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<td>Disability Services</td>
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<td>SSW Student Organizations</td>
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<td>Master's Program Student Organizations</td>
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## Important Summer Calendar Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 31</td>
<td>Dormitories Open (1:00 p.m.)</td>
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</tbody>
</table>
| June 1     | Central Check-In for all 1st summer and Non-Cleared 2nd and 3rd Year Students* †  
             | Orientation for 1st summer Students*                                 |
| June 2     | Student Community Day                                                |
| June 3     | Orientation to Professional Social Work*                              
             | Opening Convocation                                                  
             | Central Check-In for “Cleared” 2nd and 3rd summer Students †         |
| June 4 - 7 | Term 1                                                                |
| June 4 - 8 | Add/Drop (Term 1) begins June 4 at 8:00 a.m. and ends June 8 at 10:30 a.m. |
| June 7     | Sexual Assault Prevention Workshop (sponsored by Student Org and open to the entire SSW community), 5:30 p.m., Scales Living room |
| June 18    | Anti-Racism Symposium - (an evening event mandatory for all 1st summer students and open to the entire SSW community) |
| June 22 (noon) | Thesis Deadline (3rd summer M.S.W. students)                         |
| June 26    | Thesis Breakfast (3rd summer M.S.W. students)                         |
| July 4     | Holiday; SSW offices closed, no classes held                         |
| July 9 - 13| Break                                                                |
| July 16 - 17| Term 2                                                               |
| July 20    | Add/Drop (Term 2) begins July 2 at 8:00 a.m. and ends July 20 at 10:30 a.m. |
| July 20 - 21| Annual Conference and Field Meetings (1st and 2nd summer M.S.W. students and 1st summer Advanced Standing students)* |
| August 17  | Commencement (4:00 p.m.)                                             |
| September 4| 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** bi-weekly for important communications.
February 2012

Dear Entering and Returning Students:

We are busily planning our 94th summer session and look forward to welcoming you on June 1, 2012. 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 94th summer session we are excited about the expertise and experience represented by our resident and adjunct faculty. We look forward to an exciting lecture series and invited presentations that will enrich our learning community. The lectures will cover a variety of topics. Our Lydia Rapoport lecturer is Dr. Salman Akhtar who will be giving a Summer Lecture Series lecture on the topic of human goodness and healthy and adaptive attitudes. He generously offered to give presentations on the topics of silence and his poetry. Dr. Akhtar is Professor of Psychiatry at Jefferson Medical College and Training and Supervising Analyst at the Psychoanalytic Center of Philadelphia. He will spend a week on campus in late June visiting classes and meeting with students. 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 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>□ 2/17/12</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>□ 2/24/12</td>
<td>*1/2/3</td>
<td>Housing Form (enclosed with acceptance letter for entering students and sent as an email to returning students) – due to Michele Bala</td>
</tr>
<tr>
<td>□ 3/7/12</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>□ 3/28/12</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>□ 4/1/12</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>□ 4/1/12</td>
<td>*1</td>
<td>†<strong>Hard copy</strong> passport photo for OneCard Smith ID - due to Office of Academic Support Services</td>
</tr>
<tr>
<td>□ 4/11/12</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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</tbody>
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## Planning Check List (continued)

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<th>Deadline</th>
<th>Class Code</th>
<th>Description/Recipient</th>
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<td>4/16/12</td>
<td>*1</td>
<td>Health Insurance Enrollment/Waiver - due to Michele Bala</td>
</tr>
<tr>
<td>4/27/12</td>
<td>2/3</td>
<td>Final Field Assignments – due to Field Department (follow instructions in expanded academic calendar)</td>
</tr>
<tr>
<td>4/30/12</td>
<td>*1/2/3</td>
<td>Air Conditioner Form (sent electronically to all students) - due to Michele Bala</td>
</tr>
<tr>
<td>4/30/12</td>
<td>*1/2/3</td>
<td>Off-Campus Meal Plan (sent electronically to all students) – due to Michele Bala</td>
</tr>
<tr>
<td>5/18/12</td>
<td>*1</td>
<td>†Digital passport photo for OneCard Smith ID – due to OneCard Office</td>
</tr>
<tr>
<td>5/18/12</td>
<td>3</td>
<td>Intent to Graduate Form – due to <a href="mailto:sswoaas@smith.edu">sswoaas@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 31
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, June 1
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
12:00 - 1:00 Lunch for on-campus students, King/Scales
1:15 - 2:45 *Field Orientation, all 1st year students, Stoddard Hall, G2
3:00 -4:00 *Technology Resources Orientation, Stoddard Hall, G2
4:15-5:15 *Library Services Orientation, Neilson Browsing Room
5:45 - 6:15 *Welcome from the Dean, King/Scales Dining Room Followed by dinner for all students

SATURDAY, June 2
Student Community Day - get to know your student colleagues and organizations.

SUNDAY, June 3
1:30 – 3:30 *Orientation to Professional Social Work, Dean Jacobs, Wright Hall/Weinstein Auditorium
3:30-4:00 Informal social gathering for entering M.S.W students Weinstein Auditorium Foyer
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 4, 2012, 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, June 1, 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 31

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, June 1

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

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

6:15 Dinner for all students at King/Scales Dining Room

SATURDAY, June 2

Student Community Day

SUNDAY, June 3

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

1:00 - 4:00 Orientation to Professional Social Work, Dean Jacobs
Wright Hall/Weinstein Auditorium
(Not mandatory for returning students, but all are invited to attend)

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, June 1, or Cleared Student Check-In on Sunday, June 3,
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 4, in Lilly
Hall. You must complete the Check-In process before you attend class.
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 3rd, rather than on Friday, June 1st. This simplified Check-In allows you to pick up packets and purchase parking decals on Sunday afternoon, June 3, 2012, 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, Fiscal Affairs Office, and Financial Aid Office. In order to be “cleared,” you must meet the following requirements:

- You have submitted all Field assignments,
- You have paid all funds owed to the School, and
- You have submitted all required financial aid materials.

All materials required by Field, Fiscal Affairs, and Financial Aid must be received at the School by **Friday, April 27, 2012**. All Students will be sent a Check-In Status report, via email, **on Friday, May 18, 2012**, 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 3, 2012, between 2:00 and 4:00 p.m. You may still opt to attend Check-In on Friday, June 1, 2012, 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 4, 2012, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins.

**Students NOT Cleared by May 18, 2012:** If you are not cleared by **Field, Fiscal Affairs, and Financial Aid** by Friday, May 18, 2012, you **must** attend Check-In on Friday, June 1, 2012. 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 4, 2012, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins.

**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 Fiscal Affairs and Financial Aid questions about Check-In please contact them at sswfa@smith.edu (413/585-7956).
- For general questions about Check-In, contact the Office of Academic Support Services at sswoaas@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 31**
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, June 1**
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 Program, Scales House Study Room
3:00-4:00  1st summer Ph.D. students  
*Technology Resources Orientation, Stoddard Hall, G2
4:15-5:15  1st summer Ph.D. students  
*Library Services Orientation, Neilson Browsing Room
5:45 - 6:15  *Dean’s Welcome - Entering students, King/Scales Dining Room
6:15  All students, Dinner at King/Scales Dining Room

**SATURDAY, June 2**
1:30 - 5:30  *Anti-Racism/Diversity Training, mandatory for 1st summer Ph.D. students, 
Lilly Hall 3rd Floor Conference Room
7:00  Doctoral student meeting (student planned event)

**SUNDAY, June 3**
11:00 - 1:00  Brunch for all doctoral students. Lilly Hall 2nd Floor Conference Room
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 Doctoral Students Only

Dear Returning Doctoral 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 3rd, rather than on Friday, June 1st. This simplified Check-In allows you to pick up packets and purchase parking decals on Sunday afternoon, June 3, 2012, 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 Fiscal Affairs and Financial Aid. In order to be “cleared,” you must meet the following requirements:

- You have paid all funds owed to the School, and
- You have submitted all required financial aid materials.

All materials required by Fiscal Affairs and Financial Aid must be received at the School by Friday, April 27, 2012. All students will be sent a Check-In Status report, via email, on Friday, May 18, 2012, telling them what their check-in status is.

Clearied Students: You may check in on Sunday, June 3, 2012, between 2:00 and 4:00 p.m. You may still opt to attend Check-In on Friday, June 1, 2012, 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 4, 2012, in Lilly Hall; a $125 administrative fee will be charged to your account for all Monday late check-ins.

Students NOT Cleared by May 18, 2012: If you are not cleared by Fiscal Affairs and Financial Aid by Friday, May 18, 2012, you must attend Check-In on Friday, June 1, 2012. Please arrive between 11:00 a.m. and 3:30 p.m. Also note that if you have not been cleared by Financial Aid (and Billing?) and you do not attend Central Check-In on Friday, June 1, 2012, you must attend Late Check-In between 8:00 a.m. and 10:00 a.m. on Monday, June 4, 2012, in Lilly Hall; a $125 administrative fee will automatically be charged to your account.

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

- For Fiscal Affairs and Financial Aid questions about Check-In please contact them at sswfa@smith.edu (413/585-7956).
- 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>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
</tr>
</thead>
<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_rev.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 24, 2012.
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 some time around May 1st. 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.

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.

Paying for a computer can be difficult, especially for students. Therefore, the School for Social Work offers interest-free, short-term computer loans to its students. The maximum loan amount is $1,000, with the stipulation that the computer must be purchased at the Smith College Computer Store. For more information about this loan, please contact Diana Wheeler Sims, Financial Aid and Loan Coordinator, at (413) 585-7956.

The Smith College Computer Store has signed a licensing agreement with Microsoft that allows students to purchase either MS Office Pro Windows, or MS Office Mac at a low price of $75. Please note that if you plan to access the Smith Network with your own computer or mobile device, please read through our ResNet Webpage for information about connecting to the Smith Residence Network. [http://www.smith.edu/its/tara/smith_resnet.html](http://www.smith.edu/its/tara/smith_resnet.html).

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](http://www.smith.edu/computerstore). If you have questions, contact the Computer Store at (413) 585-3027 or email us at cstore@smith.edu.
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! The session will be held on Friday, June 8, 2012, from 12:30 to 1:30 p.m. in the Scales Living Room.

Contact David Burton at dlburton@smith.edu for information.
CAMPUS LIFE

Housing Options
Date: March 2012
To: All School for Social Work Students
From: Diane L. Tsoulas, Associate Dean for Administration
Subject: Housing - Summer 2012

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.

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.

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.

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

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. 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.
**Dormitory Accommodations**

Dormitory rooms will be available on Thursday, May 31, 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 31, 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 31** - 1:00 p.m. – 4:00 p.m.
- **Friday, June 1** - 9:00 a.m. – 3:30 p.m.
- **Sunday, June 3** - 12:00 p.m. – 4:00 p.m.

Beginning Monday, June 4, keys will be available in Room 111 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 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 30, 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 Associate 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 21 or earlier if needed. Please mark “Hold for Arrival” in place of the PO Box number if mailed before May 21, 2012.

Your official mailing address for the summer is:

Student Name
Box - - - -
1 Chapin Way
Northampton, MA 01063-6302

Your PO Box is located in the Campus Center and PO Box numbers will be assigned no later than May 25, 2012. 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 17, 2012). 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.

Sexual Assault Prevention Workshop

This new workshop will discuss sexual assault, relationship violence, and our community. We are not in a fish bowl and it is important to begin an ongoing discussion on how to address these issues locally within our community. The workshop will include information on primary and secondary interventions, Smith policies and procedures, and resources within the Smith and Northampton community. Held June 7, at 6:00 p.m., all are welcome. Please join us and be part of this informative workshop and discussion.

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.

Hrayar 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.

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. The cost of a decal is $5.00 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/

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

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.

President Carol Christ has established and chairs a diversity council to advise her and keep her informed of progress on diversity issues. The council’s members are:

- Kim Alston, Administrative Assistant, Chapel
- Yanil Bergos ’13
- Carol Christ, President
- Dawn Fulton, Associate Professor, French Studies
- MacKenzie Green ’13J, SGA diversity committee chair
- Serena Harris, Human Resources Specialist
- Carolyn Jacobs, Dean, School for Social Work
- Laura Katz, Elsie Damon Simonds Professor, Biological Sciences
- Mahnaz Mahdavi, Professor, Economics
- Arielle Petrovich ’14
- Pamela Nolan Young (Chair), Director of the Office of Institutional Diversity and Equity
- Laura Rauscher, Director of Disability Services
- L’Tanya Richmond, Director of Multicultural Affairs
- Donna Riley, Associate Professor, Engineering
- Lilith Siegel ’14
- Yenisleidy Simon ’AC
- Andrea Stone, Assistant Professor, English Language & Literature
- Hrayr C. Tamzarian, Associate Dean for International Students
- Jennifer Walters, Dean of Religious Life, Chapel

Web page: http://www.smith.edu/diversity
**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: Alana Honigman (A12) ahonigm@smith.edu
Co-President: Katryn Little (A12) klittle@smith.edu
Co-Vice President: Haley Burton, (A12) hschmidt@smith.edu
Co-Vice President: Rebecca Voit (A12) rvoit@smith.edu

**Remainder of Governing Body**

Co-Secretary: Ileana Sansano (A12) isansano@smith.edu
Co-Secretary: Morgan Stone (A12) mrstone@smith.edu
Treasurer: OPEN

**Curriculum Committee**

A12 Co-Chairs: Sara Lipton-Carey, Alexandra Jamali
A13 Co-Chairs: Jacqueline Kinsley, T. Lee Shostack
A12 Curriculum Representative for Research: Sheryl Jaffe
A12 Curriculum Representative for Policy: Eric Eichler
A13 Curriculum Representative for Policy: Margot Kuhns Goodnow
A12 Curriculum Representative for Practice: Miya Drucker
A13 Curriculum Representative for Practice: Rebecca Stahl
A12 Curriculum Representative for HBSE: Shoshanna Brady
A13 Curriculum Representative for HBSE: Dave Sullivan
Secretary: Caitlyn Keckeissen (A13)

**Field Representatives**

A12 Co-Field Placement Representatives: Sam Douglas, Liz Welton
A13 Co-Field Placement Representatives: Corrine Mertz, Jessica Rotem
LGBTQQIF Alliance Field Co-Representatives: Christopher Heinrich (A12)
LGBTQQIF Alliance Field Co-Representatives: Anastasia Taketomo (A12)
LGBTQQIF Alliance Field Co-Representatives: Mira Elwell (A12)
Council for Students of Color Field Representative: Andrea Yoshida (A13)

**Class Representatives**

A12 Class Representative: Malyna Kettavong
A13 Class Co-Representatives: Emily Lusenhop, Cindy Lys
Advanced Standing BSW Representative: Claudia Vogelsang (BS13)

**Other Representatives**

Campus Life Representative: Hanna Soumerai (A13)
Off-Campus Co-Representatives: Jennelle Lijestrand (A13), Ellen Patterson (A13)
Financial Aide Representative: Claudia Vogelsang (BS13)
Other Representatives (Continued)

Admission Representative: Brianna Meehan (A13)
Academic Support Services Representative: Suzanne Rea (A13)
Communications Representative: Mary Stanton (A12)
Social Action Representative: Stacey Jackson-Roberts (A13)

Student Groups

Child Care Co-op:

Council for Students of Color:
President: Alex Kim (A12)
Representative: Andrea Yoshida (A13)

Holistic Healing and Meditation Group:
Co-President: Eric Eichler (A12)
Co-President: Ali Kimmel (A12)

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

Jewish Student Alliance:
Co-President: Rebecca Voit (A12)
Co-President: Alana Honigman (A12)

LGBTQQIF Alliance:
President: Haley Burton (A12)
Representative: Mary Fesperman (A13)

Men at Smith:
Co-Leader: Patrick Cody (A12)
Co-Leader: Jonathan Mitchelmore (A13)
Co-Leader: Dave Sullivan (A13)

Size Matters:
President/Representative: OPEN

Social Welfare Action Alliance (SWAA):
President: Deepa Ranganathan (A13)
Representative: Hannah Fegley (A13)

Unlearning Racism:
OPEN (no Official Leadership)

Anti-Racism Task Force:
No Student Leader; Contact Associate Dean Dennis Miehls Or Professor Fred Newdom for information

Community in Support of Those Who Serve and Sacrifice (CSSS):
Co-President: Monica Beron (A12)
Co-President: Morgan Stone (A12)

Relationship Group:
President: Jesse Dice (A12)

Doctoral Program Student Organization (DSO)

D12 Co-Presidents: Kristin Evans and Chelsea MacCaughelty
D13 President: James Pittman
D12 Co-Secretaries: Carolyn Mak and Katherine McCarthy
DSO Curriculum Committee Representative: Kimberly Calhoun (D13)
DSO Alumnae Representatives: Amber Kellyand Mari-Anna Bergeron
DSO Council for Students of Color Representative: Maria Oliva (D12)
D12 LGBT Student Representatives: David Byers and Mary Curry
Master’s Student Representative: Jean-Paul DesPres (D12)
Smith College School for Social Work
Directory of Administrative Offices

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, Assistant Director
(vhooper@smith.edu)
John Terracuso, Administrative Assistant
(jiterracu@smith.edu)
Jung Kang, Administrative Assistant
(jkang@smith.edu)

Annual Conference (Field Work)
See Field Work

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

Bills (Student)
See Financial Aid

Bookstore
See Grecourt Bookshop

Campus Police (413) 585-2490
Scott T. Graham, Assistant Director
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 (fnecdum@nycap.rr.com)
Patti Lambra, Administrative Assistant
(413) 585-7965 (plumba@smith.edu)

Computer Resources
See ITS Information Technology Services

Continuing Education (413) 585-7970
Irene Rodriguez Martin, Director
(imartin@smith.edu)
Tobias Davis, Coordinator
(tdavis@smith.edu)

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

Office of the Dean (413) 585-7977
Carolyn Jacobs, Dean and Elizabeth Marting
Treuhaft Professor (cjacobs@smith.edu)
Jensey Graham, Executive Assistant to the Dean
(jgraham@smith.edu)
Dennis Miehls, Associate Dean and Dean of Students
(dmiehls@smith.edu)
Diane L. Tsoulas, Associate Dean for Administration
(dtsoulas@smith.edu)
Tonya Dixon, Administrative Coordinator for the
Associate Dean for Administration
(tdixon@smith.edu)

Development and Alumni Affairs (413) 585-7964
David Brown, Director
debrown@smith.edu
Patricia Gilbert, Administrative Assistant
(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 (ggeravel@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
Catherine Nye, Co-Director
(413) 585-7969 (cnye@smith.edu)
James Drisko, Co-Director
(413) 585-7961 (jdrisko@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
(berzoff@smith.edu)
Josh Miller, Co-Chair (413) 585-7966
(jmiller@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)
Anthony C. Hill, Associate Director
(413) 585-3625 (ahill2@smith.edu)
Pattie Lumbr, Coordinator and Systems Specialist
(413) 585-7965 (plumbr@smith.edu)
Patricia Gilbert, Administrative Assistant
(413) 585-4290 (pgilbert@smith.edu)

Field Work—Doctoral
See Doctoral Program

Financial Aid
Deb Luekens, Acting Director
(413) 585-7953 (dluekens@smith.edu)
Diana Wheeler-Sims, Financial Aid/Loan Coordinator
(413) 585-7956 (dwheeler@smith.edu)

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 Burton, Chair
(dlburton@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 Student Postal Center

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
Tonya Dixon, Administrative Assistant to the
Associate Dean for Administration
(413) 585-7983 (tdixon@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 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)
Ann Hartman, Chair, Human Subjects Review
(413) 585-7974 (ahartman@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
www.zipcar.com