UCONN SCHOOL OF SOCIAL WORK ORIENTATION AND WELCOME FOR NEW ADJUNCT INSTRUCTORS FALL 2024

Agenda

- Welcome & Introductions
- UConn SSW's Commitment to Reflective and Engaged Teaching
- General Information – Getting Started / Campus Information
- MSW & BSW Programs – Overview
- SSW Supports / Key Points of Contact
- Preparing for the Semester
- Student Admin & HuskyCT
- Teaching/Additional Resources

Welcome!

Introductions

Rachel Schwartz – MSW Program Director

Paula Nieman – BSW Program Director

Milagros Marrero-Johnson – Senior Director of Strategic Initiatives and Community Engagement

Chelsea Lebron – Educational Program Assistant

UConn SSW Mission

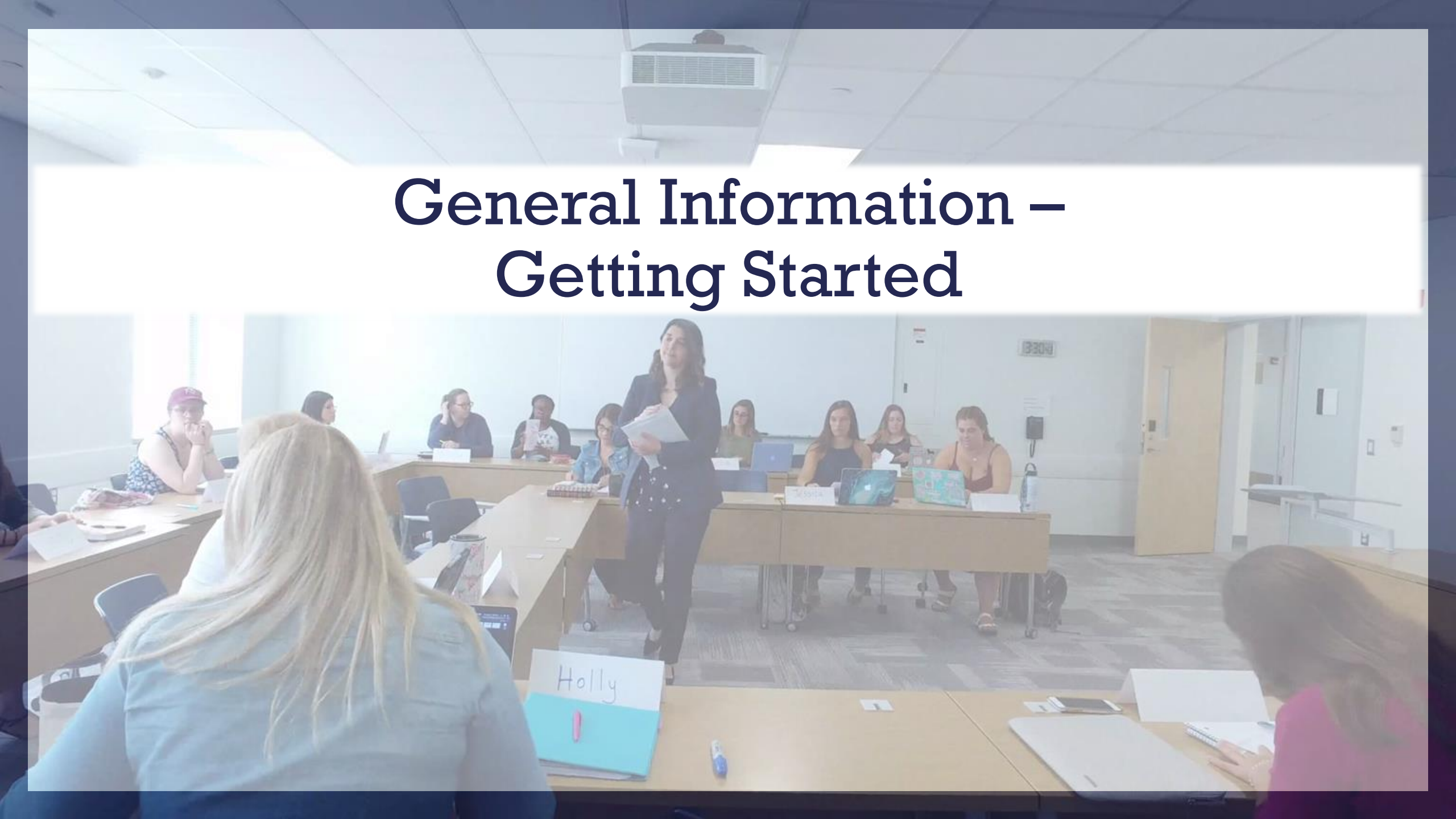
Our Mission

- Our mission is rooted in a passion for and commitment to social, racial, and economic justice and the improvement of human well-being, both locally and globally. Through our bachelor's, master's, and doctoral degree programs, we strive to prepare the next generation of micro and macro social work practitioners and scholars through excellence in teaching and learning both in the classroom and through innovative field and research experiences. Our faculty is committed to the generation and wide dissemination of cutting edge and impactful knowledge, informed by social justice and anti-oppressive lenses, through traditional and innovative research methodologies.

UConn SSW's Commitment to Student-Centered Teaching and Learning

- The School of Social Work is an inclusive, equitable community that provides life transformative learning opportunities, ensuring access and success for all students. Our curriculum prepares BSW, MSW and PhD students to contribute to the social work profession at micro, mezzo, and macro levels, fostering a lifelong commitment to anti-oppression and social justice.
- Goal 1: Prepare BSW, MSW, and PhD students for anti-oppressive practice at macro, mezzo, and micro levels, grounded in the values and ethics of the profession.
- Goal 2: Ensure access to underrepresented groups and others by increasing flexibility of SSW course offerings, field offerings and guidelines, and degree options.
- Goal 3: Support the learning of all students in our programs, including students from underrepresented groups, ensuring that students have the access, resources, and supports to take full advantage of their educational experience (including coursework, field, and extracurricular activities).

General Information – Getting Started



Getting Set Up

Campus Information

- Mailboxes – 1st floor of SSW in Room 103 – Entry Code **2018**
- Adjunct Office – SSW Room 217
- Parking
  - CT Science Center (permit), Convention Center (permit), or Street Parking (metered)
- Hartford Times Building (10 Prospect)
- UConn Library at Hartford Public Library
- ID (Husky One Card) – HTB Room 106 (Student Services)
  - 959-200-3743
  - Mon – Fri: 8:30am – 4:30pm or by appointment
  - Request online & have it mailed to you

Getting Set Up – Form I-9

Form I-9: Employment Eligibility Verification

- All new adjuncts will need to complete an I-9 form.
- Please contact Iris Strong (Iris.Strong@uconn.edu) to complete your I-9 if you have not already done so.
- The I-9 is required and used to confirm employment eligibility in the U.S. It can be found at https://www.uscis.gov/i-9
- Page 1 must be completed by your start date.

Getting Set Up - Continued

Technology/ Systems

- NetID vs. PeopleSoft
  - Your NetID is the primary login for university services, including library access, HuskyCT access, and email access. Your NetID can be found at: https://netid.uconn.edu/ and must be activated with a new password for use.
  - UConn PeopleSoft ID: Your UConn ID number (often called your PeopleSoft number) is a seven-digit number specifically assigned to you. This number is used in the Student Admin system: https://studentadmin.uconn.edu/ and can be found on your UConn ID card.
- Please use your UConn email address and check it regularly. Your UConn email can be accessed here: https://email.uconn.edu/

First Paycheck and Direct Deposit

Payroll Information	
▪ Paychecks are issued **bi-weekly** ▪ Your paychecks will be mailed to you until you set up direct deposit ▪ Payroll Helpdesk: https://payroll.uconn.edu/payroll-help-desk/	➢ Direct deposit is available in https://ess.uconn.edu/ (Core-CT) after your start date ➢ Link to 2024 Payroll Calendar: https://ugradresearch.media.uconn.edu/wp-content/uploads/sites/323/2024/05/2024-Payroll-Calendar.pdf

MSW and BSW Programs

Master of Social Work (MSW) Program

On Campus:	100% Online
▪ Students have opportunity to take some online courses as well) ▪ 2-year, 3-year and 4-year options; Advanced Standing ▪ **Concentrations include**: Individuals, Groups and Families; Policy Practice and Community Organizing ▪ **Specialized programs** – Connecticut ¡Adelante!, Scholars in Aging, School Social Work, DCF Cohort Program	▪ Starting Fall 2024 ▪ 3-year/PT program with students taking 1 synchronous online and 1 asynchronous online course each semester; do not start practicum until Year 2 ▪ Individuals, Groups and Families concentration

MSW Student Handbook - https://socialwork.uconn.edu/msw-students/

Bachelor of Social Work (BSW)

BSW Program

- Prepares students for entry-level generalist practice AND for advanced standing MSW study
- In-person, cohort model (25 students/class) completed in students' junior and senior undergraduate years
- Curriculum is similar to MSW foundation year, and includes 406 hour practicum
- BSW Student Handbook - https://socialwork.uconn.edu/bsw-students-2/

Who's Who

Who's Who & Key Offices at SSW	Student Supports
▪ **Social Work Faculty and Staff** - https://socialwork.uconn.edu/our-faculty-and-staff/ ▪ **Practicum Education** – https://socialwork.uconn.edu/bachelors-social-work/bsw-field-education/ ▪ **UConn Hartford ITS**: https://hits.hartford.uconn.edu/ (located in the School of Social Work Building, Lower Level | Room G02)	▪ **Office of Student Academic Services** (OSAS): https://socialwork.uconn.edu/current-students/ ▪ **Center for Students with Disabilities** - https://csd.uconn.edu/ ▪ **Title IX / Supports for Pregnant and Parenting Students** - https://equity.uconn.edu/pregnant-and-parenting-resources/ ▪ **UConn Hartford Mental Health Resource Center** - https://mhrc.hartford.uconn.edu/ ▪ **The Writing Center at UConn Hartford** - https://wcenter.hartford.uconn.edu/

Role of Faculty Advisors

Faculty Advisors -

To find out who a student's advisor is, contact Chelsea Lebron or the Program Director (Rachel Schwartz for MSW students; Paula Nieman for BSW students)

- Faculty Advisors Have Two Primary Roles: Both Academic and Practicum
- Every matriculated student (both in practicum and not in practicum) is assigned an advisor at the beginning of the school year
- **The Faculty Advisor**:
  - oversees the student's academic and practicum performance for the year
  - Works with students and instructors and possibly administration when there are challenges or difficulties
  - Supports students in their professional development/career/graduate school decision-making

Role of Faculty Advisors – Cont.

When should I contact the Faculty Advisor?

- Frequent Absence, Repeated lateness
- Late Papers or frequent requests for extensions
- Lack of communication (e.g., no response to emails) and/or other unprofessional behavior
- Health or mental health concerns and/or disclosure of difficulty related to basic needs (housing, food, etc.)
- Email the advisor early on when situation arises. If no response or if problems continue, email the appropriate Program Director
- Educational/Performance Review Committee & Consultations and Reviews

Getting Ready for the Semester

Academic Calendar / Important Dates

Fall 2024

- https://registrar.uconn.edu/academic-calendar/
- Fall 2024 semester classes begin August 26 and end December 6
  - Monday classes – August 26 – December 2
  - Tuesday classes – August 27 – December 3
  - Wednesday classes – August 28 – December 4
  - Thursday classes – August 29 – December 5
  - Friday classes – August 30 – December 6
  - Asynchronous online classes – weekly modules usually run Mon-Sun or Tues-Mon, students will have access on Aug 26
- Thanksgiving break – week of November 25 (no classes)
- Final semester grades to be posted by December 18 at 4pm
- Add/drop - last day to add is September 9; last day to Withdraw is November 11

Preparing for the Start of Classes

Semester Prep

- Review emails and information sent from Chelsea Lebron and also from your course lead
  - Requesting your desk copy of required textbook
- Updating / personalizing your syllabus
  - Contact info, office hours, updating boilerplate language
  - Adding in due dates, class schedule
  - Course policies – expectations for participation, late work policies
- Requesting / setting up your HuskyCT course site
  - Integrating WebEx for online courses
  - Adding assignment due dates, opening modules, gradebook
  - Attending trainings to become familiar with course technology
- Send a welcome email to your students

The Council on Social Work Education (CSWE) Assessment

Educational Policy and Accreditation Standards – 2015 Competencies:

- **Competency 1**: Demonstrate Ethical and Professional Behavior
- **Competency 2**: Engage Diversity and Difference in Practice
- **Competency 3**: Advance Human Rights and Social, Economic, and Environmental Justice
- **Competency 4**: Engage In Practice-informed Research and Research-informed Practice
- **Competency 5**: Engage in Policy Practice Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- **Competency 7**: Assess Individuals, Families, Groups, Organizations, and Communities
- **Competency 8**: Intervene with Individuals, Families, Groups, Organizations, and Communities
- **Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

(CSWE) Assessment Continued

CSWE EPAS Sheets

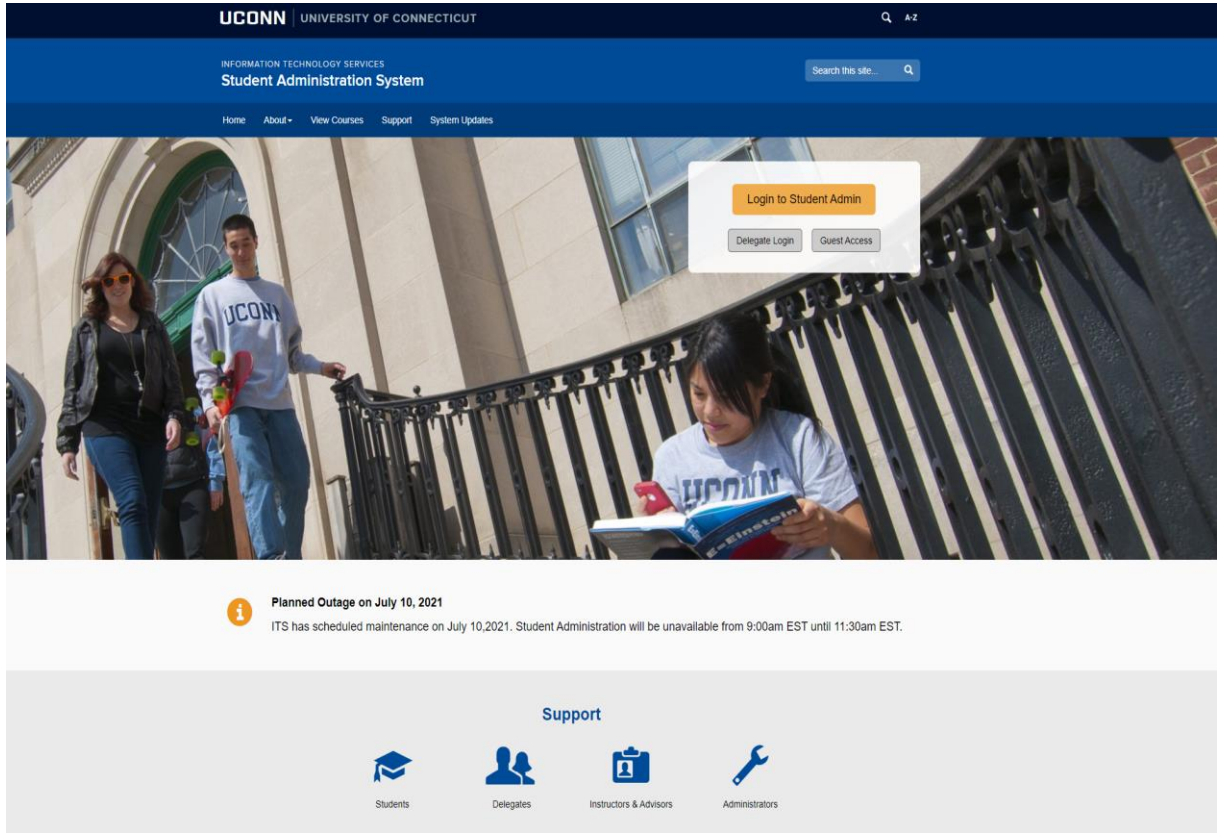
- All instructors are required to participate in the CSWE Assessment process, this is an important part of our accreditation process
- **If you are teaching a non-elective course, you are required to complete an EPAS sheet at the end of the semester.** Instructions will be provided – please monitor your UConn email address throughout the semester. These sheets will be sent out by Chelsea Lebron a week or so before final grades are due.

Brief Student Admin & HuskyCT Overview

Student Administration System

StudentAdmin

- The PeopleSoft Student Administration (Student Admin) system is a collection of interactive course and enrollment information and tools, which students will use starting with the admissions stage and continuing through graduation. A main feature of the system is the online registration tool, which enables students and their advisors to plan and enroll in classes.



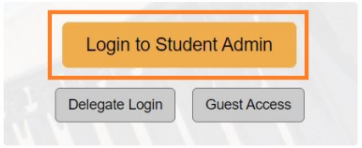
Instructors and Advisors Support

Logging Into & Out of Student Admin

Logging Into the Student Administration System

To log into the Student Administration System as an instructor or advisor,

1. Navigate to the Student Administration System homepage.
2. Click the **LOGIN** button. The NetID Single Sign-On page will display.



3. Enter your alpha-numeric **NetID** and **NetID password**.
4. Click the **Login** button. You can click the **Need Help?** link for assistance.
5. You are now logged into the Student Administration System.

Instructor Login View

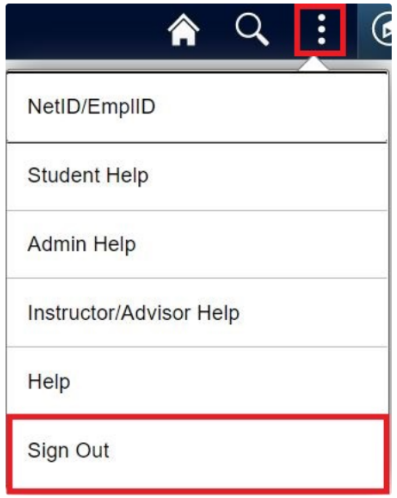
Be sure to save to your favorites

[Home | Student Administration System (uconn.edu)]

Logging Out of the Student Administration System

To log out of the Student Administration System,

1. Click the **Actions list** icon in the upper right-hand corner of the screen.
2. Click the **Sign Out** tab.



3. The **NetID Single Sign-On** Logout successful message will display.

Setting common favorites – my schedule, class roster & Grade roster

Setting Favorites

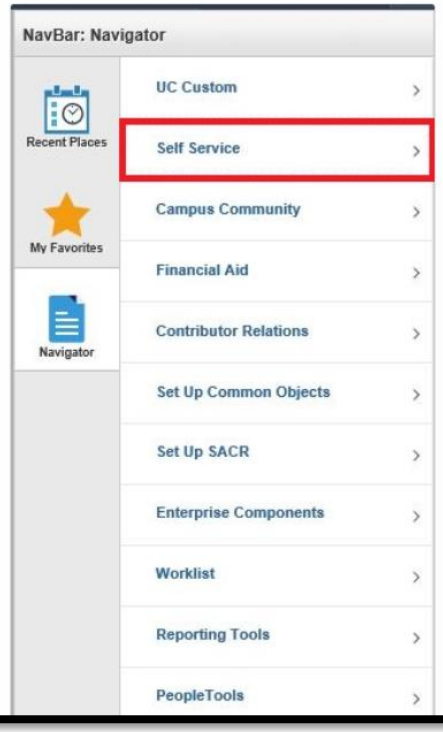
Instructors and advisors can add frequently-visited pages as favorites in the Student Administration System.

To set your favorites as an instructor or advisor,

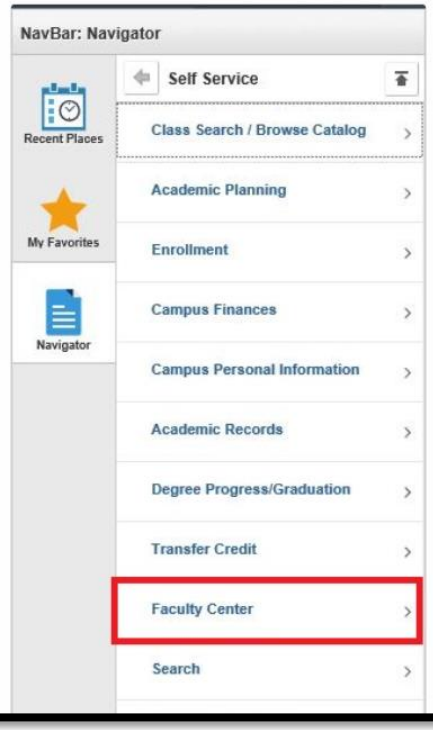
1. Log in to the Student Administration System.
2. Click the **NavBar** icon in the top right-hand corner.

3. Click the **Navigator** button from the menu.

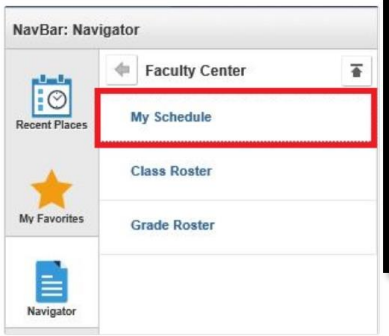
4. Click the **Self Service** tab.



5. Click the **Faculty Center** tab.



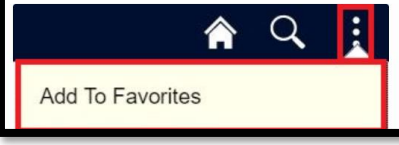
6. Click the **My Schedule** tab.



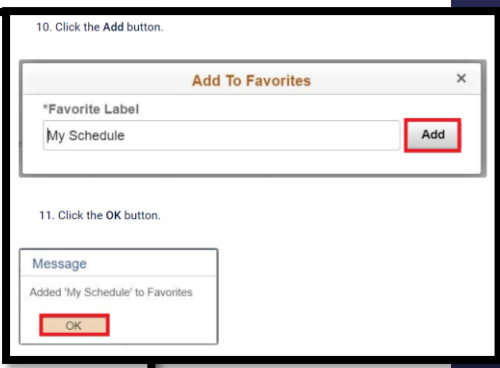
7. The **Faculty Schedule** will display within the browser for the current term.

8. Click the **Actions list** icon in the upper right-hand corner of the screen.

9. Click the **Add to the Favorites** tab.

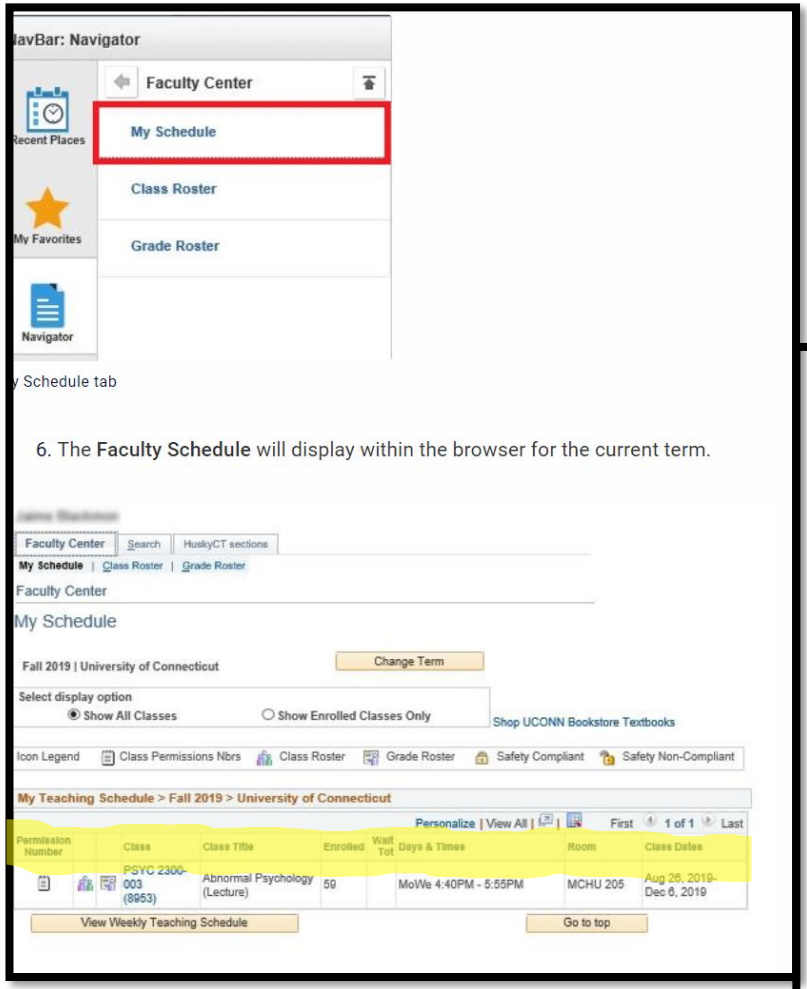


10. Click the **Add** button.



Viewing Class Schedule

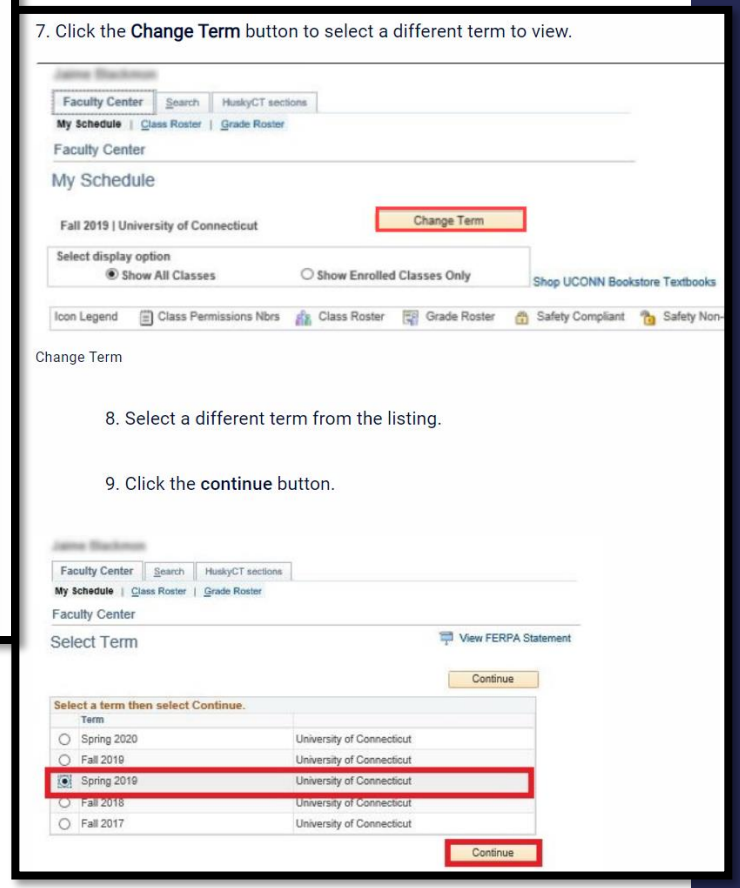
- Since you will have saved My schedule as a favorite, there will be less steps when you view your schedule.
- Please note the highlighted indicates:
  - Permission number
  - class
  - title
  - # of students enrolled
  - days & times class meets
  - room number
  - semester dates



y Schedule tab

6. The **Faculty Schedule** will display within the browser for the current term.

7. Click the **Change Term** button to select a different term to view.



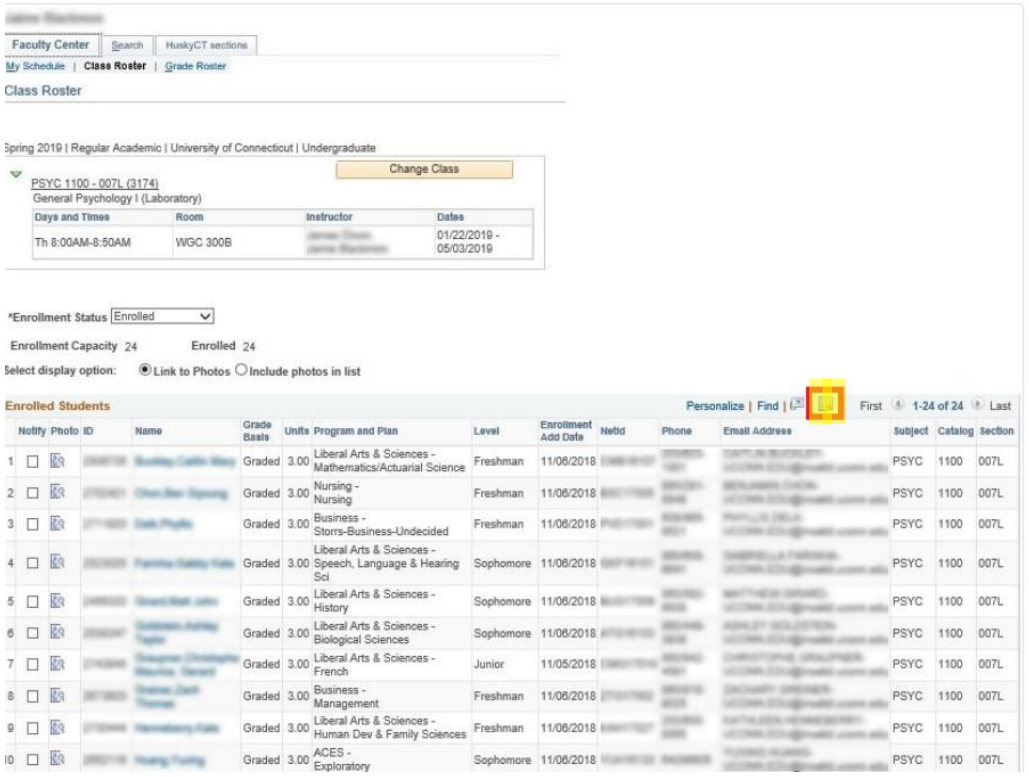
Change Term

8. Select a different term from the listing.

9. Click the **continue** button.

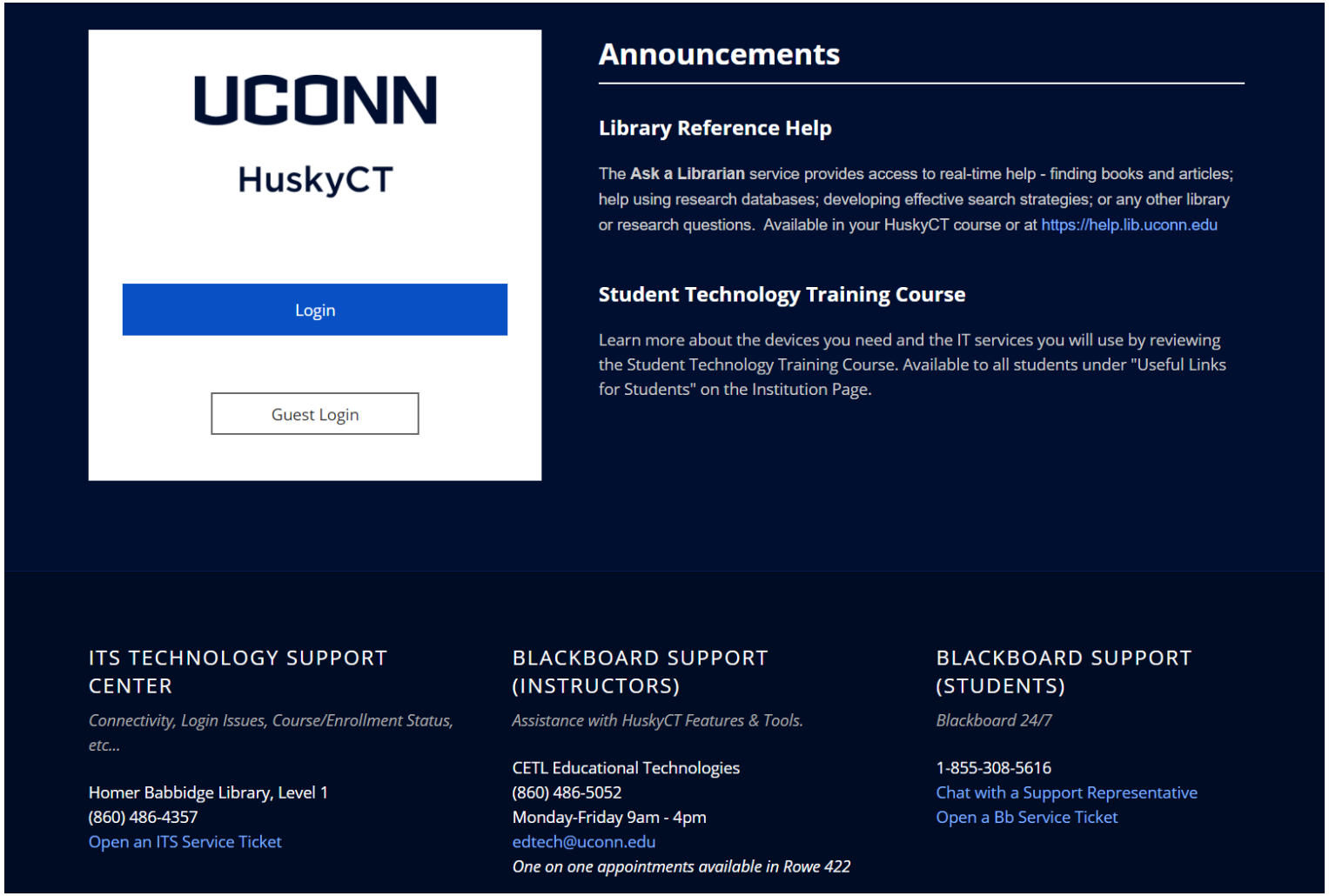
Downloading Class Roster

1) Log into Student Admin
2) Go to your Favorites bar and select Class roster
3) Ensure you are in the correct term
4) Click the grid icon located to the right of Find (see highlighted).
5) The roster will download as an Excel document in Chrome.



Please ensure any pop-up blockers are disabled in your browser to avoid download issues. If you are using a web browser that is having difficulty downloading the roster, please contact ITS directly at 860-486-4357 or via email at: techsupport@uconn.edu.

HuskyCT



[Blackboard Learn (uconn.edu)]

HuskyCT is UConn's name for the Blackboard learning management system used. HuskyCT sites are used for face-to-face classes and fully online classes.

The use of HuskyCT is so widespread that students expect to see a HuskyCT site for each class they are taking and are worried when they don't.

Most common uses of HuskyCT:

- send announcements
- post content and
- post grades

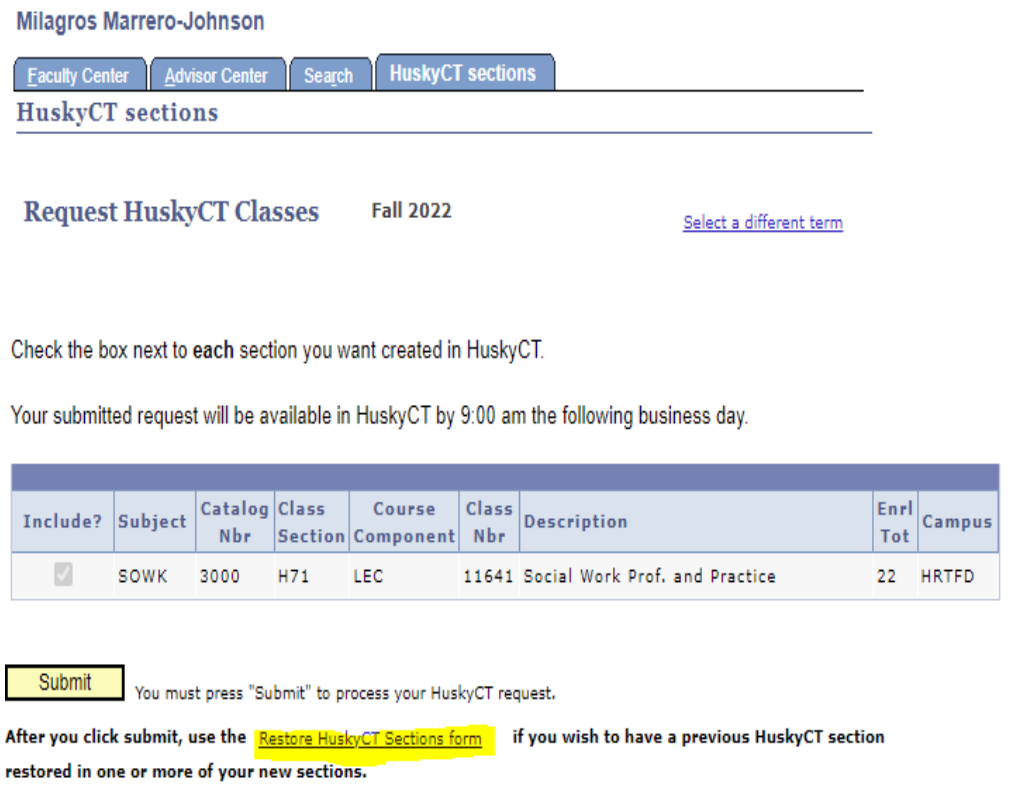
Instructors also use HuskyCT for

- online submission of assignments, discussions, and quizzes.

HuskyCT Course Request

HuskyCT

1. Log into Student Admin
2. Go to My Schedule
3. Click on HuskyCT sections (top right tab)
4. Click on course
5. Hit submit
6. You will be notified by email when your HuskyCT site is available (usually one business day)



Milagros Marrero-Johnson

Faculty Center | Advisor Center | Search | HuskyCT sections

HuskyCT sections

Request HuskyCT Classes Fall 2022 Select a different term

Check the box next to **each** section you want created in HuskyCT.

Your submitted request will be available in HuskyCT by 9:00 am the following business day.

Include?	Subject	Catalog Nbr	Class Section	Course Component	Class Nbr	Description	Enrl Tot	Campus
☑	SOWK	3000	H71	LEC	11641	Social Work Prof. and Practice	22	HRTFD

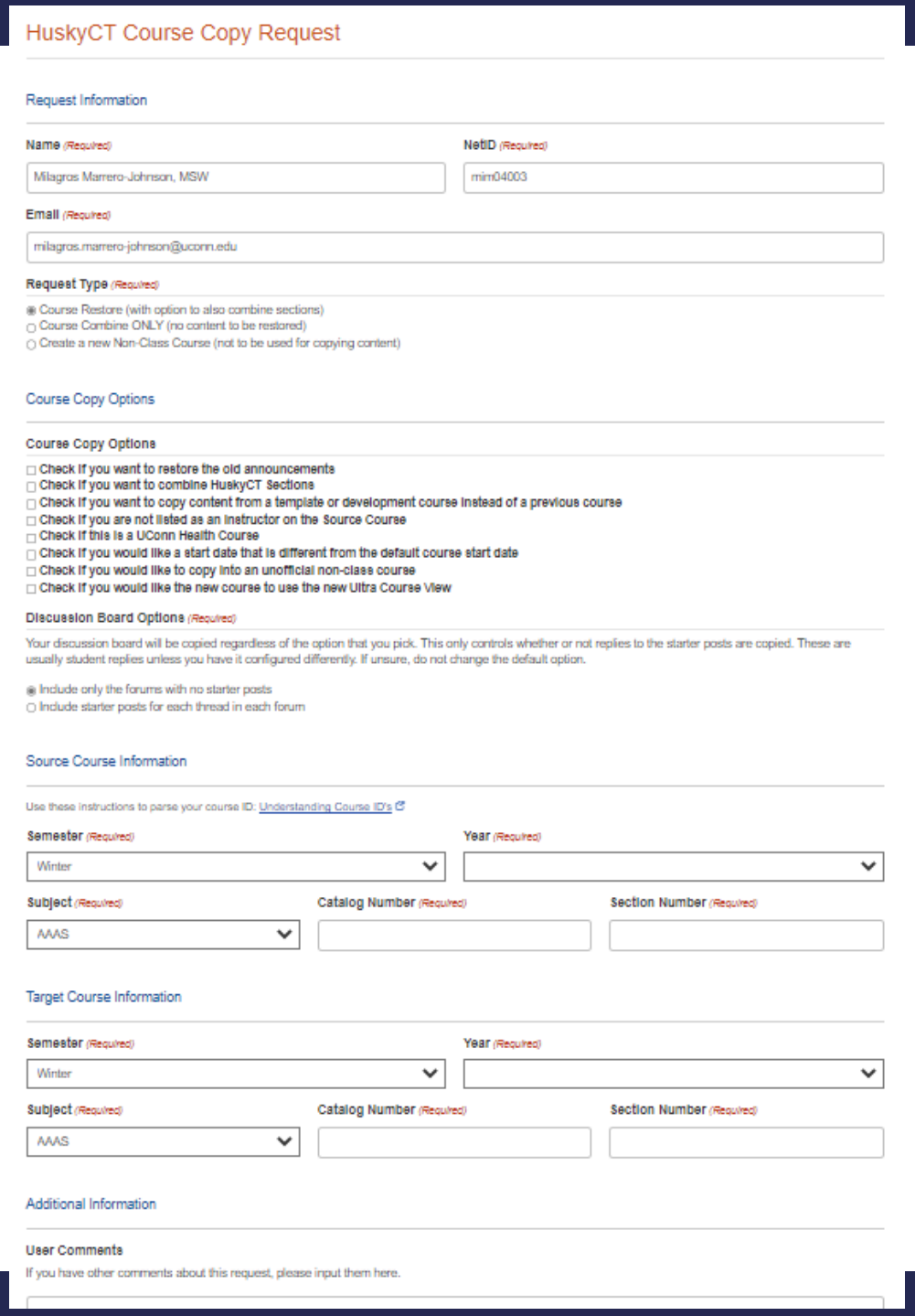
Submit You must press "Submit" to process your HuskyCT request.

After you click submit, use the Restore HuskyCT Sections form if you wish to have a previous HuskyCT section restored in one or more of your new sections.

Restore HuskyCT Sections Form

Restore HuskyCT Sections

1. You will then see this form when you click on Restore HuskyCT Sections
2. Please complete the form thoroughly
3. You will need the source course information if you will request copy content from a template or development course
4. Hit submit at bottom of the form



HuskyCT Course Copy Request

Request Information

Name (Required) Milagros Marrero-Johnson, MSW

NetID (Required) mim04003

Email (Required) milagros.marrero-johnson@uconn.edu

Request Type (Required)

- ◉ Course Restore (with option to also combine sections)
- ○ Course Combine ONLY (no content to be restored)
- ○ Create a new Non-Class Course (not to be used for copying content)

Course Copy Options

Course Copy Options

- ☐ Check if you want to restore the old announcements
- ☐ Check if you want to combine HuskyCT Sections
- ☐ Check if you want to copy content from a template or development course instead of a previous course
- ☐ Check if you are not listed as an Instructor on the Source Course
- ☐ Check if this is a UConn Health Course
- ☐ Check if you would like a start date that is different from the default course start date
- ☐ Check if you would like to copy into an unofficial non-class course
- ☐ Check if you would like the new course to use the new Ultra Course View

Discussion Board Options (Required)

Your discussion board will be copied regardless of the option that you pick. This only controls whether or not replies to the starter posts are copied. These are usually student replies unless you have it configured differently. If unsure, do not change the default option.

- ◉ Include only the forums with no starter posts
- ○ Include starter posts for each thread in each forum

Source Course Information

Use these instructions to parse your course ID: Understanding Course ID's

Semester (Required) Winter

Year (Required)

Subject (Required) AAAS

Catalog Number (Required)

Section Number (Required)

Target Course Information

Semester (Required) Winter

Year (Required)

Subject (Required) AAAS

Catalog Number (Required)

Section Number (Required)

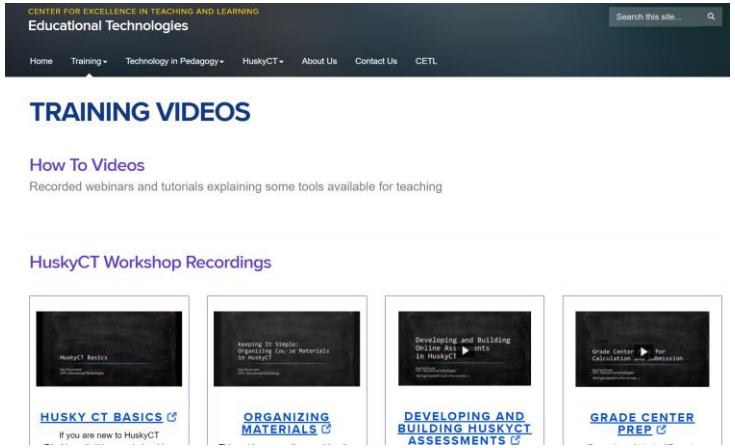
Additional Information

User Comments

If you have other comments about this request, please input them here.

HuskyCT Support

Training workshops - FINS (uconn.edu)



Training videos - Training videos | Educational Technologies (uconn.edu)

Consultation and Inquiry Request - Consultation and inquiry request | Educational Technologies (uconn.edu)

Teaching/Additional Resources

Resources
• Pedagogy workshops at SSW • Center for Excellence in Teaching and Learning (CETL) - https://cetl.uconn.edu/ • Questions about course content/assignments - Course lead / other instructors teaching your course • Classroom management – reach out to the relevant program director • Adjunct Faculty Webpage: https://socialwork.uconn.edu/info-faculty-staff/ • Adjunct Faculty Resource Guide and New Hire Flier (see email from Chelsea!) • Adjunct Faculty Resource Center in HuskyCT

Contact Information

Please reach out with any questions!

Chelsea Lebron, Educational Program Assistant
Email: Chelsea.lebron@uconn.edu
Phone: 959-200-3649

Paula Nieman, BSW Program Director
Email: Paula.nieman@uconn.edu
Phone: 959-200-3659

Rachel Schwartz, MSW Program Director
Email: Rachel.schwartz@uconn.edu
Phone: 959-200-3635; 732-713-0073 (cell)

Questions?