above.
- 4) Complete the **practicum paper work**: Practicum Information Form.
- 5) Set up your first day at your practicum site with your site supervisor to develop a **work plan**.
- 6) **Attend all Seminar class times**.

## Site Supervisor Roles and Responsibilities

- Work with the student to complete the Practicum Learning Agreement at the beginning of the term. This will include supporting them in identifying objectives that are site specific and targeted towards the student's goals.
- Provide for an intentional, planned course of work at the field site which will enable the student to gain meaningful experience and meet the CYFS goals and specific learning objectives within the context of high professional standards and ethics. (See learning objective on Site Supervisor link in your email)
- Assure that the student will be accepted and assigned practicum placement and duties without regard to age, ability, national origin, sexual orientation, race, marital status, parental status, religion or gender identity. It is essential that our students are welcomed within their site placements or we will remove them.
- Provide adequate working space, supplies and equipment for the student to perform the tasks assigned. Inform the student of all safety procedures, including procedures to ensure personal safety, if applicable.
- Supervise and assure necessary training for the student in the achievement of the student's goals and specific learning objectives.
- Establish and maintain regular meeting times with the student to provide direction and feedback.
- Keep the CYFS Practicum Seminar Facilitator/s informed of any problems, concerns or issues that may arise while working with the practicum student.
- Review and sign the student's practicum log at the end of the term.
- Complete a Mid-term and final evaluation of the student's performance. This will be shared with each site supervisor online and will be a form to fill out digitally. You are also invited to share any feedback with the practicum coordinator throughout the term.

Contact information is below.

## PSU- CFS Practicum Coordinator Roles and Responsibilities

- Provide information on practicum sites to CYFS students.
- Provide information to potential practicum sites regarding the CYFS program and practicum requirements.
- Advise individual students on obtaining a practicum site placement.
- Oversee the Practicum Student in the development of concise and clearly stated specific learning objectives.
- Facilitate 10 hours of practicum seminar class support during the term.
- Provide assistance to the Practicum Site Supervisor and/or the Practicum Student regarding problems, issues or concerns that may arise during the course of the term.
- Review all required assignments, the student's seminar attendance and participation record, and the Practicum Site Supervisor's evaluation of the student's performance at the field site in order to assign the Practicum Student's grade.

## Child, Youth, & Family Studies Practicum Work Plan

For each CYFS program learning outcome work with your supervisor to create a work plan for your practicum experience. The activity column should include descriptions of work related duties that align with each learning outcome. The timeline and expected outcomes columns are meant to help you plan out when you will get things done and what purpose it will have for the greater mission of the site or program. Support needed should include what support you as a CYFS practicum student will need in order to complete the outlined activity. The responsible column will indicate who holds the highest responsibility for the task being completed.

<b>CYFS Program Learning Outcomes #1</b> Describe the development, roles, and interaction patterns of children, youth, and families within their social systems.					
<b>Activity</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Support Needed</b>	<b>Person/Area Responsible</b>	<b>Comments</b>
<i>Ex: Work with students with different learning abilities</i>	<i>Weekly</i>	<i>Increased student capacity to succeed in the classroom</i>	<i>Support from lead instructor</i>	<i>The teaching team</i>	<i>n/a</i>
<b>CYFS Program Learning Outcomes #2</b> Identify dimensions of diversity in children, youth, and families and recognize oppressive forces that hinder their positive development.					
<b>Activity</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Support Needed</b>	<b>Person/Area Responsible</b>	<b>Comments</b>
<i>Ex: Observe how students with language barriers are treated by instructors</i>	<i>Weekly</i>	<i>Ability to understand how to see interpersonal bias in the work place</i>	<i>Support from my site supervisor to discuss these issues</i>	<i>Me</i>	<i>n/a</i>

<b>CYFS Program Learning Outcomes #3</b> Demonstrate professional standards of ethical conduct. (Consider how this could apply to equity practices in the work place)					
<b>Activity</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Support Needed</b>	<b>Person/Area Responsible</b>	<b>Comments</b>
<i>Ex: Adhere to the professional and cultural standards within my school</i>	<i>Weekly</i>	<i>Understand how to compartmentalize my own personal needs with the needs of the organization/school</i>	<i>Support from my site supervisor to constructively support me in my professional growth</i>	<i>Me</i>	<i>n/a</i>
<b>CYFS Program Learning Outcomes #4</b> Assume the role of change agents regarding issues, policies, & community needs that affect children, youth, and their families.					
<b>Activity</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Support Needed</b>	<b>Person/Area Responsible</b>	<b>Comments</b>
<i>Ex: Intervene when I believe there is an injustice within my workplace</i>	<i>Varies</i>	<i>Strengthen my personal and professional agency</i>	<i>Support from my site supervisor to discuss these issues</i>	<i>Me</i>	<i>n/a</i>

## Professional Documentation and Professional Self Sequence

As a student in the Child, Youth, and Family Studies (CYFS) major, you will learn a professional writing style focused on formal documentation and writing to a structured template. Over a four-course Professional Self sequence, you will use this writing style to document your achievement of the Program Learning Outcomes. This process will help you integrate the knowledge you acquire in CYFS core class material, practicum placements, and CYFS objectives and learning outcomes. In each Professional Self course (CFS 493, 494, 495, and 496), you will learn and refine your skills in accessing and analyzing knowledge, documenting the impact of that knowledge on your practice, and writing professionally for the field. You will also engage in additional professional development activities including writing resumes and cover letters, learning about professional associations, and participating in job and informational interviews.

## CYFS Honors Option

Like many other departments and programs across campus, Child, Youth, 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 CYFS professors;
- Gaining additional insight and skills in critical thinking and writing through their documentation of the final CYFS 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 CYFS Program;
- Have and maintain a 3.5 GPA in CYFS 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 8<sup>th</sup> 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 CYFS faculty member); &
  - 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 CYFS GPA;
- Document your achievement of all CYFS Program LOs in your Professional Self courses, 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 CYFS Administrative Assistant.

Call 503-725-8241, talk to your academic advisor, or email [penners@pdx.edu](mailto:penners@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](http://honors.pdx.edu)

## Minor Requirements

The Child, Youth, 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 minor, 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 CYFS 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, Youth, and Family Studies consists of **26 credits**. Students must take:

### Lower Division (4 credits)

UNST 228 Families in Society Sophomore Inquiry (4)

### CYFS 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 101	Intro to CFS	2
CFS 310	Critical Histories in CYFS: Gender/Race/Class	4
CFS 312U	Families in Lifecourse Perspective	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 381U	Families, Stress, and Change	4
CFS 390U	Sex and the Family	4
CFS 391	Family Theories	4
CFS 393U	Community Resources and Family Support	4
CFS 399	Special Topics	1-4
CFS 410	Special Topics	1-4

CFS 450	Youth and Youth Work	4
CFS 481U	Family Health Issues	4
CFS 486	Parent and Family Education	4
CFS 487	Examining Bias and Belief	4
CFS 488	Structural Oppression	4
CFS 489	Activism for Social Change	2
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 CYFS 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, Youth, and Family Studies is unique among other undergraduate programs at PSU. Our interdisciplinary professional focus, practicum program, professional self series, and documentation experience add depth to your development as a helping professional. They also make regular academic and career advising critical. CYFS 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: Your Major Advisor

If you are a CYFS major, we strongly recommend that you schedule an advising appointment with your CYFS advisor 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.

You will be assigned an advisor shortly after being admitted to the major. If you are unsure about your advisor, feel free to schedule advising appointments with Ben Anderson-Nathe, CYFS Program Director.

### CYFS Minor Advising

Students completing a minor in CYFS should meet with minor advisors Ben Anderson-Nathe, Kim Utschig, 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 CYFS 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 self (CFS 493/494/495/496), social justice courses (487/488/489), 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 CYFS electives and occasionally for required courses. Required courses are typically offered three times each year, but which terms may vary from year to year. Required courses are also available online, but often just once per year. Check with your advisor and plan accordingly.
- **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 CYFS majors should not select the Family and Society cluster. Be sure, as well, that courses you intend to apply toward your UNST requirement are not listed in major requirements and does not have a CFS prefix (if DARS can use courses for your major, they will default there; advisors cannot move them).

Students pursuing the CYFS minor, however, absolutely can overlap their minor courses and UNST junior cluster requirements. The CYFS 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 CYFS elective.

- **Grading Options** - All courses applied to your CYFS major or minor (prereqs, required courses, and elective courses) must be taken for a letter grade and must be passed with a grade of C or better. You may not take a course P/NP and have it count toward a degree (major or minor) in CYFS.

In some CYFS classes (specifically practicum) students often end the term with coursework still incomplete. In these cases, they may receive a grade of IP (in progress) or I (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. Meet with our Practicum coordinator in advance or you may be prevented from registering for CFS 497/498 until the following term. Refer to the Practicum Overview 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 CYFS 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 CYFS 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://cpg.sa.pdx.edu/>

Child, Youth, & Family Studies 2019-2020					
Course Title	Hrs	Summer 19	Fall 19	Winter 20	Spring 20
Intro to Child & Family Studies	2		CFS 101		CFS 101
Critical Histories CYFS: Gender/Race/Class	4		CFS 310	CFS 310	CFS 310
Families in Lifecourse Perspective	4	CFS 312U	CFS 312U	CFS 312U*	CFS 312U
The ABCs of ECE	4			CFS 320U*	
American Families in Film & TV	4	CFS 330U*		CFS 330U*	CFS330U*
Queer Families	4				CFS340U*
Interpersonal Violence Children & Family	4	CFS 350U*	CFS 350U*	CFS350U*	CFS 350*
Families, Stress, & Change	4	CFS 381U	CFS 381U*	CFS 381U	CFS 381U
Mental & Emotional Disorders	4		CFS 382U		CFS 382U*
Working w/Diverse Families	4		CFS 385U*	CFS 385U	
Sex & the Family	4		CFS 390U	CFS 390U	CFS 390U
Family Theories	4		CFS 391	CFS 391	CFS 391*
Community Resources & Family Support	4		CFS 393U*		CFS 393U
Critical Disability: Impact Children and Fams	4		CFS 410*		
Critical Youth Studies	4			CFS 410	
Into to Child Life and the Hospitalized Child	4			CFS 410	
Reproductive Justice	4				CFS 410
Youth Sexual Health	2		CFS 410		
Guiding Behavior: ECE	2				CFS 410
Foster Care to Adoption	1				CFS 410
Youth & Youth Work	4				CFS 450
Parent & Family Education	4				CFS 486*
Examining Bias & Belief	4		CFS 487*	CFS 487	CFS 487
Structural Oppression	4		CFS 488*	CFS 488	CFS 488
Activism for Social Change	2		CFS 489	CFS 489	CFS 489
Families Law and Policy	4		CFS 492	CFS 492	CFS 492*
Professional Self: Ways of Knowing	2		CFS 493*	CFS 493	CFS 493
Professional Self: Critical Thinking	2		CFS 494	CFS 494*	CFS 494
Professional Self: Identity	2	CFS 495*	CFS 495	CFS 495	CFS 495*
Professional Self: Integration	2	CFS 496*	CFS 496	CFS 496	CFS 496
Practicum I	5	CFS 497*	CFS 497*	CFS 497*	CFS 497*
Practicum II	5	CFS 498*	CFS 498*	CFS 498*	CFS 498*

\* Indicates online section available.

Date: \_\_\_\_\_

## Course Planner for CYFS Majors

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Advisor Initials: \_\_\_\_\_

Term/Year:	Term/Year:	Term/Year:	Term/Year:
CFS 493      2			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes:

# CYFS Major Progress Checklist

<b>Total Credits</b>	
<input type="checkbox"/> Total hours required: 180	<input type="checkbox"/> Upper division hours required: 72
<b>University Studies</b>	
<input type="checkbox"/> Freshman Inquiry (15 credits)	<input type="checkbox"/> Sophomore Inquiry (12 credits) 3 course, each from a different cluster
<input type="checkbox"/> Junior Cluster (12 credits) 3 courses from 1 cluster (choose a cluster that is directly linked to 1 or the 3 sophomore inquiry courses taken previously) Cluster: _____	<input type="checkbox"/> Senior Capstone (6 credits)
<b>CYFS Major Requirements</b>	
Prerequisites:	
<input type="checkbox"/> ED 420 Intro to Education (or equivalent)	<input type="checkbox"/> PSY 311 Human Development <b>or</b> PSY 460 Child Psychology (or equivalent)
Required Courses (60 credits):	
<input type="checkbox"/> CFS 310 Crit Hist in CYFS: Gender/Race/Class	<input type="checkbox"/> CFS 495 Professional Self: Identity
<input type="checkbox"/> CFS 312U Families in Lifecourse Perspective	<input type="checkbox"/> CFS 496 Professional Self: Integration
<input type="checkbox"/> CFS 381U Families, Stress, & Change	<input type="checkbox"/> CFS 497 Practicum I
<input type="checkbox"/> CFS 391 Family Theories	<input type="checkbox"/> CFS 498 Practicum II
<input type="checkbox"/> CFS 487 Examining Bias & Belief	<input type="checkbox"/> HST 343 History of American Families
<input type="checkbox"/> CFS 488 Structural Oppression	<input type="checkbox"/> SOC 339 Marriage & Intimacy <b>or</b>
<input type="checkbox"/> CFS 489 Activism for Social Change	<input type="checkbox"/> SOC 461 Sociology of the Family
<input type="checkbox"/> CFS 492 Family, Law, & Policy	<input type="checkbox"/> SPED 417 Intro to Special Education <b>or</b>
<input type="checkbox"/> CFS 493 Professional Self: Ways of Knowing	<input type="checkbox"/> SPED 418 Survey of Exceptional Learners
<input type="checkbox"/> CFS 494 Professional Self: Critical Thinking	
CYFS Electives (16 credits): Choose courses from the CYFS elective list or from a content area.	
_____	_____
_____	_____
<b>Degree Requirements</b>	
<input type="checkbox"/> BA requirements (28 credits) 12 credits in the arts and letters academic distribution area, including a min of 4 credits in the fine and performing arts	<input type="checkbox"/> BS Requirements (28) 12 credits in the science academic distribution area (excluding math/statistics), a min of 8 or the 12 science distribution credits must be with associated lab/field work
<input type="checkbox"/> 12 credits in science &/or social science distribution area with a min of 4 credits in the science academic distribution area	<input type="checkbox"/> 12 credits in arts & letters &/or social sciences distribution area
<input type="checkbox"/> 4 credits in a foreign language numbered 203 or higher	<input type="checkbox"/> 4 credits in math/statistics

## Articulation Agreements

The Child, Youth, and Family Studies Program has articulation or transfer 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, Youth, 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 CYFS major and have completed one of these community college degree programs, you will not have to take some of the required CYFS 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 CYFS students, faculty, and alumni:

- Google Groups is the official means of correspondence between CYFS 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;
- 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 6<sup>th</sup> 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 a formal cap-and gown commencement ceremony each year at the end of spring term. 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. 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 Inclusion Coordinator

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. To learn more about our Equity & Inclusion work, please visit our [Equity & Inclusion](#) webpage.

The Student Inclusion Coordinator 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 Inclusion Coordinator 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.

## CARE Team

Do you know someone who needs help? As a member of the Portland State University community you are in a unique position to identify signs of distress and connect students to supportive services. Our goal is for you to be safe and successful. Housed within the Office of the Dean of Student Life, the [CARE Team](#) was developed to help if you or someone you know is having a difficult time. To learn more about when to contact the CARE Team and what support they provide, please visit their website.

## Name & Pronoun Advocacy

Name and Pronoun advocacy is a vital resource for trans, non-binary, and gender non-conforming students. To share/update your name and pronouns in the classroom, you are welcome to speak to your instructor directly. Alternatively, the Queer Resource Center (QRC) offers advocacy for

students whose name or pronoun is different from what the University may provide to faculty for Classroom Rosters. By filling out the information in the [Name/Pronoun Advocacy Form](#), the QRC Trans Student Resources and Retention Coordinator will email instructors to advise them of your name and pronoun along with a way to contact the QRC if they have further questions.

The QRC is also excited to offer this advanced preferred name option for trans, non-binary, and gender non-conforming students. By meeting with a QRC staff person to complete a simple form, you can update your preferred name on your student ID, in class rosters, and in other campus data systems. Please note that PSU is required to retain your legal name for official academic record in the student information system. For more information or to make an appointment, please call 503-725-9742, or email the [Trans Resources Coordinator](#). To change your name in School of Social Work data systems, please contact the SSW Director of Student Affairs.

### Food Security

The SSW is aware that many students are food insecure. Students can access food items in PSU food pantry in Smith 047A, as well as the informal food sharing pantry in the SSW student kitchen. Additionally, PSU hosts the “Free Food Market” in the Park Blocks on the 2nd Monday of every month at 12pm, rain or shine. The Free Food Market is a partnership between the Committee for Improving Student Food Security and the Oregon Food Bank that brings FREE fresh fruits, vegetables, and other food items to PSU students and the greater PSU community. More information on the PSU Food Pantry, the Free Food Market, food assistance, and other community resources is available at the [Committee for Improving Student Food Security website](#).

### SSW Student Emergency Fund

The SSW also provides assistance through the Student Emergency Fund. Students may access gift cards to local grocery stores and gas stations by contacting the Student Inclusion Coordinator. This Fund is open to all students across the school. This Fund is dependent entirely on generous donations made by SSW Faculty & Staff. Therefore, the size of the gift is dependent on the amount of money the SSW is able to raise.

### Students of Color Collective

The Students of Color Collective (SOCC) is a peer-led student group for CYFS, BSW, MSW, and PhD students who identify as black, indigenous, mixed race and/or 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 weekly 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.

### Social Work Student Association (SWSA)

The Social Work Student Association (SWSA) is open to all students and alumni of Portland State University, with a focus on students exploring the field of social work. The association's goals are

to gain experience in social work settings, engage in volunteer opportunities, and create a space for community building.

## 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 CYFS 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 CYFS 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 CYFS 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 <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>. Student violations of the NASW Code of Ethics are covered by the School's Policy on Unsatisfactory Student Performance on page 25. 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, Youth, 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, Youth, 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 CYFS core courses.

## Length of Time in the Program

Students are generally admitted into the CYFS 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 CYFS minor at any point, it is recommended that students interested in the minor meet with a minor advisor early on to plan coursework.

## 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 encouraged 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.

#### Notes:

##### Performance Review Process

If the student is registered with the Disability Resource Center (DRC) and has accommodations that may be applicable to the Performance Review process, the student should contact the DRC to discuss desired accommodations for the performance review process. The DRC will then contact

the appropriate representative of the SSW Student Affairs Committee Chair so that reasonable accommodations can be determined through a collaborative effort between the DRC, the School of Social Work, and the student. Students can contact the DRC at 503 725-4150.

If a student is registered with the DRC, a representative from the DRC will attend the Performance Review to provide insight regarding University policy and procedure. The SSW should inform the DRC of the upcoming meeting and a representative from the DRC will attend the meeting.

## 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:**

Goal/Outcome	Action to be taken	Person/s Responsible for action	Timeline (e.g., frequency; by date)	Person/s responsible for assessing outcome	Assessment (IP, NP, A)**

\* 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 <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>. Students in the Child, Youth, 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 Student Code of Conduct (see <https://www.pdx.edu/dos/psu-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>. 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 <https://www.pdx.edu/dos/psu-student-code-conduct>) 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

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

Davis, B.G. (1993). *Tools for teaching: Preventing academic dishonesty*. San Francisco: Jossey-Bass Publishers.

Forsyth, D. R. (2003). *The professor's guide to teaching: Psychological principles and practices*. Washington, DC: American Psychological Association.

National Association of Social Workers [NASW] (1996). *National Association of Social Workers code of ethics*. Washington DC: NASW Press.

National Association of Social Workers (n. d.). National Association of Social Workers research web page. Retrieved from <https://www.socialworkers.org/newhomepage>.

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>.

Whitley, B. E., & Keith-Spiegel, P. (2002). *Academic dishonesty: An educator's guide*. Mahwah, NJ: Lawrence Erlbaum Associates, Publishers.

## 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 CYFS 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 CYFS 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 CYFS 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 CYFS 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 CYFS 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 CYFS Program Committee will send a written notice of the grievance and intention to hold a hearing to the CYFS Program Director. The hearing before the CYFS Program Committee will be arranged by the CYFS Program Chairperson(s) and chaired the CYFS Program Director. In the anticipated absence of any member, or if any member is a principal in the matter, the CYFS 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. Both parties will have access to all written materials used. Immediately after the hearing, the Committee will convene to decide upon a recommended course of action. The CYFS 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 CYFS Program Director.

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 CYFS 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 to 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 CYFS 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.

Citation from: Singer, J.B. (2014) “From the Editor-The Medium is the Message: Integrating Social Media and Social Work Education.” *Journal of Social Work Education*, 5(3), 387-390.

Prepared by Laura Nissen, Katie Cagle, Ericka Kimball, Charlotte Goodluck and Wende Garrison. Finalized 11.21.2014

## Appendix A

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

These Ethical 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 confidentiality 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 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 scientist 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