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Important Summer Calendar Dates

May 30  Dormitories Open (1:00 p.m.)
May 31  Central Check-In for all 1st summer and Non-Cleared 2nd and 3rd Year Students* †
       Orientation for 1st summer Students*
June 1  Student Community Day
June 2  Orientation to Professional Social Work*
       Opening Convocation
       Central Check-In for “Cleared” 2nd and 3rd summer Students †
June 3 - July 5  Term 1
June 3 - 7  Add/Drop (Term 1) begins June 3 at 8:00 a.m. and ends June 7 at 10:30 a.m.
June 24  Anti-Racism Symposium - (an evening event mandatory for all 1st summer students and open to the entire SSW community)
June 28 (noon)  Thesis Deadline (3rd summer M.S.W. students)
July 2  Thesis Breakfast (3rd summer M.S.W. students)
July 4  Holiday; SSW offices closed, no classes held
July 8 - 12  Break
July 15 - August 16  Term 2
July 1 - 19  Add/Drop (Term 2) begins July 1 at 8:00 a.m. and ends July 19 at 10:30 a.m.
July 19 - 21  Annual Conference and Field Meetings (1st and 2nd summer M.S.W. students and 1st summer Advanced Standing students)*
August 16  Commencement (4:00 p.m.)
September 3  First day of Internship

* Attendance Mandatory
† See Central and Sunday Check-In Procedures, pages 8 - 12

Important: Students are responsible for reading all materials distributed by the School. Although information in this publication was correct at press time, changes in dates, times and locations of events may occur. Updated information will be posted at Central Check-In and on the SSW website and can also be obtained through the Office of Academic Support Services, (413) 585-7989. All students are expected to check their Smith email accounts, including the SSW Bulletin, and the “For Current Students” page on the School for Social Work website www.smith.edu/ssw/for_current.php regularly for important communications.
February 2013

Dear Entering and Returning Students:

We are busily planning our 95th summer session and look forward to welcoming you on May 31, 2013. We have many lectures and events planned and we expect the summer will be a transformative educational experience for all.

As we look to our 95th summer session we are excited about the expertise and experience represented by our resident and adjunct faculty. This summer is particularly meaningful for me as it is my last summer as dean before I step down in May 2014. I am thrilled with Dr. Richard Davidson’s acceptance of my invitation to lecture on research that informs, and is of importance to, my own personal and professional interest in contemplative practice. The presentation by Anika Nailah and Robin DiAngelo will acknowledge my commitment to anti-racism work. A plan is in place for a reception in June that will provide me an opportunity to celebrate my tenure as dean with the SSW community. For other exciting lectures and invited presentations that will enrich our learning community, watch our weekly summer electronic newsletter, the SSW Bulletin, for the complete lecture series and more details about the presenters and their topics.

In this booklet you will find separate orientation schedules for entering and returning master’s and doctoral program students. I would like to highlight the Sunday afternoon Orientation to Professional Social Work on June 2, 2013 which is mandatory for entering master’s students.

We eagerly anticipate the presence of returning and new faculty, staff and students this summer and I look forward to welcoming you all.

Best regards,

Carolyn Jacobs, M.S.W., Ph.D.
Dean and Elizabeth Marting Treuhaft Professor
The Degree Granting Programs at Smith College School for Social Work

Each one of you is likely to be pretty well informed about the program in which you are enrolled. You may not be aware, however, that there are three different programs that comprise our community. Below is a description of each of them.

Our largest degree granting program is our M.S.W. program. It, however, has two different tracks with differing admission requirements and different time tables but leading toward an equivalent degree. Each of the programs requires the completion of a thesis. Both of the M.S.W. tracks prepare for excellence in social work with a specialization in clinical social work.

(A) M.S.W. 27-month Program
This is our traditional and largest M.S.W. program, which includes two eight-month field internships of 30 hours a week and three 10-week summers. Students are eligible to be placed all over the United States.

(B) M.S.W. Advanced Standing Program
This program is designed for students with a B.S.W. degree (Bachelor of Social Work). Students who enter this 18-month program have two 10-week summers and one continuous field placement that goes from September of the first year in the program through most of December the following year. The first summer is comprised of academic courses alone, and the second summer of a mixture of courses and a continuation of a field placement with reduced hours. There are also three academic courses taken at Smith during the internship period. All internships are within commuting distance of Smith.

(C) Ph.D. Program
This 25-month program consists of three academic summers on campus, two of which are 10 weeks and the third of which is five weeks. Ph.D. students also have two eight month, three day a week clinical internship placements. The clinical internship is intended as a 2-year laboratory. Most students develop internships within their places of employment; others develop internships at training centers or agencies around the country. This clinically focused program aims to produce scholars/practitioners who will take leadership roles in social work education, research, scholarship, and practice. Doctoral students have internships all over the United States. A post residency period follows the course work and internship during which the Ph.D. candidate completes a dissertation.
### Planning Check List

**Class Code Key:**
- 1 = 1st summer
- 2 = 2nd summer
- 3 = 3rd summer

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Class Code</th>
<th>Description/Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15/13</td>
<td>2/3</td>
<td>Petition to waive out of course 330 and into course 333 – due to Office of Academic Support – see <a href="http://www.smith.edu/ssw/registrar_registration_second.php">www.smith.edu/ssw/registrar_registration_second.php</a></td>
</tr>
<tr>
<td>2/22/13</td>
<td>2/3</td>
<td>Housing Form for returning students (sent as an email) – due to Michele Bala</td>
</tr>
<tr>
<td>3/1/13</td>
<td>*1</td>
<td>Housing Form for entering early admission students (enclosed with acceptance letter); one week after admission offer for regular decision applicants.</td>
</tr>
<tr>
<td>3/6/13</td>
<td>3</td>
<td>3rd Summer M.S.W. Students - Last day for BannerWeb Registration for minimum degree requirements – see <a href="http://www.smith.edu/ssw/registrar_registration_third.php">www.smith.edu/ssw/registrar_registration_third.php</a></td>
</tr>
<tr>
<td>3/27/13</td>
<td>2</td>
<td>2nd Summer M.S.W. Students - Last day for BannerWeb Registration for electives only – see <a href="http://www.smith.edu/ssw/registrar_registration_second.php">www.smith.edu/ssw/registrar_registration_second.php</a></td>
</tr>
<tr>
<td>4/1/13</td>
<td>*1/2</td>
<td>Petition to Waive Required Course or Transfer Course Credits – due to Office of Academic Support Services – see <a href="http://www.smith.edu/ssw/registrar_registration_first.php">www.smith.edu/ssw/registrar_registration_first.php</a> or <a href="http://www.smith.edu/ssw/registrar_registration_second.php">www.smith.edu/ssw/registrar_registration_second.php</a></td>
</tr>
<tr>
<td>4/1/13</td>
<td>*1</td>
<td>†Hard copy passport photo for OneCard Smith ID - due to Office of Academic Support Services (to submit after this date, see 5/17/13, Digital passport photo)</td>
</tr>
<tr>
<td>4/17/13</td>
<td>3</td>
<td>3rd Summer M.S.W. Students - Last day for BannerWeb Registration for extra electives – see <a href="http://www.smith.edu/ssw/registrar_registration_third.php">www.smith.edu/ssw/registrar_registration_third.php</a></td>
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**Planning Check List (continued)**

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<td>*1</td>
<td>Health Insurance Enrollment/Waiver - due to Michele Bala</td>
</tr>
<tr>
<td>☐ 4/26/13</td>
<td>2/3</td>
<td>Final Field Assignments – due to Field Department (follow instructions in expanded academic calendar)</td>
</tr>
<tr>
<td>☐ 4/29/13</td>
<td>*1/2/3</td>
<td>Air Conditioner Form (sent electronically to all students) - due to Michele Bala</td>
</tr>
<tr>
<td>☐ 4/29/13</td>
<td>*1/2/3</td>
<td>Off-Campus Meal Plan (sent electronically to all students) – due to Michele Bala</td>
</tr>
<tr>
<td>☐ 5/17/13</td>
<td>*1</td>
<td>Digital passport photo for OneCard Smith ID – due to OneCard Office</td>
</tr>
<tr>
<td>☐ 5/17/13</td>
<td>3</td>
<td>Intent to Graduate Form – due to <a href="mailto:sswos@smith.edu">sswos@smith.edu</a></td>
</tr>
</tbody>
</table>

*Entering (1st summer) Students:* If the due date has passed, your forms are due one week after the date of your acceptance letter.

† Entering (1st summer) Students: Please see the OneCard website at [www.smith.edu/its/onecard/photos.html](http://www.smith.edu/its/onecard/photos.html) for information on obtaining your OneCard.
How to Get to Smith

Bradley International, 38 miles south of Northampton on I-91, is the nearest airport.

Smith College is located in Northampton in the Connecticut River Valley of Western Massachusetts. From Route I-91, take Exit 18. Follow Route 5 north into the center of Northampton and turn left onto Route 9. Smith College is just past the next set of lights.

Seelye Hall, where Central Check-In will take place, can be accessed by turning onto Route 66 (West Street) and parking in the parking garage on West Street or the parking lot on Green Street and walking up the driveway between Hubbard House and Lilly Hall (see interactive campus map - URL below). Signs will be posted directing students to Central Check-In.

WEB SITES

Interactive Smith College Campus Map: http://www.smith.edu/map/

Visiting Smith:
  Directions on how to get to Smith: http://www.smith.edu/about_visit_directions.php

Daily Hampshire Gazette (local newspaper): http://www.gazettenet.com

The Republican on Masslive.com (area newspaper): http://www.masslive.com

Northampton Chamber of Commerce: http://www.explorenorthampton.com

Weather: http://www.weather.com (add zip code for Northampton “01060”)
Your first Few Days on Campus

1st Summer M.S.W. and A.S. Students’ Check-In/Orientation Schedule

* = mandatory events

(Times and events are subject to change; updates will be available on Check-In day.)

THURSDAY, May 30
12:00 - 1:00 Sandwich Buffet Lunch for on-campus students, King/Scales
1:00 - 4:00 Key pick-up at Seelye Hall, first floor
5:30 - 7:00 Dinner for on-campus students, King/Scales

FRIDAY, May 31
Arrive 9:00 - 11:30 *Central Check-In for all 1st summer Students, Seelye Hall, first floor
9:00 - 3:30 Key pick-up at Seelye Hall, first floor
11:45 - 1:00 Advanced Standing for B.S.W. Students, 1st summer Students’ Orientation, King House Study Room
11:45 - 1:00 Lunch for on-campus students, King/Scales
1:15 – 3:00 *Orientation, all 1st year students, location TBA
3:10 – 4:10 *Technology Resources Orientation, Stoddard Hall, G2
4:20 – 5:20 *Library Services Orientation, Neilson Browsing Room
5:30 – 7:00 *Dinner for all on-campus students, King/Scales Dining Room

SATURDAY, June 1
Student Community Day - get to know your student colleagues and organizations.

SUNDAY, June 2
2:00 – 4:00 *Orientation to Professional Social Work, Wright Hall/Weinstein Auditorium
4:15 - 5:15 *Convocation, Wright Hall, Weinstein Auditorium
5:30 All Campus BBQ, King/Scales Dining Hall

IMPORTANT NOTICE: Late Check-In is strongly discouraged and will be accommodated only under exceptional circumstances. A $125 fee will be assessed to those unable to arrive in time for Central Check-In. Students may not attend class until they have completed Late Check-In on Monday, June 3, 2013, between 8:00 and 10:00 a.m. in Lilly Hall. If you have a scheduling conflict that makes it impossible for you to arrive on Friday, May 31, please contact Irene Rodriguez Martin, Director of Graduate Enrollment at (413) 585-7962 or by email at imartin@smith.edu as soon as possible.
2nd and 3rd Summer M.S.W. and 2nd Summer A.S. Students
Central Check-In Schedule

(Times and events are subject to change; updates will be available on Check-In day.)

THURSDAY, May 30
Dorms Open and there is no programming on this day.
12:00 - 1:00 Sandwich Buffet Lunch for on-campus students, King/Scales
1:00 - 4:00 Key pick-up at Seelye Hall, first floor
5:30 - 7:00 Dinner for on-campus students, King/Scales

FRIDAY, May 31
9:00 - 3:30 Key pick-up at Seelye Hall, first floor
Arrive between Mandatory Central Check-In for 2nd and 3rd summer students who
11:00 and 3:30 have not been cleared to check in on Sunday, Seelye Hall, first floor
11:45 - 1:00 Lunch for on-campus students, King/Scales
5:30 – 7:00 Dinner for on-campus students, King/Scales Dining Room

SATURDAY, June 1
Student Community Day

SUNDAY, June 2
12:00 - 4:00 Key pick up at Seelye Hall, first floor
2:00 - 4:00 Central Check-In for “Cleared” 2nd and 3rd summer students only,
Seelye Hall, first floor
4:15 - 5:15 Convocation, Wright Hall/Weinstein Auditorium
5:30 All Campus BBQ, King/Scales Dining Room

IMPORTANT NOTICE: A $125.00 administrative fee will be charged to your account if you fail to attend Central Check-In on Friday, May 31, or Cleared Student Check-In on Sunday, June 2, regardless of the reason. If exceptional circumstances make it impossible for you to attend Check-In, send an email to sswoas@smith.edu titled “Late Check-In” to let us know. We will expect you to arrive for Late Check-In between 8:00 and 10:00 a.m. on Monday, June 3, in Lilly Hall. You must complete the Check-In process before you attend class.
Sunday Check-In Only for Returning 2nd and 3rd year M.S.W. and 2nd Summer A.S. Students

Dear Returning Students:

In response to student feedback, we will once again offer an expedited check-in procedure that will allow 2nd and 3rd summer students the option of returning to campus on Sunday, June 2, 2013, rather than on Friday, May 31st. This simplified Check-In allows you to pick up packets and purchase parking decals on Sunday afternoon, June 2nd, if you have met all your financial and field-based responsibilities. The following procedures apply to all returning students (including readmits and students returning from leave of absence). We hope you will find this procedure helpful!

Requirements for this Expedited Check-In on Sunday. In order to check in you must be “cleared” by the Field Office and Student Financial Services. In order to be “cleared,” you must meet the following requirements:

Submit all Field assignments to be received by the Field Office before end of day on Friday, April 26, 2013.

Student’s account paid-in-full. Payment must be received by SFS before the end of day on bill due date, Wednesday, May 15, 2013. Please note that federal student loan/s are considered paid-in-full when the loan has been approved and all requirements have been satisfied to disburse the funds. Otherwise, proceeds from any type of private loan must be paid to SFS by May 15, 2013.

All Students will be sent a Check-In Status report, via email, on Friday, May 17th, telling them what their check-in status is. This will be one email and it will be from the relevant departments.

Cleared Students: You may check in on Sunday, June 2nd, between 2:00 and 4:00 p.m. You may still opt to attend Check-In on Friday, May 31st, between 11:00 a.m. and 3:30 p.m. if you prefer. Please note that if you have not checked in by 4:00 p.m. Sunday you must attend Late Check-In between 8:00 a.m. and 10:00 a.m. on Monday, June 3rd, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins.

Students NOT Cleared by May 17th: If you are not cleared by Field and/or Student Financial Services by Friday, May 17th, you must attend Check-In on Friday, May 31st. Please arrive between 11:00 a.m. and 3:30 p.m. Also note that if you have not checked in by 4:00 p.m. Friday you must attend Late Check-In between 8:00 a.m. and 10:00 a.m. on Monday, June 3rd, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins. Students with unpaid balances may be referred to the Dean to determine status of enrollment in program.

YOU MUST COMPLETE THE CHECK-IN PROCESS BEFORE YOU CAN ATTEND ANY CLASSES.

• For Field questions about Check-In, please contact Field at sswfield@smith.edu (413) 585-7965.
• For billing and financial aid questions about Check-In please contact Student Financial Services at sswoas@smith.edu (413) 585-7989.
All Ph.D. Students Central Check-In and Orientation Schedule

* = mandatory events

(Times and events are subject to change - updates will be available on Check-In day.)

**THURSDAY, May 30**
Dorms Open and there is no programming on this day.

12:00 - 1:00  Sandwich Buffet Lunch for on-campus students, King/Scales

1:00 - 4:00  Key pick-up at Seelye Hall, first floor

5:30 - 7:00  Dinner for on-campus students, King/Scales

**FRIDAY, May 31**
Arrive between 1st summer Ph.D. Students
9:00 and 11:30  *Mandatory Check-In, Seelye Hall, first floor (See Important Notice, pg. 9)

Arrive between 2nd and 3rd summer Non-Cleared Ph.D. Students
11:00 and 3:30  *Mandatory Check-In, Seelye Hall, first floor (See Important Notice, pg. 9)

9:00 - 3:30  Key pick-up at Seelye Hall, first floor

11:00 - 12:00  Welcome Booth for First Year Ph.D. Students, Seelye Lawn

12:00 - 2:00  1st summer Ph.D. students  
*Co-Directors’ Orientation to the Ph.D. Program, Scales House Study Room

3:10 – 4:10  1st summer Ph.D. students  
*Technology Resources Orientation, Stoddard Hall, G2

4:20 – 5:20  1st summer Ph.D. students  
*Library Services Orientation, Neilson Browsing Room

5:30 – 7:00  *Dinner for on-campus students, King/Scales Dining Room

**SATURDAY, June 1**
1:30 - 5:30  *Anti-Racism Workshop, mandatory for 1st summer Ph.D. students,  
Lilly Hall 3rd Floor Conference Room

7:00  After supper, informal gathering for all Ph.D. students (student planned event)

**SUNDAY, June 2**
11:00 - 1:00  Ph.D. students’ brunch with Co-Directors. Kathryn Basham’s house –  
24 Winter Street, Northampton

12:00 - 4:00  Key pick up, Seelye Hall, first floor

2:00 - 4:00  Central Check-In for “Cleared” 2nd and 3rd summer students, Seelye Hall, first floor

4:15 - 5:15  *Convocation, Wright Hall, Weinstein Auditorium

5:30  All campus BBQ, King/Scales Dining Room
Sunday Check-In for 2nd and 3rd Summer Ph.D. Students Only

Dear Returning Ph.D. Students:

In response to student feedback, we will once again offer an expedited check-in procedure that will allow 2nd and 3rd summer students the option of returning to campus on Sunday, June 2, 2013, rather than on Friday, May 31st. This simplified Check-In allows you to pick up packets and purchase parking decals on Sunday afternoon, June 2, if you have met all your financial responsibilities. The following procedures apply to all returning students (including readmits and students returning from leave of absence). We hope you will find this procedure helpful!

Requirements for this Expedited Check-In on Sunday: In order to check in you must be “cleared” by Student Financial Services. In order to be “cleared,” you must meet the following requirements:

**Student’s account paid-in-full.** Payment must be received by SFS before the end of day on bill due date, Wednesday, May 15, 2013. Please note that federal student loan/s are considered paid-in-full when the loan has been approved and all requirements have been satisfied to disburse the funds. Otherwise, proceeds from any type of private loan must be paid to SFS by May 15, 2013.

All students will be sent a Check-In Status report, via email, on Friday, May 17th, telling them what their check-in status is.

**Cleared Students:** You may check in on Sunday, June 2nd, between 2:00 and 4:00 p.m. You may still opt to attend Check-In on Friday, May 31st, between 11:00 a.m. and 3:30 p.m. if you prefer. Please note that if you have not checked in by 4:00 p.m. Sunday you must attend Late Check-In between 8:00 a.m. and 10:00 a.m. on Monday, June 3rd, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins.

**Students NOT Cleared by May 17th:** If you are not cleared by Student Financial Services by Friday, May 17th, you must attend Check-In on Friday, May 31st. Please arrive between 11:00 a.m. and 3:30 p.m. Also note that if you have not been cleared by Student Financial Services and you do not attend Central Check-In on Friday, May 31st, you must attend Late Check-In between 8:00 a.m. and 10:00 a.m. on Monday, June 3rd, in Lilly Hall; a $125 administrative fee will automatically be charged to your account. Students with unpaid balances may be referred to the Dean to determine status of enrollment in program.

YOU MUST COMPLETE THE CHECK-IN PROCESS BEFORE YOU CAN ATTEND ANY CLASSES.

- For billing and financial aid questions about Check-In please contact Student Financial Services at sswfa@smith.edu (413) 585-2530.
- For general questions about Check-In, contact the Office of Academic Support Services at sswoas@smith.edu (413) 585-7989.
Academic Information and Support Services

Registration and Class Schedule Information

Office of Academic Support Services
sswoas@smith.edu
(413) 585-7989

General Information

Unshaded areas on the chart, below, represent official class meeting blocks for our summer academic terms. Monday evenings are reserved for the Summer Lecture Series. Doctoral students have no classes in the evenings or on Fridays; for additional information, please see www.smith.edu/ssw/acad_phd_curriculum.php.

CLASS BLOCK CHART

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
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<tbody>
<tr>
<td>8:30-10:20</td>
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<td>10:35-12:25</td>
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<td>1:40-3:30</td>
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<td>3:40-5:30</td>
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<td>7:00-8:50</td>
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Information for Master’s Students

1st summer students will take five required courses, scheduled in eleven of these blocks, per term. All classes will be pre-sectioned by the Office of Academic Support Services (OAS), and students will be expected to arrange personal commitments around this schedule.* 1st summer students should consult this web page for current information: www.smith.edu/ssw/registrar_registration_first.php.

* We understand that childcare, commuting and part-time work can add stress to your very full academic schedule. If you have special circumstances that you would like us to consider while scheduling your required courses, please print out and complete the form on http://www.smith.edu/ssw/spec_requests_revd.pdf. Submit the form to the Office of Academic Support Services (sswoas@smith.edu) or fax to (413) 585-7994. The deadline for 1st summer (entering) students is two weeks after receiving the admissions acceptance packet. You may also wish to consult the Smith College Office of Disability Services. OAS will send instructions and passwords for viewing schedules on BannerWeb to entering students in late April. Note: The School reserves the right to make changes to scheduled course offerings and meeting times.

2nd summer students and 3rd summer students should read the materials at http://www.smith.edu/ssw/registrar_registration.php (either on the web pages or in the pdf version, which can be printed out as a handbook) no later than February 22, 2013.
The Curriculum and Resident SSW Faculty

For information on our resident faculty, visit our web site:
Resident Faculty: http://www.smith.edu/ssw/faculty.php
Master’s Program Adjunct Faculty: http://www.smith.edu/ssw/faculty_msw.php
Doctoral Program Adjunct Faculty: http://www.smith.edu/ssw/faculty_phd.php

School for Social Work curriculum and course information can be found at:
Master’s Program: http://www.smith.edu/ssw/acad_msw_courses.php
Doctoral Program: http://www.smith.edu/ssw/acad_phd_courses.php

Ordering Textbooks

Textbooks may be ordered from the Grécourt Bookstore located on campus (see Directory of Administrative Offices listed at the end of the Spring Planning Guide) or any online book source. Information about required books for 1st summer M.S.W. students can be obtained from the list of required readings that will be emailed to all entering M.S.W. students at their Smith email accounts by mid-May. All students may obtain information about books for their classes from Moodle once they are enrolled in their courses. (http://moodle.smith.edu)

The Smith College Libraries

Neilson Library is the main library for the Smith campus and for School for Social Work students. Neilson offers a strong book collection in social work and related fields as well as major journals, online and in print. Reference librarians will help School for Social Work students with all aspects of library use and research. The Sophia Smith Collection, documenting the history of women, contains the Social Work Archives with the papers of prominent social activists including Jane Addams and Ellen Gates Starr, co-founders of Hull House. The full array of Smith library resources and services is available to SSW Students.

SSW students may also use the libraries at Amherst, Mount Holyoke, and Hampshire Colleges, and the University of Massachusetts. With a Smith OneCard, students may borrow Five College materials in person or may request them through the Five College Delivery Service. For more information on our library services and collections, please explore the Smith college Libraries web site, http://www.smith.edu/libraries.
Technology Resources and The Computer Store

Information Technology Services (ITS) maintains computer resource centers for students, commonly known as “computer labs”, in various locations across campus. These labs provide students with free access to Dell and Apple computers and Smith-standard software. Laser printing is available in the labs for a reasonable fee. Dormitory rooms are wired for connectivity to the Smith network and for full internet access and wireless service is available in almost all locations.

With all of these facilities on campus, some students feel it is not necessary to own a personal computer or printer. However, the structure of the School for Social Work graduate program makes owning a personal computer extremely useful. Many courses include computer assignments and also require use of standard word processing software. The portability of laptop computers makes them especially practical, particularly during internships.

If you would like to take advantage of the convenience of having a personal computer, the Smith College Computer Store offers a wide selection of computer equipment. Products from Dell, Apple, Canon, Microsoft and other manufacturers are available at substantial savings, due to our special educational pricing. Knowledgeable Computer Store consultants are on hand to help you determine the proper configuration for your needs.

In April, you will be receiving more detailed information via email about our recommended computer configurations, as well as ordering information. Please visit the Smith College Computer Store web site to explore your options: http://www.smith.edu/computerstore. If you have questions, contact the Computer Store at (413) 585-3027 or email us at cstore@smith.edu.

Jacobson Center for Writing, Teaching and Learning

Seelye Hall, Rm 307
http://www.smith.edu/jacobsoncenter/

Contact: Debra Carney (413) 585-3035 dcarney@smith.edu or Peter Sapira (413) 585-3057 psapira@smith.edu

Debra Carney and Peter Sapira will speak at Convocation and describe the services offered, including the following:

Individual Writing Conferences

Throughout the two summer terms, we offer you individual writing conferences. During these half-hour sessions, we work on pre-writing, writing, and editing strategies. We serve as an audience for your ideas about your assignments and the written expression of those ideas.
To schedule a writing conference during the summer, please come to Seelye 307. Our schedules are posted in the foyer outside the door; just sign your name in any available slot. Feel free to call or email us if you have any questions about the schedules.

**Writing Skills Workshop**

Each summer we offer small-group workshops on *Overcoming Writing Anxiety; Grammar, Punctuation and Mechanics; The Serene Student (Time Management), Writing Clearly and Concisely* and *Surviving Your Thesis (for Second Year MSW students)*. Schedules for these workshops are available the first week of class, and we also announce them in the *SSW Bulletin*, the newsletter that is sent to all members of the community via email. Workshop materials will be posted under “Writing Resources” available on Moodle.

**“Writing Resources” on Moodle**

Our Moodle page “Writing Resources” includes the materials for all our writing workshops as well as other useful materials.

**Study Skills Session Information**

This year we will be meeting to discuss empirically based and learning style centered study habits and study groups – how they work and how to form them. Study habits can become rusty, if not used often, and can also be improved. Study groups may increase study effectiveness and efficiency while assisting with learning massive amounts of reading materials and assignments. Please join our group for a first meeting and bring along any potential study partners! Date, time and location of Study Skills Session will be announced via the *SSW Bulletin*. 
Communication at the School for Social Work

The primary means of communication at the School is via electronic mail. All students will be assigned a Smith email account during the registration process. **It is the student’s responsibility to check this account on a regular basis throughout the year; students will be held accountable for receipt of this information.** Please note that the School will use this account exclusively; no personal email accounts will be used. (For instructions on forwarding your Smith emails to another account, please see the instructions at [http://www.smith.edu/tara/googleapps/support.html](http://www.smith.edu/tara/googleapps/support.html).) Students should be sure to monitor this account regularly for important information regarding academic policies and procedures as well as various administrative deadlines.

The School for Social Work publishes a web-based electronic newsletter, the *SSW Bulletin.* The *SSW Bulletin* is published weekly during the summer session and monthly throughout the fall and spring. This is the official source of news, notices and announcements for the School for Social Work. **It is the primary vehicle for school communication and all community members are assumed to have read the newsletter.** Information regarding the submission process for *SSW Bulletin* will be available at registration and can be found at: [http://www.smith.edu/ssw/about_bulletin_submit.php](http://www.smith.edu/ssw/about_bulletin_submit.php).

**Housing Options**

**Date:** March 2013  
**To:** All School for Social Work Students  
**From:** Irene Rodriguez Martin, Acting Assistant Dean for Administration  
**Subject:** Housing - Summer 2013

As we at SSW prepare to welcome you to the summer academic session of the School, I want to inform you about what will be happening with campus facilities to help you make an informed decision about living on or off campus.

This summer we will be eating in the King/Scales Dining Room. Our assigned dorms will be King, Scales and Gardiner House which are located in the Quadrangle section of the campus, at the corner of Elm Street and Paradise Road. It is important for you to know that the College has banned smoking in all Smith buildings, including dorms. Candles incense, and halogen lamps are prohibited in all campus houses in order to comply with fire safety regulations.

Although final decisions have not yet been made, there will be some construction on the campus this summer which may affect our summer residents. There may be some minimal renovation work in one or more of the dorms we occupy on campus. We will distribute information on this work as it becomes available. The student Campus Center is open, Monday - Friday, 7:30 a.m. - 4:00 p.m.

I hope this memorandum helps you in deciding about housing for the upcoming summer. We all look forward to welcoming you.
**Dormitory Accommodations**

Dormitory rooms will be available on Thursday, May 30, beginning at 1:00 p.m. for students who need to arrive on that day. For on-campus students, a deli lunch will be provided on Thursday, May 30, from 12:00-1:00 p.m., at King/Scales.

Dormitory accommodations consist of single dormitory rooms with one twin bed, bureau, desk, and chair. All rooms are wired for full internet access. The School does not furnish bed linens, towels, curtains, bedspreads, etc. Students may wish to bring a lamp, an alarm clock and a fan. Swimmers should bring extra towels as none will be provided at the pool. You may also wish to bring an additional blanket and pillow.

**Room Keys**

All students living on-campus will be issued a room key and a front door key. In addition, all students who wish to use or eat at the King/Scales dining hall will need a front door key for access.

Keys may be picked up at Seelye Hall, first floor:

- **Thursday**, May 30 - 1:00 p.m. – 4:00 p.m.
- **Friday**, May 31 - 9:00 a.m. – 3:30 p.m.
- **Sunday**, June 2 - 12:00 p.m. – 4:00 p.m.

Beginning Monday, June 3, keys will be available in Room 218 of Lilly Hall from 9:00 a.m. - 3:30 p.m.

Students who do not return their key(s) will be charged a $25.00 fee per key. Students who lose their key(s) during the summer will be billed $25.00 for each additional key.

**Meal Plan – Off-Campus Students or Students Living in Friedman House**

The School for Social Work is making every effort to help make life more affordable for students living off-campus or in Friedman House.

The School has established meal plans allowing students to purchase 25 meals for $175.00 or 12 meals for $87.50. These meals may be any combination of breakfast, lunch and/or dinner. The meal plan you choose will be added to your OneCard to use at King/Scales only. The Meal Plan cannot be used at the Campus Center.

**PLEASE NOTE** that these fees cannot be pro-rated OR refunded.

A meal plan form will be sent electronically to all students. Please complete it and return to Michele Bala by the due date if you wish to participate in the meal plan.

**Important Information on Student Telephone Service**

Students in residence houses served by the campus-wide telephone system now have access to a digital phone, a private voice mailbox, and on-campus, local, and 800 calling. However, in order to make long distance and international phone calls, students must use pre-paid cards and calling cards. Information on pre-paid cards and calling cards is available at: [http://www.smith.edu/its/tara/telephones/phonecards.html](http://www.smith.edu/its/tara/telephones/phonecards.html).
**Air Conditioner Installation**

The College has several concerns regarding electrical usage and **window air conditioners** in the dorms. Please be aware of the following College regulations when making your plans:

1. Because we must restrict usage, only people with a medical need and medical documentation to that effect will be able to bring air conditioners. Students **must bring their own or rent air conditioners** and will be charged a flat fee ($125.00) to cover any expenses associated with the installation, and removal, of these systems.

2. We will need prior notification if you are planning to bring a window air conditioner. We must be able to plan room assignments accordingly and schedule HVAC professionals to install the air conditioners. For reasons of safety, all air conditioners will need to be installed in this manner.

We understand the importance of making your rooms habitable. However, given the age of some of the buildings, they are not all equipped to carry the electrical load and we must plan accordingly. In addition, unless the air conditioners are installed correctly, they pose a danger to others and this is not a risk the School/College can take.

3. If you will require an air conditioner installed, please fill out the Air Conditioner Installation Form (sent to each student) and return it, with **medical documentation**, to the Housing Coordinator by **April 29, 2012**. If medical documentation is not attached, the form will be returned to you.

**Pets**

**ABSOLUTELY NO PETS** are allowed in College or residential buildings. Students are expected to make off-campus arrangements for the care of pets. Violations of this strict College policy will be brought to the attention of the Acting Assistant Dean for Administration.

**Note:** this prohibition does not apply to individuals accompanied by seeing eye dogs or other trained service animals. If you utilize a service animal you will need to register with, and provide appropriate documentation to, the Office of Disability Services (see page 21 of this Guide).

**Mail and PO Box Keys**

The lower level of the Campus Center houses a full-service post office. Packages mailed to you at the School can be accepted as of Monday, May 20, 2013 or earlier if needed. **Please mark “Hold for Arrival” in place of the PO Box number if mailed before May 20th.**

Your official mailing address for the summer is:

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Student Name
Box - - - -
1 Chapin Way
Northampton, MA 01063-6302
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Your PO Box is located in the Campus Center and PO Box numbers will be assigned no later than May 24th. Further information will be given to you at Check-In. **If a forwarding order is requested from your home address, please mark it “Temporary” and only for the duration of the program (until August 16, 2013).** For any questions regarding your PO Box, contact Beverly Robinson at (413) 585-4156.

You will be required to return your Post Office box key by the time you leave campus. Failure to do so will result in the Post Office billing you in the amount of $20.00.
Banking

Students are advised to bring their money in traveler’s checks or money orders. Local banks are happy to open accounts for students. Unfortunately, the College Controller’s Office is unable to cash personal checks. There is an ATM machine in the lower level of the Campus Center. Its services include Cirrus, MasterCard, NYCE, Sum, and Visa.

COLLEGE OFFICES

Office for International Students and Scholars

The Office for International Students and Scholars provides advice and guidance to School for Social Work students and faculty on U.S. immigration laws, visa and travel regulations, school transfers, work authorization permits, and payment authorization for international faculty. The office works with students and faculty prior to their arrival at Smith and throughout the length of their program. The office also issues I-20 “Certificate of Eligibility” forms for F-1 student visa applications and J-1 visas for faculty. All international students must complete and submit a “Foreign Students Certificate of Finances” form to this office prior to the issuance of the F-1 visa application from Smith.

Hrayr Tamzarian, Associate Dean, assesses the needs of international students and faculty and helps to facilitate a smooth transition to life at Smith by providing individual and group orientation during the first few weeks of each summer session. International students or faculty with questions relating to the services of this office may direct inquiries to: http://www.smith.edu/interstudents/ or call (413) 585-4944 or Fax (413) 585-4982. In your correspondence, please indicate that you are a graduate student and affiliated with the School for Social Work program. The office is located in the Global Studies Center room 124, Wright Hall.

Disability Services

Smith College values the diversity of its student body and is committed to assuring non-discrimination in its programs for students with disabilities. The College works to meet its obligations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act in a variety of ways, including the provision of services and accommodations for students with documented disabilities. Students with a disability needing accommodations or services should return the disability identification form in the admission packet as soon as possible and contact the Office of Disability Services, located at College Hall, Room 104. Current medical documentation or a comprehensive psycho-educational assessment which directly supports any academic accommodations requested must be provided. Guidelines for documentation are available on the Smith website under Disability Services. Inadequate or incomplete documentation can delay the provision of academic accommodations or support services. The cost and work involved in obtaining documentation is the responsibility of the student.

Students with disabilities who need accommodations must make a telephone or in-person appointment with the Director of Disability Services as soon as you are admitted so that disability-related academic and housing accommodations and services can be discussed, approved and provided as appropriate. Requests for accommodations during field placements should be made immediately upon acceptance as students are assigned to placement sites in the spring before arrival for summer classes. This may require identification of specific sites. Please think about and communicate any restrictions or accommodations you might need so your placement can be as successful as possible.

All communications with Disability Services are confidential and accommodation requests must be made in advance, including help with course registration. Students needing sign language interpreters should be in touch immediately after admission in order to assure we can secure services for summer courses. Those needing books in audio or digital formats must contact the Office of Disability Services at least six to eight
weeks before the start of classes to allow time to prepare materials in alternate formats. We will work with you to secure books in alternate formats from various external sources and assist in producing accessible materials to the extent possible.

Students with disabilities that significantly impact reading, writing, or organizational skills are advised to investigate and become comfortable using assistive technology such as voice recognition, scheduling software, scanning, and reading software such as Kurzweil or Adobe Reader prior to attendance. Students interested in using technology in Smith’s Assistive Technology Lab must set a time for demonstration and training in order to use the lab. Many SSW students report that previous learning strategies that work in other settings are not effective for this compact program. Skills and strategies may need to be “upgraded” for graduate school and most people find it very challenging to learn new methods of reading, writing, and organizing while beginning a new fast paced graduate program. Transition to the SSW program will be easier if you arrive with an array of compensatory learning skills and a familiarity with assistive technology. Information about technology and services for building organizational and other learning skills can be found by contacting a local college in your area, seeking out a learning specialist, or by calling Smith’s Disability Services Office.

The summer program is fast paced and can be challenging for any student and as such students with physical or mental health conditions may want to discuss strategies and resources for taking care of their health needs in order to maintain their best level of functioning with the Disability Services Director.

You can reach the Office of Disability Services for a preliminary conversation by calling the telephone number below or emailing. Please feel free to contact us even if you are unsure if you need assistance.

Laura Rauscher  lrausche@smith.edu
Disability Services Director/ADA Coordinator  (413) 585-2071 (Voice or TTY/TDD)
Office of Disability Services  (413) 585-4498 (Fax)
Smith College, College Hall, Room 104  http://www.smith.edu/ods/
Northampton, MA 01063

Campus Police and Parking Information

Campus Police provides protection and security services to all members of the college community, including its visitors and guests, 24 hours a day, seven days a week. The Department’s full-time campus police officers are trained professionals. They have police powers on college property (as granted under Massachusetts General Laws, Chapter 22C, Section 63) and are sworn Hampshire County deputy sheriffs. All officers must complete training as mandated by the Massachusetts State Police.

There are 277 green lined parking spaces in various lots throughout the campus and in the parking garage designated for student parking with decal. The cost of a decal is $10.00 and parking in green lined spaces is on a first come, first served basis. Decals will be sold at Central Check-In.

Campus Police, at 126 West St., is staffed 24 hours a day, 7 days a week. As the main purpose of Campus Police is to protect life and property, calls for service are prioritized. Officers respond to such calls on foot, in cruisers, segway or on mountain bikes.

To contact the Campus Police Dispatcher: Dial 2490 from a campus phone or (413) 585-2490 from a cell phone or from off campus, 24 hours a day.

For campus emergencies: Dial 800 from a campus phone or (413) 585-2490 from a cell phone.

For parking-related questions: Call the Campus Police Parking Office at (413) 585-2495, Monday – Friday, 8:30 a.m. – 4:00 p.m. Closed on holidays.

For more information visit the department’s website at: http://www.smith.edu/campuspolice/
Smith College Office of Institutional Diversity and Equity

Diversity in all aspects of the educational environment is necessary for achieving the highest level of academic excellence. At Smith, we place a high priority on achieving and supporting diversity among our students, faculty, and staff in the areas of race, ethnicity, national origin, religion, socioeconomic class, sexual orientation, disability and age. We believe that when a community is rich with varying perspectives, outlooks and values, the potential to prepare its members to deal more readily with complexity and to participate productively in a pluralistic society is greatly increased. In 2008, President Carol Christ established the diversity council to advise her and keep her informed of progress on diversity issues.

The council’s members include the College President, Director of the Office of Institutional Diversity and Equity, Dean of Religious Life, Associate Dean for International Students, Director of Multicultural Affairs, Director of Disability Services, Dean of the School for Social Work, SGA diversity committee chair and other students, staff and faculty. To see a complete membership list please visit the web page at: http://www.smith.edu/diversity.

School for Social Work Anti-Racism Groups and Organizations

Anti-Racism Consultation Committee

The Anti-racism Consultation Committee serves in a consultative capacity to anyone in the SCSSW community who wishes to address an issue related to race. The committee is used as a sounding board and as a problem-solving body. The Committee has no formal or disciplinary power yet makes recommendations to the Dean, as appropriate. The Committee is comprised of elected student representatives, administration, and faculty. For a listing of Committee member names and contact information, please refer to the SSW Bulletin.

Anti-Racism Task Force

The Anti-Racism Task Force has been the engine for many of the changes brought about at Smith SSW in support of its anti-racism commitment. The Task Force represents a collaborative opportunity where all constituents of the School are able to work together. Membership in this group is open to the entire SSW community. Please refer to the SSW Bulletin for meeting times and location.

Council for Students of Color

The Council for Students of Color is a student-run organization which is both a political and social support system. Council defines this organization to be an organization of people of racially oppressed groups; meetings are open to both M.S.W. and Ph.D. students. Council meetings are normally held weekly over dinner; see the SSW Bulletin for meeting times and location.

Unlearning Racism Group

The foundational principles of the group are an emotional space, mutual support and accountability around issues of race and racism. This group is open to the entire student body and has historically been a space for white students to unpack, share, and reflect on white privilege and embedded internal racism. See the SSW Bulletin for meeting times and location.
STUDENT ORGANIZATIONS

Master’s Program Student Organizations
(Note: These listings are accurate at time of publication).

Student Organization Governing Body

Student Org E4 (Executive Four)

Co-President: Stacey Jackson-Roberts (A13) sdjackso@smith.edu
Co-President: Penelope Williams (A13) pwilliam@smith.edu
Co-Vice President: Mary Fesperman (A13) mfesperm@smith.edu
Co-Vice President: Corrine Mertz (A13) cmertz@smith.edu

Remainder of Governing Body

Secretary: Open
Treasurer: Claudia Watson (A14) cwatson@smith.edu

Curriculum Committee

A13 Co-Chairs: Chelsea Dann, Caitlyn Keckeissen
A14 Co-Chairs: Janet Namono, Emily Porter
A13 Curriculum Representative for Research: Julia St. George
A14 Curriculum Representative for Research: Paige Hustead
A13 Curriculum Representative for Policy: Margot Goodnow
A14 Curriculum Representative for Policy: Joey Segura
A13 Curriculum Representative for Practice: Sarah Wettenstein
A14 Curriculum Representative for Practice: Dina Pasalis
A13 Curriculum Representative for HBSE: Dave Sullivan
A14 Curriculum Representative for HBSE: Rose Wilson
Advanced Standing BSW Curriculum Rep: Stefanie Carreiro (BS14)
Council for Students of Color Curriculum Rep: Andrea Yoshida (A13)
LGBTQQIF Alliance Representative for Field: Lauren Millerd (A14)
Secretary: Jacqueline Kinsley (A13)

Field Representatives

A13 Co-Field Placement Representatives: Johanna Black and Trina Zahller
A14 Co-Field Placement Representatives: Meghan Doherty, Ben Katz
LGBTQQIF Alliance Field Representative: Jaimie Colica (A13)
Council for Students of Color Field Representative: André Zandona (A14)

Class Representatives

A13 Class Co-Representatives: Cori Fisk, Emily Lusenhop
A14 Class Co-Representatives: Lexi Klupchak, Nakita Dziegielewski
Advanced Standing BSW Representative: Afrika Cotton (BS14)

Other Representatives

Campus Life Representative: Claudia Shapiro (A14)
Off-Campus Representative: André Zandona (A14)
Financial Aid Representative: Open
Admission Representative: James Flood (A14)
Other Representatives (Continued)

Academic Support Services Representative: Open
Communications Representative: Open
Registration Representative: Ray Flichtbeil (A14)
Social Action Representative: Liz Hammond (A13)

Student Groups

Council for Students of Color: President: Cindy Lys (A13)
Co-Vice President: Deepa Ranganathan (A13)
Co-Vice President: Chloe Jhangiani (A13)

Disability Awareness and Support Group: President: Talia Jackson (A13)

Drama and Improv Group: Organizer: Lexi Klupchak (A14)

Jewish Student Alliance: Co-President: Ariel Schneider (A14)
Co-President: T. Lee Shostack (A13)
Co-President: Sonia Alexander (A14)

LGBTQQIF Alliance: President: Chelsea Dann (A13)
Vice President: Liz Love (A13)

Men at Smith: General Organizer: Dave Sullivan (A13)

Social Welfare Action Alliance (SWAA): President: Liz Hammond (A13)

Spanish Speaking Clinicians: Contact: Audra Winn (A13)

Unlearning Racism: Contact: Bronwyn Shiffer (A13)

Anti-Racism Task Force: Contact Professor Fred Newdom for information

Community in Support of Those Who Serve and Sacrifice (CSSS): Student Org Contact: Frank Bayles (A14)

Ph.D. Program Student Organization (DSO)

D13 Co-Presidents: Jeanne Dewey and James Pittman
D14 Co-Presidents: John Bucholtz and Christy Tronnier
D13 Secretaries: All D13 students
D14 Secretary: Liz Schulte
DSO (D13) Curriculum Committee Representative: Kimberly Calhoun
DSO (D14) Curriculum Committee Representatives: Laura Berenson and Catherine Balletto
D13 Alumni Representative: All D13 students
D14 Alumni Representatives: Christie Hunnicutt and Rachel Neuman
DSO Council for Students of Color Representatives: Jean Clarke-Mitchell (D14) and Rosie Yap (D14)
D13 LGBT Student Representatives: TBA
Master's Program Liaisons: Josh Altman (D14) and all D13 students
Smith College School for Social Work
Directory of Administrative Offices

Reception Desk (413) 585-7950
Doreen Underdue, Communications Assistant
(413) 585-7950 (dunderdu@smith.edu)

Academic Support Services (413) 585-7989
Valerie Abrahamsen, Director and Registrar
(vabraham@smith.edu)
Melissa Henry, Faculty Services Coordinator
(413) 585-7989 (sswoas@smith.edu)
Sharyn Zuffelato, Student Services Coordinator
(413) 585-7989 (sswoas@smith.edu)

Admission (413) 585-7960
Irene Rodriguez Martin, Director
(imartin@smith.edu)
Valerie N. Hooper-Lindros, Senior Associate Director
(vhooper@smith.edu)
Molly Nelson, Enrollment Coordinator
(mnelson@smith.edu)
John Terracuso, Administrative Assistant
(jterracu@smith.edu)

Annual Conference (Field Work)
See Field Work

Audio/Visual needs
www.smith.edu/its/class_support/index.html

Bills (Student)
See Student Financial Services

Bookstore
See Grecourt Bookshop

Campus Police (413) 585-2490
Raymond LaBarre, Interim Chief
Emergencies (from campus phone) x800
Routine (from campus phone) x2490

Career Development Office, Drew Hall (413) 585-2582
(Job Search, Resume Writing, Interview Prep)
www.smith.edu/cdo, cdo@smith.edu
Janice Schell, Assistant Director,
(jschell@smith.edu)

Center for Media Production (413) 585-2954
www.smith.edu/its/mservices/aboutcenter.htm

Community Practice Project (413) 585-7965
Fred Newdom, Coordinator
(518) 588-2792 (fnnewdom@nycap.rr.com)
Pattie Lumbra, Administrative Assistant
(413) 585-7965 (plumbra@smith.edu)

Computer Resources
See ITS Information Technology Services

Continuing Education (413) 585-7970
Tobias Davis, Assistant Director
(tdavis@smith.edu)

Copy and Mail Services (413) 585-2600
(Printing, Copying, and Mailing services)
http://www.smith.edu/copyandmainservices
(copymailsvc@smith.edu)

Office of the Dean (413) 585-7977
Carolyn Jacobs, Dean and Elizabeth Marting Treuhaft Professor (cjacob@smith.edu)
Jersey Graham, Executive Assistant to the Dean
(jgraham@smith.edu)
Josh Miller, Associate Dean and Dean of Students
(jmiller@smith.edu)
Irene Rodriguez Martin, Acting Assistant Dean for Administration (imartin@smith.edu)
Maddy Neely, Administrative Assistant
deanasst@smith.edu

Development and Alumni Affairs (413) 585-4290
Dawn Faucher, Annual Giving Officer
dfaucher@smith.edu
Patricia Gilbert, Administrative Coordinator
pgilbert@smith.edu

Disability Services (413) 585-2071 voice (TTY/TDD)
Laura Rauscher, Director
lrausche@smith.edu
Geary Gravel, Deaf Services Coordinator
(413) 585-2139 (ggravel@smith.edu)

Diversity & Equity (Office of) 585-2141
Pamela Nolan Young, Director
(pnolan@smith.edu)

Doctoral Dissertations
See Doctoral Program

Doctoral Program (413) 585-7981
Kathryn Basham, Co-Director
(413) 585-7959 (kbasham@smith.edu)
Joyce Everett, Co-Director
(413) 585-7961 (jeverett@smith.edu)
AnnaMarie Russo, Administrative Assistant
(413) 585-7981 (amrusso@smith.edu)

Enrollment Verification
See Academic Support Services

Faculty Clerical Support (Adjunct)
See Academic Support Services
Faculty Sequence Chairs
HBSE – Joan Berzoff, Co-Chair (413) 585-7954
(jberzoff@smith.edu)
Marsha Pruett, Co-Chair (413) 585-7997
(mpruett@smith.edu)
PRAC – Phebe Sessions (413) 585-7953
(psessions@smith.edu)
RESH - Joanne Corbin (413) 585-4039
(jcorbin@smith.edu)
SWPS – Fred Newdom (518) 588-2792
(fnewdom@nycap.rr.com)

Faculty Teaching Schedules
See Academic Support Services

Field Work—Master's
Carolyn S. du Bois, Director
(413) 585-7987 (cdubois@smith.edu)
Katelin Lewis-Kulin, Associate Director
(413) 585-3625 (jlewiskulin@smith.edu)
Pattie Lumbra, Coordinator and Systems Specialist
(413) 585-7965 (plumbra@smith.edu)

Field Work—Doctoral
See Doctoral Program

Financial Aid
See Student Financial Services

Federal Bank Loans
See Financial Aid

Graduation
See Academic Support Services

Grécourt Bookshop (413) 585-4140
Textbook Manager (413) 585-4155

Helen Hills Hills Chapel (413) 585-2750
Office of the Chaplains
Open daily 8:00 a.m. - 4:00 p.m. (office)
7:30 a.m. - 9:00 p.m. (building)

Housing
Off-Campus Sublet Information
Doreen Underdue, Communications Assistant
(413) 585-7950 (dunderdu@smith.edu)

On-Campus Room Assignments and Keys
(Student and Faculty)
Michelle Bala, Housing Coordinator
(413) 585-7979 (mbala@smith.edu)

Human Subjects Review (413) 585-7985
David Barton, Chair
(dlbarton@smith.edu)
Laura Wyman, Administrative Assistant
(413) 585-7974 (lwyman@smith.edu)

ID Cards
See OneCard Office

Information Technology Services (ITS)
Computer Accounts, Networks and Questions
(413) 585-4ITS or (413) 585-4487

International Students and Scholars Office
(413) 585-4943
Hrayr Tamzarian, Associate Dean
(htamzari@smith.edu)
Ashavan Doyon, Administrative Assistant
http://www.smith.edu/interstudents/

Loan Deferments
See Academic Support Services

Mail Services
See Academic Support Services

Medical Insurance (Student)
Michele Bala, Housing Coordinator
(413) 585-7979 or mbala@smith.edu

Meetings: Scheduling of
King/Scales Meeting Rooms
Michele Bala, Administrative Assistant
(mbala@smith.edu)
Large Meeting Rooms, Film Viewing Rooms,
SSW Classrooms, Other Campus Space
Maddy Neely, Administrative Assistant
(413) 585-7983 (deanasst@smith.edu)
Lilly Hall
Doreen Underdue, Communications Assistant
(413) 585-7950 (dunderdu@smith.edu)

Neilson Circulation Desk and Reference Desk
(413) 585-2910 and (413) 585-2960

OneCard Office (Photo ID Cards) (413) 585-3082
Ricardo Portalatin, Systems Coordinator
http://www.smith.edu/its/onecard/photos.html

Parking
See Campus Police

Photocopying/Printing/FAX
See Central Services

Registrar's Office
See Academic Support Services

Smith College Studies in Social Work
Kathryn Basham, Editor
(413) 585-7984 (kbasham@smith.edu)

SSW Bulletin
To submit an item:
http://www.smith.edu/ssw/about_bulletin_submit.php

Student Financial Services (413) 585-2350
sswfa@smith.edu
Student Postal Center (413) 585-4156
Post Office and Mail boxes located in the Campus
Center, Lower Level

Telephones (Voice mail and phone service)
Mary Clayton, Telephone Assistant
(413) 585-2082 (mclayton@smith.edu)

Theses (Master's) (413) 585-7974
Jean LaTerz, Thesis Coordinator
(617) 922-0894 (jlaterz@smith.edu)
David Burton, Chair, Human Subjects Review
(413) 585-7985 (dlburton@smith.edu)
Marjorie Postal, Research Analyst
(413) 585-7975 (mpostal@smith.edu)
Laura Wyman, Administrative Assistant
(413) 585-7974 (lwyman@smith.edu)

Transcripts and Student Files
See Academic Support Services

Writing Support-Jacobson Center
Debra Carney, Administrator, Writing Counseling
Program
(413) 585-3035 (dcarney@smith.edu)
Peter Sapira, Writing Counselor
(413) 585-3057 (psapira@smith.edu)

Zip Cars
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