

**Master of Social Work Program Handbook**



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

**Fall 2018 | Spring 2019 | Summer 2019**

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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, gender identity and expression, 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 Human Resource Services, University of Missouri-Columbia, 1095 Virginia Ave., Room 101, 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.

## **MSW Program Goals and Objectives**

### **Generalist Goals and Objectives**

Goal 1: Prepare social 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 1-9).

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 & 3)

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 1 & 4).

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 (Competency 1-9).

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 (Competency 2 & 3).

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 (Competency 1 & 4).

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 (Competency 1-9).

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 (Competency 2 & 3).

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 (Competency 1 & 4).

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 21 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 30 credit hours and focuses on the develop-

ment 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 on the next page.



## COURSE LIST

### Foundation Courses

7000 Professional Social Work Practice	1 credit
7710 Social Policy and Service Delivery in Social Work	3 credits
7720 Foundations of Human Behavior	3 credits
7730 Social Work Skills	3 credits
7740 Large Group Theory	2 credits
7760 Social Justice Seminar	2 credits
7952 Research Methods and Design in Social Work	3 credits
7971 Graduate Field Practicum I	4 credits
<hr/>	
	Total = 21 credits

### Elective Courses

----- Elective	3 credits
----- Elective	3 credits
----- Elective**	3 Credits
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	Total = 6-9 credits

### Concentration Courses: Clinical

----- Advanced Clinical Selective ( <i>choose 1 from those offered</i> ) *	3 credits
7770 Strategies of Clinical Social Work Intervention	3 credits
7820 DSM V & Psychopathology: A Social Work Perspective	3 credits
8953 Evaluative Research	3 credits
8970 Integrative Professional Practice Seminar	3 credits
8971 Graduate Field Practicum II	12 credits
<hr/>	
	Total = 27 credits

### Required Crossover Course: Clinical

7780 Fundamentals of Social Work Administration	3 credits
<hr/>	
	Total = 3 credits

### Concentration Courses: Policy, Planning & Administration

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	3 credits
8970 Integrative Professional Practice Seminar	3 credits
8971 Graduate Field Practicum II	12 credits
<hr/>	
	Total = 27 credits

### Required Crossover Course: Policy, Planning & Administration

7820 DSM V & Psychopathology: A Social Work Perspective	3 credits
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	Total = 3 credits

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

\*\* 3<sup>rd</sup> elective is only required for Regular Standing students

## Prerequisites

All Foundation courses are prerequisites for second year concentration courses. The following foundation courses (7000, 7710, 7720, 7730, 7740, 7952) 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.

## Corequisites

Students are required to enroll in and complete 7971 Graduate Field Practicum I (4 credits), a 400 clock-hour practicum, and 7760 Social Justice Seminar (2 credits) at the same time.

Students are also required to enroll in and complete 8971 Graduate Field Practicum II (12 credits), a 680 clock-hour field practicum, and 8970 Professional Practice Seminar (3 credits) at the same time. As an assignment in 8970, students complete an E-Portfolio. The E-Portfolio serves as the student’s capstone project, a substitute for a masters thesis. Students must satisfactorily complete and submit their E-Portfolio in order to pass 8970 and 8971 and graduate from the MSW Program.

For more information about corequisites and grading, please see pages 14-15 for Grading.

## 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).

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 two - 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.

## 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

Online MSW courses are offered through Canvas course management systems (<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.

Students in the online MSW program take all of their courses online except their practicum courses. Students in the on campus MSW program are required to take some of their courses online. Seminar courses (7760 and 8970) are always taken online and some elective courses and some concentration level courses are offered online. The decision to offer an elective or concentration level course online is based on a number of factors including course enrollment, faculty availability and teaching experience, and course scheduling. Student preference is taken into consideration when possible.

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

## **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 online courses.

## Course Descriptions

### **SOC WK 7000 Professional Social Work Practice (1).**

This course introduces the social work profession within a historical and contemporary context, provides an overview of key concepts, standards and regulations, and assists students in examining personal and professional values and ethics related to practice.

### **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 7230 Integrative Behavioral Health Clinic (3).**

This is an elective course devoted to assessment, intervention and research with under-served individuals, couples, groups and families. This course is facilitated as a skills-training laboratory. Intervention methods will be applied to clients coping with major life stressors and relational problems. Students should leave this course with increased confidence in their ability analyze patterns, assess, and intervene using diverse clinical methods. Prerequisites: Master of Social Work students only. Counts as an elective course.

### **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 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). Covers history of the domestic violence movement, intimate partner violence theories and data, legislative and organizational policy issues, and intervention models for practice with individuals who have experienced domestic violence including co-occurring issues such as trauma. Prerequisite: graduate standing; Counts an elective.

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

This course explores the intersection of human services, law, and policy. It explores how law shapes services directed at children, families, women, and racial and sexual minorities. Students learn to work with legal professionals, prepare for proceedings, and avoid malpractice. 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 an elective.

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

An overview of military culture, resilience, challenges, and behavioral health needs of military personnel and veterans. Content draws on theories and research relevant to this population. Counts as 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 7760 Social Justice Seminar (2).**

Provides integrative learning experience in social work practice in foundation level social work practice focusing on social and economic justice experiences in field practicum. Prerequisites: graduate standing; consent required. Co-requisite: 7971; 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; PP&A concentration course, Clinical required crossover course.

**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 V), and historically oppressive categorizations. Prerequisites: graduate standing in social work; Clinical concentration course, PP&A required crossover course.

**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 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, 7740, 7952; Co-requisite: 7760; Foundation level course.

**SOC WK 8010 Child Abuse and Neglect Assessment and Intervention (3).**

In-depth exploration of identification of and interventions with abused/neglected children and their families. Examines roles for social work with both victims and perpetrators. Examines how environmental factors affect successful intervention. Counts as an elective.

**SOC WK 8020 Social Work in Schools (3).**

The course focuses on the etiology and development of child and adolescent educational, social, emotional, and behavioral health disorders encountered, identified and treated in school settings. Educational disabilities and related policies and the interdisciplinary nature of school settings will be highlighted. Counts as an elective.

**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 8080 Introduction to Dialectical Behavioral Therapy Practice (3)**

This course is an introduction to the theory, concepts and practice of Dialectical Behavioral Therapy, an evidence-based practice to form a cognitive-behavioral treatment. There will be an emphasis on application methods across settings that a social worker may use to work with clients with pervasive emotion dysregulation as well as other difficult to treat clients where other forms of treatment have not been effective. Prerequisites: Graduate standing in Social Work & SW7770 Strategies of 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 8240 Social Policy for Older Adults (3)**

This course will examine social policies at the local, state, and federal level that impact older adults. Students will explore and appraise needs, values, ageism, and human rights as they pertain to perspectives about social policies for older adults. The course will highlight aging and social policy challenges related to diverse and special needs of older adults. 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 8953 Evaluative Research (3)**

Develop ability to systematically evaluate effectiveness of intervention strategies designed to produce positive change in clients' environment and/or cognitive, affective and behavioral functioning. Prerequisite: graduate standing in social work and 7952.

**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 an 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 (12).**

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 4 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.

**Please note:** If you have **criminal history**, including misdemeanor or felony, your practicum placement will be affected. Please know this is a risk you assume and your choices of practicum placements may be severely limited. This means there might not be a placement available or the placement(s) you desire may not be an option. The Field Education Office attempts placements for all students but cannot change agency policy regarding acceptance of students with a criminal history. The date and type of offense both figure heavily into placement options (the more recent the offense the less likelihood of acceptance by agencies). The student must be aware that he/she will need to accept the placement available regardless of student preference or career plans or the student may have to delay practicum until an accepting agency is available.

In addition, please be aware that, depending on the offense, your ability to become licensed may also be affected. For additional information regarding licensure you can contact the Missouri Division of Professional Registration at <http://pr.mo.gov/socialworkers.asp> or contact them by phone at 573.751.0885.

Students will be required to subscribe to a web-based program, Taskstream, to complete all field practicum paperwork (a one year subscription for advanced standing students and a two-year subscription for regular standing students). Currently, the School of Social Work is paying the fee that is associated with the Taskstream subscription. The program will require that you sign a FERPA waiver giving permission to share your personal information with faculty members, field instructors and faculty liaisons with an educational need to know.

Field practicum hours must be completed during regular work hours; Monday - Friday, 8:00am - 5:00pm.

## 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 and is considered the capstone project for the MSW program. As such, the portfolio is a substitute for a master's thesis or comprehensive exam. 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 STUDY**

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 (MSW4) 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 Gerontological Social Work**

Gerontological social work is one of the fastest growing fields within the profession, with a 25-34% job growth in the past decade. Therefore, the demand for social workers who have specialized training in working with older adults is very high. This certificate program is designed to help train the next generation of geriatric social work practitioners. Individuals enrolled in this certificate program will build knowledge and expertise in working with older adults and their families in a variety of settings that serve the aging population. This program offers an interdisciplinary emphasis, as social workers often work on large, interdisciplinary teams on behalf of their older clients. In addition, this program also focuses on building awareness of aging policies and services, as well as advocacy of older adults.

As a result of earning this Graduate Certificate in Gerontological Social Work, students enrolled in an MSW program as well as practicing social workers who hold a BSW or MSW degree can expect enhanced employability in the field.

For more information about the Graduate Certificate in Gerontological Social Work , please visit: [http://sww.missouri.edu/msw\\_certificates3.html](http://sww.missouri.edu/msw_certificates3.html)

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

Full-time, regular standing students 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 26 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 79 credit hours, with 51 of those being discipline specific (18 MPH and 33 MSW) and 28 credits shared between the two programs. Students will complete both degree programs in 7 semesters, including one summer session. Please see our sample plans of study.

For more information about the MSW/MPH Dual Degree Program, please visit: [http://sww.missouri.edu/msw\\_dual.html](http://sww.missouri.edu/msw_dual.html)

## **ENROLLMENT IN ELECTIVE AND CLINICAL SELECTIVE COURSES**

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.

## **COURSE TRANSFER**

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, 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 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 Student Support Specialist at [nullc@missouri.edu](mailto:nullc@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.

## **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.

## **COURSE WAIVERS**

Students who qualify for advanced standing receive a waiver of the Foundation content with the exception of Soc\_ Wk 7952: Research Methods in Social Work.

## **GRADING**

Graduate students' grades in all courses counting toward an advanced degree may be reported as: A +/-, B +/-, and C +/- . Faculty members are not required to use a plus/minus grading scale; that decision should be based on the faculty member's evaluation of student performance and/or policies of their academic program. Grade point averages are calculated 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). The Graduate School considers grades of C+, C and C- as passing grades; however, grades in the C range may not be acceptable for specific programmatic requirements and may result in the student being unable to maintain a 3.0 cumulative average.

No D grade may be awarded to a graduate student, and a grade of F means the work has not satisfied the minimum requirements of the course. W denotes withdrawn passing and does not affect a student's grade point average.

## **GRADES OF “C”**

A student who receives a “C” grade in any foundation level, concentration level or required crossover MSW course must repeat that course. This could delay graduation for up to one year.

If the course where a grade of “C” is earned is part of a course sequence (where one class is a prerequisite to another course), that course must be repeated, and at least a “B” grade must be earned, prior to taking any further course work in that sequence in the MSW program. For example, if you earned “C” in any beginning concentration course (SW7770, SW7780, SW7820, SW7920), you would not be able to take any advanced level concentration course until the course where the “C” was earned is repeated and at least a “B” grade is earned in the second attempt.

## **SATISFACTORY/UNSATISFACTORY (S/U)**

Both Graduate Field Practicum courses (SW7971 and SW8971) are graded on a Satisfactory/Unsatisfactory (S/U) basis, only. Grades of S/U do not count in the calculation of a student’s GPA, however, a grade of U in practicum is a failing grade.

## **COREQUISITES**

SW7760/SW7971 and SW8970/SW8971 are corequisite courses in the program. A corequisite course is a course that is required to be taken simultaneously with another.

If the course where a grade of “C” or “U” is earned is a corequisite, both corequisite courses will need to be repeated. For example if you earn a grade of “C” in SW7760 or “U” in SW7971, you would need to repeat both courses even if you earned a grade of “A” or “B” or “S” in the other corequisite course. Likewise, if you earn a grade of “C” in SW8970 or “U” in SW8970 you would need to repeat both courses even if you earned a grade of “A” or “B” or “S” in the other corequisite course.

## **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 Director, 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 Center/Student Success Center; 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 Student Support Specialist. 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 MSW Program Director to develop a plan for degree completion. The advisor will include the degree plan in the student file and notify the Graduate Student Support Specialist 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 Graduate Studies Re-activation form. Forms are available here: <https://gradstudies.missouri.edu/wp-content/uploads/2017/09/reactivation.pdf>. Students will then be required to meet with the MSW Program Director 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 \$65.00 application fee.

## **PART-TIME STUDENTS**

All online students (Regular & Advanced Standing) have part-time status.

Part-Time students enroll in 2 classes per semester, most semesters (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.

The Part-Time MSW Program-Online courses are always held online with the exception of practicum I and II which are delivered in person. Part Time MSW-Online students begin in Summer (Regular Standing) and Fall (Advanced Standing) Semester.

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

## **TECHNOLOGY REQUIREMENTS FOR ONLINE STUDENTS**

Online courses are delivered over the Internet and accessed in a learning management system, Canvas, <http://courses.missouri.edu>.

### **Basic Computer Skills**

Students do not need to be advanced computer users to be successful in the program. However, there are general and basic computer skills needed to be successful in courses to include the ability to:

- 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 or equivalent programs\*\*.
- Access University assigned email daily and reliably.

*\*\*If students use an equivalent program to Microsoft Office, it is important to verify that the Instructor can open student files. Students should check with Instructors for file submission types for assignments.*

## **Basic Computer Specifications**

To have the best experience in an online course, students will need to meet basic computer specifications to fully access their course content and meet course requirements:

Windows or Mac (Desktop PC or laptop)

Reliable High-speed Internet access/Wi-Fi

Speakers (built in\* or external)

Headset, headphones, or ear buds

Microphone (built in\* or external)

Webcam (built in or external)

Java 6 or Higher

2 Internet browsers (IE, Firefox, Safari, Google Chrome)

Note: Two browsers will be needed because some internet browsers only support certain web applications and tools.

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

*\*Students should check the quality of built in speakers and microphones. External devices may provide higher quality for hearing and speaking with faculty/other students via webcam.*

## **Mobile Devices**

There are apps available for Canvas that students may download to access course content via smartphones, tablets, iPhones, and iPads. There may be fees associated for the app download that students will need to pay. These apps are not developed or maintained by the University of Missouri. These apps have different features, and all course content may not be fully accessed. It is important to read the app specifications.

## **Accessing Online Course Content**

All online courses will be delivered through the course management system, Canvas. Canvas can be accessed at <https://courses.missouri.edu>.

## **Video**

Students may view video content in their courses. A good video card is recommended to view videos without delay/interruptions.

## **Written Material**

To access course materials, students will need Microsoft Office or a equivalent program that can open Microsoft Office programs (e.g. Word, PowerPoint) and PDFs (Adobe Acrobat Reader). It is recommended that students use newer versions of programs to fully access material. The University of Missouri provides options for students for some of these programs that can be downloaded for free or at reduced cost.

## **Web/Video Conferencing**

Some courses require students to participate via web/video conferencing tools.

## **Virus Protection and Malware Protection**

Students will share files with Instructors and other students. It is important that students have virus protection and malware protection on their devices. There are free options available for virus and malware protection.

## **OTHER MSW PROGRAM REQUIREMENTS**

### **APA MANUAL/ ACADEMIC INTEGRITY TUTORIAL & QUIZ**

All MSW students are required to participate in an online academic integrity tutorial and quiz, 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. Online MSW students are required to attend a Poverty Simulation near their home, if available.

## **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 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](#).

## **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 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 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 meets with the advisor when necessary. In order to build a mentor relationship, it is recommended that the student contact the advisor to schedule an appointment 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: <https://gradstudies.missouri.edu/wp-content/uploads/2018/03/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.

In most cases, resolution of the academic difficulties through Special Advisement will be attempted before a Student Status Review on academic grade performance will 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 Meetings**

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 as soon as possible after the need arises or the request is made;
- b. The student will be provided an opportunity attend 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.
- d. Depending on the issue of concern, students may be placed on academic probation immediately following a special advisement until the goals outlined in the student's action plan have been met.

## **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 shall not serve on the Student Status Review Committee or 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.

## **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 ten (10) working days 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 student email, specifying delivery receipt and read 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 ten (10) working days following written notification to the student. The ten (10) working days 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 up to 3 individuals (faculty, staff, or peer students) to address the Committee on his/her behalf. These individuals will be invited to attend the meeting to make their comments but will not attend the full Student Status Review session.
7. A student will be able to question any one participating in the proceedings.
8. The procedure for committee meeting includes the following:

## **ADVISOR ROLE**

The role of the advisor in the Student Status Review Committee process is to be an advocate for the student and to monitor compliance with the Student Status Review procedure as delineated in the applicable MSW Student Handbook. The advisor will attend all meetings that the student is required to attend related to the Student Status Review process. If the student Status Review is called by the student's advisor, a substitute advisor will be appointed to play the role of the advisor in the Student Status Review Committee process. The substitute advisor must be a School of Social Work faculty member.

## **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) Questions related to school evidence by student or additional statement by the student (if desired)
- (n) Presentation of student evidence
- (o) Questions related to student evidence by Student Status Review Committee (if desired)
- (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 ten (10) working days 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 ten (10) working days following the hearing.
- (w) Students may appeal the Committee's decision to the Director within ten (10) working days 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 ten (10) working days 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.

#### **FOLLOW UP TO STUDENT STATUS REVIEW COMMITTEE MEETING**

Should a follow up meeting be required to address any requirements related to the student's probation status, the student, student's advisor or substitute advisor, and the members of the Student Status Review Committee will attend the meeting. At the follow up meeting, the student will provide an update on the activities required by the Student Status Review Committee. All probationary requirements must be met before any field practicum planning can occur in a subsequent semester. If the student has not met the requirements related to probationary status, s/he will be dismissed from the program. If any new allegations and/or evidence are received by the committee, a second Student Status Review will be held.

#### **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 telephone. This request must provide evidence

for why the dismissal should be overturned. Within ten (10) working days 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 ten (10) working days 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 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 disagreements/he has with the contents of the minutes.
- (q) The Chair will notify the student in writing of the Committee's decision within ten (10) working days 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 ten (10) working days following the hearing. The Chair will submit the Committee's decision to the Graduate School within ten (10) working days 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: <https://gradstudies.missouri.edu/policy/requests-for-extension-and-appeals-in-graduate-student-progress/>

## **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 MIZZOU STORE)**

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://www.themizzoustore.com/default.aspx?>) 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/>

### **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.

Once accepted into the MSW program, faculty and staff will not email students at any address other than your Mizzou student email. This is in accordance with the Faculty Council Policy (<http://facultycouncil.missouri.edu/handbook/article-11.html>) which states:

“At the beginning of each term, students must provide the Office of the Registrar with their current local and permanent home addresses. They must keep that office informed of any change(s) in either address. The University will also issue official electronic mail accounts to all incoming students. For any official mailings the latest postal address or University electronic mail address will be used, thereby fulfilling the University’s obligation of notification. (updated 6-27-01)”

### **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/>.

### **OFFICE OF GRADUATE STUDIES**

The University of Missouri-Columbia Office of Graduate Studies is located in 210 Jesse Hall. Phone: 882-6311; Website: <http://gradstudies.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: <https://gradstudies.missouri.edu/student-life/student-organizations-relevant-groups/>

### **IDENTIFICATION CARD**

New MU Student ID cards can be obtained in The ID Center, located at the Mizzou Store 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.

Off-campus and Online students can request a student ID here: <http://online.missouri.edu/studentresources/resources/id-card.aspx>

### **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/>

## **PARENTING**

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/>.

## **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: G216 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://sls.missouri.edu/>

## **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 & on-line. 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 CONTACTS**

### **STAFF CONTACTS**

For the most up to date staff contact information, please visit <http://ssw.missouri.edu/staff.html>.

### **FACULTY PROFILES**

For the most up to date information about faculty, please visit the faculty profile page at <http://ssw.missouri.edu/profiles.html>.

## **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. <https://unions.missouri.edu/offerings-by-floor>
- Other Campus buildings: Online reservations <https://ems.missouri.edu/EMSApp/>. 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 to inquire; 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

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

**SOCIAL WORKERS FOR SOCIAL ACTION (SWSA)** is an organization open to all students in the School of Social Work. SWSA aims to create positive and sustainable change by using the Social Work Code of Ethics as a guide for fostering awareness and collaboration to promote social justice within our community. Numerous leadership opportunities are available, and activities are determined by the leadership board each academic year. Past activities have included: voter registration drives, volunteering and fundraising for community organizations, school-wide policy and legislative-related seminars, movie nights, among others. Meetings and activities for the semester will be posted on the [SWSA social media page](#) and the student MSW-L listserv.

**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.

**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.

\*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 website online at [sww.missouri.edu](http://sww.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-SERV ADDRESS:**

Columbia Campus MSW students: [maw-l@po.missouri.edu](mailto:maw-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://sww.missouri.edu/finaid.shtml#scholar> for the entire list of available scholarships.

The Scholarship Application form can be downloaded from the SSW website: [http://sww.missouri.edu/docs/maw\\_scholarship\\_app.pdf](http://sww.missouri.edu/docs/maw_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](http://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 <https://gradstudies.missouri.edu/policy/graduate-assistantships/> 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 Student Support Specialist 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: <https://gradstudies.missouri.edu/funding/assistantships-fellowships/mizzou-graduate-fellowships/>

### **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**

### **STUDENT RESPONSIBILITY TO KNOW ACADEMIC REGULATIONS**

It is each graduate student's responsibility to know and observe all regulations and procedures relating to the program the student is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

### **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 Bd. Min. 12-17-82, Bd. Min. 1-25-90, Amended Bd. Min. 10-16-03, Amended Bd. Min. 11-29-07, Amended Bd. Min. 6-19-14. Amended Bd. Min. 2-5-15).

[390.010 Discrimination Grievance Procedure for Students](#)

#### **SEXUAL HARASSMENT POLICY**

(600.020 Collected Rules and Regulations of the University, Executive Order 40, 4-8-14; Revised 6-19-14; Revised 9-22-14 by Executive Order 41).

[600.020 Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy](#)

#### **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. <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

**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 course 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 Plan of Study (plans of study 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)
4. Items needed for Registration:
  - A. Your Pawprint
  - B. Your Password
  - C. The catalog number and section number of courses you wish to enroll in, (e.g. SW7730 Sec 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 Student Support Specialist, 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 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: 12 credit hours</b>
7952 Research Design in Social Work	(3)
7820 DSM V Psychopathology	(3)
7780 Fundamentals of Social Work Administration	(3)

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

**Clinical:**

7770 Strategies of Clinical Social Work Interventions	(3)
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**OR**

**Policy, Planning & Administration:**

7920 Advanced Foundations of Human Behavior for Administrators	(3)
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**Second Year = 21 credits total**

<b>Fall (Second Year)</b>	<b>Total: 6 credit hours</b>
8953 Evaluative Research	(3)

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

**Clinical:**

--- Clinical Selective (TBA)	(3)
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**OR**

**Policy, Planning & Administration:**

8350 Management of a Social Agency	(3)
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<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, Full-Time – Columbia (39 credit hours) Spring Start**

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

**First Year = 12 credits total**

**Spring (First Year) Total: 12 credit hours**

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7952	Research Design in Social Work	(3)
7820	DSM V Psychopathology	(3)
7780	Fundamentals of Social Work Administration	(3)

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

**Clinical:**

7770	Strategies of Clinical Social Work Interventions	(3)
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***OR***

**Policy, Planning & Administration:**

7920	Advanced Foundations of Human Behavior for Administrators	(3)
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**Second Year = 30 credits total**

**Fall (Second Year) Total: 12 credit hours**

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---	Elective	(3)
---	Elective	(3)
8953	Evaluative Research	(3)

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

**Clinical:**

---	Clinical Selective (TBA)	(3)
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***OR***

**Policy, Planning & Administration:**

8350	Management of a Social Agency	(3)
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**Spring (Second Year) Total: 15 credit hours**

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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**

**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>
7000 Professional Social Work Practice	(1)
7710 Social Policy & Service Delivery in Social Work	(3)
7720 Foundations of Human Behavior	(3)
7730 Social Work Skills	(3)
7740 Large Group Theory	(2)
7952 Research Design in Social Work	(3)

<b>Spring (First Year)</b>	<b>Total: 15 credit hours</b>
7971 Graduate Field Practicum I	(4)
7760 Social Justice Seminar	(2)
7820 DSM V Psychopathology	(3)
7780 Fundamentals of Social Work Administration	(3)

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

**Clinical:**

7770 Strategies of Clinical Social Work Interventions	(3)
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***OR***

**Policy, Planning & Administration**

7920 Advanced Foundations of Human Behavior for Administrators	(3)
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**Second Year = 30 credits total**

<b>Fall (Second Year)</b>	<b>Total: 15 credit hours</b>
--- Elective	(3)
--- Elective	(3)
--- Elective	(3)
8953 Evaluative Research	(3)

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

**Clinical:**

--- Clinical Selective (3)

***OR***

**Policy, Planning & Administration:**

8350 Management of a Social Agency (3)

**Spring (Second Year)**

**Total: 15 credit hours**

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8971 Graduate Field Practicum II (12)

8970 Professional Practice Seminar (3)



**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**

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

___	Elective	(3)
___	Elective	(3)

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

7780	Fundamentals of SW Administration	(3)
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**Plus the following courses from your chosen concentration – Clinical or PP&A**

**Clinical:**

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

**OR**

**Policy, Planning & Administration:**

7920	Foundations of Human Behavior PPA	(3)
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**Summer (First Year)** **Total: 6 credit hours**

7952	Research Design in Social Work	(3)
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**Plus the following course from your chosen concentration – Clinical or PP&A**

**Clinical:**

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

**OR**

**Policy, Planning & Administration:**

7820	DSM V Psychopathology	(3)
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**Second Year= 21 credits total**

**Fall (Second Year)** **Total: 6 credit hours**  
8953 Evaluative Research (3)

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

**Clinical:**  
--- Clinical Selective (3)

**OR**

**Policy, Planning & Administration:**  
8350 Management of a Social Agency (3)

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

**Summer (Second Year)** **Total: 6 credit hours**  
8971 Graduate Field Practicum II (6)



# School of Social Work University of Missouri

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

Regular Standing, Part Time – Online (60 credit hours) Fall start

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

### First Year=18 credits total

<b>Summer (First Year)</b>	<b>Total: 1 credit hour</b>
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7000 Professional Social Work Practice	(1)
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<b>Fall (First Year)</b>	<b>Total: 6 credit hours</b>
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7720 Foundations of Human Behavior	(3)
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7730 Social Work Skills	(3)
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<b>Spring (First Year)</b>	<b>Total: 5 credit hours</b>
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7710 Social Policy & Service Delivery in Social Work	(3)
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7740 Large Group Theory	(2)
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<b>Summer (First Year)</b>	<b>Total: 6 credit hours</b>
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___ Elective	(3)
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### Plus the following course from your chosen concentration – Clinical or PP&A

#### Clinical:

7770 Strategies of Clinical Social Work Interventions	(3)
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or

7820 DSM V Psychopathology	(3)
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#### OR

#### Policy, Planning & Administration:

7820 DSM V Psychopathology	(3)
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### Second Year=21 credits total

<b>Fall (Second Year)</b>	<b>Total: 9 credit hours</b>
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7952 Research Design in Social Work	(3)
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___ Elective	(3)
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___ Elective	(3)
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**Spring (Second Year)** **Total: 6 credit hours**

7780 Fundamentals of Social Work Administration (3)

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

**Clinical:**

7770 Strategies of Clinical Social Work Interventions (3)

or

7820 DSM V Psychopathology (3)

**OR**

**Policy, Planning & Administration:**

7920 Foundations of Human Behavior- PPA (3)

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

7760 Foundations of Social Justice Seminar (2)

7971 Graduate Field Practicum I (4)

**Third Year= 21 credits total**

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

8953 Evaluative Research (3)

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

**Clinical:**

\_\_\_ Clinical Selective (TBA) (3)

**OR**

**Policy, Planning & Administration:**

8350 Management of a Social Agency (3)

**Spring (Third Year)** **Total: 15 credit hours**

8971 Graduate Field Practicum II\* (12)

8970 Professional Practice Seminar (3)

\* May extend to Summer if needed.  
\*\* Class times/dates subject to change



**2015 EPAS COMPETENCIES AND FOUNDATION / CONCENTRATION PRACTICE BEHAVIORS**

<b>Competency 1: Demonstrate Ethical and Professional Behavior</b>	
<b>Generalist</b>	Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
	Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
	Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
	Use technology ethically and appropriately to facilitate practice outcomes; and
	Use supervision and consultation to guide professional judgment and behavior.
<b>Advanced Clinical Social Work</b>	Readily identify as a social work professional;
	Use clinical supervision and consultation to continuously examine professional roles and boundaries, engage in ongoing self-correction, and ensure that practice is congruent with social work ethics and values;
	Apply ethical decision-making skills and frameworks to clinical experiences, while complying with the NASW Code of Ethics and local, state, and federal regulations;
	Utilize critical thinking when applying clinical theories, practice models, and research findings to client systems and circumstances;
	Demonstrate self-awareness of personal culture, values/biases, thinking patterns, and behaviors and reflect on how those impact clients and clinical practice;
	Exhibit an anti-oppressive stance incorporating social work values when engaging with client systems;
	Utilize critical thinking and foundational and advanced clinical practice theories in discussions of clinical case material; and
	Employ strategies of ethical reasoning to address the use of technology in clinical practice and its effect on client rights.
<b>Policy, Planning &amp; Admin.</b>	Identify as a social work macro practitioner with communities and organizations using PP&A specific theory, traditional techniques and new technologies;
	Synthesize multiple frameworks and sources of information to make professional judgements built on best research evidence available, social work expertise, and input from client system, be that an individual, organization or community; and
	Use ethical reasoning to promote human rights and social justice in organizational and community settings where structures, processes and policies oppress staff and/or clients.

<b>Competency 2: Engage Diversity and Difference in Practice</b>	
<b>Generalist</b>	Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
	Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
	Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
<b>Advanced Clinical Social Work</b>	Use clinical supervision to address personal and cultural biases and increase self-awareness;
	Apply the various models of clinical practice in ways that are culturally relevant to diverse and oppressed groups;
	Acknowledge the impact of clients' intersectional issues—race/ethnicity, class, gender, sexual orientation, gender identity, ability status, immigration status, religion, and age—on clients' emotional and physical well-being; and
	Reflect on their own issues of power and privilege and how they impact the therapeutic process.
<b>Policy, Planning &amp; Admin.</b>	Identify, inform and engage diverse constituents in all critical community and organizational processes;
	Engage with and ensure participation of diverse and marginalized communities and organizational constituents in assessing, planning, implementing and monitoring interventions; and
	Apply an equity lens to planning, decision-making, and resource allocation to ensure equitable policies and programs that address disparity, inequity, and privilege in services and systems.

<b>Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice</b>	
<b>Generalist</b>	Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
	Engage in practices that advance social, economic, and environmental justice.
<b>Advanced Clinical Social Work</b>	Utilize lenses of social justice, including aspects of identity and social location that may marginalize clients and/or contribute to their inequitable distribution of social and economic resources;
	Use knowledge of the historical and current effects of oppression, discrimination, and trauma on client systems to guide treatment planning and intervention;
	Critically assess the availability of basic environmental resources and help individuals, families, groups, and communities to develop mechanisms to advocate for and maintain these environmental resources; and
	Advocate at multiple levels for equitable distribution of all social/economic resources, social services, mental health parity, and reduction of health disparities for diverse populations.
<b>Policy, Planning &amp; Admin.</b>	Utilize specific principles drawn from local, state, national and/or international professional standards to eliminate social, economic and environmental injustice within communities, organizations, institutions and society;
	Advocate for policies that promote social and economic justice via more equitable distribution of resources and for sufficient resources to effectively implement such policies; and
	Pursue effective and efficient delivery of social services in organizations to ensure marginalized populations have adequate access to sufficient resources.

<b>Competency 4: Engage In Practice-informed Research and Research-informed Practice</b>	
<b>Generalist</b>	Use practice experience and theory to inform scientific inquiry and research;
	Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
	Use and translate research evidence to inform and improve practice, policy, and service delivery.
<b>Advanced Clinical Social Work</b>	Seek and critically appraise current advances in clinical theory, evidence-informed practice, and evidence-based practice in social work and related helping professions;
	Discern among various assessments, interventions, and evaluation tools for use with diverse populations;
	Use practice experience and knowledge of the research literature to critically analyze the strengths and limitations of various direct practice interventions (i.e., evidence-based practice); and
	Utilize research methodologies and practice theories to generate and disseminate clinical knowledge.
<b>Policy, Planning &amp; Admin.</b>	Utilize theories of community and organizational behavior in assessment and analysis of macro interventions;
	Critically assess multiple research sources to develop, implement, and evaluate practices likely to improve community and organizational well-being;
	Integrate constituents and stakeholders in evaluation of macro-system interventions;
	Advance research that is participatory and inclusive of the community and organizational constituencies with whom they practice; and
	Advocate for the advancement of evidence-based social work practice and/or evaluate current practice to inform future practice.

<b>Competency 5: Engage in Policy Practice</b>	
<b>Generalist</b>	Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
	Assess how social welfare and economic policies impact the delivery of and access to social services; and
	Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
<b>Advanced Clinical Social Work</b>	Identify agency, community, state and federal policies/laws that impact client well-being, analyze their impact on clients, address the unintended consequences of policies/laws, and communicate those consequences to stakeholders; and
	Engage in and advocate for political action to inform legislators and policymakers of the ways in which unjust policies/laws affect marginalized and other populations whom they serve.
<b>Policy, Planning &amp; Admin.</b>	Analyze policies from historical, current, and global perspectives with particular understanding of the role of social, economic, and political forces on policy formulation, and the implications for less powerful groups;
	Actively engage in the policy arena on behalf of community and organizational interests, working in collaborative efforts to advance policies that improve the effectiveness of social services and the well-being of people, especially for the most vulnerable;
	Advocate for policy change within organizations to improve client well-being and better serve community interests;
	Engage in education, negotiation, and/or mediation to promote policies that improve the social, economic, political and environmental conditions of individuals, families and communities; and
	Support organizations that ethically and effectively work for the improved well-being of individuals, families and communities.

<b>Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities</b>	
<b>Generalist</b>	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
	Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
<b>Advanced Clinical Social Work</b>	Demonstrate an ecological understanding of bio-psycho-social difficulties and strengths, and incorporate this understanding into client engagement;
	Reflect upon and understand how members of oppressed groups—people of color, people with varying sexual orientation and gender identities, people with different abilities, people with severe and persistent mental illness—may require different methods of engagement; and
	Identify ways to enhance collaboration with clients and promote their empowerment, seek their input and feedback, and encourage them to provide feedback to other members of the treatment team.
<b>Policy, Planning &amp; Admin.</b>	Engage with community constituencies and stakeholders, as well as the organizations that serve them to assess and analyze capacities, strengths, and needs;
	Demonstrate leadership in working with organizations, communities and community-based organizations;
	Engage in collaborative strategies among nonprofit, public, and private organizations;
	Engage in organizational development; and
	Use appropriate technologies to overcome geographic and other barriers to full participation.

<b>Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities</b>	
<b>Generalist</b>	Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
	Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
	Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
<b>Advanced Clinical Social Work</b>	Demonstrate an ecological understanding of bio-psycho-social difficulties and strengths, and incorporate this understanding into client assessment;
	Select, modify and adapt, and evaluate clinical assessment and approaches depending on the needs and social characteristics of clients and current empirical evidence;
	Assess how issues of privilege, social injustice, and inequities in access to resources play a role in client difficulties and how they affect the assessment process;
	Reflect on their own issues of power and privilege and how they impact the assessment process; and
	Utilize knowledge from the DSM-5 to assess individuals, families, or groups; synthesize assessment information; and communicate diagnostic impressions with appropriate audiences.
<b>Policy, Planning &amp; Admin.</b>	Use multiple data sources to assess population needs, recognize power dynamics, map assets, and review existing program outcomes to identify service gaps or overlaps, including gaps in relevant data;
	Apply theoretical frameworks to assess and analyze the task domain of organizations and communities;
	Analyze organizational and/or community budgets and financing mechanisms to assess monetary resources; and
	Make use of technologies that allow easy collection of data for basic organizational or community asset mapping and needs assessment.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

<b>Generalist</b>	Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
	Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes; and
	Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and facilitate effective transitions and endings that advance mutually agreed-on goals.
<b>Advanced Clinical Social Work</b>	Demonstrate an ecological understanding of bio-psycho-social difficulties and strengths, and incorporate this understanding into client intervention;
	Critically evaluate, select, and apply best practices, evidence-based interventions, theory, and research;
	Exhibit flexibility by shifting perspectives and interventions to suit the needs of clients, while recognizing that the multi-faceted assessment drives the selection of appropriate interventions; and
	Intervene effectively with individuals, families, and groups, while eliciting client feedback, knowing when to modify approaches, and collaborating with other professionals to coordinate treatment interventions.
<b>Policy, Planning &amp; Admin.</b>	Provide leadership for effective, ethical interventions and/or positive cultural climates to improve the well-being of individuals, families, organizations, and communities; and
	Collaborate to strategically plan and prioritize organizational and community change to improve social, economic, political and environmental well-being.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, & Communities**

<b>Generalist</b>	Select and use appropriate methods for evaluation of outcomes;
	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
	Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
	Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.
<b>Advanced Clinical Social Work</b>	Demonstrate an ecological understanding of bio-psycho-social difficulties and strengths, and incorporate this understanding into client evaluation;
	Select and use appropriate methods for evaluation of intervention outcomes;
	Critically analyze, monitor, and evaluate interventions, clinical processes, outcomes, and client satisfaction within a single case design, program evaluation, or community evaluation; and
	Demonstrate cultural responsiveness to evaluation.
<b>Policy, Planning &amp; Admin.</b>	Demonstrate understanding of indicators measuring well-being in communities and organizations, including their limitations;
	Disseminate all outcomes of evidence-informed interventions to help understand when and why interventions hinder or improve human well-being;
	Make use of technological and scientific advancements that contribute to efficient and current evaluation practices; and
	Facilitate the work of community members as they outline clear goals, process and outcome objectives, strategies, and tactics that make ongoing evaluation an easy and integral part of their planning process.

