COURSE: 19:910:520
TIME:
LOCATION:
Instructor:
Email:
Telephone:
Office Hours:

I. CATALOG COURSE DESCRIPTION
Advanced direct practice with children and adolescents, in the context of public school setting, individually, in groups and with their families. Emphasis on the role of the school social worker in a host setting that is bound by governmental statutes and regulations and on relationships with teachers and school administrators, with other members of the professional team, and with community agencies and groups. This course is a direct practice elective course that can be taken after the successful completion of the professional foundation course work. Enrollment in Advance Direct Practice I (19:910:511) is a pre- or co- requisite.

II. COURSE OVERVIEW
This course focuses on both micro and macro school social work practice in public school settings. Participation in hands-on small-group in-class exercises will help students develop skills in school social work practice.

THE COUNCIL ON SOCIAL WORK EDUCATION POLICY AND ACCREDITATION STANDARDS
The MSW Program at Rutgers is accredited by the Council on Social Work Education (CSWE).

CSWE uses the Education Policy and Accreditation Standards (EPAS) to accredit and reaffirm baccalaureate and master-level social programs in the United States. These accreditation standards can be reviewed at cswe.org or by accessing the link on the Rutgers School of Social Work homepage.
The Rutgers School of Social Work has integrated the competencies and their associated practice behaviors within its curriculum. This course will assist students in developing the following core competencies and practice behaviors which are in the non-bold text:

IV. COURSE OBJECTIVES
At the completion of this course student are expected to:

1. **To understand the ecological model of school social work practice and describe its major characteristics.** *Correlates with Core Competency 1: Demonstrate Ethical and Professional Behavior.

2. **To understand the challenges facing our public schools and ways in which school social workers can address these challenges.**

   **Correlates with Core Competency 5: Engage in Policy Practice**

3. **To describe and analyze the roles and functions of school social workers in their practice with students, families, school personnel and communities.** *Correlates with Core Competency 9: Evaluate Practice with Individuals, Families, Groups & Organizations.

4. **To understand how the organizational context of school influences the practice of school social work.** **Correlates to Core Competency 5: Engage in Policy Practice.**

5. **To describe the extent to which school policies and procedures impact upon the problems of truancy, school failure, school discipline problems and school dropouts.** **Correlates to Core Competency 4&5: Engage in Practice –Informed Research and Engage in Policy Practice.**

6. **To develop skills in assessing the problems; developing and implementation intervention strategies to effect change; and evaluating the outcomes of these interventions.** **Correlates to Core Competency 7, 8 & 9: Assess, Intervene & Evaluate: Individuals, Families, Groups Organizations & Communities.**

7. **To develop skills to work collaboratively with other school professionals, parents and community members and to contribute**
**Correlates to Core Competency 5: Engage in Policy Practice.**

**SCHOOL-WIDE LEARNING GOAL**

To prepare students for practice and leadership roles in the fields of social work and social welfare. This goal is operationalized using three of the ten Council on Social Work Education (CSWE) prescribed competencies. These competencies are as follows:

1. Identify as a professional social worker and conduct oneself accordingly;
2. Apply knowledge of human behavior and the social environment; and
3. Apply critical thinking to inform and communicate professional judgment.

V. **REQUIRED TEXTS:**

- New Jersey Administrative Code for Special Education, Title 6A, Chapter 14-Special Education

(THE NJ STATE LAWS ARE UPLOADED ON SAKAI and are also available on the NJDOE website)

- Articles and supplemental readings are located in the SAKAI site under the Resource tab.
- Electronic Reserves & Online Library IRIS system

Be advised that the Required Text and Special Education Laws are on reserve at the Newark, New Brunswick and Camden Libraries.

Required readings are available on-line through Rutgers University’s Library system, graduate electronic reserve and through the IRIS system. Additional readings may also be assigned at the discretion of the instructor.
• Internet:
  Required readings can also be found on the Internet/SAKAI site for this class. Use the html address provided to locate the website. If the website is no longer available, please let the instructor know immediately.

VI. COURSE REQUIREMENTS
Students are expected to be active learners and collaborators. Students are expected to contribute knowledge and observations to discussions. Regular class attendance with active participation is expected. When students participate actively in class discussions learning is enhanced. It is important that reading assignments be completed prior to each session. Please take responsibility for seeking clarification of difficult material encountered in the text, readings, and lectures. At the end of each class session, readings for the subsequent class will be assigned.

Class attendance is not optional. Students are expected to notify the instructor prior to missing a session (see email and telephone numbers above). With 2 or more absences, the professor reserves the right to reduce the final grade. Students who leave during breaks will be marked as absent. You will not be penalized for missing class for appropriate reasons (e.g., illness and religious observances). If you are absent for medical reasons, you must bring a note from your doctor. Students are required to take the examinations on the designated dates. No make-up examinations will be given unless a physician has certified, in writing, that you are unable to take the examination.

All written work must be typed. Late assignments will not be accepted, unless the student has made arrangements prior to the assignment due date. The professor reserves the right to reduce the letter grade for late assignments. All written assignments must follow APA format. The professor reserves the right to reduce the letter grade for any assignment that does not confirm to APA format (see this website for a useful guide to APA, http://www.columbia.edu/cu/ssw/write/apastyle.html)

Unless otherwise specified by the instructor, written assignments must be typed, double spaced, using one-inch margins, 12-point font, numbered pages, formal English. Page length indicated in the syllabus does not include cover pages or references. On the top header of the page, include your name.
Typographical errors; poor grammar, syntax, spelling, word choice and organization; or other problems which impede clarity of communication will result in lower grades. Plagiarism, cheating, sabotage or any other violation of academic or professional standards for ethical behavior will not be tolerated, and will result in failure for the assignment and course. All assignments for this class must reflect social work values and ethics including awareness of issues of diversity and economic and social injustice.

Student behavior in this course must comply with the university’s code of conduct. The entire code of conduct can be attained from Student Judicial Affairs Office or on-line at http://studentsconduct.rutgers.edu/university-code-of-student-conduct. Students should be aware that violations of academic integrity, for example plagiarism of any kind, would result in expulsion from the program.

Please do not use cell phones or laptops during class, unless they are required for your learning. You will be dismissed from class if you use these devices for surfing the internet or answering email. This course is meant to be a conversation. Electronic devices easily disrupt attention interrupt the learning process.

All electronic devices (e.g., cell phone, Ipod, laptop) must be silenced and stored out-of-sight before class begins (See instructor to discuss exceptions). There will be specified times where you will be invited to use all electronic devices, especially for group work. Do note that this is based upon specific instructions by the instructor. Failure to comply will result in point deductions at the instructor's discretion. If you are consistently observed using your cell phone, tablet or laptop in class during discussions you will lose class participation points.

Behavior in this course must also comply with the university’s code of conduct (http://www.rci.rutgers.edu/~judaff/code.htm).

STUDENT AND INSTRUCTOR EXPECTATIONS
The role of the instructor is to impart knowledge to others by considering the best means to disseminate that knowledge and to measure the knowledge learned to ensure understanding. The instructor is expected to convey topics that are relevant and informative to those who want to understand the practice of school social work. Readings, assignments, and classroom experiences will provide the means to integrate the content learned into practical applications in a school setting.
The role of the student is to embrace the knowledge imparted by others and question any uncertain ideas to clarify understanding. The student is expected to attend all classes, come to class prepared to actively discuss the readings and complete all assignments on time.

Students who do not complete required assignments (including exams) will be given a failing grade on those assignments unless a definite plan for completion of the work is agreed upon in advance by the instructor and the student.

Students with disabilities are responsible to ensure that the teacher is aware of their needs and accommodations well in advance of any assignments due.

Any questions or concerns about grades will be discussed and explored during office hours not before, during or after class. Please note this is your class- please do not hesitate to ask questions, create discussions, reach out to this instructor at any time, I am here to support your learning. I welcome your input and your collaboration in our classroom.

COURSE DESIGN
In order to convey the theoretical concepts and practical real world applications of social work in a school setting, the class may include class discussion, individual or small group projects, guest lecturers, role-playing, videos, and lecturing.

CLASS PARTICIPATION
Class participation will be determined by attendance to class and class participation. Student absences are sometimes unexpected, but excessive absences and/or persistent lateness may result in grade deduction. Absenteeism will reduce your participation grade. Partial attendance of class is considered one absence. Missed classes will be excused by the instructor only for compelling reasons (ex.: emergency and other to be determined by the instructor). Even in the event of compelling reasons, 3 or more absences may result in grade reduction. Students are responsible for obtaining class notes and handouts of the missed session from a fellow student.

Examples of class participation include, but are not limited to, asking relevant questions/making relevant comments, active participation in
small/large group exercises, and bringing to class relevant articles/newspaper clippings/current events information.

**CLASS ASSIGNMENTS:**

1. **Social Assessment/History 30 Points**

**Due Week 6: February 28th:**
If you are student in a school social work field placement, you can select a student you are working with at your school. If you are not in a school setting, you will create a Social Assessment and IEP loosely based on one of the characters in the school documentary “The Best Kept Secret”.

2. **Eligibility Oral Presentations: 30 Points**

**Due Weeks 9 & 10: March 28th and April 4th:**
Group presentation by students on one of the different classifications identified according to the NJ Administrative Code Regulations: 6A:14

**PLEASE NOTE:** When working with a group, pay careful attention to distributing equitable workloads. Each student is responsible for the final product and grade. A grading rubric will be distributed to students during the semester. Students will have approximately 20 minutes to present, 5-10 minutes for Q &A depending on the amount questions asked at end of presentation for a max of 30 mins. **Maximum of 3-4 students per group will be accepted only.**

3. **Final Project: 30 Points**

**Due Week 15: May 9, 2019- Due on the last day of class!!**

**Choice selection of an Integration Paper Omarina Cabrera (OR)**

**Individualized Education Plan (IEP)- detailed rubrics of the assignments can be located in the SAKAI Resources Folder**

1.) **Integration Paper:**
Cover all the areas below in your paper:
   A. Discuss in a narrative format about what the IEP would look like for this student. What classroom services, interventions, modifications and supplemental services would be provided for in the IEP. What therapeutic services would be offered?
B. Discuss one of the journal research articles (listed in the syllabus reading) and one of Rick LaVoie’s approaches. Discuss how it relates to your student, whether on a micro or macro level.

C. What two theoretical evidence based approaches that you would use with this student:

State in depth of why, you believe this would be the most successful.
State your short term and long term goals for working with this student within the 30 minutes weekly format in a school setting. Also state the modality, individual, group and why it would be the most successful modality for them. There is a format located on SAKAI.

**Paper requirements:**
Paper must be between 5-8 pages
APA Format, including, references/Bibliography
Typed papers accepted only.
Due May 9, 2019 at 6:01p.m.

No google/other internet documents will be accepted.
Only actual Microsoft/pdf attachments, submitted in person, in SAKAI or directly to my email address.

2. IEP-Individualized Educational Program: The final project will be the Individualized Education Plan (IEP) developed for a student who is eligible for special education and related services. If you are student in a school social work field placement, you can select a student you are working with at your school or if you are not in a school setting, you will create an IEP loosely based on one of the characters in the school documentary “The Best Kept Secret” All IEPs needs to include all the relevant components – Present Levels of Academic Performance and Functional Achievement (PLAAFP), Goals and Objectives, program option, and modifications and accommodations.

Due May 9, 2019 at 6:01p.m.

No Google documents will be accepted.
Only Microsoft documents/pdf attachments will be accepted.

**Classroom Participation Assignment:**

**Due Week 4: February 14th**
Creating: “The Helping Directory Exercise”– students shall research through a variety of resources and present ten agencies that would be helpful to have knowledge about as a school social worker. Students will
be divided up into groups to complete this project- this is done in class collaboratively. - The agencies can be local, state or federal. Contact information as well as description of some referral information must be included. Details will be discussed in class. This assignment should be typed in a brochure style or one page bulleted directory format. Feel free to use county, local, statewide and national agencies. School social workers are often called upon to make referrals and share information with school staff and families. For this assignment, think like a school social worker, what agencies may be helpful to students and families? Consider the needs of your population; perhaps agencies that offer energy assistance, food, shelter, clothing, drug and alcohol support services, play therapy or respite services, mental health, tutoring or academic supports, community based recreation. ***This in class exercise is part of your class participation grade. ***

VII. Methods of Evaluation/GRADING

Grades for the course will be weighted as follows:

| #1: Social Assessment/History          | 30 pts |
| #2: Eligibility: Oral Presentation    | 30 pts |
| #3: Final Project: Integration Paper or Individualized Educational Plan (IEP) | 30 pts |
| #4: Class Participation & Attendance  | 10 pts |
| Total                                | 100 pts |

Grading Standards

A = Exceptional or outstanding work; student demonstrates full understanding of material, displays unusual analytical and/or creative ability; extremely thorough work; must be well organized and conform to accepted standards of writing including correct grammar, accurate spelling, etc.; cites material correctly. Work is completed by the due date.

B+ = Above average work in terms of understanding material and ability to apply material from lectures and readings to own proposed project. Work must be organized and conform to accepted standards of writing; cites material correctly. Work is completed by the due date.

B = Good work; demonstrates understanding of material; written materials well organized and conforms to accepted standards of grammar, spelling punctuation, etc.; cites material correctly. Work is completed by the due date.
C = Acceptable work, similar to C+ but reveals greater problems in applying the concepts and techniques to own work, fails to cover some important point(s). Some problems in organizing and presenting written materials; cites material incorrectly; too many direct quotes; fails to paraphrase and cite appropriately.

Final grades in this class, as in most courses in the School of Social Work, are letter grade numerical equivalents. Listed below are the corresponding percentages/points (as defined in this course) and general definition of these grades:

***Do note that the grading system of Rutgers School of Social Work has changed beginning with the 2015-2016 academic year.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Definition</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>87-91</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>82-86</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>77-81</td>
<td>Acceptable</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>Unsatisfactory/Significant Problems</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

VIII. COURSE EVALUATION

Students complete a mid-course survey to complete online. This information is integral in helping to assess the strengths and weaknesses of the course. Rutgers University issues a survey toward the end of the semester that evaluates both the course and instructor. Students complete this survey online, and all answers are confidential and anonymous.

IX. COURSE OUTLINE

Please Note:

***Syllabus is subject to change at discretion of instructor.***

Guest Lecturers and Speakers may be included throughout the semester to enhance your overall experience.
***Winter Weather/Inclement Weather/University Wide Closure***

If there is a need to cancel class due to dangerous road/travel conditions, I will be in touch by 4pm two hours prior to class with email information about the evenings class. I will discuss this on the first evening of class.

Even if the University is closed due to winter weather, I am always available to answer questions and discuss class material. If the weather has made travel dangerous, I may hold class in the SAKAI Chat Room and you will be required to check in and become involved in the discussion. This is very rare and will be discussed during our first class meeting.

***Note that the dates listed below correspond with the dates that the assigned readings should be completed.***

2019 -Week 1- January 24, 2019
Main Topics:
- Course Purpose
- Class structure
- Expectations of Student and Instructor
- Assignments/Grading,
- How the presence of school social workers affect educational outcomes

Readings:
- Roles and Function of a School Social Worker
- NASW Standards for School Social Workers
- Standards for Professional Practice

www.njassw.org
www.sswaa.org

2019 -Week 2- January 31, 2019
Main Topics:
- Theories and perspectives within the framework of the social work lens.
- Crisis Counseling in the School Setting.
- DVD Presentation: Trailer of the Best Kept Secret
-Classroom Tour Presentation Videos

**Readings:**


**Discuss Creating: The Helping Directory**—students shall research through a variety of sources and present ten agencies that would be helpful to have knowledge about as a school social worker. The agencies can be local, state or federal. Contact information as well as some referral information must be included. Details will be discussed in class.

**2019- Week 3- February 7th**

**Main Topics:**
- Roles and Functions of a School Social Worker continued…
- Crisis Intervention
- Introduction to Public School Education and Concepts to Special Education:

**Readings:**


**Discuss Creating: The Helping Directory**—time will be set aside in class for this collaborative exercise tonight.
2019- Week 4- February 14th
Main Topics:
Complete Helping Directory, (Done collaboratively in class, be prepared to discuss and process).
-Counseling in the School Environment/School Setting,
-Therapeutic Interventions in School Settings vs. Therapeutic Settings
-Students with Mental Health Issues
-Discuss Case Vignettes Exercise
Case Vignette Presentation Exercise: Read Case Vignettes. As a group, provide counseling recommendations and interventions, specifically from Jarolmen’s Text Chapters 9, 10 and 11, special focus on Chapter 9 p. 213 and 214.

Writing a Social Assessment/History
The components of a Social Assessment/History
Discuss the outline and any questions about a Social Assessment
Readings:


2019- Week 5- February 21, 2019
Main Topics:
DVD Presentation of Documentary: “The Best Kept Secret”: Identify a student in the documentary that you plan to use for your Social Assessment and **IEP if you are not in a school setting.
**Integration Paper Option**

Readings:

SCHOOLS CASEBOOK: Phenomenological Perspectives., New York: Routledge. (Chapter 3)


Writing a Social Assessment/History
Writing a Social Assessment/History
The components of a Social Assessment/History
***Discuss the outline and any questions about the Social Assessment…due next week- send all questions via email***

2019- Week 6- February 28th- Social Assessment Due
Main Topics:
- Helping Children Learn
- Collaboration, Ethical Dilemmas
- Intervention & Referral Services (IR&S)
- Response to Intervention and Social Work Services (RTI)

Readings:
- Individuals with Disabilities Education Improvement Act (IDEA),
- Administrative Code for Special Education, NJAC 6A:14

NJAC 6A:14-1.3 pages 6-9
Definitions- Terminology
Parental consent, Notices, Participation and Meetings

- New Jersey Administrative Code for Special Education: Discussion of Timeline of Referral, Evaluations/Assessments, Eligibility Criteria and Individualized Education Programs.


Readings:


- http://www.state.nj.us/education/students/irs/
- http://www.state.nj.us/education/cccs/
- http://www.state.nj.us/education/grants/nclb/
- http://www.state.nj.us/education/assessment/

2019 – Week 7- March 7th
Main Topics:
- Proficiency in Working with Cultural Competence
- Current Societal Issues of Children in Schools.
- Time Line and School Calendar Exercise in class

Readings:


• Administrative Code for Special Education: Regulation on Time Lines and Deadlines NJAC 6A:14

Reading: NJAC 6A:14-pages: 38-40, 45, 51, 53, 57

2019- Week 8- March 14th
Main Topics:
-Case Manager: Child Study Team, IEP Team, Assessments and Procedures.
-Child Abuse and Neglect, Confidentiality Counseling within the School Environment.
-Preparation for Eligibility Oral Presentation in Week 9 and 10- Please come prepared with any questions that you may have about the upcoming presentations.

Readings:

• Administrative Code for Special Education: General Requirements, Case Manager Responsibilities, Location, Referral & Identification

• NJAC 6A:14-3.1-3.4 pages: 35-44

• Administrative Code for Special Education, NJAC 6A:14

• NJAC 6A:14-3.5-3.6 pages: 45-50

2019- Week 9- March 28th Week I: of Eligibility Category Presentations:

-Group Exercise Eligibility Criteria/Classifications Presentations Student will research one of the disability categories in the Code and make a presentation to the class giving the following information: eligibility criteria, how the disability presents in the classroom and strategies for teachers and students. Students will present their findings and prepare a handout for class.

We will return from spring break and review the presentation process and schedule, class time will be allotted this evening to meet in small groups and polish your presentations collaboratively.

2019- Week10- April 4th Week II of Eligibility Presentations:

-Group Exercise Eligibility Criteria/Classifications Presentations Student will research one of the disability categories in the Code and make a presentation to the class giving the following information: eligibility criteria, how the disability presents in the classroom and strategies for teachers and students. Students will present their findings and prepare a handout for class.

2019 -Week 11- April 11th
Main Topics:
- Guideline and Resources and Regulations: Constructing an IEP
- Behavioral Intervention Plans (BIP) /Functional Behavioral Assessment (FBA)
- Executive Functioning and Social Skills
- DVD Presentation of Rick Lavoie’s: “It’s so much work to be your friend”
Readings:
2019 - Week 12- April 18th
Main Topics:

- Discuss Integration Paper
- Guideline and Resources and Regulations: Constructing an IEP
- Discussion of Educational and Psychological Assessments
- Discussing Transition Planning

Readings:

• IEP Resource Guide

• Administrative Code for Special Education: Transition Planning

• NJAC 6A:14-3.7 pages:54-56

• Administrative Code for Special Education: Individualized Education Program

• NJAC 6A:14-3.7-3.9 pages:51-60

2019 - Week 13- April 25th
Main Topics:

- Discuss Integration Paper
- IEP Resource Guide
- Goals and Objectives
- Present Levels of Educational Performance
- Program Options, Modifications and Accommodations.
- DVD Presentation: Frontline: Omarina Cabrera’s Story
- Administrative Code for Special Education: Programs, Supplementary Aids, Services and Resource programs

Readings: NJAC 6A:14-4.5-4.11 pages66-75

• IEP Resource Guide
• Modifications
• http://www.uihealthcare.com/topics/neurologicalhealth/tourettesyndrome.html#modifications

• http://www.cast.org/system/galleries/download/ncac/CurriculumModifications.pdf#search='modifying%20curriculum

• Discussion of Omarina Cabrera Final Option
• Discussion of IEP Final Option
• Do bring a Blank IEP to class today. You can retrieve this document by going on our class Sakai Site. There are several options available on SAKAI.
2019- Week 14- May 2nd:

- Continue to Discuss Integration Paper/IEP
- IEP Resource Guide
- Goals and Objectives- Review specifics
- Present Levels of Educational Performance
- Program Options, Modifications and Accommodations.

- Social Work Round Table Discussion/Q&A (possible guest speakers)
- Administrative Code for Special Education: Programs, Supplementary Aids, Services and Resource programs

Readings:

NJAC 6A:14-4.5-4.11 pages 66-75
IEP Resource Guide
Modifications

- http://www.uihealthcare.com/topics/neurologicalhealth/tourettesyndrome.html#modifications


2019 -Week 15- May 9th - Final Project Due- IEP or Integration Paper

- Professional School Social Work Job Interview Workshop in Class- WRAP UP WITH ANY QUESTIONS AND CONGRATULATIONS GRADUATES!! 😊

Final Assignment Due: Final Due in SAKAI Dropbox or hand carried to class.

XI. ACADEMIC INTEGRITY
All work submitted in a graduate course must be your own.

It is unethical and a violation of the University’s Academic Integrity Policy to present the ideas or words of another without clearly and fully identifying the source. Inadequate citations will be construed as an attempt to misrepresent the cited material as your own. Use the APA citation style which is described in the Publication manual of the American Psychological Association, 6th edition.

Plagiarism is the representation of the words or ideas of another as one’s own in any academic exercise. To avoid plagiarism, every direct
quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or footnote. Acknowledgement is required when material from another source is stored in print, electronic, or other medium and is paraphrased or summarized in whole or in part in one’s own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Plato’s comment...” and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information which is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. In addition to materials specifically cited in the text, only materials that contribute to one’s general understanding of the subject may be acknowledged in the bibliography. Plagiarism can, in some cases, be a subtle issue. Any question about what constitutes plagiarism should be discussed with the faculty member.

Plagiarism as described in the University’s Academic Integrity Policy is as follows: “Plagiarism: Plagiarism is the use of another person’s words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one’s own words another person’s written words or ideas as if they were ones own.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. Incorporating into one’s work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources without proper attribution”.

Plagiarism along with any and all other violations of academic integrity by graduate and professional students will normally be penalized more severely than violations by undergraduate students. Since all violations of academic integrity by a graduate or professional student are potentially separable under the Academic Integrity Policy, faculty members should not adjudicate alleged academic integrity violations by graduate and professional students, but should refer such allegations to the appropriate
Academic Integrity Facilitator (AIF) or to the Office of Student Conduct. The AIF that you should contact is Antoinette Y. Farmer, 848.932.5358. The student shall be notified in writing, by email or hand delivery, of the alleged violation and of the fact that the matter has been referred to the AIF for adjudication. This notification shall be done within 10 days of identifying the alleged violation. Once the student has been notified of the allegation, the student may not drop the course or withdraw from the school until the adjudication process is complete. A TF or incomplete grade shall be assigned until the case is resolved. For more information regarding the Rutgers Academic Integrity Policies and Procedures, see: http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers.

It has been recommended by the Office of Student Conduct that the honor pledge below be written on all examinations and major course assignments.

To promote a strong culture of academic integrity, Rutgers has adopted the following honor pledge to be written and signed on examinations and major course assignments submitted for grading: On my honor, I have neither received nor given any unauthorized assistance on this examination.

XII. DISABILITY ACCOMMODATION

Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’ disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

Please Note: Any student who believes that s/he may need an accommodation in this class due to a disability should contact the University Office of Disability Services, Lucy Stone Hall, Livingston Campus 54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045, email address: dsoffice@rci.rutgers, Phone: (848) 445-6800, fax: (732) 445-3388, for a letter of accommodation. (Undergraduate New Brunswick students
should contact the Coordinator for Students with Disabilities for their College.) Students who are taken courses in Camden should contact Mr. Tim S. Pure, Assistant Director/Disability Services Coordinator, Rutgers-Camden Learning Center, Armitage, Hall, Room 231, 311 N. 5th Street, Camden, NJ 08102, email address: tpure@camden.rutgers.edu. Students who are taken courses in Newark should contact Ms. Genevieve Sumski, Disability Services Coordinator, Robeson Campus Center-Newark, 350 ML King, Jr. Boulevard, Newark, NJ 07102-1898. Any student, who has already received a letter of accommodation, should contact the instructor privately to discuss implementation of his/her accommodations immediately. Failure to discuss implementation of accommodations with the instructor promptly may result in denial of your accommodations.

XIII. Bibliography


Lange, C. M., & Lehr, C. A. (1999). At-risk students attending second


