

**Master of Social Work Program
Graduate Student Handbook**

2020-2021

(Revised April 30, 2020)



**Department of Social Work
College of Social and Behavioral Sciences
Minnesota State University, Mankato
358 Trafton Science Center North
Mankato, MN 56001
507-389-6504
<http://sbs.mnsu.edu/socialwork/graduate/>**

Students should also refer to the College of Graduate Studies and Research *Graduate Studies Bulletin* to obtain information about graduate education at Minnesota State University, Mankato.

Welcome to the Department of Social Work

Dear MSW Students:

We are pleased that you have selected Minnesota State University, Mankato to pursue your Master of Social Work degree. As a Council on Social Work Education (CSWE) accredited MSW degree-granting program, we are committed to providing you with a high-quality social work education that will prepare you for advanced generalist practice with an emphasis on rural and small communities.

We are pleased to present you with your *MSW Program Graduate Student Handbook*. Please read your handbook thoroughly. You will find information that outlines your rights, as well as your obligations as a student. We are aware that policies and procedures sometimes need to change or be amended as the program moves forward. We will consult with you and keep you informed regarding any proposed changes to policies or procedures that have bearing upon your education in the MSW Program.

The Social Work faculty and staff want you to be successful in your academic endeavors and encourage you to seek guidance and clarification if you have questions or concerns regarding the program. You have been assigned an academic advisor to provide consultation through the MSW program. We strongly encourage you to work with your advisor to help with academic and professional issues.

We wish you great success as a graduate student in our MSW program.

Kimberly Zammitt, PhD, MSW, LICSW
MSW Program Director

Table of Contents

Welcome to the Department of Social Work	2
Disclaimer	7
Social Work Faculty and Staff Directory.....	8
CSWE Accreditation.....	10
Social Work Examination and Licensure	10
MSW Program Goals	12
Competencies and Behaviors.....	13
MSW CURRICULUM.....	21
Requirements for the MSW Degree	21
Curriculum Plan – Traditional Program	21
Curriculum Plan – Advanced Standing Program	23
MSW Program Course Descriptions	24
MSW Program Elective Courses.....	29
Social Work, College of Social and Behavioral Sciences	30
Clinical Knowledge Content	32
MSW PROGRAM POLICIES.....	33
General Statement	33
Statement of Non-Discrimination	33
Access for Students with Disabilities Policy.....	34
Admission Related Policies & Procedures	35
Advanced Standing Policy	35
Credit for Life Experience or Previous Work Experience Policy	35
Enrollment in required MSW courses	35
International applicants for whom English is not their first language	36
Application for readmission to the MSW Program following withdrawal or dismissal	36

Course Transfer/Substitution Policy and Procedures	36
Transfer/Substitution Procedure: Generalist Year Courses or Elective Taken Before Beginning the MSW Program	37
Transfer/Substitution Procedure: Elective Course Completed After Beginning the MSW Program	38
Advisement Policy	39
Delay of Admission to the Program	40
Leave of Absence	40
MSW Program Listserv	42
Department of Social Work Listserv	42
MavMail Use	43
Student Mailboxes	44
Distraction and Technology Use Policy	44
Student Responsibilities Policy	47
Professional and Ethical Behavior	47
Potential Barriers to Professional Service	47
Procedure for Non-compliance with the Student Responsibilities Policy	48
Conduct Requiring Immediate Dismissal from the MSW Program.....	49
Grievance and Appeal Process	50
Adopted: August 22, 2007; Revised and Adopted: April 6, 2009; Revised and Adopted: March 27, 2013	50
Criminal Background Check Policy	50
Chemical Sensitivity Policy	52
Academic Honesty Policy and Procedures.....	52
Violation of the Academic Honesty Policy: MSW Program Action	53
Violation of the Academic Honesty Policy:	54
Office of Student Conduct Action.....	54
Elective Requirement Policy and Procedures	55
Scholastic Standards Policy.....	56

College of Graduate Studies and Research Scholastic Standards	56
MSW Program Scholastic Standards Policy and Procedures.....	57
Policy Statement.....	57
Right to Appeal Dismissal from the MSW Program.....	58
Graduation and Academic Warning, Probation and Dismissal.....	59
Incomplete Grades Policy	59
In-Progress Grades Policy	59
APA Style Writing Guidelines	60
Additional resources for complying with APA style writing are:.....	60
Appeal Policy and Procedures.....	62
Grade Appeal Procedure	62
Grievance against the MSW Program	65
MSW Credit-Earning Out-of-Region and International Coursework Policy	66
Data Privacy and Document Retention Policy and Procedures	68
MSW Program Assessment.....	71
Applying for Graduation, University Commencement, College of SBS Convocation, and Department Summer Recognition Celebration	73
University Commencement.....	73
College of SBS Convocation.....	73
Department Summer Recognition Celebration	73
Campus Services.....	74
Bookstores	74
Campus Security.....	74
Financial Aid and Graduate Assistantships.....	75
Identification Card.....	75
Information & Technology Services	75
International Student Office	77

Office of Accessibility Resources	77
Office of Institutional Diversity	77
Lesbian, Gay, Bisexual, Transgender (LGBT) Center	77
Non-Traditional Student Support Program	78
Women’s Center.....	78
Memorial Library	79
Counseling Center	79
Student Health Services.....	79
Weather/Class Cancellation/University Closing.....	80
Student Service & Professional Enhancement Opportunities	81
Association of Baccalaureate Social Work Program Directors (BPD)	81
Council on Social work Education (CSWE)	81
Minnesota Social Service Association (MSSA).....	81
National Association of Social Workers (NASW).....	82
Social Work Day at the Capitol.....	82
Phi Alpha Eta Chapter – Honor Society.....	82
Social Work Club	83
Department of Social Work Scholarships	83
Funding for Student Professional Development and Travel	83
APPENDIX A. Forms	84

Disclaimer

This document represents the 2020-21 edition of the *MSW Program Graduate Student Handbook*. The Department reserves the right to review existing policies and revise, repeal, and draft new policies as is warranted in order to be in compliance with federal, state, university, College of Graduate Studies and Research, and CSWE policy, to ensure effective administration of the MSW program in delivering a high-quality social work education, and to ensure the equitable treatment of all students. All policy changes are effective immediately, unless otherwise noted. Students will be notified electronically via the Department webpage and listserv of all policy changes. Program information, program policies, and procedures that have been approved by the MSW Program faculty are noted by the word “adopted” and the date.

Social Work Faculty and Staff Directory

Faculty profiles are available on the Department website at:

<http://sbs.mnsu.edu/socialwork/faculty/>

Name	Telephone	Office	Email
Kimberly Zammitt, Assoc. Professor MSW Program Director, MSW Title IV-E Child Welfare Coordinator	389-1219	WH 342	kimberly.zammitt@mnsu.edu
Jennifer Parker, MSW, LICSW MSW Field Education Director	389-1271	WH 344	jennifer.parker@mnsu.edu
Debra Gohagan, Professor Department Chair BSSW Title IV-E Child Welfare Coordinator	389-1669	TN 358B	debra.gohagan@mnsu.edu
Marie Worrell <i>Administrative Assistant</i>	389-6504	TN 358	social-work@mnsu.edu
Ross Aalgaard, Assoc. Professor	389-1269	WH 340	ross.aalgaard@mnsu.edu
Jennifer Andrashko, Asst. Professor	389-5671	WH 343	jennifer.andrashko@mnsu.edu
David Beimers, Assoc. Professor	389-6190	TBD	david.beimers@mnsu.edu
Laura Benesch, MSW, LICSW BSSW Field Education Director	389-1253	WH 340	laura.benesch@mnsu.edu
Christine Black-Hughes, Assoc. Professor	389-5670	TN 334	christine.black-hughes@mnsu.edu
Kofi Danso, Assoc. Professor	389-1148	WH 347	kofi.danso@mnsu.edu
Nancy Fitzsimons, Professor	389-1287	WH 345	nancy.fitzsimons@mnsu.edu
Paul Mackie, Professor	389-6335	TBD	paul.mackie@mnsu.edu
Jessica Sky Smith, Asst. Professor	389-5084	WH 337	jessica.smith@mnsu.edu
Laurie Strunk, Assoc. Professor	389-6192	WH 341	laurie.strunk@mnsu.edu

College of Social and Behavioral Sciences

Name	Telephone	Office	Email
Dr. Matthew Loayza, Interim Dean	389-5717	AH 111	matthew.loayze@mnsu.edu
Dr. Denise Thompson, Asst. to Dean	389-5699	AH 111	denise.thompson@mnsu.edu
Becky Gunderman, SBS Office Admin.	389-6307	AH 111	rebecca.gunderman@mnsu.edu

CSWE Accreditation

The MSW Program is accredited by the Council on Social Work Education (CSWE). The initial accreditation was from the academic year 2006-2007 to October 2014. The MSW program underwent reaffirmation of accreditation in 2014 and is presently accredited through October 2022. Currently, the MSW program is undergoing reaffirmation of accreditation during the spring of 2020 in order to align the accreditation process for both the BSSW and MSW programs. For more information on accreditation contact CSWE at <http://www.cswe.org/>

Revised: April 25, 2019

Social Work Examination and Licensure

The Association of Social Work Boards (ASWB) administers bachelors, masters, advanced generalist and clinical social work examinations recognized by state licensing boards. States are responsible for creating and administering licensing laws for social work practice at the undergraduate and graduate levels. In general, social workers must graduate from a CSWE accredited program in order to be eligible to take the requisite bachelors, masters, advanced generalist, or clinical social work examination. Graduates from the MSW program at Minnesota State, Mankato will be eligible to take the masters examination upon completion of the program and to apply for licensure as an LGSW in Minnesota. For more information about the social work examination, contact the Association of Social Work Boards at <http://www.aswb.org>

The Minnesota Board of Social Work (BOSW) establishes and enforces the professional standards of social work practice in the state of Minnesota. The practice of social work, as specified in Minnesota State Statutes is subject to change by the Legislature annually. See Chapter 148E. Board of Social Work Practice for more information. URL: <https://www.revisor.leg.state.mn.us/statutes/?id=148E>

Major Board Functions

Establish and enforce minimum standards of licensure and continuing competency for social workers.

- Approve applicants for the licensure examination
- Issue and renew licenses
- Establish, implement, and enforce standards for supervision
- Review and approve continuing education reported by licensees
- Review and approve continuing education provider applications

Establish and enforce minimum standards of ethical practice for social workers.

- Receive and investigate complaints against social workers
- Take corrective or disciplinary action as deemed necessary to protect the public
- Monitor licensees who are under disciplinary orders and corrective action agreements

Provide information to applicants and licensees about examination, licensure and renewal requirements, and ethical standards of practice.

- Respond to inquiries from applicants and licensees
- Make presentations to social work students in accredited social work programs at colleges and universities throughout the state
- Attend social work professional conferences to distribute written information, make presentations, and answer questions

Provide information to the public.

- Disseminate information to the public on actions taken by the board
- Respond to requests for data
- Educate the public about the board's responsibilities, including how to register a complaint and how the complaint process works

Verify licensure status of social workers to employers, credentialing agencies, insurance agencies, and the public.

- Respond to inquiries
- Provide written verification

(Note: Preceding content taken directly from the MN BOSW webpage, 2015.)

Students graduating from the MSW program are eligible for licensure at the introductory master's level to practice as a Licensed Graduate Social Worker (LGSW) in Minnesota. Students wishing to practice social work in other states should contact the Board of Social Work in the respective state to determine licensure requirements. There are two advanced levels of licensure in Minnesota for individuals with an MSW degree or doctorate degree in social work: 1) Licensed Independent Social Worker (LISW) and 2) Licensed Independent Clinical Social Worker (LICSW). Go to the MN BOSW webpage page to learn about requirements for licensure at the advanced levels. Note that licensure is the responsibility of the licensee, not their educational program or employer. ALL of those who graduate with a degree in social work should obtain licensure even if their job title is not "social worker." For more information about licensure to practice social work in Minnesota, contact the Minnesota Board of Social Work.

Minnesota Board of Social Work
 2829 University Ave SE, Suite 340
 Minneapolis, MN 55414-3239
 (612) 617-2100; (888) 234-1320; FAX (612) 617-2103
 Hearing/Speech Relay: (800) 627-3529
 Email: social.work@state.mn.us
<http://www.socialwork.state.mn.us/>

Revised: March 7, 2014

MSW Program Mission Statement

The mission of the Master of Social (MSW) Program is to empower students to be ethical and culturally responsive advanced generalist social workers who are champions and advocates for social justice, economic justice, and the equality of human rights at all system levels. Located in Mankato, a mid-size community that serves as a regional hub for surrounding small and rural communities, we build on strengths and address the social, economic, and cultural challenges confronting small and rural communities. We are also committed to developing social work leaders with an awareness of historical and contemporary social, economic, and cultural issues in a broader and global context.

Adopted: March 1, 2017

MSW Program Goals

MSW Program will:

1. Prepare advanced generalist social workers that understand and identify with the values and ethics that serve to guide culturally responsive social work practice [C1].
2. Prepare advanced generalist social workers that are able to critically and differentially apply the knowledge, theories, values, and skills required to engage in research-informed practice and planned change (i.e. engagement, assessment, intervention, and evaluation) at all system levels, emphasizing the small and rural community context [C4, 6, 7, 8, 9].
3. Prepare advanced generalist social workers who build upon strengths, are committed to affirming diversity and difference in practice, and are advocates for the advancement of human rights and social and economic justice at all system levels [C 2, 3].
4. Prepare advanced generalist social workers as leaders who critically analyze, respond to, and shape the practice context, emphasizing rural and small communities [C7].
5. Prepare advanced generalist social workers who engage in policy practice to deliver effective social work services and advance social and economic well-being [C5].
6. Model and promote the core values of competency and service through life-long learning, scholarship, community involvement, and the promotion of the social work profession, spanning local to global communities [C 1].

Adopted: June 9, 2006; Revised and Adopted: January 7, 2008; Revised and adopted: March 2012; Revised and adopted: April 19, 2017

Competencies and Behaviors

CSWE EPAS 2015 COMPETENCIES AND BEHAVIORS

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

Generalist Year Behaviors

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- Use technology ethically and appropriately to facilitate practice outcomes; and
- Use supervision and consultation to guide professional judgment and behavior.

Specialization Year Behaviors

- Demonstrate independence and accountability as an Advanced Generalist social worker, particularly in rural and small communities.
- Differentiate and manage boundaries and multiple roles at multiple system levels.
- Model and promote life-long learning and commitment to the social work profession through reflective practice and community involvement.
- Apply ethical decision making frameworks to resolve complex ethical dilemmas.
- Assume leadership for critically examining ethical issues within inter-professional teams.
- Communicate professional judgments to client systems, public audiences, professional colleagues, and policy makers through multiple forms of media.
- Model proficient use in technological skills and tools required for competent and ethical

practice and seek appropriate training and consultation to stay current with emerging technologies.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand 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 also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

Generalist Year Behaviors

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macrolevels;
- Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Specialization Year Behaviors

- Demonstrate culturally responsive social work practice appropriate to the practice context.
- Critically examine historical and contemporary oppression, poverty, marginalization and alienation impacting diverse groups.
- Engage in on-going self-reflective practice, including the understanding of intersectionality to address strengths and challenges related to working with diverse groups.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

Generalist Year Behaviors

- Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- Engage in practices that advance social, economic, and environmental justice.

Specialization Year Behaviors

- Advocate for just social, economic, and environmental policies, particularly for rural and small community settings.
- Synthesize knowledge of the effects of oppression, discrimination, and historical trauma on client systems to guide planning and intervention.

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

Generalist Year Behaviors

- Use practice experience and theory to inform scientific inquiry and research;
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- Use and translate research evidence to inform and improve practice, policy, and service delivery.

Specialization Year Behaviors

- Use the evidence-based practice framework to apply and integrate research and evaluation at all levels of practice.
- Collect and analyze quantitative and/or qualitative forms of data to promote effective practice.
- Critically evaluate and differentially apply theoretical perspectives for interventions that support optimal client system outcomes.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand 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 understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

Generalist Year Behaviors

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- Assess how social welfare and economic policies impact the delivery of and access to social services;
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Specialization Year Behaviors

- Develop, implement and evaluate advocacy strategies for influencing social, economic, and environmental policy.
- Demonstrate leadership in critiquing policy and advocating for policy change.
- Effectively communicate socially and economically just policy positions.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness.

Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

Generalist Year Behaviors

- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Specialization Year Behaviors

- Differentially appraise and select theories of human behavior and the social environment in engaging client systems throughout the planned-change process.
- Develop helping relationships that are culturally responsive, change- focused, client informed, collaborative, strengths based, outcome oriented, and that are grounded in reflective social work practice.
- Engage in relationship building and interprofessional collaborative practice to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

Generalist Year Behaviors

- Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Specialization Year Behaviors

- Formulate comprehensive assessments of the client system appropriate to the practice context that recognize client and constituent diversity.
- Demonstrate the use of assessment instruments and analytic frameworks to decipher complex phenomena.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration. Social workers:

Generalist Year Behaviors

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- Facilitate effective transitions and endings that advance mutually agreed-upon goals.

Specialization Year Behaviors

- Critically appraise theoretical perspectives for interventions that support optimal client outcomes.
- Demonstrate the differential application of evidence-based, theoretically grounded, and culturally responsive methods of intervention.
- Differentially select and implement advanced practice skills appropriate to the interprofessional practice context.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

Generalist Year Behaviors

- Select and use appropriate methods for evaluation of outcomes;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Specialization Year Behaviors

- Evaluate interventions with client systems using approaches that are evidence-based, theoretically grounded, and culturally responsive.

- Design process and outcome evaluations to inform and improve practice.

Generalist and Specialization Year Behaviors adopted: September 20, 2017

Advanced Generalist Social Work Practice Definition

Advanced generalist practice builds on mastery of the generalist foundation to increase the depth and breadth of practice. Advanced generalist practice integrates greater theoretical and methodological sophistication for differential application of advanced social work knowledge, theories, skills, values and ethics in the assessment of and intervention with individuals, couples, families, groups, organizations and communities. Advanced generalist practice emphasizes the unique characteristics of social work services in the small and rural community context. Advanced generalist practice enhances the profession through the application and integration of research and evaluation at all levels of practice.

The advanced generalist practitioner:

- Integrates culturally responsive social work practice throughout all intervention levels.
- Effectively addresses the complex environment of service provision through sophisticated application of an advanced skill set across varied social work roles with emphasis on the context of small and rural communities.
- Engages in ethical, independent direct practice with individuals, families and groups and indirect practice in organizational administration and change, policy development, and community practice.
- Demonstrates leadership in both direct and indirect practice at all system levels.
- Encourages and engages in interdisciplinary collaboration and public-private partnerships.
- Engages in advocacy, policy practice, and social change to advance social and economic justice.

Adopted: June 9, 2006; Revised and Adopted: January 7, 2008; Revised and Adopted: October 13, 2008; Revised and Adopted: March 21, 2012; Revised and Adopted: April 26, 2017

MSW CURRICULUM

Requirements for the MSW Degree

The Department of Social Work has two options for students to complete the MSW program.

- Students admitted to the **Traditional 2-Year Program** must complete 59 credit hours of graduate course work, including 3 credit hours of electives and 20 credit hours of practicum/seminar.
- Students admitted to the **Advanced Standing Program** must complete 34 credits hours of coursework, including 3 credit hours of an advanced standing preparation seminar, 3 credit hours of graduate elective, and 10 credit hours of practicum/seminar.

Adopted: June 9, 2006; Revised and Adopted: March 30, 2012; Revised and Adopted November 5, 2014.

Curriculum Plan – Traditional Program

The MSW Curriculum has been carefully developed based upon our mission, goals, and objectives. We give particular attention to the requirements of our accrediting body (CSWE), the perceived needs of graduate students, the requirements for licensure in Minnesota, and the requirements of our institution. Students will be required to proceed through the curriculum as it is sequenced below.

The Traditional (TR) Program is based upon a full-time graduate credit load and does not have a part-time option. Students in the TR MSW program are required to complete 59 credits spread over two calendar years (6 semesters). The TR program includes 39 credit hours of classes and two field education placements, totaling 20 credit hours, in a supervised Field Education practicum placement. Students also need to take one 3-credit graduate level elective. The practicum runs each year from January through July. Some courses may be taught in a hybrid format so that students have less face-to-face contact time on campus.

Generalist Year (1st Year)

Fall Semester

SOWK 601: Foundations of Generalist Social Work Practice (3 credits)

SOWK 605: Social Welfare Policy and Services (3 credits)

SOWK 609: Culturally Responsive Communication in Social Work Practice (3 credits)

Spring Semester

SOWK 603: Human Behavior in the Social Environment (3 credits)

SOWK 611: Macro Social Work Practice and Theory (3 credits)

SOWK 615: Foundation Practicum & Seminar I (5 credits; about 20 hours/week)

Summer Semester

SOWK 629: Applied Social Work Research (3 credits)

SOWK 625: Foundation Practicum & Seminar II (5 credits; about 20 hours/week)

Specialization Year (2nd Year)*Fall Semester*

SOWK 651: Advanced Social Work Practice with Individuals (3 credits)

SOWK 663: Advanced Practice with Groups (3 credits)

SOWK 661: Social Work Program Planning and Administration (3 credits, hybrid)

Spring Semester

SOWK 655: Advanced Social Work Policy Practice (3 credits)

SOWK 660: Advanced Practice with Couples and Families (3 credits)

SOWK 665: Advanced Practicum and Seminar I (5 credits; about 20 hours/week)

Summer Semester

SOWK 669: Advanced Social Work Evaluation (3 credits)

SOWK 675: Advanced Practicum and Seminar II (5 credits; about 20 hours/week)

The 3-credit hour graduate elective requirement is typically fulfilled during one of the summer semesters or the fall semester of the specialization year.

Adopted: June 9, 2006; Revised and Adopted: November 5, 2008; Revised and Adopted: March 26, 2011; Revised and Adopted: March 30, 2012; Revised and Adopted: April 7, 2015

Curriculum Plan – Advanced Standing Program

The MSW Curriculum has been carefully developed based upon our mission, goals, and objectives. We give particular attention to the requirements of our accrediting body (CSWE), the perceived needs of graduate students, and the requirements of our institution. Students will be required to proceed through the curriculum as it is sequenced below. The Advanced Standing program is based upon a full-time graduate credit load and does not have a part-time option. Students in the Advanced Standing (AS) MSW program will take 34 credits spread over four semesters. The AS program includes 24 credit hours of classes and 10 credits in supervise Field Education practicum placement that runs from January through July. Some courses may be taught in a hybrid format so that students have less face-to-face contact time on campus.

Summer Semester

SOWK 650: Advanced Standing Preparation Seminar (3 credits)

Specialization Year

Fall Semester

SOWK 651: Advanced Social Work Practice with Individuals (3 credits)

SOWK 663: Advanced Practice with Groups (3 credits)

SOWK 661: Social Work Program Planning and Administration (3 credits, hybrid)

Spring Semester

SOWK 655: Advanced Social Work Policy Practice (3 credits)

SOWK 660: Advanced Practice with Couples and Families (3 credits)

SOWK 665: Advanced Practicum and Seminar I (5 credits; about 20 hours/week)

Summer Semester

SOWK 669: Advanced Social Work Evaluation (3 credits)

SOWK 675: Advanced Practicum and Seminar II (5 credits; about 20 hours/week)

The 3-credit hour elective requirement is typically fulfilled during one of the summer semesters or fall semester of the specialization year.

Adopted: June 9, 2006; Revised and Adopted: November 5, 2008; Revised and Adopted: March 26, 2011; Revised and Adopted: March 30, 2012; Revised and Adopted: April 7, 2015

MSW Program Course Descriptions

SOWK 601 Foundations of Generalist Social Work Practice

This generalist course focuses on direct generalist social work practice with individuals, families, and treatment groups, emphasizing the history, knowledge, skills, values, and ethics of the social work profession and the principles that promote social and economic justice, and human well-being. This course introduces students to the generalist social work approach, as well as the strengths perspective, task-centered model, trans-theoretical model of change, crisis intervention, solution-focused, case management, and family-centered models used for evidence-based social work practice. Students develop knowledge of and skills to understand effective helping relationships, emphasizing strategies to promote client empowerment and strengths, effective practice with diverse populations, and to engage in all phases of the helping process, including engagement, assessment, planning, implementation, evaluation, and termination. This course emphasizes the application of effective methodology with diverse client systems. Students will also develop professional writing skills for micro and mezzo level practice.

SOWK 603 Human Behavior in the Social Environment

The social work profession draws from many interdisciplinary theoretical perspectives to develop knowledge and skills for responding to the challenges faced by client systems across the lifespan. SOWK 603 Human Behavior in the Social Environment (HBSE) introduces general systems theories, strengths perspectives, empowerment theory, identity development and other theories commonly used in direct practice as models for understanding human behavior and the interactions of systems of different sizes. The focus of the course is to understand individual and family development across the lifespan in the context of these models, examining how larger systems influence the processes of human growth and change. Of particular importance are human diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and the role of oppression in the development of populations-at-risk. SOWK 603 provides an overview of important theories as well as human development from birth to old age in the context of family and community. Students will learn and critically analyze theories of human development and behavior with consideration of the: 1) social, cultural and economic forces affecting human development, with an emphasis on populations-at-risk, 2) factors that contribute to the enhancement of “well-being” and empowerment of individuals and families, and 3) social and economic injustices experienced by individuals and families that impact human behavior.

SOWK 605 Social Welfare Policy and Services

This course provides a macro context to contemporary generalist and advanced generalist social work practice providing an overview of the historical and contemporary social services system and an exploration of the interconnectedness between social welfare policies, social services and generalist social work practice. The course covers three main topic areas. The first area focuses on understanding the U. S. social welfare state and social service system from a

historical and contemporary perspective, including the role of the social work profession in such systems. The second part of the course examines how social problems are defined and delves into the contemporary social problem of U. S. economic insecurity and opportunity, income and wealth inequality, including an examination of economic mobility and of poverty. The third area focuses on social welfare policy analysis, from a social work value and policy statement perspective. Policy analysis includes the process of making, influencing, researching, and financing social welfare policy and services. Students learn and apply a framework for analyzing social welfare problems and policy aimed at promoting social, economic, and/or environmental justice.

SOWK 609 Culturally Responsive Communication

This course focuses on three broad content areas: 1) social work values; 2) aspects of diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation; and 3) knowledge and skills for effective interpersonal communication and interviewing, with emphasis on the application of effective communication with diverse populations. Students will learn about the social work values that guide generalist social work practice. Aspects of diversity will be examined, including an exploration of the historical and current economic, social, cultural and political forces that affect various groups – including recent immigrants and refugees – and impact the utilization of social service delivery systems and social work services. Students will examine models for “culturally competent” generalist social work practice and begin to review the literature pertaining to aspects of diversity in order to enhance their knowledge of and skills in culturally responsive evidence-based practice. Students will examine and understand the importance of self-assessment of one’s own and clients’ cultural heritage, beliefs, attitudes, values, identities, and responses to diversity and the application to advanced generalist social work practice at all levels, with an emphasis on practice with individuals and families and practice with treatment groups. Students will differentially apply knowledge of, and skills for, effective communication and interviewing with individuals and families from diverse backgrounds.

SOWK 611 Macro Social Work Practice and Theory

This course provides students generalist knowledge, theories, values and skills for generalist social work practice with task groups, organizations and communities. Task groups provide the forum for much of the indirect social work practice that social workers perform within their organizations and within the community. Human service organizations, including public, private for-profit, non-profit, and faith-based provide the setting for generalist social work practice. An organization’s leadership, structure, and function impact the effectiveness of human service delivery. Organizations exist within geographic communities. Social problems impacting individual/family client systems often are the failure, at least in part, of social institutions within the community and broader society. Students will learn and apply mezzo and macro-level theories of human behavior, analytical frameworks for understanding and assessing organizations and communities, and strategies and tactics for creating macro-level change to a social problem experienced by a target population within a targeted community.

SOWK 615-625 Foundation Practicum & Seminar I & II

SOWK 615 Foundation Practicum & Seminar I will allow students the opportunity to integrate social work theory and practice knowledge, skills, ethics and values through generalist social work direct practice with individuals, families, groups, organizations, and/or communities. In addition, students will apply the social work theory and practice knowledge, skills, ethics and values learned at a generalist level to engage in culturally competent direct social work practice with people representing diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation. Each student will work with the Field Director to locate agencies with opportunities for master's level practice and supervision corresponding with their learning goals.

Foundation Practicum & Seminar I is required for all students admitted with traditional standing to the MSW program. Students will be placed in agencies, for a total of 460 hours during the spring and summer semesters, that can provide appropriate practice experiences and supervision. Students are expected to apply the generalist practice perspective to their experiences with individual clients, families, groups, agencies, and/or communities while in their practicum setting. Seminar will provide additional hours for students to share their practicum experiences and challenges with their student colleagues for problem-solving, consultation, feedback, and support.

SOWK 625 Foundation Practicum & Seminar II is required for all students admitted with traditional standing to the MSW program who have successfully completed or received an "IP" grade for SOWK 615 Foundation Practicum & Seminar I. Students will continue their placement in the same agency as in SOWK 615 totaling 460 hours during spring and summer semesters. Students are expected to continue to apply the generalist social work practice perspective to their experiences with individual clients, families, groups, agencies, and/or communities while in their practicum setting. SOWK 625 will provide on-going problem-solving, consultation, feedback, and support for students as they complete their 460 hours in practicum. SOWK 625 expectations are similar to that of SOWK 615 and will require students to be active participants in field, in the classroom (both in person and online), and with assignments.

SOWK 629 Applied Social Work Research

The overall purpose of this course is to enable students to understand the rationale for and application of a variety of quantitative and qualitative research techniques commonly used in generalist social work practice. The content in this course presumes that students are in an applied social service field as all examples and activities will be based on Social Work practice. Students will become more skilled at reading and critically evaluating research studies, including studies that are designed to empirically test theory, as well as in conducting independent research. Students will understand how issues of diversity, including age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, is applicable to conducting and evaluating research and to engaging in effective, culturally competent social work practice. Students will also recognize the values, ethical issues, and social and economic justice issues that underlie research in general and Social Work research in particular. Research on practitioner effectiveness at the micro level with individuals and families and at the mezzo level with groups can facilitate client

growth and achievement of objectives, as well as ensure that social work practitioners are engaging in effective, evidence-based social work practice.

SOWK 650 Advanced Standing Preparation Seminar

SOWK 650 is required for all students admitted to the Advanced Standing Master of Social Work (MSW) Program at Minnesota State Mankato. Such students have already attained an undergraduate degree in social work from a Council on Social Work Education (CSWE) accredited program, thereby completing their “generalist” content. This seminar is designed to review and extend these students’ preparation for advanced generalist graduate-level social work while also building a strong cohort of classmates. The Advanced Standing Preparation Seminar helps students refine their professional self-identity as advanced generalist social workers while ensuring that they are ready to enter the concentration year of the advanced generalist MSW program. The course content will focus on several CSWE competencies and generalist areas including: social work values, ethics, ethical decision-making; applied social work research; macro context of social work practice – social welfare and social and economic justice; human diversity and anti-oppressive culturally responsive practice, theories of human behavior in the social environment and advances in neuroscience and application to social work practice, and mezzo level practice in task groups.

SOWK 651 Advanced Social Work Practice with Individuals

This course provides students with advanced generalist theories, knowledge, values, and skills for competent, ethical and evidence-based direct social work practice with individuals from diverse backgrounds. Students will develop, analyze, integrate and apply social work practice knowledge and skills of comprehensive diagnostic assessment, differential application of treatment approaches and intervention strategies, and multiple methods of assessment in social work practice at the micro level with individuals. Emphasis will be placed on current, evidence-based models of intervention used in a variety of direct social work practice settings with individuals from small and rural communities.

SOWK 655 Advanced Social Work Policy Practice

This course is designed to provide students with knowledge, values and skills to engage in effective task group practice and advanced policy practice. Contemporary public policy issues are incorporated into the course through student groups’ selection of social problems and public policy issues derived from practice interest or experience. Students research and conduct a social problem and policy analysis of an issue negatively impacting human well-being, with an emphasis on vulnerable, oppressed, or marginalized populations, and of significance to rural and small community advanced generalist social work practice. Students formulate a policy brief documenting a social problem and proposing policy solutions that enhance human well-being and promote social, economic, and/or environmental justice. Students learn, analyze, design and implement an advocacy intervention to promote public policy change at the formulation, legislation-making, and/or implementation stages using a three-pronged advocacy model. Students examine the values and ethical issues related to policy practice.

SOWK 660 Advanced Social Work Practice with Couples & Families

This course provides students with advanced generalist theories, knowledge, values, and skills for evidence-based direct practice with couples and families. Students will develop, analyze, integrate and apply advanced knowledge and skills in the comprehensive assessment and the differential application of treatment approaches and intervention strategies in social work practice with couples and families. This course presents a framework for comparing, contrasting, and differentially applying these models to direct practice with diverse populations and in a variety of field settings, with particular emphasis on practice in a rural and small community context.

SOWK 663 Advanced Social Work Practice with Groups

This course provides students with advanced generalist theories, knowledge, values, and skills for evidence-based direct practice with treatment groups. Students will develop, analyze, integrate and apply advanced knowledge and skills in the differential application of treatment approaches and intervention strategies in social work practice at the mezzo level with treatment groups. This course presents a framework for comparing, contrasting, and differentially applying these models to direct practice with diverse populations and in a variety of field settings, with particular emphasis on practice in a rural and small community context.

SOWK 661 Social Work Program Planning and Administration

SOWK 661 Advanced Social Work Practice Administration provides students with advanced generalist social work practice knowledge, values, and skills for macro level administrative practice. It is expected that students who successfully complete this course will understand the role of social workers as supervisors, managers, administrators, policy makers, and leaders in developing, enhancing, promoting and administering effective, culturally competent, and ethical social services to diverse groups. These groups include diversity of age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation, and the promotion of social and economic justice. Students develop knowledge of and skills in personnel management and professional development, grant writing, resource development, budgeting, leadership, and other aspects of administering effective, evidence-based social service agencies. Students develop an understanding of how organizational theories and social welfare policy practice are applicable to social service administration and service delivery. Students examine strategies for maximizing the use of agency personnel and other resources to achieve agency mission. This course also focuses on strategies for maximizing client involvement, strengths, and empowerment in social service delivery and for ensuring the delivery of culturally competent social services with some application to rural and small communities.

SOWK 665-675 Advanced Practicum & Seminar I & II

SOWK 665/675 is designed to offer students the opportunity for direct and indirect evidence-based practice with increasingly more advanced practice situations, to emphasize advanced practice in the small and rural context as appropriate, and to recognize opportunities for leadership in both direct and indirect practice. In practicum settings students draw on all

courses and take initiative to apply advanced knowledge, skills, and ethical principles in their contact with client populations, colleagues, and communities. This requires the use of critical thinking, increasing responsibility for application of advanced theories and methodology, and for assuming leadership as appropriate to create change opportunities in both direct and indirect practice. Practice occurs under the supervision of a MSW-prepared social worker that functions as a Field Instructor. One of the primary purposes of this practicum is to provide student contact with individuals, families, groups, organizations or communities who are involved with the social service delivery system and are distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental disability, age, and national origin. This will serve to sensitize students to the practice issues germane to these client groups, to learn how to provide services adequately, and to develop collegial relationships with a diverse group of practitioners.

Seminar is the integrative component of the course that promotes the open discussion of students' experiences with their student-colleagues from the perspective of various practice settings. The purpose of seminar is to help students reflect on their experiences within the field agency, and to clarify and integrate theoretical and practice curriculum content in practice with individuals, families, groups, organizations, and communities. Professional development, application of coursework, and issues related to populations at risk and clients distinguished by race, ethnicity, culture, class, gender or sexual orientation, religion, physical or mental disability, age and national origin, will be addressed through case presentation and discussion (face to face and/or on-line). Students will explore the ethical considerations of social justice, intervention and non-intervention in a supportive and collaborative setting.

SOWK 669 Advanced Social Work Evaluation

The purpose of SOWK 669 Advanced Social Work Evaluation is to teach the knowledge, skills, values, and ethics of both direct practice evaluation and program evaluation at the advanced generalist social work level. This course focuses on understanding and utilizing systematic evaluation research methods to inform social work practice. This course explores evaluation research within the context of the social work profession and the delivery of social welfare services to diverse populations, populations-at-risk, and different community settings, with some emphasis on rural and small communities. This course provides a heavy emphasis on understanding and applying strategies to assess programmatic outcomes.

MSW Program Elective Courses

Students in the MSW Program must fulfill 3-elective graduate credit hours, usually by taking a single 3-credit graduate level course of their choice. Students may choose to complete more elective credits. Elective course(s) should be selected by the students to enhance their knowledge and skills for advanced generalist social work practice. Some funding opportunities and stipend programs may require that students take particular electives.

The Department of Social Work offers several elective options. In addition, courses from other

departments have been approved to fulfill the elective requirement. Refer to the list of MSW Program Elective Courses below. All courses are subject to enrollment caps, availability, and scheduling conditions that may change yearly at the discretion of the department offering the course. Additionally, not all of these courses will have the same per-credit tuition rate.

Students may substitute an alternative course(s) to fulfill the elective requirement. Refer to the *Elective Requirement Policy and Procedures* for additional information about fulfilling the elective. Refer to the *Graduate Studies Bulletin* for course descriptions. This list is subject to change annually.

Social Work, College of Social and Behavioral Sciences

- SOWK 515: Child & Family Welfare (3)
- SOWK 517: Comorbidity of Mental Health and Substance Use Disorders in Social Work (3)
- SOWK 519: Social Work & Aging (3)
- SOWK 522: Social Work & Chemical Dependency (3)
- SOWK 525: Social Work in Health Care Setting (3)
- SOWK 527: Social Work & Domestic Violence (3)
- SOWK 530: Social Work in School Settings (3)
- SOWK 532: Social Work & Disabilities (3)
- SOWK 549: Advanced Public Child Welfare (1-6)
- SOWK 585: Special Topics – Various social work topics/may change each year (1-3)
- SOWK 653: Advanced Child Welfare Practice

Counseling & Student Personnel, College of Education

- CSP 647: Crisis Intervention Strategies (3)
- CSP 648: Counseling in a Multicultural Society (3)
- CSP 650: Child/Adolescent Counseling Techniques (3)
- CSP 652: Counseling Through the Family Life Cycle (3)
- CSP 654: Play Therapy Theories and Techniques (3)
- CSP 655: Mental Health in Schools (3)
- CSP 668: Couples Counseling (3)

Ethnic Studies, College of Social and Behavioral Sciences

- ETHN 580: Social Justice in Ethnicities and Gender (3)
- ETHN 640: Environmental Justice (3)

Business Administration, College of Business

- MBA 642: Management of Human Resources (2)
- MBA 651: Managing Behavior in a Changing World (2)
- MBA 665: Leadership (2)
- MBA 667: Organizational Development and Change (2)

Gerontology, College of Social and Behavioral Sciences

- GERO 600: Gerontology Theory and Practice (3)

Nonprofit Leadership, College of Social and Behavioral Sciences

- NPL 673: Survey of Nonprofit Leadership and Management (3) – Online course

Political Science and Public Administration, College of Social and Behavioral Sciences

- POL 628: Seminar: Public Management (3)
- POL 662: Human Resource Management (3)
- POL 669: Seminar: Public Policy Analysis (3)

Psychology, College of Social and Behavioral Sciences

- PSYC 555: Abnormal Psychology (4)
- PSYC 651: Adult Psychopathology (3)
- PSYC 652: Child Psychopathology (3)
- PSYC 654: Clinical Case Management (3)

Sociology, College of Social and Behavioral Sciences

- SOC 517: Program Administration (3)
- SOC 566: Program Planning (3)
- SOC 607: Program Evaluation (3)

Urban and Regional Studies, College of Social and Behavioral Sciences

- URBS 553: Grants Administration (3)
- URBS 512: Public Information and Involvement (3)
- URBS 602: Urban Planning Process (3)

Adopted: June 9, 2006; Revised and Adopted October 10, 2007; Revised and Adopted: August 27, 2008; Revised and Adopted: October 14, 2009; Revised and Adopted: March 7, 2014, Revised and Adopted: April 18, 2018.

Clinical Knowledge Content

In 2011, new requirements for licensure in Minnesota as a licensed independent clinical social worker (LICSW) took effect. One of the requirements is that an applicant must have completed 360 clock hours (1 semester credit = 15 clock hours), 270 hours (75%) of which must be earned through graduate coursework, in the following clinical knowledge/content areas:

- 108 clock hours in differential diagnosis and biopsychosocial assessment including normative development and psychopathology across the lifespan;
- 36 clock hours in assessment-based clinical treatment planning with measurable goals;
- 108 clock hours in clinical intervention methods informed by research and current standards of practice;
- 18 clock hours in evaluation methodologies;
- 72 clock hours in social work ethics and values, including cultural context, diversity, and social policy; and
- 18 clock hours in culturally specific clinical assessment and intervention

There are three ways to satisfy the clinical knowledge content:

1. Courses in a graduate degree program accredited by the Council on Social Work Education,
2. Post-graduate coursework, and
3. Up to 90 continuing education hours.

Go to the Minnesota Board of Social Work's website to obtain additional information about the requirements and to access the text of the new law: <http://www.socialwork.state.mn.us/>

Our MSW Program provides students in both the TR Program and AS Program **with most, but not all**, of the clinical content hours required for those who wish to pursue clinical licensure, and students should carefully select their electives if this is their goal. Refer to the MSW (Graduate) Program website for these forms, which are updated annually by cohort:

<http://sbs.mnsu.edu/socialwork/graduate/licensure.html>

1. *Clinical Content Documentation Form*. You can use this form to document clinical content for courses not required or approved by the MSW program or for CEU. If you take an elective(s) not on the approved elective course list you will need to get the clinical content information directly from the course instructor. Use the aforementioned document to record the content. Share the information with the MSW Program Director so we can update our records.
2. *Clinical Content Information and Documentation Form*. Students in the Advanced Standing program should refer to the AS document. Students in the Traditional Program should refer to the TR document. Students should refer to the document corresponding with the year of graduation from the program or the most recent year available.

Questions regarding the licensing law (i.e. requirements, documentation) should be directed to the Minnesota Board of Social Work. Consult with your academic advisor with questions regarding fulfillment of the clinical knowledge content areas within and outside of the MSW curriculum (including elective courses).

Adopted: April 9, 2009; Revised and Adopted: April 4, 2012

MSW PROGRAM POLICIES

General Statement

The policies outlined in the *MSW Program Graduate Student Handbook* are designed to maximize the equitable treatment of all students enrolled in the MSW program. The policies stipulate the responsibilities of the Department, as well as the rights and responsibilities of students. The Department will periodically review existing policies and revise, repeal, and draft new policies as is warranted in order to be in compliance with federal, state, university, College of Graduate Studies and Research and CSWE policy. This is to ensure effective administration of the MSW program, to deliver a high quality social work education, and to ensure the equitable treatment of all students. All policy changes are effective immediately, unless otherwise noted.

Adopted: August 22, 2007

Affirmative Action Policies

Statement of Non-Discrimination

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. The University and Department of Social Work is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, veteran's status, national origin, sex, sexual orientation, age, marital status, physical and mental disabilities, creed, status due to receipt of public assistance, or any other groups against which discrimination is prohibited by Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Minnesota Statute Chapter 363, and other applicable state or federal laws or State University System policies.

The Affirmative Action Office is responsible for assisting students who believe they have been harassed or discriminated against because they are a member of a protected group. All complaints, including complaints of: 1) sex discrimination, harassment and violence; 2) sexual orientation discrimination/harassment; and 3) racial discrimination/harassment should be made to the Affirmative Action Office. The *Complaint of Discrimination* form can be accessed on the Office of Affirmative Action webpage.

Office of Affirmative Action Contact Information:
 Director, Affirmative Action
 Armstrong Hall 112
 507-389-2986
 800-627-3529 (MRS/TTY)
<http://www.mnsu.edu/affact/>

The Department's non-discrimination policy is drawn from MnSCU policy 1B.1 *Nondiscrimination in Employment and Education* adopted September 20, 1994/revised June 21, 2006 and MnSCU policy 1B.1.1 *Report/Complaint of Discrimination/Harassment Investigation and Resolution* adopted February 7, 1997/revised January 25, 2012.

Adopted: June 9, 2006

Access for Students with Disabilities Policy

In accordance with University Policy, the Department of Social Work is committed to ensuring equal educational opportunity and full participation for qualified persons with disabilities as is legally required under the Rehabilitation Act of 1973, including section 504 and the Americans with Disabilities Act of 1990.

Minnesota State University, Mankato Policy states:

A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain statements indicating the availability of accommodations of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodation may include the following: alterations to rules, policies, practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

Minnesota State University Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation). (*Revised July 1, 2013*)

Students with any type of disability may request accommodation through the Office of Accessibility Resources. Reasonable accommodations will be made by faculty based upon the advisement of this office. To read the entire University Access for Students with Disabilities

Policy, go to <http://www.mnsu.edu/policies/approved/accessforstudentswithdisabilities.pdf>

Office of Accessibility Resources Contact Information:

Julie Snow, Director

132 Memorial Library

Phone: 507-389-2825 (Voice/TTY)

julie.snow@mnsu.edu

<http://www.mnsu.edu/access/index.html>

Adopted: September 12, 2007; Revised March 7, 2014

Admission Related Policies & Procedures

A complete description of MSW program Admission Policies and Procedures and Forms for the Traditional Program and Advanced Standing Program is located on the Department of Social Work website at <http://sbs.mnsu.edu/socialwork/graduate/admissions.html>

Advanced Standing Policy

Applicants to the Advanced Standing Program option must hold a Bachelor in Social Work (BSW, BSSW) degree or other Bachelor's degree (BS or BA) with a major in social work from a CSWE accredited program at the time of enrollment. Such a program must have included a supervised undergraduate field practicum consistent with CSWE standards.

Adopted: June 9, 2006

Credit for Life Experience or Previous Work Experience Policy

Though previous social service experience is evaluated as part of the admissions process, no college course credit will be given to any student in the MSW program for either previous life experience or previous work experience.

Adopted: June 9, 2006

Enrollment in required MSW courses

Enrollment in required MSW courses is by permission only for graduate students in other programs. If there is space available in a course, the student must request to be enrolled in the course through a written correspondence to the instructor. For courses taught by adjunct faculty members, the instructor should first consult with the MSW Program Director before giving the non-MSW student permission to enroll in the course. The instructor has the discretion to decide whether to permit a non-MSW student to register for the course.

Adopted: April 10, 2019

International applicants for whom English is not their first language

Applicants who do not use English as their first language must demonstrate the ability to complete academic coursework in English by submitting results of the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) Academic Module. For consideration of admission into the MSW program, applicants must meet one of the following scores:

TOEFL Written – 550

TOEFL Internet-based – 79

IELTS – 6.5

Meeting the minimum score means the applicant meets the minimum eligibility for admission; it does not mean the applicant will be admitted.

Adopted: September 18, 2013; Revised: April 25, 2019

Application for readmission to the MSW Program following withdrawal or dismissal

Any individual who wishes to reapply to the MSW Program following their voluntary withdrawal or dismissal for cause from the program must submit a new application and will be subject to the same review process as all other applicants. If the applicant is offered admission, their previously completed graduate coursework will be reviewed by the MSW Program Director and evaluated against the current curriculum to determine which credits, if any, might apply towards degree completion. Acceptance of previous coursework is also subject to the policies of the College of Graduate Studies and Research at Minnesota State University, Mankato. To be accepted as part of a degree program, the credits must have been completed within six years prior to the award of the MSW degree. Coursework in which a grade lower than a “B” was earned will not be considered towards degree completion.

Adopted: September 18, 2013

Course Transfer/Substitution Policy and Procedures

Transfer credits may be accepted in accordance with the policies of the College of Graduate Studies and Research at Minnesota State University, Mankato. To be accepted as part of a degree program, transfer credits must be graduate-level and have been completed no more than six years prior to the award of the MSW degree.

It is the policy of the MSW program that:

- MSW students may request a substitution for the following three generalist year courses from a CSWE accredited program or other accredited graduate program:
 - SOWK 603 – Human Behavior in the Social Environment;

- SOWK 605 – Social Welfare Policy and Services; and
 - SOWK 629 – Applied Social Work Research.
- The MSW program will accept a graduate course(s) from a CSWE accredited MSW program or other graduate program in a related field for the 3 elective credits.
 - No transfer credit will be awarded for social work practice courses, required specialization year courses, or for field education practicum seminar and hours.

Requests for transfer and/or substitution of course credits are reviewed on a case-by-case basis of each comparable course syllabus to ensure the course fulfills the competencies and practice behaviors of the MSW program generalist or elective course and has comparable learning outcomes, content, readings, and requirements.

Adopted: April 1, 2015; Revised: April 25, 2019

Transfer/Substitution Procedure: Generalist Year Courses or Elective Taken Before Beginning the MSW Program

Students who wish to have graduate credits/courses taken *before beginning* the MSW program from another institution or from another department at MSU Mankato evaluated to substitute for generalist *year credits/courses* or the *elective* should follow these steps.

1. Contact the MSW Program Director by telephone, email, or in person ***prior to beginning*** the MSW program to discuss the possibility of accepting credits for transfer/substitution. Students must initiate the process for transfer/substitution of credits already earned prior to beginning the MSW program.

Credits will only be reviewed if they fit the above stated criteria and the student earned a grade of “B” or better in the course. These courses and their grades must appear on an academic transcript submitted by the student.

2. If the course appears to meet the standards outlined above, the student will be asked to complete a *Course Transfer/Substitution Form* and submit it, along with a copy of the syllabus for each course to be considered. Refer to the end of the *MSW Graduate Student Handbook* for a copy of the *Course Transfer/Substitution Form*. The form with supporting documentation must be submitted within 30 days of the initial discussion with the MSW Program Director in order to be eligible for review.
3. This information will be reviewed by the MSW Program Director in consultation with at least one member of the MSW Admission Committee for substitutions requested at time of admission.

4. A decision will be made in writing within two weeks of submission about the course substitution request. The form indicating the decision will be sent to the applicant/student and a copy placed in the student's MSW file.

Transfer/Substitution Procedure: Elective Course Completed After Beginning the MSW Program

1. Contact your Academic Advisor by telephone, email, or in person prior to enrolling in a non-approved MSW course to discuss the possibility of accepting the course to fulfill the 3 credit elective requirement.
2. If the course appears to enhance the student's knowledge and skills for advanced generalist social work practice, the student will be asked to complete a *Course Transfer/Substitution Form*. Refer to the end of the *MSW Graduate Student Handbook* for a copy of the *Course Transfer/Substitution Form*. The form, with supporting documentation (if requested), should be submitted within 30 days of the initial discussion with the Academic Advisor.
3. This information will be reviewed by the Academic Advisor.
4. A decision will be made in writing within two weeks of submission about the course substitution request. The form indicating the decision will be sent to the applicant/student and a copy placed in the student's MSW file.

Transfer/substitution requests that do not fall within the aforementioned procedures should start with the Academic Advisor, in consultation with the MSW Program Director, to determine the possibility of accepting the request and approval process.

Adopted: June 9, 2006; Revised and Adopted: December 10, 2007; Revised and Adopted: April 9, 2009; Revised and Adopted: March 27, 2013; Revised and Adopted: April 1, 2015

Advisement Policy

Upon acceptance to the MSW program, the MSW Program Director serves as the advisor of record until a permanent faculty member has been assigned. Permanent assignments are made before the beginning of the fall semester.

Students are assigned a permanent faculty advisor from among the MSW faculty. It is the policy of the MSW program to allow MSW students to request their preference for an Academic Advisor among the MSW faculty members. Indication of preference for a faculty member does not guarantee that the person will be assigned as the Academic Advisor. Rather, student preference is taken into consideration when assigning advisors. Final assignments are contingent upon availability of faculty and are made by the MSW Program Director to ensure equity in numbers of advisees among the MSW faculty.

Advisors or advisees may request a change in assignment. Advisors or advisee should make his/her request in writing or through a scheduled meeting with the currently assigned advisor or advisee and should use the Graduate College *Change of Advisor Form* <http://grad.mnsu.edu/forms/advisorChange.pdf>. After the change of advisor request has been completed, the person who initiated the change will submit the form to the MSW Program Director who will make the necessary reassignment in conjunction with the advisor or advisee. The purpose of this process is to promote and enhance professional social work practice behaviors and parallels professional behaviors delineated in the *NASW Code of Ethics*.

The nature of the advisor-advisee relationship will depend upon the degree to which the student chooses to engage with and utilize the advisor.

Responsibilities of the Advisor

- Helps advisee matriculate through the MSW program
- Helps advisee choose appropriate elective course(s)
- Works with advisee in the event of academic problems
- Confers with advisee about academic, professional, and career issues
- Monitors advisee performance
- Consults with advisee in applying for graduation

Responsibilities of Advisee

- Initiates contact with advisor
- Provides current information (address, telephone number, name changes, etc.)
- Informs advisor of academic progress and standing
- Consults with advisor regarding changes in program plan (i.e. leave of absence)
- Consults with advisor regarding barriers to professional service
- Consults with advisor on applying for graduation

Adopted: August 22, 2007; Revised and Adopted: January 14, 2009; Revised and Adopted: November 17, 2010; Revised and Adopted: April 4, 2012; Revised and Adopted: April 1, 2015
Student Request for Enrollment Changes Policy and Procedures

Decisions made by the MSW program regarding student requests for enrollment changes must balance the needs of the student and the needs and responsibilities of the program. As a condition of admission to the MSW program, students sign a *Statement of Responsibilities and Agreements* stipulating that they will “proceed through the requirements in the sequence and order in which they are laid out.” However, the Department recognizes that unforeseen circumstances may arise necessitating a change in enrollment status.

There are two main types of changes in enrollment status: 1) delay of admission to the program and 2) leave of absence.

Delay of Admission to the Program

Students who are accepted to the MSW program may request a delay or deferral of admission for one academic year. Students requesting a delay should initiate the process by speaking with the MSW Program Director to discuss their request. In consultation with the MSW Program Director, a *Delay of Admission (DA) Form* needs to be completed. Refer to forms section of this handbook for a copy of the *DA Form*. This form stipulates the reason for the delay and the academic year when the student will begin the MSW program to which they were admitted (e.g. Traditional or Advanced Standing). The DA form is submitted to the MSW Program Director for approval. The MSW Program Director will send the student the completed form indicating approval or denial of the request. The MSW Program Director will send a copy of the form to the Office of Graduate Studies and place a copy in the student’s MSW program file. Students granted a delay in admission must inform the MSW Program Director of their intention to begin the MSW program by submitting the *Approval of Continuation Form* by the date stipulated on the approved *DA Form*. Refer to page 82 of this handbook for a copy of the *Approval of Continuation Form*. Students who do not meet the stipulated deadline for submitting their request to begin the program will have their admission offer rescinded and must reapply for admission to the MSW program. Students requiring more than a two-year delay of admission must reapply for admission to the MSW program.

Leave of Absence

Students who find it necessary to take a leave of absence should arrange a conference with their faculty advisor to discuss their request for a leave. The MSW program is a highly-structured program in which required courses are only offered one time a year. Students requesting a leave of absence must wait an entire academic year before they can return to the program. There is no option for a one-semester leave. In consultations with the advisor, a *Leave of Absence (LA) Form* needs to be completed. Refer to page 82 of this handbook for a copy of the *LA Form*. This form stipulates the reason for the leave and the academic year when

the student will return to the MSW program to which they were accepted. The *LA Form* is submitted by the advisor to the MSW Program Director for approval. The MSW program Director will send the student the completed form indicating approval or denial of the request. The MSW Program Director will send a copy of the *LA Form* to the student's advisor, Office of Graduate Studies and place a copy in the student's MSW program file. Students granted a leave of absence must inform the MSW Program Director of their intention to begin the MSW program by submitting the *Approval for Continuation Form* by the date stipulated on the approved *LA Form*. Refer to the forms section of this handbook for a copy of the *Approval of Continuation Form*. Students who do not meet the stipulated deadline for submitting their request to resume the program will be withdrawn from the MSW program and must reapply for admission to the MSW program.

Students who are unable to resume the program according to the terms stipulated in the *LA Form* should arrange a conference with their advisor to discuss their request for an extension of their leave. In consultation with the advisor, a *LA Form* requesting an extension needs to be completed. The *LA Form* is submitted by the advisor to the MSW Program Director for approval. The MSW Program Director will send the student the completed form indicating approval or denial of the request. The MSW Program Director will send a copy of the form to the student's advisor, Office of Graduate Studies, and place a copy in the student's MSW program file. Students granted an extension must inform the MSW Program Director of their intention to resume the MSW program by submitting the *Request for Continuation Form* by the date stipulated on the approved *LA Form*. Students who do not meet the stipulated deadline for submitting their request to resume the program will be withdrawn from the MSW program. Only one extension may be granted.

Students denied an extension or withdrawn from the program may file a written petition appealing the decision. Refer to the *Grievance and Appeal Policy and Procedures*. Any leave of absence request beyond what is stipulated in the policy should be pursued through the *Grievance and Appeal Policy and Procedures*.

The policy of the College of Graduate Studies and Research states that all work for a master's degree must be completed within a six-year period. Any courses which are more than 6 years from the date of graduation will be invalid and will not be counted toward graduation credits. This six-year limit includes all previous credit transferred to a Minnesota State, Mankato program.

Draft: August 22, 2007; Revised and Adopted: October 10, 2007; Revised and Adopted: April 9, 2009; Revised and Adopted: November 30, 2016

Communications and Technology Processes, Policies & Guidelines

MSW Program Listserv

The MSW program listserv was created to provide a mechanism for exchange among MSW faculty and current MSW students in lieu of creating a student advisory board. The listserv is used as a means for faculty to communicate with students, students to communicate with faculty, and students to communicate with one another. The MSW Program Director, MSW Field Education Director and other faculty regularly use the MSW listserv to provide information, to post announcements, and for other communication pertaining to the MSW program. New and revised policies are posted on the MSW program listserv for comment and information about policy changes is disseminated. Students are automatically added to the listserv upon acceptance of the offer of admission and assignment of a student Tech ID by the University.

- To post a message in the 'To' line type: MSWProgram@Campus.mnsu.edu
- If you wish to respond to a message to everyone on the listserv hit 'reply'. If you wish to respond only to the person sending the message DO NOT hit 'reply'. Rather, type the person's email address in the 'To' line.

Adopted: August 21, 2008

Department of Social Work Listserv

Students are encouraged to subscribe to the Social Work Department listserv.

The Department of Social Work listserv is named '**sowkers**'. This listserv provides students, faculty, and alumni with a communication tool for announcements, questions, resource sharing, and suggestions related to the social work program. Faculty will send email notices (called posting messages) about scheduled events including Department specific activities such as application deadlines, workshops on campus or in the community, Social Work Club activities, etc. Further information about jobs, licensing, or other opportunities for participation in the Department and the profession of Social Work can be posted by faculty or other listserv participants. In addition, students can post information or requests for information about the social work program, community or other issues relating to social work education and practice.

Subscribing to the Listserv

It is very simple to subscribe to the listserv.

- Go to the [Sowkers](http://mail.mnsu.edu/mailman/listinfo/sowkers) webpage: <http://mail.mnsu.edu/mailman/listinfo/sowkers>
- On this page, you will be asked for your email address and a password.
- An email will be sent to your email program (Mavmail, hotmail, yahoo, etc.) to confirm your request to subscribe to this listserv.
- Follow the instructions in the email to confirm your desire to subscribe to the listserv.
- The [Sowkers](http://mail.mnsu.edu/mailman/listinfo/sowkers) webpage also gives you links to a variety of other functions performed by this listserv software. It is worth exploring!

Posting a Message

In your email program, select 'new message' and type the address sowkers@mail.mnsu.edu in your 'to' box. Type your message and send! It is that easy. All subscribers will receive your email. Remember that as long as you send to the sowkers@mail.mnsu.edu email address, all participants on the listserv will get your email.

Responding to a Message

In your email program, select reply. The reply function will send your message to all members of the listserv. If you only want to reply to one person, select that person's address and type/copy/paste it into the address box. Please use the listserv responsibly: only post social work related information and be careful as to whether you are replying to everyone or to only one person.

Adopted: August 22, 2007

MavMail Use

MavMail is the email service for Minnesota State, Mankato. Students are *expected to use and frequently check their MavMail*. Department faculty and staff will only use student's MavMail address to communicate via email. Students who use a private provider for their email can have their MavMail forwarded to it. For more information about MavMail go to <https://www.mnsu.edu/its/mavmail/>

Adopted: August 22, 2007

Student Mailboxes

Students in the MSW program are given a student mailbox upon acceptance of the offer of admission to the program. Student mailboxes are located in the MSW Student Mailbox file drawer in the Social Work Department Office, Trafton North (TN) 358. Students are expected to check and empty their mailbox on a regular basis. Student mailboxes can be used by faculty, advisors, MSW Program Director, Department Chair, the office manager and others to disseminate written information, return assignments, and for other purposes. Please see Department Office Manager (TN 358) for assistance in locating your student mailbox.

Adopted: August 22, 2007

Distraction and Technology Use Policy

The purpose of class is learning and educational interaction with the instructor and other students. In order to fulfill that purpose and to help students develop professional behavior that extends far beyond the classroom, the Department of Social Work has developed this policy on *Distraction and Use of Personal Technology* in the classroom. Each faculty member may implement this policy and consequences for behaviors that violate this policy as they see fit, but should make students aware of the issues at the beginning of each course.

We ask that students arrive and be prepared to begin class at the time indicated in the course registration materials and not leave prior to official course ending time, unless instructor makes other arrangements. To maximize classroom learning and minimize classroom disruption, please be respectful of the instructor and other students when you do have to enter late or leave early. If you must arrive late or leave early, discuss this matter with the instructor as soon as possible and choose a seat in the room that is least disruptive to the classroom activity in progress. Chronic tardiness or leaving early may impact your course grade.

As we all know, we live in an increasingly technological society and many of us use a variety of personal electronic devices. While helpful, the use of these devices in classroom and work settings is often distracting and can detract from both learning and work. While you may bring such devices (e.g. computers, PDAs, I-Pods, cell phones, etc.) into the classroom, their usage during class time should be restricted to educational purposes related to the class itself. In many cases, laptops or other devices may be used for note-taking with instructor permission. Students who use their devices for other purposes (e.g. to text message, search the Internet, play games, listen to music, or read email) may be asked to close their computers or leave the room. Cell phones should be turned off or set to vibrate during class time; messages or calls should be responded to during class only in the case of an emergency. If students anticipate this, they are asked to make the instructor aware and should leave the classroom to take care of personal business.

Faculty members may use a range of responses in dealing with situations where students violate this policy. These responses may include, but are not limited to reducing participation points, lowering grades, asking students to turn off equipment or leave the class, and even asking security to remove the student in some rare situations. Upholding basic interpersonal respect and professional behavior standards should make it unnecessary for faculty to take any action, while following this policy will also help us all to maintain an optimal learning environment.

Adopted: January 24, 2007

Social Media Guidelines

Social work students and professionals use social media in a variety of ways to network and communicate with others, to learn about the profession, and to find resources. Some agencies also use social media to promote their programs. Social work students and professionals may be held accountable for statements, behaviors, photographs, and videos posted to the Internet and social media by employers, clients, and colleagues, among others. Sharing personal information on social media can have an impact on current and future educational and professional opportunities. For safety and privacy, it's important to consider what information about you is readily available online. It is also important that what you post publically online is accurate and doesn't reflect poorly on you or your agency. For this reason, the Department has developed these Social Media Guidelines to help guide social work students to make informed decisions about their use of social media.

Definition of Social Media

"Social media" includes any form of digital and electronic communication and a wide range of applications through which people create virtual or online groups or communities on the Internet by developing and sharing information, content, ideas, messages, pictures, video and other digitized content. Typically, these are accessed via computers, tablets, smart phones, and other electronic devices. Social media and internet use, in this case, includes, but is not limited to:

- Maintaining a profile page on Internet-based networking sites (LinkedIn, Facebook, Tinder, etc.);
- Sharing digital content photos, audio, or video (Instagram, YouTube, Snapchat, etc.);
- Managing, owning, and commenting on blogs;
- Participating in conversations on web forums or message boards;
- Submitting, posting, and commenting on both University and non-University related web pages;
- Using geographical positioning (GPS) applications, which may be embedded on various devices.

Ethical Responsibilities, Social Media, and Electronic Communication

Content posted to any social media platform or application on any device may become public

information, even if that is not the intent. Such content and communication can reflect, both privately and professionally, on the individual who posts or shares it. As such, the Department of Social Work feels that it's important for students to consider one's social media and online presence in the context of the values and ethics of the social work profession. The Department strongly urges students to be thoughtful about and aware of their presence on social media and how their digital profile may contradict or violate the profession's ethical code or legal standards.

Social work students and professionals in Minnesota are guided by standards of ethical, legal, and professional behavior described in the Minnesota Social Work Practice Statutes (Chapter 148E), the National Association of Social Workers (NASW) Code of Ethics, and the International Federation of Social Worker (IFSW) Code of Ethics. These resources are available for reference at the following links:

- **Minnesota Statutes Chapter 148E** – “Board of Social Work Practice”
<https://www.revisor.mn.gov/statutes/?id=148E>
- **The National Association of Social Workers** – “Code of Ethics”
<http://www.socialworkers.org/pubs/code/default.asp>
- **The International Federation of Social Workers**- “Ethical Principles”
<http://ifsw.org/policies/statement-of-ethical-principles/>

Further, students are reminded they are to abide by the University's Statement of Student Responsibilities and all relevant University polices, regardless of their major.

- **Minnesota State University Mankato, Statement of Student Responsibilities**
<https://www.mnsu.edu/students/basicstuff/policies.html>

Suggestions for use of the Internet and Social Media by Social Work Students

- Know your digital profile by conducting a “Google” search with your name; find out what comes up and make changes as needed.
- Learn about internet and social media privacy and safety.
- Remove or disconnect potentially problematic material.
- Change privacy settings and passwords regularly.
- Clarify and abide by agency, employer, and/or other professional social media, privacy, and electronic communication policies.
- Be thoughtful about what is written and posted, and which personal information, pictures, and videos are available and to whom.
- Be thoughtful about with whom you are connected and how you communicate on social media.
- Do not become a personal “friend,” “follower” or “fan” of clients on social media platforms.

Additional Online Resources that provide additional information which may be useful to you.

Adopted: May 4, 2016 - Department of Social Work faculty.

Student Responsibilities Policy

Students are expected to comply with the Minnesota State University, Mankato *Statement of Student Responsibilities* policy located on the Student Affairs website at <http://www.mnsu.edu/policies/approved/statementofstudentresp.pdf>. Students are also expected to comply with the University and Department's policy on *Academic Honesty* and the Department's *Criminal Background Check Policy*.

Beyond the aforementioned guidelines for student conduct, the Department of Social Work has established standards of conduct for students enrolled in the MSW program. It is the belief of the Department that persons wishing to complete a MSW degree must be fully informed of the commitments they are making to the academic, professional, and client communities and be prepared to accept the responsibilities and consequences of this commitment. In addition, agencies where students are placed for field practicum may have particular requirements or require additional information from students to assure the safety of clients, the confidentiality of services, and the absence of conflicts with agency policies. Students are expected to comply with the *Statement of Responsibilities and Agreements*, signed at the time of acceptance in the MSW program, and other agency requests that do not infringe on students' civil rights. Failure to comply with University and Department policy regarding student conduct may negatively impact your status as a student in good standing in the MSW program and could result in your dismissal from the program.

Professional and Ethical Behavior

Social workers and social work students are expected to demonstrate high standards of professional behavior. Your first obligation will be to clients, but you also have obligations to colleagues and to the profession. To help you understand the ethical obligation of professional social work, you should read the following documents on-line and consult with your faculty advisor or other social work faculty regarding questions or implications of these documents. Weblinks for the following documents are provided on the Department of Social Work webpage at <http://sbs.mnsu.edu/socialwork/>

- National Association of Social Work, *Code of Ethics*
- Minnesota Board of Social Work, *Student Handbook*
- *Social Work Statutes and Practice Act*

Potential Barriers to Professional Service

While the social work profession believes in the possibility of growth and change, students must be aware of personal issues or problems that could impact practice and participation in the program. Students need to assume responsibility for any possible barriers to professional service and academic pursuits that may arise during their coursework, practicum, or subsequent employment. Issues such as chemical dependency, physical health, mental health,

or emotional problems, and severe unrelieved stress may impair service to clients. These issues should be addressed throughout your academic and professional career with the appropriate professionals or supervision as needed.

Procedure for Non-compliance with the Student Responsibilities Policy

The MSW program at Minnesota State University, Mankato recognizes that students begin their social work academic careers with varying levels of experience and continue to grow and develop throughout the program. Students who fall out of compliance with the *Student Responsibilities Policy* will be supported by faculty to address any matters that affect their conduct as a social worker. However, the program also recognizes that it has a role in preparing and matriculating competent, professional, ethical social workers and, as part of that role, must not confer the MSW degree upon a student who fails to maintain compliance with the *Student Responsibilities Policy*.

Non-compliance with the *Student Responsibilities Policy* will be addressed as outlined below. Refer to *Conduct Requiring Immediate Dismissal* for an exception to the following procedures for handling a violation of the *Student Responsibilities Policy*.

Step 1. If a student is believed to be out of compliance with the *Student Responsibilities Policy* of the Minnesota State University, Mankato MSW program, it is, initially, the responsibility of the claimant (faculty, fellow student, field liaison, field instructor/task supervisor) to address the compliance issue directly with the student. This approach is based upon the Social Work Code of Ethics, which states that “Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive (2.11 (c)).” First, the claimant should document in writing the specific violation of the policy. Second, the claimant should meet with the student to ensure that the student understands the violation and to get the student’s perspective on the violation. Third, once the nature of the violation has been discussed, the claimant and student develop a proposed plan of corrective action. Following the meeting, the claimant will document in a letter to the student 1) the violation of the policy; and 2) the agreed upon corrective action plan. A copy of the letter from the claimant to the student should be placed in the student’s file in the Social Work Department office. The MSW Program Director, and the MSW Field Director if applicable, shall be notified of the violation and action taken to resolve the violation. The MSW Program Director and MSW Field Director ensure that the action by the claimant is in compliance with MSW Program, Department, and University policies. In some exceptional cases, where the violation by the student potentially affects the student’s status in the program, the process will proceed immediately to Step 2.

Step 2. If the student continues to be out of compliance, or if the incident potentially affects the student’s status in the program, then the claimant should bring the issue to the attention of the MSW Program Director and, if applicable, the MSW Field Director. If the student is in field practicum and the violation occurs within the field placement, the claimant should bring the issue to the attention of the field liaison, who will in turn bring the concern to the attention of

the MSW Program Director and MSW Field Director. The claimant should provide, in writing, information regarding the actions of the student that violate the *Student Responsibilities Policy*. The MSW Program Director and, if applicable, MSW Field Director, in concert with the student's academic advisor or field liaison (as applicable), will meet with the student to discuss the claim. If the MSW Program Director and, if applicable, MSW Field Director and the student's advisor or field liaison determine the claim is factual, they, along with the student, will develop a plan as necessary given the situation, to reestablish compliance with the *Student Responsibilities Policy*. The plan will indicate specific behaviors that the student needs to correct and skill areas where they need to improve and include an agreed upon timeline for improvement. The student, the academic advisor or field liaison, and the MSW Program Director and, if applicable, MSW Field Director will sign-off on the plan. A copy of the plan will be placed in the student's file. Copies of the plan will be given to the student, the MSW Program Director and, if applicable, MSW Field Director, the academic advisor or field liaison, and the Dean of the College of Graduate Studies. As part of the plan, the MSW Program Director and academic advisor or field liaison will closely monitor the student's compliance until the student graduates from the MSW program. The academic advisor or field liaison will meet with the student, no less than once per semester, to ensure the student is in compliance.

Step 3. Failure to reestablish compliance within the agreed upon timeline will result in dismissal from the MSW program. A decision to dismiss the student from the program will only be made following the MSW Program Director's consultation with the student, the academic advisor or field liaison, MSW program faculty (as needed), and the Dean of the College of Graduate Studies and Research. The MSW Program Director will send a written recommendation of dismissal to the Dean of Graduate Studies and Research outlining the initial violation, corrective action taken, and continuing issues of non-compliance. Copies will be sent to the student and the academic advisor. A copy of the letter will be placed in the student's file. The Dean of the College of Graduate Studies and Research will make the final determination regarding dismissal. The final decision of the Dean shall be communicated in writing within two weeks of receiving the recommendation of dismissal from the MSW Program Director. Dismissal from the program while the student is in field practicum will be communicated to the field liaison who will then inform the field instructor/task supervisor in a timely manner of the student's dismissal.

Conduct Requiring Immediate Dismissal from the MSW Program

Given the nature of the Social Work profession, some student behaviors require immediate dismissal from the program. These behaviors include:

1. An imminent danger to clients, other students, faculty/staff, and/or self and others (e.g., abuse of clients and/or colleagues, violence or threat of violence);
2. An egregious breach of professionalism or ethics (e.g., drugs on the premises, theft, disruptive behavior).

The aforementioned behaviors may also result in a report to campus police or local law enforcement in the event that they occur within the context of the campus or field setting.

Grievance and Appeal Process

At any step of the process, the student may file a grievance and appeal a decision made by the MSW program. Students should follow the *Grievance and Appeal Policy and Procedures*.

Adopted: August 22, 2007; Revised and Adopted: April 6, 2009; Revised and Adopted: March 27, 2013

Criminal Background Check Policy

Students are required by the Department to complete a criminal background check by the Minnesota Bureau of Criminal Apprehension (BCA) prior to entering field courses. In some instances, specific agencies may require students to complete federal and or Department of Human Service background checks as well. Additional costs associated with other checks or requirements of the agency MAY BE the responsibility of the student, but ARE NOT covered by the department or program. Additionally, any accusation, arrest, or conviction for criminal behavior that occurs after the background check, or that occurs during practicum, should be reported immediately to the MSW Field Director. Failure to report may be a violation of the Student Responsibilities Policy and procedures as outlined in the aforementioned policy may be initiated.

Because social workers work with many vulnerable populations, security background checks are required for field placement and for some employment situations. The implications of having a criminal record of felonies, gross misdemeanors, misdemeanors and/or arrests are important to consider. Legal problems may limit licensure and employment opportunities. Substantiated complaints of maltreatment against children and vulnerable adults could preclude field placement and or employment in settings related to those populations. Previous termination from volunteer, internship, or paid positions because of harassment allegations could also limit employment. It is to your benefit to be frank about this type of history with your faculty advisor and supervisor as needed.

Compliance

Failure to comply with this policy or agency request in the required timelines will result in delay and/or denial of permission to enter into SOWK 615/625 and or SOWK 665/675 at the discretion of the Field Director or Coordinator. Failure to report any accusation, arrest or conviction for criminal behavior that occurs after the background check, or that occurs during practicum, may result in delay or termination of a field practicum placement. Additionally, failure to report may be a violation of the Student Responsibilities Policy and procedures as outlined in the aforementioned policy may be initiated.

Implications

The implications of having a criminal record of felonies, gross misdemeanors, misdemeanors and/or arrests are important to consider. Legal problems may limit field education and employment opportunities. Criminal convictions and other volunteer, internship or other employment issues requiring disciplinary action must be reported and are reviewed when application is made for social work licensure in Minnesota. A conviction of a felony, gross misdemeanor and some lesser misdemeanors may keep the student/graduate from being licensed and/or employed.

Confidentiality of Background Check

All records are kept confidential and secured in locked offices in the sole possession of the Social Work Department. If a specific agency requires a different level of background check, that report may go directly to the agency.

Departmental Review

If the criminal background check is returned with felonies, gross misdemeanors and/or misdemeanors, the Department may request further court documentation, to meet with the student, and/or for the student to submit a written explanation and any other information considered necessary by the program. If a specific agency requires a different level of background check, that report may go directly to the agency for review and action at their discretion.

When a criminal background check reveals the conviction of a felony, gross misdemeanor, or misdemeanor, the Department will inform your placement agency in writing regarding the offenses and the outcome. The student will be given the opportunity to take the initiative to discuss these issues with the agency in advance of that information being shared. The agency has final decision-making power based on any background information they receive, as to whether they will accept the student for placement.

Draft: August 23, 2007; Revised and Adopted: October 10, 2007; Revised and Adopted: March 1, 2012; Revised and Adopted: March 27, 2013

Chemical Sensitivity Policy

Faculty, staff, and students in the Department of Social Work have reported sensitivities to various chemical-based and scented products (such as cologne, perfume, hair spray, hand lotion, etc.). We ask for everyone's cooperation in our efforts to accommodate these serious health concerns by refraining from wearing strong scents while in our classrooms, faculty and department offices, and adjoining halls.

Adopted: August 25, 2003

Academic Honesty Policy and Procedures

Students are expected to adhere to the *Academic Honesty Policy* of Minnesota State University, Mankato written below.

University Academic Honesty Policy Statement

As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding inappropriate activities such as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

Plagiarism: Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This applies both to direct quotes and to critical ideas paraphrased by the student. Plagiarism includes but is not limited to:

1. Submitting the work of others as your own;
2. Submitting others' work as your own with only minor changes;
3. Submitting others' work as your own without adequate footnotes, quotations, and other reference forms; or
4. Multiple submission of the same work, written or oral, for more than one course without both instructors' permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating: Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, electronics, crib sheets, help from another student, etc.

Collusion: Assistance to another student or among students in committing the act of cheating or plagiarism.

Procedures

Minnesota State, Mankato's Statement of Student Responsibilities policy offers additional information regarding procedures for addressing academic honesty.

The Office of Student Conduct provides the procedural structure supporting the Academic Honesty policy. A referral regarding academic honesty can be made by contacting the Office of Student Conduct.

Rationale

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation, and personal responsibility must be maintained.

Adopted by the University: July 2000; Revised by the University: June 15, 2012

Violation of the Academic Honesty Policy: MSW Program Action

Students determined to be in violation of the University *Academic Honesty Policy* are subject to academic sanctions (e.g., lowering grade, failing a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion). Academic sanctions will be determined by the faculty teaching the course in which the infraction occurred. Academic dishonesty addressed by a faculty member or a violation of administrative procedure formally addressed by staff or an administrator entitle students to the following due process considerations:

1. Oral or written notice of the allegations.
2. An explanation of the evidence supporting the complaint.
3. An opportunity to present their side of the story.
4. A written notice of the decision and any applicable sanction(s).
5. An opportunity to appeal the decision and sanction(s).

A copy of the written notice (see step 4) of the infraction and academic sanction will be placed in the student's file by the faculty. The faculty member will also notify the MSW Program Director of the infraction and sanction. Students may appeal the decision in accordance with the *Grading Appeal Policy and Procedures*. Faculty may refer the case to the Office of Student Conduct for further action.

Adopted: August 22, 2007; Revised and Adopted: March 27, 2013

Violation of the Academic Honesty Policy:

Office of Student Conduct Action

The MSW program adheres to the University policy on *Due Process in Academic & Disciplinary Proceedings* written below.

Student violation of the *Academic Honesty Policy* may be referred to the Office of Student Conduct for possible disciplinary action in addition to the academic consequences imposed by the faculty.

Disciplinary actions addressed by a hearing officer within the Office of Student Conduct entitle students to the following due process considerations:

1. Written notice of the allegations and the responsibility (ies) allegedly violated.
2. An explanation of the evidence supporting the complaint.
3. The opportunity to present a defense and witnesses. All witnesses in a hearing have the right to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
4. The opportunity for an accused student to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
5. A written notice of the decision and any applicable sanction(s).
6. An opportunity to appeal the decision and sanction(s).

Adopted by the University: November 1980

Revised: 1992, 1999, 2000, 2005

Students should go to the Student Resources webpage at <http://www.mnsu.edu/conduct/studentresources.html> for additional information about University policy and procedures pertaining to student conduct.

Adopted: August 22, 2007

Elective Requirement Policy and Procedures

Students in the MSW program must fulfill 3 elective credit hours. Students may choose to complete more than 3 hours of elective credits. Elective course(s) should be selected by the students to enhance their knowledge and skills for advanced generalist social work practice.

The Department of Social Work offers several elective options. In addition, several courses from other departments have been approved to fulfill the elective requirement. Refer to the list of MSW Program Elective Courses in the *MSW Program Graduate Student Handbook*. All courses approved for use as electives are subject to enrollment caps, availability, and scheduling conditions that may change yearly at the discretion of the department offering the course. Additionally, not all of these courses will have the same per-credit tuition rate.

The MSW curriculum is designed for the elective requirement to be fulfilled during the fall semester of the specialization year. Because of limitations in availability and scheduling or for other reasons, students may choose to complete the elective in an alternative semester. Permission is not needed to deviate from the course plan with respect to the elective. However, students are encouraged to meet with their advisor to discuss fulfillment of the elective requirement.

Students may substitute an alternative course(s) to fulfill the elective requirement. The alternative course must be a graduate-level course and meet the objectives of a comparable elective course or must be a course that would enhance the student's knowledge and skills in advanced generalist social work practice. Refer to the *Course Transfer/Substitution Policy* for handling of elective credit hours taken at another college or university.

Students wishing to substitute a course(s) after admission to the MSW program should complete the following steps:

1. Meet with her/his advisor.
2. Complete a *Course Transfer/Substitution Form*.
3. Provide a copy of the course syllabus.
4. Provide a brief written rationale explaining how the course will enhance the student's knowledge and skills in advanced generalist social work practice.

A copy of the signed form will be returned to the student and a copy will be placed in the student's file.

Draft: September 23, 2007; Revised and Adopted: October 10, 2007

Scholastic Standards Policy

The MSW Program's *Scholastic Standards* Policy and Procedures is based upon the *Scholastic Standards Policy* of the College of Graduate Studies and Research written below.

College of Graduate Studies and Research Scholastic Standards

As stipulated by University policy, a student's work in any course will be evaluated in accordance with the following system of letter grades: A, B, C, D, F, N, and P.

- "A" represents work of definitely superior quality
- "B" represents a level of performance that is above average
- "C" represents a below-average performance
- "D" represents unacceptable performance
- "F" represents unacceptable performance
- "N" refers to "no credit" and means that a grade of a "C" or less was earned for the course and no credit is awarded
- "P" refers to "pass" and means that a grade of "B" or better was earned for the course and credit is awarded

The accumulation of grades below 3.0 in more than two courses of three or more credits each or Incomplete/In-Progress in more than three courses of two or more credits, or a combination of the above in four courses excluding thesis/alternate plan paper credits removes the student from degree status.

No grade lower than a "C" is counted for graduation credit, but all grades earned (including Ds and Fs) are counted in determining the grade point average. Students who do not maintain the scholastic standards of the College of Graduate Studies and Research are subject to academic sanctions as stipulated in the *Graduate Bulletin*.

Refer to the College of Graduate Studies and Research current Graduate Bulletin for additional information at <http://grad.mnsu.edu/programs/bulletin/>.

Adopted: 2005 – 2007 Graduate Bulletin

MSW Program Scholastic Standards Policy and Procedures

The MSW program *Scholastic Standards Policy and Procedures* has been reviewed by the College of Graduate Studies and Research and is in accordance with the College of GSR Scholastic Standards policy.

Policy Statement

It is the expectation of the MSW program that students earn a grade of “B” or better in all required MSW courses and in the course selected/approved to fulfill the 3 credit elective requirement. Students may not repeat required MSW courses to achieve a passing grade of “B” or better.

Academic Warning, Probation, Dismissal

Traditional (2 year) Program:

1. The first incidence of a student receiving a grade of “C” in a required MSW course will result in the student being placed on academic warning. A warning letter will be sent to the student by the MSW Program Director notifying the student of their status. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.
2. The second incidence of a student receiving a grade of “C” in a required MSW course will result in the student being placed on academic probation. A probationary letter will be sent to the student by the MSW Program Director notifying the student of their probationary status. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.
3. The third incidence of a student receiving a grade of “C” in a required MSW course OR the receipt of a “D” or below in any required MSW course will result in the student being dismissed from the MSW Program. A dismissal letter will be sent to the student by the MSW Program Director notifying the student of their dismissal. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.

Advanced Standing (1 year) Program:

1. Students admitted to the Advanced Standing Program must pass SOWK 650: *Advanced Standing Preparation Seminar* with a grade of “B” or better to remain in the program. Students earning a “B-” or less in SOWK 650 will automatically be dismissed from the Advanced Standing program.
2. The first incidence of a student receiving a grade of “C” in a required MSW course (excluding SOWK 650; refer to aforementioned policy regarding successful completion of the Advanced Standing Preparation Seminar) will result in the student being placed on academic probation. A probationary letter will be sent to the student by the MSW Program Director notifying the student of their probationary status. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.
3. The second incidence of a student receiving a grade of “C” in a required MSW course OR the receipt of a “D” or below in any required MSW course will result in the student being dismissed from the MSW program. A dismissal letter will be sent to the student by the MSW Program Director notifying the student of their dismissal. A copy of the letter will be sent to the student’s advisor and the College of Graduate Studies and Research.

Right to Appeal Dismissal from the MSW Program***Dismissal Due to Non-Compliance with the Scholastic Standards Policy or Non-Compliance with the SOWK 650 Advanced Standing Preparation Course Grade Policy***

A student who is dismissed from the MSW Program may request to resume study by submitting a written petition (written appeal) to the MSW Program Director describing their academic preparedness for successful completion of the program. The written petition must be submitted to the MSW Program Director within two weeks of the dismissal, or within two weeks of the final university action on any appeals related to the dismissal, whichever is later. MSW program faculty will make the determination at their next regularly scheduled faculty meeting regarding the denial or approval for readmission. The MSW Program Director will notify the student in writing of the decision. A copy of the written petition will be sent to the Dean of Graduate Studies and Research. Students who are dismissed do have the right to reapply.

A student whose appeal is granted must earn a grade of “B” or better in all subsequent required MSW courses. Receipt of a grade lower than a B will result in the student being dismissed from the program with no option for further appeal.

Adopted 4/1/15. Revised and Adopted, 4/18/18

Graduation and Academic Warning, Probation and Dismissal

A student may graduate from the MSW program under academic warning or academic probation status. A student in the Advanced Standing program in the last semester of study will not graduate from the MSW Program with a second incidence of a grade of “C” in a required MSW course. A student in the Traditional program in the last semester of study will not graduate from the MSW Program with a third incidence of a grade of “C” in a required MSW course. A student in the last semester of study in the MSW program who is out of compliance with the Scholastic Standards Policy can request an incomplete from the respective course instructor or make a written grade appeal.

Incomplete Grades Policy

All incomplete grades in required core social work courses must be removed prior to the first day of class in the subsequent semester. This policy does not pertain to the required elective course credit. Students may not move forward in the program having a grade of incomplete or “I” in any of the required core social work courses. Because required core social work courses are only offered once a year, students must wait until the next academic year to resume the program. Students must develop a plan to complete all required coursework with course instructors. Once the plan has been approved, students should refer to the *Leave of Absence Policy* and should comply with the procedures for requesting a leave and resuming matriculation through the MSW Program.

In-Progress Grades Policy

In-progress or “IP” will be used in SOWK 615 Foundation Practicum & Seminar I and SOWK 665 Advanced Practicum & Seminar I. Students will be allowed to proceed from the first to the second semester of the generalist course sequence with an “in-progress” grade in SOWK 615 and successful completion of all other required core social work courses stipulated in the program requirements. Students will be allowed to proceed from the first to the second semester of the advanced course sequence with an “in-progress” grade in SOWK 665 and successful completion of all required core social work courses stipulated in the program requirements. Refer to the *MSW Graduate Field Education Manual* for policies and procedures pertaining field education.

Draft: August 23, 2007; Revised and Adopted: December 5, 2007; Revised and Adopted: October 15, 2008; Revised October 7, 2009; Revised and Adopted: April 18, 2018.

APA Style Writing Guidelines

It is the policy of the MSW Program that students will comply with the academic writing style guidelines stipulated in the *Publication Manual of the American Psychological Association*, 6th edition (2nd printing or later). Students are expected to purchase or have readily available access to the manual. The APA manual is available at the MSU Memorial Library (ready reference section, reserve collection, general collection, and reference desk): call number BF76.7 .P83 2010. The reference for the APA manual is:

American Psychological Association. (2009). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: Author.

Additional resources for complying with APA style writing are:

- Official APA Style website: <http://www.apastyle.org>
- Purdue Owl Online Writing Lab: <http://owl.english.purdue.edu/owl/>

The MSW Program expects compliance with the following APA style writing components, unless otherwise noted. Faculty members, depending upon the specific assignments, may have additional APA style writing expectations which will be delineated as warranted. Students should consult with each course instructor to clarify APA style writing expectations.

Note: The page numbers identified in the preceding list refer to pages in the APA manual.

1. Cover page (a.k.a. title page) with running head, title of paper, author's name, course name and number, and date. Note that the title page begins with the page number 1. Refer to page 229 for instructions pertaining to the title page. Refer to page 23 for instructions pertaining to crafting the title of a paper.
2. Organizing a paper with headings; APA levels of headings. Refer to pages 62-63.
3. Running head. Refer to pages 229-230.
4. Typeface Times New Roman 12 point font size. Refer to page 228.
5. Double-spacing between all text lines of the paper. Refer to page 229.
6. Margins 1 inch at the top, bottom, left and right of every page. Refer to page 229.
7. First line of paragraphs indented 5 spaces. Refer to page 229.
8. Page numbers in the upper right-hand corner. Refer to pages 229-230.
9. Two spaces after punctuation marks at the end of a sentence. Refer to page 87-88.

10. Minimizing bias in language. Refer to the section in the APA manual pertaining to “Reducing Bias in Language” pages 70–77.
11. Avoiding plagiarism; quoting and paraphrasing. Refer to pages 169 to 174.
12. Citing references in text. Refer to pages 174–179. Refer to Table 6.1 Basic Citation Styles on page 177 to review the formatting of the type of citations by the number of authors, in text and parenthetical citations, first and subsequent citations, and the use of et al. Refer to page 178 for formatting of secondary sources. Refer to page 179 for formatting of personal communication.
13. Construction of an accurate and complete reference list. Refer to pages 180 to 192 for information about the construction of a reference list.
14. Chapter 7 of the APA manual contains examples of references by type in APA style. A main purpose of the reference list is to enable the reader to “retrieve and use the sources” (APA, 2009, p. 180). Refer to the introductory paragraphs of Chapter 7 on page 193 for general instructions pertaining to constructing references. Refer to the “Types and Variation” list provided on pages 193 to 198 to determine the reference format example to use that best fits each specific document. At minimum, students should know how to properly format: journals, books, reference books, book chapters, technical and research reports.

Additional Resources:

- Formatting a paper in APA Style video:
<http://www.youtube.com/watch?v=KUjhwGmhDrl>
- Formatting a cover or title page video:
<http://www.youtube.com/watch?v=dBWY53UBf0>

Adopted: September 18, 2013

Appeal Policy and Procedures

University Grade Appeal Policy Statement

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled *within two weeks of university notification of a final grade*. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

Grade Appeal Procedure

Grade appeals will be reviewed in the following manner.

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the Departmental Chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the Department Chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks, the Department Chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the Chairperson, he/she may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the Dean of the College with a copy to the Department Chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the department chairperson, all relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Copies of all materials presented in this matter shall be forwarded to the Dean, upon request, by the Chairperson. The Dean may convene a College Grade Appeals Committee which shall serve in an advisory capacity to the Dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the College. The Chairperson of the College Grade Appeals Committee shall be appointed by the Dean.

Within two weeks, the Chairperson of the College Grade Appeals Committee will make a recommendation to the Dean who will respond to the student in writing of the decision reached, with a copy to the instructor and Department Chairperson. If the student is not satisfied with the response provided by the Dean, he/she may proceed to Step 4.

Faculty Right to Appeal. The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the Dean (if the complaint involves the department level) or Vice President for Academic Affairs (if the complaint involves the college level).

Step 4. A written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of the class, Departmental Chairperson, and Dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

The decisions of the Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, Department Chairperson, and College Dean. This decision is final.

Adopted by University: September 1992

Adopted by Program: August 22, 2007

Grievance and Appeal Policy and Procedures

Students may file a grievance in the event that they believe that their rights have been violated. A grievance may be filed because of a complaint or dispute against an instructor for an alleged academic or administrative injustice or regarding the interpretation and/or application of MSW Program policy or procedures.

Students should follow the *Grade Appeal Policy and Procedures* in the event that they believe a grade is unfair, arbitrary or capricious.

For all other types of grievances, students should adhere to the procedures outlined in this section. The *Grievance and Appeal Policy and Procedures* are based on the College of Graduate Studies and Research *Appeal Review Process* described below. Written petitions (written appeals) should describe the nature of the problem including relevant information, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate levels. If witnesses are named in the petition, they should receive copies. The student should always keep a copy of all paperwork.

Grievance against a Faculty Member

Step 1: The student initiates the grievance and appeal process by a personal visit with the faculty member involved. If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition (written appeal) to the faculty member involved stipulating the grievance and remedy sought. The written petition must be submitted within two weeks of the initial meeting (refer to Step 1) with the faculty member involved. The faculty member involved has two weeks to respond to the petition in writing.

Step 3: If no resolution is achieved, the student may submit a written petition to the MSW Program Director with a copy to the faculty member involved. The MSW Program Director may consult with the Department Chair and/or may arrange a hearing with the student and the faculty member involved, and will, in any case, respond to the petition in writing within two weeks with copies to the student and faculty member involved. In cases where the faculty member involved in the petition is the MSW Program Director, the student should submit the written petition to the Department Chair. The Chair may arrange a hearing with the student and MSW Program Director, and will, in any case, respond to the petition in writing within two weeks with copies to the student and MSW Program Director.

Step 4: If no satisfactory resolution is achieved, the student may appeal to the Dean of the College of Social and Behavioral Sciences (SBS) in writing with copies sent to the MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director) and the faculty member involved. Within two weeks the Dean of the College of SBS will respond in writing to the student of the decision reached and will provide copies to the faculty member involved and the MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director).

Step 5: If a satisfactory agreement cannot be reached, the student will submit a written statement to the Dean of the College of Graduate Studies and Research with copies to the faculty member involved, MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director), and the Dean of the College of SBS. The Dean of the College of Graduate Studies and Research may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the Dean of the College of Graduate Studies and Research within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, faculty member involved, MSW Program Director (or Department Chair in cases where the faculty member involved is the MSW Program Director), and the Dean of the College of SBS. The student and the faculty member involved have two weeks to submit a written rebuttal to the Dean of the College of Graduate Studies and Research. The final decision of the Dean of the College of Graduate Studies and Research shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

Grievance against the MSW Program

Step 1: The student initiates the grievance and appeal process by a personal visit with the MSW Program Director. If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition (written appeal) stipulating the grievance and remedy sought to the MSW Program Director. The written petition must be submitted within two weeks of the initial meeting with MSW Program Director. The MSW Program Director will present the petition to the MSW faculty for decision. The MSW Program Director may consult with the Department Chair. The MSW Program Director has two weeks to respond to the petition in writing with a copy to the Department Chair.

Step 3: If no resolution is achieved, the student may appeal to the Dean of the College of SBS in writing with copies sent to the MSW Program Director and the Department Chair. Within two weeks the Dean of the College of SBS will respond in writing to the student of the decision reached with copies to the MSW Program Director and Department Chair.

Step 4: If a satisfactory agreement cannot be reached, the student will submit a written petition to the Dean of the College of Graduate Studies and Research with copies to the MSW Program Director, Department Chair, and Dean of the College of SBS. The Dean of the College of Graduate Studies and Research may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the Dean of the College of Graduate Studies and Research within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, MSW Program Director, Department Chair, and the Dean of SBS. The student and MSW Program Director have two weeks to submit a written rebuttal to the Dean of the College of Graduate Studies and Research. The final decision of the Dean of the College of Graduate Studies and Research shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

Draft: August 23, 2007; Revised and Adopted: December 5, 2007

MSW Credit-Earning Out-of-Region and International Coursework Policy

In keeping with University strategic priorities, College mission and goals, and Departmental goals, the Department has established the following policies in regards to MSW student participation in credit-earning out-of-region (i.e., outside a 150 mile radius from Minnesota State University, Mankato) and or international educational opportunities. While there are myriad ways a student might want to engage in out-of-region or international experiences to earn credit toward a graduate social work degree, the following policies represent the types of opportunities that the Department endorses to provide sound academic experiences consistent with the curriculum requirements and CSWE accreditation standards.

While some students may choose to use out-of-region or international opportunities to directly enhance their social work curriculum, other students seek additional travel experiences through the International Programs Office and other colleges and universities that, while not social work credit-earning, nonetheless enhance their educational experience. Students are encouraged to avail themselves of such educational experiences. Students should talk with their advisor about adding the opportunity for credit by developing an academic component to their travel plan if one does not exist. *These policies are not intended to usurp the opportunity for student appeal.*

I. International and Domestic Credit-earning Opportunities

A) Students may elect to complete a social work *Individual Study (SOWK 677, 1-3 cr.)* in an international setting. The student must identify and develop this study or paper with a MSW social work faculty who will be reviewing the finished study or paper and assigning the grade. This study or paper may be in conjunction with an experience through the International Programs Office or developed around international travel that the student plans privately. This study may meet the elective requirement (3 cr.) if sufficient depth and focus are planned. Students are advised to meet with their faculty advisor to discuss the content, learning outcomes, and time period.

B) Students who elect to do *additional* field placement hours may develop an *Internship: Social Work (SOWK 697)* in an out-of-region or international setting. This will not substitute for any required Social Work Practicum (SOWK615/625 or 665/675). SOWK 697 will be planned with a social work faculty who will be responsible for negotiating the number of credits, assignments, monitoring the internship, collecting the necessary paperwork and or assignments, and assigning the grade.

II. General Policies regarding Out-of-region and International Coursework

The following general policies apply to *all* credit-earning out-of-region (i.e., outside a 150 mile radius from Minnesota State University, Mankato) and or international educational opportunities.

A) Students must begin the planning process for any out-of-region or international social work credit-earning experience by formally contacting their advisor with a dated letter or other application materials three (3) months in advance of the planned experience. The advisor will work with the student or make a recommendation to work with a different faculty member. All paperwork for the experience must be completed by the end of the semester *before* the planned experience.

B) If contact with an international or out-of-region institution is required for the credit-earning experience to occur, the institution must have reliable access to telephone and email. The reliability of any technology will be demonstrated by the use of the technology during the planning process with the faculty member with whom the student is planning the experience.

C) Students are expected to comply with Department of Social Work, MSU, M and or International Program Office policies for international travel, including but not limited to those policies related to conduct, liability, and documentation. Students are required to complete all documentation required by the International Program Office.

D) Due to the year-round sequencing of MSW coursework and practicum experiences, students should be aware that adding an out-of-region or international experience may extend their academic program. Students should work carefully with their advisor to integrate a credit-earning opportunity in an appropriate place in the curriculum sequence. Likely times occur over holiday breaks, spring break, or between semesters. A plan that disrupts the course sequence may require a student to request a leave of absence and rejoin the program the following year.

E) Evaluations of the domestic or international experience will be conducted by the involved faculty for benefit of feedback to the Department regarding international and out-of-region credit-earning opportunities, and for ongoing assessment of the accomplishment of Departmental goals and objectives.

III. Social Work Practicum (SOWK 615/625 and SOWK 665/675)

Students should plan to complete *Social Work Practicum, SOWK 615/625 and SOWK 665/675* within a 150-mile radius of Minnesota State University, Mankato. All policies and procedures for practicum/field education may be found in the Field Education Manual.

Data Privacy and Document Retention Policy and Procedures

Educational and other data in a student's graduate file in the MSW program is subject to the restrictions of release and procedures for retention as outlined in the following laws and polices:

- *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99)*
- *Minnesota Government Data Practices Act (MGDPA) and the*
- *Student Records Policies and Procedures for MSU, Mankato (Fall 2003)*

It is the intent of this policy and set of procedures to make students aware of how their private educational data is being secured and maintained in the Department. Students should refer to the complete Minnesota State University, Mankato policy on *Student Records* for more information.

Records in MSW Applicants Files

Student documents are gathered and retained in a locked file cabinet in the Department office. (Note that the department does not request applicant's Social Security number). Only the Department secretary, MSW Program Director, MSW Field Director, MSW Graduate Assistant, and Admission Committee members have a key to this cabinet. The documents retained are as follows:

1. Graduate Studies Application with MSU, M Tech ID number
2. Transcripts from educational institutions prior to application to MSW program
3. MSW Application Form
4. Professional Statement
5. Professional Resume
6. Three forms & letters of recommendation (On which students are to indicate if they waive their right to access or not)
7. MSW File Review Form
8. MSW Admissions Worksheet (x3 reviewers from MSW Admissions Committee)
9. MSW Admissions Summary Sheet

Once admissions decisions have been made, the MSW Program Director removes letters and forms of recommendation in which the applicant indicated they waived their right to review. Other letters remain in the file along with the application, resume, and transcripts. The Committee Member's Admissions Worksheets scores and comments are combined on the Admissions Summary Sheet, which is retained in the file, while the individual worksheets are destroyed. All formal written correspondence with the applicant and the agreement accepting the place in the incoming class is also retained. Students who are not admitted will have their files retained for one year and then these files will be destroyed. All information removed from the files is shredded.

Records in Enrolled MSW Student Files

All MSW student files are kept in a locked file cabinet in the Department of Social Work Office. These files are accessible only to the MSW Program Director (and graduate assistant upon direction of the MSW Program Director), MSW faculty, and the Department secretary. Any additional formal correspondence with the student during the time they are enrolled is added to this file. A separate file is maintained by the field faculty for the purposes of establishing, monitoring, and evaluating field education practicum.

Once a student graduates from the MSW program, the main student file and field file are combined. All documents related to the student's application and admission to the program are purged from the file and destroyed. Student specific correspondence regarding student disciplinary actions while in the program, Field Practicum Evaluations, and documents related to graduation from the program will be retained by the Department in a secure location for the period of 10 years so that faculty may refer to these files for the purposes of references and recommendations. After 10 years, files are destroyed.

Access to Student Files

Students may obtain and review their files by making a written and signed request to the MSW Director. Access to files will follow University policy as described in the current *Graduate Studies Bulletin*.

Draft: January 29, 2008; Revised and Adopted: April 9, 2009; Revised: March 26, 2011; Revised October 7, 2015.

Master of Social Work Program
Minnesota State University, Mankato
Travel Fund Request Policy & Procedures

The purpose of these having this process is to provide funds to support student scholarship activities that meet departmental goals. Funds may be requested for travel and associated costs for presenting research or other scholarly activities. Any MSW student may apply for these funds based upon the criteria below. Note that these funds are distributed ONLY as reimbursement for out of pocket expenses incurred. Funds cannot be provided prior to travel, but only after the travel has concluded. Funds are subject to availability annually and at faculty discretion; not more than \$3000.00 can be distributed per fiscal year, unless department faculty vote to approve more to be distributed. Additionally, students must provide evidence of application for additional funding from other university sources. Refer to the forms section of this handbook for a copy of the *Travel Fund Request Application Form*.

Maximum Travel Fund request per person:

- International: \$500
- Domestic: \$500
- In-state: \$300

Criteria for Awards

STUDENT APPLICANTS

- Applicant must be a graduate social work student who is enrolled in the MSW program.
- Student should apply for funds for the semester in which there will be reimbursable travel expenses.
- Student applicants must complete the attached application form, include a budget, and have their advisor or the trip faculty sign the form, and return to MSW Program Director for review.
- Applicants must understand that it is their responsibility to complete an Out of State Travel Form before leaving if going out of state, and then also to complete a form for reimbursement and supply receipts upon return.

MSW Program Assessment

CSWE Educational Policy 4.0 (2015) notes that assessment is an integral component of competency-based education. An assessment system is used to evaluate the extent to which the competencies and practice behaviors have been met through the MSW program. The following methods represent the core assessment methods utilized by the MSW Program.

The methods used to assess achievement of Competencies, Practice Behaviors, and MSW Program Goals include:

- a) Designated Learning Assignments
- b) Field Instructor/Field Faculty Evaluation of Student Performance
- c) Implicit Curriculum Survey

Designated Learning Assignments

Designated learning assignments (DLA) were selected to demonstrate mastery of the nine CSWE competencies at both the Generalist Practice and Specialized Practice Years of the MSW Program. Upon conclusion of the curriculum review, courses and required assignments were identified that captured the essence of the nine CSWE competencies.

Field Instructor/Field Faculty Evaluation of Student Performance

At the conclusion of both the generalist field practicum and the specialization field practicum, field instructors and field faculty evaluate students' performance using the *MSW Program – Final Evaluation Form*. The generalist year *MSW Program – Final Evaluation Form* identifies generalist field education practice behaviors that are linked to competencies. The specialization year *MSW Program – Final Evaluation Form* identifies advanced practice behaviors that are linked to competencies. Field faculty are responsible for providing the MSW Program Director with copies of the final evaluation forms, without student names or any other identifying information that would link a particular student to the evaluation. All of the generalist year and specialization year final evaluations are analyzed to determine achievement of competencies.

Implicit Curriculum Survey

The Implicit Curriculum Survey is an instrument that assesses the learning environment in which the explicit curriculum is presented. It is composed of the following elements: faculty and academics; advising; admissions; field education; diversity and cultural competence; University support services; and overall experience. There are also a few qualitative questions at the end that ask the students to identify a highlight of the MSW Program and areas that they would recommend change. This survey is administered in the last semester of the specialized practice year. This survey is distributed to all specialized practice year students via Qualtrics. Participation is voluntary and no identifying information is collected. Data are aggregated and results of the survey are shared electronically via email with the students. Students are encouraged to correspond with the MSW Program Director regarding the results and the suggested strategies for improvement.

Use of Program Assessment Data

MSW Program assessment data is used by the Department 1) to demonstrate achievement of MSW program goals and student competence; 2) to improve the quality of the program; 3) to obtain resources from the University and other external sources to support the program; 4) to recruit Department faculty, adjunct faculty, and students. Summary reports are shared with key stakeholders and constituents. Key stakeholders and constituents include but are not limited to:

- Council on Social Work Education (i.e., staff, Commission on Accreditation, site visitors)
- University administrators, including the President, Provost, Dean of SBS and Dean of GSR
- Department of Social Work faculty, adjuncts, and staff
- MSW Community Advisory Board members
- Current and Prospective students
- Alumni
- Other university faculty and staff (e.g., library faculty, Graduate Studies staff)

In addition, anonymous individual quotes from the assessments may be selectively used in MSW program assessment reporting and for recruitment and resource development purposes.

Adopted: April 9, 2009; Revised: April 4, 2012; Revised: March 27, 2013

Applying for Graduation, University Commencement, College of SBS Convocation, and Department Summer Recognition Celebration

Applying for Graduation

Students should submit an *Application for Graduation* and the *Recommendation for Graduation* forms during the spring of their last semester by the deadline posted by the College of Graduate Studies and Research. The application and deadline dates are available at the College of Graduate Studies and Research webpage <http://grad.mnsu.edu/>. A copy of the *Application for Graduation* is first reviewed and signed by students' academic advisors and then reviewed and signed by the MSW Program Director. Completed forms go to the: 1) Graduate College, 2) MSW student file, and 3) a copy for student's records (if requested). A copy of the *Recommendation for Graduation* is first reviewed and signed by students' academic advisor and then reviewed and signed by the MSW Field Director and MSW Program Director. Completed forms go to the: 1) Graduate College, 2) MSW student file, and 3) a copy for student's records (if requested).

University Commencement

Students are eligible to march in the *Spring Commencement Ceremony* during the specialization year of the MSW program, one semester before finishing the degree. Students may also opt to march in the *Fall Commencement Ceremony* following completion of all degree requirements. At this time, there is no University commencement ceremony in the summer. Students must register in order to walk in a commencement ceremony. Go to the Graduation Services webpage for more information about preparing to graduate and commencement <http://www.mnsu.edu/graduation/>

College of SBS Convocation

On the day of the *Spring Commencement Ceremony* and the *Fall Commencement Ceremony* the College of SBS conducts a college-wide convocation that recognizes all undergraduate and graduate students graduating from the College of SBS. It is during the SBS Convocation that graduate students are hooded by their thesis/capstone project advisors. MSW students wishing to participate in the hooding ceremony should notify her or his academic advisor of their intention to attend and participate in either the spring or fall convocation held in conjunction with the University's formal commencement.

Department Summer Recognition Celebration

The Department hosts an informal recognition celebration at the end of summer session for all students completing the MSW program. This celebration provides an opportunity for a more personalized recognition of completion of the program. Students may invite a limited number of guests. The recognition event is not meant to take the place of student participation in other commencement activities of their choice.

Adopted: August 22, 2007; Revised Adopted: March 29, 2010.

Campus Services

There are many programs and services both on campus and in the community that can help to support you as a student at Minnesota State University. The *MSW Program Graduate Student Handbook* identifies services that may be of particular interest to students in the MSW program. Go to the Minnesota State University, Mankato website <http://www.mnsu.edu/> for information about the full array of resources available to students.

Bookstores

The Minnesota State University, **Mankato Barnes & Noble Campus Bookstore**, located in the Centennial Student Union (144 CSU), sells new and used textbooks as well as a variety of University apparel, school supplies, and beverages and snack food items. For more information about the Campus Bookstore, go to <http://mnsu-mankato.bncollege.com>

The **Maverick Bookstore** sells new and used textbooks as well as a variety of University apparel and school supplies. The Maverick Bookstore is located at 230 Stadium Road (off of Warren Street) in University Square just east of the University. For more information about the *Maverick Bookstore*, go to <http://www.maverickbookstore.com/>

Campus Security

Campus Security is located Wiecking Center, Room 222. Campus security is open 24 hours a day. You can contact campus security at 507-389-2111 (V/TTY) or 2111 from on-campus.

Services provided by Campus Security include:

- Safe walk services
- Jumpstarts and unlocks
- Lost & found
- Parking & traffic
- Patrol (e.g., Investigate theft, vandalism, and other crimes; Provide assistance to faculty, staff, students, and visitors)
- Emergency medical technicians to respond and provide care for injuries or illness to members of the campus community

For more information about Campus Security services, go to <http://www.mnsu.edu/security/>

Copy Shop

There are seven copy shops located throughout campus to meet students' photocopying needs. Copy shops are located in the following buildings: Armstrong Hall, Memorial Library, Morris Hall, Myers Field House, Trafton Center, Wiecking Center, and Wissink Hall. In addition, class manuals for courses are available for purchase at the copy shops. Class manuals for all social work courses will be located at the Wissink Copy Shop located on the second floor of Wissink Hall. Printing & copying services: <http://www.mnsu.edu/printing/copy/>

Financial Aid and Graduate Assistantships

Tuition and fees are set by the University each year. Check the College of Graduate Studies and Research website to determine best estimates of cost per credit at http://www.mnsu.edu/campus/campus/tuition_fees/ The MSW program bases its tuition on the cost per credit set by the University plus an additional \$50 per credit fee.

Students may be eligible for Financial Aid. Since each student's situation is so unique, it is advised that you contact Student Financial Services and/or the College of Graduate Studies and Research for more information about what may be available for you. There are some graduate assistant positions in the Department of Social Work, but there are also other positions available across campus. Inform the MSW Program Director if you are interested in a Graduate Assistantship in the Department of Social Work.

For more information about financial aid and graduate assistantships, go to the College of Graduate Studies and Research webpage at <http://grad.mnsu.edu/applying/> and/or the Office of Financial Aid webpage at <http://www.mnsu.edu/campus/campus/>

Identification Card

The official identification card of Minnesota State Mankato is the MavCard. Students can obtain their MavCard at the MavCard Office located on the Main floor of the Centennial Student Union next to the Campus Hub. For more information about obtaining a MavCard and its multiple uses, go to <http://www.mnsu.edu/mavcard/>

Information & Technology Services

Academic Computer Center

The main lab of the Academic Computer Center has over 400 computers for use by students and is located in the basement of Wissink Hall, room 117. In addition, there are satellite labs for educational and student usage throughout the campus. For more information about the ACC, go to <http://acc.mnsu.edu/>

Desire 2 Learn (D2L)

Most faculty in the Department of Social Work use D2L to support their in-class instruction. Several of the MSW courses will be hybrid courses – meaning that the courses will be a combination of face-to-face (in-class) and on-line instruction using D2L. Students in the MSW program are required to learn and use D2L. On-line D2L student tutorials are available to help students learn how to navigate the system. To obtain support in using D2L call (507) 389-3295, email desire2learn@mnsu.edu, or go to <http://www.mnsu.edu/its/academic/d2l/>

ITS Service Desk

The ITS Service Desk is your first point of contact for most issues with technology at Minnesota State Mankato. They will help you with email, file storage, network access and other challenges. Information & Technology Services Help Desk provides support via telephone, [email](#), the [Self-Service Help Desk system](#), [Help Desk Remote Assistance](#). The Help Desk services administrative, academic, and student computer questions involving campus computers.

MavDISK

MavDISK is a secure file storage facility and web server for the Minnesota State Mankato students, faculty, and staff. MavDISK can be used to save your notes, research, assignments and presentations where they will be safe, backed up, and available to you anywhere that you have an Internet connection. For more information about MavDISK, go to <http://www.mnsu.edu/its/started/mavdisk/>

MavPrint

As part of your Student Technology Fees, students can print 300 pages each semester AT NO CHARGE. Additional copies are charged to students at .10 cents a copy. Color laser printers are also available for use in the ACC and Memorial Library (higher costs apply to color). Students can print from any campus computer (and your own laptop through the MavNET Wireless Network) to any available MavPRINT printer throughout campus. For instructions on how to use MavPrint, go to <http://www.mnsu.edu/its/started/mavprint/>

Username & Password

A username or STARid, and password are required to access all ITS services at Minnesota State Mankato, including D2L, MavMail, MavPRINT and MavDisk. You need to know your University Tech ID# (which is used as your student identification number) for most technical and identification purposes on campus.

Go to <http://www.mnsu.edu/its/started/username.html> for information on activating your account, changing your password, and forwarding your email.

Go to the Information & Technology Services webpage <http://www.mnsu.edu/its/help/> for more information about ITS support services.

International Student Office

International Student and Scholar Services (ISSS) provides support services designed to assist international students with their academic, personal, financial, and immigration needs while offering educational and student life opportunities to students from other countries. The ISSS also provides international experiences and friendship opportunities to MSU students, faculty and the Mankato community. The ISSS is located in the Centennial Student Union in room 250. For more information about the ISSS, call 507-389-1281 or 1-800-627-3529 (MRS/TTY) or go to <http://www.mnsu.edu/international/>

Office of Accessibility Resources

The primary role of the Accessibility Resources is to ensure equal access and opportunity for students with disabilities to programs and activities offered through MSU. The office also acts as a resource and referral agency for students needing additional services. Services and supports available include, but are not limited to note taking, text on tape, alternative testing, early registration, disability parking permits, and assistive technology. The Accessibility Resources is located in the basement of Memorial Library in room 132. For more information about the Office call 507-389-2825 (V/TTY) or go to <http://www.mnsu.edu/dso/>

Office of Institutional Diversity

The Office of Institutional Diversity provides direct services to underrepresented students including assisting students in financial aid concerns, housing, tutoring, social-cultural isolation issues, personal counseling, and other services. Programs within the Office of Institutional Diversity include: Office of Multicultural Affairs, Diversity Institute, and Intercultural Student Center. The Office of Institutional Diversity hosts/co-hosts many diversity activities and conferences on campus each year, including Asian Pacific American Conference, Chicano-Latino Conference, Native Nations Conference, and Pan African Leadership Conference. For more information about the Office of Institutional Diversity, call 507-389-6125(V) or go to <http://www.mnsu.edu/cultdiv/>

Lesbian, Gay, Bisexual, Transgender (LGBT) Center

The LGBT Center provides support, advocacy, referral and sense of community to LGBT students. The LGBT Center resource library has over 500 volumes available which provide resources to the campus community on issues such as "coming out," LGBT history, education, family, healthy sexuality and more. In addition, the library also has a diverse selection of fiction. The video library holds nearly 100 videos that address LGBT issues, and also includes many popular films. The LGBT Center is located in the Centennial Student Union in room 194. For more information, call 507-389-5131 or go to <http://www.mnsu.edu/lgbtc/>

Non-Traditional Student Support Program

The Non-Traditional Student Support program provides leadership, office space, computers, support, advocacy, coffee groups, health & wellness programming, resources, workshops, events for students & family, community connections & more to non-traditional students at Minnesota State Mankato. You are a Nontraditional Student if:

- You are a parent.
- You are married, divorced, or widowed.
- You are an undergraduate student over 24 years of age.
- You did not go to college immediately after high school.
- You are a veteran.
- You commute from over 15 minutes away.

Assistance with obtaining financial aid and scholarships are also available through the program. The Non-Traditional Student Support Program is located in the Centennial Student Union in room 173. For more information, call 507-389-6076 or go to <http://www.mnsu.edu/nontrad/>

Women's Center

The Women's Center offers a wide variety of non-therapeutic support services including but not limited to sexual violence; abuse, harassment and discrimination resource and referral; understanding and ending oppression; personal growth; healthy relationships; eating issues and body image; self-esteem; assertiveness; and many other personal, political, and social concerns. The Women's Center has a library with women's centered books and parenting resources. In addition, scholarships are available through the Women's Center. The Women's Center is located in the Centennial Student Union in room 218. For more information about the Women's Center call 507-389-6146 (V) or 800-627-3529 (MRS/TTY) or go to <http://www.mnsu.edu/wcenter/>

Memorial Library

The Memorial Library's resources consist of approximately 1.2 million volumes including 3,200 print periodical subscriptions, [27,000 full-text electronic periodicals](#), and over 200 [electronic databases](#). The Memorial Library is also a depository for Minnesota and government documents. The Memorial Library offers a wide array of services, including:

- [Chat with a Librarian](#)
- [Copy Shoppe](#)
- Support for MSU students at a distance: <http://lib.mnsu.edu/distlearn/index.html>
- [Document Delivery](#) for Students Living at a Distance
- Group study room use
- [Interlibrary Loan \(ILL\)](#)
- [Library Instruction](#) (including tours and [online request for an instruction session](#))
- [Reference Services](#)

Students need a MavCard to borrow library materials. For more information about the Memorial Library, call (507) 389-5155 or 389-5953 or go to <http://lib.mnsu.edu/>

Counseling Center

The Counseling Center offers free, confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at Minnesota State Mankato. The Counseling Center's services include short-term counseling, educational programming, crisis intervention, consultation, national testing, and referral to outside resources to all enrolled Minnesota State Mankato students. The Counseling Center is located on the 2nd floor of the Centennial Student Union (CSU) in room 245. Students can make an appointment by calling 507-389-1455. For more information about the Counseling Center, go to <http://www.mnsu.edu/counseling/>

Student Health Services

Minnesota State University Student Health Services provides low cost medical care to students. Services include onsite medical providers every day that school is open and in session, onsite pharmacy, and an onsite laboratory. Student Health Services also provides an array of family planning services. Student Health Services Medical Clinic is located at 21 Carkoski Commons. For more information about Student Health Services, call 507-389-6276 or go to <http://www.mnsu.edu/shs/>

Weather/Class Cancellation/University Closing

Classes may be cancelled due to poor weather conditions. The University may close due to extreme weather conditions. University closure occurs very rarely; class cancellation is more common and means that classes are not in session – but the campus remains open.

Students may subscribe to be notified if school closes due to weather or campus emergencies via text message. Alerts are sent to both your cell phone and to your MavMAIL e-mail address. Text charges may apply. Students may subscribe at <http://www.mnsu.edu/password>

It is the policy of the University that morning announcements for the cancellation of morning and afternoon classes will be made and posted on the University webpage by 5:30 am. Cancellation of evening classes will be made by 2:30 pm. Academic Affairs makes the determination regarding the cancellation of classes. Go to the following website for information about class cancellations: <http://www.mnsu.edu/campus/campusinfo/weather/index.html>

Check the University website at mnsu.edu/weather for local weather conditions. In addition, listen to or watch local radio and television stations:

- AM radio [KYSM](#) 1230, [KTOE](#) 1420;
- FM radio [KMSU](#) 89.7, [KXLP](#) 93.3, [KDOG](#) 96.7, [KEEZ](#) 99.1, [KYSM](#) 103.5;
- Television [WCCO](#) ch. 4, [KEYC](#) ch. 12 (10 on cable), [KARE](#) ch. 11, [KSTP](#) ch. 5, and [KMSP](#) ch. 9, to find out if the weather has caused a cancellation of Minnesota State Mankato classes.

You may also call Minnesota State Information at 507-389-2463.

Student Service & Professional Enhancement Opportunities

Association of Baccalaureate Social Work Program Directors (BPD)

The Association of Baccalaureate Social Work Program Directors, Inc. is an association of BSW Program Administrators, Faculty, Field Directors, and others dedicated to the promotion of excellence in baccalaureate social work education. Member benefits include a subscription to the *Journal of Baccalaureate Social Work* and *BPD Update* newsletter. An annual conference is held each year providing an opportunity for students to conduct presentations and engage in continuing education. For more information about BPD, go to <http://www.bpdonline.org/>

Council on Social Work Education (CSWE)

The Council on Social Work Education is a national association of individual social workers and graduate and undergraduate social work education programs whose purpose is to promote and strengthen the quality of social work education in order to prepare competent social work professionals. Member benefits include a subscription to the *Journal of Social Work Education* and monthly *News Brief*. CSWE determines the policies and standards for social work education and is the sole accrediting agency for graduate and undergraduate social work education in the United States. An annual conference is held each year providing an opportunity for students to conduct presentations and engage in continuing education. For more information about CSWE, go to <http://www.cswe.org>

Minnesota Social Service Association (MSSA)

The Minnesota Social Services Association (MSSA) is the largest social service association in the state providing legislative advocacy, educational opportunities, scholarships and other benefits to its members. For more information about MSSA, go to <http://www.mnssa.org/>

Social Work students are encouraged and supported by the Department to attend the MSSA regional conference (Region 9) in the fall and the statewide MSSA Conference in the Twin Cities in the spring. Conference information is posted on the MSW program listserv, Social Work listserv, webpage, and announced in social work classes.

National Association of Social Workers (NASW)

NASW is the professional organization representing social work. NASW provides legislative advocacy on issues of importance to the profession, professional development opportunities, information on practice, policy and other issues in the *NASW News* and *Social Work* journal, insurance protection, and other benefits to its members. For more information about NASW, go to <https://www.socialworkers.org/>

The Minnesota Chapter of NASW also provides legislative advocacy on issues of importance to social workers in Minnesota, professional development opportunities, including an annual statewide social work conference, and information on practice, policy and other issues in *Newsbytes* newsletter. For more information NASW-Minnesota go to <http://www.naswmn.org/>

Students are required to join NASW prior to beginning field; however, they are encouraged to join upon admission to the MSW program. Student can join on-line at the national or Minnesota chapter web addresses identified above.

Social Work Day at the Capitol

Social Work Day at the Capitol (SWDC) is sponsored by the Minnesota Chapter of the National Association of Social Workers (NASW) each year during the spring when the Minnesota Legislature is in session.

Social Work students are encouraged and supported by the Department in attending Social Work Day at the Capitol. SWDC information is posted on the Social Work listserv, Department webpage, and announced in social work classes.

Phi Alpha Eta Chapter – Honor Society

The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and to promote humanitarian goals and ideals. Phi Alpha fosters higher standards of training for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

The Social Work Department sponsors a chapter of this national Honor Society. Membership is by invitation, which is based on academic achievement and a demonstrated commitment to the profession. Membership information and the membership application will be posted on the Department webpage at <http://sbs.mnsu.edu/socialwork/organizations/> Questions about Phi Alpha Phi should be directed to the faculty advisor.

Social Work Club

The Social Work Club is a student organization encouraged and supported by the social work faculty but organized and administered by students. Our undergraduate Social Work Club is one of the most active student clubs on campus and we are very proud of their involvement in the community. Students in the MSW program will need to determine whether they would like to form their own MSW Social Work Club or join with the BSSW students in forming a unified Social Work Club made up of interested graduate and undergraduate students.

Department of Social Work Scholarships

The Department of Social Work offers several scholarships to students in the BSSW and MSW programs. Applications are accepted and reviewed during the spring semester of each year. For additional information, go to the Department of Social Work webpage <http://sbs.mnsu.edu/socialwork/undergraduate/scholarships.html>

MSW Student Scholar Award

The *MSW Student Scholar Award* recognizes outstanding evidence-based research (data-based or conceptual pieces from the synthesis of reviewed literature) and writing by students. Each spring, students in the generalist year and specialization year of the MSW program are invited to submit original self-authored papers that expand and evaluate knowledge of social work practice, social issues, and the social work profession. The award is given to one student in the generalist year of the program and one student in the specialization year of the program. Consult with your academic advisor for additional information regarding the *MSW Student Scholar Award*.

Funding for Student Professional Development and Travel

Both the College of SBS and the Department of Social Work may provide grants to students for professional development and travel. Awarding of grants is contingent upon the availability of funds. Consult with your academic advisor about the availability of and process for obtaining departmental funds. For additional information about funds to support student travel, go to the Department of Social Work webpage <http://sbs.mnsu.edu/socialwork/international/> Scroll to the bottom of the screen to access the *Travel Form*.

APPENDIX A. Forms

Relevant forms mentioned in this document are on the pages to follow.

Course Transfer/Substitution Form
MSW Program
Department of Social Work

Student's Name: _____ Tech ID: _____

In order for graduate course credit to be considered for transfer and/or substitution for an MSW program requirement, students must complete this form in accordance with the MSW Course Transfer/Substitution Policy and Procedures. A separate form must be completed for each course that you wish to have considered for substitution.

A. Course Substitution: *Indicate if you have already completed a course or if you are proposing a course for substitution. The College of Graduate Studies and Research stipulates that proposed courses for substitution must be completed no more than six years prior to the award of the MSW degree.*

- Completed course taken (Semester) _____ (Year) _____
- Proposed course to be taken (Semester) _____ (Year) _____

Dept/Course #: _____ Course Name: _____

College/University: _____

B. MSW Program Course: *Place a check mark next to the Minnesota State University, Mankato MSW course for which you are requesting a substitution.*

- SOWK 603: Human Behavior in the Social Environment
- SOWK 605: Social Welfare Policy and Services
- SOWK 629: Applied Social Work Research
- Required Elective (3 credits)

C. Rationale for Requesting the Course Substitution: *Write your rationale below or attach a separate page.*

D. Syllabus: *Attach a copy of the course syllabus for the course you wish to substitute.*

- Approved Denied

Signature

MSW Program Director: _____ Date: _____

-OR-

Advisor: _____ Date: _____

(Revised 4/8/15; Revised and Adopted 4/18/18)

**MSW Program
Department of Social Work**

Delay of Admission Form

Instructions: Student should refer to and comply with the Delay of Admission Policy under the section Student Request for Enrollment Changes in the MSW Program Graduate Student Handbook.

Date of Admission: _____ Date of Request: _____

Student Name: _____ Tech ID #: _____

Telephone #: (Home) _____ (Other) _____

Email Address: _____

MSW Program: Traditional
 Advanced Standing

Semester/Year Leave Begins: _____ Semester/Year Return: _____

Reason for Delay of Admission (A letter may be attached to explain the reason for delay):

Request: Approved Denied

MSW Program Director Signature: _____ Date: _____

In order to begin the MSW program you must submit the *Approval of Continuation Form* by January 15th, _____ to the MSW Program Director.

A signed copy of the Delay of Admission Form will be sent to the student, MSW Program Director, Office of Graduate Studies and a copy will be placed in the student's MSW program file.

**If student contact information changes during the leave period, it is the responsibility of the student to contact the MSW program to update this information.*

(Revised 4/9/09; Revised and Adopted 4/18/18)

MSW Program
Department of Social Work

Leave of Absence Form

Instructions: Student should refer to and comply with the Leave of Absence Policy under the section Student Request for Enrollment Changes in the MSW Program Graduate Student Handbook.

Date of Request: _____

Student Name: _____ Tech ID #: _____

Telephone #: (Home) _____ (Other) _____

Email Address: _____

MSW Program: Traditional Advanced Standing

Delay Request (Check One): Leave of Absence Extension of Leave of Absence

Semester/Year Leave Begins: _____ Semester/Year Return: _____

Reason for Leave of Absence/Extension (A letter may be attached to explain the reason for leave or extension):

Advisor Signature: _____ Date: _____

Request: Approved Denied

MSW Program Director Signature: _____ Date: _____

In order to resume the MSW program you must submit the *Approval of Continuation Form* by the following date _____ to the MSW Program Director.

A signed copy of the Leave of Absence Form will be sent to the student, MSW Program Director, Office of Graduate Studies and a copy will be placed in the student's MSW program file.

**If student contact information changes during the leave period, it is the responsibility of the student to contact the MSW program to update this information.*

(Revised 4/9/09)

**MSW Program
Department of Social Work**

Approval for Continuation Form

Instructions: Students who were granted a Delay of Admission, Leave of Absence, or Extension of a Leave of Absence must submit the Approval for Continuation Form to the MSW Program Director by the date stipulated on the form granting the delay, leave or extension.

Date of Continuation Request: _____

Student Name: _____ Tech ID #: _____

Mailing Address: _____

Telephone #: (Home) _____ (Other) _____

Email Address: _____

MSW Program: Traditional
 Advanced Standing

Semester/Year Leave Began: _____ Semester/Year Return: _____

MSW Program Director Signature: _____ Date: _____

A signed copy of the Approval for Continuation Form will be sent to the student, advisor, Office of Graduate Studies and a copy will be placed in the Student's MSW program file.

NOTE: If student's address or other contact information changes during the duration of their leave, it is the responsibility of the student to contact the MSW program to update this information.

(Revised 4/9/09)

MSW Program Department of Social Work***Travel Fund Request Application Form***

Name: Tech ID:

MSW Advisor:

Mailing Address:

E-mail: Phone:

Amount Requested & Type of Travel:

- \$ _____ International Travel (up to \$500)
- \$ _____ Travel for presentation outside of Minnesota (up to \$500)
- \$ _____ Travel for a presentation in Minnesota (\$300)

Specific Destination/Program:

Dates of Travel: Departure: Return:

Statement of purpose for travel. Please describe in 300 words the purpose of the trip and how it fits into your academic or professional goals. You may attach a separate page with this statement instead.

Description of expenses (attach a complete budget, identifying which expenses you wish to be reimbursed):

 Signature of Student Applicant Date

 Signature of Advisor or Trip sponsor Date

RETURN COMPLETED FORM TO:

Date form received: _____ (to be completed by MSW Program staff or faculty)

Time frame for requesting the reimbursement is 30 days from return.

*Travel request policy revised and approved 4/18/2018