Preparing to Teach

Thank you for sharing your experiences and knowledge with our students in the classroom. We appreciate your efforts and dedication. If you are a current instructor, you will receive emails periodically with details on some of these items mentioned below when they need attention.

Textbook Ordering
This is coordinated through the Office of Student Services at sswtsrv@uw.edu and your contact information with the publisher, published year, ISBN, title and author should be submitted with the request. An email is sent to all instructors about 3 months prior to the start of the quarter that outlines what information is needed.

Course Website
It is likely that your course has an existing website in either Canvas or Catalyst. To request access, please email sswtech@uw.edu with the number of your course and quarter it is being offered in the subject line.

Syllabus Content
In addition to course description, objectives, grading guidelines, readings, and assignments, the syllabus should also contain the following. An electronic copy of the completed syllabus should be sent to the Office of Student Services.

Disability Accommodation
At the School of Social Work we are committed to ensuring access to classes, course material, and learning opportunities for students with disabilities. If you would like to request academic accommodations due to a disability, please contact Disability Resources for Students, 448 Schmitz, 206-543-8924/V, 206-543-8925/TTY. If you have a letter from the office of Disability Resources for Students indicating you have a disability that requires academic accommodations, please present the letter to me so we can discuss the accommodations you might need for this class.

Academic Honesty
The student conduct code of the University of Washington requires students to practice "high standards of academic and professional honesty and integrity." In addition, the School of Social Work's academic standards specify that students may be dismissed for "academic cheating, lying, or plagiarism." Students who are suspected of cheating or plagiarism will be confronted directly by the instructor, who will inform the Program Director and the Director of Student Services. Instructors will not award credit for work that has been plagiarized. The instructor, Program Director and Director of Student Services will determine if the student's actions warrant disciplinary action, which may include probation or dismissal. Your program manual contains a fuller explanation of plagiarism and suggestions for avoiding it.
Table of Targeted CSWE Core Competencies and Associated Practice Behaviors
BASW and MSW course syllabi represent and illustrate how our curriculum supports student mastery of the core competencies and practice behaviors. To support student learning and assure coverage across courses, we have prepared a Table of Targeted Competencies & Practice Behaviors for each required course and ask all instructors to include this in their syllabi.

For elective BASW and MSW courses, each instructor identifies which competencies and associate practice behaviors fit with the course and includes this customized table in the syllabus.

Multi-section MSW Foundation Courses
If you are teaching a MSW Program multi-section foundation course, an identified Lead Instructor will coordinate with other instructors teaching the course to identify course objectives, coordinate readings and assignments and then plan an instructor debriefing meeting at the end of the quarter.

Teaching Evaluation
The School requires that all instructors and teaching assistants have their teaching evaluated through the UW Instructional Assessment Services (IAS) evaluation system. Sample evaluation forms may be viewed on the Office of Educational Assessment website. The Office of Student Services coordinates the ordering of the forms.

If you are a new instructor, it might be helpful to conduct a mid-term evaluation of your teaching with your students. The Center for Teaching and Learning offers resources to faculty who wish to do this and further information is available on their website.

Student Attainment of CSWE Core Competencies
BASW and MSW course instructors teaching required courses evaluate their students’ attainment of the targeted core competencies and associated practice behaviors for the course at the end of the quarter. Identified activities and assignments help measure a students’ mastery of these targeted competencies and associated practice behaviors.

Questions
For questions about teaching and administrative resources available to instructors, please contact Madeline Galbraith in the Office of Academic Affairs.