Master of Social Work Program
Graduate Student Handbook

2007-2008
Revised January 31, 2008

Department of Social Work
College of Social and Behavioral Sciences
Minnesota State University, Mankato
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http://sbs.mnsu.edu/socialwork/graduate/

Students should also refer to the College of Graduate Studies and Research Graduate Bulletin to obtain information about Graduate Education at Minnesota State University, Mankato.
Welcome to the Department of Social Work

Dear MSW Students:

We are pleased that you have selected Minnesota State University, Mankato to pursue your Master of Social Work degree. As a new MSW degree granting program we are committed to providing you with a high quality social work education that will prepare you for advanced generalist practice with an emphasis on rural and small communities.

The Department is working to ensure that all Council on Social Work Education accreditation standards are achieved as we work towards full accreditation in October of 2010. We will keep you fully informed of our efforts, status, and achievements as we work towards accreditation.

We are pleased to present you with your Student Handbook. Please thoroughly read your handbook. You will find information that outlines your rights, as well as your obligations as a student. As a new MSW Program, we are aware that there may be some programmatic and policy areas that we will wish to add or revise as the implementation of the program moves forward. We will keep you informed regarding any policy changes, additions, or deletions.

The Social Work faculty and staff want you to be successful in your academic endeavors and encourage you to seek guidance and clarification if you have questions or concerns regarding the program. You have been assigned an advisor to provide consultation through the MSW Program. We strongly encourage you to work with your advisor to help with academic and professional issues.

We wish you great success as a graduate student in our MSW Program.

Nancy M. Fitzsimons, MSW, PhD
MSW Program Director

William A. Anderson, MSW, PhD, LISW
Chair, Department of Social Work
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Faculty profiles are available on the Department website at: [http://sbs.mnsu.edu/socialwork/faculty/](http://sbs.mnsu.edu/socialwork/faculty/)

## College of Social and Behavioral Sciences

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CSWE Accreditation

This is a new MSW Program which will not be fully accredited by the Commission on Accreditation (COA), Council on Social Work Education (CSWE) until October of 2010. This has implications for students completing this program. In order to become a licensed graduate or independent social worker (LGSW, LISW), or an independent clinical social worker (LICSW) in the State of Minnesota, a student has to graduate with the MSW from a program that is accredited by CSWE. New programs can not be immediately accredited and have to submit to a standard set of reviews before earning that designation. Initially, this program was in “Pre-Candidacy” status. In October of 2007 the Program was granted “Candidacy”. The Program will remain in “Candidacy” until accreditation is conferred upon the program by the COA. CSWE requires that before accreditation is conferred upon a program, student learning outcomes and other program objectives must be assessed. Upon the MSW Program’s successful completion of the full process, accreditation status is applied retroactively to previous program graduates, who can then become licensed if they meet all other requirements of the licensing board.

Updates on the status of the program’s progress in obtaining accreditation will be posted on the Department’s website http://sbs.mnsu.edu/socialwork/. For more information on accreditation contact CSWE at http://www.cswe.org/CSWE/.

Revised: December 10, 2007

Social Work Licensure

The state licensing laws for graduate-level social work practice vary. In general, social workers must graduate from a CSWE accredited program in order to be eligible to take the graduate-level licensure exam. Graduates from a MSW program in candidacy are retroactively considered to have graduated from an accredited program once accreditation is granted by the CSWE Commission on Accreditation (COA). Graduates from the MSW Program at Minnesota State Mankato will be eligible to take the licensed graduate social work (LGSW) exam upon completion of the program.

During the spring 2007 Minnesota Legislative Session a law was passed to allow temporary licensure to practice social work while awaiting the decision about the applicant's social work degree program accreditation, provided the graduate meets other licensure requirements. These requirements include successful completion of the MSW degree and passing the ASWB exam. Under this legislation, a master's level graduate in Minnesota would be eligible to receive a 12-month temporary license at the Licensed Graduate Social Work (LGSW) level. The temporary license can be extended at the discretion of the Board of Social Work.

For more information on social work licensing in Minnesota contact the State of Minnesota Board of Social Work at http://www.socialwork.state.mn.us/.

Revised: December 10, 2007
Department of Social Work
Mission Statement

The Department of Social Work at Minnesota State University, Mankato promotes learning to prepare students to become social workers who practice with competence and integrity at the generalist (BSSW) and advanced generalist (MSW) levels. The Department supports and enhances the work of social service agencies through consultation, scholarship, research, leadership, and other service activities. The Department affirms its commitment to practice with individuals, families, groups, organizations, and communities, with an emphasis on small and rural areas, by enhancing human well-being, promoting social justice, and alleviating poverty and oppression for all members of our diverse society within its global context.

Adopted: June 9, 2006

Goals and Objectives of the MSW Program

The Goals and Objectives of the MSW Program are:

1. To prepare competent and effective graduates to be advanced generalist social work practitioners with individuals, families, groups, organizations and communities, emphasizing the small and rural community context.

   1.1 Apply critical thinking skills within the context of professional social work practice.

   1.2 Apply the knowledge and skills of a generalist social work perspective to micro, mezzo and macro practice.

   1.3 At micro, mezzo, and macro levels evaluate research studies, apply research findings to practice, and evaluate practice interventions.

   1.4 Practice without discrimination, with respect, and with knowledge and skills related to clients’ age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.

   1.5 Use communication skills differentially across client populations, colleagues, and communities.

   1.6 Function within the structure of organizations and service delivery systems.

   1.7 Use supervision and consultation appropriate to social work practice.

   1.8C Apply critical thinking skills to differentially analyze both direct and indirect practice situations.

   1.9C Develop, implement, and evaluate theoretically-grounded, evidence-based interventions within the context of the practice setting.
1.10C Develop skills and differentially apply strategies for effective leadership in both direct and indirect practice.

2. To prepare graduates who apply and promote at an advanced level the values, ethics, theories, and perspectives of the social work profession.

2.1 Understand and interpret the history and contemporary structures and issues of the social work profession.

2.2 Understand and apply frameworks and theories of human behavior in the social environment supported by empirical evidence.

2.3 Understand and apply the value base of the profession and its ethical standards and principles.

2.4C Critically analyze values and ethics for application in complex and ambiguous practice situations, emphasizing the small and rural community context.

2.5C Critically analyze and apply frameworks and theories for an understanding of rural perspectives and system interactions.

3. To prepare graduates who promote at an advanced level social and economic justice in a diverse society within a global context.

3.1 Understand the forms and mechanisms of oppression and discrimination and apply social change strategies that advance local, national and global social and economic justice.

3.2 Understand and analyze social welfare policies and issues within their historic and contemporary context.

3.3C Critically analyze policy issues impacting small and rural communities.

3.4C Develop strategies for effective policy and macro systems change that are consistent with the values of the social work profession and reflect an understanding of the context of the practice setting.

4. To promote scholarship, professional development, and community involvement of faculty and graduates within the local, region, state and global communities.

4.1 Contribute to the profession through scholarship that advances the social work profession and the provision of social welfare services.

4.2 Engage in service that enhances societal well-being.

4.3 Participate in ongoing development of professional skills and knowledge.

“C” = refers to concentration or second year objectives.

Adopted: June 9, 2006; Revised and Adopted: January 7, 2008
Advanced Generalist Social Work Practice Definition

The MSU, M Masters in Social Work Program is founded on the use of critical thinking skills and differential application of advanced social work knowledge, theories, skills, values and ethics in the assessment of and intervention with micro, mezzo, and macro level systems. While the MSW Program at MSU, M will prepare practitioners for advanced practice in any environment, special emphasis will be placed on small and rural communities.

The advanced generalist curriculum
- Builds on a generalist foundation and integrates advanced knowledge, theories, skills, values and ethics
- Increases the depth and breadth for practice from a multi-method, multi-level, and theoretically grounded perspective
- Supports interventions occurring at micro, mezzo, and macro levels
- Emphasizes the provision of social work services in the small and rural community context
- Provides the capacity for independent evidence-based practice, and
- Provides for the enhancement of the profession through research and evaluation at all levels of practice.

The advanced generalist practitioner
- Is prepared to meet the needs of all clients
- Focuses on ethical practice that ranges from direct practice with individuals, families and groups through indirect practice in organizational administration and change, policy development, and community practice
- Is prepared to assume leadership in both direct and indirect practice settings.

Adopted: June 9, 2006; Revised and adopted: January 7, 2008
MSW CURRICULUM

Requirements for the MSW Degree

The Department has two options for students to complete the MSW Program.

• Students admitted to the **Traditional 2-Year Program** must complete 60 credit hours of graduate course work, including three credit hours of electives and 20 credit hours of practicum/seminar.

• Students admitted to the **Advanced Standing Program** must complete 32 credits hours of coursework, including 2 credit hours of an advanced standing preparation seminar, 3 credit hours of electives and 10 credit hours of practicum/seminar.

Adopted: June 9, 2006
Curriculum Plan – Traditional Program

The MSW Curriculum has been carefully developed based upon our mission, goals, and objectives. We give particular attention to the requirements of our accrediting body (CSWE) as well as the perceived needs of graduate students, as well as requirements of our institution. Students will be required to proceed through the curriculum as it is sequenced below. The Traditional Program is based upon a full-time graduate credit load and does not have a part-time option.

Students in the Traditional (TR) MSW program will be required to complete 60 credits spread over two calendar years, with 11 credits each in fall and spring semesters and 8 credits in the summer semesters. The TR program includes 40 credit-hours of classes and two 10-credit field education placements in a supervised practicum. The placements will run each year from January to July.

Foundation Year (1st Year)

**Fall Semester**
- SOWK 601: Foundations of Generalist Practice I (3 credits)
- SOWK 603: Human Behavior in the Social Environment I (3)
- SOWK 605: Social Welfare Policy and Services (3)
- SOWK 607: Professional Competence Seminar I (2)

**Spring Semester**
- SOWK 611: Foundations of Generalist Practice II (3)
- SOWK 613: Human Behavior in the Social Environment II (3)
- SOWK 615: Foundation Practicum & Seminar I (5)

**Summer Semester**
- SOWK 569: Applied Social Work Research (3)
- SOWK 625: Foundation Practicum & Seminar II (5)

Concentration Year (2nd Year)

**Fall Semester**
- SOWK 651: Advanced Social Work Practice with Individuals (3)
- SOWK 655: Social Welfare Policy Practice (3)
- SOWK 657: Professional Competence Seminar II (2)
- Elective

**Spring Semester**
- SOWK 660: Advanced Social Work Practice with Couples, Families & Groups, (3)
- SOWK 661: Advanced Social Work Practice Administration (3)
- SOWK 665: Advanced Practicum and Seminar I (5)

**Summer Semester**
- SOWK 669: Advanced Social Work Evaluation (3)
- SOWK 675: Advanced Practicum and Seminar II (5)

Adopted: June 9, 2006
Curriculum Plan – Advanced Standing Program

The MSW Curriculum has been carefully developed based upon our mission, goals, and objectives. We give particular attention to the requirements of our accrediting body (CSWE) as well as the perceived needs of graduate students, as well as requirements of our institution. Students will be required to proceed through the curriculum as it is sequenced below. The Advanced Standing Program is based upon a full-time graduate credit load and does not have a part-time option.

Students in the Advanced Standing (AS) MSW program will take 32 credits spread over one calendar year, beginning with a 2-credit seminar in the summer, followed by 11 credits each in fall and spring semesters, and 8 credits in the final summer semester. The AS program includes 22 credit hours of classes and one 10-credit field education placement in a supervised practicum. The placements will run from January to July.

Summer Semester
SOWK 650: Advanced Standing Preparation Seminar (2 credits)

Concentration Year (2nd Year)

Fall Semester
SOWK 651: Advanced Social Work Practice with Individuals (3)
SOWK 655: Social Welfare Policy Practice (3)
SOWK 657: Professional Competence Seminar II (2)
Elective

Spring Semester
SOWK 660: Advanced Social Work Practice with Couples, Families & Groups, (3)
SOWK 661: Advanced Social Work Practice Administration (3)
SOWK 665: Advanced Practicum and Seminar I (5)

Summer Semester
SOWK 669: Advanced Social Work Evaluation (3)
SOWK 675: Advanced Practicum and Seminar II (5)

Adopted: June 9, 2006
MSW Program Course Descriptions

SOWK 569 Applied Social Work Research

This course is designed to enable students to understand the rationale for and application of a variety of quantitative and qualitative research techniques commonly used in advanced generalist social work practice at the graduate level. The content in this course presumes that students are in an applied social service field as all examples and activities will be based on social work practice. Students will become more skilled at reading and critically evaluating research studies, including studies that are designed to empirically test theory, as well as in conducting independent research. Students will understand how issues of diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, are applicable to conducting and evaluating research and to engaging in effective, culturally competent social work practice. Students will also recognize the values, ethical issues, and social and economic justice issues that underlie research in general and social work research in particular. Research at the macro level into community needs and agency effectiveness can provide powerful data needed by populations-at-risk and groups experiencing oppression to change agency and governmental policies in order to promote social and economic justice. Research on practitioner effectiveness at the micro level with individuals and families and at the mezzo level with groups can facilitate client growth and achievement of objectives, as well as ensure that social work practitioners are engaging in effective, evidence-based social work practice.

SOWK 601 Foundations of Generalist Practice I

This course provides foundation knowledge, values and skills for generalist social work practice at the micro level with individuals and families and at the mezzo level with treatment groups. This course provides a basic understanding of the history, purpose, values, scope and focus of the social work profession, emphasizing principles that promote social and economic justice and human well-being. This course introduces students to Strengths, Empowerment, Task-Centered, Problem-Solving, and Family-Centered approaches for evidence-based direct social work practice. Students develop knowledge of and skills to establish and maintain effective helping relationships, emphasizing strategies to promote client empowerment and strengths, effective practice with diverse populations, and to engage in all phases of the helping process, including engagement, assessment, planning, implementation, evaluation and termination. This course also provides students with knowledge of and skills for effective communication and interviewing, with emphasis on application to effective communication with diverse populations. Students will also develop professional writing skills for micro and mezzo level practice.
SOWK 603 Human Behavior in the Social Environment I (HBSE I)

This course introduces systems theories, strengths perspectives, and empowerment theory, which are the primary social work models for understanding the interactions of systems of different sizes. The course explores these and other theories applied to understanding individual and family development across the lifespan and examines how larger systems influence the process of human growth and change. Of particular importance are human diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and the role of oppression in affecting the development of populations-at-risk. The course will provide an overview of human development from birth to old age in the context of family development. Students will learn and critically analyze theories of human development and behavior with consideration of the social, cultural and economic forces and injustices affecting human development and behavior, with an emphasis on populations-at-risk, and the factors that contribute to the enhancement of well-being and empowerment of individuals and families.

SOWK 605 Social Welfare Policy and Services

This course provides an overview of the historical and contemporary social services system and an exploration of the interconnectedness between social welfare policies, social services and social work practice. The course covers three main topic areas. The first area focuses on understanding the social service delivery system, with an emphasis on services for diverse populations, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and populations-at-risk in the United States. The services will be examined in terms of the problems addressed, the societal and social work values that define issues as “problems”, and the values and political perspectives that determine policy choices made to address problems. Some examination of social service delivery systems and policies from other countries will be examined. The second area focuses on understanding the legislative policy-making process. The third area focuses on learning how to analyze social welfare policy from a social work value base and perspective, with an emphasis on social and economic justice. Students will learn and apply a framework for analyzing social welfare policy to a specific policy issue of their choice.

SOWK 607 Professional Competence Seminar I

This course prepares social work graduate students to meet the challenges of advanced generalist social work practice at the micro, mezzo and macro systems levels in an increasingly ethically complicated and diverse world. This course focuses on two broad content areas: 1) social work values and ethics and 2) aspects of diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. Students will learn about the social work values and ethics that guide advanced generalist social work practice, including examining the NASW Code of Ethics. Students will also learn about other international ethical codes. Students will learn how to utilize an ethical-decision making framework for resolving ethical dilemmas encountered in social work practice. Aspects of diversity will be examined, including an exploration of the historical and current
economic, social, cultural and political forces that affect various groups, including recent immigrants and refugees, and impact the utilization of social service delivery systems and social work services. Students will examine models for "culturally competent" advanced generalist social work practice and begin to review the literature pertaining to aspects of diversity in order to enhance their knowledge of and skills in culturally competent evidence-based practice.

**SOWK 611 Foundations of Generalist Practice II**

This course presents foundation knowledge, values and skills for generalist social work practice with task groups, organizations and communities, with an emphasis on rural and small community issues. Because macro level social work practice often entails working with others to achieve desired change, students will enhance their knowledge of and skills in working in task groups. Organizations provide the setting for most social work practice. Social workers practice at all levels within public, private, and not for profit agencies. This course provides an introduction to the knowledge, values, ethics, skills and application of theory needed to understand advanced generalist social work practice within the context of organizations. The course will emphasize community level social work practice, focusing on strategies for community assessment, community development and community change, including changing social welfare and other policies to ensure the well-being of all members of society. SOWK 611 will also examine community development from a global perspective. Students will explore and develop knowledge and skills for conducting community assets and needs assessments, as well as examine strategies for community development and change from the context of rural and small community environments. Students will also examine ethical issues impacting macro level advanced generalist social work practice.

**SOWK 613 Human Behavior in the Social Environment II (HBSE II)**

This course continues the focus on systems theories, the strengths perspective, and empowerment theory developed in SOWK 603 (HBSE I) while expanding the vision to include group and social theories explaining the behavior of larger systems. The course builds on basic concepts of human development across the lifespan and further explores theories applied to groups, organizations, and communities, while simultaneously examining the social forces that affect the relationships between people and their environments. This course broadens the focus to social behavior within the context of groups and macro level theories of organizations and communities. Students will critically analyze theories of human behavior, focusing on implications for evidence-based generalist social work practice with task groups, organizations and communities, especially in rural communities. Macro level theories will be examined in relation to human diversity, populations-at-risk, and social and economic justice. Students will also examine the value base of the social work profession in relation to the theories of organization and community behavior that guide advanced generalist social work practice.
SOWK 615 Foundation Practicum & Seminar I

This course will allow students the opportunity to integrate social work theory and practice knowledge, skills, ethics and values through generalist social work direct practice with individuals, families, groups, organizations, and or communities. In addition, student will apply the social work theory and practice knowledge, skills, ethics and values learned at a foundation level to engage in culturally competent direct social work practice with people representing diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. Each student will work with the field coordinator to locate agencies with opportunities for master's level practice and supervision commensurate with their learning goals. This course is required for all students admitted into the Traditional (2-year) MSW program. Students will be placed in agencies, for a total of 460 hours during spring and summer semesters, that can provide appropriate practice experiences and supervision. Some students may seek a field placement in their place of employment and that is permissible, with approval of both the field coordinator and field supervisor and or the agency administrator, for either the foundation OR the advanced (concentration year) practicum, although significant opportunity must exist for new assignments that support the educational objectives of the student. Students are expected to apply the generalist practice perspective to their experiences with individual clients, families, groups, agencies, and or communities while in their practicum setting. Seminar will provide an additional 27 hours, total, for student opportunities to share with their student colleagues their experiences and challenges for problem-solving, consultation, feedback, and support. Specific foundation objectives will be discussed in the MSW Field Practicum Manual. Students will be expected to actively engage with their field supervisor for at least one hour per week.

SOWK 625 Foundation Practicum & Seminar II

This summer course is a continuation of SOWK 615 Foundation Practicum and Seminar I taken during the preceding spring semester. The courses provide students the opportunity to continue integrating social work theory and practice knowledge, skills, ethics and values through generalist social work direct practice with individuals, families, groups, organizations, and or communities. In addition, students will apply the social work theory and practice knowledge, skills, ethics and values learned at a foundation level to engage in culturally competent direct social work practice with people representing diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. This course is required for all students admitted into the Traditional (2-year) MSW program. Seminar will provide an additional 27 hours, total, for student opportunities to share with their student colleagues their experiences and challenges for problem-solving, consultation, feedback, and support. Specific foundation objectives will be discussed in the MSW Field Practicum Manual. Students will be expected to actively engage with their field supervisor for at least one hour per week.
SOWK 650 Advanced Standing Preparation Seminar

This seminar is required for all students admitted to the Advanced Standing Master of Social Work (MSW) Program at Minnesota State Mankato. Such students have already attained an undergraduate degree in social work from a Council on Social Work Education (CSWE) accredited program, thereby completing their foundation content. This seminar is designed to review and extend these students’ preparation for advanced generalist graduate-level social work, while also building a strong cohort of classmates. The Advanced Standing Preparation Seminar helps students refine their professional self-identity as advanced generalist social workers while ensuring that they are ready to enter the concentration year of the advanced generalist MSW program. The course content will focus on the CSWE foundation areas: 1) Human Behavior in the Social Environment, 2) Social Welfare Policy, with an emphasis on social and economic justice and populations-at-risk 3) Values and Ethics, 4) Diversity distinguished by age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, 5) Micro, Mezzo, and Macro level Practice, and 6) Research. SOWK 650 will also provide students with an introductory orientation to issues impacting advanced generalist social work practice in rural and small communities.

SOWK 651 Advanced Social Work Practice with Individuals

This course provides students with advanced generalist theories, knowledge, values, and skills for competent, ethical and evidence-based direct social work practice with individuals from diverse backgrounds. Students will develop, analyze, integrate and apply social work practice theories to advance their knowledge and skills of comprehensive assessment and differential application of treatment approaches and intervention strategies in social work practice at the micro level with individuals. Emphasis will be placed on current, evidence-based models of intervention used in a variety of direct social work practice settings with individuals from small and rural communities.

SOWK 655 Social Welfare Policy Practice

This course is designed to provide students with knowledge, values and skills to engage in macro level advanced policy practice in organizations and communities in order to promote social and economic justice. This course will focus on policy issues relevant to rural and small communities and policy issues impacting diverse populations residing in rural and small communities. Examination of global issues and policies will be infused throughout the course. Students will research and conduct a comparative policy analysis of an issue of significance to rural and small community advanced generalist social work practice. In order to develop competencies for becoming an effective policy advocate, students will learn, analyze, design and implement strategies for promoting policy change within an organization, community, or public policy making body. Students will learn how research, in particular collecting data to support effective, evidence-based practice, can be utilized to influence policy makers and enact policies that promote social and economic justice. Finally, students will examine the values and ethical issues related to policy practice.
SOWK 657 Professional Competence II

This course builds on the content in SOWK 607 Professional Competence Seminar I and will utilize a case study approach to develop advanced skills in applying principles of ethical decision-making and cultural competence to advanced generalist social work practice. The course will focus on enhancing knowledge and developing skills for culturally competent micro level practice with individuals and families and mezzo level practice with groups across the spectrum of diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. Students will apply models for "culturally competent" advanced generalist social work practice and delve deeper into the literature pertaining to aspects of diversity in order to enhance their knowledge of and skills in culturally competent evidence-based practice with individuals, families, and groups. Students will expand their understanding of personal, professional, agency, and rural and small community values, including the extent to which social and economic justice is valued. Students will also examine the predominant values espoused in the countries of origin of recent immigrant and refugee groups who have settled in Minnesota. Student will explore how values from multiple perspectives affect their practice and use advanced decision making models to develop and maintain ethically grounded advanced generalist social work practice.

SOWK 660 Advanced Social Work Practice with Couples, Families & Groups

This course provides students with advanced generalist theories, knowledge, values, and skills for evidence-based direct practice with couples, families, and treatment groups. Students will develop, analyze, integrate and apply advanced knowledge and skills in the comprehensive assessment and the differential application of treatment approaches and intervention strategies in social work practice at the micro level with couples and families and at the mezzo level with treatment groups. This course presents a framework for comparing, contrasting, and differentially applying these models to direct practice with diverse populations and in a variety of field settings, with particular emphasis on practice in a rural and small community context.

SOWK 661 Advanced Social Work Practice Administration

This course provides students with advanced generalist social work practice knowledge, values, and skills for mezzo and macro level administrative practice. It is expected that students who successfully complete this course will understand the role of social workers as supervisors, managers, administrators, policy makers, and leaders in developing, enhancing, promoting and administering effective, culturally competent, and ethical social services to diverse groups, including diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and populations-at-risk which promote social and economic justice. Students develop knowledge of and skills in personnel management and professional development, grant writing, resource development, budgeting, leadership, and other aspects of administering effective, evidence-based social service agencies. Students develop an understanding of how organizational theories and social welfare policy practice are applicable to social service administration and service delivery. Students
examine strategies for maximizing the use of agency personnel and other resources to achieve agency mission. This course also focuses on strategies for maximizing client involvement, strengths, and empowerment in social service delivery and for ensuring the delivery of culturally competent social services within a rural and small community context.

**SOWK 665 Advanced Practicum & Seminar I**

This course is the first of the concentration year practicum sequence. It will allow students the opportunity to integrate and apply at a more sophisticated level social work theory and practice knowledge, skills, ethics and values through advanced evidence-based direct practice with individuals, families, groups, organizations, and communities. In addition, student will apply the social work theory and practice knowledge, skills, ethics and values learned at an advanced level to engage in culturally competent direct social work practice with people representing diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation and populations-at-risk in order to promote social and economic justice. Students will also begin the planning for their capstone project, to be completed in SOWK 675, Advanced Practicum & Seminar II, in this course. Each student will work with the field coordinator to locate agencies with opportunities for advanced generalist social work practice and supervision commensurate with their learning goals. Advanced Practicum & Seminar I is required of all students admitted to the MSW program. Some students may seek a field placement in their place of employment and that is permissible, with approval of both the field coordinator and the agency administrator, for either the foundation OR the advanced (concentration year) practicum, although significant opportunity must exist for new assignments that support the educational objectives of the student. Students will be placed, for a total of 500 hours during the spring and summer semesters, in an agency where they can demonstrate advanced generalist social work skills and practices with some balance between clinical engagement and administrative functions, with an emphasis on rural and small community practice (where applicable). Seminar will provide 27 additional hours, total, for the opportunity for students to share with their student colleagues their experiences and challenges for problem-solving, consultation, feedback, and support. Specific concentration year objectives will be explored in the MSW Field Practicum Manual. Students will be expected to actively engage with their supervisor for at least one hour per week.
SOWK 669 Advanced Social Work Evaluation

This course builds upon previous research and practice coursework. Social and behavioral research and evaluation is an integral part of advanced generalist social work practice at the micro, mezzo, and macro levels. The purpose of SOWK 669 Advanced Social Work Evaluation is to teach the knowledge, skills, values, and ethics of both direct practice evaluation and program evaluation at the advanced generalist social work level. Approximately half of the course will focus on each of these two areas. This course focuses on understanding and utilizing systematic research methods, both quantitative/positivist and qualitative/interpretive, to inform social work practice. This course explores research within the context of the social work profession and the delivery of social welfare services to diverse populations and populations-at-risk. Further, the course requires students to develop a capstone project that integrates content from foundation and concentration course and is designed to be taken in conjunction with their final practicum. Advanced generalist social work practice is informed by theory, data, experience, observation, critical thinking, creativity, empathy, and reflection-in-action all based in the core values and ethics of the social work profession. The purpose of direct practice evaluation is to evaluate the effectiveness of direct social work interventions at the micro level with individuals, couples and families and to develop evidence-based, culturally competent practice. Direct practice evaluation is broadly defined as the collection and analysis of data for the purposes of 1) problem assessment of the client system, 2) monitoring client progress, 3) understanding the processes of direct practice, and 4) evaluating the client outcomes of interventions. The purpose of program evaluation in social work is to assess the effectiveness and efficiency of social work interventions. In this part of the course, students will learn about the important elements of a social welfare program's logic model derived from the mission, goals, objectives, and activities of the program. Students will also learn how to utilize various research methods to carry out both formative and summative program evaluations with particular consideration of the measurement of client outcomes and the delivery of services in rural and small communities.

SOWK 675 Advanced Practicum & Seminar II

This course is a continuation of SOWK 665, taken the previous semester, which provides students the opportunity to continue to integrate and apply at a more sophisticated level social work theory and practice knowledge, skills, ethics and values through advanced evidence-based direct practice with individuals, families, groups, organizations, and communities. In addition, student will apply the social work theory and practice knowledge, skills, ethics and values learned at an advanced level to engage in culturally competent direct social work practice with people representing diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation and populations-at-risk in order to promote social and economic justice. Students will implement the capstone project they began the planning in SOWK 665 in the field practicum. Seminar will provide the opportunity for students to share with their student colleagues their experiences and challenges for problem-solving, consultation, feedback, and support in the practice setting and in the implementation of the capstone project. Specific concentration year objectives will
be explored in the MSW Field Practicum Manual. Students will be expected to actively engage with their supervisor for at least one hour per week.
MSW Program Elective Courses

Students in the MSW Program must fulfill 3 elective credit hours. Students may choose to complete more than three hours of elective credits. Elective course(s) should be selected by the students to enhance their knowledge and skills for advanced generalist social work practice.

The Department of Social Work offers several elective options. In addition, several courses from other departments have been approved to fulfill the elective requirement. Refer to the list of MSW Program Elective Courses below. All courses approved for use as electives are subject to enrollment caps, availability, and scheduling conditions that may change yearly at the discretion of the department offering the course. Additionally, not all of these courses will have the same per-credit tuition rate. Students may substitute an alternative course(s) to fulfill the elective requirement. Refer to the Elective Requirement Policy and Procedures for additional information about fulfilling the 3 elective credit hours. Refer to the Graduate Studies Bulletin for course descriptions.

Social Work, College of Social and Behavioral Sciences

- SOWK 515: Child & Family Welfare (3)
- SOWK 519: Social Work & Aging (3)
- SOWK 522: Social Work & Chemical Dependency (3)
- SOWK 525: Social Work in Health (3)
- SOWK 527: Social Work & Domestic Violence (3)
- SOWK 530: Social Work in School Settings (3)
- SOWK 532: Social Work & Disabilities (3)

Counseling & Student Personnel, College of Education

- CSP 647: Crisis Intervention Strategies (3)
- CSP 650: Child/Adolescent Counseling (3)

Ethnic Studies, College of Social and Behavioral Sciences

- ETHN 650: Helping Across Cultures (3)
- ETHN 660: Cross-Cultural Training & Diversity Management (3)

Business Administration, College of Business

- MBA 642: Management of Human Resources (2)
- MBA 651: Managing Behavior in a Changing World (2)
- MBA 665: Leadership (2)
- MBA 667: Organizational Development and Change (2)
Gerontology, College of Social and Behavioral Sciences

- GERO 600: Gerontology Theory and Practice (3)

Nonprofit Leadership, College of Social and Behavioral Sciences

- NPL 673: Survey of Nonprofit Leadership and Management (3) – Online course

Political Science and Public Administration, College of Social and Behavioral Sciences

- POL 628: Public Management (3)
- POL 662: Human Resource Management (3)

Psychology, College of Social and Behavioral Sciences

- PSYC 576: Behavior Therapy (3)
- PSYC 651: Adult Psychopathology & Therapy (4)
- PSYC 682: Child Psychopathology & Therapy (4)

Sociology, College of Social and Behavioral Sciences

- SOC 517: Program Administration (3)
- SOC 566: Program Planning (3)

Urban and Regional Studies, College of Social and Behavioral Sciences

- URBS 553: Grants Administration (3)
- URBS 602: Urban Planning Process (3)

Adopted: June 9, 2006; Revised and Adopted October 10, 2007
MSW PROGRAM POLICIES

General Statement

The policies outlined in the MSW Graduate Student Handbook are designed to maximize the equitable treatment of all students enrolled in the MSW Program. The policies stipulate the responsibilities of the Department, as well as the rights and responsibilities of students. The Department will periodically review existing policies and revise, repeal, and draft new policies as is warranted in order to be in compliance with federal, state, university, College of Graduate Studies and Research and CSWE policy, to ensure effective administration of the MSW Program, to deliver a high quality social work education, and to ensure the equitable treatment of all students. Students will be notified electronically via the Department webpage and listserv of all policy changes.

Adopted: August 22, 2007

Affirmative Action Policies

Statement of Non-Discrimination

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. The University and Department of Social Work is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, veteran's status. National origin, sex, sexual orientation, age, marital status, physical and mental disabilities, creed, status due to receipt of public assistance, or any other groups against which discrimination is prohibited by Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Minnesota Statute Chapter 363, and other applicable state or federal laws or State University System policy.

The Affirmative Action Office is responsible for assisting students who believe they have been harassed or discriminated against because they are a member of a protected group. All complaints, including complaints of: 1) sex discrimination, harassment and violence; 2) sexual orientation discrimination/harassment; and 3) racial discrimination/harassment should be made to the Affirmative Action Office. The Complaint of Discrimination form can be accessed on the Office of Affirmative Action webpage.

Office of Affirmative Action Contact Information:
Melissa Van-Winkle, Affirmative Action Coordinator
Armstrong Hall 112
507-389-2986
800-627-3529 (MRS/TTY)
Melissa.van-winkle@mnsu.edu
http://www.mnsu.edu/affact/.

Adopted: June 9, 2006

**Access for Students with Disabilities Policy**

In accordance with University Policy, the Department of Social Work is committed to ensuring equal educational opportunity and full participation for qualified persons with disabilities as is legally required under the Rehabilitation Act of 1973 including section 504 and the Americans with Disabilities Act of 1990.

Minnesota State University, Mankato Policy (adopted July 1, 2007) states:

A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain statements indicating the availability of accommodations of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodation may include the following: alterations to rules, policies, practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

All students with a disability may request accommodation through the Office of Disability Services. Student disability accommodations will be made by faculty based upon the advisement of the Office of Disability Services. To read the entire University Access for Students with Disabilities Policy go to http://www.mnsu.edu/acadaf/policies/AccessforStudentswithDisabilities.pdf.

**Office of Disability Services Contact Information:**

Julie Snow, Director  
132 Memorial Library  
Phone: 507-389-2825 (Voice/TTY)  
 julie.snow@mnsu.edu  
http://www.mnsu.edu/dso/index.html

Adopted: September 12, 2007
Admission Related Policies & Procedures

A complete description of all MSW Program admission policies and procedures for the Traditional Program and Advanced Standing Program is located on the Department of Social Work website at http://sbs.mnsu.edu/socialwork/graduate/admissions.html.

Advanced Standing Policy

Applicants to the Advanced Standing option must hold a Bachelor in Social Work (BSW, BSSW) degree or other Bachelor’s degree (BS or BA) with a major in social work from a CSWE accredited program at the time of enrollment. Such a program must have included a supervised undergraduate field practicum consistent with CSWE standards.

Adopted: June 9, 2006

Credit for Life Experience or Previous Work Experience Policy

Though previous social service experience is evaluated as part of the admissions process, no college course credit will be given to any student in the MSW Program for either previous life experience or previous work experience.

Adopted: June 9, 2006
Course Transfer/Substitution Policy and Procedures

Transfer credits may be accepted in accordance with the policies of the College of Graduate Studies and Research at Minnesota State University, Mankato. To be accepted as part of a degree program, transfer credits must be graduate-level and have been completed no more than six years prior to the award of the graduate degree. The College of Graduate Studies does not allow students to count graduate-level course credits for more than one graduate degree.

The MSW program may accept up to 10 transfer credits from either a:
   1. CSWE accredited MSW program for foundation year courses, or
   2. An MSW program or other graduate program in a related field for the 3 elective credits.

No transfer credit will be awarded for social work practice courses, required concentration year courses, or for field education practicum seminar and hours. Requests for transfer and/or substitution of course credits will be reviewed on a case-by-case basis of each comparable course syllabus to ensure the course meets the objectives of the MSW Program foundation or elective course and has comparable content, readings, and requirements.

Transfer/Substitution Procedure

Students who wish to have graduate credits/courses taken from another institution or from another department at MSU Mankato evaluated to substitute for credits/courses that are part of the MSW Program should follow these steps.

1. Contact the MSW Admissions Coordinator (if a new applicant) or your Advisor (if already in the MSW program) by telephone, email, or in person to discuss the possibility of accepting credits for transfer/substitution. Credits will only be reviewed if they fit the above stated criteria and the student earned a grade of B or better in the course. These courses and their grades must appear on an academic transcript submitted by the student.

2. If the courses appear to meet the standards outlined above, the student will be asked to complete a Course Transfer/Substitution Form and submit it along with a copy of the syllabus for each course to be considered. Refer to page 60 of this handbook for a copy of the Course Transfer/Substitution Form.

3. This information will be reviewed by the Admissions Coordinator in consultation with the MSW Program Director for substitutions requested at time of admission or by the Advisor in consultation with the MSW Program Director in the case of substitutions after admission.

4. A decision will be made about the course substitution request and the form indicating the decision will be sent to the applicant/student.

Adopted: June 9, 2006; Revised and Adopted: December 10, 2007
Field Practicum Placement at Student’s Agency of Employment

The Department is committed to helping students achieve their learning goals in settings that offer significant opportunity for advanced generalist practice. If a student desires to do ONE practicum in their place of employment, and the agency can provide advanced generalist assignments and field education supervision that differ from those associated with the student’s employment, students will be allowed to pursue such an arrangement. This will require the approval of the field coordinator, the field instructor, and the agency administrator. Requests such as these will be assessed case-by-case and complete guidelines will appear in the *MSW Field Education Manual*.

Adopted: June 9, 2006

Advisement Policy

Upon acceptance to the MSW Program the MSW Admission Coordinator serves as the advisor of record until a permanent faculty member has been assigned. These assignments are made before the beginning of the summer semester for students in the Advanced Standing Program and before the beginning of the fall semester for students in the Traditional Program.

Advisors are chosen from among the social work faculty with principle appointment to the MSW Program. The nature of the advisor-advisee relationship will depend upon the degree to which the student chooses to engage with and utilize the advisor.

**Responsibilities of the Advisor**

- Helps advisee matriculate through the MSW Program
- Helps advisee choose appropriate elective course (s)
- Works with advisee in the event of academic problems
- Confers with advisee about academic, professional, and career issues
- Monitor advisee performance
- Consults with advisee in applying for graduation

**Responsibilities of Advisee**

- Initiates contact with advisor
- Provides current information (address, telephone number, name changes, etc.)
- Informs advisor of academic progress and standing
- Consults with advisor regarding changes in program plan (i.e. leave of absence)
- Consults with advisor regarding barriers to professional service
- Consults with advisor on applying for graduation

Adopted: August 22, 2007
Student Request for Enrollment Changes Policy and Procedures

Decisions made by the MSW Program regarding student requests for enrollment changes must balance the needs of the student and the needs of the program. As a condition of admission to the MSW Program, students sign a *Statement of Responsibilities and Agreements* stipulating that they will “proceed through the requirements in the sequence and order in which they are laid out.” However, the Department recognizes that unforeseen circumstances may arise necessitating a change in enrollment status.

There are two main types of changes in enrollment status: 1) delay of admission to the program and 2) leave of absence.

*Delay of Admission to the Program*

Students who are accepted to the MSW Program may request a delay of admission for one academic year. Students requesting a delay should initiate the process by speaking with the MSW Admission Coordinator to discuss their request for a delay in admission. In consultation with the MSW Admission Coordinator, a *Delay in Admission (DA) Form* needs to be completed. Refer to page 61 of this handbook for a copy of the *DA Form*. This form stipulates the reason for the delay and the academic year when the student will begin the MSW Program to which they were admitted (e.g. Traditional or Advanced Standing). The DA form is submitted to the MSW Admission Coordinator for approval. The MSW Admission Coordinator will send the completed form indicating approval or denial of the request. The MSW Admission Coordinator will send a copy of the form to the Office of Graduate Studies and place a copy in the student’s MSW Program file. Students granted a delay in admission must inform the MSW Admission Coordinator of their intention to begin the MSW Program by submitting the *Approval of Continuation Form* by the date stipulated on the approved *DA Form*. Refer to page 63 of this handbook for a copy of the *Approval of Continuation Form*. Students who do not meet the stipulated deadline for submitting their request to begin the program will have their admission offer rescinded. Student requiring more than a one-year delay of admission must reapply for admission to the MSW Program.

*Leave of Absence*

Students who find it necessary to take a leave of absence should arrange a conference with their faculty advisor to discuss their request for a leave. The MSW Program is a highly structured program in which required courses are only offered one time a year. Students requesting a leave of absence must wait an entire academic year before they can return to the program. There is no option for a one semester leave. In consultations with the advisor, a *Leave of Absence (LA) Form* needs to be completed. Refer to page 62 of this handbook for a copy of the *LA Form*. This form stipulates the reason for the leave and the academic year when the student will return to the MSW Program to which they were accepted. The *LA Form* is submitted by the advisor to the MSW Admission Coordinator for review. The MSW Admission Coordinator submits the *LA Form* to the MSW Program Director for approval.
Admission Coordinator will send the student the completed form indicating approval or denial of the request. The MSW Admission Coordinator will send a copy of the LA Form to the student’s advisor, Office of Graduate Studies and place a copy in the student’s MSW Program file. Students granted a leave of absence must inform the MSW Admission Coordinator of their intention to begin the MSW Program by submitting the Approval for Continuation Form by the date stipulated on the approved LA Form. Refer to page 63 of this handbook for a copy of the Approval of Continuation Form. Students who do not meet the stipulated deadline for submitting their request to resume the program will be withdrawn from the MSW Program. Students denied a leave of absence or dismissal from the program may file a written petition appealing the decision. Refer to the Grievance and Appeal Policy and Procedures.

Students who are unable to resume the program according to the terms stipulated in the LA should arrange a conference with their advisor to discuss their request for an extension of their leave. In consultation with the advisor, a LA Form requesting an extension needs to be completed. The LA Form is submitted by the advisor to the MSW Admission Coordinator for review. The MSW Admission Coordinator submits the LA Form to the MSW Program Director for approval. The MSW Admission Coordinator will send the student the completed form indicating approval or denial of the request. The MSW Admission Coordinator will send a copy of the form to the student’s advisor, Office of Graduate Studies and place a copy in the student’s MSW Program file. Students granted an extension must inform the MSW Admission Coordinator of their intention to resume the MSW Program by submitting the Request for Continuation Form by the date stipulated on the approved LA Form. Students who do not meet the stipulated deadline for submitting their request to resume the program will be withdrawn from the MSW Program. Only one extension may be granted. Students denied an extension or withdrawn from the program may file a written petition appealing the decision. Refer to the Grievance and Appeal Policy and Procedures.

Any leave of absence request beyond what is stipulated in the policy should be pursued thought the Grievance and Appeal Policy and Procedures.

The policy of the College of Graduate Studies and Research states that all work for a master's degree must be completed within a six-year period. Any courses which are more than 6 years from the date of graduation will be invalid and will not be counted toward graduation credits. This six year limit includes all previous credit transferred to a Minnesota State Mankato program.

Draft: August 22, 2007; Revised and Adopted: October 10, 2007
Department/Student Communication Policies

Department Listserv Policy

Students are required to subscribe to the Social Work Department listserv.

The Department of Social Work listserv is named 'sowkers'. This listserv provides students, faculty, and alumni with a communication tool for announcements, questions, resource sharing, and suggestions related to the social work program. Faculty will send email notices (called posting messages) about scheduled events including Department specific activities such as application deadlines, workshops on campus or in the community, and Social Work Club activities, etc. Further, information, about jobs, licensing, or other opportunities for participation in the Department and the profession of Social Work can be posted by faculty or other listserv participants. In addition, students can post information or requests for information about the social work program, community or other issues relating to social work education and practice.

Subscribing to the Listserv

It is very simple to subscribe to the listserv.

- Go to the Sowkers webpage: http://mail.mnsu.edu/mailman/listinfo/sowkers
- On this page, you will be asked for your email address and a password.
- An email will be sent to your email program (Mavmail, hotmail, yahoo, etc) to confirm your request to subscribe to this listserv.
- Follow the instructions in the email to confirm your desire to subscribe to the listserv.
- The Sowkers webpage also gives you links to a variety of other functions performed by this listserv software. It is worth exploring!

Posting a Message

In your email program, select 'new message', type the address sowkers@mail.mnsu.edu in your 'to' box. Type your message and send! It is that easy. All subscribers will receive your email.

Remember that as long as you send to the sowkers@mail.mnsu.edu email address, all participants on the listserv will get your email.

Responding to a Message

In your email program, select reply. The reply function will send your message to all members of the listserv. If you only want to reply to one person, select that person's address and type/copy/paste it into the address box. Please use the listserv responsibly: only post social work related information and be careful as to whether you are replying to everyone or to only one person.
Contact Debra Gohagan at debra.gohagan@mnsu.edu if you have problems subscribing to the listserv.

Adopted: August 22, 2007

**MavMail**

MavMail is the email service for Minnesota State Mankato. Students are expected to use and frequently check their MavMail. Department faculty and staff will only use student’s MavMail address to communicate via email. Students who use a private provider for their email can have their MavMail forwarded to it. For more information about MavMail go to http://www.mnsu.edu/its/started/mavmail/.

Adopted: August 22, 2007

**Student Mailboxes**

Students in the MSW Program are given a student mailbox upon acceptance of the offer of admission to the program. Student mailboxes are located in the MSW Student Mailbox file drawer in the Social Work Department Office, Trafton North (TN) 358. Students are expected to check and empty their mailbox on a regular basis. Student mailboxes can be used by faculty, advisors, MSW Program administrators, Department Chair, the office manager and others to disseminate written information, return assignments, and for other purposes. Please see Missy Manderfeld, Office Manager (TN 358) for assistance in locating your student mailbox.

Adopted: August 22, 2007
Distraction and Technology Use Policy

The purpose of class is learning and educational interaction with the instructor and other students. In order to fulfill that purpose and to help students develop professional behavior that extends far beyond the classroom, the Department of Social Work has developed this policy on Distraction and Use of Personal Technology in the classroom. Each faculty member may implement this policy and consequences for behaviors that violate this policy as they see fit, but should make students aware of the issues at the beginning of each course.

We ask that students arrive and be prepared to begin class at the time indicated in the course registration materials and not leave prior to official course ending time, unless instructor makes other arrangements. To maximize classroom learning and minimize classroom disruption, please be respectful of the instructor and other students when you do have to enter late or leave early. If you must arrive late or leave early, discuss this matter with the instructor as soon as possible and choose a seat in the room that is least disruptive to classroom activity in progress. Chronic tardiness or leaving early may impact your course grade.

As we all know, we live in an increasingly technological society and many of us use a variety of personal electronic devices. While helpful, the use of these devices in classroom and work settings is often distracting and can detract from both learning and work. While you may bring such devices (e.g. computers, PDAs, I-Pods, cell phones, etc.) into the classroom, their usage during class time should be restricted to educational purposes related to the class itself. In many cases, laptops or other devices may be used for note-taking with instructor permission. Students who use their devices for other purposes (e.g. to text message, search the Internet, play games, listen to music, or read email) may be asked to close their computers or leave the room. Cell phones should be turned off or set to vibrate during class time; messages or calls should be responded to during class only in the case of an emergency. If students anticipate this, they are asked to make the instructor aware and should leave the classroom to take care of personal business.

Faculty members may use a range of responses in dealing with situations where students violate this policy. These responses may include, but are not limited to reducing participation points, lowering grades, asking students to turn off equipment or leave the class, and even asking security to remove the student in some rare situations. Upholding basic interpersonal respect and professional behavior should make in unnecessary for faculty to take any action, while following this policy will also help us all to maintain an optimal learning environment.

Adopted: January 24, 2007
Student Responsibilities Policy

Students are expected to comply with the Minnesota State University, Mankato Statement of Student Responsibilities policy located on the Student Affairs website at http://www.mnsu.edu/acadaf/policies/StatementOfStudentResp2005.pdf. Students are also expected to comply with the University and Department’s policy on Academic Honesty and the Department’s Criminal Background Check Policy.

Beyond the aforementioned guidelines for student conduct, the Department of Social Work has established standards of conduct for students enrolled in the MSW Program. It is the belief of the Department that persons wishing to complete a MSW degree must be fully informed of the commitments they are making to the academic, professional, and client communities and be prepared to accept the responsibilities and consequences of this commitment. In addition, agencies where students are placed for field practicum may have particular requirements or require additional information from students to assure the safety of clients, the confidentiality of services, and the absence of conflicts with agency policies. Students are expected to comply with the Statement of Responsibilities and Agreements, signed at the time of acceptance in the MSW Program, and other agency request that do not infringe on their civil rights. Failure to comply with University and Department policy regarding student conduct may negatively impact your status as a student in good standing in the MSW Program and could result in your dismissal from the program.

Professional and Ethical Behavior

Social workers and social work students are expected to demonstrate high standards of professional behavior. Your first obligation is to clients, but you also have obligations to colleagues and to the profession. To help you to understand the ethical obligation of professional social work, you should read the following documents on-line and consult with your faculty advisor or other social work faculty regarding questions or implications of these documents. Weblinks for the following documents are provided on the Department of Social Work webpage at http://sbs.mnsu.edu/socialwork/.

- National Association of Social Work, Code of Ethics
- Minnesota Board of Social Work, Student Handbook
- Social Work Statutes and Practice Act

Potential Barriers to Professional Service

While the social work profession believes in the possibility of growth and change, students must be aware of personal issues or problems that could impact practice. Students need to assume responsibility for any possible barriers to professional service that may arise during their coursework, practicum, or subsequent employment. Issues such as chemical dependency, physical health, mental health, or emotional problems, and severe unrelieved stress may impair
service to clients. These issues should be addressed throughout your academic and professional career with the appropriate professionals or supervision as needed.

Adopted: August 22, 2007
Criminal Background Check Policy

Students are required to complete a criminal background check by the Minnesota Bureau of Criminal Apprehension (BCA) prior to entering field courses.

Because social workers work with many vulnerable populations, security background checks are required for field placement and for some employment situations. The implications of having a criminal record of felonies, gross misdemeanors, misdemeanors and/or arrests are important to consider. Legal problems may limit licensure and employment opportunities. Substantiated complaints of maltreatment against children and vulnerable adults could preclude field placement and or employment in settings related to those populations. Previous termination from volunteer, internship, or paid positions because of harassment allegations could also limit employment. Criminal convictions are reviewed when application is made for social work licensure in Minnesota and a conviction of a felony, gross misdemeanor and some lesser misdemeanors may keep the student/graduate from being licensed which will limit employment opportunities. It is to your benefit to be frank about this type of history with your faculty advisor and supervisor as needed.

Compliance

Failure to comply with this policy in the required timelines will result in delay and/or denial of permission to enter into SOWK 615/625 and or SOWK 665/665 at the discretion of Field Director or Coordinator.

Implications

The implications of having a criminal record of felonies, gross misdemeanors, misdemeanors and/or arrests are important to consider. Legal problems may limit field education and employment opportunities. Criminal convictions are reviewed when application is made for social work licensure in Minnesota and a conviction of a felony, gross misdemeanor and some lesser misdemeanors may keep the student/graduate from being licensed and/or employed.

Confidentiality of Background Check

All records are kept confidential and secured in locked offices in the sole possession of the Social Work Department.

Departmental Review

If the criminal background check is returned with felonies, gross misdemeanors and/or misdemeanors, the Department may request further court documentation, to meet with the student, and/or for the student to submit a written explanation and any other information considered necessary by the program.
When a criminal background check reveals the conviction of a felony, gross misdemeanor, or misdemeanor, the department will inform your placement agency in writing regarding the offenses and the outcome. The student will be given the opportunity to take the initiative to discuss these issues with the agency in advance of that information being shared. The agency has final decision-making power as to the whether they will accept the student for placement.

Draft: August 23, 2007; Revised and Adopted: October 10, 2007
Academic Honesty Policy and Procedures

Students are expected to adhere to the Academic Honesty Policy of Minnesota State University, Mankato written below.

**,University Academic Honesty Policy Statement**, **

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

**Plagiarism** – Submission of an academic assignment as one’s own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. **This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.**

Plagiarism includes but is not limited to:

- submitting the work of others as your own
- submitting others’ work as your own with only minor changes
- submitting others’ work as your own without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor’s permission,
- or making minor revisions on work which has received credit and submitting it again as new work.

**Cheating** – Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

**Collusion** – Assistance to another student or among students in committing the act of cheating or plagiarism.

Adopted by the University: July 2000
**Violation of the Academic Honesty Policy: MSW Program Action**

Students determined to be in violation of the University Academic Honesty Policy are subject to academic sanctions (e.g., lowering grade, failing a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion). Academic sanctions will be determined by the faculty teaching the course in which the infraction occurred. A notation will be made in the student’s file of the infraction and academic sanction by the faculty. Students may appeal the decision in accordance with the *Grading Appeal Policy and Procedures*.

A faculty member may choose to bring forth a formal complaint regarding a violation of academic honesty to the MSW Program faculty for consideration of disciplinary sanctions. Disciplinary sanctions will be determined by the MSW Program faculty. A notation will be made in the student’s file of the infraction and disciplinary sanction by the MSW Program Director. Students may file a written petition appealing the decision in accordance with the *Grievance & Appeal Procedures*.

Adopted: August 22, 2007

**Violation of the Academic Honesty Policy: Office of Student Affairs Action**

The MSW Program adheres to the University policy on *Due Process in Academic & Disciplinary Proceedings* written below.

Student violation of the Academic Honesty Policy may also be referred to the Office of Student Affairs for possible disciplinary action in addition to the academic consequences imposed by the faculty/program.

Academic dishonesty addressed by a faculty member or a violation of administrative procedure formally addressed by staff or an administrator entitle students to the following due process considerations:

1. Oral or written notice of the allegations.
2. An explanation of the evidence supporting the complaint.
3. An opportunity to present their side of the story.
4. A written notice of the decision and any applicable sanction(s).
5. An opportunity to appeal the decision and sanction(s).

Disciplinary actions addressed by a hearing officer within the Office of Student Affairs entitle students to the following due process considerations:

1. Written notice of the allegations and the Responsibility(ies) allegedly violated.
2. An explanation of the evidence supporting the complaint.
3. The opportunity to present a defense and witnesses. All witnesses in a hearing have the right to be accompanied by one advisor - student, faculty, staff member, attorney,
family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.

4. The opportunity for an accused student to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.

5. A written notice of the decision and any applicable sanction(s).

6. An opportunity to appeal the decision and sanction(s).

Adopted by the University: November 1980

Students should go to the Student Resources webpage at http://www.mnsu.edu/conduct/studentresources.html for additional information about University policy and procedures pertaining to student conduct.

Adopted: August 22, 2007
Elective Requirement Policy and Procedures

Students in the MSW Program must fulfill 3 elective credit hours. Students may choose to complete more than 3 hours of elective credits. Elective course(s) should be selected by the students to enhance their knowledge and skills for advanced generalist social work practice.

The Department of Social Work offers several elective options. In addition, several courses from other departments have been approved to fulfill the elective requirement. Refer to the list of MSW Program Elective Courses in the MSW Program Graduate Student Handbook. All courses approved for use as electives are subject to enrollment caps, availability, and scheduling conditions that may change yearly at the discretion of the department offering the course. Additionally, not all of these courses will have the same per-credit tuition rate.

The MSW curriculum is designed for the elective requirement to be fulfilled during the fall semester of the concentration year. Because of limitations in availability and scheduling or for other reasons, students may choose to complete the elective in an alternative semester. Permission is not needed to deviate from the course plan, with respect to the elective. However, students are encouraged to meet with their advisors to discuss fulfillment of the elective requirement.

Students may substitute an alternative course(s) to fulfill the elective requirement. The alternative course must be a graduate-level course and meet the objectives of a comparable elective course or must be a course that would enhance the student’s knowledge and skills in advanced generalist social work practice. Refer to the Course Transfer/Substitution Policy for handling of elective credit hours taken at another college or university.

Students wishing to substitute a course(s) after admission to the MSW Program should complete the following steps:

1. Meet with her/his advisor.
2. Complete a Course Transfer/Substitution Form.
3. Provide a copy of the course syllabus.
4. Provide a brief written rationale explaining how the course will enhance the student’s knowledge and skills in advanced generalist social work practice.

A copy of the signed form will be returned to the student and a copy will be placed in the student’s file.

Draft: September 23, 2007; Revised and Adopted: October 10, 2007
Scholastic Standards Policy and Procedures

The MSW Program’s Scholastic Standards Policy and Procedures is based upon the Scholastic Standards Policy of the College of Graduate Studies and Research written below.

College of Graduate Studies and Research Scholastic Standards

As stipulated by University policy, a student’s work in any course will be evaluated in accordance with the following system of letter grades: A, B, C, D, F, N, and P.

- “A” represents work of definitely superior quality
- “B” represents a level of performance that is above average
- “C” represents a below-average performance
- “D” represents unacceptable performance
- “F” represents unacceptable performance
- “N” refers to “no credit” and means that a grade of a “C” or less was earned for the course and no credit is awarded
- “P” refers to “pass” and means that a grade of “B” or better was earned for the course and credit is awarded

The accumulation of grades below 3.0 in more than two courses of three or more credits each or Incomplete/In-Progress in more than three courses of two or more credits, or a combination of the above in four courses excluding thesis/alternate plan paper credits removes the student from degree status.

No grade lower than a “C” is counted for graduation credit, but all grades earned (including Ds and Fs) are counted in determining the grade point average. Students who do not maintain the scholastic standards of the College of Graduate Studies and Research are subject to academic sanctions as stipulated in the Graduate Bulletin.

Refer to the College of Graduate Studies and Research current Graduate Bulletin for additional information at http://www.mnsu.edu/supersite/academics/bulletins/graduate/.


MSW Program Scholastic Standards Policy and Procedures

The MSW Program Scholastic Standards Policy and Procedures is based on the College of Graduate Studies and Research policy.

Students must maintain a “B” average (GPA of 3.0) to remain in good academic standing. All courses except practicum & seminar will use a letter grading system. Practicum and seminar will use a P/N grading system.
**Probation**

A student who completes a semester with a cumulative GPA of less than 3.0 is automatically placed on probation, with two exceptions.

1. When a GPA of less than 3.0 is obtained during the first summer semester of the Advanced Standing Program (refer to the *Performance in Advanced Standing Policy*).
2. When students receive a grade of “D” or below in any MSW course resulting in dismissal from the program, rather than probation.

A probationary letter will be sent to the student by the MSW Program Director notifying the student of their probationary status. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.

Students placed on probation must earn and sustain a 3.0 semester GPA in each subsequent semester of course work. Students with a GPA still below 3.0 will be dismissed from the MSW Program. Students may appeal the decision following the *Grievance and Appeal Policy and Procedures*.

**Dismissal**

A student dismissed from the program for violation of the *Scholastic Standards Policy* will be sent a letter by the MSW Program Director notifying the student of their dismissal. A copy of the determination letter will be sent to the student’s advisor and the College of Graduate Studies and Research.

A student who is dismissed may apply to resume study by submitting a written petition (written appeal) to the MSW Program Director describing their academic preparedness for successful completion of the program. MSW Program faculty will make the determination regarding the denial or approval for readmission. The MSW Program Director will notify the student in writing of the decision. A copy of the written petition will be sent to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research will notify the student and the MSW Program Director in writing of their determination to approve or deny the written petition. A student who resumes course work must earn and sustain a 3.0 semester GPA in each subsequent semester of course work or the student will be dismissed from the program with no option for readmission.

**Performance in the Advanced Standing Preparation Seminar Policy & Procedures**

This policy only pertains to students admitted to the Advanced Standing Program. Students admitted to the Advanced Standing Program must pass SOWK 650: *Advanced Standing Preparation Seminar* with a grade of “B” or better to remain in the program.

Students earning a “C” or less in SOWK 650 will automatically be dismissed from the Advanced Standing Program. Students may file a written petition (written appeal) to be admitted to the
next cohort of the Advanced Standing or Traditional Program. The written petition is submitted to the MSW Program Director with a copy to the student’s advisor. MSW Program faculty will make the determination regarding the denial or approval for admission to the Advanced Standing or Traditional Program. The MSW Program Director will notify the student in writing of the decision. A copy of the determination letter will be sent to the student’s advisor and the Dean of Graduate Studies and Research. Students may appeal the decision following the Grievance and Appeal Policy and Procedures.

**Incomplete Grades Policy**

All incomplete grades in required core social work courses must be removed prior to the first day of class in the subsequent semester. This policy does not pertain to the required elective course credit requirement. Students may not move forward in the program having a grade of incomplete or “I” in any of the required core social work courses. Because required core social work courses are only offered once a year, students must wait until the next academic year to resume the program. Students must develop a plan to complete all required coursework with course instructors. Once the plan has been approved, students should refer to the Leave of Absence Policy and should comply with the procedures for requesting a leave and resuming matriculation through the MSW Program.

**In-Progress Grades Policy**

In-progress or “IP” will only be used in SOWK 615 Foundation Practicum & Seminar I and SOWK 665 Advanced Practicum & Seminar I. Students will be allowed to proceed from the first to the second semester of the foundation course sequence with an “in-progress” grade in SOWK 615 and successful completion of all other required core social work courses stipulated in the program requirements. Students will be allowed to proceed from the first to the second semester of the advanced course sequence with an “in-progress” grade in SOWK 665 and successful completion of all required core social work courses stipulated in the program requirements. Refer to the MSW Graduate Field Education Manual for policies and procedures pertaining field education.

Draft: August 23, 2007; Revised and Adopted: December 5, 2007
Grade Appeal Policy and Procedures

The MSW Program adheres to the Grade Appeal Policy of Minnesota State University, Mankato written below.

**University Grade Appeal Policy Statement**

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled within two weeks* of university notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

**Grade Appeal Procedure**

Grade appeals will be reviewed in the following manner.

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the Departmental Chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the Department Chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks*, the Department Chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the Chairperson, he/she may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the Dean of the College with a copy to the Department Chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the department chairperson, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Copies of all materials presented in this matter shall be forwarded to the Dean, upon request, by the Chairperson. The Dean may convene a College Grade Appeals Committee which shall serve in an advisory capacity to the Dean. The manner of appointment and number of
members on the College Grade Appeals Committee shall be determined within the College. The Chairperson of the College Grade Appeals Committee shall be appointed by the Dean. Within two weeks*, the Chairperson of the College Grade Appeals Committee will make a recommendation to the Dean who will respond to the student in writing of the decision reached, with a copy to the instructor and Department Chairperson. If the student is not satisfied with the response provided by the Dean, he/she may proceed to Step 4.

**Faculty Right to Appeal.** The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the Dean if the complaint involves the department level or Vice President for Academic Affairs if the complaint involves the college level.

Step 4. A written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of the class, Departmental Chairperson, and Dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

The decisions of the Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, Department Chairperson, and College Dean. This decision is final.

Adopted by University: September 1992

Adopted: August 22, 2007
Grievance and Appeal Policy and Procedures

Students may file a grievance in the event that they believe that their rights have been violated. A grievance may be filed because of a complaint or dispute against an instructor for an alleged academic or administrative injustice or regarding the interpretation and/or application of MSW Program policy or procedures.

Students should follow the Grade Appeal Policy and Procedures in the event that they believe a grade is unfair, arbitrary or capricious.

For all other types of grievances, students should adhere to the procedures outlined in this section. The Grievance and Appeal Policy and Procedures are based on the College of Graduate Studies and Research Appeal Review Process described below. Written petitions (written appeals) should describe the nature of the problem including relevant information, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate levels. If witnesses are named in the petition, they should receive copies. The student should always keep a copy of all paperwork.

**Grievance against a Faculty Member**

Step 1: The student initiates the grievance and appeal process by a personal visit with the faculty member involved. If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition (written appeal) to the faculty member involved stipulating the grievance and remedy sought. The written petition must be submitted within two weeks of the initial meeting (refer to Step 1) with the faculty member involved. The faculty member involved has two weeks to respond to the petition in writing.

Step 3: If no resolution is achieved, the student may submit a written petition to the MSW Program Director with a copy to the faculty member involved. The MSW Program Director may consult with the Department Chair and/or may arrange a hearing with the student and the faculty member involved, and will, in any case, respond to the petition in writing within two weeks with copies to the student and faculty member involved. In cases where the faculty member involved in the petition is the MSW Program Director, the student should submit the written petition to the Department Chair. The Chair may arrange a hearing with the student and MSW Program Director, and will, in any case, respond to the petition in writing within two weeks with copies to the student and MSW Program Director.

Step 4: If no satisfactory resolution is achieved, the student may appeal to the Dean of the College of Social and Behavioral Sciences (SBS) in writing with copies sent to the MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director) and the faculty member involved. Within two weeks the Dean of the College of SBS will respond in writing to the student of the decision reached with copies to the faculty member...
involved, MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director).

Step 5: If a satisfactory agreement cannot be reached, the student will submit a written statement to the Dean of the College of Graduate Studies and Research with copies to the faculty member involved, MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director), and the Dean of the College of SBS. The Dean of the College of Graduate Studies and Research may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the Dean of the College of Graduate Studies and Research within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, faculty member involved, MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director), and the Dean of the College of SBS. The student and the faculty member involved have two weeks to submit a written rebuttal to the Dean of the College of Graduate Studies and Research. The final decision of the Dean of the College of Graduate Studies and Research shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

Grievance against the MSW Program

Step 1: The student initiates the grievance and appeal process by a personal visit with the MSW Program Director. If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition (written appeal) stipulating the grievance and remedy sought to the MSW Program Director. The written petition must be submitted within two weeks of the initial meeting with MSW Program Director. The MSW Program Director will present the petition to the MSW faculty for decision. The MSW Program Director may consult with the Department Chair. The MSW Program Director has two weeks to respond to the petition in writing with a copy to the Department Chair.

Step 3: If no resolution is achieved, the student may appeal to the Dean of the College of SBS in writing with copies sent to the MSW Program Director and the Department Chair. Within two weeks the Dean of the College of SBS will respond in writing to the student of the decision reached with copies to the MSW Program Director and Department Chair.

Step 4: If a satisfactory agreement cannot be reached, the student will submit a written petition to the Dean of the College of Graduate Studies and Research with copies to the MSW Program Director, Department Chair, and Dean of the College of SBS. The Dean of the College of Graduate Studies and Research may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the Dean of the College of Graduate Studies and Research within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, MSW Program Director, Department Chair, and the Dean of SBS. The student and MSW Program Director have two weeks to submit a written rebuttal to the Dean of the College of Graduate Studies and Research. The final decision of the Dean of the College of
Graduate Studies and Research shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

Draft: August 23, 2007; Revised and Adopted: December 5, 2007
MSW Credit-Earning Out-of-Region and International Coursework Policy

In keeping with University strategic priorities, College mission and goals, and Departmental goals, the Department has established the following policies in regards to MSW student participation in credit-earning out-of-region (i.e., outside a 150 mile radius from Minnesota State University, Mankato) and or international educational opportunities. While there are myriad ways a student might want to engage in out-of-region or international experiences to earn credit toward a graduate social work degree, the following policies represent the types of opportunities that the Department endorses to provide sound academic experiences consistent with the curriculum requirements and CSWE accreditation standards.

While some students may choose to use out-of-region or international opportunities to directly enhance their social work curriculum, other students seek additional travel experiences through the International Programs Office and other colleges and universities that, while not social work credit-earning, nonetheless enhance their educational experience. Students are encouraged to avail themselves of such educational experiences. Students should talk with their advisor about adding the opportunity for credit by developing an academic component to their travel plan if one does not exist. These policies are not intended to usurp the opportunity for student appeal (see Student Handbook).

I. International and Domestic Credit-earning Opportunities

A) Students may elect to complete a social work Individual Study (SOWK 677, 1-3 cr.) in an international setting. The student must identify and develop this study or paper with a MSW social work faculty person who will be reviewing the finished study or paper and assigning the grade. This study or paper may be in conjunction with an experience through the International Programs Office or developed around international travel that the student plans privately. This study may meet the elective requirement (3 cr.) if sufficient depth and focus are planned. Students are advised to meet with their faculty advisor to discuss the content, learning outcomes, and time period.

B) Students who elect to do additional field placement hours may develop an Internship: Social Work (SOWK 697) in an out-of-region or international setting. This will not substitute for any required Social Work Practicum (SOWK615/625 or 665/675). SOWK 697 will be planned with a social work faculty person who will be responsible for negotiating the number of credits, assignments, monitoring the internship, collecting the necessary paperwork and or assignments, and assigning the grade.

II. General Policies regarding MSW Credit-earning Out-of-region and International Coursework

The following general policies apply to all credit-earning out-of-region (i.e., outside a 150 mile radius from Minnesota State University, Mankato) and or international educational opportunities.
A) Students must begin the planning process for any out-of-region or international social work credit-earning experience by formally contacting their advisor with a dated letter or other application materials, three (3) months in advance of the planned experience. The advisor will work with the student or make a recommendation to work with a different faculty member. All paperwork for the experience must be completed by end of the semester before the planned experience.

B) If contact with an international or out-of-region institution is required for the credit-earning experience to occur, the institution must have reliable access to, minimally, telephone and email. The reliability of any technology will be demonstrated by the use of the technology during the planning process with the faculty member with whom the student is planning the experience.

C) Students are expected to comply with Department of Social Work, MSU,M and or International Program Office policies for international travel, including but not limited to those policies related to conduct, liability, and documentation. Students are required to complete all documentation required by the International Program Office.

D) Due to the year-round sequencing of MSW coursework and practicum experiences, students should be aware that adding an out-of-region or international experience may extend their academic program. Students should work carefully with their advisor to integrate a credit-earning opportunity in an appropriate place in the curriculum sequence. Likely times occur over holiday breaks, spring break, or between semesters. A plan that disrupts the course sequence may require a student to request a leave of absence and rejoin the program the following year.

E) Evaluations of the domestic or international experience will be conducted by the involved faculty person for benefit of feedback to the Department regarding international and out-of-region credit-earning opportunities, and for ongoing assessment of the accomplishment of Departmental goals and objectives.

III. Social Work Practicum (SOWK 615/625 and SOWK 665/675)

Students should plan to complete Social Work Practicum, SOWK 615/625 and SOWK 665/675 within a 150 mile radius of Minnesota State University, Mankato. All policies and procedures for field education, as outlined in the MSW Student Handbook and the MSW Field Education Manual, apply.

Social Work Practicum, SOWK 615/625 and SOWK 665/675, are integrated with other courses during the spring and summer semesters. Some courses are offered as ‘hybrid’ courses with on-line meetings but all require face to face meetings.

Students must request an exception to MSW Field Education policy regarding SOWK 615/625 or SOWK 665/675, if a plan for the field sequence is beyond the 150 mile radius.
Requests for exceptions to this policy must be related to one or more of the following justifications:

- Significant change in personal and/or family responsibilities, AND/OR
- Significant economic/financial need, AND/OR
- Location of primary residence outside of the 150 miles, AND OR
- Access to practice experiences that is significantly different from those available within the 150 mile radius.

This request for an exception must be presented in writing three months in advance, for review on a case by case basis, by the MSW faculty. The student making this request must also present a written plan which demonstrates that the concurrent courses and related activities and/or field instruction responsibilities for these courses can be met. In addition to their own increased travel expenses, students must be aware that additional expenses for site visits by the field faculty will be their responsibility (including mileage, airfare, and accommodations as necessary).

Adopted: January 30, 2008
Data Privacy and Document Retention Policy and Procedures

Educational and other data in a student’s graduate file in the MSW Program is subject to the restrictions of release and procedures for retention as outlined in the following laws and polices:

- Minnesota Government Data Practices Act (MGDPA) and the
- Student Records Policies and Procedures for MSU, Mankato (Fall 2003)

It is the intent of this policy and set of procedures to make students aware of how their private educational data is being secured and maintained in the Department. Students should refer to the complete Minnesota State University, Mankato policy on Student Records for more information.

**Records in MSW Applicants Files**

The following documents are gathered and retained in the MSW Admissions Coordinator’s office as they arrive for review for admission to the program. This office is locked at all times that the coordinator is not there. (Note that the department does not request applicant’s Social Security number.)

1. Graduate Studies Application with MSU, M Tech ID number.
2. Transcripts from educational institutions prior to application to MSW Program
3. MSW Application Form
4. Professional Statement
5. Professional Resume
6. Three forms & letters of recommendation (On which students are to indicate if the waive their right to access or not).
7. MSW File Review Form
8. MSW Admissions Worksheet (x3 reviewers from MSW Admissions Committee)
9. MSW Admissions Summary Sheet

Upon initial review of the file to check for basic eligibility and completeness, this file with the items listed above is transferred to a locked file cabinet in the Social Work Department office for Admissions Committee members to review. Only the Department secretary and Committee members have a key to this cabinet.

Once admissions decisions have been made, the MSW Admissions Coordinator removes letters and forms of recommendation on which the applicant indicated they waived their right to review. Other letters remain in the file along with the application, resume, and transcripts. The Committee member’s Admissions Worksheets scores and comments are combined on the Admissions Summary Sheet, which is retained in the file, while the individual worksheets are destroyed. All formal written correspondence with the applicant and the agreement accepting
the place in the incoming class is also retained. Students who are not admitted will have their files retained for one year and then these files will be destroyed. All information removed from the files is shredded.

**Records in Enrolled MSW Student Files**

Once an admitted student formally enrolls, is assigned an advisor, and begins classes, all MSW student files are transferred to a locked file cabinet in the Social Work Department office. These files are accessible only to faculty or to the Department secretary. Any additional formal correspondence with the student during the time they are enrolled is added to this file. A separate file is maintained by the field faculty for the purposes of establishing, monitoring, and evaluating field education practicum. Once a student graduates from the MSW Program, the main student file and field file are combined and will be retained by the Department in a secure location for the period of 10 years so that faculty may refer to these files for the purposes of references and recommendations. After 10 years, files are destroyed.

**Access to Student Files**

Students may obtain and review their files by making a written and signed request to the MSW Director or Department Chair. Access to files will follow University policy as described in the current Graduate Studies Bulletin.

Draft: January 29, 2008
Applying for Graduation and Commencement

Students should submit an Application for Graduation to the College of Graduate Studies and Research during the spring of their last semester by the deadline posted by the College of Graduate Studies and Research. The application and deadline dates are available at the College of Graduate Studies and Research webpage http://grad.mnsu.edu/. A copy of the Application for Graduation should be reviewed and signed by the students’ academic advisor. Students should keep a copy for their records. The advisor will submit the application to the MSW Program Director for review and signature. A copy of the application will be placed in the students’ MSW Program file. The MSW Program Director will submit the application to College of Graduate Studies and Research for approval.

At this time there is no University commencement ceremony in the summer. Students are eligible to march in the Spring Commencement Ceremony during the concentration year of the MSW Program, one semester before finishing the degree. Students may also opt to march in the Fall Commencement Ceremony following completion of all degree requirements. Students must register in order to walk in a commencement ceremony. Go to the Graduation Services webpage for more information about preparing to graduate and commencement http://www.mnsu.edu/graduation/.

The Department will host a graduation event at the commencement of summer session for all students completing the MSW Program. Details will be provided to students during the summer session of the concentration year.

Adopted: August 22, 2007
CAMPUS SERVICES

There are many programs and services both on campus and in the community that can help to support you as a student at Minnesota State University. The MSW Program Graduate Student Handbook identifies services that may be of particular interest to students in the MSW Program. Go the Minnesota State University, Mankato website for information about the full array of resources available to students.

Bookstores

The Minnesota State University, Mankato Barnes & Noble Campus Bookstore, located in the Centennial Student Union (144 CSU), sells new and used textbooks as well as a variety of University apparel, school supplies, and beverages and snack food items. For more information about the Campus Bookstore go to http://mnsu-mankato.bncollege.com.

The Maverick Bookstore sells new and used textbooks as well as a variety of University apparel and school supplies. The Maverick Bookstore is located at 230 Stadium Road (off of Warren Street) in University Square just east of the University. For more information about the Maverick Bookstore go to http://www.maverickbookstore.com/.

Campus Security

Campus Security is located Wiecking Center, Room 222. Campus security is open 24 hours a day. You can contact campus security at 507-389-2111 (V/TTY) or 2111 from on-campus.

Services provided by Campus Security include:

- Safe walk services
- Jumpstarts and unlocks
- Lost & found
- Parking & traffic
- Patrol (e.g., Investigate theft, vandalism, and other crimes; Provide assistance to faculty, staff, students, and visitors
- Emergency medical technicians to respond and provide care for injuries or illness to members of the campus community.

For more information about Campus Security services go to http://www.mnsu.edu/security/
Copy Shop

There are seven copy shops located throughout campus to meet students’ photocopying needs. Copy shop locations are: Armstrong Hall, Memorial Library, Morris Hall, Myers Field House, Trafton Center, Wiecking Center, and Wissink Hall. In addition, class manuals for courses are available for purchase at the copy shops. Class manuals for all social work courses will be located at the Wissink Copy Shop located on the second floor of Wissink Hall. For more information about photocopying services go to http://www.mnsu.edu/printing/copy/.

Financial Aid and Graduate Assistantships

Tuition and fees are set by the University each year. Check the College of Graduate Studies and Research website to determine best estimates of cost per credit at http://www.mnsu.edu/campushub/tuition_fees/. The MSW Program bases its tuition on the cost per credit set by the University plus an additional $50 per credit fee.

Students may be eligible for either Financial Aid. Since each student's situation is so unique, it is advised that you contact Student Financial Services and/or the College of Graduate Studies and Research for more information about what may be available for you. There will be some graduate assistant positions in the Department of Social Work, but there are also other positions available across campus. Inform the MSW Admissions Coordinator if you are interested in a Graduate Assistantship in the Department of Social Work.

For more information about financial aid and graduate assistantships go to the College of Graduate Studies and Research webpage at http://grad.mnsu.edu/applying/ and/or the Office of Financial Aid webpage at http://www.mnsu.edu/campushub/.

Identification Cards

The official identification card of Minnesota State Mankato is the MavCard. Students can obtain their MavCard at the MavCard Office located on the Main floor of the Centennial Student Union next to the Campus Hub. For more information about obtaining a MavCard and its multiple uses go to http://www.mnsu.edu/mavcard/.

Information & Technology Services

Academic Computer Center

The main lab of the Academic Computer Center has over 400 computers for use by students and is located in the basement of Wissink Hall, room 117. In addition, there are satellite labs for educational and student usage throughout the campus. For more information about the ACC go to http://acc.mnsu.edu/
**Desire 2 Learn (D2L)**

Most faculty in the Department of Social Work use D2L to support their in-class instruction. Several of the MSW courses will be hybrid courses – meaning that the courses will be a combination of face-to-face (in-class) and on-line instruction using D2L. Students in the MSW Program are required to learn and use D2L. On-line D2L student tutorials are available to help students learn how to navigate the system. To obtain support in using D2L call (507) 389-3295, email desire2learn@mnsu.edu, or go to [http://www.mnsu.edu/its/academic/d2l/](http://www.mnsu.edu/its/academic/d2l/).

**Help Desk**

The Help Desk is your first point of contact for most issues with technology at Minnesota State Mankato. They'll help you with email, file storage, network access and other challenges. Information & Technology Services Help Desk provides support via telephone, email, the Self-Service Help Desk system, Help Desk Remote Assistance. The Help Desk services administrative, academic, and student computer questions involving campus computers.

**MavDISK**

MavDISK is a secure file storage facility and web server for the Minnesota State Mankato students, faculty, and staff. MavDISK can be used to save your notes, research, assignments and presentations where they will be safe, backed up, and available to you anywhere in the world that you have an Internet connection. For more information about MavDISK go to [http://www.mnsu.edu/its.started/mavdisk/](http://www.mnsu.edu/its.started/mavdisk/).

**MavPrint**

As part of your Student Technology Fees, students can print 300 pages each semester AT NO CHARGE. Additional copies are charged to students at .10 cents a copy. Color laser printers are also available for use in the ACC and Memorial Library (higher costs apply to color). Students can print from any campus computer (and your own laptop through the MavNET Wireless Network) to any available MavPRINT printer throughout campus. For instructions on how to use MavPrint go to [http://www.mnsu.edu/its.started/mavprint/](http://www.mnsu.edu/its.started/mavprint/).

**UserName & Password**

A username and password are required to access all ITS services at Minnesota State Mankato, including D2L, MavMail, MavPRINT and MavDisk. Go to [http://www.mnsu.edu/its.started/username.html](http://www.mnsu.edu/its.started/username.html) for information on activating your account, changing your password, and forwarding your email.

Go to the Information & Technology Services webpage [http://www.mnsu.edu/its/help/](http://www.mnsu.edu/its/help/) for more information about ITS support services.
International Student Office

The International Student Office (ISO) provides support services designed to assist international students with their academic, personal, financial, and immigration needs while offering educational and student life opportunities to students from other countries. The ISO also provides international experiences and friendship opportunities to MSU students, faculty and the Mankato community. The ISO is located in the Centennial Student Union in room 219B. For more information about the ISO call 507-389-1281 or 1-800-627-3529 (MRS/TTY) or go to http://www.mnsu.edu/iso/.

Office of Disability Services

The primary role of the Office of Disability Services is to ensure equal access and opportunity for students with disabilities to programs and activities offered through MSU. The office also acts as a resource and referral agency for students needing additional services. Services and supports available include, but are not limited to: note taking, text on tape, alternative testing, early registration, disability parking permits, and assistive technology, The Office of Disability Services is located in the basement of Memorial Library in room 132. For more information about the Office of Disability Services call 507-389-2835 (V/TTY) or go to http://www.mnsu.edu/dso/.

Office of Institutional Diversity

The Office of Institutional Diversity provides direct services to underrepresented students including assisting students in financial aid concerns, housing, tutoring, social-cultural isolation issues, personal counseling, and other services. Programs within the Office of Institutional Diversity include: Office of Multicultural Affairs, Diversity Institute, and Intercultural Student Center. The Office of Institutional Diversity hosts/co-hosts many diversity activities and conferences on campus each year: Asian Pacific American Conference, Chicano-Latino Conference, Native Nations Conference, and Pan African Leadership Conference. For more information about the Office of Institutional Diversity call 507-389-6125(V) or go to http://www.mnsu.edu/cultdiv/.

Lesbian, Gay, Bisexual, Transgender (LGBT) Center

The LGBT Center provides support, advocacy, referral and sense of community to LGBT students. The LGBT Center resource library has over 500 volumes available which provide resources to the campus community on issues such as "coming out," LGBT history, education, family, healthy sexuality and more. In addition, the library also has a diverse selection of fiction. The video library holds nearly 100 videos that address LGBT issues, and also includes many popular films. The LGBT Center is located in the Centennial Student Union in room 173. For
Non-Traditional Student Support Program

The Non-Traditional Student Support program provides leadership, office space, computers, support, advocacy, coffee groups, health & wellness programming, resources, workshops, events for students & family, community connections & more to non-traditional students at Minnesota State Mankato. You are a Nontraditional Student if:

- You are a parent.
- You are married, divorced, or widowed.
- You are an undergraduate student over 24 years of age.
- You did not go to college immediately after high school.
- You are a veteran.
- You commute from over 15 minutes away.

Assistance with obtaining financial aid and scholarships are also available through the program. The Non-Traditional Student Support Program is located in the Centennial Student Union in room 173. For more information call 507-389-6076 or go to http://www.mnsu.edu/nontrad/.

Women’s Center

The Women’s Center offers a wide variety of non-therapeutic support services including but not limited to sexual violence; abuse, harassment and discrimination resource and referral; understanding and ending oppression; personal growth; healthy relationships; eating issues and body image; self esteem; assertiveness; and many other personal, political, and social concerns. The Women’s Center has a library with women’s centered books and parenting resources. In additional, scholarships are available through the Women’s Center. The Women’s Center is located in the Centennial Student Union in room 218. For more information about the Women’s Center call 507-389-6146 (V) or 800-627-3529 (MRS/TTY) or go to http://www.mnsu.edu/wcenter/.

Memorial Library

The Memorial Library's resources consist of approximately 1.2 million volumes including 3,200 print periodical subscriptions, 27,000 full-text electronic periodicals, and over 200 electronic databases. The Memorial Library is also a depository for Minnesota and government documents. The Memorial Library offers a wide array of services, including:

- Chat with a Librarian
- Copy Shoppe
- Document Delivery for Students Living at a Distance
- Group study room use
- Interlibrary Loan (ILL)
- Library Instruction (including tours and online request for an instruction session)
- Reference Services
Students need a MavCard to borrow library materials. For more information about the Memorial Library call (507) 389-5952 or 389-5953 or go to http://lib.mnsu.edu/.

Counseling Center

The Counseling Center offers free, confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at Minnesota State Mankato. The Counseling Center’s services include short-term counseling, educational programming, crisis intervention, consultation, national testing, and referral to outside resources to all enrolled Minnesota State Mankato students. The Counseling Center is located on the 2nd floor of the Centennial Student Union (CSU) in room 245. Student’s can make an appointment by calling 507-389-1455. For more information about the Counseling Center go to http://www.mnsu.edu/counseling/.

Student Health Services

Minnesota State University Student Health Services provides low cost medical care to students. Services include onsite medical providers every day that school is open and in session, onsite pharmacy, and an onsite laboratory. Student Health Services also provides an array of family planning services. Student Health Services Medical Clinic is located at 21 Carkoski Commons. For more information about Student Health Services call 507-389-6276 or go to http://www.mnsu.edu/shs/.

Weather/Class Cancellation/University Closing

Classes may be cancelled due to poor weather conditions. The University may close due to extreme weather conditions. University closure occurs very rarely; class cancellation is more common and means that classes are not in session – but the campus remains open.

It is the policy of the University that morning announcements for the cancellation of morning and afternoon classes will be made and posted on the University webpage by 5:30 am. Cancellation of evening classes will be made by 2:30 pm. Academic Affairs makes the determination regarding the cancellation of classes. Go to the following website for information about class cancellations: http://www.mnsu.edu/campushub/campusinfo/weather/index.html

Check the University website at mnsu.edu/weather for local weather conditions. In addition, listen to or watch local radio and television stations:

- AM radio KYSM 1230, KTOE 1420;
- FM radio KMSM 89.7, KXLP 93.3, KDOG 96.7, KEEZ 99.1, KYSM 103.5;
- Television WCCO ch. 4, KEYC ch. 12 (10 on cable), KARE ch. 11, KSTP ch. 5, and KMSP ch. 9, to find out if the weather has caused a cancellation of Minnesota State Mankato classes.

You may also call Minnesota State Information at 507-389-2463.
STUDENT SERVICE & PROFESSIONAL ENHANCEMENT OPPORTUNITIES

Association of Baccalaureate Social Work Program Directors (BPD)

The Association of Baccalaureate Social Work Program Directors, Inc. is an association of BSW Program Administrators, Faculty, Field Directors, and others dedicated to the promotion of excellence in baccalaureate social work education. Member benefits include a subscription to the Journal of Baccalaureate Social Work and BPD Update newsletter. An annual conference is held each year providing an opportunity for students to conduct presentations and engage in continuing education. For more information about BPD go to http://www.bpdonline.org/.

Council on Social work Education (CSWE)

The Council on Social Work Education is a national association of individual social workers and graduate and undergraduate programs whose purpose is to promote and strengthen the quality of social work education in order to prepare competent social work professionals. Member benefits include a subscription to the Journal of Social Work Education and monthly News Brief. CSWE determines the policies and standards for social work education and is the sole accrediting agency for graduate and undergraduate social work education in the United States. An annual conference is held each year providing an opportunity for students to conduct presentations and engage in continuing education. For more information about CSWE go to http://www.cswe.org.

Minnesota Social Service Association (MSSA)

The Minnesota Social Services Association (MSSA) is the largest social service association in the state providing legislative advocacy, educational opportunities, scholarships and other benefits to its members. For more information about MSSA go to http://www.mnsocialserviceassoc.org/.

Social Work students are encouraged and supported by the Department in attending the MSSA regional conference (Region 9) in the fall and the statewide MSSA Conference in Bloomington in the spring. Conference information is posted on the Social Work listserv, webpage, and announced in social work classes.

National Association of Social Workers (NASW)

NASW is the professional organization representing social work. NASW provides legislative advocacy on issues of importance to the profession, professional development opportunities, information on practice, policy and other issues in the NASW News and Social Work journal, insurance protection and other benefits to its members. For more information about NASW go to https://www.socialworkers.org/.

The Minnesota Chapter of NASW also provides legislative advocacy on issues of importance to social workers in Minnesota, professional development opportunities, including an annual
statewide social work conference, and information on practice, policy and other issues in Newsbytes newsletter. For more information NASW-Minnesota go to http://www.naswmn.org/.

Students are required to join NASW prior to beginning field, however are encouraged to join upon admission to the MSW Program. Student can join on-line at the national or Minnesota chapter web addresses identified above.

Phi Alpha Phi

The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters higher standards of training for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

The Social Work Department sponsors a chapter of this national Honor Society. Membership is by invitation which is based on academic achievement and a demonstrated commitment to the profession. The Department will be establishing criteria for acceptance into Phi Alpha Phi at the graduate level. Membership information and the membership application will be posted on the Department webpage at http://sbs.mnsu.edu/socialwork/organizations/.

Social Work Club

The Social Work Club is a student organization encouraged and supported by the social work faculty but organized and administered by students. Our undergraduate Social Work Club is one of the most active student clubs on campus and we are very proud of their involvement in the community.

Students in the MSW Program will need to determine whether they would like to form their own MSW Social Work Club or join with the BSSW students in forming a unified Social Work Club made up of interested graduate and undergraduate students.

Social Work Day at the Capitol

Social Work Day at the Capitol (SWDC) is sponsored by the Minnesota Chapter of the National Association of Social Workers (NASW) each year during the spring when the Minnesota Legislature is in session. For more information about Social Work Day at the Capitol go to the NASW-Minnesota webpage at http://www.naswmn.org/.

Social Work students are encouraged and supported by the Department in attending Social Work Day at the Capitol. SWDC information is posted on the Social Work listserv, Department webpage, and announced in social work classes.
Course Transfer/Substitution Form
MSW Program
Department of Social Work

Student’s Name: ___________________________________________ Tech ID: __________________

In order for graduate course credit to be considered for transfer and/or substitution for an MSW program requirement, students must complete this form in accordance with the MSW Course Transfer/Substitution Policy and Procedures. A separate form must be completed for each course that you wish to have considered for substitution.

A. Course Substitution: Indicate if you have already completed a course or if you are proposing a course for substitution.

☐ Completed course taken (Semester) ______ (Year) ______
☐ Proposed course to be taken (Semester) ______ (Year) ______

Dept/Course #:_____________ Course Name:________________________________________________

College/University:________________________________________________________

B. MSW Program Course: Place a check mark next to the Minnesota State University, Mankato MSW course for which you are requesting a substitution.

☐ SOWK 601: Foundations of Generalist Practice
☐ SOWK 603: Human Behavior in the Social Environment I
☐ SOWK 605: Social Welfare Policy and Services
☐ SOWK 607: Professional Competence Seminar I
☐ SOWK 611: Foundations of Generalist Practice II
☐ SOWK 613: Human Behavior in the Social Environment II
☐ SOWK 569: Applied Social Work Research
☐ Required Elective (3 credits)

C. Rationale for Requesting the Course Substitution: Write your rationale below or attach a separate page.

D. Syllabus: Attach a copy of the course syllabus for the course you wish to substitute.

☐ Approved ☐ Denied

Signature
Admissions Coordinator: ___________________________________________ Date: ______________
-OR-
Advisor: ___________________________________________ Date: ______________
Delay of Admission Form
MSW Program
Department of Social Work

Instructions: Student should refer to and comply with the Delay of Admission Policy under the section Student Request for Enrollment Changes in the MSW Program Graduate Student Handbook.

Date of Admission: _________________________________ Date of Request: ********

Student Name: __________________________________________ Tech ID #: ______________

Telephone #: (Home) ____________________________ (Other) ____________________________

Email Address: __________________________________________

MSW Program:  □ Traditional  □ Advanced Standing

Semester/Year Leave Begins: ________________ Semester/Year Return: ________________

Reason for Delay of Admission (A letter may be attached to explain the reason for delay):

MSW Admission Coordinator Signature: __________________________ Date: ______________

Request: □ Approved □ Denied

MSW Program Director Signature: __________________________ Date: ______________

In order to begin the MSW Program you must submit the Approval of Continuation Form by May 1, ________________ to the MSW Admission Coordinator.

A signed copy of the Delay of Admission Form will be sent to the student, MSW Admission Coordinator, Office of Graduate Studies and a copy will be placed in the student’s MSW Program file.

*If student contact information changes during the leave period, it is the responsibility of the student to contact the MSW Program to update this information.
Leave of Absence Form  
MSW Program  
Department of Social Work

Instructions: Student should refer to and comply with the Leave of Absence Policy under the section Student Request for Enrollment Changes in the MSW Program Graduate Student Handbook.

Date of Request: __________________________

Student Name: ____________________________________________ Tech ID #: __________________

Telephone #: (Home) ________________________ (Other) __________________________

Email Address: ________________________________________________________________

MSW Program:  □Traditional  □ Advanced Standing

Delay Request (Check One): □ Leave of Absence  □ Extension of Leave of Absence

Semester/Year Leave Begins: __________________________ Semester/Year Return: __________________________

Reason for Leave of Absence/Extension (A letter may be attached to explain the reason for leave or extension):

Advisor Signature: ____________________________________________ Date: ______________

MSW Admission Coordinator Signature: _____________________________ Date: ______________

Request: □ Approved □ Denied

MSW Program Director Signature: ______________________________________ Date: ______________

In order to resume the MSW Program you must submit the Approval of Continuation Form by May 1, __________________ to the MSW Admission Coordinator.

A signed copy of the Leave of Absence Form will be sent to the student, MSW Admission Coordinator, Office of Graduate Studies and a copy will be placed in the student’s MSW Program file.

*If student contact information changes during the leave period, it is the responsibility of the student to contact the MSW Program to update this information.
Approval for Continuation Form
MSW Program
Department of Social Work

Instructions: Students who were granted a Delay of Admission, Leave of Absence, or Extension of a Leave of Absence must submit the Approval for Continuation Form to the MSW Admission Coordinator by the date stipulated on the form granting the delay, leave or extension.

Date of Continuation Request: ____________

Student Name: ________________________________________ Tech ID #: __________

Mailing Address: ________________________________________

_______________________________________________________________________

_______________________________________________________________________

Telephone #: (Home) _____________________________ (Other) _____________________________

Email Address: ________________________________________

MSW Program:  □ Traditional  □ Advanced Standing

Semester/Year Leave Began: ________________  Semester/Year Return: ________________

MSW Admission Coordinator Signature: ___________________________  Date: ______________

MSW Program Director Signature: ___________________________  Date: ______________

A signed copy of the Approval for Continuation Form will be sent to the student, advisor, Office of Graduate Studies and a copy will be placed in the Student’s MSW Program file.

NOTE: If student’s address or other contact information changes during the duration of their leave, it is the responsibility of the student to contact the MSW Program to update this information.