

**Master of Social Work Program Handbook**



**School of Social Work**  
**University of Missouri**

**Fall 2015**  
**Online & Off-Campus Programs**



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## **UNIVERSITY OF MISSOURI'S SCHOOL OF SOCIAL WORK MISSION**

The mission of the MU School of Social Work is to promote leadership for social and economic justice by preparing students for professional excellence and leadership in practice, research, and policy. Within the context of a land grant institution, the mission of the School of Social Work reflects the University of Missouri's tightly interlocked missions of teaching, research, outreach, and economic development.

## **MSW PROGRAM MISSION STATEMENT**

The University of Missouri's MSW Program prepares competent, effective and ethical social work professional leaders for social change. The MSW Program emphasizes a commitment to enhancing human well-being by alleviating social problems, embracing diversity and promoting social and economic justice with systems of all sizes through advanced clinical social work practice and policy planning and administrative social work practice.

## **STATEMENT OF NON-DISCRIMINATION**

The University of Missouri System is an Equal Opportunity/ Affirmative Action institution and is nondiscriminatory relative to race, religion, color, national origin, sex, sexual orientation, age, disability or status as a Vietnam-era veteran.

The MU School of Social Work has a distinguished history in promoting the rights of oppressed minorities of all kinds and in aggressively championing their causes. In keeping with this commitment, the School actively solicits applications from qualified persons of all groups.

Any person having inquiries concerning the University of Missouri-Columbia's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact the Assistant Vice Chancellor, Human Resource Services, University of Missouri-Columbia, 130 Heinkel Building, Columbia, Mo. 65211, (573) 882-4256, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

## **INTELLECTUAL PLURALISM**

The University community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Departmental Chair or Divisional leader or Director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/) (<http://osrr.missouri.edu/>). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

## **SPECIAL NEEDS**

If you have special needs as addressed by the Americans with Disabilities Act, and need this publication in an alternative format, notify us at the following address or telephone number. School of Social Work, 724 Clark Hall, Columbia, MO 65211. Phone: 573-882-6206. Reasonable efforts will be made to accommodate your special needs.

## **RURAL FOCUS**

The School has a special interest in and commitment to the enhancement of the quality of human services in rural areas and is recognized as a national leader in rural social work education. The graduate program offers the opportunity to focus on rural practice within any of the formal concentrations. A rural focus in the concentration would include a Special Topics or Independent Study elective, field practicum in a rural human service agency, and the opportunity to focus on rural problems and services in individual assignments and independent study throughout the curriculum.

## **MSW Program Goals and Objectives**

### **Generalist Goals and Objectives**

Goal 1: Prepare social work students for the professional practice of social work with diverse systems of various sizes, emphasizing the provision of competent, ethical clinical and program planning & administrative services, based on the core competencies of social work (Competency 2.1.1, 2.1.2, 2.1.3, 2.1.6, 2.1.7, 2.1.8, and 2.1.10).

Objectives:

- Understand and apply theoretical frameworks and scientific orientation to inform assessment and guide practice interventions with individuals within the environment, across the lifespan, and across all systemic levels: micro, mezzo and macro.
- Use professional values, ethics, and skills to provide a foundational context within the generalist practice framework of engagement, assessment, intervention, and evaluation across all systemic levels.
- Identify with the social work profession including knowledge of the historical context and foundation.
- Demonstrate awareness, sensitivity, and respect for the influence of human diversity in shaping life experiences across the lifespan, nationally as well as globally.

Goal 2: Prepare students to take an active role, professionally, in addressing social problems and to challenge social and economic injustice. (Competency 2.1.4, 2.1.5 and 2.1.9)

Objectives:

- Recognize the influence of research and policy on service delivery as well as the influence of practice on research and policy development.
- Use empirically-based knowledge to develop practice strategies and policy advocacy and development.
- Understand the structure and mechanisms of oppression and privilege and demonstrate the knowledge and skills necessary to work effectively with populations at risk.
- Apply, without discrimination, effective strategies of advocacy and social change that empower populations at risk and which promote social and economic justice.

Goal 3: Prepare students for lifelong professional development. (Competency 2.1.1 and 2.1.9).

Objectives:

- Demonstrate commitment to continued professional development.



## **Policy, Planning, and Administrative Objectives**

Goal 1: Prepare social work students for the professional practice of social work with diverse systems of various sizes, emphasizing the provision of competent, ethical clinical and program planning & administrative services, based on the core competencies of social work.

Objectives:

- Recognize, comprehend, and apply social work values and ethics to issues of social and economic justice in administrative and policy practice.
- Plan, develop, implement, & evaluate organizational and community programs using evidence-based research.
- Understand theory and application of supervisory and consultative skills in administrative and policy practice.

Goal 2: Prepare students to take an active role, professionally, in addressing social problems and to challenge social and economic injustice.

Objectives:

- Analyze issues and develop social policies that further social and economic justice goals within human service agencies, organizations, communities, and society.
- Understand the structure and mechanisms of oppression and privilege as they related to community and organizational development.
- Demonstrate policy, planning and administrative skills in service to vulnerable and oppressed individuals and groups.

Goal 3: Prepare students for lifelong professional development.

Objectives:

- Demonstrate recognition of the importance of professional growth and development

## **Clinical Practice Objectives**

Goal 1: Prepare social work students for the professional practice of social work with diverse systems of various sizes, emphasizing the provision of competent, ethical clinical and program planning & administrative services, based on the core competencies of social work.

Objectives:

- Recognize, comprehend, and apply social work values and ethics to issues of social and economic justice in clinical practice.
- Demonstrate the ability to effectively and ethically assess client systems for strengths and needs.
- Implement evidence-based clinical treatment strategies with individuals, families, and groups
- Understand theory and application of supervisory and consultative skills in clinical practice.

Goal 2: Prepare students to take an active role, professionally, in addressing social problems and to challenge social and economic injustice.

Objectives:

- Evaluate and improve clinical practice in a systematic and ongoing manner that is informed by evidence-based research and that builds the social work knowledge base.
- Understand the structure and mechanisms of oppression and privilege, and resistance to oppression and the impact on client experiences, assessment, treatment, and evaluation.
- Demonstrate clinical skills to work effectively with vulnerable and oppressed individuals.

Goal 3: Prepare students for lifelong professional development.

Objectives:

- Demonstrate recognition of the importance of professional growth and development

## **MASTERS OF SOCIAL WORK CURRICULUM**

### **OVERVIEW**

The MSW program prepares students for professional leadership in social work in the promotion of social and economic justice through the achievement of competence in a field of practice.

The curriculum is divided into the Foundation level and the Concentration level. The Foundation content is comprised of 24 credit hours and focuses on the development of generalist knowledge and skills in social work, including a required field practicum. Concentration content is comprised of 36 credit hours and focuses on the development of specialized knowledge and skills in Clinical Practice or Policy Planning and Administration (PPA).

Full-time Regular Standing MSW students (non-BSW graduates) are required to take 60 credit hours and begin study of their chosen concentration (Clinical or PPA) during the second semester of the regular program. Full-Time Advanced Standing students (BSW graduates) are required to take 39 credit hours (7952 Research + Concentration courses) and begin their concentration work upon entering the MSW Program.

All students must complete the degree requirements within four years.

### **CONCENTRATION**

The MU MSW program offers two concentrations: Advanced Clinical Practice and Policy, Planning and Administration (PP&A). Within these concentrations, students have the opportunity to create a plan of study based on their individual interests and professional goals. Decisions regarding their chosen concentration are made by students in consultation with faculty advisors.

A brief description of the two concentrations is as follows:

1. **ADVANCED CLINICAL PRACTICE:** includes strategies of clinical intervention with socially and economically disadvantaged individuals, families and small groups in a variety of health, mental health, family and children services, and senior citizen agencies.
2. **POLICY, PLANNING AND ADMINISTRATION IN HUMAN SERVICES:** includes intervention strategies that effect change at the organizational, interagency, community and societal levels to advance social and economic justice for consumers of social and human services and to empower practitioners within those agencies.

A complete list of foundation and concentration courses is provided below.

COURSE LIST

Foundation Courses

7710 Social Policy and Service Delivery in Social Work	3 credits
7720 Foundations of Human Behavior	3 credits
7730 Direct Practice	3 credits
7740 Community & Organization Dynamics	3 credits
7760 Foundations of Social Justice	3 credits
7952 Research Methods and Design in Social Work	3 credits
7971 Graduate Field Practicum I	6 credits

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Total = 24 credits

Concentration Courses: Clinical

----- Advanced Clinical Selective ( <i>choose 1 from those offered</i> ) *	3 credits
----- Elective	3 credits
----- Elective	3 credits
----- Elective	3 credits
7770 Strategies of Clinical Social Work Intervention	3 credits
7820 DSM IV & Psychopathology: A Social Work Perspective	3 credits
8952 Evaluative Research in Clinical Social Work Practice	3 credits
8970 Integrative Professional Practice Seminar	3 credits
8971 Graduate Field Practicum II	12 credits

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Total = 36 credits

Concentration Courses: Policy, Planning & Administration

----- Elective	3 credits
----- Elective	3 credits
----- Elective	3 credits
7780 Fundamentals of Social Work Administration	3 credits
7920 Advanced Foundations of Human Behavior for Admin.	3 credits
8350 Management of a Social Agency	3 credits
8953 Evaluative Research in Clinical Social Work Practice	3 credits
8970 Integrative Professional Practice Seminar	3 credits
8971 Graduate Field Practicum II	12 credits

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Total = 36 credits

*\*Please note: Clinical Selectives offered will vary from year to year.*

## Prerequisites

All Foundation courses are prerequisites for second year concentration courses. The following foundation courses (7710, 7720, 7730, 7760) must be completed before students may enter 7971 Field.

Students may not enroll in a course with an “Incomplete” grade in a prerequisite course. Students cannot enter 8971 with an “Incomplete” grade in any previous courses. No exceptions are granted to this requirement.

## Practicum II

After completion of all concentration coursework, students may enroll in 8971 Graduate Field Practicum II (12 credits), a 680 clock-hour field practicum, and 8970 Professional Practice Seminar (3 credits).

During practicum students are placed in a social service agency under the supervision of a MSW. This experience begins on the first working day in January and continues until the end of the semester on a five-day-per-week basis. While in practicum, students participate in a companion course, 8970 Professional Practice Seminar, and complete their Portfolio Project. The practicum experience provides “hands on” instruction in the students’ chosen Concentration while the Seminar and Portfolio Project help to integrate the student’s knowledge from prior MSW classroom courses with the field course.

## ELECTIVES

All students take three electives in their course of study. Consultation with your advisor is important to design a plan of study that fits your educational needs. See also the Independent Study, Topics and Readings section of this manual for further elective options.

\* Available elective courses change from semester to semester based on student interest, faculty expertise and faculty availability.

## Clinical Selectives

A clinical practice selective offers students an opportunity to acquire in-depth knowledge and skills in a core area of clinical social work practice. Clinical Concentration students take one (1) clinical selective in their course of study during their final semester prior to block placement (8971) Clinical Selectives MUST be taken within the SSW. Non-SW courses are not acceptable substitutes for the clinical selective requirement. There are no exceptions to this policy. Consultation with your advisor is important to design a plan of study that fits your educational needs.

## ONLINE COURSES

Some MSW foundation and elective courses are offered online through the Blackboard course management system (<https://courses.missouri.edu/>). Online courses are different from the traditional face to face courses that you have taken in the past in that they require consistent and frequent interaction between you, your peers and the instructor. Sometimes students taking their first online course feel some dissonance, discomfort and frustration with the change in class format but this often changes as the student becomes more familiar with the new course format. Some of the benefits students in online courses have identified are:

- asynchronous learning better fits their schedule,
- there is decreased travel time to classes,
- the communication, problem-solving, critical thinking, and technology skills developed through online coursework better prepare students for contemporary learning and work settings

The learning curve for the first course can be a little steep. To make it easier, be certain to log in frequently to your online course site and become familiar with all the tools and pages on the course site. It's important to become familiar with the course syllabus and assignments. You should read all the discussion postings and participate actively in discussion. Most importantly, do your work on time (don't get behind!) and communicate with the instructor when assistance is needed. Your instructor can't be of assistance if s/he doesn't know you are struggling with the assignment or course format.

Visit Mizzou Online's "Tips for Success" page for more information about how to manage online coursework (<http://online.missouri.edu/succeed/index.aspx>).

### **WEEKEND COURSES & WEEKEND/ON-LINE COURSES\***

Some courses may be offered on weekends only, typically every Saturday or 4 Friday evening and all day Saturday sessions. Other classes may be offered with a combination of required on-line assignments and weekend in-person sessions. Dates of weekend sessions are provided to students as early as possible and are published in a course offering sheet provided to students via their student email account prior to the open enrollment period. PLEASE NOTE: Students must attend all classroom sessions to pass weekend classes. There are no exceptions to this policy.

*\*Sometimes weekend classes are required for Off-Campus students, so please plan accordingly.*

### **SUMMER SEMESTER**

Due to the intensity of coursework in the short Summer semester, students should schedule vacations for some time after Summer classes have concluded, even if their classes are online.

Being on vacation is not an excuse for missing in-person class sessions or decreased participation in on-line courses.

## Course Descriptions

### **SOC WK 7085 Problems in Social Work (1-6).**

Intensive study of an area of social welfare related to special interest of student. Prerequisites: graduate standing, consent required.

### **SOC WK 7001 Topics in Social Work (1-3).**

Special and emerging topics in social work and social welfare. Subject, content, and credit vary depending on available faculty and student interest. Prerequisite: graduate standing.

### **SOC WK 7220 Advanced Social Work Practice in Integrated Health Care (3).**

The course will introduce students to the essential practice skills needed to effectively address the challenges of integrating services, care and support for persons with health, mental health, and substance use problems. Counts an elective.

### **SOC WK 7320 Rural Human Services (3)**

A study of the effect of rural and small community environments on the planning and delivery of social and health services. Emphasis on policy and program analyses relevant to rural issues and concerns. Prerequisite: graduate standing; Counts as a diversity elective, policy elective or free elective.

### **SOC WK 7330 Addiction Treatment and Prevention (3).**

Provides knowledge from social work and other disciplines involved in substance abuse treatment. Integrated approach to problems of substance abuse and development of self-awareness are emphasized. Prerequisite: graduate standing; Counts an elective.

### **SOC WK 7340 Military Culture: Issues for Helping Professionals (3).**

An introduction to the branches of the military and related cultural issues. Examines the historical and contemporary complexities of military service and personal and professional values and ethics related to practice with military personnel, families, and veterans. Counts an elective.

### **SOC WK 7370 Delinquency, Corrections and Social Treatment (3).**

Focuses on problems and causative factors in developing and maintaining delinquent and criminal behavior and attitudes: addressing critical and comparative understanding of social change strategies employed in this field. Prerequisite: graduate standing; Counts an elective.

### **SOC WK 7390 Helping Strategies With Children and Adolescents (3).**

This course is an introduction to social work practice with youth. Content draws on theories, policies, research and practice skills relevant to understanding and helping children and adolescents. Prerequisite: graduate standing; Counts an elective.

### **SOC WK 7395 Death, Grief and Loss (3).**

This course is designed to provide an awareness of the impact of grief and loss whether as a result of a death or major life alteration. The perspective that grief exists in many contexts beyond death will be a focal point of the course. Theory associated with the process of dying, grief and grief resolution will be examined. Additionally, students will explore influencing factors such as life span development, religion, culture and personal responses to loss. Counts an elective.

**SOC WK 7400 Contemporary Issues in Domestic Violence (3).**

(same as Women's and Gender Studies 7400). This 3-hour course covers history of battered women's movement, violence theories, policy issues, prevention and intervention practice models for working with battered women, their children, and abusers. Prerequisite: graduate standing; Counts an elective.

**SOC WK 7410 Law and Social Work Practice (3).**

Legal processes relevant to Social Work Practice and Court procedures and study of decisions affecting social work across concentrations. Prerequisite: graduate standing; Counts an elective.

**SOC WK 7450 Critical Issues in Child Welfare (3).**

Intensive seminar on current developments in child welfare practice. Addresses controversies in assessment, intervention, and policy making for children and their families. Examine intervention for prevention, protection, placement and reunification for children in high-risk situations, Prerequisites: graduate standing; Counts an elective.

**SOC WK 7460 Advanced Social Group Work (3).**

An intensive exposure to the theories and models of social group work practice through cognitive, affective and experiential (laboratory) methods of teaching/learning. Prerequisites: graduate standing; Counts an elective.

**SOC WK 7470 Organizational Issues in Social Work Practices in Child Welfare (3).**

Intensive seminar in meso-level practice in the field of child welfare. Examines communication theory, team building, and inter-organizational dynamics as they affect professional practice in child welfare. Prerequisites: graduate standing; Counts an elective.

**SOC WK 7480 Helping Strategies with Older Persons (3).**

Focus on interdisciplinary methods of assessment and intervention strategies designed to optimize healthy functioning for older persons and their families. Prerequisites: graduate standing; Counts as a diversity elective or free elective.

**SOC WK 7485 Military Social Work (3).**

An introduction to social work practice with military personnel, veterans, and their families. Content draws on theories, strategies, and research relevant to effective social work practice with this population. Counts an elective.

**SOC WK 7490 Family Treatment (3).**

Comparative study of theories and methods required for work with problems of family functioning. Both conjoint and subsystem approaches to family treatment are examined. Prerequisite: graduate standing in social work and SOC WK 7770; counts as a clinical selective.

**SOC WK 7710 Social Policy and Service Delivery in Social Work (3).**

Covers historic and contemporary issues in social welfare policy. Focuses on relationships among social problems, public policies, private actions, poverty, racism, sexism and social work practice/values. Prerequisites: graduate standing in social work; Foundation level course.

**SOC WK 7720 Foundations of Human Behavior (3).**

Substantive sources from behavioral sciences used in social work toward understanding the biosocial processes and constraints of human development. Prerequisite: graduate standing in social work; Foundation level course.

**SOC WK 7730 Social Work Skills (3).**

Introduces theory and application of strengths-based generalist practice. Develops knowledge, values, and techniques of professional social work practice at micro, mezzo, and macro levels, emphasizing assessment and interaction skills with individuals and families. Prerequisite: graduate standing in social work; Foundation level course.

**SOC WK 7740 Large Group Theory (2).**

Examination of social environment in which social work is practiced with particular emphasis on development of analytic framework for understanding formal organizations and communities. Prerequisite: graduate standing in Social Work; Foundation level course.

**SOC WK 7770 Strategies of Clinical Social Work Intervention (3).**

Strategies of social treatment with individuals and small groups applicable to practice in public and private social agency settings. Prerequisites: graduate standing in social work; Clinical concentration course.

**SOC WK 7780 Fundamentals of Social Work Administration (3).**

Basic managerial skills which social workers need for supervision, planning, staff development and administrative positions in social agencies; focus on individual management functions and skills associated with them. Prerequisite: graduate standing in social work.

**SOC WK 7820 DSM V & Psychopathology: A Social Work Perspective (3).**

Examines psychopathology of human behavior within social work context, prevailing diagnostic models (Diagnostic and Statistical Manual of Mental Disorders IV), and historically oppressive categorizations. Prerequisites: graduate standing in social work.

**SOC WK 7920 Advanced Foundations of Human Behavior for Administrators (3).**

Examination of relevant theoretical and behavioral foundations in order that students can acquire the knowledge to function as a social work administrator. Prerequisites: graduate standing in social work; PP&A concentration course.

**SOC WK 7952 Research Methods in Social Work (3).**

Examines research methodology and design as applied to the study of social work techniques and problems. Emphasizes differential uses of scientific observation and techniques for developing knowledge and improving practice. Prerequisite: graduate standing in social work; Foundation level course.

**SOC WK 7970 Foundations of Social Justice Seminar (2).**

This class will examine the impact of power, oppression and discrimination upon individuals, families, communities, and cultures within a historical and contemporary context and will assist students in examining personal and professional values and ethics related to justice. Prerequisite: graduate standing in social work; Co-requisite: SOC WK 7971; Foundation level course.

**SOC WK 7971 Graduate Field Practicum I (4).**

Supervised social work practice in a school-approved agency providing a full range of intervention experiences. Spring semester, two or three days per week. Graded on S/U basis only. Prerequisites: graduate standing in social work; SOC WK 7710, 7720, 7730; Prerequisites or Co-requisite: 7740, 7760, 7770 or 7780, 7820, 7920; 7952; consent required; Foundation level course.



**SOC WK 8030 Client Case Management, Networking, and Advocacy (3).**

Examines the key role of clinical case management across all social work client populations. Models of case management for and techniques applicable to those populations will be developed for effective practice. Prerequisite: graduate standing in social work and SOC WK 7770; Counts an elective.

**SOC WK 8050 Resiliency and Solution-Focused Practice (3).**

Focuses on brief therapy approaches to dealing with clinical problems in a time-efficient, clinically effective method. Various approaches to solution-oriented work based in resiliency theory are presented. Stresses client empowerment across the lifespan. Prerequisites: graduate standing in social work and SOC WK 7770; Counts as a clinical selective.

**SOC WK 8060 Trauma Practice and Crisis Intervention (3).**

Focuses on clinical techniques for social work with trauma survivors. Addressing effects of disasters, personal violence and war are included. Resiliency in survivors is presented as basis for interventions. Prerequisites: graduate standing in social work and SOC WK 7770; Counts as a clinical selective.

**SOC WK 8070 Cognitive Behavioral Practice (3)**

Focuses on the theory, concepts, and techniques of cognitive behavioral therapies, with a particular emphasis on clinical intervention methods that may be used by the social worker to address specific client needs. Prerequisites: graduate standing in social work & SW7770 Strategies of Clinical Social Work Intervention; Counts as a clinical selective.

**SOC WK 8210 Disability Rights Advocacy (3)**

Highlights historical views of disabilities in relationship to contemporary policies, programs and services. This cross-disability focus examines the shift in focus from cure, care, and treatment to participation, capabilities, adapting environments, and building community. Prerequisites: Graduate standing; SW7710 recommended; Counts an elective.

**SOC WK 8220 Integrated Health Policy & Services (3)**

The course focuses on the role of social workers as social policy practitioners within an Integrated Behavioral Health environment. Strategies to influence policies and promote change in the interest of service consumer, agency and society will be presented. Counts an elective.

**SOC WK 8240 Social Policy for Older Adults (3)**

Course highlights social policies that impact older adults, and teaches policy analysis skills. By utilizing a comparative model, students will broaden their knowledge and understanding of aging, policy, and the world. Counts an elective.

**SOC WK 8350 Management of a Social Agency (3).**

Basic resource management and control techniques common to social agencies with emphasis on personnel management, information and data management, and fiscal management. Prerequisites: graduate standing in social work; PP& A concentration course.

**SOC WK 8955 Independent Study in Social Work (1-6).**

Intensive investigation of phenomena germane to area of concentration carried out with guidance of faculty. May include data collection; leads to a written report in publishable format. Prerequisite: graduate standing; counts as a policy, diversity, or free elective; consent required.

**SOC WK 8970 Professional Practice Seminar I (3).**

Provides integrative learning experience in social work practice in an area of beginning specialization in autonomous social work practice. Prerequisites: graduate standing; consent required. Co-requisite: SOC WK 8971.

## **SOC WK 8971 Graduate Field Practicum II (cr.arr.).**

Field instruction tailored to concentration interests, developing depth in clinical skills in direct service or in planning and administration. Graded on S/U basis only; Prerequisites: graduate standing in social work; successful completion of all required graduate coursework except SOC WK 8970; Co-requisite: SOC WK 8970.

### **FIELD INSTRUCTION**

Field instruction is a crucial part of students' learning experience as it provides students with the opportunity to put into practice, in a social service agency, the concepts learned in the classroom. Regular Standing students complete two courses in this sequence: SW 7971 and SW 8971. Advanced Standing Students are required to complete only SW 8971.

SW 7971 requires 400 clock hours for 3 hours credits which generally involves three days per week at the field site.

SW 8971 requires 680 clock hours (generally 40 hours/week) for 12 credit hours.

Entry into SW 8971, the final (block) field placement, requires a 3.0 minimum GPA and successful completion of all previous MSW coursework.

Field assignments are collaborative decisions of the Director of Field Education, faculty advisor, student, and, in some cases, the MSW Program Director.

In some unusual situations, students may be eligible to use their employment as the block field practicum. The employing agency must consent to new learning/duties for the student during the period of the course as well as meeting the regular course conditions. The Director of Field Education is responsible for negotiating and directly monitoring these arrangements.

Students are encouraged to consult the Field Education website at <http://ssw.missouri.edu/fieldinfo.shtml> to browse the database of possible field placement sites and review field placement procedures. Students must secure the Field Instruction Handbook for detailed explanation of requirements that must be met before entry into any Field Placement. There are policies and procedures to be followed while in the placements which are vital for their successful completion. Failure to adhere to these requirements can delay entry into the field placements or failure to graduate.

### **SOC WK 8970 SEMINAR**

Seminar is offered in two formats: in-person & on-line. One on-line section is reserved for students who are placed in practicum sites 75 miles or greater from the Columbia campus. In-person seminar sessions are typically provided for all other MSW students. In-person seminar sessions may meet on weeknights (one evening per week), Friday (4 all day sessions during the semester) or Friday/Saturday session (2 weekend sessions during the semester). Because you are earning credit for both courses, seminar hours can NOT be counted as field placement hours. Students must make-up field hours missed when attending seminar class sessions.

In-person seminar meeting dates are chosen by the seminar instructor and are non-negotiable. These dates are provided to students as early as possible. They are published in a course offering sheet provided to students via their student email account prior to the open enrollment period. Prior to the end of Fall semester (late November or early December), students are also required to attend an organizational meeting with their seminar instructor. Students will receive the syllabus for 8970 at this meeting. Notification of the organizational meeting is provided via student email.

PLEASE NOTE: Students who enroll in seminar classes that meet on Friday or Friday/Saturday must attend all classroom sessions to pass the class. There are no exceptions to this policy. If you miss a seminar session, you could be required to drop field and seminar. This will delay graduation for up to one year.

### **PORTFOLIO PROJECT**

Students take a seminar class (SW 8970) concurrent with their final practicum course (SW8971). A portfolio demonstrating the student's growth in the program is a requirement of SW 8970. Information for the portfolio should be collected throughout students' academic program. Students are advised to keep their syllabi, assignments, tests, and any other important documents related to each individual course for possible use in the portfolio. The student's seminar instructor will provide specific guidelines for the final organization of the portfolio prior to submission.

### **INDEPENDENT STUDIES**

Students may wish to take one of their elective courses as an independent study. Such courses focus on the study or investigation of a defined problem or topic, or readings in a substantive knowledge area which may legitimately be the basis of independent study, is related to your chosen concentration, and is not available as a regular course. Students may not take independent studies as a substitute for required Foundation or Concentration courses.

The first step in designing an independent study is to discuss your plans with you faculty advisor. With the help of your advisor, locate a faculty member who is willing and able to supervise your work. This could be your faculty advisor or another faculty member with substantive knowledge on your chosen topic. If a faculty member agrees to supervise your independent study, the next step is to create a study plan with the supervising faculty member using the approved departmental proposal form (MSW10) and obtain your faculty advisor's approval of the plan. The proposal form must be signed by the course instructor, the faculty advisor, and the MSW Program Director before you will be permitted to register for the independent study course.

Independent study courses may be taken for variable credit. The Graduate School has a limit as to how many credit hours may be taken in tutorial/independent study and this will guide the advisor's decision. One to six hours credit is customary.

### **Graduate Certificate in Military Social Work**

The Graduate Certificate in Military Social Work is designed to expand the pool of professionals who are qualified to work in settings with military personnel, veterans, and their families. The Certificate focuses on clinical practice strategies of social work intervention with military personnel and their families to improve the mental health and health of this population.

This certificate is available both to students enrolled in the MU School of Social Work Masters of Social Work (MSW) Program as part of their graduate training as well as a stand-alone entity to civilian graduate level clinical social work practitioners who wish to augment their knowledge and skills in this area. Only Clinical MSWs and MSW Clinical students will be able accepted to the Military SW Graduate Certificate Program. Approval of the Graduate Certificate Director is required for admission into the graduate certificate program.

Because all of the Military Social Work Graduate Certificate courses fulfill other requirements of our MSW program, a student can conveniently earn the Military SW Graduate Certificate while completing their MSW. No additional coursework is required.

The Military SW Grad Certificate consists of 12 credit hours, including three required courses and one elective. The required courses include: 1) "Military Culture: Issues for Helping Professionals" (*counts as an elective*); 2) "Military Social Work" (*counts as an elective*); and 3) "Trauma Practice and Crisis Intervention" (*counts as a clinical selective*). For your fourth class, you will be able to choose either "Disability Rights Advocacy" or "Organizational Issues in Child Welfare" (*counts as an elective*). The assignments in all classes will be focused on Military SW issues.

During the final semester of the MSW Program, the full-time block practicum experience 40 hours/week (680 total hours) may be arranged at a setting where students will gain skills practicing with military personnel, veterans or their families. The Director of Field works with students to choose a practicum setting that fits SSW requirements and student interests.

For additional information about the Graduate Certificate in Military Social Work, please contact Dr. Carol Snively ([SnivelyC@missouri.edu](mailto:SnivelyC@missouri.edu)).

### **Graduate Certificate in Gerontological Social Work**

The Graduate Certificate in Gerontological Social Work at the University of Missouri is designed to expand the pool of professionals who are qualified to work in settings with older adults and their families. The certificate focuses on practice strategies of social work intervention from micro, mezzo, and macro perspectives.

This certificate will be available to students enrolled in the MU School of Social Work master's program as part of their graduate training as well as a stand-alone certificate to graduate level clinical social work practitioners and graduate level policy and administration social work practitioners who wish to augment their knowledge and skills in this area. Approval of the Director of the Graduate certificate in Gerontological Social Work is required for admission to the certificate program.

Participants in the Gerontological Social Work Certificate program will build awareness and expertise for work in settings that serve older adults and their families. Participants will be trained in micro, mezzo, macro and clinical strategies known to be effective in work with older adults and their families. An interdisciplinary, multi-level emphasis will be provided in the program since a large component of elder care is the coordination and management of services provided by various disciplines. Course work will utilize a bio-psycho-social-cultural perspective emphasizing the ecological perspective, Lawton's theory of environmental press, resiliency, and the functional age model of family work. In addition, students will build awareness of aging policies and services, and policies that impact persons with disabilities and women.

As a result of earning the Gerontological Social Work Graduate Certificate, practicing MSW's or Post-MSW degree practitioners can expect enhanced employability due to the development of new skills that respond to growing societal need. Current MSW students benefit from the graduate certificate by completing a concentrated course of study on a population group and obtaining specialty training with population/services needing graduate level social workers.

Because all of the Gerontological Social Work Graduate Certificate courses fulfill other requirements of our MSW program, a current MSW student can conveniently earn the Gerontological SW Graduate Certificate while completing their MSW. No additional coursework is required.

The Gerontological SW Grad Certificate consists of 12 credit hours, including two required courses, one elective and one interdisciplinary course. The required courses include: 1) "Helping Strategies with Older Adults " (*counts as an elective*); and 2) " Policies and Services for Older Adults " (*counts as an elective*).

For your third course, clinical MSWs choose between "Family Treatment", "Resiliency and Solution Focused Practice", "Client Case Management, Networking, and Advocacy", and " Narrative Approaches to Social Work Practice " (*all count as a clinical selective*). Policy, Planning and Administrative MSWs choose between "Women, Poverty and Mental Health" and " Disability Rights Advocacy".

For your fourth class, you will be able to choose a course from Human Development and Family Studies "Adult Development" or one of two courses offered by Family and Community Medicine, "Psychosocial Functions and Older Adults" and " Physical Functions and Older Adults"  
During the final semester of the MSW Program, the full-time block practicum experience 40 hours/week (680 total hours) is arranged at a setting where students will gain skills practicing with older adults. The Director of Field in conjunction with the Director of the Graduate Certificate in Gerontological Social Work works with students to choose a practicum setting that fits SSW requirements and student interests. Practicing MSWs only complete 12 hours of coursework and are not required to complete an additional practicum experience.

For additional information about the Graduate Certificate in Gerontological Social Work, please contact Dr. Colleen Galambos ([galambosc@missouri.edu](mailto:galambosc@missouri.edu)).

### **MSW/MPH DUAL DEGREE PROGRAM**

Regular can earn a Master of Social Work (MSW) and a Master of Public Health (MPH) with an emphasis in Health Promotion and Policy. Graduates of the dual degree will be well-positioned to find employment as a health policy advocate, health agency administrator or in an integrated behavioral health setting as a care managers, health coach, patient advocate, counselor, or team leader. Students pursuing dual degrees must be independently admitted to each program. Only Regular Standing (RS), full-time MSW students (both clinical or PP&A concentration) will be admitted to the program.

The dual degree reduces total student credit hours by 24-27 credits and reduces the length of study by one academic year. If completed separately, students would be required to complete 105 credit hours (60 credit hours for RS MSW; 45 credit hours for MPH) Students completing both degrees will be required to complete 78-81 credit hours, with 51-54 of those being discipline specific (18 MPH and 33 [PP&A]- 36 [Clinical] MSW) and 27 credits shared between the two programs. Students will complete the both degree programs in 7 semesters, including one summer session. Please see our sample plans of study.

Students will apply separately to each program and be admitted to both programs before they are accepted as a dual degree student. Students may apply at any point before beginning graduate school or during the first year of either program. MPH students applying for the MSW program must submit their MSW application no later than April 15th of their first year of study but early application submission is encouraged. MSW students applying for the MPH program must submit their MPH application by December 1st of their first year. Once accepted into both programs, the student must complete the Intent to Complete MSW/MPH Dual Degree form.

The advisor for the MSW/MPH Dual Degree program participants will be a faculty member with a joint appointment in both the MSW and MPH Programs. If a faculty member with a joint appointment is not available for advising, the student will be appointed a separate advisor for both degree programs. In cases where student difficulties are experienced that require advisory services other than that available from the advisor, the School of Social Work's formal student advisory process will be followed.

Up to eight hours of transfer credit may be applied as follows: to one of the two degree programs, or divided between the two degree programs per the advisor(s) and program directors' decision. The eight hours of transfer credit will not be applied separately to each degree program.

Credit requirements, shared hours, and curriculum focus conform to the requirements of the MU Graduate School, the national accrediting body for graduate education in public health (CEPH), and the national accrediting body for graduate education in social work (CSWE). The capstone and internship will satisfy the requirements of both programs and will focus on the intersection of subject matter between social work and public health.

## **ENROLLMENT IN 2<sup>ND</sup> YEAR FALL CLASSES**

MSW students entering their 2nd year classes are not permitted to enroll for Fall semester until July 1 (or the following Monday if July 1 falls on a weekend). This delay in enrollment allows Advanced Standing MSW students who begin their coursework in Summer semester to meet with their advisor to determine a plan of study. Notification of open enrollment for 2nd year students will be sent via email to the student list serves. Courses are filled on a first come, first enrolled basis. NO overrides/permissions will be given for Clinical Selective courses and few overrides/permissions, if any, will be given for other electives. Students should monitor their student email account during Summer semester to know the exact date & time SW courses will be opened for enrollment.

## **COURSE TRANSFER**

### **Life Experience/Previous Work Experience Policy:**

*In accordance with CSWE accreditation standards, the MU SSW does not grant social work credit for life or work experience at the MSW level.*

Graduate course work from another institution may be allowed as transfer credit toward the MSW degree if the course work meets specified criteria:

- a. The transferred course will be less than eight (8) years at the time the MSW degree is granted.
- b. If the course is to substitute for a Foundation course, it must have equivalent content. This is determined by your advisor and/or the MSW Program Director.
- c. If the course is to be used as an elective, it must be related to the student's chosen concentration.
- d. No course transfers are permitted for required second year concentration courses.
- e. A maximum of twelve (12) hours of transfer credit will be considered for the sixty (60) hour program, nine (9) credit hours for the Lincoln Articulation program, and a maximum of six (6) hours of transfer credit will be considered for the thirty-nine (39) hour advanced standing program.
- f. To submit materials for review, please first read the definitions and course descriptions for free, policy & diversity electives (page 7 of this handbook). Decide which, if any, of your prior graduate courses you believe may qualify for transfer. Locate or obtain a copy of the syllabus for the course you took from your former institution(s) and forward them to the Academic Evaluator at [nuellc@missouri.edu](mailto:nuellc@missouri.edu). The MSW Program Director, or your advisor, will review the syllabus and decide if it is acceptable for transfer credit.

We encourage you to submit your requests for transfer as early as possible. You may submit syllabi for transfer credit review anytime but please know that the reviews are conducted at the discretion of the Director and your advisor. If you submit your materials prior to orientation, a decision may be ready by the time you begin the MSW program.

## **COURSE WAIVERS**

Students who qualify for advanced standing receive a waiver of the Foundation content.

## **GRADING**

Graduate students' grades in all courses counting toward their degree are reported as A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), and C- (1.7). No grades of "D+", D or "D-" can be given. A Grade of "F" means the work has not satisfied the minimum requirements. Students must maintain a 3.0 GPA throughout their graduate work to remain in good standing in the Graduate School and to graduate.

### **GRADES OF "C"**

A student who receives a "C" grade in any foundation MSW course that is part of a course sequence (Human Behavior; Diversity; Practice; Research; Policy) must repeat the course and achieve at least a "B" grade prior to taking any further course work in that sequence in the MSW program. This could result in delaying a student's graduation by at least one year.

### **GRADES OF "I"**

A grade of "I" (Incomplete) is given only in unusual circumstances and at the discretion of the instructor. The student must develop, together with the instructor, a plan for completion of the course within a designated time period. Note that a grade of "I" must be replaced by the date specified by the instructor, but no later than the end of one calendar year. Students should be aware that grades of "I" may prevent their ability to take subsequent required courses and, thereby, delay graduation. A student with three or more outstanding incompletes may not register for additional MSW courses. Failure to finish coursework in the class where the grade of "I" was assigned within the given timeframe will result in the grade of "I" being converted to a grade of "F". This can lead to academic probation or dismissal from the school of Social Work (see pages 27-30 for more information about probation and dismissal).

## **GRADE APPEALS**

Students may appeal a final course grade if they believe they have been graded in an arbitrary and capricious way. A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:

- a. The grade is assigned on some basis other than the performance in the course;
- b. The grade was assigned by reference to more exacting or demanding standards than were applied to other students in the course, except that for undergraduates in 300 and 400 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
- c. The grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor;
- d. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

See the Faculty Handbook for information about the procedures for appeal (J4):

<http://facultycouncil.missouri.edu/handbook/article-7.html>

## **ACADEMIC PROBATION**

The School's Academic Probation regulations are designed for a graduate professional program and may exceed University rules and regulations on term and cumulative GPA. All of the University rules and



regulations regarding academic probation apply to students of the School of Social Work (see “Graduate Catalog” of the University). In addition, the School of Social Work may consider the use of probationary status for:

- 1) Students may be placed on academic probation when professional development is judged to be inadequate.
- 2) Students failing a professional social work course (grade of “F”) will be placed on probation.
- 3) Students failing to make adequate progress in selecting, initiating and/or completing a professional field placement will be placed on probation.

A student on academic probation is not eligible for a GSSP fee waiver. While the student may still hold an assistantship, s/he will not be eligible for a GSSP fee waiver until s/he is off academic probation.

#### **DURATION**

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the MSW Program Committee, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester.

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a program of study. Students cannot graduate from the program while on probationary status.

#### **REQUIRED STUDENT PERFORMANCE**

Students’ advisors and the MSW Program Director will delineate specific expectations for students’ performance while on probation. At the conclusion of the probationary period they will review the students’ performance and make one of the following decisions:

- a. Remove from probation
- b. Continue probation
- c. Dismiss from school.

Academic probation sets in motion opportunities to maximize the opportunity for students to learn. Students’ advisors and the MSW Program Director may recommend activities to improve students’ performance. Examples might include referral to the Learning Laboratory; an additional field placement and/or extended field placement; regular meetings with academic advisor; delay of field placement, or other activities.

#### **COURSE WITHDRAWAL**

Students may withdraw from courses according to the standard procedures in the Graduate Catalog. Students who wish to withdraw from a course must obtain an Add/Drop form from the Graduate Academic Evaluator. It requires the signatures of their advisors and the MSW Program Director. Students will receive a grade of “W” if they were passing the course at the time of withdrawal, and a grade of “F” if they were failing the course at the time of the withdrawal. Withdrawing from a required course may delay graduation.



## **LEAVE OF ABSENCE**

Students must follow their plan of study and be continually registered for all fall and spring semesters until completion of the degree. Students who cannot maintain continual enrollment may request a Leave of Absence from the MSW program. A “Leave of Absence” is defined as a temporary interruption, one year or less, of MSW course work. Students who anticipate being “on leave” must meet with their advisor or the Student Services Coordinator to develop a plan for degree completion. The advisor will include the degree plan in the student file and notify the Graduate Academic Evaluator of the planned leave. Students should be aware that a disruption in MSW coursework will likely delay graduation for at least one year. Leaves of over one year require readmission to the University. See Readmission to the University section below.

## **WITHDRAWAL FROM THE UNIVERSITY**

The University Graduate Catalog describes the policy and procedure that must be followed if a student wishes to withdraw from the University.

## **READMISSION TO THE SCHOOL OF SOCIAL WORK**

Students who have been absent from the MSW program for at least one year, and who seek readmission into the program must file a Request to Re-Enroll for Graduate Studies form. Forms are available from the Graduate School in 210 Jesse Hall or from the SSW Graduate Secretary. Students will then be required to meet with the MSW Program Director or the Student Services Coordinator to develop a plan for degree completion within designated time limits. Updated information such as (SSW application, references, transcripts, personal statement) may be requested as a condition of re-admission.

Any student who is absent and has not registered for one year is required by the University of Missouri-Columbia Graduate School to re-submit an application and an additional \$45.00 application fee.

## **PART-TIME STUDENTS**

Students may choose to attend the MU MSW program on a part-time basis. All off-campus students (Regular & Advanced Standing) have part-time status.

Part-Time students enroll in 2 classes per semester, every semester (Fall, Spring and Summer) over a period of two years (Advanced Standing) or three years (Regular Standing). Students take classes as a cohort and are required to follow a plan of study developed for that cohort.

Instructional technology may include any of the following: in-person instruction, on-line courses and an ITV system (interactive television) that links instructors & students at the Columbia campus to instructors and students in our Off Campus program, or any combination of these instructional formats. Students should have access to independent computer resources in order to complete a significant amount of required online coursework.

The Part-Time MSW Program-Columbia Campus courses are held during evening (Monday-Thursday) in-person classes and some weekends, as well as on-line. Part Time MSW-Columbia Campus students begin in Fall Semester (August-Regular standing only).

The Part-Time MSW Program-Off Campus courses are held during evening (Tuesday and/or Thursday) ITV classes and some required weekends, as well as on-line. Part Time MSW-Off Campus students begin in Fall Semester (August).

Please see the plan of study in the back of this handbook for more details.

## TECHNOLOGY SUGGESTIONS FOR ONLINE STUDENTS

In an online course, students should be familiar with navigating the Internet using an Internet browser, searching free and subscription databases, using email (including attaching documents) and using word processing software (including Word, Excel and Powerpoint) at a minimal level. Online courses are delivered over the Internet and accessed in a learning management system called Blackboard, <http://courses.missouri.edu>.

### To Have the best experience in an Online course, you will need:

- Windows or Mac (PC or laptop – no tablets)
- High-speed Internet access
- Speakers or headset
- Microphone or headset
- Webcam (built in or external)
- Java 6 or Higher
- 2 Internet browsers (IE 7 or higher, Firefox 3.6 or higher, Safari 4 or higher)

Note: Both browsers are recommended for online learning. Some tools and web applications will work better in one browser.

- 16-bit or greater video card (24-bit preferred)

### What do you need to know about accessing online content?

- Some courses will require students to watch video content. **Windows Media Player** or **QuickTime** is recommended. A **good video card** will make it easier to view video uploaded by your instructor.
- Instructors will provide readings or lecture notes in Word, Powerpoint or PDF format. To access the readings, you will need **Word 2007**, **Powerpoint 2007** (minimum) and **Adobe Acrobat Reader**.
- Some courses may require you to participate via web conferencing tool. For these sessions, you will need to install the web conferencing player that will be provided, and have a **headset with a microphone** to participate. You may also need a **web camera**.
- Some courses will have lectures posted as Powerpoints. You will need to have Powerpoint 2007 (minimum) to open these.
- Each course has different requirements. You will need to check the syllabus of each course to find out what the course requires.
- Though most course content is optimized to meet the needs of the most students, not all course content will work with mobile devices. Mobile devices are best used for coursework for: checking email or grades and reading course resources.

### Suggested Minimal Technical Abilities

Before enrolling in this course, ask yourself if you can:

- Download and install software, plug-ins or media players
- Access the Internet frequently and reliably

- Create, save and retrieve files on computer
- Use basic features of word processing tools, including Word, Excel and Powerpoint
- Cut and paste
- Set up sound and video on your computer
- Attach files

## **OTHER MSW PROGRAM REQUIREMENTS**

### **APA MANUAL/ WRITING WORKSHOP**

All MSW students are required to attend a writing workshop and purchase the latest edition of the Publication Manual of the American Psychological Association for use during the MSW Program.

### **POVERTY SIMULATION**

All on- campus MSW students are required to attend a Poverty Simulation Exercise offered by the School of Social Work in Fall semester of their first year in the MSW Program. Only students who participated in the SSW poverty simulation as BSW students are excused.

## **GRADUATION REQUIREMENTS**

### Master of Social Work (MSW) Degree Requirements/Acceptable Progress Toward the Degree

The University confers the MSW degree upon the fulfillment of the following requirements:

1. For the regular program, completion of 60 hours of graduate credit is required. For the advanced standing program, completion of 39 credit hours is required.
2. Maintenance of a cumulative GPA of 3.0 or better for all MSW classes.
3. Demonstration of “reasonable progress toward the degree” is given by maintaining participation in the MSW program of at least 6 credit hours in each regular Academic Semester (Fall & Spring). A part-time student wishing to take fewer than 6 credit hours in a regular semester will need permission of the MSW Program Director.
4. The MU Graduate School requires that the faculty in academic units review the progress of every graduate student each year. Students about whom concerns have been raised will be notified about the nature of these concerns and how these concerns will be addressed. Students who are deemed to be progressing successfully will not be notified. Any student may discuss their progress individually with their advisor at any time.
5. In conjunction with the advisor, a development of a Plan of Study that allows for the completion of all work required for the MSW degree within four years of the initiation of course work.
6. Completion of all coursework with no delay of grades before entering the second year of study.
7. Hours required for the MSW degree must be completed in courses with University Catalog numbers of 7000 or above.
8. A grade of “satisfactory” (on a “satisfactory/unsatisfactory” basis) in the first-year field course is required for Regular program students to be eligible to enter the second-year field course. To be eligible for graduation a grade of satisfactory in the block field practicum is required.

9. Completion of at least two semesters in residency at MU. Residency is defined as enrollment of a minimum of nine credit hours. The block field instruction semester counts toward the residency requirement.

### MU Graduate School Graduation Requirements

1. Students must maintain a 3.0 GPA throughout their graduate work to remain in good standing in the Graduate School and to graduate.
2. A *Program of Study for the Master's Degree* (M-1 form) must be filed with the Graduate School 2 semesters before graduation. The form may be secured from the MSW support staff person or the Graduate School. It requires the listing of all courses taken and transferred toward the degree and the signature of the student, advisor and MSW Program Director. It is the student's responsibility to complete this form.
3. The student must meet all other requirements of the University as outlined in the "M" book.
4. Students nearing graduation should request review of their file at the School of Social Work to ensure that it includes:
  - The Study Plan as carried out during the graduate program with grades received each semester;
  - Learning Plan for SW 8971; and Field Instruction evaluations for SW 7971 and SW 8971, signed by all concerned parties;
  - If desired by the student, a Release of Information Statement to permit the School to provide an official reference to employers as requested. This can either be done on a blanket basis or individually as the student so directs.
  - Copy of the student's Application for Degree and M-1 form

### **ADVISEMENT**

Student advisement is an important part of the student's educational experience. The advisory system has the following purposes:

1. To provide each student with a faculty member who knows the student's educational interests and goals, his/her particular educational program and who serves as a resource in assisting the student in his/her total educational experience; and
2. To provide the School with a clear channel through which to carry out certain administrative functions in reference to the specific student.

There are three levels for the advisement system at the School of Social Work: Regular Advisement, Special Advisement, and Student Status Review.

### **REGULAR ADVISEMENT**

Students are assigned their advisors by the MSW Program Committee before the students' first registration. Effort is made to pair students and advisors based on career interests when they are known. Students completing the MSW program on a part-time basis (i.e. taking less than a full-time schedule) should refer to the section regarding Part-Time Student Information.

Students with Advisors who are on 9 month contracts should plan to meet with their advisor before the end of the academic year to plan for Spring registration. Student may seek advice from the MSW Program Director when issues of concern arise during Summer semester.

## **Duties and Responsibilities of the Advisor**

The advisor has primary responsibility for helping the student make maximum use of her/his learning opportunities and, in general, acts to advance the student's best interests.

Specifically, the advisor:

- consults with the student regarding her/his short-term and long-range educational goals. Assists the student in making choices from the course options (e.g. electives, policy elective, diversity elective, clinical selective) available to meet his/her goals.
- helps the student assess her/his educational needs and objectives regarding the two field placements while considering potential resources;
- is responsible for preparing the educational assessment of the student to serve as the official School reference if one is requested. No reference or report is issued to anyone outside the School without the student's written permission. It is incumbent on the student to see that such written permission is received by the School;
- initiate a Special Advisement for the student if needed; the advisor will chair the meeting and work with the student to implement the recommendations which ensue;
- is available to the student to discuss personal issues as they impinge on the student's educational experience and may make referrals to various University and community resources if requested to do so by the student.
- The student must meet the advisor as, and when, necessary and this should be at least once every semester.

## **Change of Advisors**

The relationship with an advisor is important to successful completion of the degree; consequently students will be assigned an advisor upon entry to the program and they should take the earliest opportunity to meet with their advisor. Students may change advisors upon agreement with the faculty member who they wish to have as an advisor and upon filing form "Application for Graduate change of Program, Degree, Emphasis or Advisor" which can be found here: <http://gradstudies.missouri.edu/forms-downloads/repository/change-degree.pdf>. It is a professional courtesy to inform the current advisor of the desire to make a change in advising. When students select a Concentration they may wish to change advisors to a faculty member who teaches in that area, if this has not coincided with the initial assignment. Students in graduate certificate programs will be assigned to the faculty member in charge of that program.

## **SPECIAL ADVISEMENT**

### **PURPOSE**

Special Advisement procedures are designated to provide extended advisory resources in the interest of enhancing the student's learning opportunities and/or changing a student's program.

Special Advisement is advisory to the student and his/her faculty advisor and will not relate to administrative decisions about student status.

Special Advisement is one of several possible resources of choice available to advisor and student to supplement or reinforce the regular services of the advisor. Special advisement should be considered by the advisor and the student along with other available advisory supplements.

An attempt to resolve the academic difficulties through Special Advisement must occur before a Student Status Review on academic grade performance can be called.

In emergency or exceptional circumstances, reported in writing by the advisor or the student, the Director of the School may waive the requirement of Special Advisement prior to Student Status Review.

#### **INITIATION**

Special Advisement is normally initiated by the faculty advisor; it may also be initiated by the student or a faculty member, upon written request to the advisor, stating the situation which is believed to make special advisement desirable.

Special advisement procedures may be initiated whenever there are special academic interests and/or difficulties believed to require advisory services other than that available from the advisor.

#### **COMPOSITION OF SPECIAL ADVISEMENT COMMITTEES**

A Special Advisement committee will include:

- a. The student's advisor, who serves as chair, is responsible for a written report of the discussion and suggestions made, and shares the recommendations with the student;
- b. Faculty member(s) concerned with the special interests and/or difficulties; and
- c. At the option of the student, an additional faculty member of the student's choice.

#### **PROCEDURES FOR SPECIAL ADVISEMENT**

- a. The faculty advisor will arrange a meeting of the committee as soon as possible after the need arises or the request is made;
- b. The student will be provided an opportunity to meet with the committee and participate in discussion when appropriate;
- c. The advisor will have responsibility for assessing the suggestions and collaborating with the student and others on follow-up actions.

### **STUDENT STATUS REVIEW**

#### **PREAMBLE**

The School of Social Work charges a faculty committee with the responsibility for the status review of any student's academic performance and progress in the classroom and in the practicum setting which violate expectations of performance appropriate for a social work student.

Social work students are expected to establish and maintain professional relationships at all levels, both within and outside the classroom (with faculty, staff, and students; with individual clients, groups, the community, and others). This entails, among other things, adhering to standards of academic honesty; respecting self and others; and being able to communicate in ways that are non-exploitative of others. Moreover, social work students are expected to subscribe to and abide by the values and standards of the social work profession as exemplified in the National Association of Social Workers (NASW) Code of Ethics.

The student may appeal the faculty committee's decision to the Director of the School. Upon receipt of the Committee's decision and the minutes of the hearing, and/or an appeal from the

student, the Director will act upon the matter and implement the decision. The Director will communicate this decision to the student and the faculty committee.

### **GENERAL GUIDELINES**

The Student Status Review process may be initiated by:

- a. the student,
- b. the student's faculty advisor, and/or
- c. any faculty member concerned about the student's status

A faculty member who initiates the review and who serves on the committee shall be temporarily replaced by his/her alternate to the committee and shall not vote on the matter before the committee.

Anyone initiating the Student Status Review process must make the request to the Chair of the committee. Student performance and behavior will be reviewed by the committee in the following circumstances:

- a. Student fails to correct deficits in his/her academic performance as stipulated in prior Special Advising agreements and/or
- b. Faculty express concern over attitudinal, behavioral, or ethical considerations which questions the student's fitness for the profession of social work.

The committee will include in its deliberations all available information relating to student performance, including academic performance, attitudinal or ethical considerations, and personal circumstances which affect academic performance. The committee may recommend one of three actions on the basis of factual evidence:

- a. Dismissal from the School of Social Work
- b. Academic probation
- c. Proceed without probation

### **DISMISSAL FROM SCHOOL**

The Student Status Review committee may recommend dismissal from the School for a student

- a. whose academic classroom or practicum performance is judged to be unacceptable. This can lead to academic probation or dismissal from the School of Social Work
  1. Earning a grade of "F" in any course
  2. Failure to finish coursework in the class where the grade of "I" was assigned within the given timeframe will result in the grade of "I" being converted to a grade of "F"
- b. who fails to satisfy conditions of probation. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0.
- c. when his/her academic performance in the classroom or in the practicum setting is inconsistent with the spirit and the letter of the NASW Code of Ethics in situations in which ethical judgment is to be exercised and professional intervention or professional conduct is planned.

## **ACADEMIC PROBATION**

The following are minimum standards of academic performance in professional social work courses which may exceed University rules and regulations on term and cumulative GPA.

1. Criteria for academic probation are not intended to exhaust all ways a student might be placed on probation.
  - a. Any student may be placed on probation whose academic performance and/or professional development is judged to be inadequate, e.g. not consistently progressing toward completion of the degree.
  - b. Any student failing a professional social work course will be placed on probation.
  - c. Any graduate student whose GPA in professional social work courses falls below 3.0 will be placed on probation.
  - d. Any graduate student whose GPA falls below 3.0 will be placed on probation.
2. The duration of academic probation will be at the discretion of the Committee where there are no set University rules and regulations. A student cannot graduate from the MSW program while on probationary status.
3. The Committee will delineate specific expectations for student performance while on probation. At the conclusion of the probationary period the Committee will review the student's performance and make one of the following decisions:
  - a. Remove from probation
  - b. Continue probation
  - c. Dismiss from school. A recommendation to dismiss will require a simple majority of voting members of the Committee.
4. Academic probation sets in motion interventions which are designed to maximize the opportunity for the student to learn. The Committee may recommend interventions which would facilitate student performance. Examples might include referral to the Learning Laboratory; an additional field placement and/or extended field placement; regular meetings with academic advisor; medical or psychiatric evaluation, delay of Block Field Placement, etc.

## **INITIATION PROCEDURES**

1. A written request for Student Status Review with supporting material must be made to the Chair of the faculty committee. Such request must specify student performance and/or conduct that necessitate review of the student's status.
2. The Chair of the committee will forward the request and supporting material to members of the committee. The committee will review the request and determine if the issues meet requisite conditions for student status review within two (2) weeks following receipt of the request. If the matter falls within the purview of the committee, the committee will set a date for the Student Status Review. The notification to the student will be in writing and will specify the alleged deficiencies in performance and/or conduct; and the date, time and location of the review. The notification will be delivered to the student by registered mail, specifying receipt requested. The notification will also be sent to the student's advisor, and the Director of the School. The Student Status Review meeting will be set to convene at least two (2) weeks following written notification to the student. The two weeks notification provision may be waived at the request of the student or, with the student's written approval, at the committee's request.



3. The person initiating the request for a Student Status Review may request that such review be canceled or discontinued by submitting a written request to the Chair of the Committee giving reasons for the request. Upon receipt of the request for cancellation, the Chair of the Committee shall poll members to determine whether cancellation is appropriate. Such request will be made as early as practical.
4. The person initiating the review must be present during the Student Status Review process.
5. A student will have the right to present data which challenges the allegations necessitating this review.
6. A student may ask others to address the Committee on his/her behalf.
7. A student will be able to question any one participating in the proceedings.
8. The procedure for committee meeting includes the following:

#### **HEARING PROCEDURE**

- (a) Call to order
- (b) Roll call of participants
- (c) Verification of presence of Committee members
- (d) Verification of hearing notification to the student
- (e) Verification of presence of person requesting the review of the student
- (f) Verification of presence of student's academic advisor
- (g) Verification of presence of student's invitees (if student has invited others to address Committee on his/her behalf)
- (h) Verification of due notice to student of his/her academic difficulties
- (i) Disposition of procedural questions, if any
- (j) Hearing Statement of the circumstances necessitating this review
- (k) Statement by the student (if desired)
- (l) Presentation of School's evidence
- (m) Additional statement by the student (if desired)
- (n) Presentation of student evidence
- (o) Statements of invitees speaking on student's behalf
- (p) Chair's written notification to student of the date and location a copy of the minutes may be obtained
- (q) Executive session to review facts and determine decision
- (r) The Chair shall make the procedures for the meeting available to all participants.
- (s) Minutes of the Student Status Review proceedings will be taken by the appointed secretary. The student will be advised in writing, during the student status review process, of the date and location a copy of minutes may be obtained. It is the student's responsibility to obtain a copy of the minutes.
- (t) Corrections to the minutes will be made within six working days from the date of the hearing. The student will be given a copy of the minutes to sign or delineate disagreement.
- (u) The Chair will notify the student in writing of the Committee's decision within two (2) weeks following the hearing. Notification will be delivered to the student by registered mail, specifying receipt requested.
- (v) The Chair will submit signed minutes and the Committee's decision to the Director within two (2) weeks following the hearing.
- (w) Students may appeal the Committee's decision to the Director within two (2) weeks after receiving notification of the decision. The appeal will be in writing.

- (x) The Director will act upon the Committee's decision and/or the student's appeal and implement his/her disposition of the matter within two (2) weeks of the receipt of the decision and/or the student's appeal.
- (y) The student may appeal an adverse decision in the manner prescribed by the University.

## **DISMISSAL APPEAL PROCESS**

### **INITIATION PROCEDURES**

1. The student must notify the MSW Program Director of their intent to appeal a dismissal within two weeks of receiving notice of their dismissal. The letter of appeal should be typed and submitted to the MSW Program Director by personal delivery, regular or overnight mail, or as a Word document attached to an e-mail. Appeals will not be accepted by e-mail (except as described in the previous sentence) or telephone. This request must provide evidence for why the dismissal should be overturned. Within two (2) weeks following receipt of the student's intent to appeal, the MSW Program Director will communicate to the student how the program-level appeals process will be conducted.
2. The MSW Program Director will forward the request and any supporting materials to the student's advisor. The advisor, or in her/his absence the MSW Program Director, will organize an Appeals Review Committee to hear the student's appeal.
3. The Appeals Review Committee will consist of faculty members who were instructors to the student during the period of concern, the student's faculty advisor, MSW Program Director, Field Director, if relevant to issues of concern, and one faculty member who will be invited by the student, if s/he so chooses. This invitee may attend the meeting or submit written comments on the student's behalf. Adjunct instructors who are not able to attend the hearing due to scheduling conflicts may submit a written statement for review.
4. The Appeals Review Committee will set a date and time for an appeal hearing within two (2) weeks of receipt of the notification of appeal.
5. Notification of the appeals process (see #1) and meeting date (see #4) will be delivered to the student by email with a delivery receipt and will include the date, time and location of the review. The student's response to said email is considered knowledge of the appeal hearing date, time and place. If the student does not respond to the email with 48 hours of delivery, the hearing information will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested. The notification will also be sent to the Director of the School.
6. The Appeals Review Committee will meet as soon as is practical.
7. The student is expected to be attend the appeal hearing in person. Non-attendance at the appeal hearing by the student will result in the dismissal being upheld.
8. At the appeals hearing, the student will have the right to present data which challenges the allegations brought forward in the dismissal.
9. The student's advisor, or in her/his absence the MSW Program Director, will act as Chair at the Appeals Review Committee meeting.

10. A student will be able to address the concerns of anyone who participates in the proceedings.
11. Only university email accounts will be used to electronically distribute information regarding the Appeals Review Committee.
12. The procedure for committee meeting includes the following:

#### **HEARING PROCEDURE**

- (a) Call to order;
- (b) Roll call of participants;
- (c) The Chair shall make the procedures for the meeting available to all participants;
- (d) Disposition of procedural questions, if any;
- (e) Verification of presence of Committee members;
- (f) Verification of hearing notification to the student;
- (g) Verification of presence of student's academic advisor, or the MSW Program Director in his/her absence;
- (h) Verification of presence of student's invitee (if student has invited a faculty member to address Committee on his/her behalf) or receipt of their written submission.
- (i) Hearing statement of the circumstances of dismissal
- (j) Statement by the student (if desired)
- (k) Presentation of School's evidence
- (l) Additional statement by the student (if desired)
- (m) Presentation of student evidence
- (n) Statements of invitee speaking on student's behalf
- (o) The Committee will meet to review facts and determine decision. This meeting will occur directly following the meeting with the student, if no additional information is needed for the decision. If additional time is needed, the Committee will meet as soon as possible to render a decision. The decision of the Appeals Committee requires a majority vote and is final and not subject to further review.
- (p) Minutes of the Dismissal Appeal Review proceedings will be taken by the appointed secretary. Within five working days from the date of the hearing, corrections to the minutes will be made by the advisor, or the MSW Program Director in her/his absence, and the student will be provided with a copy of the minutes by email. The student will have 48 hours following the distribution of minutes to note any disagreement s/he has with the contents of the minutes.
- (q) The Chair will notify the student in writing of the Committee's decision within two (2) weeks following the hearing. Notification will be delivered to the student by email with a delivery receipt. Student's response to said email is considered knowledge of the committee decision. If student does not respond to the email with 48 hours of delivery, the decision will be sent to the student's home address (as noted in MyZou) by registered mail, specifying receipt requested.
- (r) The Chair will submit minutes and the Committee's decision to the Director within two (2) weeks following the hearing. The Chair will submit the Committee's decision to the Graduate School within two (2) weeks following the hearing.
- (s) An appeal will be granted if the student demonstrates to the satisfaction of the Dismissal Appeals Committee that it is more likely than not that his or her unsatisfactory academic performance is the result of extraordinary and non-reoccurring circumstances and is not representative of the student's academic ability. If an appeal is granted, the student will be reinstated in the Program and

placed on academic probation. A successful appeal will result in a letter reinstating the student into the MSW Program and describing the conditions that need to be met. If these conditions are not met, the student will be dismissed from the program.

- (t) If, however, the appeal is denied, the effective date of the student's dismissal is the date identified in the original letter informing the student that he or she was dismissed from the MSW Program. The student will remain dismissed and can only appeal to the Graduate Faculty Senate if he/she believes that, in the course of dismissing the student, the program did not follow proper procedure according to the Graduate School's published rules and regulations. The Graduate School's published rules and regulations, as designed by the Graduate Faculty Senate, are available at: <http://gradschool.missouri.edu/academics/progress/requests-for-extensions-appeals.php>

## **MU STUDENT SERVICES**

### **ASIAN AFFAIRS CENTER**

The Asian Affairs Center provides a range of informal and formal discussions, cultural performances, and other Asia-related activities for the university and general community. Office: N49 Memorial Union Phone: 882-6902 Website: <http://asia.missouri.edu/> .

### **BOOKSTORE**

The University Bookstore is located in the MU Student Center. This bookstore carries all required texts for social work courses plus supplies, gifts, and graduation regalia. Off Campus Students may order their books over the phone by contacting Order Fulfillment at 1-800-862-5866, or online via the bookstore's website (<http://mubookstore.com>) and they will send you your books through the mail.

### **CAMBIO CENTER**

The Cambio Center focuses on research on Latinos and outreach to changing communities in Missouri. Office: 301 Gentry Hall; Phone: 882-2978 Website: <http://www.cambio.missouri.edu/>

### **CAMPUS COMPUTING/DIVISION OF INFORMATION TECHNOLOGY (DOIT)**

DoIT operates a number of campus computer labs that are available to any MU student. The Division of Information Technology office; 615 Locust; Phone: 882-5000; Website: <http://doit.missouri.edu>.

### **CAMPUS DINING**

A variety of food services are available across campus. Graduate students may also purchase meal plans through the University. Website: <http://dining.missouri.edu>.

### **CAREER CENTER**

The campus Career Planning and Placement Center is available to all students. It is located in the Student Success Center across from Ellis Library on Lowry Mall. The Career Planning and Placement Center helps students choose major fields of study and career patterns following graduation. Phone: 882-6801; Website: <http://career.missouri.edu/> .

### **CASHIER'S OFFICE**

Payment on student accounts, financial aid refunds and direct deposit services are available in the Cashier's Office in 15 Jesse Hall. Phone: 884-4CASH; Website: <http://cashiers.missouri.edu> .

### **CENTER FOR LEADERSHIP DEVELOPMENT AND COMMUNITY INVOLVEMENT**

The Center for Leadership Development and Community Involvement is located at 2500 MU Student Center. Phone 882-8585; Website: <http://leadership.missouri.edu/>

### **CHILD CARE**

The Student Parent Center is an infant through pre-school childcare facility that provides quality, low-cost care for children of MU students. 602 University Village; Phone: 882-4224; Website: <http://www.studentparentcenter.missouri.edu/>.

ParentLink, sponsored by University Extension provides research-based information to parenting questions through their toll-free "warmline". Phone: 1-800-552-8522; Website: <http://outreach.missouri.edu/parentlink/>.

### **COUNSELING**

The Counseling Center in 119 Parker Hall offers students help in career decisions and resolving problems of a personal nature. Phone 882-6601; Website: <http://counseling.missouri.edu/>.

### **DISABILITY CENTER**

Equal educational opportunities are available to all academically qualified students. Most buildings on campus are accessible for students with physical disabilities.

A number of campus services are provided to students with disabilities. For information concerning services for a particular need, contact the Disability Services Office, S5 Memorial Union. Phone: 882-4696; Website: <http://disabilityservices.missouri.edu/>.

### **E-MAIL**

All students at the University of Missouri are assigned a student e-mail account. E-mail is used extensively by the School of Social Work as a primary communication tool, therefore all new students are required to use the MU E-mail system. New students can learn their E-mail address and log on to the MU E-mail system though <http://webmail.mizzou.edu>. The Division of Information Technology (DoIT) Helpdesk can be reached at 882-5000.

### **FINANCIAL AID**

The University of Missouri Financial Aid office is located in 11 Jesse Hall. Graduate Students who wish to qualify for University-administered financial aid (loans) should file the Free Application for Federal Student Aid (FASFA) each year. Financial aid advisors are assigned to each student based on the first letter of their last name. Phone: 882-7506; Website: <http://sfa.missouri.edu/>.

### **GAINES OLDHAM BLACK CULTURE CENTER**

The Gaines Oldham Black Culture Center strives to be a haven for students yearning for a deeper appreciation of Black Culture and offers programming, support, and resources for students, staff, and faculty. Office: 813 Virginia Avenue; Phone: 882-2664 Website: <http://bcc.missouri.edu/>.

### **GRADUATE SCHOOL**

The University of Missouri-Columbia Graduate School is located in 210 Jesse Hall. Phone: 882-6311; Website: <http://gradschool.missouri.edu>.

### **GRADUATE STUDENT ORGANIZATIONS**

All graduate students are eligible to participate in the many student organizations operated by the MU Graduate School including: Graduate Student Associations (GSA), the Graduate Professional Council (GPC), the Association of Black Graduate and Professional Students

(ABGPS), the National Association of Graduate-Professional Students and the Association for Support of Graduate Students. More information about each of these organizations can be found on the Graduate School web site at: <http://gradschool.missouri.edu/resources/grad-postdoc-networks.php>

#### **IDENTIFICATION CARD**

New MU Student ID cards can be obtained in The ID Center, located at the University Bookstore in the Student Center. To obtain your first card, simply present documentation of your student status (i.e. acceptance letter or class schedule) with your student number and a photo id (valid driver's license, passport, etc.) to the ID Center Staff. ID cards are printed on-site while you wait. Questions concerning the use or replacement of the ID card should be directed to 882-1871.

#### **INTERNATIONAL CENTER**

The International Center's Student and Scholar Support Services (ISSS) provide a variety of support services to all graduate, international students at MU. The Study Abroad office coordinates a wide-range of international study opportunities that may be appropriate for graduate students. Office: N52 Memorial Union; Website: <http://international.missouri.edu/come-to-mu/>.

#### **LGBTQ RESOURCE CENTER**

The LGBTQ Resource Center provides programming, leadership opportunities, and resources for students, staff, faculty, and community members in an effort to ensure a safe, welcoming and inclusive MU community. Office: N215 Brady Commons; Phone: 884-7750 Website: <http://lgbt.missouri.edu/>

#### **LIBRARY**

Social Work holdings are located in the main library of MU, Ellis Library, which is located on Lowry Mall across from the McDonald's, just west of the Memorial Union building. Library hours vary with the day of the week and vacation schedules. A copy of the library schedule is available at the check-out desk on the first floor. Each student should obtain one of these and keep it posted in his/her notebook for easy reference. Phone: 882-4701; Website: <http://mulibraries.missouri.edu/>

#### **MULTICULTURAL CENTER**

The Multicultural Center is located at G107 MU Student Center. Phone: 882-7152; Website: <http://multiculturalcenter.missouri.edu/>

#### **OFFICE OF SERVICE LEARNING**

The Office of Service Learning is located at 208 Lowry Hall. Phone: 882-0227; Website: <http://servelearn.missouri.edu/>

#### **PARKING & TRANSPORTATION**

Parking and Transportation Services is located in the second level of the Turner Avenue Parking Garage. Students may apply for parking permits at this location. Phone: 882-4568; Website: <http://parking.missouri.edu>

#### **POLICE DEPARTMENT**

The campus police office is located Virginia Avenue Parking Garage, 901 Virginia Avenue. Phone: 882-7201; Website: [www.mupolice.com](http://www.mupolice.com). MU Police offer RAD, a self defense class designed for women; Website: <http://www.mupolice.com/rad/>

## **RELATIONSHIP & SEXUAL VIOLENCE PREVENTION CENTER**

The Relationship and Sexual Violence Prevention (RSVP) Center (formerly the Rape Education Office) is a comprehensive relationship and sexual violence education and resource service, which is an auxiliary of MSA/GPC in collaboration with the MU Women's Center. This resource center is driven by the work of four dedicated student organizations: the RSVP Peer Educators, the Greek Advocates, STARS (Stronger Together Against Relationship and Sexual Violence), and MARS (Men Against Relationship & Sexual Violence). Office: G210 MU Student Center; Phone: 882-6636 Website: <http://rsvp.missouri.edu/>

## **Student Health**

The Student Health Center, located on South Sixth Street, provides some health services and referrals for all students. Information about purchasing Student Health Insurance is also available. Phone 882-7481; Website: <http://studenthealth.missouri.edu/>

## **STUDENT LEGAL SERVICES**

A variety of free legal services are available to MU students from the Student Legal Services office in 2500 MU Student Center. Phone: 882-8386; Website: <http://msa.missouri.edu/executive/student-services/tiger-pantry/>

## **STUDENT RECREATION CENTER**

Indoor and outdoor facilities are available as well as competitive, non-competitive, structured and unstructured sports activities. Present a valid student ID card for access. Phone: 882-2067; Website: <http://www.mizzourec.com/>

## **THE LEARNING CENTER GRADUATE WRITING SERVICES**

The MU Learning Center & Student Success Center provides a variety of tutoring services in person & online. Call 882-2493 for appointments or information. Website: <http://success.missouri.edu/tlc.html>

## **UNIVERSITY HOUSING/RESIDENTIAL LIFE**

The Residential Life Department offers campus housing for graduate and professional students. Phone: 882-4568; Website: <http://reslife.missouri.edu/> .

## **WELLNESS RESOURCE CENTER**

The Wellness Resource Center is located at G202 MU Student Center. Phone: 882-4634; Website: <http://wellness.missouri.edu/contact.html>

## **Women's Center**

The Women's Center provides programming (interactive discussions, workshops, weekly groups, outreach programs), leadership opportunities, and resources for students, staff, faculty, and community members. Office: G108 MU Student Center; Phone: 882-6621 Website: <http://womenscenter.missouri.edu/>

## SCHOOL OF SOCIAL WORK STUDENT SERVICES

### COMPUTER LAB

The MU School of Social Work offers a computer lab for social work students. The lab is located 733 Clark Hall. Lab hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Please call the DoIT Help Desk with any computing issues: 882-5000; Website: <http://doit.missouri.edu/sites/>

### CONFERENCES AND WORKSHOPS

Conferences and workshops of interest to social work students are posted on a bulletin board outside of 737 Clark Hall.

## FREE MEETING SPACE FOR SOCIAL WORK STUDENTS

Below is a list of free meeting spaces on and off-campus for small group, student meetings.

### ON CAMPUS:

- The area outside of 531 Clark Hall.
- Clark Hall Rooms: 737 (20-25 people), 717 (10-12 people); 531 (20 people); 509 (15-20 people) M-F 8-6: Call 884-8795 or go to Clark 724 to reserve;
- Ellis Library: Main floor study rooms (6-8 people); 3<sup>rd</sup> Floor Classrooms (10-20 people) Available based on library's hours: Call 882-4581 or go to Reference desk;
- Gwynn Hall: Conference Room; Lounge. M-F 8-5; extended hours available. Call D. Ellison, 884-9081 (Gwynn Hall under construction for Fall 2012);
- Health Sciences Library: 3<sup>rd</sup> Floor Classrooms (10-20 people); M-F 8-5: Call 882-4153;
- Health Sciences Library: Small media viewing rooms (~4 people?); M-F 8-5: No reservations needed; prioritized for media viewing.
- Life Sciences Building Rooms: 001; 102; 104. M-F 7:30-6:00, Sat. 10-12. 884-1782 or go to room 105.
- Memorial Union North: Study room by reservation desk (9 people). M-F 7am - 8pm, Sat. and Sun. 9am - 8pm: No reservations needed.
- Newman Center (Catholic Student Center): 2<sup>nd</sup> floor classrooms. M-F, some weekends, 8am – 11pm. No reservations. Rooms are available if not in use—busy times are Wednesday nights and Sunday mornings.
- Student Success Center: Room sizes vary. M-F 8-5. Sometimes open later than 5:00. Call 882-6803 to reserve.
- Student Center Study Rooms (1<sup>st</sup> and 2<sup>nd</sup> Floors): Rooms vary in size. Mon-Sun 7:00am – midnight. <http://unions.missouri.edu/mrbs/week.php?year=2012&month=6&day=28&area=1&room=3>
- Other Campus buildings: Online reservations <http://mubsweb.missouri.edu/html/room/reserve.cfm>. Application approval must be granted by each building's coordinator.

### OFF CAMPUS

- Boone County Historical Society Museum: 443-8936; 3801 Ponderosa St. Tues-Fri 12-4, Sat-Sun 1-5: Library is open for studying; walk-ins welcome.
- Boone Electric Cooperative 449-4181; 1413 Rangeline St. Flexible hours. Call for a reservation.
- Columbia Public Library 443-3161; 100 W. Broadway. Study Rooms (4 people; 3 rooms for larger study groups also); 9-9 M-F, 9-5 Sat, 1-5 Sun. Fill out application at library for larger room reservations; Walk-in use okay for smaller rooms.
- Tiger Columns 875-8888; 23 S. Eighth St. Large seminar rooms; call Steve Weise; do not drop in.



## **JOB OPENINGS**

Job opportunities for professional social workers are posted:

- On the School of Social Work Electronic Bulletin Board at:  
<http://ssw.missouri.edu/career.shtml>.
- As messages to the MSW-L Listserv
- On the Jobs bulletin board located outside of 706 Clark Hall

## **SCHOOL OF SOCIAL WORK STUDENT GROUPS**

**COUNCIL OF STUDENT SOCIAL WORKERS (CSSW)** is an organization open to all students in the School of Social Work. Activities are determined by the Council each academic year and may include community service programs, social gatherings, fundraising to support scholarships and attendance at professional meetings, as well as various special activities. Meetings and activities for the semester will be posted on the student MSW-L listserv. For more information, contact the Student Services Coordinator or the CSSW bulletin board outside of 703 Clark.

**MU ASSOCIATION OF CHRISTIAN SOCIAL WORK STUDENTS (MUACSWS)**

MUACSWS supports the integration of Christian faith and professional social work education and practice in the lives of its members, influencing the profession and the church, promoting love and justice in social service and social reform. Meetings are held Wednesday mornings at 9:30 a.m.

**PHI ALPHA HONOR SOCIETY** is a national social work honorary. Membership is by invitation only and is among the highest honors a social work student can receive. Invitations to join the Chi Delta Chapter of Phi Alpha are extended at the beginning of each semester to those students who attain excellence in social work education and in their cumulative academic history.

Eligibility requirements include: a) status as a \*full-time student in the MU-MSW program; b) a B or higher in all social work courses; c) a cumulative GPA of 3.75 in all social work courses. Students who join Phi Alpha enjoy lifetime membership in the Honor Society. Chi Delta Phi Alpha members who maintain active membership (by service hours and participation in Chapter events) are eligible to receive and wear the distinguished Phi Alpha medallion at graduation. For more information, contact the Student Services Coordinator or the Phi Alpha bulletin board outside of 703 Clark.

\*Part-time students who have completed the first year of courses and who meet the GPA requirement can be invited for membership. Advanced Standing student who are Phi Alpha members from other chapters should notify the Student Services Coordinator to receive information about the Chi Delta chapter activities.

## **SCHOOL OF SOCIAL WORK WEB SITE**

Students can access the School's web site online at [ssw.missouri.edu](http://ssw.missouri.edu). Information about the School and instructors, a School calendar of events, and current announcements are posted. In the Field section, students can search for possible field practicum sites. Job openings and communication with other students and alumni can be accessed on the Electronic Bulletin Board.

## **STUDENT LISTSERV: MSW-L**

The School of Social Work hosts listserves for all MU-MSW students. These listserves are frequently used by the School to alert students to important dates and information relevant to their education. They are also used to facilitate communication between and among students in the School of Social Work.

MU MSW students are automatically subscribed to their regional list-serve from their MU student e-mail account upon registration in the School of Social Work. This subscription will automatically end upon graduation from MU.

### **LIST-SERVE ADDRESS:**

Columbia Campus MSW students: [mw-l@po.missouri.edu](mailto:mw-l@po.missouri.edu)

As a member of the SSW list-serve, students may send messages to all other subscribers. To post a message to the entire list, type the address above in the TO box of the new e-mail message. When you hit "Send", your message will be sent to all MSW-L subscribers.

Current list-serve members can make changes to their subscription, subscribe to additional lists, or delete subscriptions from the MU LISTSERV website at: <https://po.missouri.edu/cgi-bin/wa>. Simply log-in with your subscription e-mail address and click on Subscriber's Corner.

## **FINANCIAL AID**

### **SCHOOL OF SOCIAL WORK (SSW) SCHOLARSHIPS**

The School grants, to full time students, several scholarships awarded primarily on the basis of academic merit and financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students interested in Scholarships should re-apply each semester (Sept 15 for Spring semester scholarships & Jan 15 for Summer and/or Fall semester scholarships). Students must complete a FAFSA to be considered for scholarships that require financial need.

Scholarship awards are of varying amounts. Some scholarships are specifically for students with specific career aspirations, e.g. working in rural communities, mental health practice or research/practice with the gay & lesbian population. See

<http://ssw.missouri.edu/finaid.shtml#scholar> for the entire list of available scholarships.

The Scholarship Application form is located in the Forms section of this manual and can be downloaded from the SSW website: [http://ssw.missouri.edu/docs/msw\\_scholarship\\_app.pdf](http://ssw.missouri.edu/docs/msw_scholarship_app.pdf)

### **STUDENT LOANS**

Graduate students may be eligible for financial aid in the form of loans through programs administered by the University. Students should apply at the Student Financial Aid office, 11 Jesse Hall and file the Free Application Federal Student Aid (FAFSA) form each year they are in school. Website: <http://financialaid.missouri.edu/types-of-aid/loans/index.php>

### **SSW ASSISTANTSHIPS**

Depending on external funding, a limited number of research, teaching, or graduate assistantships may be available through the School of Social Work for master's levels students. Research Assistants work closely with an assigned faculty person on current research projects.

This is an excellent way to participate in advanced research affecting the field of social work. Assistantships provide a monthly stipend and at times tuition waiver but, always require a work commitment.

When an assistantship is available in the SSW, students are notified through the MSW student listserv. To apply for consideration, fill out the application that is provided in the email.

We strongly encourage students with financial need to research and apply for assistantships in other areas of the university. Please refer to the Graduate School website for basic information about assistantships <http://gradschool.missouri.edu/financials/assistantships-fellowships/index.php> and to the following website for open positions: <http://hiremizzoutigers.com/>. MSW students who have acquired assistantships outside the School have often found them to be very rewarding experience. Sometimes the work is directly related to their social work studies. Please inform the MSW Academic Evaluator know if you are chosen for such an assistantship. We are collecting information about these opportunities so that we can help future students locate financial support.

#### **GRADUATE SCHOOL FELLOWSHIPS**

The MU Graduate School offers several fellowship opportunities; including fellowships specifically for minority students. For more information on fellowships, contact the Graduate School, 210 Jesse Hall; Website: <http://gradschool.missouri.edu/financials/assistantships-fellowships/index.php>

#### **FIELD PLACEMENT-RELATED FINANCIAL ASSISTANCE**

Very rarely, a paid block field practicum is another source of financial assistance to students. Students should notify the Director of Field Education during the regular planning period for the course if they anticipate the need for agency-paid stipends in the field.

#### **FIELD PLACEMENT IN EMPLOYMENT SETTING**

Students who wish to explore the possibility of using their place of paid employment as a field practicum assignment must submit their written request to the Director of Field Education. Individual requests will be carefully reviewed within the standards and expectations outlined by the School. Please see the Field Manual for additional information.

## **Code of Conduct**

#### **ACADEMIC DISHONESTY**

The School of Social Work strictly adheres to the University's policy on Academic Dishonesty. Students should become very familiar with this policy and if they have any questions about it should address them to their advisor. Failure to comply with the policy can lead to suspension and possibly expulsion from the University. The policy is as follows: Academic honesty, such as cheating and plagiarism, is a basis for disciplinary action. In all cases of academic dishonesty, the faculty member makes an academic judgment about the student's grade on that work and in that course and reports all incidents to the provost for disciplinary action.

#### **DISCRIMINATION GRIEVANCE PROCEDURE**

(390.010 Adopted by the Board of Curators, Dec. 17, 1982).

**Note:** A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

#### **DEFINITIONS**

1. Complaints: A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through informal procedures set forth in the discrimination grievance procedure.
2. Grievances: A grievance is the written allegation of discrimination which is related to:
  - a. Recruitment and admission to the institution;
  - b. Admission to and treatment while enrolled in an educational program;
  - c. Employment as a student employee on campus; or
  - d. Other matters of significance relating to campus living or student life, including, but not limited to: assignment of roommates in residence halls; actions of fraternities and sororities; memberships in/or admissions to clubs/organizations, etc.
3. Student: A student is any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the University of Missouri at the time of the alleged discrimination.
4. Persons with Disabilities: For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as any person who:
  - a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities; or
  - b. Has a record of such impairment; or
  - c. Is regarded as having such an impairment.

#### **INITIATING A GRIEVANCE**

Regardless of its nature, any discrimination grievance is to be presented in writing and filed with the Director of Student Services, S102 Memorial Union. A grievance must be filed by a student within 60 calendar days of the action complained of.

For additional information on filing a grievance and on hearing procedures, please contact:

Director of Students Services, S102 Memorial Union, 882-3418.

#### **FILING INFORMAL COMPLAINTS**

Students may, at any time within 35 calendar days of the date of the occurrence of the incident, informally discuss a complaint with the relevant supervising administrator (for example the administrative head of the department). Every reasonable effort should be made to resolve the matter informally at this administrative level.

If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the appropriate administrative officer.

A student with an informal complaint will be provided with copies of appropriate policies and procedures, and the Director Student Services and the Vice Provost for Minority Affairs and Faculty Development shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. Students may choose to have an advisor

participate in any stage of the grievance procedure. If the complainant wished to discuss the incident with someone outside of the department, there are people in the following offices who can be contacted:

- Director of Student Services, S102 Memorial Union, 882-3418;
- Access Office for Students with Disabilities, S5 Memorial Union, 882-4696;
- Multicultural Center, G107 MU Student Center, 882-7152;
- Women's Center, G108 MU Student Center, 882-6621/6549; and
- Americans with Disabilities Act coordinator, 465 McReynolds Hall, 884-7278

## **NASW Code of Ethics**

The School supports fully the Code of Ethics of the National Association of Social Workers and it is expected that all full- and part-time students and faculty abide by its provisions. Please see the following website to review the Code of Ethics.

<http://www.naswdc.org/pubs/code/code.asp>

### **SEXUAL HARASSMENT POLICY**

(330.060 Collected Rules and Regulations of the University, adopted March 18, 1993).

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

### **POLICY STATEMENT**

It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the University.

### **DEFINITION**

Sexual harassment is defined for this policy as either:

1. Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body, or
2. Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:
3. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
4. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed; or
5. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

### **NON-RETALIATION**

This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of

sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

### **REDRESS PROCEDURES**

Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer.
2. Initiate a complaint or grievance within the period of time prescribed by the applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures;" staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff;" and students to Section 390.010, "Discrimination Grievance Procedure for Students."

### **DISCIPLINE**

Upon receiving an accusation of sexual harassment against a member of the faculty, staff, or member of the student body, the University will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline.

An individual who makes an accusation of sexual harassment will be informed:

1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. At the end of any disciplinary procedures, of the discipline imposed, if any.



**MU Statement of Values**

The University of Missouri, as the state’s major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding.

We the students, faculty, and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

**Respect**

Respect for one’s self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect—for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expression that characterize a university. Respect results in dedication to individual as well as collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

**Responsibility**

A sense of responsibility requires careful reflection on one’s moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources—accountable to ourselves, each other, and the publics we serve.

**Discovery**

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries—what we know is not all that is.

**Excellence**

We aspire to an excellence which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other’s successes. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community, and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.

**The School’s Unique Mission**

**Vision: Leadership for social and economic justice**

The mission of the MU School of Social Work is to promote leadership for social and economic justice by preparing students for professional excellence and leadership in practice, research, and policy. Within the context of a land grant institution, the mission of the School of Social Work reflects the University of Missouri’s tightly interlocked missions of teaching, research, outreach, and economic development.

In a world of sufficient resources, social and economic justice mandates minimal standards of economic and political equity. This means that no human being should die of hunger; be without access to adequate health care, be without safe and affordable housing or adequate clothing; lack access to employment; or be denied equal opportunity for education. Additionally, all human beings should be protected against violence in any form and discrimination on any basis, including but not limited to age, culture, class, ethnicity, disability, gender, national origin, race, religion, and/or sexual orientation. Social workers have a professional, ethical, and moral obligation to use their skills and knowledge to challenge social inequities. Social workers must be leaders in establishing just and caring communities wherein all members possess basic economic, social, and psychological goods.

The MU School of Social Work teaches students to understand and evaluate the gaps between current conditions and a more just and caring society. While the University of Missouri’s land grant mission and the School’s commitment is to publicly funded and administered entities as a means of addressing the needs of poor and oppressed populations, the MU School of Social Work also recognizes the growing importance of the private sector in this regard. To this end, the School educates BSW, MSW and PhD social work practitioners to facilitate change by empowering individuals, families, groups, organizations, and communities. In addition, the School prepares PhD social workers to establish teaching, research, and professional practices that are grounded in the principles of social and economic justice.

*I have read & understand that these are the expectations of the School of Social work and the social work profession.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Registration Checklist

1. Meet with your advisor at least once a semester.
  - A. Remember that all courses are not available each semester and that certain courses serve as foundation/pre-requisites to advanced courses.
  - B. Refer to your copy of the MSW Schedule (schedules are located in this manual) and map out a plan of study for your graduate career with your advisor.
  - C. Discuss elective options with your advisor and a plan for how they will fit into your schedule.
  - D. Check off each completed course from your MSW Schedule and ensure that you are on track for your intended graduation time.
2. Register for courses. You may register for the upcoming semester's courses during designated registration periods only. Refer to the University Calendar of important dates located in this manual or the MU Schedule of Courses document on the MU website (<https://myzou.missouri.edu/psp/prd/?cmd=login>) for Early and Regular Registration dates.
3. During Registration times, you may register computer <https://myzou.missouri.edu/psp/prd/?cmd=login> (MyZou), or in person at 125 Jesse Hall.
4. Items needed for Registration:
  - A. Your Pawprint
  - B. Your Password
  - C. The Class number and Lecture number of courses you wish to enroll in, (e.g. SW7730 Lec 2)  
Look for an e-mail on MSW-L for a listing of required classes and class numbers.
5. Arrange for payment of tuition and fees.
6. Assistance with registration is available from your advisor or the Academic Evaluator, Crystal Null ([nullc@missouri.edu](mailto:nullc@missouri.edu)) if needed.





# School of Social Work

## University of Missouri

### Sample Plan of Study - MASTERS OF SOCIAL WORK PROGRAM

**Advanced Standing, Full-Time – Columbia (39 credit hours) Spring or Summer Start**  
**SCHEDULE AT-A-GLANCE** *(ALL PLANS OF STUDY ARE SUBJECT TO CHANGE)*

#### First Year = 9 credits total

<b>Spring Start Option (First Year)</b>	<b>Total: 9 credit hours</b>
7952 Research Design in Social Work	(3)

**Plus, Choose Clinical or PP&A Practice courses:**

**Clinical:**

7820 DSM IV Psychopathology	(3)
7770 Strategies of Clinical Social Work Interventions	(3)

**Policy, Planning & Administration:**

7920 Advanced Foundations of Human Behavior for Administrators	(3)
7780 Fundamentals of Social Work Administration	(3)

#### Second Year = 30 credits total

<b>Summer Start Option (First Year) – Clinical only</b>	<b>Total: 9 credit hours</b>
7820 DSM IV Psychopathology	(3)
7770 Strategies of Clinical Social Work Interventions	(3)
7952 Research Design in Social Work	(3)

<b>Fall (Second Year)</b>	<b>Total: 15 credit hours</b>
--- Elective (TBA)	(3)
--- Elective (TBA)	(3)
--- Elective (TBA)	(3)

**Plus the following Practice courses from your chosen Concentration - Clinical or Policy or Planning & Administration:**

**Clinical:**

--- Clinical Selective (TBA)	(3)
8952 Evaluative Research in Social Work	(3)

**Policy, Planning & Administration:**

8350 Management of a Social Agency	(3)
8953 Evaluative Research in Social Work Planning & Administration	(3)

<b>Spring (Second Year)</b>	<b>Total: 15 credit hours</b>
8971 Graduate Field Practicum II	(12)
8970 Professional Practice Seminar	(3)



# School of Social Work University of Missouri

**SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM**  
**Advanced Standing, Part-Time - Columbia (39 credit hours) Spring Start Only**  
**SCHEDULE AT-A-GLANCE** *(ALL PLANS OF STUDY ARE SUBJECT TO CHANGE)*

**First Year=18 credits total**

**Spring (First Year) Total: 6 credit hours**  
 7820 DSM IV Psychopathology - Clinical **OR** (3)  
 7920 Found. Of Human Beh.- PPA

7770 Strategies of Clinical SW Interventions – Clinical **OR** (3)  
 7780 Fund. of SW Admin - PPA

**Summer (First Year) Total: 6 credit hours**  
 7952 Research Design in Social Work- online (3)  
 \_\_\_ Elective (TBA) (3)

**Fall (First Year) Total: 6 credit hours**  
 8952 Evaluative Research in Social Work–Clinical **OR** (3)  
 8953 Evaluative Research in Social Work–PPA

\_\_\_ Clinical Selective (TBA) **OR** (3)  
 8350 Management of a Social Agency - PPA

**Second Year=21 credits total**

**Spring (Second Year) Total: 6 credit hours**  
 \_\_\_ Elective (TBA) (3)  
 \_\_\_ Elective (TBA) (3)

**Summer (Second Year) Total: 6 credit hours**  
 8971 Graduate Field Practicum II (3)  
 8970 Integrative Professional Practice Seminar-online (3)

**Fall (Second Year) Total: 9 credit hours**  
 8971 Graduate Field Practicum II (9)



# School of Social Work University of Missouri

**SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM**  
**Regular Standing, Full-Time - Columbia (60 credit hours) Fall Start**  
**SCHEDULE AT-A-GLANCE** (*ALL PLANS OF STUDY ARE SUBJECT TO CHANGE*)

**First Year = 30 credits total**

<b>Fall (First Year)</b>	<b>Total: 15 credit hours</b>
7710 Social Policy & Service Delivery in Social Work	(3)
7720 Foundations of Human Behavior	(3)
7730 Direct Practice	(3)
7740 Community & Organization Dynamics	(3)
7760 Foundations of Social Justice	(3)

<b>Spring (First Year)</b>	<b>Total: 15 credit hours</b>
7952 Research Design in Social Work	(3)
7971 Graduate Field Practicum I	(6)

**Plus the following courses from your chosen Concentration - Clinical or PP & A:**

**Clinical:**

7820 DSM IV Psychopathology	(3)
7770 Strategies of Clinical Social Work Interventions	(3)

**Policy, Planning & Administration**

7920 Advanced Foundations of Human Behavior for Administrators	(3)
7780 Fundamentals of Social Work Administration	(3)

**Second Year = 30 credits total**

<b>Fall (Second Year)</b>	<b>Total: 15 credit hours</b>
--- Elective (TBA)	(3)
--- Elective (TBA)	(3)
--- Elective (TBA)	(3)

**Plus the following Practice courses from your chosen Concentration - Clinical or PP& A:**

**Clinical:**

--- Clinical Selective (TBA)	(3)
8952 Evaluative Research in Social Work	(3)

**Policy, Planning & Administration:**

8350 Management of a Social Agency	(3)
8953 Evaluative Research in Social Work Planning & Administration	(3)

<b>Spring (Second Year)</b>	<b>Total: 15 credit hours</b>
8971 Graduate Field Practicum II	(12)
8970 Integrative Professional Practice Seminar	(3)



# School of Social Work

## University of Missouri

**SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM**

**Regular Standing, Part-Time – Columbia (60 credit hours) Fall start**

**SCHEDULE AT-A-GLANCE** (*ALL PLANS OF STUDY ARE SUBJECT TO CHANGE*)

**First Year = 18 credits total**

<b>Fall (First Year)</b>	<b>Total: 6 credit hours</b>
7730 Direct Practice	(3)
7720 Foundations of Human Behavior	(3)

<b>Spring (First Year)</b>	<b>Total: 6 credit hours</b>
7760 Foundations of Social Justice	(3)
7952 Research Design in Social Work	(3)

<b>Summer (First Year)</b>	<b>Total: 6 credit hours</b>
7710 Social Policy & Service Delivery in Social Work	(3)
_____ Elective (TBA)*	(3)

**Second Year = 21 credits total**

<b>Fall (Second Year)</b>	<b>Total: 9 credit hours</b>
7740 Community & Organization Dynamics	(3)
_____ Elective (TBA)	(3)
_____ Elective (TBA)	(3)

<b>Spring (Second Year)</b>	<b>Total: 6 credit hours</b>
7770 Strategies of Clinical SW Interventions–in person <b>OR</b>	(3)
7780 Fund. of SW Admin	

7820 DSM IV Psychopathology <b>OR</b>	(3)
7920 Found. Of Human Beh.- PPA	

<b>Summer (Second Year)</b>	<b>Total: 6 credit hours</b>
7971 Graduate Field Practicum I	(6)

**Third Year = 21 credits total**

**Fall (Third Year)**

**Total: 6 credit hours**

8952 Evaluative Research in Social Work–Clinical **OR**

(3)

8953 Evaluative Research in Social Work–PPA

\_\_\_ Clinical Selective (TBA) **OR**

(3)

8350 Management of a Social Agency - PPA

**Spring (Third Year)**

**Total: 15 credit hours**

8971 Graduate Field Practicum II\*\*

(12)

8970 Integrative Professional Practice Seminar-online

(3)

**\* Can take anytime during the program when a 3<sup>rd</sup> class is desired by the student.**

**\*\*May extend to Summer if needed. Must request extension from Director of Field.**



# School of Social Work University of Missouri

**SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM**  
**Advanced Standing, Part-Time – Online (39 credit hours) Fall start**  
**SCHEDULE AT-A-GLANCE (ALL PLANS OF STUDY ARE SUBJECT TO CHANGE)**

**First Year= 18 credits total**

<b>Fall (First Year)</b>		<b>Total: 6 credit hours</b>
_____	Elective	(3)
_____	Elective	(3)
<b>Spring (First Year)</b>		<b>Total: 6 credit hours</b>
Clinical	7770 Strategies of Clinical Social Work Interventions	(3)
	7820 DSM V Psychopathology	(3)
<b>OR</b>		
PPA	7920 Foundations of Human Behavior PPA	(3)
	7780 Fundamentals of Social Work for Administrators	(3)
<b>Summer (First Year)</b>		<b>Total: 6 credit hours</b>
7952	Research Design in Social Work	(3)
_____	Elective	(3)

**Second Year= 21 credits total**

<b>Fall (Second Year)</b>		<b>Total: 6 credit hours</b>
Clinical	_____ Advanced Clinical Selective	(3)
	8952 Evaluative Research in Social Work	(3)
<b>OR</b>		
PPA	8953 Evaluative Research in Social Work–PPA	(3)
	8350 Management of a Social Agency	(3)
<b>Spring (Second Year)</b>		<b>Total: 9 credit hours</b>
8970	Integrative Professional Practice Seminar	(3)
8971	Graduate Field Practicum II	(6)
<b>Summer (Second Year)</b>		<b>Total: 6 credit hours</b>
8971	Graduate Field Practicum II	(6)





# School of Social Work University of Missouri

## SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM

**Regular Standing, Part-Time – Off-Campus (60 credit hours) Fall start**

**SCHEDULE AT-A-GLANCE** (*ALL PLANS OF STUDY ARE SUBJECT TO CHANGE*)

### First Year = 18 credits total

**Fall (First Year)** **Total: 6 credit hours**

---

7730 Direct Practice	(3)
7720 Foundations of Human Behavior	(3)

**Spring (First Year)** **Total: 6 credit hours**

---

7760 Foundations of Social Justice	(3)
7710 Social Policy & Service Delivery in Social Work	(3)

**Summer (First Year)** **Total: 6 credit hours**

---

7740 Community & Organization Dynamics	(3)
7952 Research Design in Social Work	(3)

### Second Year = 21 credits total

**Fall (Second Year)** **Total: 9 credit hours**

---

___ Elective	(3)
___ Elective	(3)
___ Elective *	(3)

**Spring (Second Year)** **Total: 6 credit hours**

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7770 Strategies of Clinical SW Interventions-Clinical <b>OR</b>	(3)
7780 Fundamentals of SW Administration - PPA	

7820 DSM IV Psychopathology-Clinical <b>OR</b>	(3)
7920 Adv. Foundations Of Human Behavior for Admin.- PPA	

**Summer (Second Year)** **Total: 6 credit hours**

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7971 Graduate Field Practicum I	(6)
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**Third Year = 21 credits total**

**Fall (Third Year)** **Total: 6 credit hours**

8952 Evaluative Research in Social Work–Clinical **OR** (3)

8953 Evaluative Research in Social Work–PPA

\_\_\_ Clinical Selective-Clinical **OR** (3)

8350 Management of a Social Agency - PPA

**Spring (Third Year)** **Total: 9 credit hours**

8971 Graduate Field Practicum II (6)

8970 Integrative Professional Practice Seminar (3)

**Summer (Third Year)** **Total: 6 credit hours**

8971 Graduate Field Practicum II (6)

**\*This 3<sup>rd</sup> elective class can be taken at any time prior to Spring semester of the third year**



School of Social Work  
University of Missouri

**SAMPLE PLAN OF STUDY - MASTERS OF SOCIAL WORK PROGRAM**  
**Advanced Standing, Part-Time – Off-Campus (39 credit hours) Fall start**  
**SCHEDULE AT-A-GLANCE** *(ALL PLANS OF STUDY ARE SUBJECT TO CHANGE)*

**First Year = 18 credits total**

<b>Fall (First Year)</b>		<b>Total: 9 credit hours</b>
___	Elective	(3)
___	Elective	(3)

<b>Spring (First Year)</b>		<b>Total: 6 credit hours</b>
7770	Strategies of Clinical SW Interventions-Clinical <b>OR</b>	(3)
7780	Fundamentals of SW Administration - PPA	

7820	DSM IV Psychopathology-Clinical <b>OR</b>	(3)
7920	Adv. Foundations Of Human Behavior for Admin.- PPA	

<b>Summer (First Year)</b>		<b>Total: 6 credit hours</b>
7952	Research Design in Social Work	(3)
___	Elective	(3)

**Second Year = 21 credits total**

<b>Fall (Second Year)</b>		<b>Total: 6 credit hours</b>
8952	Evaluative Research in Social Work–Clinical <b>OR</b>	(3)
8953	Evaluative Research in Social Work–PPA	

___	Clinical Selective-Clinical <b>OR</b>	(3)
8350	Management of a Social Agency - PPA	

<b>Spring (Second Year)</b>		<b>Total: 9 credit hours</b>
8971	Graduate Field Practicum II	(6)
8970	Integrative Professional Practice Seminar	(3)

<b>Summer (Second Year)</b>		<b>Total: 6 credit hours</b>
8971	Graduate Field Practicum II	(6)



# School of Social Work University of Missouri

**SAMPLE PLAN OF STUDY**

**Masters of Social Work (MSW)/Masters of Public Health (MPH) Dual Program – MSW Start  
(78-81 CREDIT HOURS OVER 9 SEMESTERS)**

**SCHEDULE AT-A-GLANCE** *(ALL PLANS OF STUDY ARE SUBJECT TO CHANGE)*

**First Year = 30 credits total (18 SW, 3 PH, 9 SW/PH)**

**Fall (Semester 1: 15 credit hours - 12 SW; 3 SW/PH)**

SOC_WK 7710 Social Policy & Service Delivery in Social Work	(3)
SOC_WK 7720 Foundations of Human Behavior	(3)
SOC_WK 7730 Direct Practice	(3)
SOC_WK 7740 Community & Organization Dynamics (PH elective)	(3)
SOC_WK 7760 Foundations of Social Justice	(3)

**Spring (Semester 2: 9 credit hours - 6 SW; 3 SW/PH)**

SOC_WK 7952 Research Design in Social Work <b>OR</b>	
P_HLTH 7952 Research Methods in Public Health	(3)

**Plus the following courses from your chosen Concentration - Clinical or PP & A:**

**Clinical:**

SOC_WK 7820 DSM IV Psychopathology	(3)
SOC_WK 7770 Strategies of Clinical Social Work Interventions	(3)

**Policy, Planning & Administration**

SOC_WK 7920 Advanced Foundations of Human Behavior for Administrators	(3)
SOC_WK 7780 Fundamentals of Social Work Administration	(3)

**Summer (Semester 3: 6 credit hours - 3 PH; 3 SW/PH)**

P_HLTH 7150 Principles of Public Health (SW elective)	(3)
STAT 7020 Statistical Methods in Health Science	(3)

**Second Year = 24 credits total (12 PH, 12 SW/PH)**

**Fall (Semester 4: 9 credit hours - 9 PH)**

P_HLTH 8150 Human Health and the Environment	(3)
P_HLTH 8920 Social and Behavioral Sciences in Public Health	(3)
PUB_AF 8170 Public Policy Process and Strategies	(3)

**Spring (Semester 5: 9 credit hours -3 PH; 6 SW/PH)**

P_HLTH 8300 Health Care in the US (SW elective)	(3)
P_HLTH 8420 Principles of Epidemiology	(3)
Approved P_HLTH elective/SOC_WK elective	(3)

**Summer (Semester 6: 6 credit hours - 6 SW/PH)**

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SOC_WK 7971 Graduate Field Practicum I	(3)
P_HLTH 8980 Public Health Internship	(3)

**Third Year = 24 (PP&A students) or 27 credits (clinical students) total (15-18 SW, 3 PH, 6 SW/PH)**

**Fall (Semester 7: 6 or 9 credit hours - 6 clinical SW or 3 PP&A SW; 3 SW/PH)**

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SOC_WK 8953 Evaluative Research in Social Planning and Administration	(3)
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**Plus the following Practice courses from your chosen Concentration - Clinical or PP&A:**

**Clinical:**

SOC_WK ---- Clinical Selective (TBA)	(3)
SOC_WK 8952 Evaluative Research in Social Work	(3)

**Policy, Planning & Administration:**

SOC_WK 8350 Management of a Social Agency	(3)
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**Spring (Semester 8: 12 credit hours - 9 SW; 3 PH)**

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P_HLTH 8120 Applied Epidemiology in Community Assessment	(3)
SOC_WK 8971 Graduate Field Practicum II	(9)

**Summer (Semester 9: 6 credit hours - 3 SW; 3 SW/PH)**

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SOC_WK 8971 Graduate Field Practicum II	(3)
SOC_WK 8970 Professional Practice Seminar <b>OR</b>	
P_HLTH 8970 Capstone Seminar	(3)

## **MU SSW Forms**

<b>Number</b>	<b>Name</b>
MSW 1	Scholarship Application for MSW Students
MSW 2	Release of Information Form
MSW 3	Address Change Form
MSW 4	Learning Plan for SW 7085 (Problems), SW 8955 (Independent Study), and SW 8090 (Research)
MSW 5	Intent to Complete MSW/MPH Dual Degree



MASTER OF SOCIAL WORK

Scholarship Application

To receive consideration for scholarships, students must be accepted into the School of Social Work. Applications must be submitted for each semester of award. Application Deadline: January 15 (for Summer and Fall semesters) and September 15 (for spring semester). When re-applying for scholarships, please update your essay.

Check one:  New or  Continuing MSW Student    **MU Student No. (if applicable):** \_\_\_\_\_

**Full Legal Name:** \_\_\_\_\_

Daytime Phone #: (\_\_\_\_) \_\_\_\_\_ *Last*    Evening Phone #:(\_\_\_\_) \_\_\_\_\_ *First*    E-mail: \_\_\_\_\_ *Middle*

**Current mailing address:** \_\_\_\_\_

**Permanent address:** \_\_\_\_\_ *Street*    \_\_\_\_\_ *City*    \_\_\_\_\_ *State*    \_\_\_\_\_ *Zip*

**Birth Date (optional):** \_\_\_\_\_ *Street*    \_\_\_\_\_ *City*    \_\_\_\_\_ *State*    \_\_\_\_\_ *Zip*

**Semesters and Year you wish to be considered for a scholarship:**

Fall 20\_\_\_\_    Spring 20\_\_\_\_    Summer 20\_\_\_\_

**Date of application submission:** \_\_\_\_\_

**Plan of study:**  Full-Time or  Part-Time    **Anticipated Graduation Date:** \_\_\_\_\_

**In a 500 word statement, describe your professional social work goals. Include any other information about yourself (financial need\*, etc.) that you think would be helpful in making a selection for a scholarship.** This statement should be typed separately and attached. Be certain to address the following questions:

- Describe your most meaningful achievements and how they relate to the profession of social work and your future career goals.
- Why are you a good candidate to receive this award?
- From a financial standpoint, what impact would this scholarship have on your graduate education?
- How have you been financing your college education?

Please visit our website: <http://ssw.missouri.edu/scholarships.html> for the complete list of available scholarships. Students with complete applications will be considered for scholarships. If there are any scholarships that you are particularly interested in, please list them below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**\* FAFSA is required for need-based scholarships:** All scholarships are awarded primarily based on academic merit or potential. However, in some instances demonstrated financial need is considered in addition to academic merit or potential. Where demonstrated need is a criterion, students are required to file the Free Application for Federal Student Aid (FAFSA). FAFSA forms may be obtained from the MU Financial Aid Office, 11 Jesse Hall. The FAFSA may be submitted between January 1 - June 30 each year. Approximately 4 weeks after submitting your FAFSA you will receive a SAR report. **A copy of your FAFSA application and SAR report MUST be stapled to this application to be considered for need-based scholarships.**

**ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED**

## School of Social Work Scholarships

Below is a listing of some of the School of Social Work scholarships that are available.

**Anita L. Hoffman Graduate Fellowship** - Awarded to students pursuing a graduate degree in the School of Social Work.

**Bettyann Dubansky Memorial Scholarship Fund** - Established in memory of Bettyann Dubansky, a former faculty member of the School of Social Work from 1964-1992. Awarded to social work students, with preference given to students with disabilities who are pursuing a social work career working with individuals with disabilities.

**Charles and Wilba Cowger Peace Scholarship** - Established by Charles Cowger, former faculty member and former director of the School of Social Work. Awarded to students enrolled in the Masters of Social Work Program. Recipients must have demonstrated commitment to peace making in all aspects of life from interpersonal to international and invested in developing and maintaining alternatives to violence in civil society in the 21st Century.

**Dr. Colleen Galambos Scholarship** - Established by Dr. Colleen Galambos, current faculty member and previous director for the School of Social Work. This award provides assistance to single mothers who are pursuing undergraduate or graduate degrees in social work at MU. This assistance will be provided to help offset the challenges these individuals face and to give recognition for the courage these individuals demonstrate in pursuing the dream to have a career focused on advancing social and economic justice for all persons.

**Eleanor J. and John W. Watt Scholarship for Social Work** - Established by faculty member, Dr. J. Wilson Watt, in honor of his parents' memory and to increase understanding of and appreciation for gay/lesbian issues. Awarded to doctoral or master's level social work students and is intended to encourage openly gay/lesbian students who are interested in conducting research on gay/lesbian issues. May also be awarded to non-gay/lesbian graduate students who are interested in research service delivery issues for the gay/lesbian population.

**Francis Johnson Memorial Scholarship in Social Work** - Established by Betty Simon and Chris Simon in memory of mother and grandmother, Francis Shields Johnson. This is awarded to graduate students in social work with preference given to non-traditional students who have shown dedication to working with children and helping families.

**Jane Bierdeman Fike Doctoral Fellowship Fund in Social Work** - Established by the former director of social work at Fulton State Hospital and long-time friend of the School in support of the PhD program. Preference shall be given to doctoral students whose research focuses on public mental health services for the chronically mentally ill.

**Jennifer Davenport Undergraduate Scholarship in Social Work** - Established by Drs. Joseph & Judith Davenport in honor of their daughter Jennifer Schroeder. Awards will be for students that have designated social work as their major. The Davenports wanted to cultivate an interest in Social Work with students who are Missouri residents with demonstrated financial need. The scholarship is outlined for Freshman or Transfer students who have earned an Associate degree prior to enrolling at MU.

**Joanne Mermelstein Scholarship in Social Work** - Established by Friends of Dr. Joanne Mermelstein, former faculty member for the School of Social Work. Awarded to graduate students enrolled in the Masters of Social Work Program.

**Joseph and Judith Davenport Scholarship in Rural Social Work** - Established by Dr. Davenport in honor of the School's 75th anniversary of professional accreditation. Student shall be preferably from small towns (less than 20,000) or rural areas. This does not preclude students with an interest in practice, policy or research in rural area from receiving. Recipient shall exhibit academic excellence and shall be a motivated student.



**Dr. Judith A. Davenport Millennium Scholarship Fund in Social Work** - Established by Dr. Davenport's husband, Joseph Davenport, and daughter, Jennifer Kemper, in honor of her eight years as director and continuing service to the School. Awarded to social work undergraduate or graduate students with an interest in mental health. Academic performance, community service, extracurricular activities, financial need and potential for significant contribution to the field of social work should be taken into consideration.

**Mariana Paull Johns Fellowship in Social Work** - Established by Dr. William D. Johns, family members, and friends, in honor of Mariana Paull Johns, who received a Master of Social Work in 1988 at the age of 62. Awarded to social work graduate students who have a demonstrated financial need. Preference shall be given to the non-traditional student.

**Marjorie R. Sable Endowment for Public Health Social Work** - One or more annual scholarship awards may be given to students enrolled in the School of Social Work. Preference given to social work students who demonstrate an interest in public health social work. This includes but is not limited to students who are enrolled in the dual MSW/MPH program, or who are enrolled in the Graduate Certificate in Public Health, or who are doing their practicum in a public health setting.

**Dr. Paul Sundet Scholarship for Policy Planning and Administration** - Established by Dr. Sundet, a former faculty member and researcher for the School of Social Work. This award is for graduate students in Social Work with an interest in pursuing positions within Policy, Planning and Administration related to Social Welfare and Social Services.

**Rintha Mary Carter Social Work Scholarship Fund** - Established by the Estate of Rintha Mary Carter, a 1950 Master of Science in Social Work graduate. Awarded to worthy students in the School of Social Work.

**Stemmons Family Scholarship in Social Work** - Awarded to students pursuing a degree in social work and who have a demonstrated financial need.

**Stanley G. and Sondra S. Remer Scholarship Fund** - Established by the Remers to provide awards to students in the School of Social Work who are members of the MU Association of Christian Social Workers. Awarded to social work students who exemplify the goals of the North American Association of Christians in Social Work in integrating Christian faith and professional social work.

**William Bryan Myers II Memorial Scholarship** - Established by Dr. Clara Louise Myers, a former faculty member, in loving memory of her son. Awarded to social work graduate students who have demonstrated academic promise for superior performance in graduate school and who have a documented financial need.





School of Social Work  
University of Missouri

Release of information Form

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

I hereby give the University of Missouri-Columbia, School of Social Work permission to release to employers/schools information concerning my graduate career at MU.

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Signed by: \_\_\_\_\_ Date: \_\_\_\_\_





School of Social Work  
University of Missouri

**Address Change Form**

*Please Return This Form to 724 Clark Hall*

Because it is often necessary for someone from the School of Social Work to reach you by phone or mail, we are asking that you complete the following form and return it to the Graduate Secretary in 724 Clark Hall. As a follow up please let us know if any future changes in your address or phone number occur. Thank you in advance for your cooperation.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**YOUR STATUS THIS SEMESTER:**

**Full-Time:** \_\_\_\_\_ **Part-Time:** \_\_\_\_\_

**LOCAL ADDRESS:**

**STREET/DRIVE:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE NUMBER (include area code)** **HOME:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**WORK:** \_\_\_\_\_

**PERMANENT ADDRESS:**

**STREET/DRIVE:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE NUMBER (include area code)** **HOME:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**WORK:** \_\_\_\_\_





School of Social Work  
University of Missouri

Learning Plan for SW 7085 (Problems), SW 8955 (Independent Study),  
& SW 8090 (Research)

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Advisor: \_\_\_\_\_

Semester:    FS                      WS                      SS

Check one:     SW 7085    Problems                      Credits: \_\_\_\_\_

SW 8955    Independent Study           Credits: \_\_\_\_\_

SW 8090    Research                      Credits: \_\_\_\_\_

Purpose and description of the project and/or readings:

Rationale for utilizing this mode of instruction:

What requirement is this course designed to fulfill?

Specific tasks and expectations to be accomplished or met by the student and instructor with a calendar for completion (attach additional paper if necessary):

1.	
2.	
3.	
4.	
5.	

**Signatures**

**Student:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**MSW Program Director:** \_\_\_\_\_  
**Carol A. Snively, PhD**

**Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Distribution List:  
 1 copy to student  
 1 copy to instructor  
 1 copy to student's file  
 1 copy to msw program director  
 Revised 8/11/06



MSW 5



**School of Social Work**  
University of Missouri



**Master of Public Health**  
University of Missouri

## **Intent to complete MSW/MPH Dual Degree**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

By checking each item and signing below, I am declaring my intention to complete the MSW/MPH dual degree program at the University of Missouri in Columbia, MO and that I understand what is expected of me in the program.

\_\_\_ I understand that I must apply and be accepted to, both, the Master of Social Work program and the Master of Public Health program in order to complete the MSW/MPH dual degree.

\_\_\_ I have read the MSW/MPH plan of study and understand that I must, strictly, follow this plan of study in order to complete the dual program, successfully.

\_\_\_ I understand that it is my responsibility, as a student, to keep in contact with my dual program advisor and inform him/her of any changes to my program, including but not limited to; adding or dropping a class after classes start, taking a leave of absence from the program, and choosing not to pursue the dual degree after I've started.

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Signature

Date









## GENERALIST AND CONCENTRATION COMPETENCIES

<b>Educational Policy 2.1.1- Identify as a professional social worker and conduct oneself accordingly</b>	
<b>Generalist</b>	Advocate for client access to the services of social work
	Practice personal reflection & self correction to assure continual professional development
	Learn to identify, develop, and maintain professional roles and boundaries
	Demonstrate professional demeanor in behavior, appearance and communication
	Engage in career-long learning
	Use supervision & consultation to develop as a social worker.
<b>Advanced Clinical Social Work</b>	Readily identify as social work professionals
	Demonstrate professional use of self with client(s)
	Understand & identify professional strengths, limitations and challenges
	Develop, manage and maintain therapeutic relationships with clients within the person-in-environment, strengths perspectives
<b>Policy, Planning &amp; Admin.</b>	Readily identify as social work professionals.
	Demonstrate professional use of self with client systems.
	Understand and identify professional strengths, limitations and challenges.
	Develop, manage, and maintain relationships within the person-in-environment and strengths perspective
<b>Educational Policy 2.1.2-Apply social work ethical principles to guide professional practice</b>	
<b>Generalist</b>	Recognize & manage personal values in a way that allows professional values to guide practice.
	Make ethical decisions by applying standards of the NASW Code of Ethics...
	Identify ethical conflicts and select best case outcome despite possible multiple strategies of intervention
	Apply strategies of ethical reasoning to arrive at principled decisions
<b>Advanced Clinical Social Work</b>	Apply ethical decision making to issues specific to clinical social work
	Employ strategies of ethical reasoning to address the use of technology in clinical practice and its effect on client rights
	Identify and use knowledge of relationship dynamics, including power differentials;
	Recognize and manage personal biases as they affect the therapeutic relationship in the service of the clients' well-being
<b>Policy, Planning &amp; Admin.</b>	Apply ethical decision-making skills to issues specific to micro, mezzo and macro social work
	Employ strategies of ethical reasoning to address the use of technology and its effect on client rights
	Identify and use knowledge of relationship dynamics, including power differentials
	Recognize and manage personal biases as they affect organizational relationships
	Employ strategies of ethical reasoning to address deployment and supervision issues

<b>Educational Policy 2.1.3-Apply critical thinking to inform and communicate professional judgments</b>	
<b>Generalist</b>	Distinguish, appraise, and integrate multiple sources of knowledge including research-based knowledge & practice wisdom
	Analyze models of assessment, prevention, intervention, and evaluation
	Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities and colleagues
<b>Advanced Clinical Social Work</b>	Engage in reflective practice
	Identify and articulate clients' strengths and vulnerabilities
	Evaluate, select, and implement appropriate multidimensional assessment, diagnostic, intervention, and practice evaluation tools
	Evaluate the strengths and weaknesses of multiple theoretical perspectives and differentially apply them to client situations
	Communicate professional judgments to other social workers and to professionals from other disciplines in both verbal and written format
<b>Policy, Planning &amp; Admin.</b>	Engage in reflective practice.
	Identify and articulate client/system strengths and vulnerabilities.
	Evaluate, select, and implement appropriate assessment, intervention, and evaluation tools.
	Evaluate the strengths and weaknesses of multiple theoretical perspectives and differentially apply them to client situations.
	Communicate professional judgments to other social workers and to professionals from other disciplines, in both verbal and written format.
<b>Educational Policy 2.1.4-Engage diversity and difference in practice</b>	
<b>Generalist</b>	Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
	Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
	Recognize and communicate their understanding of the importance of difference in shaping life experiences; and
	View themselves as learned and engage those with whom they work as informants.
<b>Advanced Clinical Social Work</b>	Research and apply knowledge of diverse populations to enhance client well-being
	Work effectively with diverse populations
	Identify and use practitioner/client differences from a strengths perspective
<b>Policy, Planning &amp; Admin.</b>	Research and apply knowledge of diverse populations to enhance client wellbeing.
	Work effectively with diverse populations.
	Identify and use diversity from a strengths perspective.

<b>Educational Policy 2.1.5- Advance human rights and social and economic justice</b>	
<b>Generalist</b>	Understand and can identify and articulate the forms and mechanisms of oppression and discrimination.
	Advocate for human rights and social and economic justice
	Engage in practices that advance social and economic justice
<b>Advanced Clinical Social Work</b>	Use knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide treatment planning & intervention
	Advocate at multiple levels for mental health parity and reduction of health disparities for diverse populations
<b>Policy, Planning &amp; Admin.</b>	Use knowledge of the effects of oppression, discrimination, and historical trauma on client systems to guide program planning and interventions.
	Advocate at multiple levels for reduction of social, economic, and health disparities for diverse populations.
<b>Educational Policy 2.1.6-Engage in research-informed practice and practice-informed research</b>	
<b>Generalist</b>	Utilize empirically based conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
	Evaluate and integrate multiple sources of knowledge, including research based knowledge, to inform practice.
<b>Advanced Clinical Social Work</b>	Use the evidence-based practice process in clinical assessment and intervention with clients
	Participate in the generation of new clinical knowledge, through research and practice
	Use research methodology to evaluate clinical practice effectiveness and/or outcomes
<b>Policy, Planning &amp; Admin.</b>	Use the evidence-based practice process in practice/program assessment and intervention
	Participate in the generation of new knowledge, through research and practice
	Use research methodology to evaluate practice/program effectiveness and/or outcomes
<b>Educational Policy 2.1.7-Apply knowledge of human behavior and the social environment</b>	
<b>Generalist</b>	Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation
	Critique and apply knowledge to understand person and environment
<b>Advanced Clinical Social Work</b>	Synthesize and differentially apply theories of human behavior and the social environment to guide clinical practice
	Use bio-psycho-social-spiritual theories and multiaxial diagnostic classification systems in formulation of comprehensive assessments
	Consult with medical professionals, as needed, to confirm diagnosis, and/or to monitor medication in the treatment process.
<b>Policy, Planning &amp; Admin.</b>	Synthesize and differentially apply theories of human behavior and the social environment to guide macro practice
	Use macro theories in formulation of comprehensive assessments
	Use supervision and consultation with other professionals, as needed, to guide macro practice



<b>Educational Policy 2.1.8-Engage in policy practice to advance social and economic well-being and to deliver effective social work services</b>		
<b>Generalist</b>		Analyze, formulate, and advocate for policies that advance social well-being;
		Collaborate with colleagues and clients for effective policy action
<b>Advanced Clinical Social Work</b>		Communicate to stakeholders the implication of policies and policy change in the lives of clients
		Use evidence-based practice and practice-based evidence in advocacy for policies that advance social and economic well-being
		Advocate with and inform administrators and legislators to influence policies that impact clients and service
<b>Policy, Planning &amp; Admin.</b>		Communicate to stakeholders the implication of policies and policy change in the lives of clients
		Use evidence-based practice and practice-based evidence in advocacy for policies that advance social and economic well-being
		Advocate with and inform administrators and legislators to influence policies that impact clients and service
<b>Educational Policy 2.1.9-Respond to contexts that shape practice</b>		
<b>Generalist</b>		Understand influence of changing populations, technological developments, and emerging societal trends to provide relevant services.
		Engage in promoting sustainable changes in service delivery and practice to improve quality of services.
<b>Advanced Clinical Social Work</b>		Assess the quality of clients' interactions within their social contexts
		Develop intervention plans to accomplish systemic change
		Work collaboratively with others to effect systemic change that is sustainable
<b>Policy, Planning &amp; Admin.</b>		Assess the quality of client interactions within the social context
		Develop program/interventions to accomplish systemic change
		Work collaboratively with others to effect systemic change that is sustainable
<b>Educational Policy 2.1.10-Engage, assess, intervene and evaluate with individuals, families, groups, organizations and communities</b>		
<b>Generalist</b>	Engage:	Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.
		Use empathy and other interpersonal skills.
		Develop a mutually agreed on focus for work and desired outcomes.
	Assess:	Collect, organize and interpret client data
		Assess client strengths and limitations
		Develop mutually agreed-on intervention goals and objectives
		Select appropriate intervention strategies
	Intervene:	Initiate actions to achieve organizational goals
		Implement prevention interventions that enhance client capacities
		Help clients resolve problems
		Negotiate, mediate, and advocate for clients
		Facilitate transitions and endings
	Evaluate:	Social workers critically analyze, monitor, and evaluate interventions.

**Educational Policy 2.1.10, continued**

<b>Advanced Clinical Social Work</b>	Engage:	Develop a culturally responsive therapeutic relationship
		Attend to the interpersonal dynamics and contextual factors that both strengthen and potentially threaten the therapeutic alliance
		Establish a relationally based process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes
	Assess:	Use multidimensional bio-psycho-social-spiritual assessment tools
		Assess clients' readiness for change
		Assess client coping strategies to reinforce and improve adaptation to life situations, circumstances, and events
		Select and modify appropriate intervention strategies based on continuous clinical assessment
		Use differential and multiaxial diagnoses
	Intervene:	Critically evaluate, select, and apply best practices and evidence-based interventions
		Demonstrate the use of appropriate clinical techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed
		Collaborate with other professionals to coordinate treatment interventions
	Evaluate:	Contribute to the theoretical knowledge base of the social work profession through practice-based research
		Use clinical evaluation of the process and/or outcomes to develop best practice interventions for a range of bio-psycho-social-spiritual conditions
<b>Policy, Planning &amp; Admin.</b>	Engage:	Develop culturally responsive relationships
		Attend to interpersonal dynamics and contextual factors that both strengthen and potentially threaten alliances
		Establish a relationally based process that encourages individuals/groups to be equal participants in the establishment of intervention goals and expected outcomes
	Assess:	Use multidimensional sources of data and assessment tools
		Assess system readiness for change
		Assess system functioning/strategies that reinforce and improve adaptation to social contexts
		Select and modify appropriate intervention strategies based on continuous macro assessment
	Intervene:	Critically evaluate, select, and apply best practices and evidence-based interventions
		Demonstrate the use of appropriate micro and macro techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed
		Collaborate with other professionals to coordinate programs/interventions
	Evaluate:	Contribute to the theoretical knowledge base of the social work profession through research
		Use macro evaluation of the process and/or outcomes to develop best practice interventions