

Orientation Packet, Part II: Additional Information for New Students

Silberman School of Social Work



Welcome to the Silberman School of Social Work at Hunter College. We are very glad you are here! This packet includes additional information to get you started as well as information to refer to in the days and weeks ahead.

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I. FIELD OF PRACTICE (FOP) SPECIALIZATIONS

II.

What is a Field of Practice (FOP) Specialization? In an effort to provide both breadth and depth to your learning, the School of Social Work offers students the choice of a specialization in a Field of Practice (FOP) in addition to their major practice method (i.e., Clinical Practice with Individuals, Families, and Children; Community Organizing, Planning, and Development; or Organizational Management and Leadership). By fulfilling the criteria for this FOP, students will gain specialized knowledge in a particular area of interest. The FOPs from which to choose are as follows:

1. Aging
2. School Social Work
3. Child Welfare: Children, Youth, and Families
4. Global Social Work and Practice with Immigrants and Refugees
5. Mental Health
6. Health
7. Sexuality and Gender
8. Criminal Justice

What are the Field of Practice Specialization requirements? The full requirements for the FOP Specializations can be found in the updated [Field of Practice Specialization Handbook](#) or you can speak to an Academic Advisor for more information.

In general, the requirements for the FOP specializations are as follows:

1. An appropriate second-year or residency-year field placement
2. Enrollment in at least one FOP-specific elective
3. Choice of Research and/or Professional Seminar topics that fall within the chosen FOP

What paperwork is required once I have selected a Field of Practice Specialization?

Students choose an FOP prior to the second year of programming. They confirm their choice of FOP when submitting either the Field Practicum Planning Form or the OYR Field Practicum Agreement Packet.

As part of the Degree Audit process (during the final semester), students will complete the *FOP Completion Form*. Access the form here: https://s27588.pcdn.co/wp-content/uploads/2021/02/FOP-completion_form.pdf

The **Completion Form** should be completed and submitted as part of the Degree Audit process.

- Prospective graduates should submit the form by April if graduating in the spring; by July if graduating in September; or by December if graduating in January.
- The form is to be submitted ssswgrad@hunter.cuny.edu

II. FREQUENTLY ASKED QUESTIONS (FAQ)

How important is my Hunter email? The Dean's Office, Faculty, Student Services, Academic Advising, and the Writing Program all use email to your student email to inform students of important information and upcoming events. All matriculating Silberman students are given a Hunter email address. *It is imperative that you check your Hunter email account regularly.*

How do I get a Hunter email account? Information on student email services and how to use your account and any assistance accessing your new email can be found online at <http://www.hunter.cuny.edu/it/it-services/email>. It is imperative that you check your student email regularly for important announcements and information, and to use this account when corresponding with any Hunter offices and personnel including Faculty and Staff.

Where can I get my Hunter ID? To obtain an ID card, make an appointment at [OneCard](#). The One Card Office is located at the Hunter main campus:

203 West Building
The West Building entrance is on Lexington Ave. and E. 68th St.
695 Park Ave.
New York, NY 10065
[212-650-3191](tel:212-650-3191)
OneCard@hunter.cuny.edu

What is a Hunter NetID? Go to <http://www.hunter.cuny.edu/it/help-docs/netid-vs-portal-id> for information on which ID to use in what circumstances.

What is on Blackboard? Blackboard is a course management system used within CUNY. It permits the instructor to post assignments, upload files, host discussions and forums, and more. In addition, you will find information and forms related to The Silberman Writing Program, Field of Practice Specializations, Field Education, and Silberman's Required Workshops—all on **Blackboard**.

What is the CUNY PORTAL? Go to www.cuny.edu and use your CUNY Portal ID (and password) to obtain access to any of the services hosted at CUNY's many colleges.

What is CunyFirst? This CUNY application is familiar to many students because it is how you register for classes each semester. In addition, it also lets you see your unofficial transcript, pay your bill online, and check certain holds against your registration: (https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html).

What are PACS? "Public Access Computers" (PACs) are terminals around the Hunter campuses that students can use for basic web browsing (including checking email). They can be found in the library, on the 1st floor near the elevators, and on the 2nd and 3rd floors of the Silberman campus.

What is OneCard? Your Student ID serves as a potential OneCard. When you put money on your ID, you can then use it to pay for printing and other services. These account services are known collectively as “OneCard.”

What is the CUNY eMall? This is a web store available through the CUNY portal that allows members of the CUNY community to download free anti-virus software and purchase other software and hardware at significant discounts: <http://www.hunter.cuny.edu/it/it-services/cuny-emarket>.

Where can I buy books and access required readings? All student book purchasing is available online. Students can purchase or rent books and course materials from the [Hunter College Online Bookstore](#) where new, used, rental or eBooks are available. **You may also check e-reserves in the library for many of your required readings. For online purchasing, keep the following options in mind:**

Through Brightspace: Once students are registered for classes, they can access their main Brightspace page and then click on “online bookstore” in the top left of the page. This link will connect them to the online bookstore and the textbooks that are required for registered classes. Students then have the option of paying for textbooks online. Some textbooks also have links to other purchasing options (e.g., at Amazon.com).

Through Hunter College Online Bookstore: Students can go to [Hunter College Online Bookstore](#) and log in using their CUNYfirst account. Once at the online bookstore, students are able to search by course number or professor. Each course link will show which books are required for the corresponding course and allow for purchase via this website.

How do I access learning resources at Silberman’s Library? To access library resources, visit <https://libguides.library.hunter.cuny.edu/>.

How do I access writing assistance? The Silberman Writing Program provides free tutoring services to all students enrolled at the college. It offers one-on-one writing consultations as well as numerous resources to help you with your writing and information literacy needs. You can schedule an appointment for a consultation by visiting the following websites: ssswriting.youcanbook.me (weekdays) and ssswriting2.youcanbook.me (evenings & weekends). If the times indicated on the site do not work for you, please let the Writing Program know (ch552@hunter.cuny.edu) and they will try to find a time or tutoring method that better accommodates your schedule. Useful handouts can be accessed by visiting the Silberman Writing Program section of **Blackboard** (in the **SSSW Information Corner**).

How do I register for learning or other accommodations? Contact the Office of AccessABILITY (<http://www.hunter.cuny.edu/student-services/access>). The office is located at 1124 Hunter East Building (212-772-4857; TTY 212-650-3230). In order to receive an accommodation, you must register and provide documentation.

How can I contact my professors? Email addresses are on the course syllabi. There is also a directory of full-time faculty on the Silberman website: <http://sssw.hunter.cuny.edu/group/full-time-faculty/>. For additional faculty email information, please contact the Student Services office.

I need help with registration issues. Whom do I contact? For information about registration, please review the Registration Page on the Orientation site. Please reach out to an [Academic Advisor](#) if you continue to have questions.

Where do I go to change my name or address or to get verification of attendance or an official transcript? To change your personal information, please read carefully and upload information [here](#) as indicated. Be sure to email registrar@hunter.cuny.edu after you have used the CUNYfirst Document Uploader.

How do I transfer credits or obtain tutorial approval? You can find the Transfer Credit and/or Waiver Request form (and directions) on the [Credit Transfer Policies Page](#). If you have any questions, please see an academic advisor for eligibility requirements and more detailed information.

Where do I go for the Field Practicum Manual, guidelines to assignments and recordings, a guide to process recordings, and the NASW Code of Ethics? For all of this information, go here: <http://sssw.hunter.cuny.edu/field-education/>.

Where can I find additional information about Field of Practice (FOP) Specializations? You can access information regarding FOPs under the Student Services page section of the Silberman website, or from an academic advisor.

What is the difference between a Field Advisor and an Academic Advisor? The role of the Academic Advisor was described in the previous handout. The Field Advisor is primarily available to students in regards to field placement matters, such as reviewing assignments, visiting students' agencies, reviewing their process recordings, and giving them a grade for field instruction. All students are assigned a Field Advisor at the beginning of the fall semester by the Office of Field Education.

<i>Academic Advisor's Role</i>	<i>Field Advisor's Role</i>
<ul style="list-style-type: none"> • Meets with you on an “as-needed” basis; you can make an appointment, walk in, or be referred to an academic advisor • Offers assistance with the matters mentioned in Section III • Will connect you with additional support and/or resources as needed 	<ul style="list-style-type: none"> • Meets with you both individually and in a group with other advisees • Reads your process recordings • Meets with you and your field instructor in your placement agency • Reads your evaluation and assigns your grade for field instruction

How do I know that I am “on track” and taking the right courses? At any given time, you can meet with an Academic Advisor to review your status. It's helpful to review your transcript ahead of time, and you should reference your [appropriate curriculum grid](#) as indicated on the Orientation site.

How do I request a Leave of Absence, Withdraw from the program, change my major method, or reduce my schedule? First, speak with an Academic Advisor, who will walk you through the next steps, including a meeting with the Director of Student Services. You may need to complete a **Change of Status** form or come up with a new academic plan and have it approved by Student Services. Please note, any changes to your academic trajectory must be approved by Student Services.

I need information about health insurance and immunizations. Where should I look? For immunization information, go to <http://www.hunter.cuny.edu/cws/healthservices>. For information related to health insurance, go to <https://hunter.cuny.edu/students/health-wellness/immunization-records/health-insurance/>.

I have a question about Financial Aid. Where do I go? Go to www.hunter.cuny.edu/finaid. Silberman students should plan to visit the Financial Aid office in person at the Hunter main campus in the North Building:

Office of Financial Aid
Hunter College
Room 241, North Building
695 Park Avenue
New York, NY 10065
[212-772-4820](tel:212-772-4820)

I am experiencing difficulties in managing my coursework or with understanding assignments. What should I do? Meet with an Academic Advisor for assistance. You may also want to make an appointment to meet with a Writing Program tutor: ssswriting.youcanbook.me or ssswriting2.youcanbook.me.

I am feeling overwhelmed by the demands of my field work and classes. What should I do? You can speak to an Academic Advisor, who may provide additional resources via the Counseling and Wellness Services at the Hunter College main campus: (<http://www.hunter.cuny.edu/student-services/counseling-and-wellness/>).

What are the workshops required for graduation? There are two: (1) Mandated Reporter Training: Identifying and Reporting Child Abuse, Maltreatment, and Neglect (offered online—watch for announcements); (2) Mastering the LMSW Exam (also offered online—visit Licensure Central in the SSSW Information Corner section of Blackboard).

I believe I was graded unfairly in a course. What can I do? The first step is to speak with your instructor and review the situation. If the situation is not adequately resolved, contact the Director of Student Services for options around next steps. At any point, you can see an academic advisor for additional guidance and support.

III. BUILDING GUIDE

BASEMENT:	<p>Computer Labs Student Lunch Area: microwaves, refrigerator, and tables Library Stacks School of Public Health Nutrition Labs Men's & Women's Restrooms</p>
FIRST FLOOR:	<p>Welcome Center and Security Library Entrance Centro Archive and Gallery on the Western end of the "Street" Large multi-purpose/meeting room Men's & Women's Restrooms</p>
SECOND FLOOR:	<p>Classrooms, Auditorium, and Terrace Lounge and Sitting Areas Snack & beverage vending machines (alcove off the seating area overlooking Third Avenue) Men's & Women's Restrooms</p>
THIRD FLOOR:	<p>Classrooms Student Affairs Suite: 301 <ul style="list-style-type: none"> • Staff for both the Student Services Office and Dept. of Field Education • SSSW Registration Assistance • Academic Advisement <ul style="list-style-type: none"> ➤ Pam DeCuir (316B) ➤ Bonnie Zweig (316A) <p>Mail Room: After-hours mail drop for items to be delivered to faculty Student Organization Room: Room 317 ("The Fishbowl") All-Gender Restroom & Women's Restroom/Lactation Room Beverage and snack vending machines</p> </p>
FOURTH FLOOR:	<p>School of Social Work Administrative, Faculty, and Staff Offices SSW Full-time and Adjunct Faculty Mailboxes and Mail File Folders Writing Program Evening & Weekend Tutor</p>
FIFTH FLOOR:	<p>School of Public Health Administrative: Faculty and Staff Offices</p>
SIXTH FLOOR:	<p>PhD Program in Social Welfare Doctoral Faculty and other faculty (SSW and SPH offices)</p>
SEVENTH FLOOR:	<p>SSW Admissions and Enrollment Management National Resource Center for Permanency and Family Connections</p>

Writing Program Main Tutor: Room 717 (Christopher Hartley, Director)

EIGHTH FLOOR: Brookdale Center for Healthy Aging and Longevity