

# Welcome to the Smith College School for Social Work!

## Keep in Mind – Important Information for Academic Success

We are glad that you are here! We want you to feel well prepared and supported in the program, so we have outlined some very important information and resources for you.

### ○ Attendance

Attendance in all classes is required. Please let your instructor know if you will need to be absent from class. Instructors usually assign make up work for each absence from class. It is the responsibility of the student to connect with the instructor to ensure that required assignments are completed. A student cannot complete a course if more than 20% of the course is missed for any reason.

### ○ Problem Solving Process

The Smith College SSW has a problem-solving process in place to help address your student concerns. If you are concerned about performance in class, you should be proactive and talk directly with your instructor. The next step in problem solving is connecting with your Adviser. All efforts to resolve problems informally with the instructor and/or Adviser should be exhausted before moving to a formal problem solving process that includes a formal consultation ([see handbook section 600 – click here](https://www.smith.edu/ssw/academics/msw-program/msw-handbook-list/masters-program-handbook-a16/procedures-problem-solving-a16)) <https://www.smith.edu/ssw/academics/msw-program/msw-handbook-list/masters-program-handbook-a16/procedures-problem-solving-a16>

### ○ Advising

Advisers are here to help support your learning process, and when necessary, identify available supports. Advisers are the point person for when you encounter difficulties that you are unable to resolve on your own or instructors identify learning needs. The advising process is not confidential. Rather, Advisers will stay in contact with instructors, so that everyone can work together to support you in meeting your learning goals.

### ○ MSW Student Handbook

A complete description of school policies and procedures is available in the MSW Student Handbook: <http://www.smith.edu/ssw/mswhandbook.php>. [Become familiar with the Student Handbook.](http://www.smith.edu/ssw/mswhandbook.php)

### ○ Codes of Ethics / Essential Attributes and Abilities for SSW students

The program is preparing each student to enter the social work profession, which involves taking on a certain set of responsibilities towards clients, colleagues, organizations and the community at large. These responsibilities are defined in the [NASW Code of Ethics \(click here\)](#). We ask you to begin practicing the skills and behaviors that are defined in the code/and in our description of the Essential Attributes and Abilities for SSW students located in the Student Handbook – [see section 101](#). The NASW code of ethics can be found at: <https://www.socialworkers.org/pubs/code/default.asp>

### ○ Academic Integrity

Academic Integrity means ensuring that you are handing in your own original work and that your work be appropriately cited. Plagiarism will result in an immediate disciplinary review. If you are unsure about how to appropriately recognize and cite your sources, talk with writing counselors, library staff, and your instructors.

### ○ Summer Student Guide

The Summer Student Guide is the first stop shop to getting the information you need at your fingertips. We encourage you to explore this site and refer to it regularly during your time at Smith as it will answer many of your questions and direct you to important resources on campus: <http://www.smith.edu/ssw/summerguide.php>