

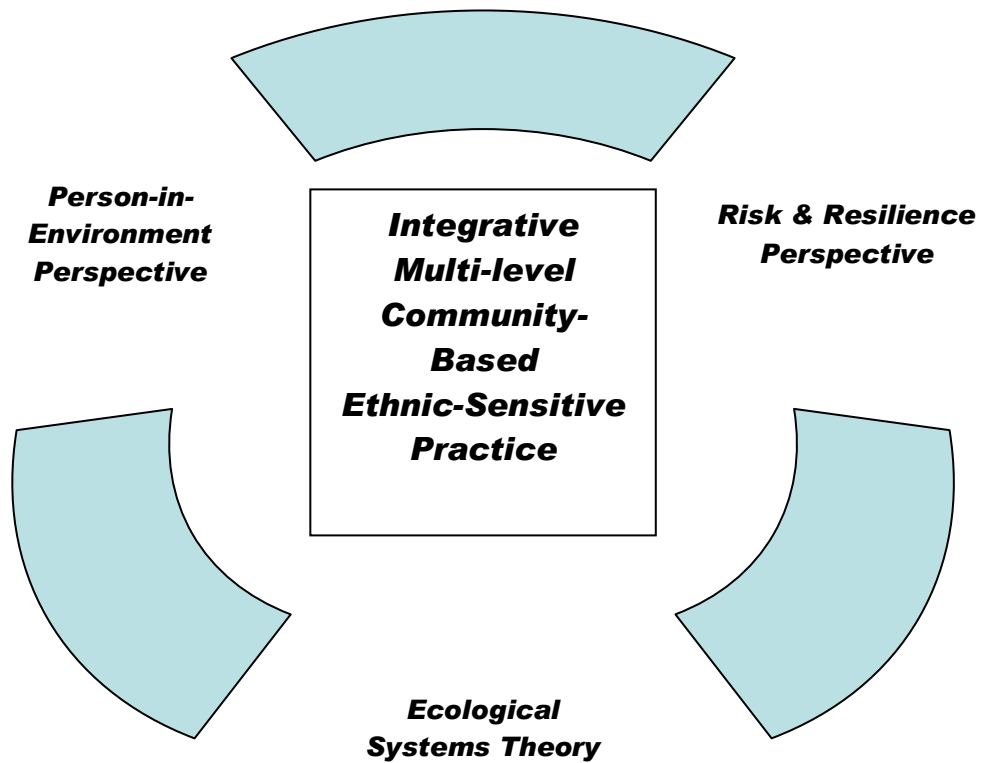
**California University of Pennsylvania**

**Master of Social Work Program**

**Policies and Procedures Manual**

**For**

**Master of Social Work Students**



**FALL 2009**

## **WELCOME**

Welcome to the Master of Social Work Program. The policies and procedures included here are specific to the program. The general policies and procedures of the University are found in the College of Graduate Studies' Catalog. That catalog is only available on-line at: <http://www.calu.edu/gradcatalog/index.jsp>

This manual was developed to serve as a useful guide to the MSW Program's policies and procedures. We hope that it proves to be useful to you. We are always open to feedback and hope you will let us know if you have questions or concerns that the manual does not address.

Booklets of regulations are not substitutes for sound advice. Please feel free to make an appointment with your advisor at any time.

Again, welcome to the program.

Sincerely,

Dr. Norma Thomas, DSW, MSW, LSW, ACSW  
Associate Professor/ MSW Program Director

## **REGISTRATION**

The Social Work Program registers students as either program admitted or non-program admitted students. Program admitted students have been admitted as degree-seeking students. Non-program admitted students may enroll for elective courses only, as available, at a maximum of two courses in Social Work per semester. If such a student is officially admitted to the M.S.W. degree program, only 3 credits can be applied toward the degree, if earned within the six years proceeding enrolling as a program admitted student. For program admitted students, the minimum semester course load is 6 credits for part-time students and 12 credits for full-time students.

## **PROGRAMS OF STUDY FOR PROGRAM ADMITTED STUDENTS**

The 60 credit MSW Program begins in the fall term. The full-time two-year program requires two years including one summer. The part-time regular tract takes three years; students must register for at least six credits in the fall, spring and summer terms; are required to follow the plan for appropriate course sequencing; and must complete degree requirements within six years. The advanced standing tract has 44 credits, begins in the fall term and takes two years of full-time study (fall & spring). The part-time advanced standing tract normally finishes in seven terms.

Students with Advanced Standing will have graduated with a BSW within six years of program admittance from an accredited undergraduate program and are exempted from the program's foundation-year courses.

## **CLASS ATTENDANCE**

Since the University desires to promote student responsibility, there is no general rule concerning absences. Individual faculty members determine specific policies in respect to attendance which is noted in the course syllabi.

## **RETENTION POLICY**

Continuance in the MSW Program requires:

1. Maintaining a 3.0 GPA.
2. Earning no more than 6 credits of C. A third C would require repeating one of the courses in which a C was earned. An additional C could result in dismissal from the program. An F grade in one course could also result in dismissal from the program.
3. Maintaining a professional demeanor, as demonstrated by actions that are in

- keeping with the NASW Code of Ethics.
4. See "Re-Entry" section for requirements for Re-Entry following dismissal from the program.

## **ADVISEMENT**

As part of the registration procedures, each student pursues a program of courses to fulfill the degree requirements. Students are responsible for assuring that courses selected will meet the requirements for graduation. Students are assigned faculty advisors, who can assist in the selection of courses as well as consultation on career goals. Each student must then officially register for the appropriate courses every semester according to the deadline dates established by the MSW Program and the Office of Academic Records.

## **STUDENTS WITH DISABILITIES**

The MSW Program is most anxious to ensure that all necessary reasonable accommodations are made for students with disabilities. Services for students with disabilities are available on campus. The Office of Services for Students with Disabilities, provides individual assistance to those in need. (Refer to page 9 for contact information.)

## **LEAVES OF ABSENCE (SEE APPENDIX FOR LEAVE FORM)**

The Program's policy on Leaves of Absence is as follows. Graduate students in good academic standing (at least a 3.0 G.P.A.) who cannot maintain continuous registration should apply for a leave of absence by the beginning of the semester in which the leave is to begin. All requests based on medical reasons must include a written recommendation from the University Health Service or a personal physician.

Compelling personal reasons are sufficient cause for requesting a leave of absence. Leaves may be granted for up to two semesters by the Program Director. During the semester prior to the end of the leave, the student should report in writing to the Program Director for registration materials. A graduate student may not be on leave in the semester preceding degree conferral. Leaves of absence are filed on the petition form and are reviewed by the current Faculty Advisor before submission to the Program Director. Students returning from leaves of absence have to abide by the requirements for graduation in effect at the time of re-enrollment.

## **RE-ENTRY**

Students who have left the University after completing some graduate work and who are not on a leave of absence must re-apply to the Program in order to re-enter. Consideration will be given to the length of absence and changes in the requirements for the degree. Decisions to readmit and which courses may count toward the degree requirements will be determined by the Program Director.

## **TRANSFER CREDIT AND WAIVER EXAMS**

Twelve credits of accredited MSW work and 3 credits from related graduate study may be submitted for faculty review. Transfer credits must have been completed within six years of entrance into the program, must have a grade of B or better, and must be the equivalent of any courses they replace.

Waiver exams may be available for one or more of the foundation courses. Students requesting a waiver exam must make a written request to the Program Director prior to the beginning of the semester during which the course would be given.

No credit will be given for life experience or through the College Level Examination Program (CLEP).

## **MAXIMUM CREDITS PER SEMESTER**

Full-time students may register for no more than 15 credits per semester without an academic override. Requests to override maximum credit hours must be justified to and approved by both the Faculty Advisor and the Program Director. Part-time students are not permitted to take more than 6 credits unless doing so is planned as required by the official Curriculum Sequences found on pages 24-29 of this manual.

## **COURSE PROCEDURES**

The instructor shall provide a written syllabus/course outline that includes the grading procedures, absentee policy and course requirements the first meeting of the semester. With prior notice at a regularly scheduled class, an instructor may change the course procedures as well as other aspects of the course outline. Students who wish to be graded by procedures different from the course outline must submit a written request and rationale to the instructor by the fourth week of

class. The instructor's decision will be final and will be transmitted to the student in writing.

## **STUDENT FIELD PRACTICUM RESPONSIBILITIES**

Students must complete the prerequisite MSW courses to register for a field practicum.

### **Practicum Assignment**

The field practicum placement process is designed to provide the student with an experiential, educationally directed internship that is appropriate to the student's learning needs. This process requires that the MSW students attend a mandatory pre-practicum orientation and meet individually with the Field Coordinator to discuss and identify approved practicum sites. The Field Committee has the responsibility for ensuring that selected sites meet the educational purposes of field practicum. While the student and agency are considered in the selection process, the Field Committee maintains ultimate responsibility for approving the agency placement. Students refusing the Committee approved field practicum assignment cannot enroll into a field practicum course.

### **Mandatory Orientation**

The Field Coordinator will announce and conduct required pre-practicum orientation meetings in February for the summer and fall semesters and September for spring semester placements. The pre-practicum orientation is a mandatory meeting for students entering practicum. The meeting will assist students in preparing for field placement. It is important that students read carefully and follow the pre-placement procedures in full before the orientation meeting. Working in conjunction with the Field Coordinator, the student should develop at least three possible field practicum alternatives for consideration.

### **Learning Contract & Education Plan**

Once enrolled in the practicum course, the student (with the support of the faculty liaison and the field instructor), will develop his/her own learning contract educational plan and is expected to actively participate in the implementation of the field instruction experience. While in the field practicum the student is expected to uphold the NASW Code of Ethics. More specific requirements and expectations are defined in the Field Manual.

## **Suspension and Termination**

The Social Work faculty and/or the agency have the right to suspend/terminate a student from the field practicum for reasons of health, unsatisfactory performance or other reasonable cause. Such actions may be taken after consultation between the agency and the Faculty Liaison. If a student is terminated, the Field Committee working with the Field Coordinator may assign a new practicum site for the student. The Faculty Liaison will determine the number of hours still needed to complete the practicum. Failure to accept the replacement practicum site will result in the student earning a failing grade for the field practicum.

## **INCOMPLETE GRADES**

A grade of "Incomplete" (I) may be given only in those instances in which the student has not been able to complete all the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances.

1. If an "I" is given, a letter grade must be assigned before one year from the end of the semester in which the "I" was given. If the course requirements are not completed by that date, the "Incomplete" will automatically be changed to an 'F' grade.
2. Individual instructors may set their own conditions for removing an "Incomplete" as long as the time limit is not longer than the time limit specified in number one above. Those conditions must be specified in writing and agreed to by the instructor and student.
3. Incomplete grades (I) in courses that are pre-requisites for other courses must be removed before the student is permitted to enroll in the next course in the sequence of courses.
4. If there is a valid reason for waiving the deadline for removing an "Incomplete" grade, the student may submit a petition for extension of removal of an Incomplete to the instructor, which, if subsequently approved, must be endorsed by the Program Director and the Dean (of Graduate Studies or College of Education) prior to the deadline for removal of the Incomplete (see 2. above).
5. Once an "Incomplete" is changed to an 'F' grade, the course, if offered again, may be repeated for credit as long as the student meets the retention requirements.

6. No student may register for courses in the advanced generalist curriculum who has an incomplete in a required foundation level course.

## **REPEATING A COURSE**

Providing a student meets the retention requirements and with the Program Director's permission, he/she may repeat a course previously taken in the program. In such cases, only the later GPA will be counted in the students' GPA. The original grade, however, will remain on the transcript.

## **GENERAL INFORMATION**

### **Graduate Degree Candidacy Application**

After admission to a graduate program in order to complete a program of study leading to the Master's degree, the graduate student must apply for and be admitted to the status of candidacy. It is the individual's responsibility to apply for candidacy in due time and manner. Application for candidacy should be made when a graduate student has completed at least six but no more than twelve credits of graduate study at this university. Students failing to meet this candidacy requirement may be blocked from future registration. Credits completed in excess of twelve may not be accepted for inclusion in a degree program. The Candidacy Application form is available to download at <http://www.calu.edu/graduate/msw/index.jsp?pageId=1580830010421160986420926>) or at the MSW Program Office. Candidacy deadline dates are posted on the website each semester.

The applicant for candidacy must demonstrate a 3.0 quality point average (B average) in graduate courses. Approval for admission to candidacy is granted by individual departments or programs, which may have special requirements such as interviews or tests, and by the Dean of Graduate Studies and Research.

For more precise details, the applicant should consult the department chairperson or Graduate Coordinator. The university reserves the right to deny the applicant's request for admission to candidacy for the master's degree.

### **Graduation Application**

By the date published, degree candidates must complete an Application for Graduation form. This form is available on the web at [www.calu.edu/graduate](http://www.calu.edu/graduate) and in the Office of Graduate Studies and Research. This form will be reviewed by the

Graduate Office to assure that the student has completed all requirements and fulfilled all obligations.

### **Student Mail Folders**

Each student will be assigned a mail slot near the MSW Program Office. Make it a practice to look at your slot at least once a week. It is your responsibility to pick up your mail.

### **OSD Information**

Students with disabilities:

- \*Reserve the right to decide when to self-identify and when to request accommodations
- \*Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations
- \*Might be required to communicate with faculty for accommodations which specifically involve the faculty
- \*Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty

#### Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

Location: Azorsky Building Room 105  
Phone: (724)938-5781  
Fax: (724)938-4599  
Email: [osdmail@calu.edu](mailto:osdmail@calu.edu)  
Web Site: <http://sai.calu.edu/osd>

### **Official School Bulletin Board**

Bulletin boards are located on the walls outside the MSW Program Office in Azorsky. They display important announcements and memoranda. Please make it a practice to check regularly the information placed there.

## **Graduate Social Work Student Association**

There is a Graduate Social Work Student Association, which desires your participation. Check the bulletin boards for further information.

## **The Social Work Department & The MSW Program Office**

The use of office machines, i.e. computers, copiers, typewriters, telephones, etc., is restricted to use by faculty and staff of the Department and MSW Program.

## **Research Involving Human Subjects**

The University has established an Assurance of Compliance with the Department of Health and Human Services' (HHS) regulations governing research involving human subjects. Since research comprises a vital part of graduate education, and research may involve human subjects, social work students must be aware of their responsibilities.

It is the policy of the University that all research involving human subjects must be reviewed and approved by the Institutional Review Board *prior to initiation of the research*.

## **Grievance Procedures**

Student concerns are handled both informally and formally. If informal means are not sought or not adequate, students may file a formal grievance in two ways: through the Program Director or the University Grievance Process. In addition, faculty may also formally review students whose performance raises concern. This review is done through the Program Director, with ample input from faculty, field supervisors, the student, and other relevant parties.

The Program Director shall review action when any student feels he/she has not received fair treatment. (If the Program Director is the subject of the review, the Social Work Department Chair will review the action). The Program Director shall have the prerogative to refer such claims or grievances to other bodies within the University for review. The Program Director functions as an administrative review of student grievances. Reviews are to be conducted in confidence and without publicity, and all members of the program will be expected to cooperate as information is sought. The Program Director may request a committee of the Department and University at large to assist in the review.

## **TWO AREAS THAT MAY NECESSITATE THE GRIEVANCE PROCEDURE ARE:**

### **Discrimination/Unfair Treatment**

The Program Director will assess and make decisions in cases where students believe that they have been discriminated against on the basis of race, gender, ethnicity, religion, age, disability, or sexual orientation by a faculty member, field instructor, or staff member. If the student has conferred directly with the individual involved, but has been unable to resolve the issue, the student should ask the Program Director to review the situation in a Problem Identification and Review meeting. In cases where there are findings of discrimination, the Program Director will decide appropriate action(s).

### **Ethical Standards**

The Program Director will determine the status of all students suspected of violating the NASW Code of Ethics. These standards include, but are not limited to, instances of plagiarizing, cheating, fee splitting, non-reporting of abuse, criminal action, or posing serious danger to the welfare of clients. Any allegations concerning ethical violations will be subject to the Problem Identification & Review Process.

## **PROBLEM IDENTIFICATION AND REVIEW**

The objective of Problem Identification and Review is to assess, advise, mediate, and make recommendations related to students who are experiencing some difficulty either in the class or field including ethical violations. An Academic Advisor, Faculty, or Field Liaison may raise issues. A student may also ask for PIR if they believe they have been unfairly treated. If attempts by the parties and concerned advisor to resolve the difficulty have failed, the Academic Advisor, a Faculty member, or Field Liaison may ask the Program Director to review the situation.

To resolve difficulties, the Program Director may refer to the university or community resources; make exceptions to educational policy; recommend a change in agency setting or field instructor; require repetition of a course; encourage an interruption in student training; or terminate. Other courses of action may also be taken by the Program Director.

## **THE PROCEDURES GOVERNING PROBLEM IDENTIFICATION AND REVIEW FUNCTIONS**

### **1. Discrimination/Unfair Treatment and Ethical Status Review**

In cases where a student believes he or she has been discriminated against, or unfairly treated, the student may appeal to the Program Director by making a written request. In cases where a student is suspected of violating the NASW Code of Ethics, academic or professional norms, has committed a criminal act, or appears to be seriously harmful to clients, the advisor or faculty member should make a written request for Problem Identification and Review meeting to the Program Director. In these cases, the following procedure is to be followed:

1. The Program Director sets the meeting time and date, notifies all parties in writing, and advises students of their rights at least a week in advance.
2. The advisor prepares a report for the review, collecting information from appropriate people. The report will be available to the student and Program Director (and committee, if constituted) at least a week in advance of the meeting.
3. The student and/or the faculty provide additional information at the status review meeting. Students may bring one person of their choosing from among the MSW program community to assist, advocate, and support them during the meeting. Minutes of the meeting will be taken.
4. After conferring with the student, advisor, faculty, and student advocate, the Program Director will make decisions regarding the student's concerns. If a committee is constituted, the committee meets in closed session to make recommendations to the Program Director.
5. Decisions are then given directly to the students' advisor and faculty within two weeks after the review was completed. The decisions are also recorded, and copies are given to the student and the advisor and placed in the student's file.

## 2. **Classroom Fieldwork Issues**

From time to time, students may experience difficulty in classes or in fieldwork. A classroom instructor, an advisor, or a field liaison may identify the problems. The academic or field liaison, whichever is appropriate, should make every effort to resolve the problem. When the problem persists such that the parties involved are not able to resolve the issues, the following procedure is followed:

1. The appropriate faculty requests in writing that the Program Director implements the Problem Identification and Review Procedure.
2. The Program Director sets the meeting time and date, notifies all parties in writing, and advises students of their rights at least a week in advance.
3. To enable the student to have a comprehensive understanding of the problem, the appropriate advisor completes a Problem Identification statement, collecting the necessary information from whoever is deemed relevant. (This must include the field liaison in the case of field difficulties and the student's instructors in the case of academic difficulties.) All parties involved in the review must have the statement one-week prior to the meeting.
4. The student and/or the advisor provide additional information at the Problem Identification meeting. Students may bring one person of their choosing from among the members of the MSW Program community to assist, advocate, and support them during the meeting. Minutes of the meeting will be taken.
5. After conferring with the student, advisor, faculty and student representative to fully and objectively understand the difficulties, the Program Director makes recommendations to the advisor and student.
6. These recommendations are then given directly to the student and advisor within two weeks of the meeting. The recommendations are recorded and copies will be given to the student and the advisor and placed in the student's file.

## **APPEALS**

The student may appeal any decision related to Problem Identification and Review. Such an appeal must be made in writing to the Department Chair no later than two weeks following the decision. There are two primary grounds for appeal: 1) violation of the procedures outlined here and 2) substantial new information pertinent to the student's situation. In the latter case, the Department Chair will decide whether the new information warrants re-opening the Problem Identification and Review process. Failing resolution of the problem with the Department Chair, a student may make an appeal through the university's grievance procedures.

## **MSW MISSION STATEMENT, PROGRAM GOALS & OBJECTIVES**

Our Program's Mission Statement is:

The mission of the MSW Program at CalU is to have a continuing impact on the quality of life of at-risk people and human services within the region through preparing effective and ethical advanced generalist practitioners with special knowledge for practice in small towns and rural environments; through the provision of research, leadership and collaborative social services efforts; and through promotion of professional life-long learning.

### **Program Goals & Objectives**

We have approved three goals for the MSW Program and 19 Program Objectives. The first goal is focused on the curriculum. The first 11 Program objectives are implemented through the foundation curriculum and objectives 12-15 are implemented through the advanced (concentration) curriculum. Goals two and three relate to activities of the faculty and our graduates.

**Goal 1: Prepare ethical, competent, self-regulating MSW graduates for advanced generalist practice, with an emphasis on practice in rural and small town environments.**

Objective 1: Apply a generalist practice framework to meet the needs and problems of various client systems (individuals, families, groups, organizations, neighborhoods, and communities), especially needs and problems within Appalachian and rural/small town areas (EPS 2.1.7, EPS 2.1.9; EPS 2.1.1.0 (a-b));

EPS 2.1.9);

Objective 2: Demonstrate a commitment to social work values and ethics, social and economic justice and critical thinking, with an emphasis on serving diverse rural populations and other populations-at-risk (EPS 2.1.7; EPS 2.1.9; EPS 2.1.1);

Objective 3: Practice without discrimination, demonstrating respect for, knowledge of, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation (EPS 2.1.4);

Objective 4: Understand and interpret the history of the social work profession and its contemporary structures and issues (EPS 2.1.8);

Objective 5: Use empirically-based theoretical frameworks to understand human development and behavior across the life span and in interactions between and among individuals, families, groups, organizations, and communities (EPS 2.1.6; EPS 2.1.7);

Objective 6: Analyze, formulate, and influence social policies (EPS 2.1.8);

Objective 7: Use appropriate professional communication skills differentially across client populations, colleagues, and communities (EPS 2.1.1; EPS 2.1.3);

Objective 8: Use supervision and consultation appropriate to professional social work practice (EPS 2.1.1);

Objective 9: Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice (EPS 2.1.5);

Objective 10: Engage in nonmetropolitan-focused research to develop and evaluate policies, practice, programs and services (EPS 2.1.6);

Objective 11: Function within the structure of organizations and service delivery systems and advocate for needed organizational changes (EPS 2.1.1; EPS 2.1.9)

### **Concentration:**

Objective 12: Apply an advanced generalist practice framework to meet the needs and problems of complex, multi-level client systems (individuals, families, groups, organizations, neighborhoods, and communities), especially needs and problems

within Appalachian and rural/small town areas (EPS 2.1.7; EPS 2.1.9; EPS 2.1.10 a-d);

Objective 13: Operate as self-regulating advanced generalist practitioners whose value systems embrace professional social work service including consultation and collaboration to achieve social and economic justice and to improve the quality of life of populations served (EPS 2.1.1; EPS 2.1.2; EPS 2.1.3; EPS 2.1.4; EPS 2.1.5; EPS 2.1.8);

Objective 14: Demonstrate a commitment to advocacy and to advancing social change and policies which will meet the needs of a diverse society, including increasingly diverse rural and small town areas (EPS 2.1.4; EPS 2.1.5; EPS 2.1.8);

Objective 15: Conduct independent, nonmetropolitan-focused research to develop interventions and evaluate policies, practice, programs and services (EPS 2.1.6);

**Goal 2: Promote leadership in regional development and human services problem-solving through nonmetropolitan-focused research, consultation, and collaborative efforts.**

Objective 16: Faculty will promote and conduct nonmetropolitan-focused research of relevance to regional development and human services problem-solving.

Objective 17: Faculty will collaborate and consult with professional human services providers in the region to promote regional leadership and problem-solving.

**Goal 3: Provide needed continuing education for social work professionals and other human service providers committed to serving rural and small town populations.**

Objective 18: The program will facilitate and sponsor continuing education events for program graduates, social work professionals and other human service providers serving rural and small town populations.

Objective 19: Program faculty will conduct continuing education training events for program graduates, social work professionals and other human service providers serving rural and small town populations.

## **DEGREE REQUIREMENTS**

### **Human Behavior and the Social Environment:**

#### **SWK 705. Human Behavior and the Social Environment.**

This course provides the foundation for working with individuals, families, groups, and communities. Basic concepts of human development throughout the life cycle are presented within the person-in-environment perspective. The framework is multidimensional considering the impact of ability, age, aging, class, exploitation, ethnicity, gender, oppression, political belief system, race, religion, sexual orientation, and the social environment on human behavior and development. Examples from social work practice integrating micro, mezzo, and macro assessment and intervention strategies are taken from local, national, and international rural and small communities.

Prerequisites: Program Admission or MSW Program Director Approval  
Credits: 3

#### **SWK 707. Human Diversity and the Social Environment.**

This course provides foundation knowledge about human diversity and an understanding of the emphasis of the social work profession on culturally competent social work practice. Students develop skills to identify strengths, bicultural adaptation, patterns of oppression, and both change and continuity during the aging process, with particular emphasis on rural and small town communities. The course assists students in understanding the impact of oppression on human growth and development and social functioning for the integration of micro, mezzo, and macro level interventions to promote or enhance social justice.

Prerequisites: Program Admission or MSW Program Director Approval.  
Credits: 3

#### **SWK 803. Differential Assessment.**

Students in this course learn how to work with clients and client systems to help them identify needs and assess problems as well as strengths. A number of different assessment methods are explored with particular emphasis on those appropriate for diverse populations across the lifespan from local, national, and international rural and small communities.

Prerequisites: Program Admission, SWK 705 and SWK 707 or  
Director Approval  
Credits: 3

## **Social Welfare Policy:**

### **SWK 709. Social Welfare Policy and Services.**

Examination of the history and value base of the social work profession and U.S. social policy with a framework for policy analysis. Special emphasis on the impact of these policies, and related services on small towns, rural communities, the aging and diverse populations.

Prerequisite: Program Admission  
Credits: 3

### **SWK 710. Policy Process and Program Design.**

Examination of the policy process from social problem to legislation/adoption to actual program development. Focus on development of federal policies, state policy and legislation and accessing policy impact. Skills developed include policy analysis for creating, developing and changing programs. Special attention is placed on state policies that effect small and rural communities.

Prerequisites: SWK 709 or Advanced Standing  
Credits: 3

### **SWK 806. Rural Family and Community Policy.**

Explores the design, function and impact of community and family policies. Historical development of specific policies and the effects of policy on rural family and community institutions and organizations. Skills in analyzing and synthesizing policy are applied to rural situations and change strategies.

Prerequisites: SWK 705, 709, 710 and 713 or  
Advanced Standing Admission to MSW Program  
Credits: 3

**Research:**

**SWK 713. Social Work Research Methodology.**

Examines the logic of scientific inquiry, the social research process, application of research to social work practice, problem conceptualization, measurement options, research design and beginning level analysis of data.

Prerequisite: Program Admission  
Credits: 3

**SWK 714. Quantitative and Qualitative Data Analysis.**

Use of descriptive and inferential statistics in analyzing research data. Understanding quantitative and qualitative methodologies. Development of skills for understanding and conducting research, with emphasis on research related to social work practices and programs serving small towns, rural communities and diverse populations.

Prerequisites: SWK 713 or Advanced Standing  
Credits: 3

**SWK 715. Research, Pol. & Rural SWK Practice**

Use of research designs to inform and evaluate practice and policy in small town and rural contexts. Development of knowledge and skills for understanding and conducting applied research, with emphasis on research related to social work practices and programs serving small towns, rural communities and diverse populations.

Prerequisite: Advanced Standing  
Credits: 3 Credits

**SWK 808. Advanced Practice Evaluation.**

Advanced use of research to evaluate social work practices and programs, particularly those serving small towns, rural communities, aging and diverse populations. Includes single system design and program evaluation. Skills developed for assessing and adding to the knowledge base of social work practice.

Prerequisite: SWK 714  
Credits: 3

## **Social Work Practice:**

### **SWK 701. Generalist Practice I.**

Foundation framework for generalist social work practice including the problem solving process, social work values/ethics, and social work roles as they apply to varying size client systems. Develops specific intervention skills, such as interviewing, assessment, contracting, goal setting and evaluation for diverse client systems with the emphasis on rural and small communities.

Prerequisite: Program Admission

Credits: 3

### **SWK 702. Generalist Practice II.**

Continues foundation for generalist social work practice and builds on SWK 701, with a focus on the community/rural content of practice. Explores basic intervention/advocacy, management and evaluation. Provides examples from a variety of practice areas, including practice with populations throughout the lifespan.

Prerequisite: Social Work 701

Credits: 3

### **SWK 801. Advanced Generalist Practice.**

Builds on the generalist practice skills, knowledge and values taught in Generalist Practice I and II. Integrates the use of advanced individual, family, group and organizational skills within the agency and community settings that serve diverse rural and small town client systems. Addresses practice concerns such as: acquiring sanction for work, assessing needed resources, supervision, certification, and evaluation of practice.

Prerequisite: SWK 702, SWK 705, or Advanced Standing

Credits: 3

### **SWK 812. Practice in Supervision and Administration.**

Supervision, management, and control in human service organizations. Theoretical and functional models to assist staff to grow and function competently as professionals. Understanding the elements of programming, budgeting, staffing, communications, and control within the organization. Identifying formal and informal systems, the impact of human diversity, and how all of this functions in the rural setting.

Prerequisite: SWK 701, SWK 702, Advanced Standing or Permission of the MSW Program Director

Credits: 3

## **Advanced Generalist Practice Special Topics:**

### **SWK 811. Practice with Aging.**

Integration of knowledge about aging, rural aging, services for the aging, and the principles of social work and practice with various diverse populations in rural environments.

Prerequisite: SWK 701, SWK 702, Advanced Standing or  
Permission of the MSW Program Director

Credits: 3

### **SWK 813. Health Care Practice.**

Examines roles of the social worker and the place of social work values and practice in health care planning, modern medical ethics, and professional practices.

Prerequisite: SWK 701, SWK 702, Advanced Standing or  
Permission of the MSW Program Director

Credits: 3

### **SWK 814. Practice in Mental Health/Mental Retardation.**

Overview of justice and case management; and treatment approaches (crisis behavioral and chemical) are related to social work roles and values in the context of community needs.

Prerequisite: SWK 701, SWK 702, Advanced Standing or  
Permission of the MSW Program Director

Credits: 3

### **SWK 816. Practice with Children and Youth.**

Examines the major problems, legal and clinical issues encountered when working with children. Special concern for victimized and at risk children in rural settings.

Prerequisite: SWK 701, SWK 702, Advanced Standing or  
Permission of the MSW Program Director

Credits: 3

**Field:**

**SWK 730. First Year Practicum.**

MSW supervised placement in a social agency that provides opportunities for generalist social work practice with individuals, families, and groups of all ages from rural and small communities, including advocacy skills to enhance social justice. The minimum hour required in a field agency is 240.

Prerequisites: SWK 701, SWK 705  
Credits: 4

**SWK 829. Advanced Field Practicum I.**

First semester advanced MSW supervised placement in a social agency setting for three days per week requiring advanced generalist practice with varying size client systems, working in rural and small town communities. Students are required to complete a minimum of 330 hours.

Prerequisites: Second-Year Standing, SWK 730  
Credits: 5

**SWK 830. Advanced Field Practicum II.**

Second of a two-semester Advanced MSW supervised placement in a social agency setting for three days a week providing an opportunity for advanced generalist practice with varying size and age client systems for working in rural environments. Students are required to complete a minimum of 330 hours.

Prerequisites: Second-Year Standing, SWK 829  
Credits: 6

## **Program Requirements:**

### **Special Topics:**

#### **SWK 815. Criminal and Juvenile Justice Practice.**

Overview of the juvenile and adult criminal justice in urban and rural communities places emphasis on the development of an understanding of the ever-changing philosophies that under gird the criminal justice system. In addition, the focus of the course will include an examination of the relationship between human diversity and aging in the criminal justice system.

Prerequisite:       None  
Credits:             3

#### **SWK 821. Drug and Alcohol Abuse.**

This course provides students with a substantive knowledge base and critical skills for planning to work in the addictions fields as well as for those who will encounter chemical dependency problems in their work with different age groups in the variety of arenas in which they practice.

Prerequisites:     None  
Credits:             3

#### **SWK 840. Special Topics.**

Study of selected topics of significance or current importance and interest to the social work profession.

Prerequisite:       None  
Credits:             3

**CURRICULUM REQUIREMENTS: REGULAR FOUNDATION PROGRAM**  
**Curriculum Totals 60 credits as follows:**

REQUIRED COURSES	CREDITS
SWK 701 Generalist Practice 1	3
SWK 702 Generalist Practice II	3
SWK 705 HBSE	3
SWK 707 Human Diversity and the Social Environment	3
SWK 709 Social Welfare Policy & Services	3
SWK 710 Policy Process & Program Design	3
SWK 713 Social Work Research Methodology	3
SWK 714 Qualitative and Quantitative Data Analysis	3
SWK 730 First Year Practicum	4
SWK 801 Advanced Generalist Practice	3
SWK 803 Differential Assessment	3
SWK 806 Rural Family & Community Policy	3
SWK 808 Advanced Practice Evaluation	3
SWK 812 Practice in Supervision & Admin.	3
SWK 829 Advanced Field Practicum I	5
SWK 830 Advanced Field Practicum II	6
Advanced Practice Special Topics (see below)	3
Special Topics (see below)	3

<b>ADVANCED PRACTICE SPECIAL TOPICS</b>	CREDITS
SWK 811 Practice with Aging	3
SWK 813 Practice in Health Care and Health Planning	3
SWK 814 Practice in MH/MR	3
SWK 816 Practice with Children & Youth	3

<b>SPECIAL TOPICS</b>	CREDITS
SWK 815 Juvenile & Adult Justice System Practice	3
SWK 821 Social Work with Substance Abuse/Addictions	3
SWK 840 Special Topics	3
Other Approved Special Topics	3

**CURRICULUM SEQUENCE****REGULAR FULL-TIME PROGRAM**

<u>FOUNDATION YEAR, FALL TERM</u>		<u>CREDITS</u>
SWK 701	Generalist Practice I	3
SWK 707	Human Diversity and the Social Environment	3
SWK 709	Social Welfare Policy & Services	3
SWK 713	Social Work Research Methodology	<u>3</u>
		<b>12</b>

<u>FOUNDATION YEAR, SPRING TERM</u>		
SWK 702	Generalist Practice II	3
SWK 705	HBSE	3
SWK 710	Policy Process & Program Design	3
SWK 714	Qualitative and Quantitative Data Analysis	<u>3</u>
		<b>12</b>

<u>FOUNDATION-CONCENTRATION TRANSITION, SUMMER</u>		
SWK 730	First Year Practicum	4
SWK 806	Rural Family & Community Policy	3
	Advanced Practice/Special Topic	<u>3</u>
		<b>10</b>

<u>CONCENTRATION YEAR TWO, FALL</u>		
SWK 801	Advanced Generalist Practice	3
SWK 803	Differential Assessment	3
SWK 829	Advanced Field Practicum I	5
	Advanced Practice/Special Topic	<u>3</u>
		<b>14</b>

<u>CONCENTRATION YEAR TWO, SPRING</u>		
SWK 808	Advanced Practice Evaluation	3
SWK 812	Practice in Supervision & Admin.	3
SWK 830	Advanced Field Practicum II	<u>6</u>
		<b>12</b>

**CURRICULUM SEQUENCE                      REGULAR PART-TIME PROGRAM**

	CREDITS
<hr/>	
FOUNDATION YEAR ONE, FALL	
SWK 701 Generalist Practice I	3
SWK 707 Human Diversity and the Social Environment	<u>3</u>
	<b>6</b>
<hr/>	
FOUNDATION YEAR ONE, SPRING	
SWK 702 Generalist Practice II	3
SWK 705 HBSE	<u>3</u>
	<b>6</b>
<hr/>	
FOUNDATION YEAR TWO, FALL	
SWK 709 Social Welfare Policy & Services	3
SWK 713 SW Research Methodology	<u>3</u>
	<b>6</b>
<hr/>	
FOUNDATION YEAR TWO, SPRING	
SWK 710 Policy Process & Program Design	3
SWK 714 Quantitative & Qualitative Data Analysis	<u>3</u>
	<b>6</b>
<hr/>	
FOUNDATION-CONCENTRATION TRANSITION, SUMMER	
SWK 730 First Year Practicum	4
SWK 806 Rural Family & Community Policy	<u>3</u>
	<b>7</b>
<hr/>	
CONCENTRATION YEAR, FALL	
SWK 801 Advanced Generalist Practice	3
SWK 803 Differential Assessment	3
SWK 829 Advanced Field Practicum I	<u>5</u>
	<b>11</b>
<hr/>	
CONCENTRATION YEAR, SPRING	
SWK 808 Advanced Practice Evaluation	3
SWK 812 Practice in Supervision & Admin	3
SWK 830 Advanced Field Practicum II	<u>6</u>
	<b>12</b>
<hr/>	
CONCENTRATION YEAR, SUMMER	
Advanced Practice Special Topic	3
Special Topic	<u>3</u>
	<b>6</b>

**CURRICULUM REQUIREMENTS:  
ADVANCED STANDING PROGRAM**

**Curriculum Totals 44 credits as follows:**

<b>REQUIRED COURSE</b>	<b>CREDITS</b>
SWK 707 Human Diversity and the Social Environment	3
SWK 710 Policy Process & Program Design	3
SWK 714 Qualitative and Quantitative Data Analysis	3
SWK 715 Research, Policy and Rural Social Work Practice	3
SWK 801 Advanced Generalist Practice	3
SWK 803 Differential Assessment	3
SWK 806 Rural Family & Community Policy	3
SWK 808 Advanced Practice Evaluation	3
SWK 812 Practice in Supervision & Admin.	3
SWK 829 Advanced Field Practicum I	5
SWK 830 Advanced Field Practicum II	6
Advanced Practice Special Topics	3
Special Topics	3
<b>ADVANCED PRACTICE ELECTIVES SPECIAL TOPICS</b>	
SWK 811 Practice with Aging	3
SWK 813 Practice in Health Care and Health Planning	3
SWK 814 Practice in MH.MR	3
SWK 816 Practice with Children & Youth	3
<b>SPECIAL TOPICS</b>	
SWK 815 Juvenile & Adult Justice System Practice	3
SWK 821 Social Work with Substance Abuse/Addictions	3
SWK 840 Special Topics (may include more than one)	3

**CURRICULUM SEQUENCE:                      ADVANCED STANDING FULL-TIME**

FOUNDATION YEAR: BRIDGE TO MSW		CREDITS
SWK 707	Human Diversity and the Social Environment	3
SWK 715	Research, Policy and Rural Social Work Practice	3
SWK	Special Topic	<u>3</u>
		<b>9</b>
FOUNDATION-CONCENTRATION TRANSITION: SRING		
SWK 710	Policy Process & Program Design	3
SWK 714	Qualitative and Quantitative Data Analysis	3
SWK 806	Rural Family and Community Policy	<u>3</u>
		<b>9</b>
CONCENTRATION YEAR, FALL		
SWK 801	Advanced Generalist Practice	3
SWK 803	Differential Assessment	3
SWK 829	Advanced Field Practicum I	5
	Advanced Practice Special Topic	<u>3</u>
		<b>14</b>
CONCENTRATION YEAR, SPRING		
SWK 808	Advanced Practice Evaluation	3
SWK 812	Practice in Supervision & Admin	3
SWK 830	Advanced Field Practicum II	<u>6</u>
		<b>12</b>
ADVANCED PRACTICE SPECIAL TOPICS		
SWK 811	Practice with Aging	3
SWK 813	Practice in Health Care & Health Planning	3
SWK 814	Practice in MH/MR	3
SWK 816	Practice with Children & Youth	3
SOCIAL WORK SPECIAL TOPICS		
SWK 815	Juvenile & Adult Justice System Practice	3
SWK 821	Social Work with Substance Abuse/Addictions	3
SWK 840	Special Topics (may include more than one)	3

## **CURRICULUM SEQUENCE: ADVANCED STANDING PART-TIME**

<u>FOUNDATION YEAR: BRIDGE TO MSW</u>		<u>CREDITS</u>
SWK 707	Human Diversity and the Social Environment	3
SWK 715	Research, Policy and Rural Social Work Practice	<u>3</u>
		<b>6</b>
<u>FOUNDATION YEAR, SPRING</u>		
SWK 710	Policy Process & Program Design	3
SWK 714	Qualitative & Quantitative Data Analysis	<u>3</u>
		<b>6</b>
<u>FOUNDATION-CONCENTRATION TRANSITION, SUMMER</u>		
SWK 806	Rural Family & Community Policy	3
	Special Topics	<u>3</u>
		<b>6</b>
<u>CONCENTRATION YEAR ONE, FALL</u>		
SWK 801	Advanced Generalist Practice	3
SWK 803	Differential Assessment	<u>3</u>
		<b>6</b>
<u>CONCENTRATION YEAR ONE, SPRING</u>		
SWK 812	Practice in Supervision & Admin	3
SWK 808	Advanced Practice Evaluation	<u>3</u>
		<b>6</b>
<u>CONCENTRATION YEAR TWO, FALL</u>		
SWK 829	Advanced Field Practicum I	5
	Advanced Practice Special Topic	<u>3</u>
		<b>8</b>
<u>CONCENTRATION YEAR TWO, SPRING</u>		
SWK 830	Advanced Field Practicum II	<u>6</u>
		<b>6</b>

**MASTER OF SOCIAL WORK PROGRAM  
CHANGE OF ADDRESS FORM**

Dear Student:

Please use this form to notify the MSW Program of any name, address or phone number change. You are also responsible for notifying the Office of Graduate Studies and Research of any change. It is important that we have the right information regarding you in our records.

NAME: \_\_\_\_\_  
                    Last                    First                    Middle

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL  
ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SS# \_\_\_\_\_

FORMER  
NAME: \_\_\_\_\_  
                    Last                    First                    Middle

FORMER  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE  
SUBMITTED: \_\_\_\_\_

STATUS (check one on each line):    \_\_\_\_\_ Full-time    \_\_\_\_\_ Part-time  
  \_\_\_\_\_ Regular        \_\_\_\_\_ Advanced Standing

**\*\*\*\* AFTER COMPLETING THIS FORM, PLEASE RETURN TO THE MSW PROGRAM SECRETARY.**

# MSW PROGRAM PETITION FOR LEAVE OF ABSENCE

All information must be typed or printed!!!

Name:

SS#: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Status:     full-time     part-time     Regular     Advanced Standing

Because of prerequisites and the sequencing of courses, not all courses are offered each semester. A leave may result in having to take a full year leave. Re-enrolled students will be required to fulfill the requirements in effect at the time of re-enrollment.

PURPOSE OF PETITION: Request Leave of Absence from \_\_\_\_\_ to \_\_\_\_\_

Please indicate below if any other leaves were granted previously and for what period:

JUSTIFICATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Comments:

\_\_\_\_\_  
\_\_\_\_\_

Advisor's Recommendation:  approve     disapprove

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director's Comments :

\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN:  approve     disapprove

Program Director's Signature

Date

**REQUEST FOR TRANSFER CREDIT FROM ANOTHER DEPARTMENT OR UNIVERSITY TO BE APPLIED TO THE MSW DEGREE**

Name: \_\_\_\_\_  
Student # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Field Placement # \_\_\_\_\_  
Email Address: \_\_\_\_\_

The course must:

1. have been completed within six years of entrance into the program at an accredited institution;
  2. be clearly related to professional education in social work;
  3. have been earned at a CSWE-accredited institution to be approved for required course credit, with all other coursework able to be approved for elective credit only;
  4. have been graded "B" or better, with no S/U or Pass/Fail being acceptable;
  5. be documented on an official transcript;
- A syllabus or other documents may be requested.  
Credit for the course can't be used for an earned graduate course in another discipline.

Course Number \_\_\_\_\_  
Title: \_\_\_\_\_

Year and Semester: \_\_\_\_\_ Credits: \_\_\_\_\_ Grade: \_\_\_\_\_

College or University: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

The above request for transfer credit is:

\_\_\_\_\_ Approved for elective credit only, for \_\_\_\_\_ credits

\_\_\_\_\_ Approved for required course, SWK \_\_\_\_\_,

Title \_\_\_\_\_, for \_\_\_\_\_ credits

\_\_\_\_\_ Approved for special concentration, for \_\_\_\_\_ credits

\_\_\_\_\_ Not Approved

\*\*\*\*\*

Prior approval to take the above course? \_\_\_\_\_ yes \_\_\_\_\_ no Prior approval is not required.

MSW Program Director \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Final approval: \_\_\_\_\_ yes \_\_\_\_\_ no

MSW Program Director \_\_\_\_\_ Date \_\_\_\_\_

California University of Pennsylvania  
School of Graduate Studies and Research

**APPLICATION**  
**ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE**

Please complete this form and send it to the Coordinator of your program at California University of PA, 250 University Avenue, California, PA 15419.

Candidates must have completed between six (6) and twelve (12) credit hours of graduate work at California University of PA at time of application.

**I hereby apply for admission to candidacy for the Master's degree. The following information is provided for consideration by the Graduate Council.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Curriculum \_\_\_\_\_ Degree (MS, MA, Med, MSW, MAT) \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Date of Graduation \_\_\_\_\_

List all graduate courses you have completed at California University of Pennsylvania:

Course Number	Course Title	Credits	Grade

List all graduate courses in which you are now enrolled:

Course Number	Course Title	Credits	Grade

Total Semester Hours: \_\_\_\_\_

List all courses completed at another college or university that were transferred to California University of PA:

\_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

GRADUATION APPLICATION  
SCHOOL OF GRADUATE STUDIES AND RESEARCH

Degree: MA \_\_\_\_\_ MED \_\_\_\_\_ MS \_\_\_\_\_ MSW \_\_\_\_\_ MAT \_\_\_\_\_

Major: \_\_\_\_\_

Name (As you wish it to appear on diploma): (Please print clearly):  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Research Requirement (if applicable):

Thesis: \_\_\_\_\_ Project: \_\_\_\_\_ Paper: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Please email the **RESEARCH TITLE AND NAME OF THE ADVISOR** to [Petrisek@cup.edu](mailto:Petrisek@cup.edu) no later than May 1, 2010. If an email is not received it is not guaranteed that it will be listed in the commencement brochure.

**I WILL** participate in Commencement Exercises in May 2010: \_\_\_\_\_

**I WILL NOT** participate in Commencement and will received by diploma *In Absentia* \_\_\_\_\_

**GRADUATE CHECKOUT**

If you **ARE** planning on attending the **MAY** commencement ceremony, please enclose a **check** for \$10.00 made payable to **California University of PA** for your Graduation Fee.

If you are **NOT** attending the commencement ceremony and wish to have your diploma mailed to you, please enclose a check made payable to **California University of PA** in the amount of \$14.00.

This application and payment must be mailed to Office of Graduate Studies and Research, 250 University Avenue, California, PA 15419 no later than February 25, 2010.

In order for your application for graduation to be processed, you must not have any holds on your transcript. These could include: Tuition, Parking Fines, Bookstore, Library and SAI. The School of Graduate Studies and Research will check for clearances.

**The Financial Aid Clearance must be completed by you.** It can be completed on-line as follows:

\*Access Financial Aid's Website at: <http://www.calu.edu/financial%5aid/index.jsp>;

\*Click on "On-Line Student Loan Exit Counseling (for Stafford Loans)"

\*Follow the instructions to complete your checkout.

By signing below, you acknowledge your understanding that you are not cleared to graduate

until your Advisor and Program Coordinator have reviewed and made the recommendation that you have fulfilled all of your requirements for your degree to the Dean of the School of Graduate Studies and Research. **If there are requirements missing that prevent you from being cleared to graduate, you will be notified through your California University of PA email account.** If you are not aware of how to access this email account, please contact the help desk at 724-938-5911 or at the [helpdesk@calu.edu](mailto:helpdesk@calu.edu).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ All requirements for this degree have been completed with a satisfactory QPA

\_\_\_\_\_ Pending the successful completion of the course in current semester, all requirements are satisfactory

\_\_\_\_\_ The following curricular requirements are missing from the program and must be completed before a final review can take place:

Advisor's

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Program

Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

\*\*If it is determined that you have not met all of the requirements to graduate, you must submit a new application for graduation and fees at the beginning of the next semester.

I have reviewed the above student's record. Based on that review, I make the following recommendation to the Dean for the School of Graduate Studies and Research:

Passing comprehensive exams is a requirement for this program:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Student has passed the comprehensive exams:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

PORTFOLIO a requirement for this program:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Student has successfully completed portfolio:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO