

## STANDARD COURSE SYLLABUS POLICIES

The following policies apply to all courses offered by the Sandler School of Social Work. These policies constitute an integral and enforceable part of each course syllabus. You may click on a desired heading in the Table of Contents to go directly to that topic.

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### Grading

The grading scale for each course is as follows:

94-100=A	80-83= B-	67-69= D+
90-93= A-	77-79= C+	64-66= D
87-89= B+	74-76= C	60-63= D-
84-86= B	70-73= C-	0-59= F

Incomplete Grades: A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, receive a grade of Incomplete – this requires a signed contract with the instructor, indicating which assignments need to be completed and within what timeframe. Please refer to the relevant [undergraduate or graduate catalog](#) for complete information on this matter.

### **Class Attendance, Timeliness, and Participation**

Social work education is designed to help you prepare for professional practice. To model ethically appropriate practice, **please treat coming to classes and participation in online assignments as you would treat working at an agency**. Given the Council on Social Work Education's requirements for professional behavior, *attendance for all classes is required*. More than one unexcused absence, excessive tardiness, or patterns of leaving early may result in a reduction of the final grade. **The effect of absences upon grades is determined by the instructor**, and the University reserves the right to deal at any time with individual cases of non-attendance.

You may be asked to present documentation from a healthcare provider for excused absences due to illness or other documentation for other circumstances. Since participating in class is an integral part of social work education, it is vital that the student be in class; therefore, *even with excused absences, you may be required to withdraw or retake the class*. Whether or not there is a documented, excused absence, if a student misses more than 2 classes (or the equivalent of 6 hours of class time), the student will receive a substantial decrease in the final grade. As per FAU policy, **attendance at the first class is mandatory**. If a student misses the first class, that student will be asked to withdraw from the course and re-register in a future term.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed.

### **Expectations of Professional Behavior and Practice**

The FAU Sandler School of Social Work is mandated by the [Council on Social Work Education](#) to foster and evaluate professional behavioral development for all

students in the social work program. The Sandler School of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. The values of the profession are codified in the [NASW Code of Ethics](#). Given this context, all students in the social work program will be expected to exhibit the following ethical standards of behavior.

1. **Accountability:** Attend class, arrive on time, and return from break in a timely manner.
  - *Participate in group activities and assignments at a comparable level to peers.*
  - *Complete work in a timely fashion and according to directions provided.*
  - *Come to class prepared, with readings and other homework completed.*
  - *Participate in online discussions and assignments in a timely manner.*
2. **Respect:** Treat all your peers, your instructors and all those you come in contact with, with dignity and respect at all times.
  - *Listen while others are speaking.*
  - *Give feedback to peers in a constructive manner.*
  - *Approach conflict with peers or instructors in a cooperative manner.*
  - *Use positive and nonjudgmental language, whether communicating in-person or through digital technology.*
3. **Confidentiality:** Treat any personal information that you hear about a peer or an instructor as strictly confidential.
  - *Maintain any information shared in class, dyads or smaller groups within that unit.*
  - *Use judgment in self-disclosing information of a very personal nature in the classroom. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.)*
  - *Do not use the actual names of clients or disclose other identifying client information in the classroom or in written or online assignments.*
4. **Competence:** Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by your instructors. Constantly strive to improve your abilities.
  - *Come to class with all books, handouts, syllabus, pens, and technology as requested by the instructor.*
  - *Access appropriate support when having difficulties to ensure success in completing course requirements.*
  - *Take responsibility for the quality of completed tests and assignments.*
  - *Work toward greater awareness of personal issues that may impede your effectiveness with clients.*

5. **Integrity:** Practice being honest with yourself, your peers, and your instructors.
  - *Constantly strive to improve your social work knowledge, skills, critical thinking, and ethical practice.*
  - *Do your own work and take credit only for your own work.*
  - *If you make use of other's work in your assignments, cite the other person's work using [APA format](#).*
  - *Acknowledge areas where improvement is needed.*
  - *Invite and make use of constructive feedback from instructors and classmates.*

Submission of Papers or Assignments: When students register for a social work course, they agree that all required papers, projects, or assignments may be subject to submission for textual similarity review to *Turnitin* or *SafeAssign* for the detection of plagiarism. All submitted papers will be included as source documents in the SafeAssign reference database solely for the purpose of detecting plagiarism of such papers. A student may not submit the same paper, or essentially the same, paper, project, assignment, or finished project to an instructor, which has been submitted to another instructor, unless specifically authorized by both instructors to do so.

6. **Diversity:** Strive to become more open to people, ideas, and creeds that you are not familiar with. Embrace diversity.
  - *Maintain speech free of racism, sexism, heterosexism, or stereotyping.*
  - *Exhibit a willingness to serve diverse groups of persons.*
  - *Demonstrate an understanding of how values and culture interact.*
7. **Communication:** Strive to improve verbal, written, and digital communication skills as these skills are used heavily in interactions with clients and peers, as well as with client records.
  - *Demonstrate assertive communication with peers and instructors.*
  - *Practice positive, constructive, respectful, and professional communications skills with peers and instructor, including body language, empathy, and listening.*
  - *Use professional communication skills, including proper grammar, in all communications, including email and other digital communications.*
8. **Social Justice:** Strive to deepen your commitment to social justice for all populations at risk.
  - *Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals, families, groups, and communities.*
  - *Strive to learn methods of empowering populations and enhancing social and economic justice at micro, mezzo, and macro levels.*

## **Consequences of Unacceptable Behavior**

The Sandler School of Social Work may terminate a student's participation in the program on the basis of professional non-suitability if the School's faculty members determine that a student's behavior has constituted a significant violation or pattern of violations of the NASW Code of Ethics, the FAU Sandler School of Social Work Student Manual, or the FAU Academic Policies and Regulations. Examples of violations that may lead to termination include (but are not limited to) the following:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
2. Academic cheating, lying, or plagiarism.
3. Behavior judged to be in violation of the NASW Code of Ethics.
4. Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.
5. Inappropriate or disruptive behavior toward colleagues, faculty, or staff (at the School or in the field placement).
6. Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (e.g., unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).
7. Documented evidence of criminal activity occurring during the course of study.

## **Online Etiquette (Netiquette)**

Due to the casual communication common in online environments, students are sometimes tempted to relax their grammar, spelling, and/or professionalism when using discussion boards, email, or other digital technologies; however, remember you are adult students and professionals—your communication should be appropriate whether it is online or otherwise. You are expected to use correct spelling and grammar, writing complete sentences for your online responses. Also, please note that in the online environment you do not have the advantage of voice inflection or gestures. Sarcasm can come across very negative, so this form of communication should be avoided. When conducting peer reviews or responding to classmates' posts, remember that you are responding to the ideas of the writer: keep your communication professional and on-topic.

## **Social Media**

Public social networks are not private. Even when open only to approved or invited members, users cannot be certain that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to,

commented on, uploaded, subscribed to, etc., can be accessed and archived, posing potential harm to professional reputations and prospective careers. Social work students who use social media (e.g., Facebook, Twitter, etc.) and other forms of electronic communication (e.g., blogs, etc.) should be mindful of how their communication may be perceived by clients, colleagues, faculty, future employers, and others. Social work students are expected to make every effort to minimize material that could be considered inappropriate for a professional social worker in training. Because of this, social work students should manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image. Students should consider the amount of personal information posted on these sites and should block client access to involvement in the students' social networks. Confidential client information should not be shared in any form of electronic media, including **any** information that might lead to the identification of a client or information that may compromise client confidentiality in **any** way. Additionally, students should critically evaluate any material that is posted regarding community agencies and professional relationships, as certain material could violate the standards set by the FAU Sandler School of Social Work and the NASW Code of Ethics. Social work students should consider that they will be representing professional social work practice as well as the FAU School of Social Work while in the classroom, within the university, and throughout the broader community. To maintain appropriate professional boundaries, social work students should avoid "friending" clients, that is, allowing clients to connect with your personal Facebook, Twitter, or other personal social media accounts. Students should also maintain appropriate professional boundaries with professors, field educators, and other professionals at their field agencies.

### **Use of Technology, Cell Phones, and Recording Devices in the Classroom**

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

### **Safewalk – Night Owls**

Campus security members are available to escort individuals, day or night. You may use the following phone numbers to call ahead for an escort.

- Boca Raton: 561-297-6695
- Davie: 954-236-1902
- Ft. Lauderdale: 954-762-5611
- Jupiter: 561-799-8700

### **Student Accessibility Services**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the [SAS website](#).

### **Discrimination or Harassment**

The Sandler School of Social Work does not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, socioeconomic status, immigration status, political belief, religion, or mental or disability, or any other aspect of human diversity. Students with concerns about on-campus discrimination or harassment (including sexual harassment) can contact the Office of Equity, Inclusion, and Compliance for assistance (call 561-297-3004 or visit the [OEIC website](#)). The Boca Raton office is located in Administration Building Room 265.

[View full Nondiscrimination Policy](#)

### **Religious Holidays**

Please advise the instructor at the beginning of the term if you require accommodations for religious holidays.

### **Code of Academic Integrity**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

## **Counseling and Psychological Services (CAPS)**

Life as a university student can be challenging physically, mentally, financially, and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS). CAPS provides FAU students a range of services, including individual counseling, support meetings, and psychiatric services, all offered to help improve and maintain emotional well-being. [See more information here.](#)

## **Additional Information on Student Rights and Responsibilities**

For additional information on student rights and responsibilities, please see the [FAU Catalog](#), [BSW policies](#), and [MSW policies](#).