MORGAN STATE UNIVERSITY
SCHOOL OF SOCIAL WORK

HANDBOOK FOR PART-TIME FACULTY

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http://www.morgan.edu/ssw
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Dear Morgan Part-Time Faculty:

Welcome to Morgan State University’s School of Social Work. We are very proud that you have chosen to join our fantastic faculty and to impart your vast knowledge and experience with our students. We want you to know that you are undertaking a unique opportunity to impact our students – changing them from budding to outstanding young professionals. The faculty and staff take the education and training of our students very seriously and do not want to miss a single teachable moment – from introducing new knowledge, values and skills to the real world of practice.

We want you to know that as you embark upon this new role in academia that you have our full support and assistance. Our part-time faculty are an extremely critical and valuable part of the work we do here at Morgan to contribute to the development of professional social workers; in fact, we truly cannot do it without your state-of-the-art knowledge and experience. We encourage you to take advantage of every opportunity to connect with our full time faculty as collaborative partners in the classroom. Never think that you are a lone soldier in the classroom – you have a full army at your back!

We hope this Part-Time Faculty Handbook will help you navigate Morgan’s and the School of Social Work’s systems to ease you into your role. Please stay in touch and let us know if there is anything we can do to assist you.

Sincerely,

Anna McPhatter, Ph.D., LCSW
Dean and Professor
Morgan State University
School of Social Work

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Sources: Morgan State University website, School of Social Work Student Handbooks
MISSION OF MORGAN STATE UNIVERSITY

The Mission of Morgan State University is to serve the community, region, state, nation, and the world as an intellectual and creative resource by supporting, empowering and preparing high-quality, diverse graduates for growing the future and leading the world. The University offers innovative, inclusive, and distinctive educational experiences to a broad cross-section of the population in a comprehensive range of disciplines at the baccalaureate, master’s, doctoral, and professional degree levels. Through collaborative pursuits, scholarly research, creative endeavors, and dedicated public service, the University gives significant priority to solving societal problems, particularly those prevalent in urban communities.

As a historical Black university (HBCU) with the unique designation as Maryland’s public urban university Morgan serves an ethnically and culturally diverse student body made up of traditional college age as well as part-time and adult learners. The university’s curricula are designed to meet the educational needs of city residents and the needs of the city and the state for professionals trained in a variety of areas. A major focus of the curriculum is on the social, economic and political characteristics of the city so that the capacity to understand urban life and phenomena is a central part of the student’s education. In addition, Morgan’s comprehensive programs reflect the commitment of the university to have a major impact on the under representation of Blacks and other minorities in the professional labor force within the city, state, nation and the world. Ultimately, Morgan State University measures its success through the fulfillment that the alumni find in their careers and throughout their lives as major contributors in growing the future and leading the world.

MISSION OF THE SCHOOL OF SOCIAL WORK

“To fully prepare urban social work leaders who are committed to the alleviation of human suffering, social justice and the improvement of the quality of life for diverse urban populations”.

Rev. 8/2017
Sources: Morgan State University website, School of Social Work Student Handbooks
VISION OF THE SCHOOL OF SOCIAL WORK

“The Social Work Program at Morgan State University endeavors to become a significant educational and professional labor force resource in the City of Baltimore, Maryland and other urban areas in the state of Maryland and nationally in addressing the human needs of urban individuals, families, organizations, and communities through the preparation of competent urban social workers, social work educators, policy advocates, and social work researchers”.

CORE VALUES OF THE SCHOOL OF SOCIAL WORK

- We believe in social justice and work to correct the social structures that create and perpetuate oppression;
- We embrace advocacy, activism, and innovation through community collaboration to strengthen urban communities;
- We value integrity, respect, and ethical behavior with all members of our internal and external community;
- We work to create an environment of safety, support, balance, and wholeness through team work and consensus building.

BSW PROGRAM

BSW PROGRAM MISSION:

“To prepare beginning generalist social work professionals to become leaders in the urban community”

BSW PROGRAM GOALS:

1. To prepare beginning generalist practitioners committed to working competently and effectively with urban individuals, families, groups, organizations and communities;
2. To socialize students to the values and ethics of the profession of social work;

Rev. 8/2017
Sources: Morgan State University website, School of Social Work Student Handbooks
3. To address challenges, issues and problems of the urban environment toward the alleviation of human suffering and enhancing the quality of life of oppressed, at-risk, and vulnerable populations;
4. To develop an appreciation for the historical and contemporary contributions of African Americans to the field of social welfare as the context for urban social work practice;
5. To prepare students with the knowledge, skills and commitment to address oppression and social injustice in all forms;
6. To promote the fullest understanding of the reality and complexity of human diversity as a basis for culturally competent social work practice.

CORE COMPETENCIES:
1. Identify as a professional social worker and conduct oneself accordingly (EP. 2.1.1).
2. Apply social work principles to guide professional practice (EP 2.1.2).
3. Apply critical thinking to inform and communicate professional judgments (EP 2.1.3).
5. Advance human rights and social and economic justice (EP 2.1.5).
7. Apply knowledge of human behavior and the social environment (EP2.1.7)
8. Engage in policy practice to advance social and economic well-being and to deliver Effective social work services (EP 2.1.8).
9. Respond to contexts that shape practice (EP 2.1.9).
10. Engage, assess, intervene, and evaluate with individuals, families, groups organizations, and communities (EP 2.1.10 (a)-(d).
11. Apply knowledge of the historical and contemporary contributions of African Americans to the field of social welfare as the context for urban social work practice (EP 2.1.11).
12. Apply knowledge of the dynamics and complexities of urban communities as the basis for urban social work practice (EP 2.1.12).
MSW PROGRAM [Face-to-Face and Online options]

MSW PROGRAM MISSION:
“To prepare autonomous social work professionals to become leaders in the urban community”

MSW PROGRAM GOALS:
1. To prepare autonomous practitioners committed to working competently and effectively with urban individuals, families, groups, organizations and communities;
2. To socialize students to the values and ethics of the profession of social work;
3. To address challenges, issues and problems of the urban environment toward the alleviation of human suffering and enhancing the quality of life of oppressed, at-risk, and vulnerable populations;
4. To develop an appreciation for the historical and contemporary contributions of African Americans to the field of social welfare as the context for urban social work practice;
5. To prepare students with the knowledge, skills, and commitment to address oppression and social injustice in all forms;
6. To promote the fullest understanding of the reality and complexity of human diversity as a basis for culturally competent social work practice.

CORE COMPETENCIES:
1. Identify as a professional social worker and conduct oneself accordingly (EP. 2.1.1).
2. Apply social work principles to guide professional practice (EP 2.1.2). 21
3. Apply critical thinking to inform and communicate professional judgments (EP 2.1.3).
5. Advance human rights and social and economic justice (EP 2.1.5).
7. Apply knowledge of human behavior and the social environment (EP2.1.7)
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services (EP 2.1.8).

9. Respond to contexts that shape practice (EP 2.1.9).

10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (EP 2.1.10 (a)-(d)).

11. Apply knowledge of the historical and contemporary contributions of African Americans to the field of social welfare as the context for urban social work practice (EP 2.1.11).

12. Apply knowledge of the dynamics and complexities of urban communities as the basis for urban social work practice (EP 2.1.12).

**PH.D. PROGRAM**

Morgan State University's Ph.D. department within the school of social work is uniquely designed to prepare students for leadership roles in urban social work research, urban policy analysis and advocacy, and social work education. The urban focus recognizes that many inner-city residents bear the brunt of the social, economic, political, and health-related problems of American society. The disproportionate occurrence of these problems in urban areas represents a crisis in American democracy. To address this crisis, the Ph.D. program in social work prepares students to apply a social justice framework to analyze and solve the catastrophic problems of contemporary urban society. Specific emphasis is on the multifaceted and sustained problems of urban minority populations. A special focus is given to the social problems that confront African American families, communities, and organizations. The program also seeks to produce persons interested in becoming professors in schools and departments of social work so that they can influence future social workers and contribute to social work's knowledge base on urban minority populations.

[Please refer to the BSW, MSW, PhD Handbooks on the School of Social Work website for more details on each respective Curriculum]
**Bear Necessity Card (BNC)**

All Morgan State University faculty, staff, and students must possess a valid University Identification Card or the Bear Necessity Card (BNC) in order to utilize University services. In addition to serving as an ID card, the BNC can be used as a Debit Card (funds deposited) to purchase goods and services on campus. BNCs are issued at the time of employment at no charge. Damaged cards will be replaced free of charge, however, there is a charge ($25.00) for replacing a lost card. BNC processing takes place at the BNC Center, which is located in the Montebello Complex, D-Wing - Room 128. At the time of employment termination, the BNC must be surrendered to the University Police Department. BNC Center Hours of Operation:

*Monday - Friday 8:00 A.M. - 5:00 P.M.*

**E-Mail Activation**

Communication with students, faculty, and all personnel at the institution must be through your Morgan e-mail. An Email Request Form is completed upon faculty signing the part-time faculty contract. The form is submitted to OIT and once faculty information appears in the university system, an email address will be provided to the faculty. This process takes about 2 to 3 weeks. An individual from the OIT Service Desk (443-885-4357) or the school’s administrative assistant will call the faculty when an email address has been generated.

*Monday - Friday 8:00 A.M. - 5:00 P.M.*

**Mobile Alert System**

Morgan State University has a state-of-the-art notification system that is capable of sending messages instantly and simultaneously to all registered text-message capable mobile phones, Blackberrys, wireless PDAs, pagers, smart or satellite phones, and e-mail addresses. The system also posts alert messages on the university’s Web site. Additionally, alert messages will “pop up” on the computer screen for anyone using Google, Yahoo or AOL as their home page. Students, faculty and staff are strongly encouraged to register, a sure way to receive critical safety notifications as well as other important campus information. On the Morgan homepage, click the “Information for:+”

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Sources: Morgan State University website, School of Social Work Student Handbooks
dropdown icon, click on faculty and staff, and under “services” click on register for mobile alerts. This will take you directly to the sign-up form. Have your cell phone with you and turned on. The opt-in list of groups now includes (1) public safety/ crime alerts; (2) campus closings; and (3) severe/ dangerous weather alerts, with more to come. 
(NOTE: Depending on your wireless service agreement a nominal charge may be incurred for receiving text messages)


Please note: Username will be your Morgan email address and network password. This section is protected and available only to members of the University community

Once you complete the validation part of registering your mobile phone, you will receive a message, “You have successfully signed up.” You will see a “log in” button for your new account. To complete your registration, you must open your account and enter your email address, then click the ADD EMAIL button. You will instantly be emailed a verification email. You must open this email and click on the validation link. Then you’re all done!

**Library and Research Services**

Located in a highly prominent site across from the University Student Center and fronting Hillen Road, the Earl S. Richardson Library is a state-of-the-art 222,517 square feet structure with a multi-story lobby, lounges, study rooms, meeting rooms, a technology-enhanced instruction room, computer lab, and other computers in many locations. It is the main academic information resource center on campus and responsible for the overall administration, operation, and development of university library and information technology, resources, and services. The library houses approximately 400,000 volumes, access to 1,900 periodical titles, and over 100 online databases. Reading and study spaces provide wired and wireless access to databases for research. The library offers instruction sessions designed to teach students, faculty, and staff how to search, evaluate, and use information; and how to use the library effectively.

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Sources: Morgan State University website, School of Social Work Student Handbooks
Librarians provide instruction from freshman to graduate students, generally at the request of the course instructor. Instruction sessions are usually 30 to 60 minutes and held in the computer laboratory of the library to provide hands-on practice and active learning. Librarians are happy to help you develop assignments for individual classes or student groups. To request a library instruction session, please submit a library instruction request form with a copy of the class syllabus at least ONE WEEK in advance. The main number for the Earl S. Richardson Library is 443-885-3477. The Library Liaison for the School of Social Work is Ms. Elizabeth Fields; she can be contacted at elizabeth.fields@morgan.edu.

**Laptop and LCD Projector Carts**

The School of Social Work has 4 smart-carts, each cart equipped with a laptop and LCD projector, for use by faculty. Please arrange to borrow the equipment through the administrative assistant of the department in which you teach (Mrs. Smith-Mason for BSW and Ms. Bowman for MSW and PhD Departments). To arrange for a smart-cart, please email your respective administrative assistant at least 48 hours prior to the time you need it. At pickup, the administrative assistant will provide direction relative to the process for returning the smart-cart (customarily returned to a full-time faculty teaching at the same time). You are encouraged to become familiar with the workings of the equipment before using it.

**Blackboard**

As a School, we are moving forward with more use of Blackboard as a tool for teaching and learning. You are encouraged to use Blackboard to house all or a part of your course online, organize your materials, communicate and distribute resources. Blackboard contains modules for Announcements, Course Content, Online Tests, Discussions, Groups, Email, and a special tool for Assignments. Technology Training Services can assist you with the how-to's of using Blackboard, as well as online course design and pedagogy. Blackboard can be accessed at: [http://morgan.blackboard.com](http://morgan.blackboard.com). For
assistance, please contact Karen Rubinstein at karen.rubinstein@morgan.edu or 443-885-1103.

**WebSIS**
Go to the Morgan homepage, click on “quicklinks”, and then click on WebSIS and enter your username and password. Once in, click on Self Service Banner (WebSIS), then click on Faculty and Advisors and choose the service you want. You will need to become familiar with Websis for several very good reasons: 1) Inputting Grades at mid-semester (if applicable) and end of the semester grades, 2) Accessing your class list, and 3) Emailing your students. Please note that *grades are submitted via Websis only.*

**Payment Schedule**
There are 3 payments during the semester. The payment schedule will be distributed to faculty by the administrative assistants once information is received from the university.

**Course Syllabi**
In order to maintain the integrity of the curriculum as a whole, a master course syllabus has been prepared by full time faculty for each course in the curriculum in accordance with the overall program mission and goals. It is important that you organize your teaching according to the outline in the syllabus but also allow your strengths and expertise to be integrated into the course in order to maximize student learning. The lead full-time faculty in each sequence is also responsible for ordering textbooks. Every attempt is made to provide support and resources to part-time faculty. If you are teaching in the Field Education Program, the Field Director and Assistant Field Director will provide needed information and resources in terms of syllabi and manuals. Please upload your syllabus on Blackboard for your students to access.
Mailbox
Each part-time faculty has a box in the departments in which they teach (BSW, MSW, Ph.D. or Field Education). If faculty shares a box, there will be separate folders in the box for each faculty. Any questions, please see our administrative assistants.

Locked Classroom Doors
If the door to your classroom is locked, do not worry, please call Maintenance at 443-885-3320 or Morgan Police at 443-885-3100. If the School of Social Work office is still open, our administrative assistants are available to help.

Supplies
For help with supplies for your course, please consult the administrative assistant in your respective department (Mrs. Smith-Mason for BSW and Ms. Bowman for MSW and PhD Departments).

Copying
In this wonderful age of electronic access, we are moving more towards using BlackBoard and other electronic means, and less copying. Please keep copying to a minimum and use BlackBoard for documents over 10 pages. For help, please see one of our administrative assistants.

Grading and Evaluation
The Morgan State University System is based on a 4.0 quality point scale. An A is 4 quality points, B is 3 points, C is 2 points and a D is one point. An F is 0 points and the course must be repeated if credit is desired. Graduate students are not permitted to earn a D grade. In extenuating circumstances (i.e., illness, family loss, etc.), if some phase of the work is incomplete at the time grades are reported, a grade of I may be given - consult your syllabus and Chair. Other grades that may be reported on the transcript include PS for pass, PT pass for examination, AW: Administrative Withdrawal, W: Official Withdrawal, WP: Withdrawal Passing, and WF: Withdrawal Failing. See catalog or
contact the Office of Records and Registration for grading policies. Grading scales are found in your individual course syllabus. If you have any questions regarding grading, please contact your respective Departmental Chairs (BSW: Prof. Greene, Yvonne.Greene@morgan.edu, MSW: Dr. Littlefield, Melissa.Littlefield@morgan.edu; PhD: Dr. Chipungu, Sandra.Chipungu@morgan.edu).

Although the graduate program does not have mid-semester grades, faculty are expected to inform any student who is earning lower than a C grade and inform the Chair of the Department. Do not wait until the end of the semester.

Grades are inputted via Websis through “secure area”. If you are having trouble inputting your grades, please contact your respective administrative assistant or Departmental Chair before the Deadline so that appropriate help is provided. Do not wait until the deadline or after the deadline to contact your administrative assistant or Chair. It is important to also note that your final pay is linked to the submission of your final grades.

Sequence and Concentration Lead Faculty
There are lead faculty assigned to each sequence and concentration in our social work programs that are available to provide academic and classroom support. Lead faculty prepares syllabi and order textbooks for the courses. Take the initiative to connect with the lead faculty in the sequence and/or concentration in which you teach especially if you have any questions regarding the syllabus, textbook or other course related issues.

Information about these lead faculty can be obtained from your respective Departmental Chairs.
**Course Evaluation**

Student course evaluations *must be completed each semester*. If your course is completing student evaluation online, please make arrangement in the computer lab to do so. If your course is completing student evaluation through paper and pencil, please make sure that time is allotted in class to do so.

**Late Papers/Assignments**

Handling late papers/assignments vary by faculty and course. Each faculty has the autonomy to determine procedures for handling late papers/assignments which are included in the syllabus. Students will refer to the respective faculty for directions on this matter.

**Incomplete (I) Grade**

An Incomplete grade is given in exceptional cases to a student who has completed the majority of the work satisfactorily and due to documented illness or other documented emergencies beyond his/her control, he/she has been unable to complete the requirements for the course. The student must complete the work by the end of the next semester of enrollment. Otherwise, the “I” grade is automatically changed to “F”. Please inform the Chair of the Department in which you teach prior to agreeing to an Incomplete Grade with a student. Generally, students must initiate the option of receiving an Incomplete Grade and both faculty and student must sign the Incomplete Grade Agreement Form which can be obtained in the School of Social Work office.

**Honor System and Terminations**

The School of Social Work abides by the University’s honor system, as outlined in the University Catalog under the Policy on Academic Dishonesty as well as the BSW, MSW, and Ph.D. Student Handbooks and Field Education Manuals. Specifically prohibited are: cheating, plagiarism, abuse of academic materials, and stealing. Details can be found at: [http://www.morgan.edu/Documents/ADMINISTRATION/Soper%20Library/POICY%20ON%20ACADEMIC%20DISHONESTY20109.pdf](http://www.morgan.edu/Documents/ADMINISTRATION/Soper%20Library/POICY%20ON%20ACADEMIC%20DISHONESTY20109.pdf)
In addition, social work students are required to comply with the NASW Code of Ethics and may be terminated from a program for the following reasons:

- The student is convicted of a felony during the educational program.
- The student is involved in substance abuse in the classroom or a field practicum setting (see extensive Drug/Alcohol policies in the student handbooks and University Catalog).
- The student is involved in sexual misconduct with a client.
- Emotional instability impairs the student’s ability to maintain classroom or practicum roles.
- The student falsifies program or agency documents.
- The student violates a University policy (Honor Code, Sexual Harassment, Substance Abuse, etc.), resulting in suspension.
- The student fails to comply with remediation plans generated by the faculty in concert with the student.
- The student violates the NASW Code of Ethics.

Be sure to contact the department chair immediately if you have concerns or knowledge about any of the above issues.

**Handling Problem Students (by Prof. Yvonne Greene)**

You are strongly encouraged to remind students throughout the semester that the highest standards of academic and professional courtesy and honesty are expected of them at all times. Students are expected to be respectful of one another and to maintain a classroom environment where all persons are considered to be valuable contributors to the learning process. Students who are disruptive to the learning process should be asked to leave the classroom. In case of any criminal activity or other public safety concerns, notify the Department of Police and Public Safety immediately.

Emergency Numbers: 443.885.3103, 443.885.3179 OR 911

Administrative Office: (8:00 a.m.-5:00 p.m., M - F): 443.885.3100, 443.885.3101
The Chair of the Department in which you teach should also be informed about disruptive student behavior as well as risk for and actual academic failure. Like a good social worker, document, document, document.

**The 3 R’s of Classroom Management (Professor Yvonne Greene):**

*Recognize*

**Differences: Disruptive vs. Troubled**

- **Disruptive**: Person whose conduct is disruptive or dangerous. Example: making verbal or physical threats to others; threatening suicide or resisting help
- **Troubled**: Person who is troubled, confused, very sad, highly anxious, irritable, demonstrates bizarre behavior or thinking/talking/writing/emailing

**Warning Signs**

**Disruptive Behavior** requires immediate attention and care. Identified by:
- Highly disruptive behavior (hostility, aggression, violence)
- Unable to communicate clearly (garbled, slurred speech, rambling, disjointed)
- Not connected to reality
- Stalking behavior
- Inappropriate communications
- Overtly communicating suicidal thoughts
- Threats to others

**Warning Signs**

**Troubled** may not be disruptive to others but exhibit behaviors which indicate something is wrong, show signs of distress and indicate that assistance is needed. Identified by:
- Serious performance change from consistently doing well to unaccountable poor performance
- Excessive absences
- Unusual changed patterns of interaction- excessive anxiety, domination of discussions, avoidance/ isolation
- Unusual or exaggerated responses inappropriate to the situation
- Other characteristics which suggest difficulty dealing with stress-lethargic, rapid speech, marked change in hygiene/dress

**Respond**

**Disruptive Behavior**
- Remain calm and know who to call for help if necessary.
- Remember it is NOT your responsibility to provide professional help-only make the necessary call and request assistance.
- When direct threats to themselves or others is expressed, or behavior is bizarre or highly irrational, call MSU Campus Police 443 885-3100

**Troubled Behavior**
- address the situation on a more personal level

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Sources: Morgan State University website, School of Social Work Student Handbooks
• deal with the behavior/problem according to classroom/department/school/university protocol
• consult with a colleague and department head

Refer
• Department Chair
• Counseling Center
• Campus Police
• B.E.A.R. Team

How to de-escalate?

Grievance & Appeals Process
The grievance process begins with a written complaint by a student, submitted to the Chair of a respective Department in the School of Social Work. The Chair of the involved Department provides all available documentation for the Grievance Committee’s review. Additional documents may be requested. After the Grievance Committee reviews the complaint documents, the committee may meet with the student and the concerned faculty/staff member involved in the grievance to gather further information. The Grievance Committee will then deliberate and recommendations will be formulated and forwarded to the respective Department Chair. The Department Chair renders a decision and notifies the student of the decision. If the student is not satisfied with the decision, s/he may appeal to the Dean of the School of Social Work, whose decision is binding.

Students’ Rights and Responsibilities
The Family Educational Rights and Privacy Act of 1974 (FERPA) provides a general framework for conceptualizing students’ rights in the School. FERPA provides students with the rights to: inspect and review their educational records; consent to release educational records to a third party; challenge information included in the educational records; and be notified of their rights under FERPA. Morgan State University complies with the terms and conditions of FERPA. Students should be notified, in a timely manner, of decisions made on their behalf. Students may appeal or grieve a grade received in a course or a decision for dismissal from the university. Students should have access to complete information about how they are being evaluated in a course and the
process of grading. You are therefore encouraged to keep students informed of their progress particularly at mid-semester.

In the School, students are expected to conduct themselves in a professional manner at all times, a manner that promotes personal, academic, and professional growth. Students are expected to abide by the NASW and NABSW Codes of Ethics as well as the university’s academic policies, honor system and code of conduct. The School’s expectations of students regarding academic and professional performance reflect the inherent link between professional education and practice. In the classroom, students are expected to explore social issues with tolerance for controversy and conflict. Students are encouraged to explore how they think and feel about content presented in class as part of an open academic dialogue. The informed use of self is a valued aspect of the helping professional. As learners, students are expected to be self-directed and assume initiative and responsibility for their learning; to rely on empiricism, logic, and evidence in advancing their intellectual development; and to appreciate that learning and evaluation are subjective/reflexive processes that parallel relationship dynamics outside the classroom as well as within. Students are expected to read and understand class materials and take the initiative to seek clarification, if necessary. Students are expected to contribute to a positive and respectful environment where learning is collaborative not combative. Students are expected to submit work as outlined in the syllabus, with honesty and professionalism.

**Disability Support Services**
The Americans with Disabilities Act of 1990 provides protection from discrimination for qualified individuals with disabilities. If you have a student in your class with a disability and the student needs academic accommodations, please contact Disability Support Services. All academic accommodations must be arranged through Disability Support Services. You can review the policies and procedures at:

[http://www.morgan.edu/sdss](http://www.morgan.edu/sdss)
The Office of Student Disability Support Services (SDSS) is committed to providing all services and operating all programs in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA 1990). The ADA is a federal law, and colleges and universities are required to make reasonable accommodations to ensure that students with documented disabilities are able to participate in higher education. That is, the ADA specifies that students with documented disabilities who apply for services must be granted accommodations which afford the same opportunities for academic success, unless to do so would cause unjustifiable hardship or adversely affect the other students. Please review the SASS with your students in the beginning of the semester and encourage them to report a disability early in order to receive the support needed to be successful in your course. Waiting until late in the semester to request disability services is strongly discouraged. For information please contact: Dr. Bernice Alston, Retention Specialist, and Coordinator of Student Accessibility Support Services (SDSS)
Phone: 443-885-3946
Email: bernice.alston@morgan.edu
Or SDSS@morgan.edu, Telephone: 443-885-4768, Fax: 443-885-8026

**Safety & Risk Management**

1. Police Escorts for evening classes. Faculty is asked to please call for Police Escorts every evening at 443-885-3103.
2. Faculty and Students Working Together. Faculty is asked to have a discussion with students on the first several days of class regarding safety after class. Faculty and students are strongly encouraged to work together and leave together, coordinate people into groups and ask them to walk together. Be reminded that the MSU Police Department encourages all of us to be proactive about safety both on and off campus. Be aware! Recognize your vulnerability. Do not openly display money or valuables while walking in public. Travel with students, friends, and co-workers. Locate nearest blue light Emergency Phone on campus.
3. Have police number handy: 443-885-3103
Be Informed: Crime Prevention Unit
(http://www.morgan.edu/Administration/Finance_and_Management/Police_and_Public_Safety/Crime_Prevention.html)

Selected University Services

PNC Bank
Morgan State University and PNC Bank, National Association, announced recently a new university banking relationship with an emphasis on money management and financial education for the university’s more than 10,000 students, faculty and staff. The E-Branch, located in the University Student Center, will be staffed by PNC Financial Services consultants and will feature an advanced function ATM, capable of accepting deposits and cashing checks down to the dollar, providing convenient and easy-to-use banking services to the campus community.

Bookstore
The Morgan State University Bookstore is located on the first floor of the University Student Center across from the Ticket Master. Normal hours of operation are Monday through Friday from 8:00 a.m. to 6:00 p.m., with expanded hours of operation during registration periods. In addition to textbooks (new and used), the Bookstore provides a large number of convenience supplies and sundry items. Fashionable leisure wear bearing the Morgan logo, as well as a large variety of fraternity and sorority paraphernalia are also sold.

Center for Career Development
The Center for Career Development (CCD) at Morgan State University provides services that will help students make the transition to becoming a professional in a chosen field. The CCD is a "full-service career center", which addresses Career Counseling and Guidance, and Internship/Career Support and Assistance. The CCD is open daily Monday through Friday, and with evening hours offered by appointment. The On-
Campus Recruitment Program and fairs attract recruiters from more than 300 corporate, government, and non-profit-organizations. Please visit us at Montebello Room C-224. Phone: 443.885.3110

**Computer Labs and Support Services**

Computer labs and support services are available for faculty use: IT HelpDesk at x4357; Jenkins Building Room 304, please see Mrs. Smith-Mason for assistance with reservation. There are also open computer labs in Jenkins Building Room 215 and in the Library.

**Counseling Center**

The Morgan State University Counseling Center provides a variety of services to the University community. Students come to the Counseling Center to discuss a wide range of problems and learn strategies for coping now and in the future. Counselors help students to resolve personal and educational concerns, which may include:

- Relationships with family, friends, romantic partner, or roommate
- Alcohol and drug related problems
- Adjusting to a new environment
- Feeling stressed or anxious
- Personal crises
- Anger and interpersonal conflicts
- Depression, loneliness, shyness
- Difficulties with study skills
- Time Management
- Grief and loss
- Self-esteem and self-confidence
- Motivation
- Sexual issues and decisions
- Sexual Orientation
- Choices about majors and careers
- Communication with instructors
- Confidential services: Individual and Group Counseling
- Crisis Intervention: Counseling staff is on call to assist students in emergencies.
- After hours, the campus police, 443.885.3103, will page the person on duty.
- Referrals: Students’ individual needs are considered in making referrals to sources of help outside the Counseling Center.
Faculty are strongly discouraged from engaging in personal counseling relationships with students. In cases where it becomes clear that a student is in need of counseling services, please notify your Department Chair or the Director of Student Affairs and Admission and/or make a referral to the Counseling Center.

Please call the center for walk-in-hours.

Hours: Monday-Friday, 8 a.m.-5 p.m.
Office: 443.885.3130
Fax: 443.885.8208

**Dining Services**
The University Student Center Food Court
Auntie Anne’s at University Student Center
Subway at McKeldin Center
The Helen Roberts Faculty ~ Staff Dining Room

**Information Technology**
The mission of the Morgan State University’s Technical Support HELP Desk is to solve technology/telephone problems in a timely manner. Answers or solutions are usually provided at the time of first contact. More complex issues will be transferred to technicians who can help with hardware and software installation, hardware and software concerns, network access, and other computer-related problems. For information:

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services.html

Help Desk is located at Carter Grant Wilson, Rm. 230
Phone: 443-885-HELP (4357)
Fax: 443-885-8333
Hours: Monday through Friday, 8 a.m. to 5 p.m.

**Maintenance**
For assistance with maintenance issues (i.e., locked door, heating, ventilation, air conditioning), please contact them at x3320.

Rev. 8/2017
Sources: Morgan State University website, School of Social Work Student Handbooks
Office of International Services (OIS)

International students can expect a myriad of opportunities to develop individually and cross culturally. The Office of International Services is charged with meeting the administrative, advising, and programming needs for the non-immigrant students, staff, and faculty at Morgan State University. Services provided by the Office of International Services include:

- **Immigration information workshops**: to keep non-immigrant students, faculty and staff, abreast of the latest regulatory requirements.
- **Orientation**: facilitate bi-annual orientation programs for new students.
- **Employment workshops**: for information on the various types of employment available to F-1 students; Campus Employment, CPT, OPT and Economic Hardship applications are covered.
- **Preparation, and/or filing of initial petitions**: program extension, SEVIS school transfer in/out; preparation of dependent forms; reinstatement, and other regulatory compliance processes.
- **Advising services**: to the International and Caribbean Student Associations and the Morgan State community at large on all immigration-related matters.
- **SEVIS reporting**: to safeguard student status by providing the U.S. Department of Homeland Security with timely and accurate updates of enrollment activities.
- **Preparation filing of H-1B petitions**: to enable the university to retain the services of outstanding non-immigrant faculty and staff.
- **Collaboration**: with other university international stakeholders to facilitate the infusion of global themes throughout the formal and informal curriculum.
- **Facilitate**: inter-cultural programs and activities with the primary aim of exposing the Morgan community to the importance and advantage of being aware and sensitive to the diversity of cultures in our campus and the wider community.

OIS is located in Suite 206, McKeldin Center
Voice: 443-885-3038

Sources: Morgan State University website, School of Social Work Student Handbooks
Fax: 443-885-8209  
Email: kitson.walters@morgan.edu

**Parking Services**  
Business & Auxiliary Services is responsible for the management of support services including the Parking and Campus Shuttle, Print Shop, Insurance, the BEAR Necessity Card Center, Dining, Vending, Bookstore and the fiscal management of the McKeldin Student Center, Residence Life and Athletics. Parking services is located at: Montebello Complex, D-201, 2201 Argonne Drive  
Phone: 443.885.3065  
Fax: 443.885.4345

**University Health Center**  
The University Health Center (UHC) is the student health center at Morgan State University. Our mission is to "provide health care, health education, and to promote health and well-being..." for the student population of Morgan State University. UHC provides a variety of services from the administration of allergy and influenza shots to supporting the educational mission of the campus through our outreach efforts. Student Health Center is specifically equipped to handle most routine and some non-routine ambulatory care problems. When specialized care is needed, the student will be referred to a private physician or hospital at the student's expense; some student insurance is available to offset the costs.  
Phone: 443.885.3236  
Hours: Monday-Friday - 8:30am-4:30pm, Saturday & Sunday - Closed

**University Police & Public Safety**  
The Morgan State University Police and Public Safety Department places the safety of the university community as its highest priority. For information:  

Rev. 8/2017  
Sources: Morgan State University website, School of Social Work Student Handbooks
Operations Center (24-hour operation)
Emergency Numbers: 443.885.3103, 443.885.3179
Administrative Office: 8:00 a.m.-5:00 p.m., M – F
Phone: 443.885.3100 or 443.885.3101

Writing Resources
The School of Social Work’s Writing Specialist, Mrs. Almeta Sly-Thomas, provides excellent writing support for our students. Mrs. Sly-Thomas is located in the School of Social Work suite and can be contacted via:
Email: almeta.slythompson@morgan.edu
Phone: 443-885-3537
In addition, under the auspices of the Department of English and Language Arts, the mission of the Morgan State University Writing Center is to support undergraduate and graduate students from all academic disciplines to become more effective and confident writers. It is a place where students may come to discuss their work, clarify their ideas, and improve their writing skills. The Writing Center is located in the Earl S. Richardson Library, Room 141.

WELCOME TO MORGAN!!!