Clinical Social Work with Children

I. Catalog Course Description

This course focuses on therapeutic interventions for children (approximately infancy to middle school age), with a particular emphasis on how their developmental needs are addressed within various system structures (e.g., family/household, school, community settings). As children generally reside in families, various family forms and risk statuses will be examined with a focus on anti-oppressive social work practice.

II. Course Overview

This course provides assessment, engagement, and intervention strategies for children involved with various child-serving systems. Emphasis is on assessment of developmental aspects of child and family well-being (with a broad and diverse definition of family), identification of risks, strengths and resiliency factors, and sociological and psychological knowledge of how family and community contexts affect children. Focus is on advanced direct practice with children who are at risk because of systemic stressors and/or mental health challenges. The importance of attachments and stability to children’s resilience and well-being are emphasized. Crisis intervention skills are addressed as well as case management, and work with other community service systems.

III. Place of Course in Program

This course is particularly appropriate for those who intend to work with families and children. It is a Clinical Social Work elective. Prerequisite is the satisfactory completion of the Professional Foundation. Co- or prerequisite is CSW-I and a clinical level Field Placement.

IV. Program Level Learning Goals and the Council of Social Work Education’s Social Work Competencies

The MSW Program at Rutgers is accredited by the Council on Social Work Education (CSWE). CSWE’s accreditation standards can be reviewed at www.cswe.org

Updated May 2019
In keeping with CSWE standards, the Rutgers School of Social Work has integrated the CSWE competencies within its curriculum. These competences serve as program level Learning Goals for the MSW Program and include the following. Upon completion of their MSW education students will be able to: demonstrate ethical and professional behavior; engage in diversity and difference in practice; advance human rights and social, economic and environmental justice; engage in practice informed research and research informed practice; engage with individuals, families, groups, organizations and communities; intervene with individual, families, groups organizations and communities; and evaluate practice with individuals, families, groups, organizations and communities.

This course will assist students in developing the following competencies:

**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice:** Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. (Taken from the following site: cswe.org)

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities:** Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities:** Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and
implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

V. **Course Learning Goals**
Course level learning goals primarily relate to the aforementioned competencies/program level learning goals as the course addresses policy analysis skills and competencies as well as addresses human rights and social, economic and environmental justice through the study of the evolution of the US welfare state and the emergence of the social work profession.

Upon completion of this course, students will be able to:

1. To understand a family-centered model of social work practice and family preservation as part of promoting children’s well-being under typical circumstances.

2. To identify children at risk, particularly those who experience societal oppression in various forms, and to learn strategies for promotion of resilience.

3. To develop cultural competence in assessing diverse family constellations in terms of their needs and their ability to protect and care for children.

4. To acquire skills in engagement, assessment and intervention in cases involving children in the context of their families and societal structures; to use these skills in a manner consonant with social work values, goals, and ethics.

5. To demonstrate understanding of reporting requirements and other legal requirements related to child abuse and neglect that is physical, sexual, or psychological.

6. To identify relevant institutions and work as part of an interdisciplinary team on behalf of children and their families and to appreciate the diverse roles of the social worker as well as the other professionals, child care staff, foster parents and others.

7. To analyze the structure and functions of various types of programs and critically evaluate their strengths and limitations as they are applied to various client systems.

VI. **School of Social Work Mission Statement and School Wide Learning Goals**

The mission of the School of Social Work is to develop and disseminate knowledge through social work research, education, and training that promotes social and economic justice and strengths individual, family, and community well-being, in this diverse and increasingly global environment of New Jersey and beyond.

School Wide Learning Goals: Upon graduation all students will be able to:

1. Demonstrate Ethical and Professional Behavior;
2. Engage Diversity and Difference in Practice; and
3. Engage, Assess, and Intervene with Individuals, Families, Groups, Organizations, and Communities.

VII. Textbooks

Required Texts


Recommended Texts


In addition, there will be multiple required readings from academic journals, books, and agency or academic reports. These materials are available through Course Reserves [https://www.libraries.rutgers.edu/course_reserves](https://www.libraries.rutgers.edu/course_reserves) and are listed under this course name and/or under Dr. Cassandra Simmel. Alternatively, the course Canvas site may contain these readings.

VIII. Course Policies & Requirements

This is a collaborative and professional learning community. Students are encouraged to make connections between the assigned course material and their other course work and Field experience. Students are expected to self-advocate, offer meaningful questions and comments in the class discussion and to share additional resources. Students are advised to communicate concerns, questions and requests to the Instructor early and often so as to be offered the highest degree of support and flexibility.

Attendance. Students are expected to attend class regularly and to complete readings on a timely basis so that they can participate effectively in class discussions. In addition, students are expected to take leadership roles in class discussion or exercises. More than three absences (‘excused’ or unexcused’) may result in the failure of the class.

Students who leave during the break will be marked as absent for that class. Absence, early departure, or lateness to class is acceptable only for compelling reasons (e.g., illness, religious

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observance). Examples of inappropriate reasons for missing class include birthday parties and problems finding parking. It is imperative to notify the course instructor in advance of any anticipated class absence.

Students must read all assigned material and be fully prepared for discussion of the material as well as its application to their own practice experiences. Confidentiality as defined by the NASW Code of Ethics is expected of all class members, in regards to their clients as well as their class colleagues. Further, respect for colleagues must be exhibited; this includes refraining from use of cell phones and other electronic devices that distract from the class discussion. Students are advised to speak with the Instructor regarding request to use laptops or other electronic devices during class. All electronic devices must be silenced and stowed out of sight and out of hands.

IX. Assignments & Grading
All assignments are due at the beginning of the class for which they are assigned. Late assignments are not accepted. Any exception to this will be made only under compelling circumstances and with the professor’s advance approval. If an assignment due date conflicts with a religious observance, please consult with the Instructor prior to the assignment’s due date.

Professional social workers keep case records, write treatment reports for referral sources and managed care companies, correspond with judges and other professionals, develop policy, and advocate for their clients. All of these tasks require excellent writing skills. Therefore, proper grammar, syntax, spelling, and appropriate referencing (APA 6th edition style) are expected for all assignments. Substantial credit will be deducted from a paper’s grade for gross and repeated writing, spelling, and referencing errors.

SSW Grading Scale: Below is the grading scale for the MSW program

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-91</td>
</tr>
<tr>
<td>B</td>
<td>82-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-81</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

*Scores to be rounded up at .5

Specific Assignments for CSW with Children

Brief Reading Reaction Papers (20% of course grade)
During the semester, students will complete (3) three Reaction Papers (2-3 pages, double spaced, for each paper), consisting of comments and reflections on the assigned readings for that module. The three Reaction Papers will be completed in Units 2, 3, 4 (one for each Unit). Students are to select a module in each of these three Units in which to focus their papers and should discuss all of the readings for that module.
This assignment is intended to create an avenue for students to explore and raise informed questions and critiques about the readings and the ideas, methods, perspectives they present, and to develop competencies pertaining to social work ethics and values, critical thinking skills, and research-informed social work practice. Students should: thoroughly describe (1) the main themes of the readings; (2) (at least) one issue or concept that was interesting or pertinent to the student’s practice; and (3) one question or dilemma that came up for the student in regard to the reading.

Grading of the Reaction Papers will focus on evidence of student’s understanding of the pertinent theoretical frames and strategies for engaging and intervening with children as well as in bringing information (e.g., practice intervention approaches, evidence-based research findings, social justice, and diversity issues) from the course readings together with the practice experiences from the field placement.

**Semester Project: Case Analysis**

This assignment is divided into two parts: Part One is intended to reflect the course materials on assessment and engagement strategies with children and their families, while the Part Two reflects the course materials on therapeutic interventions with this population along with the theoretical underpinnings of these interventions.

Students are invited to focus this assignment on a child client—from the assessment and engagement phase through the intervention stage—from their field placement or current place of employment (if appropriate). However, extreme care should be used to safeguard the identity and personal circumstances of the client and her family. The focus of the paper should be pre-approved by the Instructor by XX date. *Students should discuss with Instructors about the ethics of writing about a current or recent child client and whether they should secure permission from their Field Instructors/Supervisors before proceeding.*

If students are unable to focus on a child client for this assignment, there is an alternative Semester Project assignment (see below).

**Part 1: Assessment and Engagement (30% of course grade)**

In reflecting on a particular child client and her family and ecological environment, as well as drawing on the course readings and lectures, produce a 5-6 page, double spaced paper in response to the following:

a. Reason for referral and client’s presenting problem;

b. Brief review of the client’s demographic information and psychosocial, family, and community/environment history and current functioning;

c. Reflections about challenges experienced with engagement and/or assessment of client and/or family/environmental system.
   i. Describe and critique the assessment tool or framework used to identify and assess the child client’s presenting problem and overall functioning. If no assessment tool was used, what would you have used and why?
   ii. Describe these challenges;
   iii. Discuss how you identified and addressed these challenges or, upon reflection, how you wish you had addressed these challenges.
d. Reflect on the course readings, lectures, and materials, to explore and discuss
subsequent assessment and engagement strategies with future clients who have
similar backgrounds and circumstances to this client.

For this assignment, students should use at least four (4) recent research based resources.
Papers should also be in APA format. Title page and list of references do not count toward
page total. For all specific grading criteria, please see the grading rubric for this
assignment.

Part 2: Therapeutic Intervention (35% of course grade)
In reflecting on the SAME child client from Part One, as well as drawing on the course readings
and lectures, produce a 6-7 page, double spaced paper in response to the following:

a. Reflections on goals for treatment, including diagnostic status, if applicable;
b. Describe the treatment plan and rationale for this intervention strategy with this
particular client;
   i. How well aligned was the assessment of the client with the eventual
      intervention approach?
c. Describe one therapeutic intervention that is discussed in the Henderson and
   Thompson textbook (i.e., chapters 5, 6, 8, 10, 11, 12, 13, 15). Critically discuss the
   appropriateness of this intervention approach with this client. Or discuss why one of
   these approaches would be a better fit for the client than the intervention currently
   being used;
d. Describe the termination plan for this client;
e. Reflect on the professional use of self with this client and her family and/or
   ecological environment.
   i. What personal feelings and/or reactions have emerged in response to this
      client and/or her system involvement?
   ii. How have you identified and managed these feelings?
   iii. What have you learned about yourself in working with child clients?

For this assignment, students should use at least five (5) recent research based resources.
Papers should also be in APA format. Title page and list of references do not count toward
page total. For all specific grading criteria, please see the grading rubric for this
assignment.

Semester Project: Alternative Assignment
For students who are unable to focus on a child client for the Semester Project, students should
instead complete this alternative assignment. Similar to the case analysis, this project is also
divided into two parts; both due dates are the same as those for the traditional project. Students
will select and examine a problem area that affects clients in their field placements or in their
place of employment (if appropriate), or select a topic from the course that interests them.
Examples include: child maltreatment, substance abuse, developmental disabilities, bullying,
specific mental health challenge, grief and loss, intimate partner violence, etc. The focus of the
paper should be pre-approved by the Instructor by XX date.

Part 1: Problem Identification (30% of course grade)
In reflecting on the course readings and lectures, as well as on at least four (4) recent research

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based materials, produce a 5-6 page, double spaced paper in response to the following:

a. Comprehensively describe the scope, demographics, and overall challenges associated with this problem (e.g., who is affected by this problem; how many children are affected? etc.). Are there cultural differences in the manifestation of or risk factors for this problem?

b. Describe the effects of this problem for children and their families;

c. Critique the assessment tools or measures used to identify and assess this problem;

d. Describe the etiology of this problem and how the problem is affected by or manifested in different ecological systems.

For this assignment, students should use at least four (4) recent research based resources. Papers should also be in APA format. Title page and list of references do not count toward page total. For all specific grading criteria, please see the grading rubric for this assignment.

Part 2: Evidence Based Intervention (35% of course grade)
Using the SAME problem that was described in Part 1, students should produce a 6-7 page, double spaced paper in response to the following:

a. Critically appraise one therapeutic intervention that is discussed in the Henderson and Thompson textbook (i.e., chapters 5, 6, 8, 10, 11, 12, 13, 15) and critically discuss the appropriateness of this intervention approach for clients affected by this problem;
   i. Based on recent research, what is known about this intervention specifically for this problem area for child clients?
   ii. What are the theoretical underpinnings of this intervention?
   iii. What are the strengths and weakness of this approach?
   iv. How likely is this intervention method likely to be used in your field placement with this child client population? Why?

b. Based on recent research, how effective is this intervention for different cultural groups?

c. Describe the ethical considerations for using this intervention strategy to address this problem for child clients.

For this assignment, students should use at least five (5) recent research based resources. Papers should also be in APA format. Title page and list of references do not count toward page total. For all specific grading criteria, please see the grading rubric for this assignment.

Assignment Value: Grades for the class will be calculated based on the following breakdown:

Class participation: 15%
Brief papers: 20%
Semester Project Part 1: 30%
Semester Project Part 2: 35%

X. Resources
1. Library Research Assistance
2. Writing Assistance
Success in graduate school and within the larger profession of social work depends on strong writing skills. Several resources are available to help students strengthen their professional and academic writing skills. Writing assistance is available to all MSW students as described below.

- **New Brunswick Campus**
  All MSW SSW students (New Brunswick, Camden, Newark, Intensive Weekend, online and blended) are eligible to access writing assistance at the New Brunswick Learning Center. Online tutoring may also be available. [https://rlc.rutgers.edu/student-info/group-and-individual-academic-support/writing-coaching](https://rlc.rutgers.edu/student-info/group-and-individual-academic-support/writing-coaching)

- **Newark Campus**
  The Newark writing center is available for MSW students on the Newark campus by appointment. [http://www.ncas.rutgers.edu/writingcenter](http://www.ncas.rutgers.edu/writingcenter)

- **Camden Campus**
  The Camden learning center provides writing assistance for MSW students on the Camden campus. [http://learn.camden.rutgers.edu/writing-assistance](http://learn.camden.rutgers.edu/writing-assistance)

3. Additional Online Resources

- **APA Style**
  Purdue OWL [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)

  Purdue OWL Mechanics, grammar, organization [https://owl.english.purdue.edu/owl/section/1/](https://owl.english.purdue.edu/owl/section/1/)

- **Email Etiquette for Students**
  [https://owl.english.purdue.edu/owl/resource/694/01/](https://owl.english.purdue.edu/owl/resource/694/01/)

XI. **Course Evaluation**
Rutgers University issues a survey that evaluates both the course and instructor. This survey is completed by students toward the end of the semester, and all answers are confidential and anonymous. The instructor may also choose to conduct a mid-point evaluation.

XII. **School of Social Work Mission Statement**
The mission of the School of Social Work is to develop and disseminate knowledge through social work research, education, and training that promotes social and economic
justice and strengths individual, family, and community well-being, in this diverse and increasingly global environment of New Jersey and beyond.

XIII. Course Outline

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<thead>
<tr>
<th>Module</th>
<th>Topic</th>
<th>Dates/ Notes</th>
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<tbody>
<tr>
<td>Unit 1: Contexts of Children’s Lives</td>
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<tr>
<td>1</td>
<td>Introduction to a Child’s World</td>
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<tr>
<td>2</td>
<td>Developmental Features of Childhood</td>
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<tr>
<td>3</td>
<td>Developmental Features of Childhood (continued)</td>
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<tr>
<td>Unit 2: Assessment of &amp; Engagement with Children and their Ecological Environments</td>
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<tr>
<td>4</td>
<td>Understanding Risk and Resilience</td>
<td>Brief Reaction Paper should be submitted for one module in this Unit</td>
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<tr>
<td>5</td>
<td>Principles of Assessment with Children</td>
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<tr>
<td>6</td>
<td>Principles of Assessment with Children (continued)</td>
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<tr>
<td>7</td>
<td>Principles of Assessment with Children (continued)</td>
<td>Part One of Semester Project Due</td>
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<tr>
<td>Unit 3: Therapeutic Interventions with Children within their Ecological Environments</td>
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<tr>
<td>8</td>
<td>Overview of Therapeutic Interventions with Children</td>
<td>Brief Reaction Paper should be submitted for one module in this Unit</td>
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<tr>
<td>9</td>
<td>Clinical Approaches to Working with Families</td>
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<td>10</td>
<td>Clinical Approaches to Group Work with Children</td>
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<td>11</td>
<td>Use of Self in Therapeutic Context</td>
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<td>Unit 4: Special Topics in Clinical Work with Children</td>
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<tr>
<td>12</td>
<td>Children with ADHD/Disruptive Behaviors</td>
<td>Brief Reaction Paper should be submitted for one module in this Unit</td>
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<tr>
<td>13</td>
<td>Children who have Experienced Trauma, Grief, Loss</td>
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<td>14</td>
<td>Children living in Complex Family Environments</td>
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<tr>
<td>15</td>
<td>Course Wrap-up &amp; Termination</td>
<td>Part Two of Semester Project Due</td>
</tr>
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Course Readings
NOTE: Required readings are to be read before the class in which they are assigned. These readings are either in the required textbooks or on Canvas/Library Reserves. The suggested readings are not required, but are listed simply to provide additional resources about select topics.

UNIT 1: Contexts of Children’s Lives

MODULE 1: Introduction to a Child’s World

TOPIC: We will explore the broad social-ecological framework for child development, including the interconnected environmental settings within which children reside.

Required readings:

MODULE 2: Developmental Features of Childhood

TOPIC: We will explore different facets of child development and explore some of the essential tasks of this stage of human development.

Required readings:
- Henderson & Thompson: Chapter 2: Developmental & Cultural Considerations

MODULE 3: Developmental Features of Childhood (continued)

Required readings:

Suggested Readings:

UNIT 2: Assessment of & Engagement with Children and their Ecological Environments

MODULE 4: Understanding Risk and Resilience

TOPIC: We will examine different frameworks for conducting assessment with children and for understanding the myriad systemic factors and issues affecting children, with a particular focus on resiliency. We will also focus on understanding problem differentiation with diverse child populations.
Required readings:

Suggested Readings:

**MODULE 5: Principles of Assessment & Engagement with Children**
**TOPIC:** We will comprehensively explore the different ecological systems in which children are involved: families, schools, and neighborhoods/communities. We will explore more specifically how to engage families and other adults who are instrumental in children’s lives. We will also focus on specific high risk familial or community environments and consider how to assess and intervene in these environments.

**Required readings:**

**MODULE 6: Principles of Assessment & Engagement with Children (continued)**
**Required readings:**

**MODULE 7: Principles of Assessment & Engagement with Children (continued)**
**Required readings:**

**Suggested Readings:**

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UNIT 3: Therapeutic Interventions with Children within their Ecological Environments

**MODULE 8: Overview of Therapeutic Interventions with Children**

**TOPIC:** In this module we will examine the essential elements and dynamics of diverse therapeutic strategies with children.

**Required readings:**
- Henderson & Thompson: *Chapter 3: The Counseling Process*

**MODULE 9: Clinical Approaches to Working with Families**

**TOPIC:** In this module we will focus on conducting clinical work with children and their families. We will pay particular attention to interventions with families in diverse settings.

**Required readings:**
- Henderson & Thompson: *Chapter 15: Family Counseling*

**MODULE 10: Clinical Approaches to Group Work with Children**

**TOPIC:** In this module we will explore the group counseling process with children.

**Required readings:**
- Henderson & Thompson: *Chapter 18: Group Counseling with Children*

**MODULE 11: Professional Values, Ethics, and Professional Use of Self**

**TOPIC:** We will explore social work values that guide the assessment, engagement, and treatment/intervention with children and their families. This includes understanding more about the professional use of self, making ethically informed decisions, and initiating thoughtful and ethically sound termination strategies with child clients. We will also review the regulations and guidelines for reporting child abuse in New Jersey.

**Required readings:**
- Henderson & Thompson: *Chapter 4: Legal and Ethical Considerations for Counselors*
- Child Abuse Reporting in New Jersey: [https://www.nj.gov/dcf/reporting/links/](https://www.nj.gov/dcf/reporting/links/)
  [https://www.preventchildabusenj.org/resources/report-abuse/]
UNIT 4: Special Topics in Clinical Work with Children

MODULE 12: Working with Children who have ADHD and Disruptive Behavior Disorders

TOPIC: We will examine interventions for working with children and their families who have attention deficit hyperactivity disorder and/or disruptive behavior disorders

Required readings:

- LeCroy, C. W. & Anthony, E. K. (2015). *Case Study 1-1 From Childhood to Young Adulthood with ADHD; Case Study 1-2 Solution-Focused Therapy with Child Behavioral Problems.*

SUGGESTED READINGS:


MODULE 13: Working with children who have experienced trauma, grief, loss

TOPIC: We will examine strategies for addressing traumatic reactions in children and/or experiences of grief and loss.

Required readings:

- Henderson & Thompson: *Chapter 19: Counseling Children with Special Concerns: Excerpts: Child Maltreatment (pages 630-645) & Death & Bereavement (pages 650-657)*
Growing up in Foster Care. Case Study 4-4: Deciding what is Best for Savannah: The Grief and Joy in a Successful Adoption.


**Suggested Readings:**


**Module 14: Working with Children living in complex family situations**

**Topic:** We will examine children living in family environments which may be experiencing discord and other challenges. These include divorce, substance abuse, family violence, etc.

**Required readings:**

- Henderson & Thompson: *Chapter 19: Counseling Children with Special Concerns: Excerpts: Children in Chemically Dependent Families* (pp. 634-638); *Family Structures* (pp. 654-665)

**Module 15: Course Wrap-up & Termination**

**Required Readings:**

XIV. **Academic Integrity Policy**

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 one’s 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 nontextual 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 **Dr. Laura Curran**, 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 TZ 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](http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers).

**XV. 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](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](https://ods.rutgers.edu/students/registration-form).

**XVI. Other Resources**
Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students’ academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need.

Confidential support and academic advocacy are available through the Rutgers Office on Violence Prevention and Victim Assistance, 732.932.1181, http://vpva.rutgers.edu. Services are free and confidential and available 24 hrs/day, 7 days a week.

**Active Shooter Resources**: Over the years, there has been an increase in the number of active shootings on campus. It is important that you know what to do in cases there is an active shooter on campus. Please go to this site to retrieve information that will reduce your personal risk in case of an active shooting on campus-[http://rupd.rutgers.edu/shooter.php](http://rupd.rutgers.edu/shooter.php).

*Updated May 2019*