

Missouri State University
College of Health and Human Services
School of Social Work

MASTER OF SOCIAL WORK PROGRAM



STUDENT HANDBOOK
2008-2009

School of Social Work
200 Professional Building
Office Phone (417) 836-6953 FAX (417) 836-7688
E-mail: SocialWork@MissouriState.edu

Revised 7-7-08

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Welcome to the Missouri State School of Social Work

Some of you reading this Master of Social Work (MSW) Student Handbook are students already enrolled in the program and others might be prospective students investigating our MSW degree. We welcome your commitment to and interest in the Missouri State graduate program in social work.

In this handbook you will find information valuable to you as you consider whether the MSW degree is "for you" and if the program at Missouri State University meets your needs. The Handbook provides information about our curricula, the expectations of and policies for students in the MSW program, the social work profession and our faculty and staff. We welcome the opportunity to talk with you more about the program and whether a graduate degree in social work suits your professional goals.

For enrolled students, the Handbook provides guidance to you as it describes the MSW curricula, School of Social Work and Missouri State policies and procedures, the field practicum program, faculty, staff and other resources and opportunities to become an integral part of the social work profession. We encourage you to keep the Handbook readily accessible to you because we have designed it to be useful to you as you proceed through the program. If you have any questions, please do not hesitate to contact us.

We welcome to the Missouri State School of Social Work and welcome to the profession of the 21st Century.

Susan C. Dollar, Ph.D., LCSW

Director
School of Social Work
Missouri State University
901 S. National Avenue
Springfield, Missouri 65804-0095
susandollar@missouristate.edu

Darryl Haslam, Ph.D.

MSW Program Coordinator
School of Social Work
Missouri State University
417-836-6359
DHaslam@missouristate.edu

N.A.S.W. CODE OF ETHICS

Summary of Ethical Principles*

Value: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Value: Social Justice

Ethical Principle: Social workers challenge social injustice.

Value: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Value: Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of Human relationships.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Value: Competence

Ethical Principle: Social workers practice within their areas of competence and develop and enhance their professional expertise.

*A complete copy of the N.A.S.W. Code of Ethics is available online at www.naswdc.org/code.htm.

Mission of Missouri State University

Missouri State University is a statewide university system with a mission in public affairs, whose purpose is to develop educated persons while achieving five goals: democratizing society, incubating new ideas, imagining Missouri's future, making Missouri's future, and modeling ethical and effective behavior.

Mission of School of Social Work

The School of Social Work is committed to the pursuit of social and economic justice, equality, and diversity, and advocacy for all people. These values reflect the School's commitment to the public affairs mission of the University and the College's pledge to enhance the well-being of all people. A public affairs focus requires a sense of community awareness and involvement in a wide range of human services activities that positively impact society at the local, state, national and international levels.

The mission of the Missouri State University School of Social Work is to provide leadership in community human service activities through research and education; community outreach and public policy development and implementation at all levels of society recognizing the global interconnections necessary to promote social and economic justice for all. The mission includes the education of effective generalist social work practitioners at the baccalaureate level and family health practitioners at the master's level who are prepared to practice in the global community by engaging in knowledge development, fulfilling active service and leadership roles, and by empowering vulnerable populations to advocate for themselves.

M.S.W. Program Goals

The Master of Social Work (MSW) degree program is accredited by the Council on Social Work Education (CSWE). The MSW program has adopted goals that are consistent with the purpose and structure of graduate social work education. The program will emphasize a family health concentration.

Go to CSWE Educational Policy and Accreditation Standards at: www.cswe.org

M.S.W. CURRICULUM THEMES

1. Provide foundation curriculum built upon the liberal arts that emphasize a generalist perspective in family health and practice with individuals, families, groups, organizations and communities.
2. Provide an advanced concentration curriculum in family health that develops advanced social work practitioners for the differing environmental contexts of the program.
3. Prepare students committed to appreciating and accepting diversity among various groups of people.
4. To provide the social work profession with students who are able to skillfully respond to social problems, social change initiatives and differing service delivery systems that affect family health.
5. Infuse and affirm the values, ethics, purpose and goals of the social work profession throughout the educational curriculum.
6. To prepare advanced social work practitioners who understand and accept the responsibility to become and remain proficient in professional practice through lifelong acquisition of knowledge and skills.

Description of the Family Health Concentration

The Family Health Perspective underpins the foundation and concentration year program goals and objectives. Our program focus on family health is unique and is the only program of this kind offered in the country.

The family health concentration recognizes the family as the single most important primary group influencing the behavior and affecting the future of its members. While family forms are changing, the significance of the family for the health of children, adolescents, adults, and the elderly continues to be critical.

The family health concentration recognizes the multidimensional and holistic nature of health, and views the continuous interaction among economic, physical, mental, emotional, social, cultural, and spiritual forces to be critical to family well-being. The importance of considering the social work principle of "person-in-the-environment" as well as assessing the strengths within the individual, family, and community are also important to understanding the family health concentration. Finally, the family health concentration stresses the importance of collaboration with other professionals and those in the broader community when designing, implementing and evaluating family health interventions.

M.S.W. Degree Requirements

The Regular MSW program of study (62 hours) includes a foundation year (31 hours) in which students develop the knowledge, skills, and values necessary to become professional social workers. This generalist foundation is applicable across different practice settings, problem areas, and population groups. The foundation includes material on populations-at-risk, human diversity, social and economic justice and is provided in courses addressing the areas of human behavior in the social environment, social welfare policy and services, social work practice, and social work research. In addition, a foundation practicum (450 hours) provides students with the opportunity to demonstrate knowledge, skills, and values taught in the first year in a "real world" setting.

The second year of the Regular MSW program (31 hours) and the first year of the Advanced Standing MSW program (34 hours) provide students with focused attention to advanced family health principles and social work practice. Other content areas include social policy, social work research, human behavior, social and economic justice and populations-at-risk. A field practicum is required for both MSW program options; a second field practicum is required for Regular MSW students, and one is required for Advanced Placement Students (both require 525 hours). Social work electives are also available throughout the course of study which relate to an area of interest within the family health concentration.

Degree Requirements (Regular Program)

The Regular MSW degree requires a minimum of 62 semester hours of graduate credit plus any prerequisite courses. Application to the Graduate School must be made in addition to applying to the MSW program. The courses and the sequence in which courses **must** be taken are listed as follows for both the full-time and part-time options. All courses are 3 credit hours unless otherwise listed.

FULL-TIME REGULAR PROGRAM

Fall, Semester 1

SWK 605 Human Behavior & Social Environ.	3 hrs
SWK 610 Social Work Practice I	3 hrs
SWK 615 Social Welfare Policy & Services	3 hrs
SWK 625 Social Work Practice II	3 hrs
SWK 630 Human Diversity & Societal Systems	3 hrs

Spring, Semester 2

SWK 620 Introduction to Social Work Research	3 hrs
SWK 626 Social Work Practice III	3 hrs
SWK 635 Field Instruction I (300-450 hours)	6-9 hrs
SWK 640 Practicum Seminar I	1 hrs

Summer, Semester 3

SWK 635 Field Instruction I (0-150 hours)	0-3 hrs
SWK 650 Human Behavior & Family Systems (or in semester 4)	3 hrs.

Fall, Semester 4

SWK 650 Human Behavior & Family Systems (or in semester 3)	3 hrs
SWK 654 Perspectives in Individual & Family Health Assessment	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs
SWK 660 Family Health Policy	3 hrs
SWK 697 Research Project in Family Health Services	3 hrs

Spring, Semester 5

SWK 656 Family Health Social Work Practice II	3 hrs
SWK 680 Field Instruction II (350-525 hours)	6-9 hrs
SWK 685 Practicum Seminar II	1 hrs
Social Work Elective (e.g., 502, 597, 641, 642, 643)	3 hrs

Summer, Semester 6

SWK 680 Field Instruction II (0-175 hours)	0-3 hrs
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PART-TIME REGULAR MSW PROGRAM:

Fall, Semester 1

SWK 605 Human Behavior & Social Env.	3 hrs
SWK 610 Social Work Practice I	3 hrs
SWK 625 Social Work Practice II	3 hrs

Spring, Semester 2

SWK 620 Introduction to Social Work Research	3 hrs
SWK 626 Social Work Practice III	3 hrs

Fall, Semester 3

SWK 615 Social Welfare Policy & Services	3 hrs
SWK 630 Human Diversity & Societal Systems	3 hrs

Spring, Semester 4

SWK 635 Field Instruction I (300-450 hours)	6-9 hrs
SWK 640 Practicum Seminar I	1 hrs

Summer Semester 5

SWK 635-Field Instruction I (0-150 hours)	0-3 hrs
SWK 650 Human Behavior & Family Systems (or in semester 6)	3 hrs

Fall, Semester 6

SWK 650 Human Behavior & Family Systems (or in semester 5)	3 hrs
SWK 654 Perspectives in Individual and Family Health Assessment	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs

Spring, Semester 7

SWK 656 Family Health Social Work Practice II. 3 hrs
Social Work Elective (e.g., 502, 597,
641, 642, 643) 3 hrs

Fall, Semester 8

SWK 660 Family Health Policy 3 hrs
SWK 697 Research Project in Family Hlth Svcs 3 hrs

Spring, Semester 9

SWK 680 Field Instruction II (350-525 hours) 6-9 hrs
SWK 685 Practicum Seminar II 1 hrs

Summer Semester 10

SWK 680 Field Instruction II (0-175 hours) 0-3 hrs

Degree Requirements (Advanced Standing Program)

The Advanced Standing MSW degree requires a minimum of 34 semester hours of graduate credit plus prerequisite courses, if needed. Application to the Graduate School must be made in addition to applying to the MSW program. The courses and the sequence in which courses **must** be taken are listed as follows for both the full-time and part-time options. All courses are 3 credit hours unless otherwise listed.

Full-time Advanced Standing Program

Summer, Semester 1

SWK 650 Human Behavior & Family Systems
(or in semester 2) 3 hrs
SWK 646 Foundations of Family Health Research 3 hrs

Fall, Semester 2

SWK 650 Human Behavior & Family Systems 3 hrs
(or in semester 1)
SWK 654 Persp. in Individual/Family Health Assess. 3 hrs
SWK 655 Family Health Social Work Practice I 3 hrs
SWK 660 Family Health Policy 3 hrs
SWK 697 Research Project in Family Health Svcs. 3 hrs

Spring, Semester 3

SWK 656 Family Health Social Work Practice II 3 hrs
SWK 680 Field Instruction II (350-525 hours) 6-9 hrs
SWK 685 Practicum Seminar II 1 hrs
Social Work Elective (e.g., 502, 597, 641, 642, 643) 3 hrs

Summer Semester 4

SWK 680 Field Instruction II (0-175 hours) 0-3 hrs

Part-time Advanced Standing Program

Summer, Semester 1

SWK 650 Human Behavior & Family Systems 3 hrs
(or in semester 2)
SWK 646 Foundations of Family Health Research
(or in semester 4) 3 hrs

Fall, Semester 2

SWK 650 Human Behavior & Family Systems 3 hrs
(or in semester 1)
SWK 654 Persp. in Individual/Family Health Assess. 3 hrs
SWK 655 Family Health Social Work Practice I 3 hrs

Spring, Semester 3

SWK 656 Family Health Social Work Practice II. 3 hrs
Social Work Elective (e.g., 502, 597, 641, 642, 643) 3 hrs

Summer, Semester 4

SWK 646 Foundations of Family Health Research
(or in semester 1) 3 hrs

Fall, Semester 5

SWK 660 Family Health Policy 3 hrs
SWK 697 Research Project in Family Health Serv. 3 hrs

Spring, Semester 6

SWK 680 Field Instruction II (350-525 hours) 6-9 hrs
SWK 685 Practicum Seminar II 1 hrs

Summer Semester 7

SWK 680 Field Instruction II (0-175 hours) 0-3 hrs

See a comprehensive description of each course in Appendix A.

Admission Procedures and Policies

The faculty and staff are pleased that you are considering application to our M.S.W. program. We are available to assist you along the way—just give us a call or email for assistance. Application to the Graduate School must be made in addition to applying to the MSW program.

There are four pathways to completion of the MSW degree program. Fulltime or part-time study in our REGULAR graduate program are designed for students who do not have a baccalaureate degree in social work from an accredited Council on Social Work Education program, or who do not meet the other admission requirements for the ADVANCED STUDY program. The REGULAR graduate program requires 62 credit hours and takes two years for full-time students and four years for part-time students. Students accepted for admission into the REGULAR MSW program will begin their studies in the fall semester.

We also offer the ADVANCED STANDING program on a fulltime or part-time basis for those who hold a baccalaureate degree in social work from an accredited program, and who meet the other advanced standing program admission requirements. The advanced standing program can be completed with 34 credit hours (full-time in three semesters or part-time in five semesters). ADVANCED STANDING students begin their studies in the summer semester.

The MSW program is committed to recruiting students that reflect a diversity of interests and backgrounds. The University and the School of Social Work do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

In addition to this commitment, the admissions process will take into account previous employment or significant other volunteer experience in the human services, the student's statement of purpose, letters of reference, and other information relevant to the admission decision.

A full-time load for a graduate student is defined as 9 or more hours during a regular semester, and 6 or more hours during the summer session. A graduate student must have a minimum of 5 hours enrollment to be considered one-half time during the regular semester for purposes of financial aid.

Admission Requirements for the Regular Program

For students who do not hold a BSW (or a BA in Social Work), the MSW degree is earned by the completion of 62 credit hours. As a full-time student, the degree is earned in 4 semesters (2 academic years). Completing the degree on a half-time basis takes 8 semesters (4 academic years). The sixty-two-credit program requires 975 hours in field practicum. Applicants must meet the following requirements to be considered for admission to the 62-credit program:

1. Possess a bachelor's degree from a college or university accredited by a regional agency recognized by the Commission on Recognition of Post-secondary Accreditation;
2. Have earned an overall grade point average of at least 2.75 on a 4.00 scale for all undergraduate course work OR a 3.25 GPA on a 4.00 scale in the last 60 hours of undergraduate work, OR have earned a 3.00 GPA on a 4.00 scale for all graduate course work (9 credits minimum) with no graduate grade of "C" or below;
3. Submit official transcript of Graduate Record Examination (GRE) scores;
4. Complete a written statement of purpose acceptable to the Graduate Admissions Committee; and
5. Submit three letters of reference that indicate the applicant is likely to be successful in graduate work in social work.
6. A personal interview may be required.

Admission Requirements for the Advanced Standing Program

Students who hold a BSW (or B.A. in Social Work) from a school accredited by the Council on Social Work Education, and who meet other criteria, are eligible to enroll in the Advanced Standing program. This option requires the completion of 34 credit hours. Admission criteria include:

- 1) Hold a bachelor's degree in social work from an undergraduate program accredited by the Council on Social Work Education;
- 2) Have no more than one grade of "C" or below in professional courses.
- 3) Have earned an overall grade point average of at least 2.75 on a 4.00 scale for all undergraduate course work OR a 3.25 GPA on a 4.00 scale in the last 60 hours of undergraduate work, OR have earned a 3.00 GPA on a 4.00 scale for all graduate course work (9 credits minimum) with no graduate grade of "C" or below;
- 4) Submit official transcripts of Graduate Record Examination (GRE) scores;
- 5) Complete a written statement of purpose acceptable to the Graduate Admissions Committee; and
- 6) Submit three letters of reference that indicate the applicant is likely to be successful in graduate work in social work.
- 7) A personal interview may be required.

Full-time students earn the degree in three semesters (summer, fall and spring); part-time students earn the degree in five semesters (one summer and two fall and spring semesters).

Prerequisite Course Requirements

An undergraduate liberal arts perspective with a minimum of "C" in courses from at least five of these six areas:

- Economics, math, statistics
- Government, political science, or history
- Sociology or anthropology
- Psychology
- Biology, geology, physics, chemistry, geography, chemistry
- Philosophy, literature, or the arts.

Levels of Admission: There are two levels of admission: full and conditional. Please refer to the graduate catalog under School of Social Work for a full description at: <http://graduate.missouristate.edu/OnlineCatalog/index.htm>

Transfer Students

The Master of Social Work program accepts transfer credits for required courses only from accredited graduate programs in social work. A maximum of nine graduate hours may be accepted as transfer credits. The Graduate Admissions Committee will decide the amount of acceptable transfer credit following a review of official transcripts, catalog descriptions, and course syllabi. Primary emphasis is on assessing whether the objectives and content of transfer courses match those of Missouri State University

courses. Every effort will be made to ensure that students will not repeat content covered in courses completed in other accredited social work programs. Transfer work will not be accepted for courses in which the student earned less than a "B". All transferred credits must have been earned in the 6 years prior to enrolling in the Missouri State University Master of Social Work program.

Proficiency Examinations and Experience

The Missouri State University Master of Social Work program does not allow completion of course requirements through proficiency examinations. The sole exception to this policy is the use of CLEP examinations for meeting undergraduate liberal arts requirements. No credit will be given for life or work experience in lieu of field practicum, professional foundation, elective, or family health courses.

Field Education Program

An integral component to the MSW program is the use of field practicum to prepare advanced practitioners in family health centered practice. The objectives of the field education component include:

1. Developing advanced practitioners in family health social work practice with the accompanying knowledge, values and skills.
2. Preparing family health practitioners who are committed to self-evaluation and life-long professional learning.
3. Preparing practitioners in family health who appreciate and understand human diversity as it relates race, color, gender, age, or national origin, disability, political orientation, and sexual orientation.
4. Preparing graduates who understand the social context of family health social work practice, the changing nature of those contexts, the behavior of organizations and the dynamics of change.
5. Preparing graduates to practice within the context of professional values and ethics (see NASW Code of Ethics at: www.naswdc.org/pubs/code)

The Coordinator for Field Education will provide students with an information packet of approved field education sites and/or meet with students individually to determine appropriate placement. The Coordinator is responsible for the overall administration of the MSW field education program including field program/policy development. These policies and procedures are outlined in this MSW Field Education Manual in more detail. For additional information regarding the application process for field practicum, go to the MSW Field Manual at www.missouristate.edu/assets/swk/MSW_FIEM21.doc , or contact the Field Education Coordinator at 417-836-5481.

Comprehensive Examination

By the end of their coursework and field practicum, students should be prepared to integrate course content and demonstrate a working knowledge through the comprehensive exam. Details about the exam, its process, and the preparation required, will be thoroughly explained to each student prior to the exam.

MSW students have three opportunities to pass the comprehensive exam with a score of 80 or higher (the initial test and two retakes). Failure to pass after the third testing will result in permanent dismissal from the MSW program at Missouri State University. Students may appeal this dismissal through the graduate dismissal appeal process.

Graduation

A student may apply for graduation when all requirements for the degree are met or will be completed by the conclusion of the semester.

1. Applications for graduation are available from the Graduate College and online at <http://graduate.missouristate.edu/OnlineCatalog/index.htm> and must be returned to the Graduate College during the first two weeks of the semester in which the student intends to graduate.
2. The Graduate College verifies the student's eligibility for graduation.
3. Student's not enrolled in classes during the semester they plan to graduate will be automatically enrolled in IDS 500. Students do not receive any course credit for IDS 500 and no enrollment fee is charged.
4. The IDS 500 enrollment gives student's library privileges so that books may be checked out for research purposes.

Postgraduate Planning

Career Information and Placement Center

Each semester the Career Planning and Placement Center offers a variety of workshops to assist students in planning for employment. Topics include resume writing and effective interviewing. In addition, the center sponsors a number of job fairs. Students are encouraged to register with the Career Planning and Placement Center for assistance with their job pursuits. The Career Planning and Placement Center is located in Carrington 309.

Merit Exams

Employment within State of Missouri agencies (e.g., Division of Family Services, Division of Aging, Division of Youth Services, Department of Mental Health, and Department of Corrections) is subject to the Merit System. The Career Planning and Placement Center has information regarding the Missouri Merit System registration and examination

process. There are numerous positions in social work or closely related areas. Most positions for which Master of Social Work graduates qualify require an examination. Exams may be taken in Springfield or at various locations throughout Missouri.

Social Work Licensure

Missouri requires the successful completion of the ASWB Clinical examination for licensure as a clinical social worker, or the completion of the ASWB Basic Exam (or higher) for licensure as a baccalaureate social worker. Individuals may register with ASWB to take the appropriate examination once they have received written notification that their Registration of Supervision has been approved.

Please direct all questions regarding the examination to the ASWB at 888-579-3926 or at www.aswb.org.

Individuals interested in attending an examination workshop or obtaining study materials and publications, may contact the Missouri Chapter of the National Association of Social Workers (NASW) at (573) 635-6965, or you may contact them by e-mailing www.masw.org.

If you have additional questions regarding licensure, please contact the Missouri Division of Professional Registration/Advisory Committee for Licensed Clinical Social Workers, 3605 Missouri Boulevard, Post Office Box 162, Jefferson City, Missouri 65102
Telephone: (573) 751-0885

1-800-735-2966 TTY

1-800-735-2466 voice relay

www: lcsw@pr.mo.gov

<http://pr.mo.gov/socialworkers.asp>

Retention in the MSW Program

Once admitted to the MSW program, students are expected to meet academic and student conduct standards which are described below.

Mandatory Orientation for all MSW students

The orientation is designed to introduce students to the Family Health Concentration and to the policies and procedures of the School of Social Work. There will also be a discussion of Field Placements during the orientation and an opportunity to ask questions. This orientation is mandatory for all students entering the Advanced Standing and Regular programs. Notification will be mailed to you several weeks in advance of the orientation.

Academic Standards

1. Students are expected to meet graduate school requirements for good academic standing of a 3.0 GPA for all graduate course work transferred in or earned at Missouri State University. Students will be dismissed from the program for any of the following academic reasons:

1. Two grades of "C" in any social work courses.
2. A grade of "C" in any field practicum.
3. A grade below "C" in any social work course.

In all situations, student rights will be scrupulously protected. This protection includes but is not limited to a hearing, at the student's written request, before the full Graduate Admissions Committee. Students are also afforded rights to appeal a committee decision to the Director of the School, the Dean of the College of Health and Human Services, the vice President for Academic Affairs, and the President of Missouri State University.

Conduct Standards

All social work students are expected to conduct themselves in a professional manner consistent with the NASW Code of Ethics. In addition, the Standards or Essential Functioning provide a framework for resolving differences in the academic environment and these Standards are expected important to understand and to follow (see Appendix C-Standards of Essential Functions).

Graduate Scholarships and Financial Aid

1. University Financial Assistance

Scholarships and loans are available through the Missouri State University Financial Aid Office. For further information about work study, work fellowships and other aid, contact: Office of Financial Aid, 901 South National Avenue, Springfield, MO 65804-0094 or www.missouristate.edu/FinancialAid/

A limited number of graduate assistantships and field stipends are available through the School of Social Work. Contact the Graduate College for Graduate Assistantship information at <http://graduate.missouristate.edu/FinancialAsst/assistantship.htm>

2. Liliana Sanchez Memorial Minority Social Work Scholarship

The Liliana Sanchez Memorial Scholarship was established in 2005 by the Missouri State University School of Social Work and the Missouri State University Foundation. The annual \$500.00 scholarship is awarded in the fall semester (dependent upon funding) to a MSW student enrolled in the Missouri State School of Social Work. Guidelines are as follows:

Eligibility Criteria and Guidelines:

1. Applicant must submit a one-page statement outlining their commitment to the social work profession, evidenced by community volunteer experience, professional experience, or other contributions.
2. Recipients must be enrolled in at least six (6) credit hours in the semester in which they will receive the scholarship.
3. Awards will be made without regard to financial need.
4. Preference will be given to a first generation college student.
5. Preference will be given to a racial minority student.

6. The Director of Social Work will appoint a selection committee and its recommendation will be forwarded to the Financial Aid Office, which will award and administer the scholarship.
7. Scholarship recipients may be considered for renewal but must reapply.
8. This gift will be administered without discrimination based upon race, color, religion, sex, national origin, ancestry, age, disability, veteran status.

Deadline: Application materials are due in early spring and will be awarded for the upcoming fall semester. For further information, please contact the MSW Program Coordinator, School of Social Work, Professional Bldg. 207, School of Social Work, Missouri State University, Springfield MO 65897.

3. The Columbia Hospital South Auxiliary Scholarship

The School of Social Work offers one scholarship awarded yearly in the amount of \$600.00.

Eligibility Criteria

1. Enrolled in a minimum of six credit hours during the duration of receipt of the scholarship. Minimum GPA of 3.00.
2. Demonstrated commitment to the social work profession and a family health-related practice framework. Applicants demonstrate these commitments in the essay (described #3 below) and by one or more of the following:
 - a. Have a sustained record of participating in professional organizations, e.g. NASW, MASW or other groups serving disadvantaged and oppressed persons.
 - b. Have a sustained and current record of community/volunteer service to disadvantaged populations in health-related ways.
3. Must demonstrate a financial need for the scholarship.

Application Packet Deadline: Application materials are due in early spring and will be awarded for the upcoming fall semester. For further information, please contact the MSW Program Coordinator, School of Social Work, Professional Bldg. 207, School of Social Work, Missouri State University, Springfield MO 65897.

1. An official Missouri State University transcript to confirm GPA.
2. Two letters of reference (one faculty and one from a supervisor or colleague in the field).

Each applicant must have her/his references give their letters of references to the applicant in sealed envelopes with the references' names written across the seal of the envelope.

3. An essay that does not exceed 1,000 words in length (typed, double-spaced, with reasonable margins) that addresses the following items:
 1. In your own words, describe how you would promote the health of disadvantaged and oppressed persons. Describe a time in your life when you have promoted the health of disadvantaged persons.

2. What are your personal and professional goals and how do they incorporate health promotion?
3. What major contribution do you hope/plan to make in the field of social work?
4. Two paragraphs in which you describe your need for the Columbia Hospital South Auxiliary Scholarship. Please type and double-space these two paragraphs.

Graduate Scholarships

The following is a summary of scholarship programs for entering students who enroll full-time at the Springfield/Joplin campus. Unless otherwise noted, scholarships cannot be combined and are only renewable for up to three additional years (eight semesters total.) To qualify for scholarships, you must first apply and be accepted for admission. Application forms are available on-line at <http://www.missouristate.edu/apply.htm> and from the Missouri State Office of Admissions. Your application must be received by the deadline specified for each scholarship description for consideration. In general the application deadline for fall applicants is **MARCH 1**; the deadline for spring applicants is **OCTOBER 1**.

1. Missouri Outreach Graduate Opportunity (MOGO) Scholarship

The Missouri Outreach Graduate Opportunity (MOGO) Scholarship provides a partial remission of out-of-state fees for full-time graduate students who are not Missouri residents. This scholarship is available to students admitted into an eligible graduate program for the first time beginning with the Fall 2006 semester or future semesters. The MOGO Scholarship has a value of three-fourths of the non-resident graduate student fees for 9 credit hours (5 credits hours in the summer). For the 2005-2006 academic year the value would have been \$1,275 per semester and \$700 in the summer. The scholarship amount will be adjusted annually when the Missouri State University Board of Governors approves changes to the student fee schedule. No application is required. Once a student meets the eligibility criteria, the scholarship will automatically be offered.

The MOGO Scholarship cannot be combined with other forms of University aid, including scholarships, graduate assistantships, or fee waivers. [View details.](#)

2. Basil and JoAnn Boritzki Scholarship

This scholarship is awarded to two full-time graduate students; one female, one male, in recognition of their academic excellence. To be eligible a student must have a cumulative GPA of 3.50 or above for the most recent four semesters of course work, and be enrolled full-time during the semester that the award is given. Additional details can be found online at <http://graduate.missouristate.edu/FinancialAsst/Boritzki.htm> or by contacting your advisor or the Graduate College.

3. "Continue the Tradition" Fee Waiver Program

"Continue the Tradition" is a program for out-of-state students who are the children and grandchildren of Missouri State graduates. To qualify, students must be classified as non-residents for fee purposes, must be enrolled full-time (9 hours for graduate students), and must have at least one parent (or stepparent) or grandparent who is a graduate of Missouri State (Associate, Bachelor, Masters, or Specialist degree). In addition, eligible students must have a cumulative undergraduate GPA of 3.25 and be formally admitted into a degree program. The application deadline for this program is May 1 for summer/fall applicants and October 1 for spring applicants. Students who meet these criteria and apply by the deadline will receive a waiver covering the out-of-state portion of required student fees for the fall and spring semesters. The summer semester is not included. This waiver may be renewed for one year (4 semesters total) for graduate students who complete 18 hours per year with at least a 3.0 Missouri State grade point average. Because this waiver covers all out-of-state fees, it cannot be combined with other out-of-state waivers or graduate assistant stipends. Apply online at www.missouristate.edu/continuethetraditionapp

Other MSW Graduate Student Information

For a complete listing of University Services, go to:
www.missouristate.edu/campusservices/

Registration

Students should make an appointment with their advisor to discuss their class schedule for the upcoming semesters. A program of study, which lists the course plan, should be submitted the first semester after being admitted to the program. Registration normally occurs in November for the spring semester and in April for the summer and fall terms.

Advisors

Advisors will assist students in meeting all university and school requirements, but the student is ultimately responsible for completing all requirements in the program.

The role of the social work advisor is not a therapeutic one. Social Work faculty do not provide personal counseling to social work students, since this could easily place faculty in a conflict with their role as faculty members. Consequently, it is the School of Social Work policy to refer students needing personal counseling to other resources either inside the University or in the community.

E-mail

All students are encouraged to obtain a Bearmail account even if they have another type of e-mail account. Faculty members may use e-mail to notify students of classroom activities, and they will not necessarily have access to different types of e-mail accounts. In addition, students receive notices of University events and deadlines via their Bearmail accounts.

Student Newsletter and Bulletin Boards

“Bear Connections” is a School of Social Work newsletter published each spring for students with information on school, campus, and professional events, and other useful information. Also, meeting announcements and job information are posted on the social work bulletin board, located in the hallway in the Professional Building, outside the School office, and in the Student Lounge, located in Professional Building room #226.

Student Organizations

MSW Student Association (MSWSA)

The MSWSA in Springfield and Joplin has is a vital organization for student networking and community service. Under the dedicated sponsorship of various faculty and the contributions of many bright, energetic students, the MSWSA has become a source of pride for Missouri State University.

Alpha Delta Mu

In addition to the Social Work Club, students may also gain membership in the Beta Omicron chapter of Alpha Delta Mu (ADM), a national Social work Honor society. In order for a student to be eligible for initiation to Alpha Delta Mu, s/he must be accepted into the Bachelor of Social Work program or the Master of Social Work program and have achieved a minimum cumulative/combined GPA of 3.0 and a 3.5 GPA in social work courses. The primary objective of Alpha Delta Mu is to recognize superior scholarship and academic achievement. This acknowledgment is accomplished each year through a reception or banquet and an initiation ceremony for new members. Students eligible for ADM receive an invitation to join ADM when they have met the requirements. Student officers are also elected each year. Both the officers and the advisors would be happy to talk with you about Alpha Delta Mu.

State and National Professional Organizations

Missouri Association of Social Welfare

The Missouri Association of Social Welfare (MASW) is open to students who want to play an important role in developing Missouri's social justice system. Primary goals of the MASW include: research; public education, coalition building; volunteer coordination and governmental affairs. www.masw.org

[**National Association of Social Workers \(NASW\)**](#)

[**The American Board of Examiners in Clinical Social Work \(ABE\)**](#)

[**National Association of Black Social Workers \(NABSW\)**](#)

[**Council on Social Work Education**](#)

[**Clinical Social Work Federation**](#)

University and School of Social Work Policies

Please refer to the following website for a full description of university-wide policies: <http://www.missouristate.edu/campusservices/policies.htm>

For information on the School of Social Work's Standards of Essential Functions, see Appendix C.

Criteria for Possible Dismissal/Termination from the University

Missouri State University has specific actions that can result in student dismissal from the University and School of Social Work. Policies regarding violation of university rules can be found at the Office of Judicial Programs or at the Code of Students Rights and Responsibilities website: www.Missouri State.edu/studev/judicial/code.html#a5

Student Academic Grievance Procedures: Missouri State University has established an appeal and grievance policy governing academic matters. This policy defines the general rules regarding what issues may be appealed and the procedure to be followed for filing a grievance. Students may acquire a copy by contacting the Office of Student Affairs in Carrington Hall. Students should familiarize themselves with this document, which serves as a guide to many of the University standards. The School of Social Work operates in conformity with University procedures and policies. For access to university policies on grievance procedures go the website on Grade Appeals and Academic Grievances at: www.missouristate.edu/recreg/graderev.html or find more information in the Graduate Catalog in the *University Services* section.

Student Education Files: All educational records of social work students are maintained in accordance with the Family Educational Rights and Privacy Act (FERP) of 1974, which affords students certain rights with respect to their education. They are:

- Student Rights
- Annual Notification
- Records Maintained
- Records Inspection
- Request to Amend Education Records
- Challenge Hearing
- Access
- Record of Disclosure
- Directory Information

Information on each of these rights can be found at www.missouristate.edu/studev/policies/studrec.htm or from the Office of the Vice President for Student Affairs located in Carrington Hall, Room 200.

Other Student Rights: Students have the right and the opportunity to participate in the evaluation of their educational experience. The School of Social Work operationalizes this opportunity through a variety of mechanisms. Each semester students will have a chance to provide feedback to the School on the instruction they receive in every course. In addition, evaluation forms are utilized to assess the quality of advising provided and the field liaison roles performed by faculty. Normally, all of these opportunities occur at the end of the semester and within the classroom setting. To ensure greater candor, the results of student evaluations of faculty are not shared with faculty until after grades have been turned in for that semester. Further, all handwritten, narrative comments are transcribed by School of Social Work professional staff.

Students can access additional information regarding rights at the Code of Students Rights and Responsibilities website: www.missouristate.edu/studev/judicial/code.html

APPENDIX A: COURSE DESCRIPTIONS

SOCIAL WORK COURSES

<p>SWK 502 Rural Health-899 (online) (3 credits). Prerequisites: permission of the instructor. This course offers a study of health care delivery in rural communities. It includes</p>
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theoretical foundations, cultural considerations, and specific characteristics of rural environments and people.

SWK 597 Special Topics. (3 credits). Prerequisites: permission of the instructor. Selected topic of advanced content in social work, relevant to fields of practice or practice methodologies. May be repeated to a total of 6 hours as topics change.

SWK 605 Human Behavior and Social Environment. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Content on life-span development and the influence of various systems on the individual from a generalist perspective in family health.

SWK 610 Social Work Practice I. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Framework for generalist social work practice including the problem-solving process and various social work roles with different size systems.

SWK 615 Social Welfare Policy and Services. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Covers the historical development, philosophical orientation, and analysis of social welfare policy and services in the United States. Examines social welfare policy in multiple areas.

SWK 620 Introduction to Social Work Research. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Understanding of social research methods and application of research to social work practice. Incorporates content on evaluation of practice and program evaluation.

SWK 625 Social Work Practice II. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Framework for generalist practice including the problem-solving process and various social work roles with groups and families.

SWK 626 Social Work Practice III. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Uses social work methods to focus on the dynamics associated with organizational and community generalist practice. This course provides a knowledge base (i.e., theory, research, and practice wisdom), values, and practice skills for the generalist social work profession. Concentration will be on social work practice occurring with organizations and communities.

SWK 630 Human Diversity and Societal Systems. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Theoretical perspectives and research findings on various populations-at-risk and the role of societal institutions in perpetuating social and economic injustice.

SWK 635 Field Instruction I. (9 credits). Prerequisites: see sequence schedules under Degree Requirements. Supervised social work experience in a social agency in the community. Students must complete 450 hours. Student must be concurrently enrolled in SWK 640. A practicum liability insurance fee is required.

SWK 640 Practicum Seminar I. (1 credit). Prerequisites: concurrent enrollment in SWK 635; see sequence schedules under Degree Requirements. Examines student

experiences and problems in Field Instruction I. Designed to enhance the student's integration of theory, knowledge, and skills from previous courses.

SWK 641 Family Health and Domestic Violence. (3 credits). Prerequisites: graduate standing. Enhances students' understanding of the theories, policies, practices and interventions related to family violence.

SWK 642 Family Health and Substance Abuse. (3 credits). Prerequisites: graduate standing. This course provides an opportunity for the students to understand the problems of alcohol and drug use and dependence and their impacts on family health.

SWK 643-899 Management and Program Development in Human Service. (online) (3 credits). Prerequisites: graduate standing. Develop knowledge and skills for effective supervisors and administrators in human service organizations. Students will also learn grant proposal writing and develop an understanding of their management style and philosophy.

SWK 646 Foundations of Family Health Research. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. This course builds on the knowledge base acquired in the BSW research course by reviewing social work research methods, as necessary, for the purpose of developing a research proposal from a family health perspective. The course includes research concepts and tools most frequently encountered by the family health social work practitioner.

SWK 650 Human Behavior and Family Systems. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Provides a framework for understanding family systems and family health. The family is examined within an ecosystem context.

SWK 654 Perspectives on Individual and Family Health Assessment. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Advanced overview to help the student transition from individually-focused assessment (e.g., DSM-IV) to family focused assessment (e.g., FAD).

SWK 655 Family Health Social Work Practice I. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Knowledge and skills for advanced practice. Social work roles within different settings will be covered as they relate to family health.

SWK 656 Family Health and social Work Practice II. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Advanced assessment and family centered practice interventions that are related to the family health perspective.

SWK 660 Family Health Policy. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Assists students in understanding how policies affecting family health are designed. Provides an analysis of the family health care delivery systems in the United States and other countries.

SWK 680 Field Instruction II. (9 credits). Prerequisites: permission and see sequence schedules under Degree Requirements. Practicum experience in a social agency focused on family health. Student must complete 525 hours. Student must be concurrently enrolled in SWK 685. A practicum liability insurance fee is required.

SWK 685 Practicum Seminar II. (1 credit). Prerequisites: concurrent enrollment with SWK 680; see sequence schedules under Degree Requirements. Examines student's experiences and problems in Field Instruction II. Enhances the student's integration of theory, knowledge, and skills from previous courses.

SWK 697 Research Project in Family Health Services. (3 credits). Prerequisites: see sequence schedules under Degree Requirements. Advanced research project focused on student's area of family health interest. Student will be responsible for completing a publishable quality research document. This course meets the Graduate College research requirement.

APPENDIX B: STANDARDS OF ESSENTIAL FUNCTIONS FOR SOCIAL WORK EDUCATION

1.0

INTRODUCTION

This document sets out Standards and Essential Functions for Social Work Education that apply to students at the School of Social Work at Missouri State University, beginning May, 2002.

Because of the nature of professional social work practice, the School of Social Work has special expectations of students that may be different from non-professional programs. The essential functions and standards are linked to students' abilities to become effective social work professionals and are provided so that students and faculty can be clear about expectations and procedures to address performance concerns. The ultimate goal of the Essential Functions and Standards is to help students have a successful experience at the School of Social Work.

Becoming a professional is a developmental process. Individuals who teach and supervise students, along with program directors and coordinators, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. Professional judgment is the capacity to assess a situation by applying the values and knowledge of the social work profession, combined with a professional's own experience and practice wisdom. It also represents the application of knowledge, values, and skills to make decisions in a helping process.

All social work students will be provided with copies and expected to read the Standards and Essential Functions for Social Work Education and the National Association of Social Workers (NASW) Code of Ethics. Students will then be required to sign a form acknowledging that they have read the documents, are aware of the contents, and will abide by and demonstrate behavior consistent with those documents. The signed form will be kept in the students' files.

2.0

ACADEMIC PERFORMANCE:

SCHOLASTIC AND PROFESSIONAL PERFORMANCE

In order to meet its responsibilities to provide quality professional education and to ensure that its graduates are able to function in a broad variety of professional situations, the School of Social Work evaluates academic performance that consists of both scholastic and professional functioning.

2.1

CRITERIA FOR EVALUATING PROFESSIONAL PERFORMANCE IN THE BSW AND MSW PROGRAMS

FOR ADMISSION AND CONTINUANCE IN THE SCHOOL OF SOCIAL WORK

Professional performance as defined by Standards and Essential Functions is distinguished from scholastic performance. Standards and Essential Functions describe the physical, cognitive, emotional, and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the practice of social work. The Office of Disability Services and the Learning Diagnostic Clinic, in consultation with the School of Social Work, will determine reasonable accommodations. Acquisition of competence as a social worker is a lengthy and complex process. That process will be subverted if

there are significant limitations of the student's ability to participate in the full spectrum of the experience and requirements of the curriculum.

Students in the School of Social Work at the Missouri State University are expected to possess the following Standards and Essential Functions at a level appropriate to their year in the program. Students are expected to meet these standards in the classroom, in their practicum, and in a broad array of educational and professional situations. Attention to these standards will be part of the assessments made by faculty responsible for evaluating applications for admission to the program and by faculty responsible for evaluating students' classroom and practicum performance. Students are expected to demonstrate the Standards and Essential Functions with students, faculty, staff, supervisors, peers, clients and other professionals.

Faculty and/or students are encouraged to use the Office of Disability Services and the Learning Diagnostic Clinic as a resource and for consultation.

2.1.1 Motor Abilities

The social work student must have sufficient motor abilities to attend class and practicum placement with or without reasonable accommodation.

2.1.2 Sensory Abilities

The social work student must have the ability through his or her senses to participate in classes and practicum placement. The student must acquire and integrate data through the use of their senses with or without reasonable accommodation.

2.1.3 Communication Skills

The social work student must communicate effectively and sensitively with individuals from all components of the program. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient spoken and written skills to understand the content presented in the program. The social work student must have all of these communication skills *with or without reasonable accommodation*.

2.1.4 Self-Awareness

The social work student must know how his or her values, attitudes, beliefs, emotions and past experiences affect his or her thinking, behavior, and relationships. The student must be willing to examine and change his or her behavior when it interferes with his or her working with other individuals in the program. The student must be able to work effectively with others in subordinate positions as well as with those in authority.

2.1.5 Professional Commitment

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work that include the dignity and worth of every individual and his or her right to a just share of society's resources.

2.1.6 Knowledge Base for Social Work Practice

The professional activities of social work students must be grounded in relevant social, behavioral, and biological science knowledge and research. This includes knowledge and skills in relationship-building, data-gathering, assessment, intervention, and evaluation of practice.

2.1.7 Objectivity

The social work student must be objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

2.1.8 Empathy

The social work student must endeavor to comprehend another individual's way of life and values. He or she must be able to communicate this empathy in course work and support to the client as a basis for a productive professional relationship.

2.1.9 Energy

The social work student must be resistant to the undesirable effects of stress, and avoid burnout by exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues, peers, or professionals *with or without reasonable accommodation*.

2.1.10 Acceptance of Diversity

The social work student must appreciate the value of human diversity. In an appropriate manner, the student must work with all persons in need of assistance, regardless of the person's economic or social status, race, color, gender, creed, sexual orientation, political orientation, disability, veteran's status, age, marital status or parental status. Social work students must not impose their own personal, religious, sexual, or cultural values on their clients.

2.1.11 Interpersonal Skills

The social work student must demonstrate the interpersonal skills needed to relate effectively to individuals from all components of the program. These skills include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

2.1.12 Professional Behavior

The social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being dependable (including being punctual), prioritizing responsibilities, and completing assignments on time.

2.1.13 Ethical Obligations

The social work student's current behavior, classroom and field practicum performance must be consistent with the ethical expectations and obligations of professional practice, as stated in the NASW Code of Ethics. Ethical behaviors identified in the Code of particular note emphasized at Missouri State School of Social Work include:

1. Healthy resolution of past or current charges and/or convictions or convictions of an offense that is contrary to professional practice.
2. Systematic evaluation of clients and their situations in an unbiased, factual way. Suspension of personal biases during interaction with others.
3. Comprehension of another individual's way of life and values. Empathic communication and support of the client as a basis for a productive professional relationship.
4. Appreciation of the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person's economic or social status, race, color, gender, creed, sexual orientation, political orientation, disability, veteran's status, age, marital status or parental status. No imposition of personal, religious, sexual, and/or cultural values on clients.
5. Demonstration of respect for the rights of others. Commitment to client's right to freedom of choice and self-determination.
6. Maintenance of confidentiality as it relates to human service, classroom activities, and field placement.
7. Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.
8. Other behaviors consistent with the NASW Code of Ethics

2.2

SCHOLASTIC PERFORMANCE THAT MAY RESULT IN A REVIEW AND POSSIBLE DISMISSAL FROM THE SCHOOL OF SOCIAL WORK

2.2.1 Undergraduate Students

Students are considered to be in academic difficulty if their GPA drops below 2.30. Students who have not achieved a 2.5 GPA will not be admitted into the program or the field practicum. Failure to maintain a passing grade in the field practicum will result in dismissal. A review will be called if a student earns a "D" or "F" in any required social work courses. A combined GPA of 2.5 is required for graduation.

Students must complete the prerequisites outlined in their appropriate courses of study, as outlined in the course catalog. Students may not have grades of incomplete ("I") in any prerequisites if they are to continue course work. Students may not continue to enroll in nor participate in any social work courses if they have not complied with the concurrent requirements or previous social work courses.

2.2.2 Graduate Students

Students are expected to meet graduate school requirements for good academic standing of a 3.00 GPA for all graduate course work transferred in or earned at Missouri State. Students will be dismissed from the program for any of the following reasons:

1. Two grades of "C" in any social work courses;
2. A grade of "C" in the field practicum;
3. A grade below "C" in any social work course

2.3

Non-Performance of Standards and Essential Functions That May Result in a Review and Possible Dismissal from the School of Social Work

Student reviews can occur under any of the following circumstances:

1. Failure to meet or maintain academic requirements as stated under the Scholastic Performance section
2. Failure to meet or maintain academic requirements of the University
3. Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student (For complete University policy and procedures see Missouri State Graduate and Undergraduate catalogs).
4. Behavior judged to be in violation of the current NASW Code of Ethics
5. Any threat or attempt to harm oneself or someone else
6. Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the School of Social Work and becoming known after admission.
7. Consistent pattern of unprofessional behavior
8. Failure to exhibit the Standards and Essential Functions for Admission and Continuance in the Missouri State School of Social Work

2.4

Sources of Documentation

Confirmation of meeting academic performance criteria in the School of Social Work may include, but is not limited to, any of the following:

1. Feedback or reference letters from faculty, work supervisors, or supervisors of volunteer human service activity or other field experiences
2. Feedback from agency-based field instructors

3. Observation of classroom, volunteer, or field behaviors
4. Performance in oral and written assignments, examinations (including the comprehensive exam), social work skill labs, or other appropriate course work
5. Student personal statements or self-assessments
6. Interviews with faculty or other professionals
7. Taped interview situations (audio or video)
8. Feedback from students, staff, university personnel or records Missouri State or other colleges and universities), helping professionals, or community
9. Feedback from faculty in other social work programs
That student may have attended
10. Signed confidentiality statements, scholastic honesty statements, contracts consistent with the NASW Code of Ethics, Essential Functions and Standards, and other contracts between the school and the student.

2.5

Accommodations for Disabilities

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for reasonable accommodation to provide equal opportunity to meet criteria for professional behavior and scholastic performance.

Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the Office of Disability Services and provide documentation as needed. The Office of Disability Services makes recommendations for accommodations. The School of Social Work will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including the Office of Disability Services), and periodic checks between the School of Social Work and the student are appropriate courses of action in making accommodations.

3.0

POLICIES AND PROCEDURES FOR REVIEW OF PERFORMANCE: THREE LEVELS OF REVIEW

Three levels of review can occur at the School of Social Work in reviewing student's academic performance. The level of review depends upon the potential severity of the concern.

Information disclosed during student meetings with faculty, program coordinators, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program coordinators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow university procedures related to student performance issues.

Level I

A Level I review involves a faculty member and a student. When a faculty member has concerns about a student enrolled in the social work program meeting any of the criteria, whether related to professional behavior or scholastic performance, the faculty member will:

1. Discuss those concerns directly with the student and seek to work with the student to resolve the difficulties
2. Apprise the appropriate BSW, MSW, Joplin Program, or Field Director of the concerns in order to identify potential patterns and issues related to the student

3. Document dates and content of meetings with students. If a problem arises in the field, the agency-based field instructor will discuss concerns directly with the student and with the faculty liaison. It is the responsibility of the faculty liaison to apprise the appropriate directors/coordinator of the concerns. In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to further reviews.

Level II

A Level 2 review involves the faculty member, student, and program director/coordinator. Faculty and program directors/coordinator will meet with the student when concerns have not been resolved at Level 1. If a problem arises in the field, the agency-based field instructor, faculty liaison, and field director will conduct the review with the student.

In this information gathering process, the program director will determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance.

The BSW, MSW, and/or Field Director, will assess the nature of these concerns with appropriate faculty, consult with the Advisor and with the Program Director, maintain documentation, and decide if it is necessary to conduct a more comprehensive review, pursuant to Level 3.

Level III

A Level 3 review involves the faculty member, student, program coordinator, and faculty who have had direct experience with the student in the classroom or field. Generally, this level of review is called when problematic patterns are identified with students, or when the issues are serious enough to require formal consultation with other faculty and the student.

More often, a Level 3 review is conducted when concerns have not been resolved in prior reviews; when issues relate to a student not meeting the performance criteria (typically involving professional or ethical behaviors); or when the student is being considered for withdrawal or discontinuance in the program.

Usually, a Level 3 review is sufficient to deal with student performance and is the last decision-making step in the review process at the School of Social Work.

When a Level 3 review is called, the appropriate program director will convene a meeting with the appropriate faculty and the student to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a review will include but are not limited to those who have direct knowledge of and experience with the student.

The student will be notified in writing of the concerns and meeting date, with sufficient time to prepare for and attend the meeting. After the review meeting has occurred, the program director or coordinator will consult with the Director of the School of Social Work to discuss the problem situation and make recommendations regarding the student. Based on the review conference with the Director and an objective assessment of the information provided, and the BSW Program Director (if an undergraduate student) or the MSW Program Director (if a graduate student) will inform the student of the decisions, which can include one or more of the following actions:

1. Continue the student in the program with no conditions.
In these situations, the concern has been addressed and no further action by the student or program is required.
2. Establish formal conditions for the student's continuance in the program.

In these situations, specific conditions must be met in order for the student to remain in the program. Actions may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load; delay entry to the field practicum; or requiring the student to withdraw from the program with the option of reapplying.

3. Consult with and/or refer to the Dean of Student Services or the Academic Integrity Council.

In some instances, depending on the nature of the problem, the University's Academic Integrity Council in the Office of Academic Affairs or the Office of the Dean of Student Services may be consulted. If a referral is made to either of these Offices, after consultation, the student will be notified in writing about the nature of the concern and that the referral is taking place. A situation that may result in referral to the Academic Integrity Council is academic dishonesty. Situations which may result in referral to the Dean of Student Services may include hazing, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

4. Counsel the student to change major/degree program and/or discontinue the student in the program.

In some situations, it will be recommended that the student no longer continue in the social work program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be provided with documentation regarding the specific reasons for his or her dismissal and the conditions, if any, under which he or she may re-apply.

In any Level 3 review, there must be clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, where appropriate. Students must be notified of the decision in writing within ten calendar days of the review. It is the responsibility of the program director/coordinator to communicate the decision to the student.

4.0

GRIEVANCES

Pursuant to the student grievance procedures for students provided in the Undergraduate and Graduate Catalogs and Handbooks, students enrolled in the Social Work Program have the right to redress grievances, including decisions that are the result of reviews outlined in Section 3.0 of these Standards and Essential Functions for Social Work Education. Students are assured freedom from reprisals for bringing a grievance.

4.1

PROCEDURES FOR HANDLING GRIEVANCES

Procedures for handling grievances at the School of Social Work are as follows:

4.1.1 Undergraduate Students

An undergraduate student who has a grievance involving a grade or other dispute shall discuss the matter with the faculty member involved. If the dispute is not resolved, and for all other grievances, the student can appeal the matter to the director of the undergraduate program. (If the grievance involves field placement, the student can appeal to the field director and then to the director of the undergraduate program.) If the dispute is not resolved, the student will follow the procedures outlined below, which

also apply to grieving decisions that are the result of reviews outlined in Section 3.0 of these standards.

The student will submit the grievance in writing to the Director's school of Social Work office within ten (10) calendar days of the decision that is the subject of the grievance. The student's advisor is available in the School of Social Work to assist the student in the grievance process. The grievance shall specifically state the reasons the student believes that the decision that is the subject of the grievance is incorrect.

The Director of the School of Social Work or his or her delegate will convene a panel of three (3) faculty to consider the grievance. The student bringing the grievance has the right to exclude one person from the panel, and the chair can appoint a replacement for the excluded member. The panel members, appointed to assure optimal representation of faculty, will have no direct knowledge of or experience with the particular incident.

The Director of the School of the School of Social or his or her delegate will convene a panel of three (3) faculty to consider the grievance. The panel members, all appointed to assure optimal representation of faculty, will have no direct knowledge of or experience with the particular incident. The student bringing the grievance has the right to exclude one person from the panel, and the chair can appoint a replacement for the excluded member.

The panel shall review the nature of the problem, alternatives for its remediation, prior documentation and/or decisions about the student's continuation in the program. After consideration of the student's grievance, including a meeting with the student if requested by the student or considered necessary by the panel, the panel will deliberate as a group and make a decision concerning the grievance. The chair of the grievance panel shall keep appropriate documentation and notify the student of its decisions in writing within ten (10) calendar days of consideration of the grievance.

4.1.2 Graduate Students

A graduate student who has a grievance involving a grade or other dispute shall discuss the matter with the faculty member involved. If the dispute is not resolved, and for all other academic grievances, the student can appeal the matter to the director/coordinator of the graduate program, who may consult with the graduate advisor. (If the grievance involves field placement, the student can appeal to the field director/coordinator of the graduate program.) If the dispute is not resolved, the student will follow the procedures outlined below, which also apply to grieving decisions that are the result of reviews outlined in Section 3.0 of these Standards.

The student will submit the grievance in writing to the School of Social Work Director's Office within ten (10) calendar days of the decision that is the subject of the grievance. The student's advisor is available in the School of Social Work to assist the student in the grievance process. The grievance shall specifically state the reasons the student believes that the decision that is the subject of the grievance is incorrect.

The Director of the School of Social Work will appoint an ad hoc grievance panel consisting of three (3) faculty members. The panel appointed will have no direct knowledge of the incident. The student bringing the grievance has the right to exclude one person from the panel, and the chair can appoint a replacement for the excluded member.

The Panel shall review the nature of the grievance, alternatives for its remediation, prior documentation and/or decisions about the student's grievance, including a meeting with the student if requested by the student or considered necessary by the panel, the panel will report its findings to the Director of the School of Social Work.

The director will make the final decision on the grievance within the School of Social Work. Such a decision may include upholding the student's grievance, denying the

student's grievance, or making additional recommendations. It is the responsibility of the director to keep appropriate documentation and inform the student in writing of its decision within ten (10) calendar days of consideration of the grievance. The Decision of the Director of the School of Social Work concerning the grievance may be appealed in writing to the Dean of the College of Health and Human Services (CHHS) and/or the Office of Equal Opportunity.

APPENDIX C: MSW FOUNDATION AND CONCENTRATION OBJECTIVES

FOUNDATION OBJECTIVES

F01. Recognize value and ethical dilemmas in practice within the parameters of the NASW Code of Ethics.

F02. Apply the knowledge and skills of social work practice that emphasize understanding and respect for human diversity on the basis of such factors as clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.

F03. Identify social problems, understand, and apply strategies that advance social and economic justice at multiple system levels.

F04. Address the needs of populations-at-risk with an understanding of discrimination and oppression, and their impact on individuals, families, groups, organizations, and communities.

F05. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals, and between individuals and families, groups, organizations, and communities.

F06. Demonstrate knowledge of the history, mission, and philosophy of the social work profession and how it relates to the formulation of a professional identity in addressing contemporary social and policy issues.

F07. Implement a generalist perspective in family health that emphasizes the infusion of social work values and ethics in practice with systems of varying size and complexity (i.e. individuals, families, groups, organizations, and communities).

F08. Demonstrate critical thinking skills within professional contexts, including the ability to analyze, apply, and evaluate relevant knowledge and theoretical frameworks for family health social work practice.

F09. Apply the generalist perspective with appropriate supervision and consultation, within the structure of a Missouri State University School of Social Work approved practicum agency.

FO10. Evaluate research studies, apply research findings to practice, and apply evaluation techniques within the professional setting.

FO11. Use communication skills differentially with a variety of client populations, colleagues, and members of the community.

FO12. Function within the structure of organizations and service delivery systems and evaluate necessary organizational change.

CONCENTRATION OBJECTIVES

New Concentration Program Objectives

CO1: Apply social work values and ethical principles to working with and for family systems

CO2: Evaluate, select, and utilize theories to develop and implement a theory-based intervention approach when working with and for family systems

CO3: Empower and facilitate family wellness through the skillful use of formal assessment, intervention, and advocacy skills

CO4: Recognize and strive to enhance social and economic justice while maximizing the power and potential of oppressed families

CO5: Recognize family policy strengths and limitations and advocate for effective societal resources to enhance family health

CO6: Utilize research knowledge and expertise to evaluate practice, enhance service capability, offer the most effective intervention options for family systems, and advance the field of professional knowledge

CO7: Identify culturally competent mechanisms that serve diverse family systems and issues

CO8: Offer wellness-oriented and other strategies to and for family systems that maximize the physical, mental, emotional, social, economic, cultural, and spiritual health of the family and its members

CO9: Demonstrate within a supervised setting ethically based, theory driven strategies that empower and maximize family health within families

