



COLUMBIA

SCHOOL
OF SOCIAL WORK

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**Columbia School of Social Work
Call for Candidates
2018-19**

Overview

This CSSW Call for Candidates booklet outlines the two different categories of positions available to students this year: Cohort Representative, and Curriculum and Standing Representative. This booklet includes details regarding position summaries, tasks required, and preferred experience for each open position.

Students are only eligible to run for ONE position across all categories.

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Cohort representatives serve as intermediaries between students and administrators. They respond to student concerns that are brought to the cohort’s attention through outreach executed by the Cohort Representative. Each academic program at CSSW will be represented. **Statements will be reviewed by Student Services, Advising, and Field Education.**

Curriculum and Standing Representative Positions.....Pages 2-4

Curriculum and standing representatives attend curriculum committee meetings in order to ensure that the voice of CSSW students is included within the curriculum review and development process. **Statements will be reviewed by Student Services, Advising, and Field Education.**

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Cohort Representatives

Statements will be reviewed by Student Services, Advising, and Field Education.

Position Summary

The purpose of a Cohort Representative is to accurately reflect the needs of students within their program of study to Columbia School of Social Work Administration and to advocate for ways of meeting these needs. In addition, Cohort Representatives are responsible for planning events to foster connectedness among students and for meeting with administrators to problem-solve for student concerns.

Task Statements

- Conduct outreach to increase visibility and representation among cohort
- Plan town hall meetings to increase accessibility of the administration
- Facilitate students' problem solving by connecting students with appropriate administrators
- Provide administrators with student feedback and suggestions for improvement
- Elicit feedback from the student body via formal and informal methods to guide programming and events (surveys, personal outreach, etc.)
- Plan and implement programming and events consistent with the interest and needs of the student body

Preferred Knowledge, Skills, Ability, and Experience

- Excellent verbal and written communication skills
- Desire to interact with administrators, personnel and students at Columbia University.
- Ability to multi-task and to balance priorities
- Experience in event planning
- A genuine interest in school affairs and student concerns
- Flexibility in time and capacity to devote out-of-school hours to planning

Available Positions:

- **Second-Year Student Rep. (2 positions):** must be a second-year student in the Two-Year Program
- **First-Year Student Rep. (2 positions):** must be a first-year student in the Two-Year Program
- **Advanced Standing Program Rep. (1 position):** must be a student in the Advanced Standing Program
- **16-Month Program Rep. (1 position):** must be a student in the 16-Month Program
- **Dual Degree Rep. (1 position):** must be a Dual Degree student currently at Social Work
- **International Student Program Rep. (1 position):** must be in the English Language Immersion Program or a Soros Fellow Student
- **Extended Program Rep. (1 position):** must be a student in the Extended Program
- **Reduced Residency Program Rep. (1 position):** must be a student in the Reduced Residency Program
- **Online Program rep. (1 position):** must be a student enrolled in the program via the Online format.

Curriculum and Standing Representatives

Statements will be reviewed by Student Services, Advising, and Field Education.

Position Summary

To ensure that the voice and perspective of CSSW students is included within our curriculum review and development process, the curricular committees and a limited number of standing committees have seats reserved for students. Much of the intensive curricular work is performed by the individual curricular committees.

Typically, it is within these committees that specific issues are examined, discussed, and recommendations formed for ultimate review by the Curriculum Committee.

Committee Representatives serve as advocates for the student body. They will be asked to voice opinions, experiences, and perspectives of the student body as they pertain to the work of the committee. There may be committee-specific duties that will be described below.

Task Statements

- Attend a brief but mandatory orientation session regarding their committee participation with the Associate Dean of Academic Affairs
- Serve as a student contact for the committee, responding to student inquiries re: the work of their committee
- Work with the Student Union to collect feedback from the student body when required regarding a curricular issue to be presented at a committee meeting
- Attend meetings designated open to student representatives, participating actively. Some meetings or some portions of meetings may be designated as Executive Mode (see below).
- Inform the Chair of the committee if he/she will miss a meeting. Participate in sub-committee work as time permits
- To inform members of the student body about ongoing curricular work in the School
- Ensure that students who have suggestions, questions, or concerns regarding the CSSW Masters curriculum are clear about where, when, or how their experiences can be heard or addressed.

Preferred Knowledge, Skills, Ability, and Experience

- Excellent verbal and written communication skills
- Ability to multitask and to balance priorities
- Experience in event planning
- A genuine interest in school affairs and student concerns
- Flexibility in time and capacity to devote out-of-school hours to planning

Curriculum and Standing Representatives

Statements will be reviewed by Student Services, Advising, and Field Education.

Committee Descriptions:

Ethics Board

(2 positions; 2 students in 2nd-year of Field)

Students on the Ethics Board have responsibilities that are distinct from other the curricular committees. The Ethics Board is a disciplinary body investigating and making determinations in cases of alleged personal misconduct and/or academic dishonesty by students. Because of the serious nature of the work, student representatives must be highly respectful of the confidential nature of the proceedings, be highly prepared for each proceeding, and be conscious of areas of potential bias.

Student representatives must:

- Attend a mandatory orientation session regarding their participation with the Chair of the Ethics Board
- Attend all meetings of the Ethics Board except when recused
- Inform the Chair of the committee if he/she will miss a meeting
- Be highly prepared for all proceedings by reading all relevant materials
- Maintain strict confidentiality of the proceedings

This committee will meet as needed. Meetings tend to be clustered toward the end of each semester.

Curriculum Committee

(2 positions; 2 students in 2nd-year of Field)

The Curriculum Committee reviews all recommendations, discusses them in light of other curricular changes and/or budgetary considerations. Once the Curriculum Committee approves a recommendation, it is put to vote with the full faculty. Because we anticipate that the Curriculum Committee will enter into Executive Mode with regularity, student representatives will be involved two times per year (e.g., in the Fall semester to set the agenda, in the Spring to review work conducted to date and to set agenda items for the next year). There are no other distinctive aspects to the roles and responsibilities of the student representatives. This committee will meet monthly.

Diversity Committee

(2 positions; 2 students in 1st-year of Field)

This committee is charged with improving the systematic attention given to diversity as it relates to the curriculum, faculty, the development of field instructors, the recruitment and retention of a diverse student population and faculty, and extracurricular activities. In addition to faculty and administrators, there are 2 student members. This committee typically meets once per month.

Field Education Policy Committee

(2 positions; 1 student in 1st-year of Field, 1 student in 2nd-year of Field)

This committee oversees policy and procedure proposal in Field Education. Structural issues of working with agencies, addressing student concerns, grading, and instruction are discussed. Individual student issues are not discussed in this committee. This committee will meet once per semester.

Curriculum and Standing Representatives

Statements will be reviewed by Student Services, Advising, and Field Education.

Admissions, Recruitment, and Financial Aid Committee

(2 positions; 1 student in 1st-year of Field, 1 student in 2nd-year of Field)

This committee oversees policy and procedure regarding Admissions, Recruitment, and Financial Aid. The committee will discuss structural issues, controversies, and questions based on of the facets of admissions, recruitment, and financial aid.

Curricular Committees:

Each of the method areas of the school has an overseeing committee. These committees examine instructional issues and/or substantive content with the method area. The focus of these committees is placed on the specific method area. Areas with candidate openings include:

- Advanced Clinical Area – (1 position; 1 student in 2nd-year of Field)
- Policy Practice Area – (2 positions; 1 student in 1st-year of Field, 1 student in 2nd-year of Field)
- Social Enterprise Administration Practice Area (2 positions; 1 student in 1st-year of Field, 1 student in 2nd-year of Field)
- HBSE Area (2 positions; 2 students in 1st-year of Field)
- Research Area (2 positions; 1 student in 1st-year of Field, 1 student in 2nd-year of Field)

Available positions:

- **Curriculum Committee Rep. (2 positions):** must be student in second year of Field
- **Diversity Committee Rep. (2 positions):** must be one student in first year of Field, must be student one in second year of Field
- **Ethics Board Rep. (2 positions):** must be student in second year of Field
- **Field Education Policy Committee Rep. (2 positions):** must be one student in first year of Field, must be student in second year of Field
- **Admissions, Recruitment, and Financial Aid Rep. (2 positions):** must be one student in first year of Field, must be student one in second year of Field
- **Advanced Clinical Area Rep. (1 position):** must be student in second year of Field
- **Policy Practice Area Rep. (2 positions):** must be one student in first year of Field, must be student in second year of Field
- **Social Enterprise Administration Practice Area Rep. (2 positions):** must be one student in first year of Field, must be student in second year of Field
- **HBSE Area Rep (2 positions):** must be student in first year of Field
- **Research Area Rep (2 positions):** must be one student in first year of Field, must be student in second year of Field

How do I run?

Submit a 300-word statement explaining why you want to serve as either a Cohort Representative *or* a Curriculum and Standing Representative using the [Candidate Statement Form](#) **NO LATER THAN 5 P.M. FRIDAY, SEPTEMBER 28th** Statements will be reviewed by Student Services, Advising, and Field Education.