



MINNESOTA STATE UNIVERSITY
MOORHEAD®

School of Social Work

Student Handbook

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School of Social Work Student Handbook

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Welcome!

Welcome to the *School of Social Work (SSW)* at MSUM! Accredited continuously by the Council on Social Work Education (CSWE) since 1973, our program graduates each semester, competent, entry-level professionals ready for licensed generalist practice. While admission and degree requirements are covered later in this Student Handbook, please note several important points about our program:

- Our curriculum fully complies with that required by the Council on Social Work Education;
- Our curriculum is fully grounded in MSUM's general education requirements;
- Our upper-level courses average 15-20 majors each section, and students always receive quality, personal attention;
- Our curricula leads to the Bachelor of Social Work (B.S.W.) degree required for state licensure in Minnesota, North Dakota, and elsewhere;
- In 2005, for example, 95 percent of our graduates passed their social work licensure examination on their first try - *well above the national pass rate that year of about 79 percent*;
- Our faculty have considerable, diverse social work practice experience in areas like child and public welfare, medical, psychiatric, and gerontological social work, family treatment, probation, policy analysis, social work research, mental health, domestic violence, chemical dependency, among others;
- Our faculty are active board members, community leaders, and volunteers in a variety of outstanding programs—*PATH of North Dakota, Big Brothers/Big Sisters, Dorothy Day House, Minnesota Chapter of the National Association of Social Workers, The United Way of Cass-Clay, North Dakota Conference on Social Welfare, White Earth Tribal and Community College, among others*; and
- Our faculty embrace a global perspective beyond the classroom, for example, they conduct international trips to places like Scandinavia and Ireland to study international social work and social welfare;

We hope this gives you an appreciation of our quality program here at MSUM and why we are the place to study! We in the MSUM SSW strive to uphold our regional reputation for excellence and leadership in undergraduate social work education and community and regional service, and we are pleased to add your name to our roster! Should you have any questions, please contact us!

Section 1: Overview of MSUM

Since its early days when, in 1885, State Senator Solomon G. Comstock introduced legislation to begin a normal school, it was believed that "it would be a fine thing for the Red River Country and especially for Moorhead." Comstock's donation of six acres of land ensured the Legislature's selection of Moorhead for a normal school, and soon \$60,000 was appropriated for the Main Building. Senator Comstock's "fine thing" would earn him the title, "father of the college." Five faculty members, including the school's first president, Livingston Lord, enrolled 29 students in August 1888. It was a simple time, but also a time of growth. Nearly 350 students enrolled in 1904 with expansion a high priority. Today, with student enrollment of over 7,500 students, 789 employees - 325 of whom are faculty, MSUM continues to grow and as a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually, and the versatility to shape a changing world! MSUM values diversity and mutual respect and strives to instill these ideals throughout the institution. MSUM honors its heritage as a respected, student-focused, public university and will continue to enhance our students' lives at the same time that it contributes to the community and the region. MSUM offers graduate and professional programs that contribute to the state and region through increased collaboration with local and state business, industry, and human services to assure optimal preparation of graduates. And MSUM builds upon a solid foundation of high quality teaching and learning as it commits to a future as the premier liberal arts and sciences-based university in the region. With this brief historic context, please review Section 1 to familiarize yourself with the array of resources available to you at MSUM. Should you have any questions please feel free to ask any campus representative.

(Adapted from <http://www.mnstate.edu/facguide/HistoryMSUM.htm>; <http://www.mnstate.edu/president/vision/mission/index.html>)

Academic Conference

MSUM's Student Academic Conference provides student researchers from each of its four colleges the opportunity to present their work to faculty, administration, peers, and the general public in a formal academic setting. The Conference has grown exponentially over the past eight years to become one of MSUM's most eagerly anticipated annual events.

Academic Resource Office (ARO)

The Academic Resource Office (ARO) assists students and faculty with questions about majors, degree planning, advising, or available campus resources. Students with no declared a major may visit the ARO for information and advice. The ARO houses programs such as Peer Tutoring, Academic Service-Learning, Graduation with Distinction in Engagement, University Studies, College Success workshops, Freshman SOS, and many others. The ARO's Testing Center coordinates Accuplacer and Praxis testing, and The Peer Advisor Help Desk provides basic academic and advising information and referrals to other campus resources.

Affirmative Action and Non-Discrimination

Minnesota State Colleges and Universities (MnSCU) is committed to a policy of nondiscrimination in employment and education opportunity, and both MSUM and the SSW strictly adhere to this policy. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, employment discrimination based on membership or activity in a local commission as defined by law is prohibited. Please visit with the Affirmative Action Officer/Title IX Coordinator about compliance inquiries.

Attendance Policy - MSUM

Students are expected to attend all class meetings unless they are ill or officially excused as the result of participation in a university function. However, faculty members may or may not take roll in their classes, and they may or may not lower the marks of students for the sole reason of unexcused absences. *As a point of clarification, if a student has an unexcused absence for a class session during which an examination or other graded exercise is scheduled and the student has more unexcused absences than the number of times the class meets each week, this policy permits the faculty member to reduce the student's grade for the sole reason of the unexcused absences and for failure to complete the graded assignment* (see below for the SSW's attendance policy).

Campus Security

Campus Security is located at 1616 9th Avenue South, and provides safety and security services for students, faculty, staff, and campus visitors as well as protection of campus property. The Campus Security Dispatch Center is staffed 24-hour (2449). Campus security patrols all university parking lots, academic buildings, residence halls, and the campus grounds 24 hours a day, 7 days/week.

Career Services

This full-service center meets your career-related needs throughout your undergraduate years and into your professional life. They provide career information resources as well as job search assistance. Resources available include company and government job descriptions, job market projections, and a career information Resource Center open to students, faculty and alumni.

Child Care

The Early Education Center provides high quality care and developmentally appropriate educational and social opportunities for university students' children between 16 months and 6 years. Children of faculty, staff and community may attend as space allows. The program serves as an exemplary inclusive model demonstration site and is based on current theory and research. Early Childhood Education and Elementary Education student teachers are assigned to this lab site to work under the supervision of the center's teachers. Elementary & Early Childhood Education, Special Education, Physical Education, School Psychology, Nursing, Social Work, as well as Speech/Language/ Hearing Science majors utilize the center for many educational reasons like field observations, as well as research and practicum experiences.

Counseling Center

The Counseling and Personal Growth Center helps students with personal or academic concerns, career and educational planning, personal and social adjustment, mental health issues, and study skills improvement. Services include individual counseling, personal development classes, career testing, supplemental instruction, study skills programs, and a comprehensive career resource room containing current career and educational information and related computer software.

Disability Services

MSUM ensures that students with documented physical, sensory, psychological, or learning disabilities have equal access to programs and services. Therefore, Disability Services is located in the Comstock Memorial Union (CMU) to address the needs of students with disabilities or other health impairments that interfere with a successful college experience. Students can contact Disability Services for more information.

Dragon Core

Dragon Core is a signature curriculum providing a broad foundation of skills, information, and knowledge that go beyond students' chosen academic field. Students apply and extend foundational skills in written and oral communication, mathematics, and critical and multicultural thinking in an array of disciplinary areas, as they formulate their perspectives and explore their values.

Dragon Wellness Center

The Wellness Center is a 40,000 square foot state-of-the-art recreational facility located in the northeast corner of Parking Lot A on 14th Street South. The facility has two full courts for basketball or volleyball, a group exercise room, a multi-purpose room, a rock climbing wall, an elevated indoor running track, and state of the art cardiovascular and strength training equipment. The Wellness Center is open to registered MSUM students who have paid student fees, and individual/group activities are coordinated by a certified Fitness Specialist.

Dragons After Dark

Dragons After Dark is a once a month late-night programming activity that provides positive entertainment options on weekends. A group of full-time staff and student volunteers representing the Office of Student Activities, Comstock Memorial Union, Orientation, Hendrix Health Center, Athletics, and Housing and Residential Life meet regularly to plan student programs. Please contact them for more information on planned events.

Financial Aid

Students seeking help financing their education should apply to all possible sources. Typically, these include resources that require students to demonstrate financial need (e.g., Federal Pell, ACG, SMART, MN Grant, Work Study, Federal SEOG, Perkins Loans, and Direct Subsidized Loans). There are also programs not based on need (e.g., Direct Unsubsidized Loans, Federal PLUS, and Alternative Educational Loans). Financial aid information and applications are available from the Office of Scholarship and Financial Aid.

Hendrix Health Center

Hendrix Health Center is an accredited, non-emergent outpatient clinic staffed by a full-time physician, nurse practitioners and registered nurses. Other services include: onsite pharmacy and medical laboratory, a Licensed Addiction Counselor, a Sexual Assault/Dating Violence Counselor, and a consulting psychiatrist. All registered students who have paid student fees are eligible for services, many at no charge. Pharmacy and laboratory charges are at a reduced rate. The pharmacy will collect co-pays and file insurance claims electronically. The Health Center will provide insurance reimbursement forms for any other charges. Please bring insurance information to appointments. Hendrix Health Center is located east of the Center for the Arts on 9th Avenue.

Information Technology

MSUM's Information Technology (IT) department develops programs, policies, procedures and plans related to academic, administrative and student technology services, computing services, and the communications infrastructure of the university. You can visit them on-line or on the second floor of the Livingston Lord Library.

International Study

The Office of International Programs coordinates several opportunities for students to study abroad. Detailed planning is essential to ensure a successful experience. Students must consult with their faculty advisors if they wish to receive credit toward their major or minor. Financial Aid may be applicable toward these study programs. In addition to semester and year-long study, faculty in various departments-including SSW, organize 1-, 2-, or 3-week study tours for credit. Check with the Office of International Programs for details.

Jobs-Students

The Dragon Jobs is a one-stop resource for student employment. On-campus Work Study and non-Work Study positions are listed. Off-campus employment opportunities are also available. Students can search for a job and apply online or visit the office in person.

Library

The Livingston Lord library is a four-story facility serving approximately 1,500 students daily. Eight dedicated librarians, as many staff, and a cadre of student assistants are ready to support the academic and cultural experiences of all MSUM

students and faculty, along with the citizens of this region. The Library acquires and organizes resources and provides services that sustain research, support curricula, teach critical thinking, advance information literacy skills, encourage reading, and enhance thoughtful, informed citizenship. The Library offers many tens of thousands of books, periodicals, reference resources, and much more. It offers a computer instruction lab with 26 computers, and 48 additional computers throughout the building. It has a comfortable Reading Area on the first floor, and features student and regional artwork on a rotating basis. The MSUM Library subscribes to numerous electronic databases with many full-text resources. Students may access library directly just off the campus commons, or virtually over the web. Students may also use the Library to access to the Tri-College University Library and statewide collections, and many services supporting student, faculty, staff, and community information needs. More information is available on the Library Web site.

Records Office/Registrar

The Records Office performs essential roles that support, facilitate, and promote MSUM's mission by connecting students to faculty, curricula, and classrooms via a continuum of service from enrollment to graduation and beyond. The Records Office provides the most up-to-date information available in the most convenient manner, and can help with many things including DARS and ESERVICES management. Students must work closely with Records to ensure their records are current and accurate, and notify them immediately of any error.

Safe Zone

MSUM Safe Zone networks students, faculty and staff committed and trained to provide safe, non-judgmental and supportive contacts for all MSUM community members dealing with lesbian, gay, bisexual, transgender, and/or questioning issues. A Safe Zone contact is someone with information, sensitivity, and understanding towards Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) issues or concerns. A Safe Zone Contact has participated in Safe Zone training, signed the Safe Zone contract, and is committed to providing a safe place in which to discuss LGBTQ and coming out issues. For direct contact please call the Safe Zone, Hendrix Health Center, or the MSUM Women's Center.

Student Handbook - MSUM

MSUM's policies promote and maintain the University learning environment, inform University members of their responsibilities, and aid in preventing violations of the rights of others. This publication establishes University policies that outline the rights, responsibilities, and privileges enjoyed by the students, faculty, and staff that make up the University community. It provides general guidance and direction, but it is not intended to cover every conceivable situation. Members of the University community must be familiar with all MSUM rules and procedures in this handbook, and specific questions relating to policies, procedures, and interpretations of specific sections within the Handbook should be directed to the University Judicial Affairs Officer or the Vice President for Student Affairs.

Student Organizations

MSUM has over 130 campus student organizations. Student organizations are separated into several categories: Academic Culture and Language, Greek Life, Honorary, Publications, Religious, Residence Halls, Service, Special Interest, and Sports and Recreation. Current listings and information regarding student organizations can be found in the Office of Student Activities.

Student Services

Student Affairs improves the quality of life for those who live, work and learn at MSUM. They promote student learning, success, and achievement through educational and extracurricular programming. They advocate for students' interests and needs, recruit students, and champion retention efforts. They enhance students' emotional, intellectual, vocational, physical and spiritual development, and provide an environment that celebrates and promotes diversity. They provide quality and responsive student services, as well as provide and model creative leadership through programming, training, problem solving, and university involvement.

Women's Center

The Women's Center empowers women and promotes feminist activism and women's self-determination on campus. The Women's Center educates the campus community and creates a space for students, faculty, and staff to respectfully socialize and share ideas. The Women's Center advocates an understanding of the intersection of multiple forms of oppression and how they affect women's lives. The Women's Center sponsors programs, serves as a resource center where students may obtain information on community resources, and houses a library which holds a large volume of books and periodicals dealing with gender issues. The lounge is open for study, conversation, or group meetings.

The Write Site

MSUM's Write Site helps students improve their writing proficiency and independence during various stages of writing assignments. Student tutors provide a supportive environment where writers and readers work efficiently one-to-one. The Write Site trains its own tutors to become effective readers of, and responders to, texts from various disciplines. To schedule your appointment visit them on-line, then register and select an appointment date and time.

Section 2: The Social Work Profession

Board of Social Work – MN/ND

The Boards of Social Work in each of these states are government agencies that assure residents quality social work services by establishing and enforcing professional practice standards. Thus, their main purpose is to serve and protect the public. Because they are state agencies, they operate according to laws passed by each state legislature. Students should visit each Board's website for more information because these Boards will play a significant part in the professional lives of all MSUM SSW graduates.

BSW Career Options & Job Outlook

Career Options-Licensed professional social workers help improve people's lives (Bureau of Labor Statistics: [Occupational Outlook](#), 2010-2011 Edition). Social workers help people cope with and solve personal problems like disability or life-threatening disease. They also help families experiencing serious domestic conflicts, sometimes involving child or spousal abuse. Social workers help solve various social problems like inadequate housing or unemployment. They conduct highly specialized research, advocate for improved services, or facilitate social planning or policy development and advocacy. Some even help formulate government policies, by analyzing and advocating policy positions in government agencies, in research institutions, and on legislators' staffs. Many specialize in serving particular populations or work in specific settings. Most must hold the appropriate State-mandated license. Generally, social workers should be emotionally mature, objective, sensitive to people and their problems, and skilled communicators (verbally and in writing). They must be able to handle responsibility, work independently, cope with fluid practice contexts, and maintain good working relationships with clients and coworkers. Volunteer or paid jobs as a social work aide can help people test their interest in this field. Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department usually requires an advanced degree and related work experience. Some social workers go into private practice as licensed clinicians who provide psychotherapy, usually paid for through health insurance or by the client themselves. Private practitioners must have at least a master's degree and a period of supervised work experience. A network of contacts for referrals also is essential. Other career options for social workers include teaching, research, and consulting.

Job Outlook: Federal job estimates show that employment for social workers is expected to grow faster than the average for all occupations through 2018. In Minnesota, growth is expected to rise 16-25 percent. Thus, overall job prospects for social workers are expected to be very favorable, particularly for social workers who specialize in the aging population or work in rural areas. This is because the aging baby boom generation will create greater demand for health and social services, resulting in rapid job growth among gerontological social workers. Employment of social workers in private social service agencies also will increase.

BSW Education requirements – General Overview

A bachelor's degree in social work (BSW) is the most common minimum requirement to qualify for a job as a *social worker*; however, majors in psychology, sociology, and related fields may qualify for some entry-level jobs, especially in small community agencies. Although a bachelor's degree is sufficient for entry into the field, an advanced degree is required for some positions. For example, a master's degree in social work (MSW) is typically required in health and school settings, and clinical work. Some jobs in public and private agencies may require an advanced degree, such as an MSW with a concentration in social services policy or administration. Supervisory, administrative, and staff training positions usually require an advanced degree.

BSW Licensing Requirements in Minnesota & North Dakota

Most states require that any job listed under the title of “social worker” be filled by a licensed professional with the same name (LSW). All States and the District of Columbia have licensing, certification, or registration requirements regarding social work practice and the use of these professional titles. Due to these limitations and requirements, those interested in becoming a social worker must thoroughly study requirements in their respective States. In Minnesota and North Dakota, the BSW graduate seeking social work employment after graduation must pass an examination for the LSW credential. Separate fees are charged for the test, the application for licensure, and the actual license. The test and subsequent application for licensure may occur no earlier than six months prior to graduation. To get more information and study materials please visit the Association of Social Work Board’s web site, and the web site of each state’s Board of Social Work.

International Federation of Social Workers

Preceded by the International Permanent Secretariat of Social Workers which itself was founded in 1928, the IFSW emerged in 1956 as the premier international organization of professional social workers during a meeting of the International Conference on Social Welfare in Munich, Germany. This in itself was an historic development given that the IFSW emerged following WWII *and* in Germany. Today, the IFSW remains a global federation of many national social work unions and associations. IFSW strives for social justice, human rights, social development, and international cooperation among social workers and their professional organizations. Individuals and other organizations may support the Federation by joining as Friends.

Minnesota Merit System

MMS administers civil service examinations for employment in the social services and human services agencies in 73 of Minnesota's 87 counties. This examination makes the job-seeker eligible for corresponding vacancies for positions in member agencies. For employment information in Metro area and other counties not covered by the Merit System, contact those county personnel offices directly. Applicants can apply online at the MMS web page.

Minnesota Social Service Association

MSSA provides leadership that enhances the lives of Minnesotans by supporting diversity, impacting public policy, and educating and communicating with human service professionals. MSSA is a professional association of 3,415 human service professionals and 150 member agencies. MSSA provides continuing education-hosting the largest, most comprehensive human service conference in the Midwest, and public policy advocacy for its members.

National Association of Social Workers - National

NASW is the largest membership organization of professional social workers in the world, with over 145,000 members. NASW enhances the professional growth and development of its members, creates and maintains professional standards, and advances sound social policies. As a living document, its NASW Code of Ethics guides social workers’ everyday professional conduct. And its Delegate Assembly is its representative decision-making body-comprised of 277 elected delegates. It is through its Delegate Assembly that NASW members set broad organizational policy, establish program priorities, and develop a collective stance on public and professional issues. The NASW Foundation (NASWF) is a charitable

organization created to enhance the well-being of individuals, families, and communities through the advancement of social work practice.

National Association of Social Workers - Minnesota

NASW-MN is the state chapter of NASW, and maintains a membership base of about 2,000 professionally trained social workers. Like its national parent organization, NASW-MN works statewide through regional chapters to similarly enhance the professional growth and development of statewide members. Students should also visit both web sites for more information.

Section 3: The School of Social Work

SSW Overview

Founded by Professor and social work pioneer Margret Fox Reed in the early 1970s, the MSUM SSW is at present comprised of six full time faculty, one ¾ time faculty, and approximately 250 undergraduate majors and pre-majors. One full-time office manager, and several student workers provide invaluable support to faculty and students. The SSW offers a Title IV-E Child Welfare stipend which supports students pursuing a career in child welfare services (see below). The School also sponsors two active student social work organizations: Dragon SOS (Dragon Society of Social Workers) and Phi Alpha.

School Teaching & Learning Philosophy

The SSW is committed to creating a student-centered class environment that promotes a community of learning and encourages honest dialogue, critical thinking, and respect for diversity in culture, values, and opinions. The faculty employs diverse teaching strategies to meet the various learning styles and needs of students which include, but are not limited to: lecture presentations, class discussions, writing assignments, lab experiences, videos, constructive interaction with guest speakers, simulations, role plays, and various additional formal and informal class activities and processes. Synthesis, integration, and application of knowledge and skills garnered from the various readings, lecture, discussions, and interactive exercises constitute significant learning opportunities for students. The School strives to cultivate a caring environment for our students, which means we "honor their humanity, hold them in high esteem, expect high performance from them, and use strategies to fulfill their expectations".¹ The School also believes that students come to class with knowledge and experience that, if shared, can enhance the learning process of everyone, including the instructors. To engage and challenge each individual, it is necessary to know students as people, so therefore instructors acknowledge that each individual comes to class with their own set of abilities, motivations, attitudes, goals, and cultural backgrounds. Getting to know these various facets of our students allow us to excel as instructors because we utilize and capitalize on students' knowledge, skills, talents, and resources to make the classroom more interesting, dynamic, applicable, and personal.

School Mission

Consistent with the mission of this upper Midwest teaching university, and the Education Policy and Accreditation Standards (2008) of the Council on Social Work Education, the MSUM SSW educates competent entry-level social work professionals with the core knowledge, values, and skills necessary to engage in ethical and empowerment-based generalist practice with all people in a dynamic and diverse society. Graduates are prepared to promote planned change and advance social and economic justice, and human rights, locally, nationally, and globally.

School Goals

With a liberal arts foundation, MSUM SSW graduates are prepared for entry-level professional social work practice. Further, graduates are prepared to continue their formal education in social work or other graduate discipline. Thus, MSUM SSW graduates will be prepared to:

¹ Gay, G. (2000). *Culturally responsive teaching: Theory, research, and practice*. New York: Teachers College Press.

1. Engage in evidence-based, entry-level social work practice with individual, families, groups, organizations, and communities within local, national, and global multicultural societies [EP2.1.1, EP2.1.3, EP2.1.6, EP2.1.8, EP2.1.10];
2. Practice within the principles, values, and ethics that guide the social work profession [EP2.1.2, EP2.1.3];
3. Influence social policies in order to alleviate poverty, oppression, and social and economic injustice as well as advocate for human rights [EP2.1.3, EP2.1.4, EP2.1.5, EP2.1.6, EP2.1.8];
4. Identify and affect the bio-psycho-social, spiritual, and cultural functioning of people [EP2.1.7, EP2.1.9]; and
5. Evidence practice from a culturally-sensitive perspective that recognizes and appreciates diverse cultures, particularly those that differ from one's own [EP 2.1.4].

Core Competencies

The SSW uses a competency-based, outcome performance curricular design/assessment strategy that integrates 10 competencies/41 measurable practice behaviors. Here BSW candidates must demonstrate mastery of:

1. **Identify as a professional social worker (PB 1-6):**

- PB 1: Advocate for client access to SW services;
- PB 2: Practice personal reflection/self-correction;
- PB 3: Attend to professional roles and boundaries;
- PB 4: Demonstrate professional demeanor;
- PB 5: Engage in career-long learning;
- PB 6: Use supervision and consultation;

2. **Apply social work ethics to professional practice (PB 7-10):**

- PB 7: Recognize/manage personal values so professional values guide practice;
- PB 8: Make ethical decisions by applying profession's standards;
- PB 9: Tolerate ambiguity in resolving ethical conflicts;
- PB 10: Apply ethical reasoning strategies to arrive at principled decisions;

3. **Apply critical thinking in practice (PB 11-13):**

- PB 11: Distinguish, appraise, integrate multiple knowledge sources, including research-based knowledge, practice wisdom;
- PB 12: Analyze models of assessment, prevention, intervention, and evaluation;
- PB 13: Demonstrate effective oral/written communication abilities;

4. **Engage diversity and difference in practice (PB 14-17):**

- PB 14: Recognize that culture's structures/values may oppress, marginalize, alienate, or create or enhance privilege/power;
- PB 15: Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
- PB 16: Recognize and communicate their understanding of the importance of difference in shaping life experiences;
- PB 17: View themselves as learners and engage those with whom they work as informants;

5. **Advance human rights and social/economic justice (PB 18-20):**

- PB 18: Understand the forms and mechanisms of oppression and discrimination;
- PB 19: Advocate for human rights and social and economic justice;
- PB 20: Engage in practices that advance social and economic justice;

6. **Use research in practice (PB 21-22):**

- PB 21: Use practice experience to inform scientific inquiry;
- PB 22: Use research evidence to inform practice;

7. **Apply HBSE knowledge in practice (PB 23-24):**

- PB 23: Use conceptual frameworks to guide assessment, intervention, and evaluation;
- PB 24: Critique and apply knowledge to understand person and environment;

8. **Engage in policy practice (PB 25-26):**

- PB 25: Analyze, formulate, and advocate for policies that advance social well-being;
- PB 26: Collaborate with colleagues and clients for effective policy action;

9. **Respond to practice contexts (PB 27-28):**

- PB 27: Continuously discover, appraise, attend to changing locales, populations, scientific /technological developments, emerging societal trends to provide relevant services;
- PB 28: Leadership promoting sustainable service delivery and practice changes to improve social service quality;

10. **Apply generalist practice skills when working with individuals and various social systems (PB 29-41):**

- PB 29: Substantively/effectively prepare for action with IFGOC;
- PB 30: Use empathy and other interpersonal skills;
- PB 31: Develop a mutually agreed-on focus of work and desired outcomes;
- PB 32: Collect, organize, and interpret client data;
- PB 33: Assess client strengths and limitations;
- PB 34: Develop mutually agreed-on intervention goals and objectives;
- PB 35: Select appropriate intervention strategies;
- PB 36: Initiate actions to achieve organizational goals;
- PB 37: Implement prevention interventions that enhance client capacities;
- PB 38: Help clients resolve problems;

PB 39: Negotiate, mediate, and advocate for clients;
PB 40: Facilitate transitions and endings;
PB 41: Critically analyze, monitor, and evaluate interventions.
(*Council on Social Work Education, 2008 EPAS*)

Title IV-E Child Welfare Stipend Program

The SSW is a member of the Child Welfare Consortium, which is composed of numerous institutions of higher education across Minnesota. Title IV-E federal funds have been allocated for SSW students planning to work in a child welfare setting upon graduation. The goal of the program is to prepare competent child welfare practitioners eager to improve the quality of our child welfare system. Applications for the child welfare grant are available on-line. If you have any questions please feel free to contact Professor Tracy Neusser or Janelle Miedema, the SSW Child Welfare Co-Directors.

Council on Social Work Education

CSWE is a nonprofit national association of over 3,000 individual members, as well as over 415 undergraduate and 200 graduate programs of professional social work education in the United States. Founded in 1952, the Council for Higher Education Accreditation recognizes this partnership of educational/professional institutions, social welfare agencies, and private citizens as the sole accrediting agency for social work education in this country. And since its inception in 1973, CSWE has consistently accredited the SSW.

Definition of generalist practice

SSW defines generalist practice as the critical application of an eclectic knowledge base, professional values, and a wide range of culturally competent skills to a planned change process at any system level. All social work courses use the generalist practice intervention model as the basis for social work on all levels: individuals, families, groups, communities and organizations.

Dragon Society of Social Workers

Dragon SOS is a student organization open to all majors across campus. The Dragon SOS constitution preamble states that this organization aims “to enhance the student socially and educationally; and to act as a liaison between student and faculty; and to promote student involvement in the community.” Dragon SOS sponsors activities such as field trips, fund raising events, educational events, recognition dinners, social gatherings, and student representation at faculty meetings. All social work students are encouraged to join Dragon SOS. For further information, contact your faculty advisor to obtain the name of the Dragon SOS faculty sponsor or a Dragon SOS student representative.

Program Advisory Committee

The SSW acknowledges the community’s crucial role in professional social work education and employment of program graduates. Thus, the PAC is crucial to the SSW’s core mission. The PAC helps guide the School in continuous program assessment and improvement, and facilitate collaborative relationships between faculty and local and regional social work providers and other stakeholders. Committee members are chosen based on their history and familiarity with the program, and whether they fit into one or more specific categories.

Phi Alpha Honor Society

Phi Alpha is a national honorary social work society that encourages and rewards high academic achievement. New members are initiated each semester, and society activities vary from providing educational presentations to sponsoring activities that enhance the School’s teaching and learning environment. Membership information is distributed to students in social work classes and is available in the main office. Students must have a minimum cumulative MSUM GPA of 3.25 to become a member.

Student Participation in School Governance

Pursuant to Policy 2.3 and Procedure 2.3.1 of the Student Conduct Code, students have the right to appropriate levels of participation in college and university decision-making, and student involvement in School governance is through the

Dragon Society of Social Workers (see above). Dragon SOS representatives are encouraged to regularly attend all faculty and other meetings. Some meetings, however, are closed to students when, for example, student or staff issues are processed, Union actions are taken, or other such topics are discussed.

Section 4: School of Social Work Policies and Procedures

Academic Monitoring with Tk20—Ongoing Quality Assurance

The most valuable accolade SSW has is its accreditation by the **Council on Social Work Education** (CSWE) since 1973. **CSWE accreditation** says you chose an **excellent** school for your professional social work training, but **excellence** must be proven each and every year under CSWE accreditation standards! Because SSW takes its CSWE accreditation seriously—*always has*, we use the “assessment” standards of CSWE’s comprehensive accreditation requirements to guide our continuous monitoring of the *quality* of your learning experiences during your entire tenure with us. This expansive, complex, and time-consuming work unfolds in each and every social work class at MSUM to ensure that you receive the highest quality schooling possible—and *we can prove it with data that emerges from our “student learning outcome assessment” efforts*. This work is then invaluable to you since it monitors the quality of the very coursework on which you depend, not only for your professional growth and development, but also for your eventual state licensure and future professional employment. So to assist with this highly complex effort, the SSW relies on a powerful academic performance tracking system called **Tk20**. This software automates our monitoring of MSUM social work education quality so we can show CSWE, our MSUM community, and regional employers, but most importantly you our students that the education we provide/you receive is indeed of the highest quality. As an added bonus, Tk20 simplifies the very processes on which you will rely like admission to the SSW, select class requirements that are part of our assessment system, not to mention the management of may field requirements you must meet ranging from internship location and placement to completion of field assignments and more. Therefore, all applicants to the social work program must enroll in Tk20 before they apply, then apply through Tk20. The SSW has placed two instructional videos at the **Student Resources** link on the Social Work webpage explaining how to (1) open a Tk20 account, and (2) how to apply to the School. The fee for a Tk20 account is \$110 through Tk20 directly (Tk20.com) which gives you access to Tk20 for seven full years to build and store your academic portfolio that you can use after graduation when applying for employment. To be sure, Tk20 will revolutionize your learning experiences by greatly simplifying your experience in the SSW while helping us ensure that you receive the highest quality education at MSUM.

Academic/professional advising

Social work majors are assigned faculty advisors who develop individualized relationships with students to maximize their educational experience at MSUM. Through regular meetings, social work advisors serve as a resource providing information on the university, the social work program, and pertinent support services and educational resources. Faculty advisors answer questions about the social work major or professional career. They help plan a course of study, interpret program requirements, and monitor progress toward graduation. Students obtain advisor approval for social work admission, course enrollment, internship priority listing, and graduation application. Students must see their advisor each semester to discuss registration and obtain their access code. The advisor must sign Change of Program forms and Application for Graduation forms. If there is a need to change social work advisors, students may fill out a *Change of Advisor* request which can be obtained from the SSW office manager. However, advisor changes within the SSW will depend on the availability of the faculty. Faculty advisors post office hours each semester, normally ten hours weekly at reasonable times. Students then sign up for appointments in the advisor’s schedule book at the front desk leaving their name, telephone number, and the amount of time they need.

Academic/Grade Appeals Procedure

Student seeking to waive a graduation requirement, withdraw after the normal date, or similar academic policy exemption should see their advisor, the Director of Academic Support Programs, Registrar, or the appropriate college dean to discuss the problem and determine the procedure to be followed. Regarding grade appeals, a student has a right to expect

thoughtful and clearly defined approaches to course grading, but it must be recognized that varied standards and individual approaches to grading are valid. Course grading methods should be thoroughly explained to students at the beginning of the semester and must appear on the course syllabus. For detailed information, refer the University Course Grade Appeal Policy.

Academic Credit Policy: Credit for life or work experience

The social work program strictly adheres to the CSWE policy of not offering any waiver or course credit for prior life or work experience in lieu of credits required in internship or other required foundation content courses.

Academic Credit Policy: Credit Transfer for Courses Taken in the USA

The SSW will use the cumulative GPA from the most recent institution immediately preceding the MSUM transfer to determine whether the transfer student meets the basic admission requirement of having a minimum GPA of 2.5.² However, only MSUM courses will be used for the 2.5 cumulative MSUM GPA requirements for internship and graduation. All transfer students must meet MSUM's residency requirements to graduate.³ Further, transfer students must meet two MSUM's Dragon Core requirements (Outer Clusters DC 7-*Human Diversity*; and DC 8-*Global Perspective*); SSW faculty, however, may elect to substitute similar courses. Transfer students may also have completed numerous social work related area course requirements, and/or core social work courses before the MSUM transfer. For a course from another university to substitute for a required MSUM SSW requirement, the advisor must complete and sign a Course Substitution Form. The office staff then places a copy of this completed form in your permanent student file, and sends the original to records. This document tells the Registrar that (an) other particular course(s) meets a requirement for the listed SSW course(s). To satisfy the SSW's credit transfer requirement, all social work courses after SW 250 (*Introduction to Social Welfare and Social Work*) must be taken at a CSWE-accredited social work program. Faculty may require evidence of CSWE accreditation status of the transferring institution, along with submission of materials such as syllabi, texts, etc. to assist in making decisions about course equivalency. Only those social work courses determined to be similar in content will be substituted. Transfer students who believe they satisfy social work admissions requirements must consult their faculty advisor early since students must be admitted **prior to** taking SW 415 or beyond. SSW faculty will expedite admissions to enable a transfer student to proceed toward a social work degree without delay, but only in certain circumstances. Students transferring from other programs with Memorandum of Understanding should consult with those colleges regarding special transfer arrangements relating to curriculum requirements.

Academic Credit Policy: Credit Transfer for Courses Taken Outside the USA

For any social work course to transfer into the SSW (i.e., SW 250 and beyond), that course must have been completed at a CSWE-accredited social work program to satisfy SSW's credit transfer requirements. In cases involving an international course transfer, SSW faculty will require submission of materials in English (e.g., syllabi, texts, etc.) to assist in making decisions about course equivalency. Students must plan ahead because this process **must be completed** as part of the admissions process, and completed **before** taking any social work course beyond SW405 (i.e., SW415 and above).

Academic Misconduct

The University expects all students to represent themselves honestly and with integrity. In academic work, students must present original ideas and give credit to the ideas of others. To be sure, the value of a college degree depends on the integrity of each student's work. Examples of failure to show integrity in meeting academic obligations include but are not limited to: cheating, plagiarism, and the unauthorized use of materials prepared by another person. The term "cheating" includes, but is not limited to: a) use of any unauthorized assistance in taking quizzes, tests, or examinations; b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff. The term "plagiarism" includes, but is not limited to: a.) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear

² Requirements for a Baccalaureate of Social Work (BSW) degree at MSUM are on-line in the University catalog.

³ See the MSUM on-line catalog.

acknowledgment; or b.) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term paper or other academic materials. All students will be held to the highest ethical standard in this regard and cases of academic dishonesty will be addressed using the SSW's Formative Performance Evaluation process (see below).

Academic Probation

All MSUM students must maintain *satisfactory* academic progress where *satisfactory* means maintaining a minimum cumulative MSUM GPA and completing a percent of credit taken. Students on Academic Probation must monitor their status and progress. For more information please visit the Records Office.

Admission to the School

The School considers only complete applications for admission, and applications may be submitted anytime during the semester. For example, one might apply in the spring for admission into the following fall cohort; or apply in the fall for admission into next spring's cohort.

The Process

The application process is discussed during SW 405 and in the above-referenced instructional video (see the video link in the "Academic Monitoring with Tk20" section). Additionally, to apply the student must be officially admitted to MSUM **and** enrolled in one or more MSUM classes. Further, acceptance into the SSW is required for continuation in program coursework beyond SW 405. Admission is selective, and students can begin their application on-line in Tk20 once they have determined they are eligible for admission (again, see the video link in the "Academic Monitoring with Tk20" section above). The application deadline in the fall semester is **September 15th**; the deadline in the spring is **February 15th**. In the event these dates fall on a weekend, the due date will be the following Monday.

IMPORTANT NOTES:

- Before opening a Tk20 account and beginning the application, ensure you are eligible for admission because, once paid, Tk20 membership fees are not refundable for any reason.
- If you are unsure about your qualifications, please visit with your academic advisor before opening your Tk20 account.
- Arrests, charges, or convictions of criminal offences may limit professional licensure and/or employment possibilities (see Minn. Stat. 135A.157).

Minimal Requirements for the Social Work Major

Successful applicants must meet the following admission requirements;

1. The applicant must first purchase a Tk20 membership
(See the above note on non-refundable Tk20 fees);
2. The applicant must document a grade of "C" or higher in all Social Work core courses
(a current DARS must be uploaded into Tk20 to verify meeting this requirement);
3. The applicant must document a passing grade in all Related Requirement courses. NOTE: A GPA of 2.5 or higher is required across all Major course work
(a current DARS must be uploaded into Tk20 to verify meeting this requirement);
4. The applicant must document a cumulative MSUM GPA of 2.5 or higher and a SW Major GPA of 2.5 or higher at the time of application for admission
(a current DARS must be uploaded into Tk20 to verify meeting this requirement)
(Transfer students should refer to the applicable section above which discusses transfer GPAs);
5. The applicant must document completion or current enrollment in SW 250-Introduction to Social Work and Social Welfare **and** SW 405-Human Behavior in the Social Environment
(Preapproved equivalents at other institutions are possible; but when in doubt, provide your academic advisor the course's syllabus for a pre-admission review. Besides, you will upload it into Tk20 anyway);
6. The applicant must upload a copy of their current DARS into Tk20;

7. **Transfer applicants** must document in Tk20 completion of a minimum of 15 hours of supervised human service. *(This can be volunteer or paid, but must be done POST HIGH SCHOOL within the past 10 years, and PRIOR TO TRANSFER. Transfer students must also submit their supervisor's performance evaluation form as part of the Tk20 Application. This is also on the SSW website).*
8. In the event that the admissions committee feels additional information is required, the committee may ask for additional documentation and/or a personal interview with the applicant; and
9. **NOTE: ATTEND TO ALL APPLICATION INSTRUCTIONS; INCOMPLETE OR LATE APPLICATIONS ARE REVIEWED ON A CASE BY CASE BASIS – discuss this with your advisor.**

American Psychological Association Paper Format (APA)

The SSW uses the paper formatting system of the American Psychological Association (APA). Indeed, this is the most commonly used system in the United States to cite sources within the social sciences. Students should work with MSUM's Write Site to understand specifics, and even purchase the current edition of the *Publication Manual of the American Psychological Association* (6th edition, 2nd printing) either in the MSUM Bookstore or at another local vendor.

Appeal Policy and Procedures

Overview

The School of Social Work (SSW) upholds students' uniform right to grieve SSW policies, procedures, practices, and decisions. It further upholds that students may grieve instances when the student feels unfairly or falsely judged and/or accused. It finally holds that students have the right to a fair, objective airing of their grievance to the SSW Appeals Committee (SSWAC) and beyond as deemed appropriate by the grieving student. These appeal policies and procedures do not replace, but rather extend/augment existing university appeal procedures in all judgements and decisions.

Student Rights & Responsibilities

- All SSW students have the right to appeal in writing any SSW policy, decision, or action. These appeals will be considered by the SSWAC. When filing an appeal the student must provide the SSWAC a clear and detailed written discussion of her/his grievance accompanied by one or more action requests for consideration. This submission must also include any request for a personal appearance before the SSWAC

Once filed:

- The student has the right to a timely decision regarding her/his appeal as outlined in the appeal procedures below; the student is obliged to allow the by the SSWAC time to complete its work as established below;
- The student has the right to appear before the SSWAC in person to provide additional information beyond the written statement including oral statements, demonstrative exhibits and others artwork that elaborate on the grievance, and witnesses deemed relevant; the student is similarly obliged to allow the SSWAC to consider similar information from other sources as it deems appropriate;
- The student has the right to challenge the SSW's Appeal Committee decision through Due Process as outlined below; and
- The student has the right to confidentiality under the Family Education Rights and Privacy Act (FERPA).

The SSWAC Membership & Responsibilities

The SSWAC will be ad hoc and convened anew each time a grievance is filed. Membership will automatically include all full-time-equivalent (FTE) SSW faculty during the term when it is filed. The SSW Chair will not serve on the SSWAC, but will appoint the SSWAC Chair. The SSWAC Chair will recruit and appoint an outside faculty member for each SSWAC formed. Any given ad hoc SSWAC can hear multiple grievances simultaneously as the need arises. Any faculty member may recuse herself/himself from SSWAC service for reasons including but not limited to the member's past experiences with the grievant, anticipation of future interactions with the grievant, and/or perceived inability to be fair and unbiased. The SSWAC will review all materials included in any grievance before the panel. All SSWAC judgements will be adopted through a simple majority vote.

SSW Appeal Committee Process

The following steps comprise the appeals process:

1. The student must deliver a complete written formal appeal to the SSW Chair.
 - a. Formal appeals that qualify for review must address the following topics:
 - i. the reason/rationale for the grievance,
 - ii. specific action(s) sought; and
 - iii. any request for a personal appearance before the SSWAC;
 - b. Submissions lacking any of the above cannot be reviewed responsibly by the SSWAC
2. Once received and determined complete, the SSW Chair will
 - a. present the grievance to the SSW faculty during the next scheduled faculty meeting;
 - i. If a grievance is filed that does not leave adequate time to complete the process in the timeframe required below, the SSW Chair will notify the SSW faculty of the pending grievance, then advance the grievance to the faculty at the beginning of the following term when there will be ample time to process the grievance.
 - ii. In instances when an appeal spans two terms, the SSW Chair will notify the SSW Chair of committee progress, who will then notify the grievant. In such instances the committee that was formed will continue its work into the next semester;
 - b. consult the SSW Faculty at this time and form the SSWAC
 - c. At this time the SSW faculty will
 - i. elect an SSWAC chair,
 - ii. Name potential outside members,
 - d. await the SSW Appeal Committee Chair conveyance of the committee's judgement;
3. The Appeals Committee Chair will
 - a. recruit the outside member
 - b. arrange all SSWAC meeting
 - c. commence and guide all ad hoc SSW Appeal Committee work such that it is completed within 20 business days of the Chair's formal notification to the faculty of the grievance;
 - d. ensure full and equal participation of all committee members;
 - e. ensure a thorough, fair, and unbiased review of all grievance materials submitted;
 - f. ensure the grieving student is able to appear in person should the request be made through the SSW Chair in the formal appeal;
 - g. facilitate and record all committee votes;
 - h. once completed, notify the SSW Chair of the group's decision within 20 business days;
4. Upon notification of the SSW Appeal Committee judgement, the SSW Chair will convey results via email **and** formal letter to the student within 5 business days;
5. The student then can either accept the SSW Appeal Committee decision, or seek further review of the matter through due process as outlined below.

Due Process

Following formal notification, the student then has another 5 business days to notify the SSW Chair of the student's intention to appeal the SSW Appeal Committee decision using this due process:

- petition in writing the SSW Chair for further consideration; and if upheld by the chair,
- petition in writing the College Dean for further consideration; and if upheld by the College Dean,
- petition in writing the Provost and Academic Vice President for further consideration; and if upheld by the Provost and Academic Vice President, and
- petition in writing the University President for final consideration.

Grievance Procedures

The University is committed to protecting students' rights to due process. Students alleged to have violated University policies have the right to a fair, objective hearing. Students who have been referred to the University student conduct committee for a formal hearing have the right to:

1. Be informed, in writing, of the charges against them with sufficient time to insure an opportunity to prepare for a hearing;
2. Decline to make self-incriminating statements or to participate in a hearing. Such actions will not be interpreted as evidence of responsibility, but the process and the hearing will still go forward and a decision made on evidence available;
3. Decline to appear at the hearing, which will not be seen as evidence of responsibility, with the understanding that the process and the hearing will still go forward. The Judicial Officer will attempt to set hearing times and dates that are mutually acceptable to the parties;
4. Present information on their own behalf, including oral and written statements, physical exhibits, and witnesses;
5. Request the testimony of any member of the University community who has direct knowledge of the incident;
6. Hear all information presented and to question all people who appear before the Student Conduct Committee;
7. Be advised by an advisor or attorney for consultation purposes during the hearing. Advisors may not speak or participate in the process;
8. An opportunity to challenge the objectivity of the hearing officers or judicial panel members;
9. Confidentiality as provided by the Family Education Rights and Privacy Act (FERPA); and
10. Have a recording made of the hearing.

The SSW similarly ensures students' due process. Students who feel unjustly treated by a faculty member, the SSW or the university have the right to grieve the action. Grievance procedures related to student conduct and discipline and student rights and responsibilities are established in the [MSUM Student Handbook](#).

Application for graduation (Undergraduate Degree)

At the beginning of the semester *prior to* graduation, academic advisors must initiate the graduation application process on the Early Alert website. Once submitted to the Registrar, the Record's Office will review student's transcript for final authorization. Student will be responsible for monitoring and complying with all correspondence from the Registrar at that point.

Attendance Policy

Students are expected to attend all class meetings unless they are ill or officially excused as the result of participation in a university function. However, faculty members may or may not take roll in their classes, and they may or may not lower the marks of students for the sole reason of unexcused absences. *As a point of clarification, if a student has an unexcused absence for a class session during which an examination or other graded exercise is scheduled and the student has more unexcused absences than the number of times the class meets each week, this policy permits the faculty member to reduce the student's grade for the sole reason of the unexcused absences and for failure to complete the graded assignment.*

Catalog and Course Information

To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Curricular Sequencing

Consistent with accreditation requirements of the Counsel on Social Work Education, The School of Social Work's curricular framework consists of 9 core classes integrated/scaffolded vertically and horizontally to maximize student master of social work practice competencies (see also *Residency Requirement* below). Further, integration/scaffolding is accomplished through complimentary/redundant content, pedagogies, and processes to provide ample learning and skills-development opportunities. Student mastery is assessed variously throughout this delivery. Thus, students and academic advisors must ensure that the academic plan of all admitted majors reflects the following post-admission coursework sequencing so fidelity with the above framework and purpose is maintained:

- **Semester #1 Grouping**—SW250, SW405
- **Semester #2 Grouping**—SW415, SW420, SW432;
- **Semester #3 Grouping**—SW 442, SW450, SW460, & SW 468; and
- **Semester #4 Grouping**—SW469, SW492.

Class Registration

Registration begins in roughly the middle of the previous term and continues through the fifth day of the term for which you are enrolling. Once a student's registration "Window" opens, the web may be used to add and drop through the fifth day of the term. After the 5th day of the term, students can no longer add courses via the web. Courses dropped after the 5th day are considered "withdrawals". Withdrawals via the web can be processed through roughly the twelfth week of a term. See the semester calendar for exact window dates and times. If a course requires an override by an instructor, it is important to note that the override **DOES NOT REGISTER THE STUDENT** in the course, the student must also register via the web.

Electives in Social Work-Restricted & non-restricted

Elective courses are those over which students have enrollment discretion based on their interests. *Electives* are those may be offered in the SSW, and are major specific. *Non-restricted electives* are those offered by other departments across campus, fulfill broader major requirements, and offer students more latitude in selecting courses. However, all electives must come from the approved list in the University Bulletin. In some instances, an academic advisor may provide a Course Exception for an appropriate elective not on the approved list.

Email policy

All MSUM students must open a mnstate.edu email account as this is the official university means of electronic communication to students. Students can do this through IT services, and please visit MSUM's official email policy for more information.

Formative Performance Evaluation

Overview

The SSW utilizes a formative evaluation model to assess students' performance throughout the curriculum, and nurture them either toward successful completion of the program, or the selection of another major. Known as the *Formative Performance Evaluation* (FPE), all Students are assessed *academically* to determine whether they have mastered the knowledge necessary for entry-level social work practice. Additionally, students are monitored *non-academically* to determine whether they can function effectively and professionally in a field placement, and ultimately as autonomous licensed professionals. Therefore, the SSW equally emphasizes both *academic* and *non-academic* performance standards during all phases of the evaluation process to determine students' professional potential.

Academic Assessment

Student academic performance is evaluated solely on the basis of academic standards, including any requirements noted in the catalog, course syllabus, and University student handbook. Students have protection against prejudiced or capricious evaluation, and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained. Academic assessment is done in each social work and non-social work course using the traditional letter grading scheme (e.g., A-F; N = 0.00 Grade points per credit; I = Incomplete; P = Satisfactory; IP = In Progress; AU = Audit; or W = Withdrawal). These designations are determined by the university, and set forth in several university publications. Each social work student is required to earn a "C" or better in all social work courses and related requirements while at MSUM; and each student is required to maintain a cumulative MSUM GPA of 2.5 on a 4.0 scale.

Non-Academic Assessment

In addition to an ongoing academic assessment, each student is formatively assessed *non-academically* both in and outside the classroom (e.g., advising, informal faculty-student(s) interaction within the SSW, complaints lodged by others, etc.). The following conduct standards are used when considering each student's suitability for professional social work, and continuation in the social work program. These standards are divided into two genre: (1) those the university uses across campus; and (2) those the SSW uses in addition to general university standards that are specific to licensed professional social work practice.

MSUM's non-academic university performance violations:

- Academic Integrity
- Complicity in Prohibited Acts
- Computer Misuse
- Disruption of Operations of the University
- Disruptive Behavior
- Disruptive Demonstration
- False Complaint
- Falsification of Records/Representation
- Fire/Arson
- Gambling
- Harassment and Sexual Harassment
- Hazing
- Interfering with Judicial Procedures
- Laws and Ordinances
- Official Compliance
- Physical Harm and Threat
- Psychological/Emotional Abuse
- Sexual Violence
- Skateboarding, In-line skates, and Bicycles
- Stalking
- Theft, Vandalism, Defacement and Damage to Property
- Unauthorized Use of University Property
- Unlawful Use and Possession of Alcohol
- Unlawful Use and Possession of Drugs

SSW's non-academic performance violations:

- Breach of NASW Code of Ethics
- Clear Violation of Client Confidentiality
- Conditions (e.g., mental health) Interfering with Student Functioning
- Current Chemical Abuse
- Failure to Respect Interpersonal Boundaries with Others (i.e., students, faculty, placement staff, clients, etc.)
- Inability to Master the Skills Necessary for Acceptable Social Work Practice
- Inability to Relate to Clientele
- Inability to Relate to Faculty
- Inability to Relate to Other Students
- Sexual Involvement with a Client

All students are held equally to the above academic and non-academic performance standards, and each student's continuance in the MSUM Social Work Program is determined by her or his suitability for professional social work practice as judged by social work faculty, and as evidenced by acceptable performance while in the program (cumulative MSUM GPA > 2.5 and no violation of non-academic behavioral criteria). The School's process of evaluation (FPE) may result in some students reassessing their choice of Social Work as a major

The FPE Process

When a concern is noted by an advisor or instructor, the course of action will be as follows:

1. The student will receive a Formative Performance Evaluation Student Deficiency Notice via mail listing the concern(s). A copy of this notice will also be given to the student's advisor;
2. The student then has 10 days to meet with his or her advisor to discuss the concern. This meeting will include the faculty with the concern, and other faculty as deemed appropriate;
3. The faculty with the concern and the student then develop a written Remediation Plan to address the concern. This document will be developed within 10 days by the faculty member, and will prescribe the remediation time frame, and university resources available (e.g., Write Site, Hendrix Health Center, Counseling Center, Disability Support Services, and other university or community resources deemed appropriate);
4. The student will sign the plan indicating agreement or disagreement;
5. A copy of the plan is given to the student and to the student's advisor to be placed in the student's file;
6. In extreme instances (e.g., where the problem(s) is(are) declared severe, the SSW may opt to bypass the remediation plan and process the student out of the Social Work program;
7. In the event that the student does not follow the process of remediation, faculty may terminate the student from the program;
8. The SSW utilizes the university appeals policy and students have the right to appeal any School decision using this process (<http://www.mnstate.edu/acadaff/AcadSupport/AcadAppeals.htm>).

Human Service Experience: *Transfer Students*

The pre-admission human service experience requirement has two main goals. First, the prerequisite gives the student initial exposure to human service work. Second, the experience allow the student to begin utilizing skills

and knowledge gained in beginning social work courses, and subsequently become more confident about their choice of social work as a major. Since MSUM students complete a minimum of 15 hours of service-learning work in SW250; this requirement pertains only to transfer students taking their introduction to social work and social welfare elsewhere since it ensures that the above two goals are met for transfer students.

Criteria for acceptable Human Service experiences:

1. The student's faculty advisor must preapprove the site being used to meet this transfer admission requirement;
2. It must have occurred post high school, no more than 10 years prior to admission;
3. It must reflect a minimum of 15 hours;
4. It must have involved client system(s) such that social work skills and knowledge were used;
5. It must have involved work within a "helping through problem solving" context;
(These settings are contrasted with educational, recreational, or caretaking contexts. While the Boy Scouts or child care centers are fine organizations, they may be unacceptable as Human Service experience sites. Questions regarding the appropriateness of Human Service sites should be directed to the student's faculty advisor);
6. It should have involved contact with a social worker(s) as part of the volunteer experience
(This contact may be in the form of supervision or working with the social worker in some fashion); and
7. It must be documented with two documents: (a) the student completing the **Transfer Student Human Service Experience-Self Assessment** form; and (b) the **Transfer Student Human Service Experience-Supervisor Assessment** form (*available online at www.mnstate.edu/socialwork*).

Leaves of Absence/Readmission

If a student has been formally admitted and leaves the program and/or MSUM for over one academic year (or two full semesters), a new admissions process must occur. A student requesting readmission should meet with the chair of the SSW to discuss readmission. The program administrator (*chair/program coordinator*) will then request one or more of the following:

- 1) A new social work admissions application;
- 2) Updated transcript;
- 3) Letter explaining the absence; and/or
- 4) Other materials deemed appropriate.

These materials will be submitted to the SSW chair, and then reviewed by the faculty prior to re-admission. Faculty may also request an individual interview with the student as part of this process. The program administrator (*chair/program coordinator*) will then notify the applicant in writing of the faculty's decision. In cases where the applicant is readmitted, the student may resume coursework immediately. In cases where the applicant is not re-admitted, the program administrator (*chair/program coordinator*) will similarly notify the applicant and explain why re-admittance is not granted. Reasons for not being re-admitted might include (but are not limited to) the following:

- a. Cumulative MSUM GPA and Major GPA too low to attain a 2.5 by internship time;
- b. Concern about "fit" with the social work profession; and/or
- c. Five (5) years have elapsed since the actual leave of absence began.

Media Policy

Students are expected to adhere to professional social work values and ethical standards when interacting on social media or social networking sites. Social media provides a domain for personal and professional presentation of self. Your personal image includes contact with friends and family and is guided by your personal values and standards. On the other hand, your professional image is guided by social work values and ethical standards and extends beyond the classroom and field agency. As social workers, we must be mindful that the legal and ethical responsibilities we have as professionals; including but not limited to, privacy and confidentiality, conflicts of interest and dual relationships, informed consent, and private conduct of the social worker. The distinction between personal and professional self is paramount to professionalism in the social work vocation. Students should prudently consider their online (e-mail, text messages, Facebook, Twitter, etc.) communication as they reflect themselves, their field agency, Minnesota State University Moorhead, the School of Social Work, and the social work profession itself. All online communication should be professional and respectful in tone and nature. Violations of the NASW Code of Ethics, as evidenced online, can result in disciplinary action including possible dismissal from the social work program.

Non-Discrimination

The SSW is committed to providing equal educational opportunities to all persons and does not discriminate based on race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation.

Professional Conduct & Dress

The NASW Code of Ethics establishes behavioral conduct standards among pre-professional and licensed professional social workers in the U.S. As such, SSW students are responsible for knowing the Code of Ethics, and abiding by its standards at all times (i.e., in the classroom, during all School functions, and during field practicum). Beyond the NASW Code of Ethics, the SSW establishes additional professional conduct standards:

- 1) Maintaining professional appearance;⁴
- 2) Respectfully interacting with colleagues;
- 3) Adhering to all school-related deadlines and obligations;
- 4) Accepting constructive feedback; and
- 5) Demonstrating initiative.

Faculty with concerns about a student's adherence to any of these standards will first visit with the offending student, but may also implement a FPE process if violations persist.

Proficiency Examinations

No proficiency exams are permitted by the SSW for any foundation curriculum.

Professional Library

As students are becoming licensed professionals, texts purchased in earlier social work courses are used again in subsequent classes in the major so students are strongly advised to retain all textbooks as part of their growing professional library. For example, texts for SW250-*Introduction to Social Welfare/Social Work* and SW405-*Human Behavior/Social Environment* are used again in SW415- *Social Work Research Methods*, and the practices courses-especially SW460-*Social Policy/Practice*. And the Kirst-Ashman & Hull generalist text is used throughout the curricula. In addition, students will again use all these texts to review for their state licensing examination. Therefore, the School of Social Work strongly advises students to begin building their professional libraries and retain these important professional resources.

Provisional Admission Policy and Procedure

The School of Social Work (SSW) now processes all admission materials exclusively through Tk20. To apply, each applicant must establish her/his Tk20 account **BEFORE** she/he can access the required Tk20 application form. Students who do not meet admission requirements may **apply** for Provisional Admission (PA) **BEFORE** joining Tk20. Here provisional applicants must work with their academic SSW advisor to develop a strategy for meeting all admission requirements than may proceed to purchasing their Tk20 membership and formally applying to SSW.

⁴ Specific to appearance, how others view you will make a lasting impression on faculty, colleagues, field instructors, clients, and others. Students are responsible for ensure their dress makes a good impression. Clothing should be professional, clean and in good repair. Refrain from wearing clothing that is short, tight or revealing and otherwise not appropriate for professional settings.

Special Notes

- ✓ *This plan must be preapproved prior to purchasing a Tk20 membership;*
- ✓ *Tk20 membership fees are not refundable;*
- ✓ *Provisional Admission is not guaranteed;*
- ✓ *If the faculty does not approve your PA request, then please do not open your Tk20 account since you will not be refunded your Tk20 membership fee (This is a Tk20 policy).*

Required Steps in seeking Tk20 Provisional Admission

To be considered for **PA**, the applicant must complete the following steps:

1. Develop a clear understanding of why she/he is not eligible for full admission;
2. Meet with her/his SW advisor to develop an plan to meet all admission requirements;
3. Reach an agreement with her/his advisor that the action plan is suitable for PA;
4. The advisor will present the PA action plan to the SSW faculty;
5. Faculty approval results in the granting of PA request;
6. Then only after the PA is approved can the student open her/his Tk20 account and proceed through the admission process;
7. The faculty advisor will monitor student progress during term advising;
8. And when warranted, the advisor will change the Tk20 admission status from PA to **“Accepted.”**

Should you have any questions about Tk20, PA, or your specific situation, please do not hesitate to consult your advisor **BEFORE** joining Tk20 and commencing the SSW application process.

Recommendations on Behalf of Students

Each semester SSW faculty produce scores of recommendations on behalf of students for external people and/or groups. Indeed, this is crucial to your professional success, it is among the single actions faculty take on your behalf. So they can be as timely and thorough as possible in providing evidence regarding student performance and professional potential, students must provide certain information and strictly adhere to the required timeline. To ensure that the SSW has permission to release information on your behalf, students must complete the on-line application located on the School webpage at the link “Recommendations”. Students must:

- allow 1 week for phone recommendation/interviews, and 3 weeks for written recommendations;
- provide all required information and supporting documentation;
- provide your current (present students) or final (graduates) DARS transcript;
- provide a copy of your current and complete resume’;
- prove complete details to whom the recommendation is to be directed (see bottom of form);
- sign and date the release document; and
- submit the request at the front desk for routing.

Residency Requirement

Because of SSW’s model of curricular sequencing, students are required to complete a minimum of three (3) consecutive semesters in residency that reflect the School’s required curricular sequencing of its core classes (SW415, SW420, SW432, SW 442, SW450, SW460, SW 468, SW469, & SW492) (see the *Curricular Sequencing* section above). For leaves of absence please refer to the appropriate section in this handbook.

Repeat, incomplete, and withdrawal policies

The University maintains specific policies regarding repeating classes, assigning incomplete "I" for a class, and withdrawing from some course of instruction; and the SSW strictly following these practices. Please visit the MSUM web page to see these academic policies.

Scholarships

For general information on scholarship please visit the MSUM Office of Scholarship & Financial Aid at <https://www.mnstate.edu/aid/>. For information on specific social work-related awards managed by the SSW please visit our website at <http://www.mnstate.edu/socialwork>.

School Social Work

Students wishing to be employed as a social worker in a Minnesota school will need to obtain a school social work license. To be licensed as a School Social Worker I in Minnesota, an applicant must have a BSW and a Minnesota Social Work License, and make an application to the Minnesota Board of Teaching. No additional test is required, however there is a fee for licensure.

Second Majors & other Minors

Beyond the social work major, many students choose a minor or a second major. Though a second area of study may not necessarily make one more marketable as a social worker, it does provide a greater depth of understanding in selected areas. The most popular areas for social work students include: criminal justice, gerontology, psychology and sociology. Indeed, many of these minor/major requirements are consistent with those in social work, something that facilitates completion of the minor or second major. Students who seek more than one baccalaureate degree are required to complete credits beyond the minimum required for the first degree, so interested students should consult with the chair of the respective departments along with the MSUM Bulletin for current requirements.

Sexual Harassment Policies and Procedures

The SSW strictly adheres to all MSUM policies and procedures concerning sexual harassment as outlined above.

Sexual Violence Policies and Procedures

Acts of sexual violence are intolerable. MSUM expects all members of the campus community to act in a manner that does not infringe on the rights of others. We are committed to eliminating all acts of sexual violence. Therefore MSUM faculty and staff are concerned about the well-being and development of our students. We are obligated to share information with the MSUM Title IX Coordinator in certain situations to help ensure that the students' safety and welfare is being addressed, consistent with the requirements of the law. These disclosures include but are not limited to reports of sexual assault, relationship violence, and stalking. If you have experienced or know someone who has experienced sexual violence, services and resources are available. You may also choose to file a report. For further information, contact Lynn Peterson, Coordinator of Sexual Assault Services at Hendrix Clinic and Counseling Center, 218-477-2211, or Ashley Atteberry, Title IX Coordinator in Owens Hall 208 (218-477-2174; ashley.atteberry@mnstate.edu). Additional information is available at: www.mnstate.edu/titleix

Social Work Major Requirements and Required Sequencing

The following are core required social work courses in the required course sequencing. Students must obtain a grade of "C" or higher in each:

Core Requirements (37 Credits)

1) Semester 1

- a) SW 250 Introduction to Social Welfare and Social Work (3)
- b) SW 405 Human Behavior and the Social Environment (3)

2) Semester 2

- a) SW 415 Research Methods in Social Work (3)
- b) SW 420 Generalist Practice: Individuals (3)
- c) SW 432 Generalist Practice: Families (3)

3) Semester 3

- a) SW 442 Generalist Practice: Groups (3)
- b) SW 450 Generalist Practice: Communities and Organizations (3)
- c) SW 460 Social Policy (3)
- d) SW 468 Internship Orientation (1)

4) Semester 4

- a) SW 469 Internship (12)
- b) SW 492 Field Supervision & Integrative Seminar (3)

Related Requirements (25 Credits)

- BIOL 104 Human Biology (3)
- ECON 100 The American Economy (3)
- POL 470 Government Benefits (3)
- POL 120 American National Government and Politics (3)
- PSY 113 General Psychology (3)
- PSY 202 Developmental Psychology (3)
- SOC 110 Introduction to Sociology (3)
- SOC 350 Methods and Statistics for Social Research (4).

Social Work Electives (1 class, 3 Credits)

SW 308 Social Gerontology (3)

- SW 390 Topics in Social Work (1-3)
- SW 402 Child Welfare Services (3)
- SW 410 Gerontology: Policy and Practice (4)
- SW 411 Chemical Dependency (3)
- SW 497 Independent Study (1-3)
- SW499 Topics in Social Work (1-3)
- AMCS 372 Dynamics of Prejudice and Oppression (3)
- BIOL 300 Biology of Women (3)
- ECON 305 The Economics of Poverty, Discrimination, and Inequality (3)
- POL 340 Public Administration (3)
- PSY 463 Abnormal Psychology (3)
- SOC 219 Sociology of Sexual Behavior (3)
- SOC 310 Dominant-Subordinate Group Relations (3)
- SOC 333 Sociology of Gender (3)
- SOC 334 LGBTQ Issues (3)

Student Impairment Policy

The [NASW Code of Ethics](#) speaks specifically to professional impairment as does the SSW's conduct standards outlined above. Each student is responsible for understanding these policies and abiding by them at all times. Should concerns arise from violation of these standards, a FPE may be initiated (see above).

Student Responsibilities

MSUM and the SSW support the concept of educational discipline. Therefore, both the University and SSW have a duty to protect its educational purpose by setting standards of scholarship and conduct. Thus, the guiding principle of both bodies of regulations is to promote student responsibility and accountability. To be sure, the University and SSW view the student conduct process as a learning experience that promotes growth and personal understanding of one's responsibilities and privileges within the University community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process (see above). Students are responsible for becoming familiar with University and SSW policies and procedures, and failure to be informed does not excuse misconduct. MSUM standards of conduct are published as the [Code of Conduct](#), and in all conduct proceedings it is recognized that MSUM is an educational institution and not a court of law. This code does not replace or reduce the requirements of civil or criminal laws. All criminal activity may be referred to local law enforcement as well as investigated internally. Members of the University community also have responsibilities as citizens. Violations that constitute crimes and the annual crime report can be found on the MSUM website. Disciplinary action is cumulative resulting in more serious consequences if the student engages in repeat violations or fails to follow through with sanctions from a previous hearing. MSUM's non-academic university performance standards and the SSW's non-academic performance standards are also outlined above. All students are held equally to the academic and non-academic performance standards and each student's continuance in the Social Work program is determined by her or his suitability for professional social work practice as judged by social work faculty, and as evidenced by acceptable performance while in the program. Social work students are also responsible for adhering to the standards of the [NASW Code of Ethics](#). This Code is referenced in the Admissions packet, is discussed in detail in SW 492 Senior Seminar, and is available on-line at the NASW website.

Student Rights

MSUM Student Handbook 2010/2011

Members of the University community are expected to be familiar with the rules and procedures contained within this handbook. This publication provides general guidance and direction, and it is not intended to cover every conceivable situation. The information about University policies outlines the rights, responsibilities, and privileges enjoyed by the students, faculty, and staff that make up the University community. The purpose of MSUM's policies is to promote and maintain the University learning environment, inform University members of their responsibilities, and aid in preventing violations of the rights of individuals. Specific questions relating to policies, procedures, and interpretations of specific sections within the Handbook should be directed to the University Judicial Affairs Officer or the Vice President for Student Affairs. Because policies are subject to change, revisions that occur will be updated on the MSUM webpage and will have priority over the contents of the printed edition.

- **Freedom to Learn:** In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.
- **Freedom of Expression:** Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall

be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

- **Freedom of Association:** Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.
- **Student-Sponsored Forums:** Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make his or her best effort to consult with the student association.
- **Student Publications:** Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.
- **Student Policies:** The policies of the college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

Writing intensive Classes

Social work professionals must write clearly, precisely, succinctly, and technically. Thus, SW 415W & SW 460W are required writing-intensive courses that use "writing-to-learn" processes to help you become a professional writer. These courses informally and formally integrate technical human service writing with course content to advance your knowledge, skills, and perspectives gained from Dragon Core curricula and other social work courses and prerequisites. Here students complete short, unscheduled, and ungraded writing assignments to advance learning and professional self-expression. Students complete WI worksheets that sequentially integrate unit-specific class materials, then from these complete separate writing assignments where each is uniquely organized, drafted, revised, peer edited, re-revised, and then graded. During these processes students *use* and *provide* peer consultation via a dyadic "editing buddy" system. Every WI assignment requires that students locate, read, analyze, evaluate, synthesize, and appropriately and ethically integrate into written products diverse primary and secondary professional human service literatures using the APA formatting system. These individual assignments must be logical, engaging, grammatically and mechanically sound, and professional in appearance. These assignments require writing, editing, reorganization, etc., and are the basis for the evidence-based practice assessment project you will independently complete during practicum (SW469) and senior seminar (SW492). In every instance you must consult frequently with this instructor during the semester.