

MSW STUDENT HANDBOOK

2008 Edition

The University of Mississippi
Department of Social Work
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Introduction

This handbook is provided to inform MSW students at The University of Mississippi about the philosophy, standards, and procedures of the Department of Social Work. It is not to be used as a substitute for faculty-student interactions, which are strongly encouraged. In addition to this handbook, students should review *The M Book* that relates to policies on students' academic and campus life. Students are expected to abide by the policies and procedures of *The M Book*, this handbook, the University's *Graduate School Catalog*, and *The Graduate Student Handbook*

http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf.

New majors are advised to read the *MSW Student Handbook* carefully. The published policies and procedures are designed to facilitate the student's effort to achieve a high level of academic performance that supports the mission, goals, and objectives of the Department of Social Work. Any questions should be addressed to the department chair, the MSW Program Director, or the faculty advisor.

"Social work is the professional activity of helping individuals, families, groups, organizations or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to that goal."

National Association of Social Workers, 1973

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The History of the Department of Social Work

The Department of Social Work (see <http://www.olemiss.edu/depts/socialwork/>) was established in the academic year 1969 -1970 as part of the Department of Sociology. In 1983 the Department of Social Work became an autonomous department within the College of Liberal Arts. Offering the Bachelor of Social Work (BSW) degree, the department has been accredited by the Council on Social Work Education since 1974. In 2000, the Department of Social Work was transferred from the College of Liberal Arts to the newly created School of Applied Sciences www.olemiss.edu/depts/appliedsciences where it currently resides with four other departments. In 2003, the Department of Social Work began offering courses on a part-time basis at the Desoto and Tupelo campuses. In the fall of 2006, the faculty began to offer a full-time BSW program at the Tupelo Center and expanded the BSW program at the Desoto Center to a full-time program in August 2008.

In February 2007, the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) approved the University of Mississippi to offer the Master of Social Work (MSW) Degree. The faculty in the Department of Social Work began providing the MSW Program in August 2008. The MSW Program received Candidacy Status with the Council on Social Work Education (CSWE) in October 2008.

The Department of Social Work Non-Discrimination Policy

The Department of Social Work's faculty or staff does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, or Vietnam era veteran status in any of its activities, programs, or classes.

Mission Statement

MSW Mission is to prepare competent and ethical clinical social workers who are leaders committed to diversity and social and economic justice with systems of all sizes at all levels of society.

Departmental MSW Educational Goals

1. Prepare professional leaders, who are able to develop knowledge for competent, effective, and ethical autonomous social work practice and the development of service delivery systems.
2. Prepare students for professional practice through the study of its history, purposes, philosophy, and theoretical and practice frameworks.
3. Prepare students who will provide leadership in the effective and ethical practice with diverse populations and systems of all sizes, to alleviate poverty and oppression, and to provide social and economic justice for all citizens at the local, national, and global levels.
4. Provide students with content about the social contexts of social work practice, the changing nature of those contexts, the behavior found in systems, and the dynamics of change.
5. Prepare students who will demonstrate a commitment to continue life-long learning and professional growth.

Departmental Educational Objectives

Students will be able to:

1. Apply critical thinking skills within the context of professional social work practice. **EP3.0-1, Goals, 1, 2, 3, 4, 5**
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly. **EP3.0-2, Goal 3**
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. **EP3.0-3, Goal 3**
4. Understand the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice. **EP3.0-4, Goals 1, 3 & 4**
5. Understand and interpret the history of the social work profession and its contemporary structures and issues. **EP3.0-5, Goal 2**
6. Apply the knowledge and skills of a generalist social work perspective with systems of all sizes. **EP3.0-6, Goals 1-5**
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among and between individuals and families, groups, organizations, and communities. **EP3.0-7, Goals 2 & 3**
8. Analyze, formulate, and influence social policies. **EP3.0-8, Goal 1**
9. Evaluate research-informed practice, and apply practice-informed research findings to practice, and evaluate their own practice interventions. **EP3.0-9, Goal 1**

10. Use communication skills differentially with a variety of client populations, colleagues, and communities. **EP3.0-10, Goals 1, 3, & 4**
11. Use supervision and consultation appropriate to social work practice. **EP3.0-11, Goals 1, 3**
12. Function within the structure of organizations and service delivery systems, and seek necessary organizational change. **EP3.0-12 – Goals 1, 3, 4, and 5**

EP 3.1 The MSW Clinical Concentration Objectives:

Students will be able to:

1. Complete comprehensive bio-psychosocial assessments and articulate diagnostic impressions with a range of client systems and problems, demonstrating that they have considered the client strengths and issues related to diversity in their formulations. **Goals 1, 2, 3 and 4**
2. Develop and implement appropriate intervention plans consistent with advanced understanding and integration of clinical practice theories and models. **Goals 1, 3**
3. Demonstrate knowledge and skills in leadership, to enhance service delivery, and client well-being through indirect practice modalities, such as, advanced policy, practice and program evaluation. **Goal 3**
4. Critically analyze theoretical models of clinical practice in relation to challenging the dominant norms and world views that have served to marginalize and oppress persons on the basis of race, gender, sexual orientation, ability, culture, and other distinguishing characteristics. **Goal 2**
5. Evaluate the effectiveness of their clinical practice interventions by applying systematic evaluation strategies to client outcomes, and subsequently using the feedback from those strategies to modify case plans on an ongoing basis. **Goal 1**
6. Develop and promote self-awareness including the professional use of self to engage and work with diverse client populations. **Goals 1, 2, 3, 4, and 5**

The Master of Social Work Degree

The Department of Social Work’s Philosophical and Ethical Perspective

The Department is guided by the *NASW Code of Ethics* of the National Association of Social Workers (NASW) and the *Educational Policy and Accreditation Standards 2001 (EPAS)* of the Council on Social Work Education (CSWE). The *NASW Code of Ethics* is integrated in the social work curriculum and is available at www.naswdc.org/pubs/code/default.asp. The *Educational Policies and Accreditation Standards (2001)* of CSWE can be viewed at www.cswe.org.

Generalist Perspective Defined

Generalist social work practitioners work with individuals, families, groups, communities and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strengths perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of client and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to

continually improve the provision and quality of services most appropriate to client needs. Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well being of individuals, families, groups, communities and organizations and furthering the goals of social justice. (BPD 2006)

Advanced Practice Defined

The Department of Social of Work holds that the advanced practitioner should have a core foundation of knowledge, values, ethics and skills to work with client systems from diverse backgrounds, including individuals, families, groups, organizations, and communities, either separately or simultaneously. Advanced social work practitioners should enhance the well-being of people and serve as leaders in agencies, organizations, and communities in alleviating the environmental conditions that affect people adversely. To this end, the advanced social work practitioner engages in activities directed toward using practice skills, conducting evaluations, and developing policies that enhance opportunities for the poor, the oppressed, and racial, ethnic, and other at-risk groups who experience racism and discrimination. The ability to think critically and strong written and oral expression are essential components of advanced social work practice, as is the ability to work collaboratively with others.

The foundation content prepares students for developing the knowledge, values, and skills needed in a Clinical Concentration and is designed to prepare students to practice autonomously in clinical settings. Students should be trained to use a comprehensive therapeutic approach to providing services to individuals, families, groups, organizations, and communities using various treatment modalities and methods and multiple theoretical perspectives in providing culturally sensitive social work practice that is informed by empirically-based research interventions.

Faculty Defined

The faculty members are selected according to professional and equal opportunity guidelines of the University and The Council on Social Work Education. Diversity according to race, ethnicity, gender, education, and practice background is important. Professional social workers throughout Mississippi and in Memphis, Tennessee, serve as guest speakers, field liaisons, and adjunct professors, thus bringing current research and practice information into the classroom. **Field Liaisons** are faculty members who work with the Field Instructors and students while they are in their Internships. **Field Instructors** are social workers who are employed in the agencies where students complete their Internships; the Field Instructors supervise the students in these agencies. **The Field Education Director** is the social work faculty member who is responsible for the administration of the field education program.

Department of Social Work Faculty

Department Telephone: 662-915-7336

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4. Mrs. Susan Eftink seftink@olemiss.edu
Associate Professor
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MSW Program Admission Standards

Prospective students should understand that admission to the Master of Social Work Program is competitive, limited in number, and dependent upon the availability of faculty. Meeting the MSW Program requirements does not guarantee admission.

The MSW Program is designed to be a 3-year program where students complete 9 hours per fall and spring semesters and 6 hours during the summer until the courses (60 hours) are completed. A small cohort, of students, was admitted to the first class during the fall of 2008. Students who meet the requirements for the Advanced Standing Program can complete coursework in 2 years and was added to the first class in the summer of 2009.

Admission Requirements (Regular Standing)

In addition to meeting regular Graduate School requirements, students seeking Regular admission to the Master of Social Work Program must meet and submit the following:

- Transcripts to support the completion of a bachelor's degree from a college or university accredited by a regional accrediting association.
- A 3.0 GPA on the last 60 hours of undergraduate coursework OR a 3.0 overall GPA.
- Completion of 3 hours in each of the following liberal arts courses: English composition, history, political science, statistics, psychology, sociology, human biology and 9 hours of electives in the social or behavioral sciences.
- Resume, Personal Autobiographical Statement, Essay, Background Check, 3 letters of recommendation

No academic credit is given for life experiences, including volunteer or work experiences.

Application deadline is: April 1

Admission Requirements (Advanced Standing)

In addition to the requirements for Regular admission, students seeking admission to the Advanced Standing Program for the Master of Social Work must meet the following:

- 3.0 GPA on the last 60 hours of undergraduate coursework
- 3.0 Overall GPA
- Completion of Bachelor of Social Work degree from a CSWE accredited program within the last five years

Application deadline is: April 1

Process and Procedures for Evaluating Admission Applications and Notifying Applicants

- 1.) MSW applicants are rated on 10 areas using a 10-point rating score.
 - Type of bachelor's degree completed
 - Work experience
 - Resume
 - Personal Autobiographical Statement
 - Essay
 - Letters of Recommendation
 - GPA
 - Volunteer Experience
 - Leadership Experience
 - GRE Scores

Writing skills will be considered in the evaluation of all written assignments.

- 2.) The points from the 10 areas are summed and given a total score with 100 points being the perfect score (80-100 points – accepted into the program with no conditions, 70-79 accepted into the program on conditional basis, 69 and below – not accepted into the program). Students admitted on conditional basis must obtain a 3.0 GPA during the semester they have conditional status or they will not be allowed to continue in the program.
- 3.) Applications are ranked based upon the scores from the highest to the lowest. Applicants are then accepted beginning with the applicants with the highest scores until all slots are filled.
- 4.) Incomplete applications or applications **not** received by the program's established deadline will not be reviewed.
- 5.) Review of applications will begin one day after the established deadline and continue until all applications are reviewed and a status is determined for each application.
- 6.) The MSW Program Director enters into the Graduate School's online system the status of each applicant after the admission process has been completed.
- 7.) The staff in the Graduate School notifies all graduate students as to whether they are accepted into the MSW Program.

CONTRACT FOR SOCIAL WORK MAJORS: All social work students review and sign this document as part of the admission process.

I have selected social work as a major. I agree to the following:

1. To read and adhere to the *NASW Code of Ethics*;
2. To adhere to the policies and procedures of the Department of Social Work;
3. To read and adhere to the Department of Social Work's policy on Honesty and the University of Mississippi's Expectation of Honesty and Fairness as set forth in *The M Book*;
4. To adhere to the course requirements as set forth in the University's *Graduate School Catalog*, *The Graduate Student Handbook*, the *MSW Student Handbook*, *The M Book*, and the course syllabi;
5. To continue my professional development through regular self-assessment of my academic performance and ethical conduct; and
6. I understand that the following will keep me from becoming licensed in the State of Mississippi as a social worker and that a social work license is required to practice social work after graduating with a degree in social work:
 - A conviction of a felony within the last ten years;
 - Being judged mentally incompetent with a decree of mental incompetence still standing in any court;
 - Dependency on alcohol or drugs, other substances, or any other type of addiction which would preclude my becoming licensed as a professional social worker in the State of Mississippi, as set forth in *Mississippi Code Annotated*, 73-53-1-29.

(Signed) _____ (Date) _____

Academic and Professional Reasons for Terminating Students out of Social Work

1. Failure to maintain at least an overall 3.0 GPA.
2. Failure to have a 3.0 GPA before entering SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, or SW 624 Field Instruction IV.
3. Failure to pass the *Comprehensive Foundation Examination* or the *Comprehensive Clinical Examination* with a grade of B or higher (80%).
4. Failure to make at least a grade of “C” after two attempts in any social work course.
5. Failure to make at least a grade of “C” in SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, or SW 624 Field Instruction IV.
6. Cheating or plagiarizing on papers, exams, or other schoolwork.
7. Falsifying student records.
8. A diagnosed disorder (uncontrolled) that significantly limits major life activities.
9. Derogatory attitudes or inappropriate behaviors such as uncontrolled outbursts of anger, threats of harm, and verbal abuse directed at peers, faculty or staff, agency staff or clients or other unprofessional conduct could be grounds for dismissal from the social work program.

Transfer Course Policy and Procedures:

Only graduate foundation level courses transferred from another CSWE accredited social work program will be accepted for credit. Any transfer courses must have a minimum grade of a “B.” In addition, the courses transferred must be equivalent to the foundation MSW courses offered by the Department of Social Work at the University of Mississippi as determined and approved by the MSW Program Director.

Students interested in having a transfer course reviewed should follow the following process:

- 1.) Make contact through telephone, e-mail, or personal visit with the MSW Program Director at least one month prior to taking the course.
- 2.) Complete a *Transfer Course Review Form* (See Appendix D).
- 3.) Submit the *Transfer Course Review Form* to the MSW Program Director.
- 4.) The MSW Program Director will notify the student within 10 working days of the decision regarding the course acceptance or rejection.

Permission to take courses at other schools

Students who wish to take courses at other schools must clear with the MSW Program Director as to whether social work courses can be accepted for transfer. Approval to take these and other courses must also be obtained from the Office of the Dean of the School of Applied Sciences. In addition, students must have permission from the Office of the Dean of the School of Applied Sciences to be enrolled in another school, college, or university while enrolled at the University of Mississippi. **WITHOUT SUCH APPROVAL, TRANSFERRED HOURS WILL NOT BE ACCEPTED. Only 6 credits hours will be accepted from another University.**

Student Rights and Responsibilities

The Department of Social Work subscribes to the University's statements of student's rights and responsibilities as discussed in *The M Book*. These rights and responsibilities are listed below. For further information, review *The M Book*.

Student Rights

- the right to privacy of personal information
- the right to be secure from unreasonable or unauthorized search and seizure
- the right to conduct social affairs within University guidelines
- the right to dissent (disagree)
- the right to an environment that is free of harassment or any other unreasonable interference with the student's performance
- the right to a smoke-free environment
- the right to display posters, proclamations, and flyers
- the right to hear opinions expressed by speakers from outside the University community

- the right to participate in a designated free speech area
- the right to file written complaints and expect a response

Student Responsibilities

- the responsibility to present University identification to authorized University officials upon request including campus police and resident assistants
- the responsibility to refrain from actions which deny other members of the community their rights as enumerated according to law.
the responsibility to refrain from harassment of any individual(s) or group(s) on campus (see *The Graduate Student Handbook* at http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf.)
- the responsibility to refrain from the use of force against a person or group, as in forcible interference with another person's freedom of movement, and/or personal abuse of another person
- the responsibility to respect the confidentiality of personal information about members of the University community and to respect a person's right to privacy
- the responsibility to refrain from disruption in the form of coercion or violence
- the responsibility to ensure that guests on campus will behave in a manner consistent with the "Student Statement of Rights and Responsibilities" on the University's online *The M Book*.
- the responsibility to refrain from noise, disruption, and/or abusive behavior in the University community
- the responsibility to observe all duly established University, local, state, and federal regulations

Student Organizations

The Department of Social Work further recognizes the rights and responsibilities of social work students to organize into student groups that address social work concerns and/or that address special needs which they have as individuals or as a group. For example, students are made aware of campus interest groups such as Habitat for Humanity, various political groups, various religious groups, and Parents and Friends of Lesbians and Gays (PFLAG).

Students also have rights and responsibilities to participate in formulating and modifying policies that affect academic and student affairs. This activity primarily occurs at two levels. At the University level, students are encouraged to participate in student government and various campus organizations and committees, either personally or through elected representatives. At the departmental level, students are encouraged to be involved in the Graduate Social Work Student Organization. The Graduate Social Work Student Organization officers serve on the Department of Social Work's Advisory Board.

Graduate Social Work Student Organization (GSWSO)

The Graduate Social Work Student Organization (GSWSO) is a volunteer group through which students can develop a support network of peers; develop skills in organization, leadership, and volunteerism; and provide social work visibility in the Oxford-University and surrounding community. GSWSO also provides input into the Department of Social Work policies and offerings affecting students by serving on the advisory board and attending faculty meetings as requested. Members are encouraged to perform 20 hours of volunteer service each semester.

Membership dues are \$20.00 a year. Additionally, the members elect new officers including the president, vice president, secretary, and treasurer each year. Meetings are generally held at least one time each quarter. The group decides upon academic enrichment, social,

fundraising, and service events.

UM Department of Social Work Policies on Honesty, Attendance, Grading, and Written Work

Honesty

Social work students are training for a very important role in this society. Social Workers are often called upon to make critical decisions in the lives of the people with whom they work. They are frequently entrusted, as part of their jobs, with confidential information that could well destroy lives if it were to be revealed. For these and other reasons, the faculty of the Department of Social Work at the University of Mississippi considers honesty as one of the most crucial qualities students can possess. Earning the good will and respect of the faculty is vital a student's future career. Students who cheat or lie will at the very least lose the respect of the faculty, and depending on the severity of the offense, could be dismissed from the program and possibly from the University itself. There is a clear expectation that all social work majors will deal honestly with faculty, coursework, other students, client contacts, and all other aspects of their social work educational experience.

Attendance

Since so much of the knowledge, values, and skills that students must possess must be acquired experientially from interactions with faculty and other students, attendance is a very important issue. Students **are allowed one absence, without penalty, for those classes that meet one time per week.** This includes absences for illness or family situations. Any two or three absences for any reason will result in a deduction of five points from the final course grade for each absence. Students who for any reason miss more than three classes in any social work course will fail the course, regardless of their grades. For extraordinary situations, students will need to evaluate with their advisors as to whether they should continue in the program or withdraw.

Grading and Evaluating Academic Performance

Grading for each course is discussed in the individual course syllabus. Students have the right to request to see their grades and discuss them with their instructors. Students are encouraged to keep record of their own grades, in each course, and to occasionally calculate their grades throughout the semester. Grades may be appealed through the academic appeals process as set forth in *The M Book*.

Assessment of Students' Progress will be completed through the following methods:

- 1.) Examinations, papers, other individual assignments, readings, class participation, and group assignments and projects within the individual MSW courses;
- 2.) The *Foundation Comprehensive Examination* is a 150-question exam developed by the faculty and designed to measure the students' knowledge, values, and skills at the foundation content;
- 3.) The *Clinical Concentration Examination* will be based upon the six program concentration objectives, after students have completed all clinical courses;
- 4.) The BEAP Foundation Curriculum Assessment is a 64-question national examination of the students' knowledge, values, and skills learned in the foundation courses; students can be compared nationally with others in social work; and
- 5.) Field Instructor's evaluations, which will be based upon the twelve program objectives and the six concentration objectives.

Written Work

This department emphasizes good writing ability as a vital skill that social workers must possess. Accordingly, there are lots of written assignments; and students are held to high standards in terms of proper grammar, structure, and punctuation. It is also the department's

expectation that students complete all written work in a neat and timely manner. Students should consult individual instructors in regard to style and form for individual class assignments if they are unclear about these issues. **APA style is the norm for all assignments.**

Quoting or otherwise using material from books, journals, magazines or other printed or on-line sources, including the Internet, without providing proper credit to the source in the form of a reference within the paper is considered plagiarism. This is a serious offense that can lead to disciplinary action by the department and/or the University and could result in course failure and/or dismissal from the University. Plagiarism is an act of dishonesty. Please refer to *The M Book*.

The MSW Academic Experience

The *Educational Policy and Accreditation Standard* (2008) of the Council on Social Work Education can be found at www.cswe.org. An accredited Master of Social Work Degree requires a well-designed, broad liberal arts base similar to that required of many other professional disciplines. The following foundation level content is required: Populations-at-Risk, Social and Economic Justice, Diversity, Social Work Values and Ethics, Human Behavior and the Social Environment, Social Policy, Social Research, Generalist Social Work Practice, and Internship. In addition to the foundation level content, students will complete a Clinical Concentration.

The Academic and Professional Advising Process

Professional advising is provided by social work faculty or staff only. Students are assigned an MSW advisor as soon as they are admitted into the social work program. Students should arrange appointments with their advisors as soon as the advisor is assigned. Students should call the Department of Social Work at 662-915-7336 to obtain the name of their advisor. The advisor will maintain a permanent folder as a record of the student's

individualized course of study. This record is updated at each semester's advising period or as needed. The mailing address for the department is:

Department of Social Work
University of Mississippi
P. O. Box 1848
211 Longstreet
University, MS 38677-1848
Website: www.olemiss.edu/depts/socialwork/

Advisors post office hours and are available by phone and e-mail. However, it is the student's responsibility to initiate appointments. As indicated in the University's *Graduate School Catalog*, the ultimate responsibility for taking prescribed courses belongs to the student. Students who choose to make independent changes in schedules after having been advised are at-risk for late Internships and delayed graduations. Students generally meet formally with their advisors during pre-registration each semester. Students are required to see their advisor before the "student hold" on registration is lifted.

Academic Requirements

Some basic academic requirements include:

- A minimum grade of "C" is needed to pass each graduate social work course.
- No social work course may be repeated more than one time.
- No social work course may be attempted until all prerequisites are completed with a grade of "C" and an overall GPA of 3.0.
- Many social work courses contain a great deal of experiential learning. Students are expected to be prepared for class by reading all assigned materials prior to the class session.
- Social work students are expected to demonstrate graduate level verbal and written communication skills. Writing skills will be considered in grading of all written

assignments.

- Critical thinking is basic to social work education. Critical thinking is defined as a process that includes the analytical, systematic, creative, and reflective thinking that is focused on deciding what to believe or do. (Ennis 1991; Alter & Egan, 1997).
- Honesty and integrity are essential elements of the academic environment. Any dishonest conduct will be addressed by the course professor and **may** result in failure of the course, dismissal from the program, or dismissal from the University. See the campus in *The M Book* for a complete statement of the policy on dishonesty.
- **No academic credit is given for life experiences, including volunteer or work experience.**
- **No exemptions will be given for any clinical courses including SW 623 Field Instruction III or SW 624 Field Instruction IV.**

The MSW curriculum is purposely structured to provide a strong liberal arts base to support the Clinical Concentration. Sequencing of courses is designed to maximize the horizontal and vertical integration of the foundation and Clinical Concentration. It is therefore mandatory that courses be taken in appropriate sequence. Students may use the department's "Checklist of Graduation Requirements" (obtained in the main Social Work office or online) sheets as checking devices to note progress through the curriculum. The student's transcript in the Office of the Registrar is the official record of progress toward graduation.

Specific Degree Requirements

The following is an outline of how students will complete the curricula.	
Fall Year 1 (Regular Standing Students Start Here)	Spring Year 1
SW 601 Human Behavior and the Social Environment	SW 604 Social Welfare Policies and Programs
SW 602 Social Work Practice with Individuals	SW 615 Practice with Families and Groups
SW 603 Social Work Research Methods	SW 620 Practice with Orgs. & Communities
Summer Year 1 (Advanced Standing Students Start Here)	
SW 630 Theories and Methods of Family Intervention	
SW 640 Advanced Practice with Groups	
Fall Year 2	Spring Year 2
SW 621 Field Instruction I (Regular Standing)	SW 622 Field Instruction II (Regular Standing)
SW 650 Clinical Assessment and Diagnosis	SW 680 Evaluation Research
SW 660 Clinical Supervision	SW 683 Theories of Psychotherapy
Summer Year 2	
SW 686 Traumatic Stress and Crisis Intervention	
SW 687 Substance Abuse and Addiction	
Fall Year 3	Spring Year 3
SW 623 Field Instruction III	SW 624 Field Instruction IV
SW 681 Forensic Social Work with Children (Elective)	SW 684 Social Work in Health Care (Elective)
SW 685 Gerontology Social Work (Elective)	SW682 Clinical Practice with Children (Elective)
SW 670 Leadership and Administration (Elective)	

Comprehensive Examinations

Students who graduated with a BSW degree from an accredited social work program within the last 5 years are eligible to enter the Advance Standing Program (assuming that they meet all of the program's admission requirements). Students who have a BSW degree from an accredited social work program, but do not qualify for the Advanced Standing Program, can test out of the foundation courses. **Students who fail any of the foundation exempt examinations will not be allowed to retake the examinations.** Students must score 80% or higher on any examination. There is a \$50.00 fee for each of these examinations.

All MSW students will be required to take and pass a *Comprehensive Foundation Examination* after they have completed the following foundation courses: SW

601 Human Behavior and the Social Environment, SW 602 Social Work Practice with Individuals, SW 603 Social Work Research Methods, SW 604 Social Welfare Policies and Programs, SW 615 Practice with Families and Groups, and SW 620 Practice with Organizations and Communities. Students will be allowed 3 attempts to pass the examination and students must pass the *Foundation Comprehensive Examination* before they are allowed to take more than 6 hours of clinical concentration courses. Students must wait at least 1 month before being allowed to retake any failed examination. Students must make 80% or higher on the *Foundation Comprehensive Examination*. There is no fee for this exam.

Students are also required to take and pass a *Comprehensive Clinical Examination* after the completion of the clinical concentration courses. Students will be allowed up to 3 attempts to take and pass this examination. Students must wait at least 1 month before being allowed to retake any failed examination. This examination must be completed prior to the student's expected graduation date. Students must make 80% or higher on the *Comprehensive Clinical Examination*. There is no fee for this exam.

Examination dates will be announced by the MSW Program Director.

CURRICULUM

All courses will be offered at night except for the Internship courses (the faculty reserves the right to change the times and days of courses). Students will be notified one semester in advance of any changes to the times and days of courses. Students must complete 900 hours of Internship during years 2 and 3 for the Regular Standing Program, and students must complete 450 hours of Internship during year 2 for the Advance Standing Program. **Students must be free two days per week to complete the Internship experience.**

No academic credit is given for life experience or previous social work experience.

Master of Social Work (Regular) - A minimum of 60 semester hours of graduate study is required which shall include:

Foundation Curriculum: (24 hours)

SW 601 Human Behavior and the Social Environment (3)

SW 602 Social Work Practice with Individuals (3)

SW 603 Social Work Research Methods (3)

SW 604 Social Welfare Policies and Programs (3)

SW 615 Practice with Families and Groups (3)

SW 620 Practice with Organizations and Communities (3)

SW 621 Field Instruction I [225 hours] (3)

SW 622 Field Instruction II [225 hours] (3)

Concentration Area - Clinical Practice: (30 hours)

SW 630 Theories and Methods of Family Intervention (3)

SW 640 Advanced Practice with Groups (3)

SW 650 Clinical Assessment and Diagnosis (3)

SW 660 Clinical Supervision (3)

SW 680 Evaluation Research (3)

SW 683 Theories of Psychotherapy (3)

SW 686 Traumatic Stress and Crisis Intervention (3)

SW 687 Substance Abuse and Addiction (3)

SW 623 Field Instruction III [225 hours] (3)

SW 624 Field Instruction IV [225 hours] (3)

Electives: (6 hours)

SW 670 Leadership and Administration (3)

SW 681 Forensic Social Work with Children (3)

SW 682 Clinical Practice in Child Welfare (3)

SW 684 Social Work in Health Care Settings (3)

SW 685 Gerontological Social Work (3)

Master of Social Work (Advanced Standing) - A minimum of 36 semester hours of graduate study is required which shall include:

Clinical Practice: (30 hours)

SW 630 Theories and Methods of Family Intervention (3)

SW 640 Advanced Practice with Groups (3)

SW 650 Clinical Assessment and Diagnosis (3)

SW 660 Clinical Supervision (3)

SW 680 Evaluation Research (3)

SW 683 Theories of Psychotherapy (3)

SW 686 Traumatic Stress and Crisis Intervention (3)

SW 687 Substance Abuse and Addiction (3)

SW 623 Field Instruction III [225 hours] (3)

SW 624 Field Instruction IV [225 hours] (3)

Electives: (6 hours)

SW 670 Leadership and Administration (3)

SW 681 Forensic Social Work with Children (3)

SW 682 Clinical Practice in Child Welfare (3)

SW 684 Social Work in Health Care Settings (3)

SW 685 Gerontological Social Work (3)

Master of Social Work (MSW) Course Descriptions

SW 601 Human Behavior in the Social Environment. Knowledge of reciprocal relationships between human behavior and social environments will be discussed. Theories and knowledge on interactions between and among individuals, families, groups, societies, and economic systems are also discussed. Prerequisite: Admission to the MSW Program (3)

SW 602 Social Work Practice with Individuals. Basic theory, professional values, ethics, and methods of social work practice with individuals, along with assessment and planning, communication, intervention, and evaluation skills are covered. Prerequisite: Admission to the MSW Program (3)

SW 603 Social Work Research Methods. Research methodologies, with respect to evolution and application to social work theory and practice are covered. History and philosophies of science; problem formulation; research design; ethics; instrument use and construction; data collection; analysis and reporting; and evaluation and utilization of research are also addressed. Prerequisite: Admission to the MSW Program (3)

SW 604 Social Welfare Policies and Programs. Historical perspective on the development of social welfare institutions, programs, and policies are addressed. Students will learn methods of current policy analysis and evaluation of social problems. Prerequisite: Admission to the MSW Program (3)

SW 615 Practice with Families and Groups. Generalist practice, with family and small group systems, is the focus of this course. Ecological theory, to frame understanding of

such systems and their adaptation to environments and various social work roles and intervention strategies pertaining to client systems are covered. Prerequisite: Admission to the MSW Program (3)

SW 620 Practice with Organizations and Communities. Basic theory, methods, problems, and strategies in implementing planned change within and among larger social systems: task groups, human service organizations, and community systems are discussed. Also included is the study of the various practice roles: planner, program developer, supervisor, and administrator, advocate and task group leader. Prerequisite: Admission to the MSW Program (3)

SW 621 Field Instruction I. The first course offered in a two-course foundation Internship sequence, that requires a minimum of 225 hours of directed practicum in an approved social service setting with individuals, families, groups, formal organizations and communities. This course includes a three-hour seminar that will meet monthly. Prerequisites: SW 601, 602, 603, 604, 615, and 620 (3)

SW 622 Field Instruction II. The second course offered in a two-course foundation Internship sequence that requires a minimum of 225 hours of directed practicum experience. This course includes a three-hour seminar that will meet monthly. Prerequisites: SW 601, 602, 603, 604, 615, and 620 (3)

SW 623 Field Instruction III. This course is the first of a two-course concentration Internship sequence that will provide a minimum of 225 hours of internship experience in a clinical setting. The course includes a three-hour seminar that will meet monthly. Prerequisites: SW 621 and SW 622 or advanced standing and 630, 640, and 650 (3)

SW 624 Field Instruction IV. This course is the second of a two-course concentration Internship sequence providing a minimum of 225 hours of internship experience in a clinical setting. This course requires a three-hour seminar that will meet monthly. Prerequisites: SW 623 or advanced standing and 683, 686, and 687 (3)

SW 630 Theories and Methods of Family Intervention. Understanding and analyzing family dynamics and patterns of interaction from the perspective of major family therapy models are discussed in this course. Models of intervention, theories, and methods and skills for problem resolution are also discussed. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

SW 640 Advanced Practice with Groups. Theoretical and historical approaches to social work with groups and clinical principles supporting specific types of group work used in clinical practice and associated leader interventions are covered in this course. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

SW 650 Clinical Assessment & Diagnosis. This course will provide students with the knowledge and skills needed for the diagnostic assessment and treatment of adults and youths with psychiatric problems, and with information on psychotropic medications utilized in mental health settings. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

SW 660 Clinical Supervision. Interactive and clinical supervisory skills which social workers need for supervision and consultation in the clinical setting are covered. The students will examine the dynamics of the supervisory relationship and supervisor roles. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

SW 670 Leadership and Administration. Management practices and leadership skills required in development and management of human services delivery systems are the prime focus of this course. Issues regarding human resources management, resource allocation, strategic planning, and organizational dynamics are also included. Prerequisites: SW 621 and SW 622 or advanced standing and SW 630, 640, and 650 (3)

SW 680 Evaluation Research. Historical and philosophical issues, conceptual approaches, techniques and methods in practice and utilization of evaluation research as applied to development and evaluation of social work programs and policies are covered in this course. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

SW 681 Forensic Social Work with Children. This course encompasses forensic social work with children and adolescents. The students will develop skills in court evaluations, court testimony, and the treatment of child/adolescent victims. Prerequisites: SW 621 and SW 622 or advanced standing and 630, 640, and 650 (3)

SW 682 Clinical Practice in Child Welfare. This course is intended to provide students an advanced study of the field of child welfare and the complex and changing practice and policies within this specialized field. Focus will be upon the knowledge, skills, and values required in this area. This course will emphasize child welfare services for a diverse society. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

SW 683 Theories of Psychotherapy. This course is designed to familiarize students with therapeutic models and related intervention strategies by focusing on the common principles and elements of current psychotherapies, with a special emphasis on cognitive and behavioral therapeutic approaches. Prerequisites: SW 621 or advanced standing and SW 630, SW 640, and 650 (3)

SW 684 Social Work in Health Care Settings. This course will provide students with content on individual, group, and family approaches to social work practice in health care settings. Special emphasis will be placed on cross-cultural practice and ethical/legal issues, including managed care, health care insurance, Medicare, and Medicaid. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

SW 685 Gerontological Social Work. This seminar provides an introduction to gerontology with a foundation in the biological, psychological, social, and behavioral aspects of aging. Emphasis will be on incorporating current research and experiential components in working with the aging population. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

SW 686 Traumatic Stress and Crisis Intervention. This course explores the phenomenon of traumatic stress in relation to social work practice. Topics include: clinical social work treatment of survivors of traumatic situations, posttraumatic stress disorder, secondary traumatic stress, vicarious trauma and burnout. Prerequisite: SW 621 and SW 622 or advanced standing and SW 630, 640, and 650 (3)

SW 687 Substance Abuse and Addiction. Survey and analysis of social, cultural, medical, and psychological factors underlying alcoholism, drug abuse, and addiction are discussed along with recent research and practice innovations. Prerequisites: SW 621 and SW 622 or advanced standing and SW 630, SW 640, and SW 650 (3)

Academic Support Services

The University adheres to the guidelines of the Americans with Disabilities Act. Services are offered through the Office of Disability Services for Students at 234 Martindale Hall on campus; the staff can be reached at 662-915-7128. Faculty members are able to make recommendations about obtaining assistance through the Academic Support Office and the Writing Center. For personal and confidential counseling, students should contact Student Health Services at 662-915-7274 or the Psychology Clinic at 662-915-7385.

Academic Appeals/Grievance Procedure

The Department of Social Work supports students' rights to appeal any grade that is believed to have been awarded arbitrarily or unjustly. The Department of Social Work subscribes to the University's academic appeals procedure that is open to any student who receives a course grade which is believed to have been based on prejudice, discrimination, arbitrary or capricious actions, or other reasons not related to academic performance. Procedures and time-tables are carefully detailed in *The M Book*.

The student, who holds responsibility for burden of proof, must first appeal the grade with the course instructor. If agreement is not reached at this level, the appeal may progress to the department chair and, if necessary, the process is continued with the Dean

of the School of Applied Sciences. Either the student or the instructor may appeal a decision at the dean's level by making a written request for a review by an *Academic Appeals Committee*. The decision of the *Academic Appeals Committee* is final. *The M Book* specifies the process and time lines for each phase of the appeal. If either party fails to respond within the allotted time, the disposition of the case made in the previous step shall be final.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the grade may be based are attendance, participation, written and oral examinations, reports, papers, final examinations, and other class activities as required in the course syllabus.

MSW Internship

The Department of Social Work provides MSW students with an educationally directed Internship designed to connect the theoretical and conceptual contribution of the classroom with the practice setting, fostering the implementation of evidence-informed practice. The Internship is conducted in a fourteen-week, 3 semester hour (225 clock hours) concurrent placement which receives a letter grade. A mandatory concurrent integrative seminar is included with the practicum courses and does not receive a grade. This Integrative seminar time will not reduce the 900 hours in the Internship. The Internship will be scheduled concurrently with other MSW courses. Internships may occur in approved settings anywhere in Mississippi or in Memphis, Tennessee.

Students enrolled in the Regular Standing Program will be enrolled in four internship courses (SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, & SW 624 Field Instruction IV). Regular Standing students who

have a BSW degree from a social work program accredited by CSWE, with 5 years post BSW social work experience, have an active license to practice social work and completed 450 hours of BSW Internship will be exempt from taking SW 621 Field Instruction I and SW 622 Field Instruction II. Students interested in being exempt from SW 621 Field Instruction I and SW Field Instruction II must complete an *Exemption from Internship Form* (see Appendix A) during the semester prior to the Internship experience. Students must also provide a copy of their current social work license. Students who request exemption and are approved for an exemption but did not complete 450 hours of Internship at the BSW level will have to make up the hours in SW 623 Field Instruction III or SW 624 Field Instruction IV and will need to work out the details with the Field Education Director.

Students enrolled in the Advanced Standing Program will complete two Internship courses (SW 623 Field Instruction III, SW 624 Field Instruction IV). MSW social work students will spend eight hours a day, two days a week, in an Internship for fourteen academic weeks (not counting holidays) for a total of 225 hours in each setting. At the conclusion of the fourth Internship, Regular Standing students will have amassed 900 clock hours of Internship and Advanced Standing students will have completed 450 hours of Internship. All the program goals, competencies, and objectives are reinforced through the Internship.

The semester before internship is to begin, the Field Education Director will schedule an interview with each MSW students to: 1) verify completion of courses required before internship, 2) verify the required GPA, 3) assess students' readiness for internship, and 3) schedule pre-internship evaluation interview with three MSW faculty.

The purpose of the faculty Internship evaluation interview is to assess the student's readiness for Internship by identifying with the student his/her strengths and areas that need further development, and his/her Internship placement interest and career goals. MSW students with identified deficits will be given the option to correct their deficits prior to the beginning of the Internship.

The completion of the *MSW Internship Placement Form* (see Appendix E) will formally announce to the Field Education Director that the MSW student is ready to begin the evaluation process for admission into Internship. The Field Education Director will schedule an individual meeting with the MSW student as stated above. The Field Education Director will discuss the proposed Internship setting and the intern's fit academically and personally.

Once the student has been accepted for the Internship, he/she will work with the Field Education Director to identify an agency setting appropriate for the student. Each student will be required to schedule an interview with his/her prospective Agency Field Instructor. The purpose of the interview is: 1) to introduce the intern to the agency and the Field Instructor and 2) to allow the Field Instructor to interview the intern. After the completion of the interview, the Field Instructor will fax or email the *MSW Internship Agency Acceptance Form* (see Appendix B) to the Field Education Director. If the intern is accepted, the Field Education Director will email a *Notice of Internship Placement Form* (see Appendix C) to the intern. If the intern is rejected by the agency, the Field Education Director will contact the intern and start the Internship selection process again.

Internship in Agency Where Students Are Employed

When an MSW student requests to complete a field placement where the student is

also employed, the Field Education Director will meet with the proposed Agency Field Instructor without the MSW student to determine the quality of the proposed Internship experience. The Internship must be of a caliber expected for the MSW placement requirements, which is especially important when the MSW student also holds a position within the agency. The MSW Field Instructor must demonstrate and explain how the Internship assignments and other educational experiences will differ from the present employment position.

MSW students requesting to complete an Internship at their place of employment will be instructed to seek formal approval prior to the semester of practicum by completing a special application addressing the following criteria: 1) there must be release time for the field instruction, 2) student assignments and Internship supervision must differ and be distinct from those associated with the student's employment responsibilities, 3) field education must be educationally focused rather than solely centered on the agency's services, 4) the MSW student will not receive credit for work completed as an employee, and 5) the MSW student will receive individual Internship supervision from the MSW Field Instructor that is totally distinct from the supervision that is associated with the student's employment. The MSW Faculty Liaison and/or Field Education Director will review these proposed internship distinctions again during the initial placement interview and throughout the remainder of the semester.

Professional Development Opportunities

National Association of Social Workers (NASW)

NASW is the recognized professional group for social workers. Its primary functions include professional development and promotion and advocacy for sound

social policies and programs. Students are expected to join.

Students receive substantial reductions in membership fees. Membership provides subscriptions to *Social Work Journal*, *NASW News*, and reduced cost subscriptions to other books and periodicals. Membership applications are available in the Department of Social Work main office. The discounted rate may be continued for two years past graduation, provided there has been no disruption in membership. Membership in NASW also provides research assistance and literature reviews through the National Policy Center, which may be reached at the address and toll-free number below, or on-line. There is a charge for the research service. Student membership applications are available in the Social Work office.

National Association of Social Workers (NASW)
750 First Street, NW 1-800-638-8799 FAX (202)336-8310
Washington, DC 20002 (202) 408-8600
Web-page: <http://www.socialworkers.org>

Mississippi Chapter of NASW encourages student participation on the board committees and legislative activities. Students usually attend the annual spring meeting to gain valuable educational and networking opportunities. The state chapter can be contacted at the following address:

National Association of Social Workers, Mississippi Chapter
P. O. Box 5599
230 St. Paul Street
Pearl, Mississippi 39206
Telephone: 601-936-0557
Fax: 601-936-0559
E-Mail: info@naswms.com
Web Page: <http://www.naswms.com>

Alabama-Mississippi Conference on Social Work Education

The University of Mississippi cooperates with all undergraduate and graduate

schools of social work in Alabama and Mississippi in conducting a professional conference each fall semester. Students are encouraged to attend and make scholarly presentations, to network, and to hear presentations from key professionals and students from other campuses. National leaders are invited as keynote speakers. Information about the organization may be obtained from faculty members. The conference is hosted on a rotating basis by a social work program in either Alabama or Mississippi each year.

Awards for Student Achievement

At University Honors Day each spring, a graduate and undergraduate social work student is recognized as the Outstanding Social Work Student of the year, based upon academic achievements and professional commitment. Each March the MS Chapter, NASW recognizes an outstanding social work student from each of the Council on Social Work Education accredited schools at the graduate and undergraduate levels in Mississippi. This award is based on past academic and service performance and future promise to the profession. The School of Applied Sciences awards one graduate student award each year.

Licensure

Application for Professional Licensure

In Mississippi and many other states, social workers are required to be licensed. Because Mississippi uses the Association of Social Work Board's national exam, the license is transferable to most other states. At the beginning of the Internship, faculty will share information about applying for the social work license. For more information students may contact:

Board of Examiners for Social Workers and Marriage and Family Therapists

P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806
FAX (601) 987-6808
Website: www.swmft.ms.gov

Students wishing to apply for licensure in other states should contact the Association of Social Work Boards at 1-800-225-6880 for information. Students going directly into graduate school from a BSW program may choose to bypass the BSW licensure and take the MSW exam following graduation, unless the student plans to work part-time at the BSW level.

Applications for Graduate School

The Department of Social Work began to offer the MSW Program during the fall of 2008. Students must apply with the Graduate School at the University of Mississippi and with the Department of Social Work. For additional information, please view the website at <http://www.olemiss.edu/depts/socialwork/>. The Graduate Student Handbook can be found at

http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf.

Employment

The Department of Social Work has traditionally been very successful in assisting graduates in finding employment in Mississippi and in Memphis, through an informal professional network. Students should discuss their employment needs with Faculty Liaisons, Field Instructors, and faculty advisors who will share opportunities with all interested students. Job openings are posted in the departmental office. The University operates an effective Career Center (see www.career.olemiss.edu/).

Appendices

Appendix A
Exemption from Field Instruction: SW 621 Field Instruction I and SW Field Instruction II Request Form

MSW students who have a BSW degree from a social work program accredited by CSWE, with 5 years of post BSW social work experience, and an active license to practice social work will be exempt from taking SW 621 Field Instruction I and SW 622 Field Instruction II (see MSW Student Handbook, 2008).

Name: _____

Student ID number: _____

Email address: _____

Contact phone number: _____

1. Verification of BSW degree from accredited program.
Provide copy of transcript to Dr. Carol Boyd, MSW Program Director
2. Verification of 5 years of post BSW social work experience.

Agency: _____

Agency Address: _____

Agency Phone Number: _____

Name of Person Verifying Employment: _____

Title (please check): Agency Director: _____

Immediate Supervisor: _____

Human Resources/Personnel Director: _____

I, the undersigned, do solemnly swear or affirm that the above applicant has completed _____ years of post BSW employment with this agency. I am able to provide documentation of said employment if so requested.

(Notary Seal)

Signature Date

Subscribed and sworn to before me this _____ day of _____, 200__.

My commission expires on _____.

(Notary Public)

3. Verification of BSW license:
Attach a copy of current BSW license to this form.

Appendix B
University of Mississippi
Department of Social Work
MSW Internship Agency Acceptance Form

Date: _____

To: Dr. Debra J. Moore Shannon, ACSW, LCSW
Field Education Director
Department of Social Work
P O Box 1848
203 Longstreet
University, MS 38677

I interviewed _____ on _____
regarding a possible clinical MSW internship placement with our agency. Based on the
interview, I believe that this student is appropriately suited _____ or
inappropriately suited _____ to intern with our agency. If the student is found to
be appropriate to serve as an intern with our agency, I expect an email from you
confirming the student's decision to intern with our agency as soon as possible.

Optional Remarks:

Name and Title

email

Agency Name

Phone number

Fax

Mailing Address _____

Appendix C
Notice of Internship Placement Form

From: Debra J. Moore Shannon, Field Education Director

To: _____

Please be advised that:

Field Instructor: _____ from _____
_____ (agency) has accepted you as an intern with the previously
named agency.

Your signature below acknowledges your acceptance of this Internship. Please be advised
that your signature below signifies your commitment to completing your Internship with
this agency.

Your Internship with this agency will begin on _____ and end on
_____.

My signature signifies that I am committed to this Internship. I also know that I cannot
request another Internship after this form is returned to Dr. Moore Shannon.

Signature

Date

**Appendix D
Transfer Course Review Form**

_____ request a review of my graduate
Name
social work courses taken at _____. Please
review the following foundation MSW courses for credit:

Courses taken at another college or university	University of Mississippi Equivalent	Date course was taken at other school

Comments:

_____ Signature _____ Date

<p><i>For office use only:</i></p> <p>Request Approved _____</p> <p>Request Denied _____</p> <p>Additional Information needed _____</p> <p>Comments:</p> <p style="text-align: right;">_____ Signature</p> <p style="text-align: right;">_____ Title</p> <p style="text-align: right;">_____ Date</p>

Appendix E
MSW INTERNSHIP PLACEMENT REQUEST FORM

NAME _____ ID# _____

School Term in Placement _____

Current Semester SW Courses:

Complete local address/phone #

Complete home address/phone #

AREAS OF PRACTICE DESIRED (Child Welfare, Medical Social Work, etc.)

1st choice _____

2nd choice _____

3rd choice _____

WHERE DO YOU WANT TO DO YOUR PLACEMENT (town, area or state, etc.)?

1st choice _____

2nd choice _____

3rd choice _____

BSW degree from an CSWE accredited program yes no

Will you have use of a car during placement? yes no

If so, do you have vehicle liability insurance? yes no

Have you joined NASW? yes no

Have you purchased malpractice insurance? yes no

Have you completed your background check yes no

Please record on back of this page any special circumstances that will impact your placement. I acknowledge that I must have attained the following before beginning of internship: an overall 3.0 GPA, a separate 3.0 in Social Work, NASW malpractice insurance, liability insurance for my car if I will be using my car at the agency.

_____ Signature

Date _____

