

MSW STUDENT HANDBOOK

2012 Edition

The University of Mississippi
Department of Social Work
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Updated 6/18/2013

Introduction

This handbook is provided to inform MSW students at The University of Mississippi about the mission, goals, objectives, policies, and procedures of the MSW Program in 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 and Initial Accreditation from CSWE in October 2011.

The MSW Program

The MSW degree is a professional degree that prepares students to work with individuals, families, and groups in clinical settings, such as hospitals, schools, mental health facilities, employee assistance programs, rehab and chemical dependency centers, and veteran centers to name a few. Students also learn to work with communities and organizations. The Clinical Concentration is designed to produce MSW graduates who are trained to provide competent and effective, culturally sensitive, and ethical clinical social work services to client systems in the state and the U.S.

The MSW program has two tracks: a two-year 60-hour track (Regular Standing Program) and a one-year 36-hour track (Advance Standing Program). The Advance Standing Program is designed for highly qualified BSW students. On a limited basis, students are admitted into the part-time three year program as space permits.

Advanced Practice Defined

Advanced practice is defined as “clinical social work with a primary focus on the mental, emotional, and behavioral well-being of individuals, families, and groups. Clinical social work centers on a holistic approach to psychotherapy and the client’s transaction with his or her environment as essential to treatment planning (NASW, 2005).”

“Clinical social work is the professional application of social work theory and methods to the diagnosis, treatment, and prevention of psychosocial dysfunction, disability, or impairment, including emotional, mental, and behavior disorders (Barker, 2003, p. 76) using a strengths-based approach.” These intervention and change oriented activities are based on a range of theories and methods with the clinical social worker selecting the one most appropriate for the client’s situation. “They also join with other social workers in various forms of social work practice, such as social action, bringing their unique perspective gained from direct knowledge of client experience (Encyclopedia of Social Work, 19th edition, p. 502)” to bring about social and economic justice on behalf of client systems.

Mission Statement

MSW Mission is to prepare competent and ethical clinical social workers, for scientific inquiry, who are leaders committed to diversity and social and economic justice, and the enrichment of the quality of life with systems of all sizes at every level of society.

Departmental MSW Educational Goals

1. Prepare professional clinical social workers, 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 clinical social work 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 clinical social work 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 clinical social work practice, the changing nature of those contexts, the behaviors found in systems, and the dynamics of change.
5. Prepare students who will demonstrate a commitment to continue life-long learning and professional growth in their clinical social work practice.

Core Foundation Competencies and Practice Behaviors

1. Core Competency #1: Educational Policy 2.1.1—Identify as a professional social worker and conduct oneself accordingly.

Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth. Social workers

PB 1. advocate for client access to the services of social work;

PB 2. practice personal reflection and self-correction to assure continual professional development;

PB 3. attend to professional roles and boundaries;

PB 4. demonstrate professional demeanor in behavior, appearance, and communication;

PB 5. engage in career-long learning; and

PB 6. use supervision and consultation.

2. Core Competency #2: Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice.

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers

PB 7. recognize and manage personal values in a way that allows professional values to guide practice;

PB 8. make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics² and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles;³

PB 9. tolerate ambiguity in resolving ethical conflicts; and

PB 10. apply strategies of ethical reasoning to arrive at principled decisions.

3. Core competency #3: Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.

Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers

PB 11. distinguish, appraise, and integrate multiple sources of knowledge, including research-

based knowledge, and practice wisdom;

PB 12. analyze models of assessment, prevention, intervention, and evaluation; and

PB 13. demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

4. Core Competency #4: Educational Policy 2.1.4—Engage diversity and difference in practice.

Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers

PB 14. recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;

PB 15. gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;

PB 16. recognize and communicate their understanding of the importance of difference in shaping life experiences; and

PB 17. view themselves as learners and engage those with whom they work as informants.

5. Core Competency #5: Educational Policy 2.1.5—Advance human rights and social and economic justice.

Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. Social workers

PB 18. understand the forms and mechanisms of oppression and discrimination;

PB 19. advocate for human rights and social and economic justice; and

PB 20. engage in practices that advance social and economic justice.

6. Core Competency # 6: Educational Policy 2.1.6—Engage in research-informed practice and practice-informed research.

Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers

PB 21. use practice experience to inform scientific inquiry and

PB 22. use research evidence to inform practice.

7. Core Competency #7: Educational Policy 2.1.7—Apply knowledge of human behavior and the social environment.

Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. Social workers

PB 23. utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and

PB 24. critique and apply knowledge to understand person and environment.

8. Core Competency #8: Educational Policy 2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development.

Social workers

PB 25. analyze, formulate, and advocate for policies that advance social well-being; and

PB 26. collaborate with colleagues and clients for effective policy action.

9. Core Competency #9: Educational Policy 2.1.9—Respond to contexts that shape practice.

Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

PB 27. continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and

PB 28. provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

10. Core Competent #10 Educational Policy 2.1.10(a)–(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

Educational Policy 2.1.10(a)—Engagement

Social workers

PB 29. substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;

PB 30. use empathy and other interpersonal skills; and

PB 31. develop a mutually agreed-on focus of work and desired outcomes.

Educational Policy 2.1.10(b)—Assessment

Social workers

- PB 32. collect, organize, and interpret client data;
- PB 33. assess client strengths and limitations;
- PB 34. develop mutually agreed-on intervention goals and objectives; and
- PB 35. select appropriate intervention strategies.

Educational Policy 2.1.10(c)—Intervention

Social workers

- PB 36. initiate actions to achieve organizational goals;
- PB 37. implement prevention interventions that enhance client capacities;
- PB 38. help clients resolve problems;
- PB 39. negotiate, mediate, and advocate for clients; and
- PB 40. facilitate transitions and endings.

Educational Policy 2.1.10(d)—Evaluation

- PB 41. Social workers critically analyze, monitor, and evaluate interventions.

Core Competencies with Clinical Knowledge and Practice Behaviors

1. EP 2.1.1 Identify as a professional social worker and conduct oneself accordingly.

Clinical Knowledge

Recognize the importance of the therapeutic relationship, the person-in-environment and strengths perspectives, the professional and strengths perspectives, the professional use of self with clients, and adherence to ethical guidelines of professional behavior.

Clinical Practice Behaviors

- CPB 1. Readily identify as social work professionals
- CPB 2. Demonstrate professional use of self with clients
- CPB 3. Understand and identify professional strengths, limitations, and challenges
- CPB 4. Develop, manage, and maintain therapeutic relationships with clients within the person-in-environment and strengths perspectives.

2. EP 2.1.2 Apply social work ethical principles to guide professional practice.

Clinical Knowledge

Know about ethical issues, legal parameters, and shifting societal mores that affect the therapeutic relationship.

Clinical Practice Behaviors

- CPB 5. Apply ethical decision-making to issues specific to clinical social work.
- CPB 6. Employ strategies of ethical reasoning to address the use of technology in clinical practice and its impact on client rights.
- CPB 7. Identify and use knowledge of relationship dynamics, including power differentials.

CPB 8. Recognize and manage personal biases as they affect the therapeutic relationship in the service of the clients' well-being.

3. EP 2.1.3 Apply critical thinking to inform and communicate professional judgment.

Clinical Knowledge

- Understand and differentiate the strengths and limitations of multiple practice theories and methods, clinical processes, and technical tools, including differential diagnosis.
- Deconstruct theories and methods to evaluate how they relate to clients and client systems within their environmental contexts.

Clinical Practice Behaviors

CPB 9. Engage in reflective practice.

CPB 10. Identify and articulate clients' strengths and vulnerabilities.

CPB 11. Evaluate, select, and implement appropriate multidimensional assessment, diagnostic, intervention, and practice evaluation tools.

CPB 12. Evaluate the strengths and weaknesses of multiple theoretical perspectives and differentially apply them to client situations.

CPB 13. Communicate professional judgment to other social workers and to professionals from other disciplines, in both verbal and written formats.

4. EP 2.1.4 Engage diversity and difference in practice.

Clinical Knowledge

- Know about many forms of diversity and difference and how these influence the therapeutic relationship and clients' presenting issues.
- Know about the ways in which various dimensions of diversity affect (a) explanations of illness, (b) help-seeking behaviors, and (c) healing practices.
- Advanced practitioners are cultural beings and understand how clinical practice choices can be culture-bound.

Clinical Practice Behaviors

CPB 14. Research and apply knowledge of diverse populations to enhance client well-being

CPB 15. Work effectively with diverse populations

CPB 16. Identify and use practitioner/client differences from a strengths perspective.

5. EP 2.1.5 Advance human rights and social and economic justice.

Clinical Knowledge

- Understand the potentially challenging effects of economic, social, and cultural factors in the lives of clients and client systems.
- Understand the stigma and shame associated with disorders, diagnoses, and help-seeking behaviors across diverse populations.
- Understand strategies for advancing human rights and social and economic justice in domestic and global contexts.

Clinical Practice Behaviors

CPB 17. Use knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide treatment planning and intervention.

CPB 18. Advocate at multiple levels for mental health parity and reduction of health disparities for diverse populations.

6. EP 2.1.6 Engage in research-informed practice and practice-informed research.

Clinical Knowledge

- Know about evidence-based interventions, best practices, and the evidence-based research process.

Clinical Practice Behaviors

CPB 19. Use the evidence-based practice process in clinical assessment and intervention with clients.

CPB 20. Participate in the generation of new clinical knowledge, through research and practice.

CPB 21. Use research methodology to evaluate clinical practice effectiveness and/or outcomes.

7. EP 2.1.7 Apply knowledge of human behavior and the social environment.

Clinical Knowledge

- Understand how to synthesize and differentially apply the theories of human behavior and the social environment (biological, developmental, psychological, social, cultural, and spiritual).
- Familiar with diagnosis classification systems used in the formulation of comprehensive assessment.
- Understand how sociocultural contexts influence definitions of psychopathology.
- Have a working knowledge of psychotropic medications that are typically used in the treatment of mental health disorders, including expected results and side effects.

Clinical Practice Behaviors

CPB 22. Synthesize and differentially apply theories of human behavior and the social environment to guide clinical practice.

CPB 23. Use bio-psycho-social-spiritual theories and multiaxial diagnostic classification systems in formulation of comprehensive assessments.

CPB 24. Consult with medical professionals, as needed, to confirm diagnosis and/or to monitor medication in the treatment process.

8. EP 2.1.8 Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Clinical Knowledge

- Recognize the connection between clients, practice, and both public and organizational policy.
- Know about factors that influence the development of legislation, policies, program services, and funding at all system levels.
- Know of advocacy methods that contribute to effective policies that promote social and economic well-being.

Clinical Practice Behaviors

CPB 25. Communicate to stakeholders in the implications of policies and policy change in the lives of clients.

CPB 26. Use evidence-based practice and practice-based evidence in advocacy for policies that advance social and economic well-being.

CPB 27. Advocate with and inform administrators and legislators to influence policies that affect clients and service.

9. EP 2.1.9 Respond to contexts that shape practice.

Clinical Knowledge

- Know how relational, organizational, and community systems may impact clients.
- Anticipate and react to evolving cultural, technological, geographical, political, legal, economic, and environmental contexts.
- Encourage clients to effect changes within these contexts.

Clinical Practice Behaviors

CPB 28. Assess the quality of clients' interactions within their social contexts.

CPB 29. Develop intervention plans to accomplish systemic change.

CPB 30. Work collaboratively with others to effect systemic change that is sustainable.

10. EP 2.1.10 (a)-(d) Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Clinical Knowledge

- Involve the dynamic, interactive, and reciprocal processes of therapeutic engagement, multidimensional assessment, clinical intervention, and practice evaluation at multiple levels.
- Have a theoretically informed knowledge base so as to effectively practice with individuals, families, and groups.
- Understand and implement practice theories (models, metaperspectives, strategies, techniques, and approaches).
- Evaluate treatment outcomes and practice effectiveness.

Clinical Practice Behaviors –

Engagement

CPB 31. Develop a culturally responsive therapeutic relationship.

CPB 32. Attend to the interpersonal dynamics and contextual factors that both strengthen and potentially threaten the therapeutic alliance.

CPB 33. Establish a relationally based process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes.

Assessment

CPB 34. Use multidimensional bio-psycho-social-spiritual assessment tools.

CPB 35. Assess clients' readiness for change.

CPB 36. Assess clients' coping strategies to reinforce and improve adaptation to life situations, circumstances, and events.

CPB 37. Select and modify appropriate intervention strategies based on continuous clinical assessment.

CPB 38. Use differential and multiaxial diagnoses.

Intervention

CPB 39. Critically evaluate, select, and apply best practices and evidence-based interventions.

CPB 40. Demonstrate the use of appropriate clinical techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed.

CPB 41. Collaborate with other professionals to coordinate treatment interventions.

Evaluation

CPB 42. Contribute to the theoretical knowledge base of the social work profession through practice-based research.

CPB 43. Use clinical evaluation of the process and/or outcomes to develop best practice interventions for a range of bio-psycho-social-spiritual conditions.

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 2008 (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 (2008)* of CSWE can be viewed at www.cswe.org.

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.

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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.

General Admission Information

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 above requirements does not guarantee admission.

Admission Requirements (Regular Standing Program)

In addition to meeting regular [Graduate School](#) requirements of a bachelor degree, completed online application, and GRE Scores, students seeking Regular admission to the Master of Social Work Program must meet or submit the following:

- Completion of 3 hours in each of the following undergraduate 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, and [3 letters of recommendation](#)
- 3.0 GPA on the last 60 hours of undergraduate coursework **or** 3.0 Overall GPA

Application deadline: April 1.

Admission Requirements (Advanced Standing)

The application deadline for Advanced Standing is January 15.

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:

- Completion of Bachelor of Social Work degree from a CSWE accredited program within the last five years

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 Score

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 “C” or higher (70%).
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.

Any student dismissed from the program for academic or professional reasons must have an exit interview with his or her social work advisor, and the dismissal form must be completed and placed in the student’s file. The dismissal form will indicate the reasons for dismissal and conditions for consideration for readmission if any.

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 timetables 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.

Faculty must speak with any students believed to have cheated or plagiarized on papers, exams, or other schoolwork/paperwork as well as with students whom they have identified to have derogatory attitudes or inappropriate behaviors. The faculty must notify the MSW Program Director of any issues/problems related to students. If it is believed that the student has violated the proper conduct in these areas, the faculty may enter the name of student into the University system designed for this purpose. The University notifies the student and the department chair of the violation. Students are given the opportunity to appeal the situation with a University appeals committee.

Transfer Course Policy and Procedures:

Only 6 hours of 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 (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. 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 and they are allowed two absences, without penalty, for those classes that meet two times 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 level;
- 3.) The *Clinical Concentration Examination* is a written examination where students will answer questions developed from the clinical core competencies and practice behaviors using a clinical case study given to the students by the faculty; students will take the exam after they have completed all required 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 at the masters' level;
- 5.) Field Instructor's evaluations, which will be based upon the foundation and clinical core competencies and practice behaviors; and

- 6.) Student self evaluations of their progress in achieving the MSW Program core competencies.

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

Social work faculty or staff only provides professional advising. 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.

Course of Study (Regular Standing Program)

<p>Fall Year 1 SW 601 Human Behavior and the Social Environment SW 602 Social Work Practice with Individuals</p> <p>SW 603 Social Work Research Methods SW 651 Diversity in Social Work Practice (online elective) SW 670 Leadership and Administration (online elective) SW 684 Social Work in Health Care Settings (online elective) SW 685 Gerontological Social Work</p> <p>Spring Year 1 SW 604 Social Welfare Policies and Programs (online) SW 615 Practice with Families and Groups SW 620 Practice with Organizations & Communities SW 651 Diversity in Social Work Practice (online elective) SW 670 Leadership & Administration (online elective) SW 682 Clinical Practice with Children (online elective)</p> <p>Summer Year 1 SW 621 Field Instruction I SW 622 Field Instruction II</p>	<p>Fall Year 2 SW 630 Theories & Methods of Family Intervention SW 640 Advance Practice with Groups SW 650 Clinical Assessment and Diagnosis SW 660 Clinical Supervision SW 651 Diversity in Social Work Practice (online elective) SW 670 Leadership and Administration (online elective) SW 684 Social Work in Health Care Settings (online elective) SW 685 Gerontological Social Work</p> <p>Spring Year 2 SW 680 Evaluation Research SW 683 Theories of Psychotherapy SW 686 Traumatic Stress and Crisis Intervention SW 687 Substance Abuse and Addiction SW 651 Diversity in Social Work Practice (online elective) SW 670 Leadership & Administration (online elective) SW 682 Clinical Practice with Children (online elective)</p> <p>Summer Year 2 SW 623 Field Instruction III SW 624 Field Instruction IV</p>
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Course of Study (Advance Standing Program)

Summer

SW 630 Theories and Methods of Family Intervention

SW 640 Advance Practice with Groups

Fall

SW 650 Clinical Assessment and Diagnosis

SW 660 Clinical Supervision

SW 651 Diversity in Social Work Practice (online elective)

SW 670 Leadership and Administration (online elective)

SW 684 Social Work in Health Care Settings
(online elective)

SW 685 Gerontological Social Work

Spring

SW 680 Evaluation Research

SW 683 Theories of Psychotherapy

SW 686 Traumatic Stress and Crisis Intervention

SW 687 Substance Abuse and Addiction

SW 651 Diversity in Social Work Practice (online elective)

SW 670 Leadership & Administration (online
elective)

SW 682 Clinical Practice with Children (online elective)

SW 685 Gerontological Social Work

Summer

SW 621 Field Instruction I

SW 622 Field Instruction II

Course of Study for the Three-Year Part-Time Program

Specific Degree Requirements

Course of Study	
Fall Year 1 (Regular Standing Students Start Here)	Spring Year 1
SW 601 Human Behavior and the Social Environment	SW 603 Social Work Research Methods
SW 602 Social Work Practice with Individuals	SW 615 Practice with Families and Groups
SW 604 Social Welfare Policies and Programs	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 Only)	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 682 Clinical Practice with Children (Elect)	SW 685 Gerontology Social Work (Elective)
SW 684 Social Work in Health Care (Elective)	SW681 Forensic SW with Children (Elect)
	SW 670 Leadership and Administration (Elect)

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 and they are accepted into the program.). 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 including the foundation Internship after they have been admitted into our program. **Students who fail any of the foundation examinations will not be allowed to retake the examinations.** Students must score 70% or higher on any examination. There is a \$50.00 fee for each of these examinations.

All MSW students will be required to take 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. There is no fee for this exam.

Students are also required to take and pass a *Comprehensive Clinical Examination* after the completion of the required 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 70% or higher on the *Comprehensive Clinical Examination*. There is no fee for this exam.

The MSW Program Director will announce examination dates.

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 give 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 Courses: (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)

Clinical Concentration Courses: (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)

Elective Courses: (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 Concentration Courses: (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)

Elective Courses: (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)

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 should 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.**

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.

MSW Internships

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). 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. The program mission goals, and objectives are reinforced through the Internship. Those students who have the BSW degree from an accredited social work program, but do not meet the requirements for the Advanced Standing Program can demonstrate required knowledge

and skills in the foundation curriculum by testing out of each of the foundation courses including the Foundation 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 Graduate 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

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/).

Appendix

**Appendix A
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>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>
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