

MINI-COURSES

Urban Leadership students are required to take four mini-courses in addition to the M.S.W. courses. Mini-courses are designed to increase students' repertoire of skills. The tentative mini-course schedule for 2007-08 follows. Extended time students can take required mini-courses beginning in their first semester or they can wait until the following year. Three of the mini-courses are required for Urban Leadership students; the remaining one is an elective.

REQUIRED MINI-COURSES

SEPTEMBER 2007

SW408 Oral Presentation Skills

Social Workers often need skills in public speaking to effectively perform their roles. In case presentations, board meetings, legislative hearings, and team meetings, social workers must communicate their ideas in a clear and succinct manner. This course addresses the basics of public speaking, types of speeches, and helps prepare students for presentations that are either prepared or spontaneous.

Section 01: Tuesdays and Thursdays, September 4, 6, 11, 13, 18 and 20.

9:00 a.m.-12:00 p.m.

Instructor: Dale DeLetis, Visiting professor, Simmons College Office of the President; lecturer, School of Management.

Section 02: Tuesdays and Thursdays, September 4 and 6, and Mondays and Thursdays,

September 10, 13, 17 and 20 6:00-9:00 p.m.

Instructor: Alexis Chen Johnson, Presentation Skills Specialist, So to Speak Consulting.

JANUARY 2008

SW407-01 Community Politics

This course orients students to the structure and function of government at the federal level. Topics will include an introduction to key concepts of government and the relationship of federal, state, and local levels. Current news and events will help illustrate how work gets done.

Wednesday and Friday, January 9 and 11 9:00 a.m.-4:00 p.m.

Instructor: Catherine Paden, Ph.D., Assistant professor of political science, Simmons College.

SW530-01 Introduction to Grant Writing

This course exposes students to the principles and skills necessary for effective grant writing. Course topics include the identifying the priorities of funders, developing ideas for a winning proposal, and writing succinctly and clearly. Each student prepares a grant proposal for the final course assignment.

Seven Mondays: January 28, February 11, 25, March 17, 31, April 14 and 28 6:00-8:00 p.m.

Instructors Monte Pearson, Director of development Perkins School for the Blind

Dale Patterson, Grant writer/manager, Boston Public Library Foundation

ELECTIVE MINI-COURSES*

SPRING 2008

SW531-01 Key Concepts for Fundraising and Development

Raising unrestricted dollars for agency budgets is a crucial skill in today's practice world. Focusing on the practitioner as fundraiser, students will learn about social entrepreneurship and the key factors for making fundraising decisions.

Tuesday, January 8 9:00 a.m.-4:00 p.m.

Instructors: Kelly Gaule, Director of development, AIDS Action Committee and Margaret Sullivan, independent consultant.

SW532-01 Demystifying Agency Budgets

Direct practitioners are often confused by agency budgets. In this mini course you will learn to read and understand a standard agency budget. Emphasis will be on key indicators that guide reviewing budgets such as revenues, expenses, cash flow, restricted and unrestricted dollars.

Tuesday, January 15 9:00 a.m.-4:00 p.m.

Instructor: Gary Gaumer, Assistant professor, School for Health Studies, Health Care Administration, Simmons College

SHS581-02 Negotiation Theory and Practice: Basic Principles and Key Skills

Due to the ubiquitous nature of negotiation, it is an absolute necessity that people in virtually any profession must at least have a basic understanding of the negotiation process. The skills associated with effective negotiation are also applicable to other organizational situations such as teamwork and other collaborative ventures. Through experiential learning exercises and simulations, students in this course will be challenged to absorb these theories and skills and translate them into a form that is applicable to their personal and professional lives. **Register for Section 2 only.**

Friday, April date TBA, 5:00-9:00 p.m. and Saturday, April date TBA, 9:00 a.m.-5:00 p.m.

Instructor: Joshua Weiss, Ph.D. Associate director, Global Negotiation Project, Harvard University.

SW534-01 Introduction to Supervision

This mini course will focus on the fundamentals of supervision including assessment of supervisees, contracting, assignments, and supervision techniques and strategies.

Two Mondays, May 5 and 12 6:00-9:00 p.m.

Instructor: Pamela Rheume, MSW, Training coordinator, Massachusetts Department of Social Services.

SUMMER 2008

So Your Organization Wants a Website: What You Need to Know About Website Planning and Design

This five-week on-line mini-course will focus on planning for website development. Students will learn the key role planning holds in website development and develop an understanding of the importance of designing for a specific organization. In addition, students will learn best practices with regard to website usability. By the end of the course students will be able to articulate the steps involved in assessing an organization's website needs, understand strategies for making the assessment, and develop a mock-up or wireframe for a website. Throughout this mini-course, students will be assigned a variety of planning tasks for a website they will choose and design. The first and last sessions of this course will be in a classroom setting. At the last session, students will be expected to make a presentation about the website they planned.

Five Weeks beginning in June. Exact dates and times TBA.

Instructors: Gail Matthews DeNatale, Ph.D., Associate Director, Academic Technology and Instructional Design, Simmons College

Lesley Weiman, Training Coordinator, Academic Technology and Pottruck Training and Resource Center, Simmons College.

*Courses subject to change at any time.

REQUIREMENTS FOR RECEIVING CREDIT FOR MINI-COURSES

Urban Leadership students are required to take four mini-courses during the course of their studies at the Simmons School of Social Work in order to receive the Certificate in Urban Leadership in Clinical Social Work. Mini-courses are non-credit courses. However, mini course instructors are required to give each enrolled student a grade of Pass or Fail. Mini-courses appear on student transcripts. Following are the requirements that students must meet in order to receive a Pass for a mini course.

It is the responsibility of the student to ensure that they are appropriately registered for mini-courses and that the courses appear on their transcript.

REQUIRED MINI-COURSES

1. Oral Presentation Skills (18 hours)
 - A. Attend a minimum of 15 hours
 - B. Satisfactory completion of all assigned speeches
2. Community Politics (12 hours)
 - A. Attend a minimum of 10 hours
 - B. Satisfactory completion of any assignments given by the instructor
3. Grant Writing (14 hours)
 - A. Attend a minimum of 11.5 hours
 - B. Satisfactory completion of a written fundable proposal

ELECTIVE MINI-COURSES

1. Key Concepts for Fundraising and Development, Demystifying Agency Budgets, and Introduction to Supervision (6 hours each)
 - A. Attend a minimum of 5 hours
 - B. Satisfactory completion of any assignments given by the instructor
2. Negotiation Theory and Practice: Basic Principles and Key Skills (11 hours)
 - A. Attend a minimum of 9 hours
 - B. Satisfactory completion of any assignments given by the instructor
3. So Your Organization Wants a Website: What You Need to Know About Website Planning and Design
 - A. Attend two in-class sessions.
 - B. Satisfactory completion of any assignments given by the instructors.