

FLORIDA
ATLANTIC
UNIVERSITY

Adjunct Faculty Manual



School of Social Work
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PH(561)297-3234 ◆ FAX (561)297-2866

2008/2009



Welcome!

The faculty of the School of Social Work welcomes you to Florida Atlantic University. We are very proud of our social work program and the growing number of students interested in pursuing careers in social work. We appreciate your involvement in contributing to this important process. Adjunct faculty adds a valuable dimension to our educational program and we are pleased to have you join us.

To make teaching with us a little smoother, please review our Adjunct Faculty Manual. In addition, it is advisable for you to refer to the Florida Atlantic University faculty manual which may be found online by accessing the following link: <http://www.fau.edu/provost/files/facultyhandbook.pdf> You will also find links to the information sessions presented to our BSW classes at [http://www.fau.edu/ssw/pdf/3302Bachelor of Social Work.ppt](http://www.fau.edu/ssw/pdf/3302Bachelor%20of%20Social%20Work.ppt). These Power Point presentations will help orient you to the organization and curriculum of the BSW program. Adjuncts teaching the MSW program attend the fall MSW student orientation which covers the organization and curriculum of the MSW program.

On page 1, please find the goals and objectives of the BSW and MSW programs. The faculty has developed the core curriculum and to ensure that the goals and objectives of the program are met and consistent, a core syllabus is used for each class. Please make the necessary changes, dates, etc. Should you have any questions, please contact Dr. Ellen Ryan (BSW) eryan@fau.edu or Dr. Woody Hamlin (MSW) ehamlin@fau.edu.

Our goal is to maintain consistency in our social work program. We look forward to an exciting semester.

Sincerely,

Michele J. Hawkins, Ph.D.
Director, School of Social Work

Goals of the Florida Atlantic University School of Social Work:

The goals are derived from the mission of preparing competent and effective professional social workers at the BSW (beginning level) and MSW (advanced level) who will contribute to the implementation and development of social work knowledge and provide leadership in the development of service delivery systems. The program goals specifically recognize our profession's history, purposes, and philosophy as well as the knowledge, values and skills of the social work profession. The BSW and MSW program goals are identified separately below.

The BSW program has 2 goals:

Goal 1: Prepare ethical, competent and caring BSW graduates for beginning level social work practice based on integration of social work knowledge, values and skills.

Goal 2: Prepare competent and effective graduates to join in public service that enhances the health and social well-being of the people of south Florida, the state and the nation.

The BSW program has 8 objectives:

In keeping with Goals 1 and 2, the faculty has identified eight program objectives (B1-B8). The social work curriculum is focused on helping students develop critical thinking skills and achieve the following specific educational objectives. Upon successful completion of the BSW program, graduates will:

B1. Adhere to the basic and historic values of the profession of social work and the ethical standards contained in the Code of Ethics of the National Association of Social Workers.

B2. demonstrate the knowledge and skills necessary for brokerage and advocacy on behalf of client systems of all sizes and with diverse populations, including populations at risk, groups that have experienced social and economic injustice, including the women and children, new immigrant groups, migrant farm workers, gay, lesbian, Haitian, Latino, African and Caribbean American, and aging populations in south Florida.

B3. Identify and demonstrate knowledge of strategies to reduce discrimination, oppression, and economic deprivation and to promote social and economic justice with populations-at-risk.

B4. Understand and apply theories and knowledge concerning the reciprocal relationships between human behavior and social environment, in order to promote health and social well-being.

B5. Demonstrate an understanding of social welfare from a policy and program perspective, essential for beginning agency social work practice.

B6. Demonstrate the knowledge and skills necessary for beginning professional generalist practice with individuals, families, groups, and communities.

- B7. Demonstrate beginning skills necessary for scientific evaluation of one's practice and critical appraisal of the findings of social work research.
- B8. Demonstrate practice competence within an ecological framework, integrating knowledge, skills, values and social work theories/models of social justice, empowerment, strengths and systems theory.

The MSW program has 4 goals:

Goal 1: Prepare MSW graduates for advanced work in clinical-community practice by teaching knowledge, skills and values for social work practice with children, adolescents, and families; adults and families; and elders and families in resolving or preventing social problems within the context of our community, state and nation.

Goal 2: Prepare MSW graduates for leadership positions in social service agencies in south Florida.

Goal 3: Prepare competent and effective advanced graduates for autonomous independent social work practice.

Goal 4: Prepare graduates for life-long learning and an appreciation for maintaining currency of the social work knowledge, values and skills in their practice.

MSW Program Objectives:

Consistent with Goals 1, 2, 3, and 4 of the Florida Atlantic University School of Social Work MSW program, the faculty identified eight program objectives. The MSW program objectives are represented by (M1-M8). The objectives for the MSW program clearly reflect the knowledge, skills, and values of the social work profession and are consistent with CSWE's Educational Policy, Section 3. The MSW program objectives while grounded in the liberal arts contain a coherent, integrated, professional foundation as well as an advanced level of knowledge and skills in an area of practice in Social Work.

Graduates of the Florida Atlantic University School of Social Work MSW program will be able to conduct social work practice using a Clinical-Community perspective. Clinical-community practice refers to the application, integration, and synthesis of liberal arts, foundation, and advanced social work knowledge, values and skills as applied to diverse client systems within their specific environments. Clinical-community practice is similar to the person-in-environment perspective, is complex, and requires a depth and breadth of social work knowledge, values, and skills in working with specific populations and practice settings. Community-clinical practice is similar to the person-in-environment perspective in that it is a holistic approach to working with client systems and their environments. It is complex in that social workers are required to make complex and complicated judgments based on their integration, analysis, and synthesis of social work knowledge, values, and skills with specific populations such as children, adolescents, elders and their families and within a variety of practice settings such as mental health, child welfare and healthcare. Therefore, our faculty developed the following focus areas within clinical-community practice: 1) Children, Adolescents and Families; 2) Adults and Families; and 3) Elders and Families.

Upon successful completion of the MSW program, graduates will be able to:

- M1. Analyze access and critically evaluate how social work values and ethics impact practice at an advanced level as they apply to Community-Clinical practice.
- M2. Define, design, demonstrate, appraise and critically evaluate effectiveness of clinical-community practice with individuals with diverse backgrounds in one of three focus areas: *Children/Adolescents and Families (CAF)*, *Adults and Families (AF)*, or *Elders and Families (EF)*. In south Florida, diverse populations include gay, lesbian, Haitian, Latino, African and Caribbean American, elders and families.
- M3. define, design, demonstrate, appraise and critically evaluate effectiveness of advanced strategies in the Clinical-Community setting to reduce discrimination, oppression, and economic deprivation with both populations at risk and those experiencing social and economic injustice, including gay, lesbian, Haitian, Latino, African and Caribbean American elders and families in south Florida.
- M4. compare and contrast theories and apply appropriate interventions while considering the reciprocal relationships between human behavior and the social environment across the life span in terms of biological, sociological, cultural, psychological, and spiritual development for advanced clinical-community practice in a one of three focus areas of *Children/Adolescents and Families*, *Adults and Families* or *Elders and Families*.
- M5. Identify and apply knowledge and skills necessary for successful clinical-community practice, applying and integrating theories/models of social justice, empowerment, strengths and systems theory.
- M6. Examine, formulate, propose and critically evaluate advanced social policies and services for clinical-community practice in order to advocate for social change consistent with social work values;
- M7. Develop, conduct, apply and effectively communicate empirically based knowledge to improve practice, policy and social service delivery as well as evaluating one's own practice.
- M8. Demonstrate practice competence integrating knowledge, skills, values and social work theories/models of social justice, empowerment, strengths and systems theory in the field education.

Adjunct Appointments

Adjunct appointments are temporary for one semester at a time and are subject to enrollment and availability of funds. Compensation is on a course by course basis.

For new adjuncts, once you agree to teach a course, you must provide the following material as soon as possible in order that your contract may be processed:

1. Full name
2. Address
3. Phone number you prefer to be reached at
4. Social Security number

5. Email address
6. Official academic transcript with university seal verifying the last degree conferred
7. Documentation that disciplinary requirements such as licensure and/or certification have been met
8. Current resume detailing the relevant experience which qualifies the adjunct to teach
9. Signed letter of offer specifying responsibilities and compensation

You should forward above information via email to tmarsha5@fau.edu or via fax to 561-297-2866 or to the following address:

Florida Atlantic University
School of Social Work, SO284
777 Glades Road
Boca Raton, FL 33431-0991
Attn: Tod Marshall

If you are a returning adjunct, you will need to send in any updated address or phone number changes.

Once your contract is processed, it is necessary for first time instructors to take a photo ID and Social Security card to Personnel in the Administration Building (Room 102). The Processing and Records section of Personnel Services is responsible for obtaining all required documentation from employees hired at the University and entering the data into the payroll system. Newly hired adjuncts need to be processed in Personnel Services which is located in the Administrative Building. The current schedule for new adjuncts to report to Personnel is on Tuesdays and Thursdays between the hours of 9am and 4pm.

Direct Deposit:

96-310, Laws of Florida, amended section 110.113, Florida Statutes require mandatory participation in the direct deposit program. The use of direct deposit is now a condition of employment for a person appointed to a position in state government on or after July 1, 1996 unless they subsequently change to a different personnel system. It is the policy of Florida Atlantic University that all employees establish direct deposit with a financial institution for the purpose of payment of salaries, and other payments that may apply

Mail Slot

It is important that you check your mail slot on the campus you are teaching at. The Boca campus has a general mail slot designated for Adjuncts in Room SO284. Discuss arrangements with other campus secretaries to ensure you are able to retrieve mail.

Course Scheduling

The School of Social Work offers courses at four campuses: Boca Raton, Davie, Jupiter, and Fort Lauderdale. Scheduling is dependent upon the program needs, and availability of classroom space. In developing the class schedule for your course, please take into consideration *holidays* and *final examination schedule*. Please access the FAU [Academic Calendar](#) at the following URL: <http://www.fau.edu/registrar/acadcal.htm>. You may view course listings at: <http://oasis.fau.edu/ia-bin/ahomepg.htm> Course listings will furnish days and time of class as well as location and number of enrolled students.

Course Syllabus

You will be sent the course syllabus and abbreviated bibliography for your course. The syllabus has been developed in compliance with the Council on Social Work Education. We require that you maintain the course syllabus. .

Please give students a course syllabus on the first day of class. You may use the support services available at any of the campuses for your copying needs. Please give the secretary lead time, as she/he is providing support services for full-time faculty, adjunct faculty and our Social Work majors. An **electronic copy** of your course syllabus must be emailed to **Renita Carter** rvcarter@fau.edu **each semester** for our files.

Book Orders

The faculty of the School of Social Work has appropriately prepared course content for Social Work practice for our students. For this reason, the full-time faculty person responsible for each course will be selecting the primary text to be used. If you need a desk copy, please contact Renita Carter @ rvcarter@fau.edu or 561-297-6435. The bookstores on each campus will have books of all courses taught at that campus.

Reading Day

One day during the last week of classes prior to the start of final examinations is a designated reading day. There will be no classes or examination held on this day; instead students are encouraged to use these days for study and review and to meet with faculty during scheduled office hours. Faculty are encouraged to have some office hours on reading day. There are no reading days in the summer terms because final examinations are given during regular class periods.

Final Exam Schedule

The final exam schedule is available at the following website:
<http://www.fau.edu/registrar/schedule/FinalExamSchedule.php>

Be sure to check this schedule in case of a conflict. Remember that the university and college policy regarding final exams requires all faculty to hold their final exam. You must have a final or hold a formal class on the day and at the time scheduled. Changing the day and/or time of your final exam is prohibited without permission from the department chair. Exams and classes are not to be held on a scheduled reading day.

Incomplete Grades (I)

A student who is passing a course but has not completed all the required work because of exceptional circumstances may be given an "I". The approval for the incompletes will be given by the instructor, the coordinator of the program, director of the school and dean of the college. The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average; it indicates a grade deferral and must be changed to a grade other than "I" within a specified time, not to exceed one calendar year from the end of the semester during which the course was taken. However, students will not be able to register for subsequent class when they have an incomplete in a prerequisite course.

The “I” grade is used only when a student has not completed work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term.

Again, all incompletes must be approved by the BSW or MSW Coordinator, director and dean prior to final agreement with students. The instructor will record in writing, and file with the BSW or MSW Coordinator, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student’s responsibility to make arrangements with the instructor for the timely completion of this work.

Online grading

To login and utilize the web-based services (Banner Self Service), follow these steps:

1. Log into Banner Self Service by going to www.fau.edu and clicking on the Faculty & Staff tab.
2. Click on MyFAU Login.
3. Enter your user name and password. Click the Login button.
4. Click on the FAU Self-Service (OWLS) link and the Main Menu is displayed.
5. Click on the Faculty Services tab or Faculty Services link: Check Teaching Schedule, Class Roster, Advising
6. When the Faculty Services menu is displayed, click on Final Grades, Select Term and click on Submit.
7. In the CRN drop down box, choose the class name that you want to enter grades and click on Submit.

Note: Please do not go to any class (CRN) that does not have students. If you accidentally access a class without students, sign out and start the process over again.

8. After the grades are entered, click on Submit Query (Students are listed in groups of 50. Remember to click on Submit Query after each group).

Note: If you have more than 50 students, the additional students can be accessed by clicking on the Record Sets displayed on the top or bottom of the page.

Note: If a student earns a ?U? or an ?F? grade please remember to insert the appropriate number in the reason code box.

9. If you have another class that you need to enter grades for, click on Return to Previous and follow steps 7 - 8 again.

Please note that although Banner Self Service allows instructors to register students into their class, the School of Social Work policy is for the Director only to authorize overrides.

Plagiarism

Please access the following link regarding our plagiarism policy

http://www.fau.edu/divdept/caupa/pdf/ethics_faculty_guidelines.pdf

Meeting your classes

Meeting your class means not only meeting every session, but also being on time and meeting for the entire period. If for some reason you cannot meet your class, you must notify the BSW Coordinator, Ellen Ryan or the MSW Coordinator, Woody Hamlin. *You are not to cancel classes.*

Advisement

You will need to provide advisement for students regarding issues relating to your course. Please check with support services at each campus for available rooms and office hours. You should provide at least one hour of office hours each week of class. You can also schedule by appointment.

Bringing Children to Class

Because of safety and liability issues, minor children are not permitted in class or in the hallways during class time.

Students with Disabilities

Faculty members have the right to be informed about a student's need for accommodations in a timely manner. The faculty member has the responsibility to respond to a student's request for an accommodation due to a disability. When a request for an accommodation is received, the faculty member **MUST** require verification of the disability by referring the student to the OSD to obtain a Letter of Notification. Accommodations **cannot** be made without a Letter of Notification from OSD. The accommodations may be handled by the faculty member or through the OSD as detailed later in this publication. In any case, the accommodations must not compromise course content or the requirements for satisfactory course completion.

NOTE: For further information, please access the following link:

<http://www.osd.fau.edu/rights.htm>

Religious Accommodation

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations, with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments, from the University in order to observe religious practices and beliefs.

Students who wish to be excused from course work, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences.

Counseling Center

The counseling center provides individual and group counseling to currently enrolled FAU students. Counseling Center phone numbers are listed on the phone list provided.

Right of Privacy

As stated in the Undergraduate Catalog:

“Every student has a right of privacy with respect to the educational records that are maintained on him/her by the university. Personally identifiable records or reports of a student, and any personal information contained therein are confidential.”

All student materials must be safeguarded for confidentiality in every manner possible. This includes, but is not limited to the following:

*Grades should not be posted, with or without social security numbers, etc.

*Student materials such as graded papers or exams may be left for students to pick up in the social work office **only in individual sealed envelopes.**

*Student group materials should contain group grades only, and not grades or comments about individual students.

Disruptive Students

If you have a student in class whose behavior is disruptive to the academic environment, you may:

- Ask the student to leave the class.
- Dismiss the class.
- Ask for a conference with the student, with someone else present, such as the chairperson. You may suggest that the student drop the course, reminding them that failure to cease and desist may result in suspension from the university. (*See “Responsibility and Discipline” in the Undergraduate Catalog*).
- Call the University Police and ask for assistance in removing the student from class. In this instance, you might ask the class to take a short break while you use the telephone. In Davie, faculty should contact BCC security.

Faculty Absence

All Adjunct Faculty members are expected to hold classes for the entire semester on the days scheduled on the Academic Calendar and in the Letter of Intent. The adjunct faculty member must inform the appropriate Department Chair of any necessary absences and classes not held. When an Adjunct Faculty member must miss a class, remuneration for that semester may be adjusted based on the time involved. A faculty absence form should be on file in the department office for any missed class.

University Closing/Cancellation of Classes

Individual instructors cannot cancel classes due to inclement weather. On rare occasions, such as floods, hurricanes, tornadoes, security emergencies, the University may cancel classes. In the event of an approaching hurricane or other emergency situation, please check the FAU website, www.fau.edu, or call the FAU hotline at 561-297-2020, 561-799-8020, 954-236-1800 or 772-873-3330 for important information.

FAU Sexual Harassment Policy

Sexual Harassment is a form of employee or student misconduct which undermines the integrity of the working or learning relationship. All members of the University community are entitled to study and work in an atmosphere free from any form of sexual harassment. Therefore, it is a violation of this rule for any employee or student to engage in conduct constituting sexual harassment. It is also a violation of this rule to retaliate against anyone who complains of sexual harassment or who participates in a proceeding related to a sexual harassment complaint.

NOTE: The complete text of the sexual harassment policy is available on the FAU Equal Opportunity website.

Audio-Visual Services

The School of Social Work has 2 dedicated classrooms and a conference room that are equipped with multimedia projectors and computers with network access. The rooms are **SO111**, **SO112** and **SO285**. If you have any problems with the equipment in those rooms, please call Tod Marshall at 561-297-6494. In addition, we also have a television and overhead projector that can be rolled into these rooms as needed.

The majority of other classrooms on the campuses are already equipped with the standard audio/visual equipment. If the room you will be teaching in does not have something you need, you can contact Audio-Visual Services to request the equipment. Requests require course number, classroom and time the class meets. Each campus has its own policies for reserving equipment.

Boca: Equipment can be reserved from:
http://www.fau.edu/irm/instructional/av_services.php
To confirm a reservation please call 561-297-3707

Davie/Ft. Lauderdale: Information on equipment rental on:
http://www.fau.edu/irm/broward/av_services.php
Equipment for these campuses cannot be ordered online.
For Davie, please call 954-236-1656.
For Ft. Lauderdale, please call 954-236-5273.

Jupiter: Information on equipment rental is available on:
www.fau.edu/irm/northern/av_services.php
Equipment for these campuses can be ordered online by submitting a help desk ticket. The link for that is:
<http://www.fau.edu/helpdesk>
To confirm reservations in Jupiter, please call 561-339-2776.

Please see the directory for campus phone numbers.

Parking

For a parking permit, the Traffic/Parking office will require new adjuncts to obtain a memo showing that you are teaching a class that semester. You will be mailed this memo the first semester that you teach a Social Work class at FAU. Parking permits for the Boca campus are available at the Police Office. On other campuses, permits can be obtained from the cashier's office on that campus. There is a fee for the permits. Maps of each campus are available from the Traffic/Parking office.

FAU Owl Card

I. INTRODUCTION (Purpose and Intent)

This policy concerns the issuance of official FAU identification cards (OWL CARD) to all

University employees and establishes the fee for issuance and replacement of the OWL CARD.

II. STATEMENT OF POLICY

It is the policy of Florida Atlantic University that all Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) personnel may obtain and carry the FAU OWL CARD while on campus.

III. PURPOSE OF THE OWL CARD

The OWL CARD is primarily used for identification, for verification of FAU status, and for using University services, such as the Library, obtaining passes for University sporting and theatrical events, debit, Bank Atlantic ATM, and other related services.

IV. TYPES OF FAU CARDS

Two types of identification cards are available:

A. Faculty

1. Faculty and Visiting Scholars (there is no charge for initial card)
2. Adjunct Faculty (\$10.00 fee applies)

B. Staff cards are available for:

1. SP employees (there is no charge for initial card)
2. AMP employees (there is no charge for initial card)
3. Temporary employees (\$10.00 fee applies)
4. Sub-contracted employees (\$10.00 fee applies)

V. PROCEDURES FOR OBTAINING AN FAU OWL CARD

- A. OWL CARDS may be obtained at the OWL Card center on the Boca Campus.
- B. OWL CARDS are available at the Boca, Davie, Downtown Ft Lauderdale, Treasure Coast and the John D. MacArthur Campuses during published dates and times.
- C. Legal identification (passport, drivers' license, or State / Government Photo Identification card) must be presented to obtain an OWL CARD.
- D. Proof of employment status - copy of employment contract or pay stub.

VI. CARDHOLDER RESPONSIBILITIES

- A. Use of the OWL CARD by anyone other than the person to whom it was issued is strictly prohibited.
- B. The cardholder is subject to disciplinary actions or other penalties for improper use of the card.
- C. The cardholder is responsible for any and all losses associated with his / her card.

VII. FEES AND OPTIONS

- A. There is no fee for Faculty or Staff cards (first issue only). This excludes OPS employees, who are charged a \$10.00 fee. Replacement ID's for everyone is 15.00
- B. Financial services and other features are options available at the user's discretion.
- C. Pursuant to FAU Rule 6C-5.006, Faculty, Staff and State Employees utilizing either the Employee Educational Scholarship Program or the Tuition Waiver will be required to pay the \$10.00 charge for a student OWL CARD.

VIII. FAU CARD FILE ACCESS

- A. Departmental users must coordinate with the OWL CARD Center before implementing card applications.
- B. Departmental users must file procedures with the OWL CARD center.

IX. DISCLOSURE STATEMENT

OWL CARDS are the property of Florida Atlantic University and must be returned on request. If cards are lost or stolen, Florida Atlantic University assumes no responsibility for balances remaining on the debit portion of your OWL CARD. Since the Debit Program is an off line application of the OWL CARD, transactions can not be monitored nor balances verified.

Please visit this website for more information on the Owl Card process:

<http://www.fau.edu/business-services/about.php>

Library

Library resources are available on each campus. The secretary can provide you with a memo attesting to your faculty status for a library card. To reserve materials, please make arrangements with the Reserve Desk. Videos can be searched for online but they will not deliver them and they need to be picked up from the library where they are held. You can do an online search for videos at:

www.library.fau.edu/depts/media/mediacol.htm

Accident/Incident & Emergency Procedures

Please familiarize yourself with the location of phones, offices and exits.

If a medical emergency occurs –

1. Send a student to the nearest phone to call Security
 - a. Boca campus phone 7-3500 / other than campus phone 561-297-3500
 - b. Davie campus phone 6-1902 / other than campus phone 954-236-1902

- c. MacArthur campus phone 6-8700 / other than campus phone 561-799-8700
 - d. Treasure Coast campus phone 6-3400 / other than campus phone 772-873-3400
 - e. Tower campus phone 6-5352 / other than campus phone 954-762-5352
 - f. Commercial campus call 911
2. Campus security calls 911 and escorts EMS to your classroom
 3. Clear classroom.
 4. Continuance of class is at your discretion.

Any accident or incident of a life or non-life threatening nature, which occurs in your class, should be documented and forwarded to the department chair or immediate supervisor.

Please access the following link for standardized forms or they may be obtained through campus security: <http://uavp.fau.edu/info/ehs/Accident-Injury-Illness-PnPs.pdf>

In the event of a fire, bomb threat, hazardous material spill, etc. –

1. Activate the fire alarm system located along exit routes. If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
2. Evacuate the building using the nearest exit or exit stairway. Do not use elevators. Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
3. Call 911 from a safe area and provide name, location and nature of emergency.
4. Remain at a safe location at least 100 ft from the building until you are told to re-enter. Do not impede access of emergency personnel to the area.

Campus Map

Go to: www.fau.edu

Driving Instructions:

From I-95 Northbound/Southbound - Exit at Glades Road and go east. The campus has two entrances. Do not take the first entrance with a traffic light, go to the second entrance NW-13th Street/FAU Boulevard. At this traffic light, turn left. Proceed to next traffic light, then turn left and you will see three flags in front of the Administration Building. Personnel is located on the first floor in Room 102 of the Administration Building. There is meter parking in front of the building and in adjacent parking lots.

Tri-Rail Instructions:

From Boca Raton Station, Use Palm Tran Bus 94 Eastbound to Florida Atlantic University. One of the stops will be in front of the Administrative Building.

Directory

School of Social Work	561-297-3234 / FAX 561-297-2866
Director , Michele Hawkins Email: mhawkins@fau.edu	561-297-3245
MSW Coordinator , Woody Hamlin Email: ehamlin@fau.edu	561-297-2864
BSW Coordinator , Ellen Ryan Email: eryan@fau.edu	561-297-0385
Administrative Assistant , Tod Marshall Email: tmarsha5@fau.edu	561-297-6494
Administrative Assistant , Renita Carter Email: rvcarter@fau.edu	561-297-6435
Website	www.fau.edu/ssw/
Audio Visual	
Boca Campus	561-297-3707
Davie Campus	954-236-1129
Jupiter Campus	561-799-8709
Treasure Coast	772-873-3327
Counseling Center	
Boca Campus	561-297-3540
Davie Campus	954-236-1210
MacArthur Campus	561-799-8621
Library	
Boca Campus	561-297-3785
Davie Campus	954-201-6648
MacArthur Campus	561-691-8530
University Police	
Boca Campus	561-297-3500 (or 7-3500)
Davie Campus	954-236-1140 (or 6-1140)
MacArthur Campus	561-799-8700 (or 6-8700)
Treasure Coast Campus	772-873-3401 (or 6-3401)