

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

**Master of Social Work Program**

**STUDENT HANDBOOK**

**August 2010**

**SIUE Department of Social Work, Peck Hall 1306  
Phone: (618) 650-5758**



## **EQUAL OPPORTUNITY**

Southern Illinois University Edwardsville is committed to affirmative action and equal opportunity in its educational activities and programs and in its employment practices and procedures (Southern Illinois University Edwardsville, Graduate Catalog, 2009-2010). Consistent with university policies, the Department of Social Work's educational program, service, and employment opportunities are open to prospective students and prospective employees without regard to race, ethnicity, color, sex, creed or religion, national origin, age, sexual orientation, disability, veterans' status, political affiliation, or other prohibited categories. Racial, ethnic, gender, and other under-represented minority group members are encouraged to apply for admissions to the academic programs as well as to apply for employment in the Department of Social Work.

## WELCOME TO THE PROGRAM

On behalf of the Department of Social Work faculty and staff, we welcome you to the Master of Social Work program. Your admission and enrollment in the MSW program is a testament to the abilities the University and the social work faculty believe that you possess for advanced practice in the social work profession.

Social work is a *profession*. It is the application of a systematic knowledge base and skills derived from that knowledge to assist individuals, groups, organizations, and communities in problem solving that improves, maintains, or enhances their well being. It is practice within a framework of values and ethics that always places respect for the worth, dignity, and self determination of the people we work with as the foremost obligation of the social work professional. The primary goal of the Department of Social Work is to provide you with the academic and professional experiences and opportunities to develop the intellectual knowledge, the behavioral skills, and commitment to the profession's values and ethics necessary for *competent* advanced professional social work practice. Your obligation, as a member of the University, Department, and the Profession, is to take your academic and professional development within the MSW program seriously as you prepare for practice.

This Handbook provides an overview of the Department, the MSW mission, goals and objectives, curriculum, and your rights and responsibilities as well as the student policies and procedures of the Master of Social Work program. It is important that you read and understand the contents of this Handbook. Please retain this Handbook over the course of your enrollment in the MSW program as a reference.

Feel free to visit with us over the course of your association with the program. We would be pleased to get to know you and to assist you as best we can.

Again, welcome to the Master of Social Work program at Southern Illinois University Edwardsville.

Sincerely,

Kathleen Tunney, Ph.D.  
MSW Program Director

Larry W. Kreuger, Ph.D.  
Chair

**SOCIAL WORK FACULTY, STAFF, & STUDENT ORGANIZATION**  
**Department Offices, Peck Hall 1306, Phone (618) 650-5758**

**Department Administration**

Chair, Department of Social Work  
 Director, MSW Program  
 Director of Practica

Larry Kreuger, Ph.D.  
 Kathleen Tunney, Ph.D.  
 Carol Wesley, Ph.D.

**Graduate Faculty**

**Carl Bentelspacher**, Associate Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 human behavior in the social environment; interpersonal practice: individual, family, and  
 group; mental health; family care giving of relatives with mental illness; cross cultural  
 practice; life course development of African American men.

**Roger Boyd**, Assistant Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 social policy; community development; statistics/SPSS; policy formulation and analysis.

**Vanessa Brown**, Assistant Professor, MSW, Ph.D., Assistant Provost for Institutional Diversity and  
 Inclusion Office of the Provost

**Bryan Duckham**, Assistant Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 social work practice; psychopathology; qualitative methods on trauma; substance abuse;  
 spirituality.

**Hsin Hsin Huang**, Assistant Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 multi-cultural counseling; spirituality; women's issues and development; post-traumatic  
 stress disorder in veterans returning from Iraq and Afghanistan.

**Angela Kaiser**, Assistant Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 bridging social capital formation in faith based organizations; social welfare urban public  
 policy; macro theory and practice qualitative research methods.

**Larry Kreuger**, Professor, MA, MSW, Ph.D., Chair, Graduate Faculty, Teaching and Research:  
 research methods; evaluation of practice; macro practice and social policy; homelessness and  
 loss of residence due to natural disasters; role of technology in social work.

**Gerald O'Brien**, Associate Professor, MSW, Ph.D., Graduate Faculty, BSW Program Director.  
 Teaching and Research: disability issues; legal issues related to persons with HIV/AIDS;  
 community organization; social welfare policy.

**Kathleen Tunney**, Associate Professor, MSW, Ph.D., Graduate Faculty, Teaching and Research:  
 social work education for practice; clinical decision-making; mental health practice; human  
 behavior in the social environment; clinical practice with individuals and families.

**Carol Wesley**, Assistant Professor, MSW, M.Div., Ph.D., Graduate Faculty, Teaching and  
 Research: ethics; aging; death and dying; spirituality; health care.

**MSW Instructors/Faculty**

**Kellene M. Hamilton**, Field Liaison, MSW, LCSW

Peck 1203 (618) 650-2620

**Staff**

**Suzanne Houston**, Academics Secretary

Peck 1306 (618) 650-5758

**Judith Zimmerman**, Administration Secretary

Peck 1306 (618) 650-5429

**Graduate Student Associations**

Association of Black Student Social Workers  
 (BSSWA)

Peck 1306 (618) 650-5758

Graduate Student Social Work Association  
 (GSSWA)

Peck 1306 (618) 650-5758

Phi Alpha Honor Society, Xi Iota Chapter

Peck 1306 (618) 650-5758

## SIUE UNIVERSITY OFFICES

Chancellor, <b>Vaughn Vandegrift</b> , Ph.D.	Rendleman 3316 (618) 650-2475
Provost & Vice Chancellor for Academic Affairs <b>Paul Ferguson</b> , Ph.D.	Rendleman 3102 (618) 650-3772
Vice Chancellor, Student Affairs, <b>Narbeth Emmanuel</b> , Ph.D.	Rendleman 2306 (618) 650-2020
Vice Chancellor, Student Affairs, <b>Jim Klenke</b> , Ph.D.	Rendleman 2306 (618) 650-2020
Dean, College of Arts and Sciences <b>Aldemaro Romero</b> , Ph.D.	Peck Hall 3429 (618) 650-5047
Dean, Graduate School, <b>Steve Hansen</b> , Ph.D.	Rendleman 2208 (618) 650-3010
<b>Admissions, Graduate</b>	Rendleman 1207 (618) 650-3705
<b>Assistantships &amp; Fellowships</b>	Rendleman 2208 (618) 650-3164
<b>Book Store, University</b>	University Center (618) 650-2132
<b>Bursar, University</b>	Rendleman 1101 (618) 650-3123
<b>Financial Aid</b>	Rendleman 2308 (618) 650-3880
<b>Graduation Applications, Service Center</b>	Rendleman 1309 (618) 650-2080
<b>Health Service</b>	Rendleman 0214 (618) 650-2842
<b>Housing</b>	Rendleman 0248 (618) 650-3931
<b>Human Subjects Review</b>	Rendleman 2208 (618) 650-3162
<b>Lovejoy Library</b>	Lovejoy Library (616) 650-2603
<b>Parking Services</b>	Rendleman 1113 (618) 650-3680
<b>Research &amp; Projects</b>	Rendleman 2208 (618) 650-5364
<b>Student Services, Evening &amp; Weekend</b>	Rendleman 1205 (618) 650-3775

## **MSW PROGRAM ACCREDITATION**

Master of Social Work degree programs must meet requirements established by the Council of Social Work Education (CSWE), in the content of their curricula and standards of program structure, autonomy, and resource commitments from their universities. Programs undergo a continuing process of peer review by professional social work educators to ensure adherence to established curriculum requirements and program standards. Peer reviews also ensure that quality programs are implemented to prepare social work practitioners who are competent for advanced social work practice. The peer review process is called the **accreditation process**, and is divided into **four stages: pre-candidacy, candidacy, accreditation, and reaffirmation**. In the United States, the peer review accreditation process and the establishment of curriculum guidelines and program standards are the responsibilities of the CSWE.

**The SIUE Master of Social Work program achieved accreditation by the Council of Social Work Education in February, 2003 and received reaffirmation of accreditation in 2007.**

CSWE's Education Policy and Accreditation Standards (EPAS) outline requirements for the MSW program curriculum. A copy of the EPAS is available in full text on line at [www.cswe.org](http://www.cswe.org). You are strongly encouraged to review the EPAS to familiarize yourself with the curriculum elements required for inclusion in this program. A reference copy of CSWE's Accreditation Standards outlining Eligibility and Program Standards for MSW degree programs can be found in the graduate student office/lounge.

Address and phone number of the Council on Social Work Education:

Council on Social Work Education  
1725 Duke Street  
Suite 500  
Alexandria, VA 22314-3457  
Phone: (703) 683-8080

## **PROGRAM MISSION, GOALS, AND OBJECTIVES**

The MSW program curriculum and program activities have been organized to achieve the mission, goals and objectives of the Department of Social Work for graduate social work education, and to meet the requirements of CSWE. **MSW program objectives are linked to EPAS competencies and practice behaviors to specify student learning outcomes that will be assessed as you progress through the program. They also specify outcomes used to evaluate the MSW program itself.**

### **MSW Program Mission Statement**

The mission of the MSW Program at Southern Illinois University Edwardsville is to promote social and economic justice and enhance social well-being through the provision of quality graduate education, excellence in scholarship, and collaboration in community service.

### **MSW Programs Goals**

**Goal 1:** Prepare ethical professional social work leaders to engage in culturally competent practice.

**Goal 2:** Contribute to the social work knowledge base about social issues and their resolution, especially those affecting vulnerable populations.

**Goal 3:** Support social and economic development in the metropolitan region through public service with community agencies.

### **Foundation Objectives**

Students will demonstrate ability to:

1. Apply critical thinking skills within the context of professional social work practice.
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and its contemporary structures and issues.
6. Apply the knowledge and skills of a generalist social work perspective to practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies.
9. Evaluate research studies, apply research findings to practice and evaluate their own

- practice interventions.
10. Use communication skills differently across client populations, colleagues, and communities.
  11. Use supervision and consultation appropriate to social work practice.
  12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.
  13. Demonstrate a commitment to professional development through continuous self-assessment and actions which build on personal/professional strengths and address challenges.

### **Concentration Objectives**

Students will demonstrate ability to:

1. Critically evaluate their practice within the area of concentration at all system levels.
2. Identify and respond to value conflicts and ethical dilemmas in the area of concentration.
3. Be culturally competent and be able to articulate commonalities and differences among diverse groups within the area of concentration.
4. Identify oppressive and discriminating policy, practice and power relations; use change strategies to reduce/eliminate harmful effects on client well-being and self-determination in the area of concentration.
5. Identify and analyze historical developments in the area of concentration and their impact on contemporary policy and practice.
6. Build on the generalist perspective; integrate specialized models in the area of concentration.
7. Critically analyze and discriminate among theories across the life span and system levels in the context of relevant problems in the area of concentration.
8. Analyze, formulate and influence social policies relevant to the area of concentration.
9. Critically evaluate research in the area of concentration, demonstrate application to practice, and complete group, program, or single subject research in the concentration practicum setting.
10. Evaluate and use verbal and written communication skills across client populations, colleagues and communities relevant to the area of concentration.
11. Use supervision and consultation, which reflects an increasing degree of autonomy, self-understanding and openness to enhance social work practice in the area of concentration.
12. Analyze organizational dynamics and advocate for change at the level possible within agency structure in the area of concentration.
13. Promote and sustain their professional development through continuous self-assessment and actions, which build on their strengths and address challenges.

## THE MASTER OF SOCIAL WORK PROGRAM

### Master of Social Work Program Structure

The Department of Social Work offers a curriculum leading to the Master of Social Work degree with concentrations in micro and macro practice.

The program of study in the MSW program is divided into two integrated groups of courses: the **Foundation curriculum** and the **Concentration curriculum**. Foundation courses provide learning and practice experiences in basic social work values, ethics, generalist methods of practice, diversity, research, social welfare policy and social work history. Foundation courses provide the knowledge, value, ethics, and practice skills necessary for beginning social work practice and provide a foundation for development of advanced social work practice knowledge and skills. Concentration curriculum courses extend and integrate the knowledge, skill competence, and value/ethics necessary for advanced social work practice with individuals, families, groups, neighborhoods, communities, and organizations.

The MSW program is a full-time degree program, with a part-time program available. Completion of a minimum of 60 semester credit hours is required for completion of the degree by regular standing students<sup>1</sup>. Regular standing students must complete 33 credit hours in the Foundation curriculum and 27 semester hours in the Concentration curriculum. All foundation courses must be completed before enrolling in the Concentration curriculum. A minimum of 30 semester hours of credit in the Concentration curriculum is required to complete the degree for students in advanced standing<sup>2</sup>.

Full time regular standing students complete the degree in two years or six consecutive semesters, including summers. Full-time advanced standing students complete the program over one year of three consecutive semesters, including summer.

Regular standing students admitted to the part-time program have four years to complete the requirements for the MSW degree. Students admitted in advanced standing have up to two years to complete the part-time program.

Policies of the SIUE Graduate School require that students complete their degree program within six years of their first term of enrollment.

The MSW Program also offers a School Social Work Specialization which enables students to sit for the licensure examination for school social workers in Illinois. The courses prepare current MSW students to take the examination as part of their requirements for school social work at the state level. You must be an advanced standing student or have successfully completed all your foundation courses to enroll in the school social work practica and course work. Further, you must complete the practica during the nine-month academic year (fall and spring semesters).

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<sup>1</sup>Students admitted without a BSW degree.

<sup>2</sup>Student admitted with an accredited BSW (social work) degree.

**Please note that the School Social Work Specialization will result in additional course credit hours beyond those needed to satisfy the requirements of the MSW degree. In addition, students entering the program in advanced standing will add three additional semesters to the completion of their MSW degree.**

Students must apply and be formally approved to enter the School Social Work Specialization. Application materials can be obtained from the Academic Secretary in the Department of Social Work. The application deadline is January 15th.

## MSW Program Curriculum

### A. Foundation Curriculum

The following foundation courses are required of all students in REGULAR STANDING (see section on Admissions in Advanced Standing).

<u>Course Number &amp; Title</u>	<u>Credit Hours</u>
SOCW 501 Generalist Practice: Individuals and Families	3
SOCW 502 Generalist Practice: Groups	3
SOCW 503 Interviewing Skills	3
SOCW 504 Social Welfare Policy	3
SOCW 505 Generalist Practice: Communities	3
SOCW 506 Research Design & Data Analysis	3
SOCW 507 Human Behavior in the Social Environment	3
SOCW 508 Values/Ethics, Diversity, Social Justice Principles and Practice	3
SOCW 526 Field Instruction I	3
SOCW 527 Field Instruction II	3
OR	
SOCW 531 Block Field (replaces 526 and 527)	6
SOCW 537 Diagnostic Assessment	3
<b>Total Hours in the Foundation Curriculum</b>	<b>33</b>

### B. Concentration Curriculum

The Department of Social Work requires the following advanced courses in one of either of the two concentrations for (1) students without a baccalaureate degree in social work who have successfully completed the foundation curriculum; and (2) for students entering with a baccalaureate social work degree and for whom the Department has approved advanced standing:

#### 1. Common Courses (required of students in both concentrations)

<u>Course Number &amp; Title</u>	<u>Credit Hours</u>
SOCW 528 Advanced Field Instruction III	3
SOCW 529 Advanced Field Instruction IV	3
OR	
SOCW 532 Block Field (replaces 528 and 529)	6
SOCW 534 Applied Social Science Research	3
SOCW 537 Diagnostic Assessment (Note: taken by second year regular standing students in foundation curriculum)	3
SOCW 565 Integrative Seminar and Project	3
<u>Two of the following courses:</u>	6
SOCW 560 Fields of Practice: Mental Health	
SOCW 561 Fields of Practice: Child & Family	
SOCW 562 Fields of Practice: Substance Abuse	
SOCW 563 Fields of Practice: Gerontology	
<b>Total common concentration core courses advanced standing students</b>	<b>21</b>
<b>Total common concentration core courses regular standing students</b>	<b>18</b>

## 2. Micro Practice Concentration

<u>Course Number &amp; Title</u>	<u>Credit Hours</u>
SOCW 540 Intervention Models for Practice With Individuals	3
SOCW 541 Intervention Models for Practice With Families and Groups	3
SOCW 542 Social Welfare Policy: Micro Implications	3
<b>Total Hours in the Micro Concentration</b>	<b>9</b>

## 3. Macro Practice Concentration

<u>Course Number &amp; Title</u>	<u>Credit Hours</u>
SOCW 545 Practice with Organizations (Administration & Supervision)	3
SOCW 544 Practice with Neighborhoods and Communities	3
SOCW 546 Social Welfare Policy: Macro Implications	3
<b>Total Hours in the Macro Concentration</b>	<b>9</b>
<b>Total Hours in the Concentration Curriculum advanced standing students</b>	<b>30</b>
<b>Total Hours in the Concentration Curriculum regular standing students</b>	<b>27</b>

## C. Courses for School Social Work Specialization

<u>Course Number &amp; Title</u>	<u>Credit Hours</u>
SOCW 533 Social Work Practice in Schools	2
SOCW 567 Seminar in School Social Work	2
SOCW 568 Advanced Field III School Social Work	4
SOCW 569 Advanced Field IV School Social Work	4

Note: SOCW 568 and 569 replace SOCW 528 and 529. SOCW 533 and 567 are in addition to the courses required for the MSW degree. Students enrolled in the school social work courses complete a total of six additional credit hours more than the total needed to complete the MSW degree. Students entering the MSW Program in advanced standing will add an additional three semesters to their program of study.

## D. Final Examination

SOCW 565 Integrative Project

Enrollment in SOCW 565 is a requirement to satisfy the concluding element of the MSW degree program. A grade of B or better must be earned in this course for the student to satisfactorily complete all requirements for the Master of Social Work degree. The project is an integration of social work knowledge and skills across curriculum content areas and practica in regard to social work practice issues or problems, with special attention to the student's area of concentration.

### Class Scheduling – Full Time

MICRO PRACTICE CONCENTRATION	MACRO PRACTICE CONCENTRATION
<b>First Year Regular Standing Students' Course Schedule (Foundation Curriculum)</b>	<b>First Year Regular Standing Students' Course Schedule (Foundation Curriculum)</b>
<p><u>Fall (1)</u>            SOCW 501 Generalist Practice: Individuals/Families            SOCW 503 Counseling Skills Development            SOCW 507 Human Behavior in the Social Environment            SOCW 508 Diversity, Values, Ethics, Social Justice Prin. &amp; Practice</p> <p><u>Spring (2)</u>            SOCW 505 Generalist Practice: Groups            SOCW 506 Research Methods &amp; Data Analysis            *SOCW 526 Field Instruction I            SOCW 537 Psychopathology &amp; Diagnostic Assessment</p> <p><u>Summer (3)</u>            SOCW 502 Generalist Practice with Neighborhoods, Organizations and Communities            SOCW 504 Social Welfare Policy            *SOCW 527 Field Instruction II            Or Or            *SOCW 531 Block Field Instruction</p>	<p><u>Fall (1)</u>            SOCW 501 Generalist Practice: Individuals/Families            SOCW 503 Counseling Skills Development            SOCW 507 Human Behavior in the Social Environment            SOCW 508 Diversity, Values, Ethics, Social Justice Prin. &amp; Practice</p> <p><u>Spring (2)</u>            SOCW 505 Generalist Practice: Groups            SOCW 506 Research Methods &amp; Data Analysis            *SOCW 526 Field Instruction I            SOCW 537 Psychopathology &amp; Diagnostic Assessment</p> <p><u>Summer (3)</u>            SOCW 502 Generalist Practice with Neighborhoods, Organizations and Communities            SOCW 504 Social Welfare Policy            *SOCW 527 Field Instruction II            Or Or            *SOCW 531 Block Field Instruction</p>
<i>Total Foundation Curriculum – 33 credit hours</i>	<i>Total Foundation Curriculum – 33 credit hours</i>
<b>Second Year Regular and Advanced Standing Students' Course Schedule (Concentration Curriculum)</b>	<b>Second Year Regular and Advanced Standing Students' Course Schedule (Concentration Curriculum)</b>
<p><u>Fall (1)</u>            SOCW 540 Adv. Practice with Individuals            SOCW 541 Adv. Practice with Families/Groups            SOCW 542 Social Welfare Policy: Micro Practice            SOCW 546 Applied Social Science Research</p> <p><u>Spring (2)</u>            SOCW 537 Psychopathology &amp; Diagnostic Assessment (Note: taken by second year students in foundation year)            *SOCW 528 Field Instruction III            Pick Two:            SOCW 560 Mental Health Services            SOCW 561 Child, Youth &amp; Family Services            SOCW 563 Gerontology Services            SOCW 564 Substance Abuse Services</p> <p><u>Summer (3)</u>            *SOCW 529 Field Instruction IV            Or Or            *SOCW 532 Block Field Instruction            SOCW 565 Capstone Project</p>	<p><u>Fall (1)</u>            SOCW 543 Social Welfare Policy: Macro Practice            SOCW 544 Adv. Practice with Neighborhoods/Communities            SOCW 547 Adv. Practice with Organizations            SOCW 546 Applied Social Science Research</p> <p><u>Spring (2)</u>            SOCW 537 Psychopathology &amp; Diagnostic Assessment (Note: taken by second year students in foundation year)            *SOCW 528 Field Instruction III            Pick Two:            SOCW 560 Mental Health Services            SOCW 561 Child, Youth &amp; Family Services            SOCW 563 Gerontology Services            SOCW 564 Substance Abuse Services</p> <p><u>Summer (3)</u>            *SOCW 529 Field Instruction IV            Or Or            *SOCW 532 Block Field Instruction            SOCW 565 Capstone Project</p>
<i>Total Concentration Curriculum – 30 credit hours (27 for second year regular standing students)</i>	<i>Total Concentration Curriculum – 30 credit hours (27 for second year regular standing students)</i>
<i>Total MSW Credit Hours – 60 Regular Standing Students, 30 Advanced Standing Students</i>	<i>Total MSW Credit Hours – 60 Regular Standing Students, 30 Advanced Standing Students</i>

**PART TIME PROGRAM SEQUENCING  
FOUNDATION CURRICULUM: YEAR 1  
Revised August 2010**

<b>Content Area</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Human Behavior Diversity, Ethics	507: Human Behavior Theories  508: Values, Ethics, Diversity	537: Diagnostic Assessment	
Policy			504: Social Welfare Policy
Research		506: Research and Data Analysis	
Field			

Total Hours: 15

**PART TIME PROGRAM SEQUENCING  
FOUNDATION CURRICULUM: YEAR 2**

<b>Content Area</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Practice	501: Generalist Practice with Individuals & Families  503: Counseling Skills Development	505: Generalist Practice with Groups	502: Generalist Practice With neighborhoods, organizations and Communities
Policy			
Research			
Field		Field I (including Seminar)	Field II (including Seminar) <b>OR</b> Block Practicum

Total Hours: 18

**PART TIME PROGRAM SEQUENCING  
CONCENTRATION CURRICULUM: YEAR 3**

<b>Content</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Human Behavior, Practice	1 Intervention Course (micro or macro)  540: Advanced Practice with Individuals OR 544: Advanced Practice with Neighborhoods and Communities	1 Field of Practice Course  Diagnostic Assessment (537) [for Advanced Standing Students]	Block Practicum (optional)
Policy	542 Social Welfare Policy: Micro Practice OR 543: Social Welfare Policy: Macro Practice		
Research			
Field			

Total hours: 9 (12 for Advanced Standing)

**PART TIME PROGRAM SEQUENCING  
CONCENTRATION CURRICULUM: YEAR 4**

<b>Content</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Practice	1 Intervention Course (micro or macro)  533-2:School S.W. Practice	1 Field of Practice Course  567: School SW Seminar	565: Capstone
Policy			
Research	Applied Social Science Research		
Field	568-4: Field III (School SW)	Field III  569-4: Field IV (School SW)	Field IV <b>OR</b>  Block Practicum

Total hours: 18

## ACADEMIC POLICIES

### Expectations of the MSW Program

The MSW Program at SIUE is a “high demand, high support” program. High expectations are placed upon students to both perform at a professional level and achieve academically, and success requires that students fulfill the requirements that are set out in course syllabi and the MSW Student Handbook.

It is the responsibility of students to closely read class and program requirements, request clarification related to any course statements or grading requirements, keep up-to-date on required readings and assignments, and to continually track their own progress within the individual courses and overall program.

Faculty, for their part, should support student progress by ensuring that clear descriptions of course expectations and grading criteria are provided, by monitoring student progress, both in individual classes and the overall program, and by working with students who experience problems to determine a plan for addressing these issues.

### Student Liberal Arts Prerequisites and BSW Course Deficiencies Policy

Students admitted to the MSW program must have completed at the undergraduate level certain liberal arts courses, and/or they must have met certain standards of academic achievement in their BSW courses (see Social Work Program Description). Students admitted to the program with deficiencies in liberal arts must remove the liberal arts deficiencies prior to enrollment in MSW courses. Advanced standing students with BSW course deficiencies must satisfy those deficiencies prior to enrollment in the MSW Program.

### Transfer Credit and Course Content Redundancy Policy

**Transfer Credit.** MSW course credit earned from other graduate CSWE accredited programs may be transferable to SIUE. Credit is transferable if a grade of B or better has been earned in a social work course(s) that clearly corresponds to courses in the MSW program curriculum. For Regular Standing (two year) students, up to one-third or 20 semester credit hours may be transferable for the 65 credit hour SIUE MSW degree. Regular standing students who wish to transfer more than the one-third credit hour limit (20 credit hours) may petition the MSW Director.

For Advanced Standing (one year) students, one-third or 10 credit hours of the 30 semester credit hour MSW concentration curriculum may be transferable. However, SIUE has a minimum 30 semester credit hour residency requirement. This means that Advanced Standing students must complete 30 credit hours of enrollment residency at SIUE. Therefore, transferred credit hours must be replaced by enrollment in alternative courses to achieve the 30 hours residency requirement.

These alternative courses must be determined in consultation with the student's faculty advisor and approved by the MSW Director. The alternative courses should represent a coherent purpose and content that supports the student's social work concentration and career objectives. Transferable credits are limited to those that were earned within six years of the transfer request date and for which grades of B or better were earned.

Graduate course credit achieved for another graduate degree cannot be generally used or applied for course requirements in the MSW degree curriculum.

See Transfer Credit and Redundancy Application Procedure below for transfer credit request procedures. Also see the SIUE Graduate Catalog for a summary of the Graduate School policy on transfer credits and residency requirements. A "Graduate Student Request Form" for requesting consideration of transfer credit can be obtained on the Graduate School Web site or from the Department of Social Work Academic Secretary.

**Redundancy Exemptions.** Students may also petition the MSW program for exemption from a MSW social work course if the content and learning objectives duplicate a graduate level non-social work course in which a grade of B or better has been earned. MSW course exemptions because of same material coverage in other graduate level non-social work courses depend on whether student learning objectives and outcomes in the courses are congruent with those defined for the MSW courses for which exemption is requested. Non-social work course redundancy exemptions do not reduce the total MSW program credit hours that are required for the degree. A plan of substitute courses that is consistent with the intent of Foundation and Concentration curricula must be developed by the student and his/her advisor and be approved by the MSW Program Director.

In some instances, undergraduate course work may also be eligible for redundancy exemption of a MSW course requirement. This is applicable if five conditions are met. First, the content, course objectives, and advanced level of the course must be shown to be redundant in terms of the MSW course for which redundancy exemption is requested. Second, the course must be or have been designated for undergraduate and graduate credit by the student's undergraduate degree university at the time of course enrollment. Third, the student must demonstrate that permission was received from his/her university for enrollment in the course for graduate credit prior to enrollment in the course. Fourth, a grade of B or better must have been earned in the course. Fifth, the course must have been taken within six years prior to the date of the redundancy exemption request. When a redundancy request is approved, the number of required credit hours for the degree is not reduced. The student in consultation with his/her faculty advisor must find another course to replace these credits.

Requests for redundancy exemptions should be made on the "Graduate Student Request Form" and filed with the Department of Social Work.

## **Transfer Credit and Redundancy Application Procedure**

Students apply for evaluation of transfer course credit and redundancy exemptions by submitting to the Director of Admissions a completed “Graduate Student Request Form” and a written request for review of the specific courses. It is the student's responsibility to justify his/her request, explaining why the transfer or redundancy exemption is justified, and providing a copy of the course syllabus, the university catalogue description for the course, examples of work completed in the course, and evidence of earning a grade of B or better in the course. The MSW Director evaluates the appropriateness of the requested transfer credit or redundancy exemption and approves or disapproves the request.

If an exemption is approved and a course(s) must be substituted, the student and his/her faculty advisor shall recommend a course(s), consistent with the policies outlined above to the MSW Director for approval.

Forms for approval of transfer credit and redundancy exemptions should be obtained from the Graduate School Website or the Department of Social Work Academics Secretary. Forms should be returned to the Academics Secretary to be filed with the Department of Social Work.

## **Academic Credit for Life and Work Experiences**

The MSW program does not give course credit for the student's life or work experiences.

## **Grades**

Students must maintain a B or better cumulative grade point average (3.0 GPA or better) to remain in good academic standing in the MSW program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for the following semester. At the end of a student's academic probation semester, the Director, in consultation with the MSW Committee and the Department Chair, determine if the student's academic progress warrants: (1) removal of the student from academic probation status; (2) continued academic probation for another semester; or (3) termination from the MSW Program. **Students receiving two grades of C will be terminated from the program.**

Students must be in good academic standing to begin and remain in practica. Good academic standing is defined as maintaining a 3.0 GPA, and not being on academic probation for other reasons as defined by the Department and the Graduate School. Because of the importance of field performance in ensuring competent graduates, students must receive a B or better in all field courses. **Students receiving a C in a field course will automatically be terminated from the MSW Program.**

Students must be in good academic standing to receive a graduate assistantship within the Department of Social Work. Students who are placed on departmental probation will have their social work graduate assistantships rescinded.

Students who receive grades of C or lower in the integrative project and seminar (SOCW 565) will not be approved for graduation from the MSW program. If a student receives a C or lower in this course, s/he may repeat that course once to earn a grade of at least B. Failure to earn a grade of at least B on the second try will result in termination of the student from the MSW program.

### **Incomplete Grades.**

Students who do not complete requirements of a course may request an incomplete grade for that course. The Graduate Catalog provides guidelines about the awarding of incomplete grades. For example, incomplete grades may be awarded when the student has completed the majority of the course requirements but medical or other emergency circumstances prevent completion of the final course requirements by the end of the semester (SIUE Graduate Catalog). The instructor of the course determines whether an incomplete grade is warranted.

Students considering an incomplete grade should therefore discuss the incomplete grade option with the instructor as soon as the circumstances related to the “incomplete” are known to the student. **Note: it is the student’s responsibility to request consideration of assignment of an incomplete grade.** If the instructor agrees, a written contract is completed between the instructor and the student which outlines work to be completed to satisfy course requirements, the time period within which the work has to be completed, and any other requirements that must be fulfilled. The instructor and the student will sign the incomplete grade contract. The contract is sent to the MSW Director for review, approval or denial. The MSW Director forwards copies to the instructor, student, student’s departmental file, and the Graduate School.

The University requires that graduate students satisfy an incomplete grade no later than one year after the semester in which the course was taken. Failure to do so results in the automatic assignment of a grade of F (failure) for that course. **However, in the Department of Social Work, incomplete grades must be satisfied within one semester after the course was taken** unless another time period is agreeable to the instructor and documented in writing.

**It is the student’s responsibility to take the initiative to communicate with the instructor and to follow up in completing course requirements to remove the incomplete grade.** The student must be conscientious in working with the instructor to arrange terms for removing the incomplete grade. Failure to remove the incomplete grade within the time limits agreed upon will result in a grade of F.

### **SOCW 565 Integrative Project & Deferred Grade**

Students that do not complete SOCW 565 Integrative Project during the enrollment semester may receive a Deferred grade (DE). The Department of Social Work requires that a DE grade be satisfied within one semester after enrollment in SOCW 565. A grade will be issued at the end of the semester after enrollment in SOCW 565 based on the materials submitted by the student at that time.

If a student receives a grade of C or lower in this course it may be repeated once to earn a grade of at least B. Failure to earn a grade of at least B on the second try will result in termination of the student from the MSW Program.

### **SOCW 565 Integrative Project & University 500**

Students that do not complete SOCW 565 Integrative Project the enrollment semester must enroll in UNIV 500 the subsequent semester if the student is not enrolled in other courses in that subsequent semester. Enrollment in UNIV 500 allows students access to University resources, including library access and faculty consultation.

### **Student Registration**

The SIUE registration period for the next term is normally scheduled during the third to sixth week of the semester. Students must meet with their advisor to discuss their schedule for the next semester. Their advisor will approve the student's schedule and provide their student PIN number for the following semester. After meeting with their advisor and receiving their PIN number, students will enroll themselves on the Banner system.

### **Advising**

Students who are experiencing personal or academic problems should make an appointment to see their advisor as soon as possible. Individual faculty will have office hours posted. Please inform the MSW Program Director or Department Chair if you have difficulty accessing your advisor.

### **Full/Part Time Status Change**

Students must inform their advisor in writing if they wish to change from full or part-time status the semester prior to the change. Increasing course loads from part-time to full-time can only be within the foundation or concentration year. Students admitted to the program in part-time status are not allowed to add another social work course the first semester. Students may take an additional elective course outside the department if they wish to do so; however the elective must be approved by the student's advisor. **All foundation courses must be completed before enrolling in a concentration course. Because courses are only offered once a year, students may be limited in their course selection in subsequent semesters.**

### **Graduation**

Students should apply for graduation no later than the middle of the semester preceding the term in which they expect to graduate. An Application for Graduation is completed and a graduation fee is paid to the Bursar in Rendleman Hall. This initiates review of the applicant's record to insure that the student is completing requirements toward the degree. A letter of deficiencies is mailed to the applicant from Graduate Records after completion of review. Students graduate and participate in commencement ceremonies at the end of the term in which all requirements are completed.

The Service Center notifies students of graduation procedures by mail. However, students are advised to contact that office if they do not receive notification by the middle of the semester in which they expect to graduate.

### **Independent Study**

SOCW 596 Independent Readings in Social Work **may** be used by students to fulfill elective course requirements. The independent study is a faculty supervised option. As a general policy all students must enroll in elective courses. The independent study is not a general substitute for elective courses. This option is available when the student and a faculty advisor/mentor demonstrate a structured learning purpose consistent with the student's overall learning and career goals that justify enrollment in the independent study. The independent study may also be allowed by MSW Program Director for other curriculum purposes that are consistent with the overall learning of the students.

Students considering the independent study should discuss this option with their faculty advisor. If the faculty advisor approves, students should find and negotiate supervision with a social work faculty mentor. The student and the faculty mentor must complete an independent study contract (available in the Office of the Academic Secretary) and file it with the Director of the MSW Program for review and approval or denial. Copies of approved contracts are provided to the student, the faculty supervisor, and a copy is placed in the student's departmental file.

### **Adding and Dropping Courses**

The Graduate catalog provides guidelines for adding and dropping courses. Students wishing to add or drop a course must obtain the approval of the faculty advisor, course instructor, and Department Chair. Forms for adding and dropping of courses can be obtained from the Academic Secretary. Please note that if you are a full-time student you can not drop your hours below 9 credit hours.

### **Withdrawal from the University**

Students who wish to withdraw from the University should complete a University Withdrawal Form. Simply dropping all courses without completion of the form is not a formal withdrawal. In the process of withdrawing from the University, it is recommended that students discuss the withdrawal with their faculty advisor so that Departmental records can be maintained should the student wish to be reinstated at a later date.

### **Leaves of Absence**

Students are expected to register for courses each semester until their degree work has been completed. Students who wish to skip a semester of enrollment must apply for a Leave of Absence. A "Request for a Leave of Absence" form can be obtained from the Academic Secretary and must be completed and filed prior to the semester in which the leave is to begin. Leaves of absence must receive initial approval from the Director of the MSW Program, with advice from the student's faculty advisor, and final approval from the Chair of the Department of Social Work. Students who skip a semester of enrollment without obtaining approval for a leave of absence will be terminated from the MSW Program.

Students not enrolled in courses during any given semester must register in University 500. Enrollment in UNIV 500 allows students access to University resources, including library access and faculty consultation and ensures that the student's University admission application, CougarNet E-mail account, etc. remain current.

### **Written Assignments-Citations and Reference**

Written assignments in the Department of Social Work utilize the *Publication Manual of the American Psychological Association*, Sixth Edition Revised (August, 2009). This APA format should be used in all classes. Students who are not familiar with the APA format should obtain a summary from the Writing Center in Peck Hall and/or purchase a small reference copy of the APA format.

### **Plagiarism**

Plagiarism, the act of representing the work of another as one's own, is a serious academic offense and is not acceptable in the Department of Social Work. Faculty will give examples of plagiarism in your courses. Please refer to the Graduate School's policy on plagiarism at [www.siu.edu/POLICIES](http://www.siu.edu/POLICIES). The Department of Social Work abides by the Graduate School policy.

## **ENROLLMENT IN FIELD PRACTICUM**

Early in the semester prior to students' enrollment in practicum courses, they must consult with their graduate faculty advisor, complete pre-practicum enrollment paper work (see Practicum Manual), and seek planning advisement from the Director of Practica. For example, students should begin the practicum planning process in the early fall semester preceding the spring they expect to enroll in practica. **Initiation of the practicum planning and enrollment process is the responsibility of the student, following procedures outlined in the MSW Practicum Manual. Failure to complete this process in a timely manner will prevent students from enrollment in practicum during the desired semester.** Students who are on probation with either the University or are on departmental probation will not be allowed to begin or remain in their practicums. When students have begun their practicum experiences they should consult with the Director of Practica and the Field Liaison on matters relating to their practicum experience and learning.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **University Rights and Responsibilities**

Students in the MSW program have rights and responsibilities as members of the University community, as members of the Department of Social Work, and as aspirant professional social work practitioners. Southern Illinois University Edwardsville is committed to and "maintains fair and reasonable practices in all matters affecting students" (SIUE, *Graduate Catalogue 2005-2006*: 58) including students' rights to equal opportunity and affirmative action (SIUE Equal Opportunity and Affirmative Action and Sexual Harassment Policies), to privacy and nondisclosure (SIUE Privacy and Nondisclosure Policy), and to students' right to redress and correction of grievances arising out of their association with the University (SIUE Student Grievance Policy) and the Department of Social Work. Paper copies of policies are available in the Offices of the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, the Graduate School, and

Admissions and Records. The policies can also be accessed through the University website: [www.siue.edu](http://www.siue.edu).

The University stipulates that by enrolling in the University, students assume responsibility for conduct compatible with the learning environment of the University. The Student Social Conduct Code, Student Academic Code, and the Student Grievance Code describe these expectations of students and outline procedures students must use to file grievances. Students are expected to give high priority to academic ethics including avoidance of academic cheating and plagiarism. Students are expected to maintain a cumulative grade point average of at least a B (3.0). Students are expected to comply with the spirit and intent of the University's nondiscrimination, affirmative action, and sexual harassment policies. Failure to abide by social and academic codes may result in students' placement on probationary status or termination from the University. Paper copies of these policies are also available in the Offices of the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, the Graduate School, and Admissions and Records. University policies about students' rights and responsibilities and grievance procedures can also be viewed on the University website: [www.siue.edu/POLICIES](http://www.siue.edu/POLICIES).

### **Department Rights, Responsibilities, and Professional Development**

The Department of Social Work implements the rights and responsibilities of students defined by the University. However, students have additional rights and responsibilities associated with their membership in the Department of Social Work.

In addition to the University's Student Social Conduct Code, students' conduct in their professional and private/personal roles should exemplify the value and ethical principles central to the profession's codes of ethics (i.e., the NASW Code of Ethics). **In professional, academic, and private roles, students' conduct should exemplify the values and ethics of the profession, emotional stability, personal integrity, and capacity to CONSISTENTLY engage in/or use effective interpersonal skills and relationship.** For example, the relationships between faculty, staff, and students within the Department of Social Work should be consistent with the profession's values and ethical principles regarding professional collegiality, honesty, and respect. Student behavior that does not exemplify these principles of conduct raises questions about his/her professional development and appropriateness for social work practice. Similarly, student conduct in contracting and fulfilling field practicum requirements should reflect professional decorum and courtesy, promptness, timely communication of tardiness and absences, appropriate dress, respect of supervisors and clients, and good judgment and interpersonal skills in the conduct of agency and client related responsibilities.

The Department of Social Work is responsible for assessing the student's professional development and her/his appropriateness for practice. The student whose behavior is inconsistent with these expectations may be placed on probation or terminated from the MSW program and the University. A copy of the NASW Code of Ethics can be found in Appendix B of this handbook and the Practicum Manual.

Also see the Student-Faculty Conflict Resolution Policy found in Appendix C. This policy should be followed in instances involving student concerns about faculty issues related to their progress through the program and the learning environment.

## **MONITORING STUDENT DEVELOPMENT**

It is the responsibility of the Department of Social Work, the SIUE Graduate School, and the University to monitor and act on issues of students' rights and responsibilities. However, the Department of Social Work has the primary authority and responsibility for monitoring, protecting, and acting on matters related to the academic, professional, and social rights and responsibilities of MSW students. It is the responsibility of all members of the Department of Social Work, faculty, staff, and students, to support and protect the rights of students and others, to insure that students fulfill their responsibilities, and to help, informally or formally, students and others to take corrective action when these rights and responsibilities are jeopardized or violated. Formal action addressing violations of students' rights and responsibilities is the responsibility of the MSW Program Curriculum and Planning Committee, MSW Director, and Chair of the Department of Social Work.

### **Academic Development**

The Department of Social Work prepares masters level social work practitioners who are competent in the knowledge and skills required for advanced social work practice and who are committed to and demonstrate the professional ethics of the profession of social work (i.e., NASW Code of Ethics). The Department monitors and evaluates students' preparation and attainment of required academic and ethical standards for practice as they progress through the program. Students who do not consistently meet either or both the academic and ethic standards for practice are counseled and subject to academic probation or termination from the MSW program. The following paragraphs outline SIUE Department of Social Work's policies and procedures for students who experience academic and or professional development difficulties.

#### Academic Probation Policy:

Students in the graduate program must maintain an overall GPA of 3.0. A student whose GPA falls below 3.0 will be placed on academic probation within the Department of Social Work. Students receiving two grades of C will be terminated from the program.

#### Procedure:

The Director of the MSW Program implements the academic probation policy according to the following procedures:

- A. At the beginning of each semester the Director identifies students whose GPA has fallen below 3.0 or who have made a grade of C or lower in one or more courses.

- B. The Director provides written notice to students of academic probation at the beginning of each semester. Copies of academic probation notices are provided to the academic advisors of affected students, and a list of these students is provided to the MSW Committee and the Department Chair. A copy of this written notice is also placed in the student's file.
- C. The student's advisor monitors and provides advisement to students placed on academic probation, assisting them in the development of a plan to raise their GPA to the minimum required for graduation (3.0), and/or to avoid additional grades of C.
- D. If called upon by the student, the MSW Committee hears student concerns that are not resolvable in advisor-student conferences. The MSW Committee, in turn, makes a recommendation to the MSW Director in regard to resolution of the issue brought before the MSW Committee.
- E. At the end of a student's academic probation semester, the Director in consultation with the MSW Committee and the Department Chair determine if the student's academic progress warrants: (1) removal of the student from academic probation status; (2) continued academic probation for another semester; or, (3) termination from the MSW Program.
- F. The Director of the MSW Program forwards to the Graduate School all recommendations for initial or continued academic probation or termination from the program.
- G. Students may appeal decisions at any stage of the process, using the Student Grievance Procedure as outlined in the MSW Student Handbook.

### **Student Probationary Status and Termination**

In the Department, the MSW Committee monitors students' academic and professional development by assessing their academic and professional progress at the conclusion of each semester and at other times as needed. The Department of Social Work's Academic Secretary routinely monitors student academic progress as does the Graduate School. The Director of the MSW program and the student's faculty advisor are alerted when concerns about academic progress occur. Similarly, all faculty, students, and the University community at large are responsible for notification of the MSW Director or the Director of Practica when concerns about professional behavior and development occur.

Students experiencing academic or professional development problems (i.e., are described under Department Rights and Responsibilities and Department Academic Policies above) are reviewed and advised according to the following process.

- 1) Informal student advisement is conducted by student's faculty advisor or the Director of the MSW program for issues that are relatively minor in nature to prevent escalation of the problem.
- 2) Formal student review hearings are conducted by the MSW Committee to problem solve and advise students' with more serious academic, professional, or conduct problems at the end of each semester or as needed. The student and his/her faculty advisor are invited to the review meeting. Students are notified in writing about the academic and nonacademic concerns and the basis of those concerns. The student is provided the opportunity to present information and evidence on his/her behalf. The Committee will review all evidence pertaining to the student's case and provide a written statement about the academic and nonacademic problems, the nature of the evidence provided, the rationale for the committee's decision/recommendation, and one of the following decision/recommendations.
  - a) the student shall remain in good standing in the program;
  - b) a plan to correct and resolve the concern is developed;
  - c) the student is placed on academic or non academic probationary status with a written explanation; or
  - d) the student is terminated from the MSW program and University with a written explanation.

Recommendations for placing students on probationary status or program termination are reviewed by the Director of the MSW Committee and then the Chair of the Department for approval. Decisions by the Department are forwarded to the University Graduate School for review and formal University notice to the student. Students are provided a written statement of the review committee's findings and recommended actions.

Students may appeal decisions using the student grievance procedure.

### **Professional Development**

#### Statement of Policy on Professional Development and Professional Behavior

The Department of Social Work has two core responsibilities to MSW students. The first responsibility is to promote students' academic development-to provide classroom and field experiences that enable students to develop the knowledge, skills, and values of professional social work practice. The second responsibility is to support students' professional development-to provide guidance and interventions that enable students to develop a well-rounded professional identity and practice within the NASW Code of Ethics. This includes consistent demonstration of effective interpersonal communication skills, self-awareness and professional boundaries, respect, honesty, and the ability to address differences of opinion and engage in conflict resolution with members of the University community, Department of Social Work faculty, staff, and student colleagues, field practica clients, and supervisors. Students are expected to become familiar with and abide by the NASW Code of Ethics, and will be required to read and sign a statement to that effect.

Further clarification of criteria for evaluating performance in the MSW Program can be found at the end of this section of the MSW Handbook.

Students whose behavior is inconsistent with these expectations are subject to one of the following actions by the Department of Social Work: (1) advisement by Department of Social Work, including a plan to address problems or issues identified, including referrals to appropriate community services as needed; (2) probationary status; and/or (3) termination from the MSW Program.

### Procedure

The Director of the MSW Program (or, in the case of issues related to field practica, the Director of Field Practica in consultation with the Program Director), implements actions consistent with the Departmental policy regarding unethical behaviors of students in the MSW Program.

- A. Information regarding alleged unethical behavior of a student will be referred to the MSW Program Director. In cases involving the students' practica, the information will be referred to the Director of Practica.
- B. The Director of the MSW Program will document in writing the nature and circumstances of the alleged behavior and seek a written statement from the person(s) making the allegation. In instances where the unethical behavior originates in practicum settings, the Director of Practica shall follow the same procedures as outlined for the Director of the MSW Program and will work in consultation with the Program Director to bring resolution to the allegation.
- C. The Program Director (or the Director of Practica) will notify, in writing, the Chair of the Department and the Chair of the MSW Committee that there has been an allegation of unethical behavior. The appropriate Director will then complete an investigation of the allegation and document his/her findings.
- D. The MSW Director (or Director of Practica) will meet with the MSW Committee to review the allegation and supporting evidence and to identify options for resolution. The student involved in the allegation shall be invited to the meeting to provide information relevant to the allegation.
- E. The MSW Director makes a recommendation to the MSW Committee and to the Department Chair in regard to needed actions for resolution, if any. A summary of this recommendation is sent to the student with copies to the Department Chair, MSW Committee file, and the student's file.
- F. Students may appeal decisions at all stages of the process by using the Student Grievance Procedure.

## **Criteria for Evaluating Performance in the MSW Program**

In order to meet its responsibilities to provide quality professional education and to ensure that its graduates are able to function in a broad variety of professional situations, the Department of Social Work evaluates the academic performance of its students in four general areas: Basic Abilities to Acquire Professional Skills; Mental and Emotional Abilities; Professional Performance Skills, and Scholastic Performance. Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in a program. Both professional behavior and scholastic performance are included in the requirements for successful completion of the Master of Social Work Program at Southern Illinois University Edwardsville.

### **Basic Abilities Necessary to Acquire Professional Skills**

#### Communication Skills

The MSW student demonstrates sufficient written and oral skills to comprehend information and communicate ideas and feelings.

- a) *Written:* Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.
- b) *Oral:* Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences as specified by faculty.

#### Interpersonal Skills

The MSW student demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for own actions and considers the impact of these actions on others.

### Cognitive Skills

The MSW student exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral and biological science knowledge and research including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

### **Emotional and Mental Abilities Necessary for Performance in the Program and Professional Practice**

#### Stress Management

The MSW student demonstrates ability to deal with stressors through the use of appropriate coping mechanism. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.

#### Emotional and Mental Capacities

The MSW student uses sound judgment. Seeks and effectively uses help for medical or emotional problems that interfere with scholastic and professional performance. Engages in counseling or seeks out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- ❑ compromise scholastic and other performance
- ❑ interfere with professional judgment and behavior, or
- ❑ jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the current Codes of Ethics by the National Association of Social Workers).

### **Professional Performance Skills Necessary for Work with Clients and Professional Practice**

#### Professional Commitment

The MSW student exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics. Demonstrates commitment to the essential values of social work that includes the respect for the dignity and worth of every individual and his/her right to society's resources (social justice).

#### Professional Behavior

The MSW student exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.

The MSW student works effectively with others, regardless of level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

### Self Awareness

The MSW student exhibits knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

### Ethical Obligations

The MSW student's behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice, noted in the NASW Code of Ethics. Ethical behaviors include:

- ❑ Adherence to the NASW Code of Ethics and the SIUE Standards for Social Work Education.
- ❑ No history of charges and/or convictions of an offense that is contrary to professional practice.
- ❑ Systematic evaluation of clients and their situations in an unbiased, factual way.
- ❑ Suspension of personal biases during interactions with others.
- ❑ Comprehension of another individual's way of life and values. Empathic communication and support of the client as a basis for a productive professional relationship.
- ❑ Appreciation of the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself, specifically in relationship to age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- ❑ Demonstration of respect for the rights of others. Commitment to clients' rights to freedom of choice and self-determination.

- Maintenance of confidentiality as it relates to human service, classroom activities, and field placement.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of course materials.

### STUDENT GRIEVANCE PROCEDURE

The following description of the student grievance procedure is an abstract of steps in the process. Students are referred to the full outline of the SIUE student grievance procedure on the University website and to follow the requirements outlined. The website is: [www.siu.edu/POLICIES](http://www.siu.edu/POLICIES). Once you are in the POLICIES section, click on search or SIUE search and type in grievance. Go to item 6. 3c2, the student grievance code. This site provides a full description of grievance process and procedure that student's should comply with. **Note: the grievance search will also list a range of other specific grievance procedures including those for graduate assistants, persons with disabilities, etc.**

1. Grievances must be filed within 60 days of the occurrence or discovery of the occurrence. (However, students initiating grievance are urged to initiate the process as soon as feasible)
2. Students should file a full written statement of grievance with the Department Chair naming the person against whom the grievance is made, the charges, the time and date it occurred, the student right violated, a statement of the circumstances and evidence, names and addresses of witnesses, and the resolution sought. **(If the grievance is against the Chair of the Department of Social Work, the grievance should be filed with the Dean of the College of Arts and Sciences.)**
3. The Chair of the Department within five working days shall appoint a hearing officer, an additional faculty member and a student to serve as the grievance committee that will hear the grievance. If the grievant has concerns about the membership of the committee, concerns should be submitted in writing to the Chair. The Chair may reconstitute the committee or leave it as constituted.
4. The hearing officer should within five days of receipt of the grievance establish a date for the hearing and notify all parties. The hearing should occur no more than twenty days from his/her receipt of the written grievance.
5. The grievance hearing should be conducted according to procedures outline in the University's Student Grievance Procedure.
6. The hearing officer shall within five days after the hearing notify the parties in writing of the

decision, the findings of fact, and reasons for the decision (a copy of the written decision and finding is filed with the Chair of the Department). The decision shall be limited to resolution of the dispute between the grievant and the respondent. The decision shall become effective five days after receipt by the parties unless either party files an appeal. All materials presented at the hearing are filed with the Chair and maintained for a period of five years.

7. If a student chooses to appeal the decision of the grievance committee, the student must file a written appeal within five days of the decision to the Chair of the Department.
8. The Chair should acknowledge in writing receipt of the appeal within five working days and notify in writing the parties of his/her decision within ten working days. The decision should go into effect within five days unless further appeals are initiated.
10. If either party wishes to appeal the Chair's decision, they may initiate appeals in turn to the Dean of the College of Arts and Science, the Provost and Vice Chancellor for Academic Affairs following the same procedures are outlined for appeals to the Chair of the Department.

## **STUDENT ADVISING**

### **Academic and Professional Advisement**

The Department of Social Work provides a group orientation to newly admitted students prior to the Fall semester in which they first enroll in the MSW program. All newly admitted students are encouraged to attend this orientation. Notification of the orientation is made by letter prior to the meeting.

Each student is assigned to a graduate faculty member who will provide academic and professional development advisement over the course of the student's enrollment in the program. Students are expected to meet with her/his adviser at least once per semester for purposes of reviewing their progress in completing required course work, performance in courses, registration for the succeeding semester, and professional development advising as required or desired by the student.

Students who experience difficulties with advisement should try to work it out with their assigned advisor. If this fails you should consult with the Director of the MSW program. Students may request a change of advisor by discussing their needs with the Director of the MSW program.

### **Office Hours of Faculty**

Faculty office hours are posted on their doors. If available office hours are not convenient, students should call the faculty to arrange an appointment for registration and other counseling needs.

## OTHER

### **Student Files**

The Department of Social Work maintains files for each applicant and each student admitted to the MSW program. The files contain documents submitted by the student, grade reports, and other documents related to students' enrollment and progress. The files are the property of the Department of Social Work. **Students do not have access to their files.** Students who wish to view their files must provide a written request to the Director of the MSW program. If the request is approved, all records to which the student has waived their rights to have access (e.g., letters of recommendation) will be removed from the file prior to student's review.

### **Medical Immunization**

Students must present proof of immunization against measles, mumps, rubella, tetanus, and diphtheria as a prerequisite to registration. Notification of this requirement is provided with the student's letter of acceptance into the Graduate School and MSW program by SIUE. The Graduate Catalog provides a summary of this requirement.

### **Mail Boxes and Bulletin Boards**

Each student has a personal mail box in the graduate student's office/lounge. Personal and general notices will be placed there. Also, general information about employment, financial aid, and department/student events will be posted regularly on department bulletin boards located outside the Department Office, Peck Hall 1306 and on the bulletin board in the graduate student lounge.

Students are urged to check their mail boxes and the bulletin boards regularly.

## FINANCIAL AID

Several opportunities for financial aid are available for students admitted to the MSW program. Students interested in financial aid should review and initiate applications early. Following is a summary of some opportunities, but students should also review the section on "Financial Support for Graduate Students" in the SIUE Graduate Catalogue.

### **Department of Social Work Opportunities**

**Graduate Assistantships.** The Department distributes a limited number of Graduate Assistantships to MSW students. Assistantships are generally 25% time academic-year appointments that require work with an assigned faculty 10 hours per week. Currently, students awarded 25% appointments receive a stipend each month and a tuition waiver. On occasion, students may be awarded 50% appointments requiring 20 hours of work per week with stipends and tuition waivers. Academic merit and financial need are the primary criteria used in making these awards. Assistantship assignments include teaching assistants, research assistants, micro practice lab assistants, and program administration assistants. Newly admitted and continuing students are provided Assistantship applications in the late spring of each year. Students must be in good academic

standing to receive a graduate assistantship within the Department of Social Work. Students who have received a graduate assistantship within the Department of Social Work and are placed on departmental probation will have their graduate assistantships rescinded.

**Regulus Gilmore Social Work Student Award.** The Regulus Gilmore Social Work Student Award was created to recognize a student's potential for excellence in academic scholarship and professional achievement. Selection criteria and application materials for this award are distributed to students entering the MSW Program when they are sent notification of acceptance to the MSW Program.

**Other Opportunities.** Other financial aid opportunities are posted on student bulletin boards as they become known. Monitoring the bulletin boards is encouraged.

### **SIUE Opportunities**

**Graduate Assistantships:** Graduate Assistantships in other programs and units of the University are also available, many in human service areas. Students who have been admitted to the program are encouraged to visit Student Personnel Services and the Graduate School for postings of these opportunities during the Spring and early Summer prior to the Fall term. Early applications are encouraged.

The Financial Support for Graduate Students section in the SIUE Graduate Catalogue describes several other scholarship, award, and Assistantship opportunities which students may apply for as well as information about student educational loans. Applicants are encouraged to apply for financial support as early as possible and to pursue several different aid options.

### **GRADUATE STUDENT SOCIAL WORK ASSOCIATION**

Students have the right to organize to promote their academic, professional, and social interests within the Department, the University, and the community. This right and the support of the Department requires that student organizations abide by values and ethical norms of democratic participation and respect the rights of others as specified in University policy and as reflected in the professions codes of ethics (i.e., NASW Code of Ethics).

The Graduate Student Social Work Association was organized by students and formally recognized by the Department of Social Work and the University in the spring semester 1999. A copy of the GSSWA Constitution is found in Appendix D. This student organization has advisory membership on all departmental Committees except the Promotion, Tenure, and Salary Committee.

Students are encouraged to join the Association to identify and advocate for student interests within the Department and the University. Students also may initiate or respond to policy initiatives in the Department and the MSW program independently of the GSSWA. The

Association is approved as a student organization by SIUE Kimmel Leadership Center and is advised by a graduate faculty member.

### **Phi Alpha Honor Society, Xi Iota Chapter**

The Phi Alpha Honor Society was established to recognize and promote scholastic achievement among students and faculty involved in the undergraduate and graduate social work program at SIUE; to recognize, improve and further the goals of social work in the community, state, nation and world; to stimulate interest in preparation for a career in social work; to encourage continued study and research at the undergraduate level, the graduate level, and in professional practice; and to recognize those professional social workers and others whose service, contributions and leadership are held in esteem. All students are eligible to join the Phi Alpha Honor Society after meeting the local Chapter's requirements. The Chapter is advised by a faculty member. A copy of the Phi Alpha Honor Society, Xi Iota Chapter By-Laws is found in Appendix E.

### **Association of Black Student Social Workers**

The purpose of the Association of Black Student Social Workers (ABSSW) is to provide a structure through which social workers and other disciplines can exchange ideas, offer services, and develop programs that promote social justice, provide cultural awareness, and address the needs of metro-east communities. With both compassion and conviction, the ABSSW is committed to empowering and celebrating the strengths of Black families, promoting unity as a people, and raising America's conscious in order to address barriers that uphold racism, and hinder progression. ABSSW is approved as a student organization by SIUE Kimmel Leadership Center.

**APPENDIX A**  
**CSWE Curriculum Policy Statement**

**APPENDIX B**  
**NASW Code of Ethics**

**APPENDIX C**  
**Student-Faculty Conflict Resolution Policy**

**APPENDIX D**  
**Graduate Student Social Workers Association**  
**Constitution**

**APPENDIX E**  
**Phi Alpha Honor Society, Xi Iota Chapter**  
**By-Laws**

**APPENDIX F**  
**Association of Black Student Social Workers**  
**Constitution**

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APPENDIX C Student-Faculty Conflict Resolution Policy

APPENDIX D Graduate Social Workers Student Association

APPENDIX E Phi Alpha Honor Society, Xi Iota Chapter By-Laws

APPENDIX F Association of Black Student Social Workers Constitution