

School of Social Work Who to Contact for What...

Safety/Emergency Resources	Contacts/Links
Imminent safety threat or emergency	WSU Police at 313-577-2222
Emergency phones on campus	Blue-light emergency phones
Safewalk	Safewalk - Police and Campus Safety
Signing up for university alerts (e.g., campus closure)	Broadcast messaging alerts
Motorist assistance for those in WSU parking lots	313-577-1979

Canceling Class	Contact/Form
Canceling a class session	<p>Complete this form</p> <p>Note: If you teach in the social work building in the evening, you must also notify Terri Stubblefield so evening security can be notified</p>
Inclement Weather	Please follow the university policy and announcements

Classroom Conditions	Contact/Form
Classroom or Building Conditions	Submit a work order for a problem in your classroom: Facilities Planning & Management - Wayne State University

First Week of Class: Student Absence	What to do
The student has not attended by the end of the first week of class (before the census date).	Email the student. If the student does not respond, notify the advisor . Sometimes students withdraw from the program but forget to withdraw from courses.

Academic Support Needs for Students	What to do

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<p>You have questions about the accommodations of a student registered with Student Disability Services</p>	<p>Please contact the SDS specialist (listed on letter) if you need guidance about their accommodation. You may also read about students with disabilities' rights and responsibilities</p>
<p>The student is struggling with Canvas or the use of technology platforms (e.g., VoiceThread)</p>	<p>The Educational Technology Coordinator can assist you and your students with educational platforms. The Computer and Information Technology Helpdesk can help with technical issues Monday – Friday from 7:30 a.m. - 8 p.m. (313-577-4357). Students also can enroll in the Effective Online Learner Course located on this Learn Anywhere page.</p>
<p>Your student is having difficulty accessing library/research resources or finding articles/books for an assignment.</p>	<p>Refer the student to the social work librarian to assist</p>
<p>Your student could use assistance with writing (e.g., outlining, brainstorming, grammar, APA, time management, etc.)</p>	<p>Provide feedback to the student and refer to writing coach as needed. You may also encourage students to seek support from the Writing Center or Student Success Center.</p>
<p>The student expresses that their home is not conducive to online learning</p>	<p>Refer to the available study space at WSU: libraries, open computing, and study rooms. The SSW building also has two study rooms with large monitors and a computer lab in room 239 (Monday – Thursday, 9 am to 4 pm).</p> <p>Encourage the student to contact a peer mentor using this form for additional problem-solving. Mentors provide personal and academic guidance for any social work student as they progress through the program. Peer mentors are available for one-on-one appointments and hold support groups and events throughout the year. SWPS also offers Canvas discussion boards and modules for student success, all available on the SWPS Canvas page.</p>
<p>The student is struggling with time management or balancing education with other responsibilities</p>	<p>Encourage the student to contact a peer mentor using this form.</p> <p>If the student is an online program student, you may refer to the Online Success Coach.</p>
<p>Student is interested in student organizations</p>	<p>We have several student organizations, which are listed on our student organization website. Please contact Andre Iadipaolo at eu6337@wayne.edu</p>

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Assignment Related Issues	What to do
You do not understand the assignment in the master syllabus.	Please reach out to the lead teacher. A list of the lead teachers is in the faculty semester guide.
The student contacts you because they did not complete an assignment by the due date.	<p>Faculty should follow the course policies listed in the syllabus. Faculty can consider granting an extension if the situation indicates the need. Faculty must provide SDS accommodation as indicated by their accommodation letter. Please contact the SDS specialist (listed on letter) if you need guidance about their accommodation.</p> <p>If the student could use extra support, consider referring to the writing coach. I or encourage the student to contact a peer mentor using this form. If the student is an online program student, you may refer to the Online Success Coach.</p>
The student expresses feeling stuck or is not making progress on an assignment.	Provide additional guidance to the student during office hours or a meeting. Encourage the student to contact a peer mentor using this form if the student could use academic mentorship, support, and academic skill development. The writing coach can offer assistance with brainstorming and outlining.
Your students need more guidance on what plagiarism entails. A student asks if they can use AI for an assignment.	AI cannot be used for benchmark assignments. You may discuss with the lead teacher whether the use of AI is appropriate for supplemental assignments. The writing coach can provide a classroom or individual intervention (e.g., a presentation or discussion on plagiarism).
A student has cheated or engaged in plagiarism.	If you are lowering a student's grade because of academic dishonesty, you must complete Academic Misconduct Reporting Form . If prompted in the form, please add Debra Patterson as the person who should also be contacted. If you would like to discuss how to handle this issue, please feel free to contact Debra Patterson .
Your course has a graded group assignment . A student group is encountering challenges.	Please address the group members' challenges as needed. Encourage the student to contact a peer mentor using this form for additional problem-solving. If the student is an online program student, you may also refer to the Online Success Coach .

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Grade Disagreements or Practicum Concerns	What to Do
A student did not do well on an assignment or disagrees with an assignment grade.	Please meet with the student to review your feedback and offer guidance on how they can improve on future assignments. If you made a mistake grading, please correct it in your grade book.
The student disagrees with their final grade.	Refer to advisor if they do not believe student earned a grade different than one provided. The advisor will review the https://socialwork.wayne.edu/forms/gradeappeal grade appeal criteria and process with the student. If you made a mistake in grading (e.g., entry error), you may change the grade up to one year. Click here for instructions.
The student requests an incomplete for a course.	Instructors may choose to grant an incomplete if the student is eligible. An Incomplete mark is intended for students who experience an unexpected emergency at the end of the semester (e.g., illness, accident). In order to be eligible for the mark of Incomplete, students must be in regular class attendance and are required to have earned a passing grade in the course when requesting the mark of Incomplete. Please recommend that the student contact their advisor and the WSU Financial Aid Office prior so they can be fully aware of how an "Incomplete" will impact their financial aid situation and plan of work.
Student has expressed concern about their practicum or asks a general question about practicums.	Refer to practicum liaison. Additional information about practicum also can be found on the Practicum Education Webpage

Emotional and Financial Wellbeing	What to Do
The student is experiencing an emotional stressor.	Encourage student complete the mental health triage form to receive services. Faculty should complete Care Report if serious concern about student (e.g., behavior, emotional stressor)
Student is ill and does not have insurance.	Campus Health Center provides one free illness visit per enrolled semester. Please do not require students to use their one free visit for documentation to excuse an absence.
You observe a student engaging in bullying or inappropriate communication.	Make a non-academic misconduct report and contact the Assistant Dean for Student Affairs.

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	Additional information can be found: Guide to Working with Disruptive and Distressed Students , and Assisting and Supporting Students of Concern , and Student Code of Conduct .
A student disclosed that they are experiencing sexual harassment, sexual assault, stalking, or domestic violence .	Faculty and staff are considered mandatory reporters. You should complete the Title IX Office and Report Form . The student can choose whether they want to talk with the Title IX Officer when they contact the student.
A student wants to know more about applying for scholarships or financial aid	Refer to advisor , the SSW Scholarship & Financial Aid Webpage , and the Office of Financial Aid
The student is experiencing an emergent financial struggle (e.g., utility going to be shut off) or need to loan a computer .	Refer to advisor . Regarding computers, a limited number of laptop computers are available for social work students to borrow and will be provided on a first come first serve basis. Please provide the student with this link: Laptop Borrowing Agreement . Students can check out a laptop for five hours from lockers located in the undergraduate library.
A student needs professional clothes for their practicum or an interview.	Refer to Wayne State Thrift Shop where students can receive clothes for free. They have professional and casual clothes, including shoes and winter items.
A student is experiencing food insecurity .	Refer to Wayne State Food Pantry where students can receive food for free.

Course Overrides, Plan of Work, Status Changes, Graduation	What to do
The student requests an override for your course.	Please let the student know that faculty cannot grant overrides and refer them to their advisor .
A student expresses uncertainty about what courses they should be taking.	Refer to advisor
A student is considering a leave of absence or attenuating their plan of work.	Refer to advisor . You may also share this webpage about Program Withdrawal, Readmission, and Leave of Absence Policy and Procedures

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<p>The student wants to move from the main campus to the online program, or from the online program to the main campus program. Or they want to change their status from full-time to part-time or part-time to full-time.</p>	<p>Refer them to their advisor</p>
<p>A student expresses that they do not know how to apply for graduation.</p>	<p>Refer student to the Graduation webpage for instructions for applying in Academica.</p>