The School of Social Welfare requires that all social work Masters' students adequately meet the computer/information literacy requirement by the end of the **first 31 credits** to fulfill program requirements for graduation.

Social Work is a knowledge-intensive profession where information is essential in decision-making and practice. Information must be evidence-based, relevant, current, clear, accurate, conveniently accessed, and easily communicated. Innovations in information technology (IT) have dramatically affected our profession. IT affects what we collect, how we collect it, how we express it, and how it is communicated.

The social welfare computer/information literacy requirement consists of three parts:

1) sign up on the MSW listserv immediately using your albany.edu email address
2) complete the library’s social welfare library research seminar by the end of 15 credits
3) complete advanced library workshop(s) by the end of 31 credits

The Social Welfare Research Seminar and Library Workshops are conducted at the Dewey Graduate Library on the University at Albany Downtown Campus. A listing of the library’s workshops, presentations, and tours can be obtained from the School of Social Welfare Help Desk (Richardson 117) or the Dewey Library.

Please see the Assistant Dean for Academic Programs to discuss any questions regarding this requirement.
MSW LISTSERV REQUIREMENT

Student name   Street Address     City   State  Zip

Requirement:

Student must sign up on the MSW listserv. UAlbany email accounts are assigned to students when they become eligible to enroll for courses, and will be designated as the student’s official email address for purposes of University email communications.

1. Go to your UAlbany webmail and sign in.
2. Compose an email to: listserv@listserv.albany.edu
3. No subject line
4. In the body of the email, type only this:  Subscribe MSWSUNYA your name
5. Send the email.
6. You will get a response from the listserv with a link to click on. Click on the link, and you are registered.
7. List here the email address you used for the listserv: ___________________________@albany.edu
8. Return this completed form to the School of Social Welfare Help Desk - Richardson Hall Room 117

Your UAlbany email is the only one the school will use to communication with you, and you are responsible for checking it regularly. If you wish to forward your university email to another primary email, go to this link and follow the instructions: http://www.albany.edu/its/app_instructions_forwarding_email.htm
School of Social Welfare

Computer/Information Literacy Requirement

Social Welfare Library Research Seminar
(conducted by the staff of Dewey Graduate Library).

To be completed by the end of the first 15 credits

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
<th>Date Completed</th>
<th>Library Staff Signature</th>
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</thead>
</table>

To register for this seminar you may go to:
http://library.albany.edu/dewey/forms/class_registration.html

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October 2010
STATE UNIVERSITY OF NEW YORK

School of Social Welfare

Computer/Information Literacy Requirement

To register for any of these workshops you may go to:
http://library.albany.edu/dewey/forms/class_registration.html

You should complete ONE advanced information literacy workshop from
the choices below by the end of the first 31 credits.

Student Name    Student ID #

Please check workshop(s) completed

<table>
<thead>
<tr>
<th>WORKSHOPS</th>
<th>DATE COMPLETED</th>
<th>LIBRARY SIGNATURE</th>
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</thead>
<tbody>
<tr>
<td>Evidence-Based Practice</td>
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<td>Introduction to Research Databases</td>
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<tr>
<td>Using the Internet for Research</td>
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<tr>
<td>MINERVA, the Web-Based Online Catalog</td>
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<tr>
<td>Introduction to Westlaw Campus</td>
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<tr>
<td>Introduction to Federal Public Policy Research</td>
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<tr>
<td>Using Library and Internet Research Resources</td>
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<td>Nonprofit Organizations Information Resources</td>
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<tr>
<td>Using EndNote</td>
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</table>

The library tour and computer security workshop do not fulfill this requirement.

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October 2010