



Almost Everything you ever wanted to know about teaching at Smith

Summer 2009

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Summer Teaching Calendar 2009

May 28	Campus Dormitories open 1:00 p.m.
May 29	Central Check-In for all Entering and Non-Cleared Students. Orientation for Entering Students.
May 29	Faculty teaching packets available in Lilly Hall mailboxes: Roster, handouts for class and other information.
May31	Opening Convocation 4:15 - 5:15 p.m. and all-campus BBQ, Cutter/Ziskind courtyard 5:30 p.m. Faculty attendance is encouraged.
June 1-July 2	Term 1
June 4	Term 1 add/drop deadline (4:00 p.m.); start of Term 2 add/drop period.
June 8	Final Term 1 rosters available
June 9	Adjunct and Resident Faculty gathering and dinner – 5:00 - 7:00 p.m., Cutter Living Room
June 15	Anti-Racism Symposium, Weinstein Auditorium – 7:30 p.m. Mandatory for 1 st year students; all other community members are encouraged to attend.
June 26, noon	Master’s student thesis deadline
June 26-July 2	Term 1 BannerWeb course evaluations (note new policy in M.S.W. Handbook, 200.7C)
June 30	Thesis Breakfast
July 3	Independence Day observed – no classes, Smith offices closed (no make-up sessions)
July 2	Deadline for ordering Commencement regalia from bookstore
July 3-12	Midterm break
July 6	Term 1 grades due (4:00 p.m. There is a five day grace period if grading 40 or more students)
July 10	Term 1 online narrative evaluations due (4:00 p.m.)
July 13-August 14	Term 2
July 15	Adjunct and Resident Faculty gathering and dinner – 5:00 - 7:00 p.m., Cutter Living Room
July 16	Term 2 add/drop deadline (4:00 p.m.)
July 17-18	Supervisor’s Annual Conference
July 20	Final term 2 rosters available
August 5-15	Term 2 BannerWeb course evaluations (note new policy in M.S.W. Handbook, 200.7C)
August 10	Term 2 grade sheets for graduating class due (4:00 p.m.)
August 13	Full time faculty vote on degree candidates
August 14	Commencement, Indoor Track and Tennis facility, 4:00 p.m. Faculty line up for marching 3:30 p.m., Ainsworth main floor classroom.
August 17	Non-Graduates’ Term 2 grade sheets due 4:00 p.m.
August 21	All Term 2 online narrative evaluations due (five day grace period if grading more than 40 students)

Arriving and Staying at Smith

Getting to Campus: http://www.smith.edu/about_visit_directions.php

You may purchase a summer parking decal to park on campus at Public Safety, located in Tilly Hall (30 Henshaw Avenue). It will be valid for the entire summer. The cost is \$5.00 and the decal can be purchased Monday through Friday between 7:00 a.m. and 3:00 p.m. This decal will allow you to park in white lined spaces on campus.

Arriving Monday through Friday, 8:00 a.m. – 4:00 p.m.: On the Friday preceding each term, we will distribute course and information packets to faculty mailboxes in Lilly Hall. Course packets will contain rosters. We will no longer provide copies of syllabi for in-class distribution. Information packets will contain practical materials to help you navigate School policies and avenues of communication; gain access to computing systems, library, cafeteria and gymnasium; and find the resources you need in this fast-paced learning community. *Be sure to pick up your mail before your first class.*

ID Cards: You must have a OneCard ID to use both the library and gymnasium and to eat in the dining room. If you already have a OneCard ID you may continue to use it as long as you are teaching at Smith. If you do not have a OneCard ID, send us a passport type, color picture via email attachment or U.S. mail by May 15th, and we will have an ID card made in advance of your arrival. Alternatively, you may have one made on campus after May 15th at the OneCard office, 22 Stoddard Hall. Drop-in hours for new or replacement ID cards are: Tuesday - Friday, 1:30 - 3:30 p.m. If these times are not convenient, you may call ahead, (413) 585-3082, to schedule an appointment. Note: There is a \$20.00 charge for replacement ID cards.

Late Arrivals: Lilly Hall offices are open from 8:00 a.m. to 4:00 p.m., Monday through Friday. If you are going to arrive after 4:00 p.m. or during the weekend, please call or email the Office of Academic Support Services at (413) 585-7989, sswoas@smith.edu, to make arrangements to pick up your teaching and information packets at the Office of Public Safety (Tilly Hall, 30 Henshaw Avenue). Similarly, if your teaching hours fall outside of the normal work day, please call us to discuss the best way to handle your mail.

On-Campus Housing for Faculty

(see campus map: www.smith.edu/map/)

Keys: Faculty teaching Term 1 and living on-campus may pick up your keys at Hubbard House on Thursday, May 28 (1:00 – 4:00 p.m.); on Friday, May 29 (9:00 a.m. - 3:30 p.m.); and beginning on Monday, June 1, from Michele Bala, Housing Coordinator, Lilly Hall Rm. 111. Keys to faculty housing will be left at Public Safety each evening after 4:00 p.m. and over the weekend. You will be asked for a \$15.00 deposit for each key (total \$30 for those living on-campus), to be refunded to you when you return your keys at the end of the program. Faculty teaching Term 1 only must vacate their rooms by Tuesday July 7. Faculty teaching Term 2 only can move into their rooms starting Friday, July 10, and may pick up their keys from the Housing Coordinator in Lilly Hall, Rm. 111 between the hours of 9:00 a.m. and 4:00 p.m., and from Public Safety after 4:00 p.m. and on the weekend. Term 2 faculty must vacate their rooms no later than 12:00 p.m. on Saturday, August 15.

Those faculty members living off-campus and wishing to eat in Cutter/Ziskind dining room may use their OneCard for access to that building.

Faculty Houses: Most faculty will be housed in Haven House, located on Elm Street next to the Campus Center. Faculty dorm rooms are equipped with a bed, bureau, desk, chair, linens, towels, fan, and daily housekeeping services. Although faculty who live in any of the faculty houses may want to have an occasional meeting there, please do not convene classes or large groups of students for meetings in Haven House. Please contact the designated Head Resident Cole Hooley (x6889) regarding any housing issue such as plumbing problems, inappropriate noise, etc., and he will be responsible for contacting the appropriate College service department.

Some faculty will also be housed in suites in the following student dorms: Northrop, Gillett, Duckett, and Chase. All meals will be served at Cutter/Ziskind dining room.

Please note:

- **NO CHILDREN** are allowed to reside in the dorms.
- Guests and family members are **NOT** allowed to reside on-campus unless the faculty member is staying in the assigned room at the same time.
- **ALL** spouses/partners/guests who wish to join you in Cutter-Ziskind dining room for a meal **MUST** pay for that meal.

Extra or Occasional Nights on Campus: Faculty who have not signed up for housing and wish to request overnight accommodation, or who need overnight accommodations for a visiting lecturer, must contact Michele Bala at (413) 585-7979.

Please, No Smoking and No Pets: Pets are not allowed in any living areas except in cases where disability requires the presence of a service animal. Smoking is not allowed in any College housing.

Dormitory Telephones and Long Distance Calling: Only on-campus and local dialing are available from campus houses. *You must have a cell phone or pre-paid calling card in order to place long distance calls.*


Meals: Meals are served in Cutter/Ziskind dining rooms. All faculty are invited to all meals free of charge (show your Smith ID card). For a modest charge, faculty may bring guests/spouses/partners to meals. You may pay at the door. Meals are served at the following times.

	<u>Breakfast</u> (Guests pay \$6)	<u>Lunch</u> (Guests pay \$8 for lunch, \$10 for Sunday brunch)	<u>Dinner</u> (Guests pay \$10)
Monday – Friday	7:00 – 9:00 a.m.	11:45 a.m. – 1:30 p.m.	5:15 – 7:00 p.m.
Saturday	7:00 – 9:00 a.m.	11:45 a.m. – 1:30 p.m.	5:15 – 7:00 p.m.
Sunday	7:00 – 11:00 a.m. (continental)	11:00 a.m. – 1:30 p.m. (brunch)	5:15 – 7:00 p.m.
	<u>Grab n’ Go</u> (Guests pay \$8)		
Monday-Thursday	8:00-10:00 a.m. (Cutter Foyer)		
	11:00 a.m.-1:00 p.m. (Cutter Foyer)		

Getting Together

Two informal gatherings with the Dean for dinner for Adjunct and Resident Faculty will be held during the first week of each term, from 5:00-7:00 p.m. in the Cutter Living Room on the following dates:


Tuesday, June 9 Wednesday, July 15

These gatherings will provide an opportunity for updates on the School and the summer session. 

Communication

The major avenues of communication are **email, your Lilly Hall mailbox, and *The SSW Weekly Bulletin* (formerly known as *Luncheon Notices*)**. The Office of the Dean publishes a newsletter called *The SSW Weekly Bulletin* once a week on Mondays. This is the primary vehicle for school communication during the summer. These notices contain important information for the community, including specific information of interest to all adjunct faculty, such as, lectures, colloquiums and other campus activities. Seniors have a section devoted to items specifically for their class, with notices such as information about the submission of theses and various meetings, events, and deadlines.

Information for *The SSW Weekly Bulletin* MUST be submitted by 10:00 a.m. on Thursday for the Monday issue, via an online submission form found on *The SSW Weekly Bulletin* web pages. Notices of a personal nature are not permitted. Notices regarding non-College housing, employment, personal items for sale, and/or rides cannot be accepted. Please direct any questions to the Office of Administration, x3722.

Please be sure to read *The SSW Weekly Bulletin*; you will be notified each Monday morning that a new issue has been posted to the web. In keeping with the School's sustainability efforts, no hard copies will be distributed. 

Academic Opportunities for Faculty

Pedagogy and Diversity Workshops: Term 1 (Edith Fraser and Josh Miller), Term 2 (Ann Marie Garran and Josh Miller). This year pedagogy and diversity will offer some didactic content as well as providing the usual space to process what is going on in the classroom. Some of the possible areas of discussion are working with social identity in the classroom, micro-aggressions and how to respond to them, managing intra-group processes, use of self to further issues of diversity and ways of centralizing issues of diversity in all classes. Participants and the facilitators will together determine which topics will be covered. The series will build on this year's Spring Faculty meeting and the on-line course offered about successful teaching at an anti-racism school for social work, although it is not necessary to have participated in these events.

Anti-Racism Symposium: This Summer's Anti-Racism Symposium will be part of the Summer Lecture Series held in Weinstein Auditorium. The speaker will be Kenneth Hardy, Ph.D., a well-known family therapist and anti-racism writer. The date is Monday, June 15, 2009 from 7:30 - 9:00 p.m. The symposium is required for first year students and all members of the community are welcome and encouraged to attend. For entering students, there will be a discussion of the symposium in their next practice class. Please see the Summer Lecture Series Brochure for more information. [Please read more about the Summer Lecture Series on the SSW website:
http://www.smith.edu/ssw/admin/academics_summerlectures.php.

Supervisor's Annual Conference: The supervisor's annual conference offers opportunities for our agency-based supervisors and directors of training to meet with each other, students and our resident and adjunct field faculty in a range of both formal training sessions and informal gatherings. The Annual Conference will be held on campus from July 17-18 with the Annual Conference Day-Garrett Award lecture taking place on Friday, July 17. This year's lecture will be given by Dr. Judith Kay Nelson and is entitled "Seeing through tears: an attachment perspective on crying in psychotherapy."

School for Social Work Lectures

Summer Lecture Series: All faculty are invited to attend our Summer Lecture Series. The lecture series brochure will be placed in your Lilly Hall mailbox as soon as it is available. You may receive 1.5 continuing education credits (CEC) for each lecture, at the rate of \$15.00 per lecture. The schedule of lectures is also available online:

http://www.smith.edu/ssw/admin/academics_summerlectures.php

Teaching Resources

Where: Your classroom assignment will be printed on the course packet that you will pick up in Lilly Hall before going to your first class. Classroom assignments and rosters will be made available via BannerWeb. Please do not change your classroom or reschedule classes without first consulting Valerie Abrahamsen, vabraham@smith.edu. Seelye, Bass, Hatfield and Wright Halls provide comfortable, accessible, air-conditioned classrooms. The College administration has asked us not to bring food or drinks into our classroom buildings. We also have a policy of allowing no alcohol in the classroom and ask you to observe class celebrations without it. Furniture and equipment cannot be moved from room to room. When your class/event is finished, table and chairs must be left in the arrangement in which they were found. Any equipment used must be turned OFF when done. No pets are allowed in campus buildings, except in cases where disability requires the presence of a service animal

Course Materials: When you arrive and check your Lilly Hall mailbox, you will find a packet for each class you are teaching, including the class roster. Syllabi for each class in Term 1 and Term 2 will be available on a password protected Moodle account for students to access before Term 1 begins. At Central Check-In, we will distribute any required casebooks to the appropriate students. Please remind students to return these to the Office of Academic Support Services, Lilly Hall 115, to be shredded at the end of the summer. You may contact the Office of Academic Support Services with any questions, problems or support needs.

Library: If your syllabus arrived by the deadline, you can expect *required* readings to be on reserve in Neilson Library. Whether on time or late with your syllabus, it is always a good practice to check on your reserve items.

Phone: (413) 585-2910 (Lisa, Irene, Tara, Jane, Lily, or Deborah)
Email: neilcirc@smith.edu

E-Reserves: If you have submitted the form for use of Moodle and turned in your syllabus on time, the library will post as many *required* readings as possible on Moodle E-Reserves. Remember, only *required* readings will be posted, and they will be either on Moodle or at the reserve desk – not in both places. ***If you choose to use a course packet, the library will not duplicate effort and copyright expense by putting required readings on e-reserve.*** You may, however, provide one copy of your course packet to be placed on reserve. Please direct any copyright questions to:

Chris Hannon, Deputy Directory of Libraries, Neilson Library
(413) 585-2911 or channon@smith.edu

Reading Packets (Coursepacks): If you decide to use a course pack for your required readings, it is recommended that you use Central Services at Smith. Central Services will make packets available for purchase through Grécourt Bookstore. Please be sure to submit clean copies and to observe the firm deadline: **April 30**. Central Services will obtain copyright permission where needed. Be sure to provide complete citations. For more information regarding reading packets and copyright permission, please contact the Office of Academic Support Services at sswoas@smith.edu, (413) 585-7989.

Consultation: If you have any questions about assignments, readings, or any other aspect of your course planning or teaching, the Chairperson of your sequence is available to help you.

Clerical Support for Copying, Word Processing, Power Point, Excel: The Office of Academic Support Services is available to help you with copying, word processing, and basic clerical needs. Nicole Kutcher, Faculty Support Services Coordinator in the Office of Academic Support Services, Lilly Hall 115, nkutcher@smith.edu, (413) 585-4053, is available to assist you. She is skilled in MS Word, Power Point and Excel. When requesting assistance, please leave Nicole a clear note – with your name and the date – explaining what you need and when you need it. Please give as much advance notice as possible for all requests, but no fewer than 2 business days. We urge you to use Central Services for more than fifty pages of copying. *Neilson Library* maintains a copier limited to faculty use as well. If you would like to make copies while you are in the library, the access number for the faculty machine (located on the first floor, in the center area, just beyond the circulation desk) is the same as in the Faculty Lounge – 2044 (If prompted for a 2nd code, ignore it). Copiers in Lilly are for administrative use only.

Moodle Web Course Software Support: An online tutorial is available on the Smith website <http://www.smith.edu/its/tls/moodle.htm>, and there are many Moodle help documents posted right on the front page of our Moodle site <http://moodle.smith.edu>. Once on campus, faculty may obtain assistance via the Seelye basement lab staff, the ITS help desk (x 4487), and through workshops that will be offered during the first week of each term. If you need more intensive support, you may contact Caroline Moore, Moodle Administrator, Educational Technology Services cmoore@smith.edu, (413) 585-3097.

Seelye Faculty Lounge: Please feel free to use the faculty lounge in Seelye Room 207. In addition to the photocopier, fax machine, and computers available for your use, the lounge is equipped with a kitchenette and comfortable chairs for relaxation between classes. Please do not meet with students in this room. It is reserved solely for faculty use. If you need office space to meet with students, and if you requested a space by the deadline, one will be assigned to you. In rare circumstances, meetings may be scheduled in the Seelye Faculty Lounge, and a notice will be posted on the door. At these times we simply ask that you use the facilities with as little disruption to the meeting as possible. 📖

Students

Student Advising: If you have a concern about a student, please contact his or her advisor as soon as possible. The advisors for first and second year students are their practice teachers, and seniors are assigned a resident faculty advisor. Advisors will be listed in the Directory which will be distributed to your Lilly Hall mailbox after the first week of the summer session. Concerns about students that cannot be addressed through the above means should be directed to:

Susan Donner, Associate Dean, sdonner@smith.edu
(413) 585-7972

Academic Help: Academic support and advising are available to students and faculty. Please refer any student having trouble with academic skills (e.g., writing, language skills, etc.) to the Jacobson Center for Writing, Teaching and Learning, Seelye Hall #307. Debra Carney, ext. 3035, and Mary Koncel (mkoncel@verizon.net), are available to work with members of our summer learning community.

Students with Disabilities: Laura Rauscher, Director of Disability Services, evaluates the needs of students and coordinates services for students with learning and other disabilities: Voice and TTY ext. 2071. You will be notified by letter when academic accommodations are needed for a particular student as required by the Americans with Disabilities Act. She has provided a very informative website link from the University of Washington that gives information on Universal Instructional Design and about providing accommodation for specific disabilities: <http://www.washington.edu/doi/Faculty/Strategies>

Student Grades and Narrative Evaluations: All students are graded in each course on a Pass, Marginal Pass, or Fail basis. At the end of the term, faculty complete and submit to the Registrar a grade sheet for each class. At the same time, faculty will complete an online narrative evaluation for each student; an example of evaluative criteria is available on page 9. Full instructions for completion and submitting evaluations will be provided this summer. The narrative evaluation form gives more specific feedback than can be reflected in a Pass, Marginal Pass, or Fail grade. There must be two or more evaluative measures in each course and, if at all possible, instructors should allow time for some advance notice to students whose work appears marginal or problematic. A variety of arrangements may be used as measures, including oral as well as written presentations. You may want to discuss assignments with your chairperson. More information on grading will be available in your course packet upon arrival. See page 1 for grades and narrative evaluation deadlines.

Student Course Evaluations: **Students are required to evaluate their courses during the last 10 days of each term. The evaluation questions can be found on page 8 of this booklet.** Student evaluation of courses is a course requirement. Failure to complete a course evaluation by the deadline will result in the following: a) disenrollment from the next term or field internship (with possible consequences for graduation); b) grade/transcript hold; c) registration hold; and d) diploma hold. The Office of Academic Support Services adds a statement about this requirement to each syllabus. 📧

Taking a Break

Fourth of July: In observance of Independence Day, College offices will be closed on Friday, July 3. No make-up classes are to be scheduled.

Athletics Facilities: Ainsworth swimming pool, weight room, outdoor and indoor tennis courts, indoor track and field and gymnasium are available to the School for Social Work faculty and students. You will need to bring your Smith ID card and your own towel. The schedule will be in our Summer Information Booklet, which will be distributed before classes begin. You may bring one guest. Sorry, family members of part-time Smith employees may not obtain passes. Please note that Adjunct Instructor athletic facility access is only available during the months that SSW is in session (June 1-August 14).

The Valley and the Berkshires: The Valley and the Berkshires are prized summer vacation areas in the east. Tanglewood, the Marlboro Music Festival, Jacobs Pillow for dance, Williamstown, and Smith's own New Century Theater provide top-notch entertainment. There are many excellent restaurants in the valley and wonderful areas for hiking and biking. Ask any of the local members of the community about these resources.

Local Event Listings: To find out what's happening in entertainment and dining locally, browse www.gazettenet.com, and www.masslive.com. Event listings are also available in the *Valley Advocate* available every Wednesday at local businesses and street boxes, and in the "Hampshire Life" section of the Friday issue of the *Daily Hampshire Gazette*.

A Break Between Terms: For the week between terms, July 3-12, there will be no classes and no programming. This time is intended for regrouping and refreshing. 📧

Technology Assistance

For questions regarding technology assistance on-campus, please contact the ITS Help Desk at (413) 585-4ITS (4487).

Smith College School for Social Work Course Evaluation

Quantitative Question Key

Ratings are from 1 (Lowest) to 5 (Highest), Leave blank where “not applicable”

Course Content and Assignments

- _____ 1. The course content was consistent with the published course description in the syllabus.
- _____ 2. The course content addressed all of the course objectives in the syllabus.
- _____ 3. The course material was presented in an organized and understandable manner.
- _____ 4. Written assignments were appropriately related to material presented in class.
- _____ 5. The bibliography and reading assignments were appropriate to the course objectives.
- _____ 6. The course content was relevant to the goals of professional social work.

Human Diversity

- _____ 7. Overall, content and or perspectives on human diversity were integrated well into this course.

Please make any specific comments you have about the integration of the following areas in this course: race, age, religion, ethnicity, gender, sexual orientation, disability, culture, or socio-economics and resulting forms of oppression.

7A:

Instructor Responsibilities

- _____ 8. The instructor utilized helpful teaching methods in this course.
- _____ 9. The instructor had a thorough knowledge of the subject.
- _____ 10. The instructor suggested specific ways students could improve.
- _____ 11. The instructor informed students of office hours and was available during these times or provided additional meeting time.
- _____ 12. The instructor treated students with respect
- _____ 13 The instructor was adept at facilitating debates and disagreements that arose in class
- _____ 14 The instructor was responsive to feedback from the class
- _____ 15 The instructor provided room for students in this course to disagree and ask questions about course content.
- _____ 16 The instructor was effective in dealing with content issues related to human diversity (including race)
- _____ 17. The instructor encouraged students to think critically about the course content.

Student Responsibilities

- _____ 18. I had a strong desire to take this course.
- _____ 19. I increased my capacity to reflect on myself as a learner and as a developing social worker.
- _____ 20. I gained a good understanding of the concepts/principles in this course.
- _____ 21. I regularly participated in this class by reading the required articles and texts.
- _____ 22. I spoke with the instructor about any questions, learning issues or classroom dynamics I was experiencing.
- _____ 23. I submitted written work by the deadline.
- _____ 24. I came to class with specific questions for discussion.
- _____ 25. I was able to share ideas and learn from other students.
- _____ 26. I was an active participant in my own learning in this course.

Summary

Range: 1 = Poor through 5 Excellent

- _____ 27. Overall, I rank this course as...
- _____ 28. Overall, I rank the instruction in this course as....
- _____ 29. Overall, I rank my effort in this course as...

Essay Questions: (You may use the back of this page for your responses.)

- 30. Which aspects of this course most effectively facilitated your learning in the course?
- 31. What specific recommendations do you have for improving this course?

Smith College School for Social Work

Summer 2009

NARRATIVE EVALUATION

STUDENT NAME: _____ FINAL GRADE: _____

COURSE (Number and Title): _____

INSTRUCTOR: _____ DATE: _____

Evaluation is based on (check as many as apply):

Exam _____ Paper _____ Class Attendance _____

Class Participation _____ Other (specify) _____

Identify what you see as the student's major strengths related to the content and objectives of this course and identify areas which should be a focus for growth.

a. Strengths:

b. Areas for growth:

EVALUATIVE TOOL I

EVALUATIVE TOOL II

Type of Evaluative Tools: _____

Grade Received (Pass, Marginal Pass, Fail): (P, MP, or F) _____ (P, MP, or F) _____

	S	I	N/A		S	I	N/A
Mastery of Course Content							
Writing Skills							
Ability to Conceptualize							
Evidence of Critical Thinking							
Evidence of Creativity or Originality							
Integration of Learning Across Curriculum							
Timeliness of Work							
Professional Conduct in the classroom							
Class preparation: required readings							

KEY TO ABOVE GRID:

S = Satisfactory Work. This includes the broad spectrum of high quality master's level performance expected at the School.

I = Needs Improvement. This indicates an area in which the student should concentrate future learning efforts.

N/A = Not Applicable to the content, goals, or requirements of the course being graded.