March 13, 2020

Dear CSW Student:

This note is a follow up to the communications that you received from the university via President Drake’s latest coronavirus update. Communications that you may have received from the College of Social Work include messages from Dean Gregoire. With respect to your learning, our first priority is your personal health and well-being. If you are not feeling well and need to make alternative arrangements for your course assignments, please contact your instructor.

Course content will be open the week of March 16, but it is important to note that instruction will not begin for all classes until March 23, 2020. Please continue to check in with your instructors regarding any questions you may have. You will be updated as we find out information regarding the end-of-semester date.

**Academic Coursework**

It is important to emphasize that classes have **not** been cancelled. All courses will continue in an online environment.

If you have a face-to-face course, you can expect information from your instructor that will direct you to CarmenCanvas. In the meantime, you can help us to anticipate how we might be able to assist you. **If either or both of the following are true for you, please contact your program director via the contact addresses below:**

- I do not have reliable access to internet at home, or within five miles of home.
- I do not have consistent access in my living environment to an internet or cellular ready device (Smart Phone, Tablet, Computer) that can be used for coursework.

The CSW program director emails are listed below:

- BSSW: Jennie Babcock ([Babcock.79@osu.edu](mailto:Babcock.79@osu.edu))
- MSW: Lois Stepney ([Stepney.3@osu.edu](mailto:Stepney.3@osu.edu))
- Ph.D. Mo-Yee Lee ([Lee.355@osu.edu](mailto:Lee.355@osu.edu))

**Changes to Online Courses**

Given the extension of Spring Break, the College of Social Work has developed a plan to support student learning and well-being. During this extended Spring Break, instruction **will not** occur.

**Currently, the Online Course Schedule is:**

- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) **Coursework** will be available beginning March 15;
- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) **No Assignments** will be due until after 3/23;
- Due dates that were previously set to Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) will be changed from 3/21/20 to 3/28/20;
- Course participation will not be required during the extended spring break and **instruction will not be conducted**, but course content will be available;
Due to extenuating circumstances you may feel the need to request an Incomplete grade, in which case you should contact your instructor to develop a plan to complete the course.

**Academic Advising**

Until further notice, face-to-face advising appointments will be suspended. Students can schedule virtual advising appointments by emailing your academic advisor how you would like to meet. Below are your options. If you would like to schedule a phone or Carmen Zoom (video conference) meeting, please share your availability with your academic advisor.

**Phone Meeting**

**MSW**
- Brenda Davidson- 614.292-7684
- Brittany Ward- 614-688-1487
- Elena Moore- 614-247-8431
- Bryanna Stigger-614.247.4771

**BSSW**
- Jennie Babcock: 614-292-5471 (All Campuses)
- Stacy Song: 614-292-7591 (Columbus)
- Andrea Severson: 614-292-7488 (Columbus)
- Jennifer Seas: 740-364-9523 (Newark)
- Mary Jo Hawk: 419-755-4262 (Mansfield)
- Marissa Christoff-Snyder: 567-242-7510 (Lima)
- Louis Hominga: 740-725-6334 (Marion)

**PhD**
- Jennifer Nakayama, 614-292-6188

**Carmen Zoom Video**

Advisors can host a video conference for students on Carmen Zoom where students/advisors can both talk to and see each other. You can find information on getting started with Carmen Zoom here [https://resourcecenter.odee.osu.edu/carmenzoom/getting-started-carmenzoom](https://resourcecenter.odee.osu.edu/carmenzoom/getting-started-carmenzoom).

Features of Carmen Zoom include sending email invites for meetings and notifications when a student joins. If you are concerned about privacy, there is a feature that allows you to lock a meeting so no one else can enter. You can also share your screen with anyone in the meeting.

Carmen Zoom also allows for instant messaging/typing, but no video.

Here are some very short videos regarding Carmen Zoom:

- For information on how to schedule a Zoom meeting, please visit: [https://resourcecenter.odee.osu.edu/node/4255](https://resourcecenter.odee.osu.edu/node/4255)
- For information on personal meeting rooms and personal meeting ID, please visit: [https://resourcecenter.odee.osu.edu/carmenzoom/personal-meeting-room](https://resourcecenter.odee.osu.edu/carmenzoom/personal-meeting-room)
- For information on Zoom meeting controls, please visit: [https://resourcecenter.odee.osu.edu/carmenzoom/4256](https://resourcecenter.odee.osu.edu/carmenzoom/4256)
Email

- MSW Students can contact an advisor by emailing msw@osu.edu
- BSSW Columbus students can contact an advisor by emailing bssw@osu.edu
- PhD Students can contact Jennifer Nakayama in the PhD Program Office at nakayama.7@osu.edu
- BSSW Lima: christoff-snyder.5@osu.edu
- BSSW Mansfield: hawk.27@osu.edu
- BSSW Marion: hominga.1@osu.edu
- BSSW Newark: seas.49@osu.edu

Zoom Program Office Information and Q&A Sessions

Your Program Office will host general information and Q&A sessions in the coming weeks to answer questions that you have. We strongly encourage you to attend one of these sessions. Program Directors, Field staff, and academic advisors will be available to answer questions and to assist you. These sessions will be hosted via Zoom and are as follows:

**BSSW Students**

- **Monday, March 16th** 10:00 am – 12:00 pm
- **Wednesday, March 18th** 12:00 pm - 1:30 pm
- **Friday, March 20th** 1:00 pm – 2:30 pm

**MSW Students**

- **Monday, March 16th** 11:00 am – 12:30 pm
- **Wednesday, March 18th** 11:00 am – 12:30 pm
- **Friday, March 20th** 11:00 am – 12:30 pm

**Ph.D. Students**

- **Thursday, March 19th** 1:00 pm- 2:30 pm

Field

To keep you on track for graduation and in support of all of the individuals and families our agencies serve, field practicum will resume the week of March 16. For the field policy on long-term closures, please review the CSW website. We understand that some circumstances (agency closure, health of a student or immediate family member, etc.) may prevent students from being able to return to field at this time. If you are a BSSW student with individual concerns or questions, email Anna Stewart at stewart.1372@osu.edu. For MSW/ASAP related questions or concerns, email Katie Klakos at Klakos.2@osu.edu.
If you are a MSW II or ASAP student completing the 7401/7402 Evaluation Course series and are experiencing a disruption in your field placement, please contact your Field Liaison immediately for assistance. Your field liaison will assist you in communicating with your Field/ Task Instructor(s) and your evaluation course instructor to make appropriate accommodations for successful completion of coursework.

Counseling and Support

For those who need support, counseling and consultation services are available, including our embedded clinician located at this link. If you are located out-of-state, you may seek services in your local area.

CSW Events

At this time, all college events are canceled for the remainder of the semester. Updates regarding OSU Commencement and the CSW Evening of Recognition will be provided as this information becomes available.