

Master of Social Work Program

MSW STUDENT HANDBOOK

(Revised September 2025)



Department of Social Work
College of Allied Health and Nursing
Minnesota State University
358 Trafton Science Center North
Mankato, MN 56001
507-389-6504

<https://ahn.mnsu.edu/academic-programs/social-work/>

Table of Contents

INTRODUCTION	6
CSWE ACCREDITATION.....	6
SOCIAL WORK LICENSURE	6
MSW PROGRAM: ADVANCED GENERALIST DEFINITION, VISION, MISSION, GOALS, CSWE COMPETENCIES.....	7
ADVANCED GENERALIST DEFINITION	7
VISION STATEMENT	7
MISSION STATEMENT	7
MSW PROGRAM GOALS.....	8
CSWE EDUCATIONAL POLICY AND ACCREDITATION STANDARDS (EPAS) 2022: COMPETENCIES AND PRACTICE BEHAVIORS	8
MSW PROGRAM ASSESSMENT.....	17
MSW DEGREE INFORMATION AND CURRICULUM.....	17
REQUIREMENTS FOR THE MSW DEGREE	17
CURRICULUM PLAN –TRADITIONAL PROGRAM (6 SEMESTERS/2 YEARS)	18
CURRICULUM PLAN –ADVANCED STANDING PROGRAM (SUMMER SEMESTER PLUS SPECIALIST YEAR)	19
COURSE DESCRIPTIONS.....	19
COURSE COMPLETION	19
ELECTIVE REQUIREMENT	19
MSW CREDIT-EARNING OUT-OF-REGION POLICY	20
CLINICAL CLOCK HOUR CONTENT	21
MSW PROGRAM POLICIES	21
STATEMENT OF NON-DISCRIMINATION.....	21
ACCESS AND ACCOMMODATION FOR STUDENTS WITH DISABILITIES.....	22
CHEMICAL SENSITIVITY POLICY.....	22
ENROLLMENT IN REQUIRED MSW COURSES FOR NON-MSW ADMITTED GRADUATE STUDENTS.....	23
ADMISSION RELATED POLICIES.....	23
<i>Advanced Standing Policy.....</i>	<i>23</i>
<i>Credit for Life Experience or Previous Work Experience Policy.....</i>	<i>23</i>
<i>International Applicants for whom English is not their First Language.....</i>	<i>23</i>
<i>Readmission to the MSW Program.....</i>	<i>24</i>
COURSE TRANSFER/SUBSTITUTION POLICY.....	24
CHANGE OF ENROLLMENT POLICY	25
DELAY OF ADMISSION TO THE PROGRAM	25
LEAVE OF ABSENCE.....	25
ACADEMIC ADVISOR POLICY	26
CRIMINAL BACKGROUND CHECK POLICY	27
COMMUNICATIONS AND TECHNOLOGY POLICIES AND GUIDELINES	28
MavMAIL Use.....	28
SOCIAL MEDIA ETHICAL RESPONSIBILITY AND GUIDELINES.....	29
PROFESSIONAL AND ETHICAL BEHAVIOR POLICIES AND PROCEDURES	30
<i>University Statement of Student Responsibilities.....</i>	<i>30</i>
<i>MSW Program Statement of Responsibilities and Agreements</i>	<i>30</i>
<i>MSW Program Standards for Professional and Ethical Behavior.....</i>	<i>30</i>

<i>Procedure for Non-Compliance with MSW Program Standards for Professional and Ethical Behavior</i>	31
CONDUCT REQUIRING IMMEDIATE DISMISSAL FROM THE MSW PROGRAM POLICY	32
ACADEMIC HONESTY POLICY AND PROCEDURES	32
<i>Procedures Pertaining to the Violation of the Academic Honesty Policy</i>	33
SCHOLASTIC STANDARDS POLICIES AND PROCEDURES	33
<i>Academic Warning, Probation, Dismissal</i>	34
STUDENT APPEAL POLICIES AND PROCEDURES	35
<i>University Grade Appeal Policy and Procedures</i>	35
<i>Grievance and Appeal Policy and Procedures</i>	36
DATA PRIVACY AND DOCUMENT RETENTION POLICY AND PROCEDURES	36
<i>MSW Application Materials</i>	36
<i>Enrolled MSW Student Files</i>	36
MSW PROGRAM TRAVEL FUND REQUEST POLICY AND PROCEDURES	37
APPLYING FOR GRADUATION, UNIVERSITY COMMENCEMENT, COLLEGE OF SBS CONVOCATION, AND DEPARTMENT SUMMER RECOGNITION CELEBRATION	38
APPLYING FOR GRADUATION	38
UNIVERSITY COMMENCEMENT	38
MSW PROGRAM SUMMER RECOGNITION CELEBRATION	38
CAMPUS SERVICES	39
USERNAME & PASSWORD	39
IDENTIFICATION CARD: MAVCARD	39
FINANCIAL AID AND GRADUATE ASSISTANTSHIPS	39
MAVERICK SHOP BOOKSTORE	40
DESIRE 2 LEARN (D2L)	40
IT (INFORMATION TECHNOLOGY) SOLUTIONS	40
MAVPRINT	40
CAMPUS SECURITY	40
COPY SHOPS	41
COUNSELING CENTER	41
KEARNEY INTERNATIONAL CENTER	41
LESBIAN, GAY, BISEXUAL, TRANSGENDER (LGBT) CENTER	41
MEMORIAL LIBRARY	41
OFFICE OF ACCESSIBILITY RESOURCES	42
NON-TRADITIONAL STUDENT SUPPORT PROGRAM	42
DIVERSITY, EQUITY & INCLUSION	42
STUDENT HEALTH SERVICES	43
WOMEN'S CENTER	43
VETERAN RESOURCE CENTER	43
WEATHER/CLASS CANCELLATION/UNIVERSITY CLOSING	43
PROFESSIONAL ENHANCEMENT OPPORTUNITIES	44
COUNCIL ON SOCIAL WORK EDUCATION (CSWE)	44
NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)	44
MINNESOTA SOCIAL SERVICE ASSOCIATION (MSSA)	44
SOCIAL WORK ADVOCACY WEEK AND DAY AT THE CAPITOL	45
DEPARTMENT OF SOCIAL WORK SCHOLARSHIPS	45

Introduction

This document is the updated 2025-26 edition of the MSW Student Handbook. The MSW Student Handbook was developed to serve as a useful guide to understanding the MSW program at Minnesota State University, the policies and procedures that govern the program, and information about University, MSW program, and professional resources. Please use this document as a resource and your first “go to” to get answers to questions about your MSW education.

The MSW Program reserves the right to review existing policies and revise, repeal, and draft new policies to comply with federal, state, university, college, and CSWE policies, 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. Students will be notified electronically via the MSW webpage and MSW 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.

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 2020. The MSW program underwent reaffirmation of accreditation during the spring of 2020 and is accredited through October 2028. For more information on accreditation contact CSWE at <http://www.cswe.org/>

Updated April 19, 2022.

Social Work Licensure

The [Minnesota Board of Social Work](#) is responsible for social work licensure in Minnesota. Licensure is the responsibility of the licensee, not their educational program or employer.

Not all states require licensure at the non-clinical master’s level. Students wishing to practice social work in other states should contact the licensing authority in the respective state to determine licensure requirements. The Association of Social Work Boards (ASWB) provides a resource to look up licensing requirements for each state:

<https://www.aswb.org/licenses/protecting-the-public/look-up-license/>

Students earning a MSW degree at Minnesota State University Mankato are eligible for licensure at the entry master’s level in all states that require licensure at this level of social work practice. In Minnesota, MSW graduates are eligible for licensure at the Licensed Graduate Social Worker (LGSW) level. In Minnesota, there are two advanced levels of licensure for individuals with an MSW degree or doctorate degree in social work: Licensed Independent Social Worker (LISW) and Licensed Independent Clinical Social Worker (LICSW). For more information about licensure and practicing social work in Minnesota, contact the Minnesota Board of SocialWork:

<https://mn.gov/boards/social-work/>

The [Association of Social Work Boards](#) (ASWB) develops and maintains the social work licensing examinations that are used to test a social worker’s competence to practice ethically and safely.

MSW graduates complete the master examination. Information about examination, including the [ASWB Examine Guidebook](https://www.aswb.org/ASWB-Examine-Guidebook) are located on the ASWB website. <https://www.aswb.org/>

Updated June 24, 2024.

MSW Program: Advanced Generalist Definition, Vision, Mission, Goals, CSWE Competencies

Advanced Generalist Definition

Advanced generalist practice builds on the generalist foundation of knowledge, skills, ethics, and culturally responsive practice to develop a deeper and stronger understanding of direct social practice with individuals, families, and groups, as well as indirect practice in organizational administration, community engagement, and public policy. The advanced generalist education provides an advanced skill set that is well-suited for the broad roles of social work practitioners in small and rural communities.

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; Revised and adopted December 9, 2022.

Vision Statement

The vision for the Minnesota State University Master of Social Work Program is to be an anti-racist, anti-oppressive and truly equitable community that centers on fair and equitable policies, systems, and practices. We acknowledge that each student's journey to graduate school was different and impacted by various systems of oppression and privilege. We are a community of learners creating brave spaces to learn how to address fear, ignorance, and hate, while building a culture of intellectual engagement, curiosity, and respect for others.

Revised and adopted December 9, 2022.

Mission Statement

The mission of the Master of Social Work (MSW) Program is to empower students to be ethical and culturally responsive advanced generalist social workers who are champions and advocates for equity, social justice, and human rights at all system levels. We strive to prepare social work leaders with an awareness of historical and contemporary social, economic, and cultural issues in small and rural communities and in a broader and global context.

Adopted March 1, 2017; Revised and adopted December 9, 2022.

MSW Program Goals

1. Prepare advanced generalist social workers that understand and identify with the values and ethics that serve to guide culturally responsive social work practice [C 1].
2. Prepare advanced generalist social workers that can 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 [C 4,6, 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.

CSWE Educational Policy and Accreditation Standards (EPAS) 2022: Competencies and Practice Behaviors

To access the 2022 CSWE EPAS, go to: <https://www.cswe.org/accreditation/policies-process/2022epas/>

Generalist 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 policies, laws, and that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, individual experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that

self-care is paramount for competent and ethical social work practice. Social workers use rights-based, antiracist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

Generalist Year Behaviors. Social workers:

- a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.
- b. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.
- c. Use technology ethically and appropriately to facilitate practice outcomes.
- d. Use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice.

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work's role and response. Social workers critically evaluate the distribution of power and privilege in society to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure that social resources, rights, and responsibilities are distributed equitably, and that civil, political, economic, social, and cultural human rights are protected.

Generalist Year Behaviors. Social workers:

- a. Advocate for human rights at the individual, family, group, organizational, and community system levels.
- b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice.

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color,

culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression.

Generalist Year Behaviors. Social workers:

- a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels.
- b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

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

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.

Generalist Year Behaviors. Social workers:

- a. Apply research findings to inform and improve practice, policy, and programs.
- b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice.

Social workers identify social policies at the local, state, federal, and global level that affect well-being, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and

current structures of social policies and services and the role of policy in service delivery through rights based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings.

Generalist Year Behaviors. Social workers:

- a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.
- b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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 individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and individual experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Generalist Year Behaviors. Social workers:

- a. Apply knowledge of human behavior and person-in-environment, and interprofessional conceptual frameworks to engage with clients and constituencies.
- b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with 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. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making.

Generalist Year Behaviors. Social workers:

-
- a. Apply theories of human behavior and person-in-environment, and other culturally responsive and interprofessional conceptual frameworks when assessing clients and constituencies.
 - b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

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. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings.

Generalist Year Behaviors. Social workers:

- a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.
- b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

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 evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior, person-in-environment, and interprofessional conceptual frameworks and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Generalist Year Behaviors. Social workers:

- a. Select and use culturally responsive methods for evaluation of outcomes.
- b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Competencies and Generalist year behaviors updated to the new 2022 EPAS: May 1, 2024.

Specialization Competencies and Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior.

Advanced generalist social workers practice within the profession's core values and ethical standards, while also considering relevant policies and laws that influence advanced practice, particularly in rural and underserved communities. They apply ethical frameworks to advance social, racial, economic, and environmental justice. Advanced generalist social workers critically evaluate ethical decision-making frameworks and incorporate these principles into their practice, research, and policy work. They also reflect on and manage the balance between personal and professional values, understanding how their evolving worldview, personal experiences, and emotional responses shape their professional judgment and behavior. Advanced generalist social workers recognize the importance of professional stewardship practices and strategies in maintaining ethical and competent practice. They use rights-based, anti-racist, and anti-oppressive perspectives to examine the profession's history, roles, and responsibilities, acknowledging how oppression has influenced both social work and societal institutions. They engage effectively in interprofessional practice across various systems levels and continually update their skills in line with their expertise. Additionally, advanced generalist social workers assess the ethical use of digital technology and apply it appropriately in social work practice.

Specialization Year Behaviors. Social workers:

- Apply professional stewardship practices and strategies that prompt and raise up competent and ethical social work practice across multiple systems levels particularly in rural and underserved communities.
- Model and promote life-long learning and commitment to the social work profession through reflective practice and community involvement.
- Analyze the influence of personal experiences and demonstrate critical thinking skills to apply an ethical decision-making framework to resolve complex ethical dilemmas.
- Collaborate effectively in interprofessional teams by applying advanced social work skills, and take the lead in critically examining ethical issues within those teams.
- Communicate professional judgments with anti-oppressive, antiracist, rights-based lenses to client systems, public audiences, professional colleagues, and policy makers through multiple forms of media.
- Demonstrate 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: Advance Human Rights and Social, Racial, Economic, and Environmental Justice.

Advanced generalist social workers uphold the inherent human rights of all individuals, recognizing the impact of historical and global injustices, including social work's contribution to these injustices. They critically examine the distribution of power and privilege to advance social, racial, economic, and environmental justice, promoting dignity and respect for all. Through advocacy at individual, family, group, organizational, and community levels, the advanced generalist social worker implements strategies to dismantle systemic oppression and discrimination. Taking on leadership roles, advanced generalist social workers use research-informed approaches to

address social justice issues, amplify marginalized voices, and advocate for policy changes that enhance human rights, especially in underserved and rural communities. By critically evaluating interventions, they work to reduce structural barriers and foster equity across all areas of practice.

Specialization Year Behaviors. Social workers:

- Engage in leadership roles within advocacy initiatives, using research-informed strategies to address complex social justice issues and to elevate marginalized voices at local, state, or national levels. (V, S)
- Collaborate with interprofessional teams and community leaders to initiate policy changes that enhance human rights protections, especially within underserved and rural communities. (S)

Competency 3: Engage Anti-Racism, Diversity Equity, and Inclusion (ADEI) in Practice.

Advanced generalist social workers, particularly in rural practice, recognize and understand the pervasive impact of oppression and actively pursue an equitable and just society. They critically evaluate and examine the effects of systemic oppression and white dominant culture at the individual, family, group, and organizational levels, with particular attention to the unique dynamics of rural communities. At all stages of the helping process, advanced generalist social workers integrate anti-racist and anti-oppressive principles, continuously utilize deep self-reflective practices to evaluate their own biases and engage in restorative actions when necessary. Their work is focused on enhancing and promoting anti racism, diversity, equity, and inclusion (ADEI) that values all diverse perspectives, while addressing the specific challenges and opportunities present in rural settings.

Specialization Year Behaviors. Social workers:

- Engage in critical, in-depth self-reflective practices of one's own biases and power dynamics and apply these insights to effectively work with and understand a diverse set of clients.
- Demonstrate anti-oppressive, anti-racist, culturally responsive advanced social work practices at the individual, family, group, organizational, policy, and community levels.

Competency 4: Engage in Research Informed Practice and Practice Informed Research.

Advanced generalist social workers use ethical, culturally responsive, anti-racist, and anti-oppressive approaches in research, applying findings to guide practice and policy. They critically evaluate research for bias, using an anti-racist and anti-oppressive lens in assessing design, analysis, and interpretation. Skilled in qualitative, quantitative, and mixed methods, advanced generalist social workers collect, synthesize, and communicate findings to diverse audiences, valuing interprofessional and multicultural evidence. They prioritize research designs aligned with anti-racist and anti-oppressive values, ensuring equitable outcomes that advance social work goals. By addressing biases in research, advanced generalist social workers drive improvements in programs, policies, and services, particularly benefiting rural and underserved communities.

Specialization Year Behaviors. Social workers:

- Critically evaluate research designs and methodologies to select those that align with anti-racist and anti-oppressive social work values, leading efforts to produce equitable and inclusive research outcomes that advance the broader purposes of social work. (K, C/A)

-
- Develop research strategies that are ethically sound, culturally responsive, and actively anti-racist, anti-oppressive, and multicultural, ensuring research processes address and counteract inherent biases in both quantitative and qualitative methods. (V, S)

Competency 5: Engage in Policy Practice.

Advanced generalist social workers analyze social policy at local, state, federal, and global levels, assessing its impact on well-being, human rights, justice, service delivery, and access to services. They recognize the diverse historical, social, racial, cultural, economic, organizational, environmental, and global factors shaping policy. Through rights-based, anti-oppressive, and anti-racist perspectives, advanced generalist social workers understand and critique the history and structures of social policies, evaluating their role in service delivery. They apply advanced critical thinking to shape, analyze, and advocate for policies that advance human rights and social, racial, economic, and environmental justice. Conducting comprehensive assessments of social welfare policies, advanced generalist social workers use social justice, anti-racist, and anti-oppressive frameworks to evaluate equitable service access, particularly in underserved communities. They employ research-informed advocacy strategies to drive policy reform, addressing structural inequities, and championing systemic changes that dismantle oppressive practices affecting historically minoritized and marginalized groups.

Specialization Year Behaviors. Social workers:

- Apply advanced critical thinking to formulate, analyze, evaluate, and advocate for policy reforms that advance human rights and social, racial, economic, and environmental justice across various system levels. (K, C/A)
- Conduct comprehensive assessments of social welfare policies using social justice, anti-racist, and anti-oppressive frameworks to determine their impact on equitable service access and delivery, especially in rural or underserved communities. (S)

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

Advanced generalist social work practice involves dynamic and adaptive engagement across diverse settings, particularly in rural areas and underserved communities. In these contexts, they recognize the unique challenges of social isolation, limited resources, poverty, and cultural norms. Advanced generalist social workers address barriers such as geographic isolation, limited-service access, and close-knit social dynamics, tailoring their approaches through theories of human behavior and the person-in-environment perspective. Aware of their own biases, values, and the influence of power and privilege, they strive for effective engagement with diverse populations. Interprofessional collaboration is emphasized to enhance service delivery, reduce barriers, and support rural and underserved client systems effectively.

Specialization Year Behaviors. Social workers:

- Differentially appraise and apply culturally appropriate theories of human behavior and person-in-environment perspectives in the engagement process with clients and constituencies across all system levels.
- Engage in culturally responsive relationship building and interprofessional collaborative practices to effectively and intentionally engage diverse clients and constituencies.

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

Assessment is the cornerstone of advanced generalist social work practice, enabling advanced generalist social workers to understand clients through a wholistic, strengths-based perspective. Advanced generalists use their comprehensive assessment skills to evaluate clients' needs by considering physical, psychological, cultural, spiritual and social factors. This approach allows them to attune to the unique complexities of each client's system and life context. For advanced generalist social workers, assessment involves leveraging their knowledge and skills to think critically, identifying gaps and barriers, and recognizing opportunities as presented by clients and constituents at all systems levels. This process goes beyond surface-level observations, involving active listening, empathy, and collaboration to ensure that clients and constituents' voices are at the center of their own outcomes. Through a thorough assessment, advanced generalists work to build an understanding that informs tailored interventions, supports empowerment, and promotes overall well-being.

Specialization Year Behaviors. Social workers:

- Formulate and apply anti-oppressive, anti-racist, and culturally responsive assessments and approaches with clients and constituencies at all system levels.
- Demonstrate the application of culturally responsive assessment instruments and analytic frameworks to wholistically assess complex phenomena and strengths of clients and constituencies.

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

Advanced generalist social workers recognize that intervention is an ongoing and evolving component of the progressive, interactive process that defines social work practice. They apply a deep understanding of human behavior and person-in-environment perspectives, as well as other interdisciplinary approaches, critically evaluating and using this knowledge to employ culturally responsive interventions across diverse client systems in rural and underserved settings at the individual, family, group, organization, and community levels. Advanced generalist social workers are skilled in recognizing, analyzing, and implementing research-informed interventions that are adapted to the unique, wholistic needs of clients and constituencies in underserved and rural communities. They collaborate with other professionals to achieve wholistic and sustainable outcomes, engaging in interprofessional collaborative practices to ensure effective client outcomes. Additionally, advanced generalist social workers are skilled at facilitating seamless transitions and completion of service, ensuring that clients and constituencies are empowered and prepared.

Specialization Year Behaviors. Social workers:

- Identify, analyze, and implement theoretically grounded, research-informed, culturally responsive interventions with clients and constituents across all practice settings.
- Engage in interprofessional collaboration to achieve the unique goals of client systems and constituents in advanced generalist social work practice.

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

Advanced generalist social workers in rural and underserved community settings understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with diverse individuals, families, groups, organizations, and communities. Advanced generalist social workers engage in the evaluation of program processes and outcomes to advance practice, policy, and service delivery effectiveness. Advanced generalist social workers utilize anti-racist and anti-oppressive perspectives in all stages of the evaluation process. Advanced generalist social workers synthesize and apply theories of human behavior, person-in-environment perspective, and interprofessional conceptual frameworks to the evaluation of outcomes across all client systems. Advanced generalist social workers prioritize the application of effective evaluative methods aligned with anti-racist and anti-oppressive perspectives.

Specialization Year Behaviors. Social workers:

- Critically evaluate interventions with individuals, families, groups, organizations, and communities to advance social, racial, economic, and environmental justice, applying a comprehensive understanding of power and privilege to reduce structural barriers and support equity. (K, S)
- Engage in self-reflective practice regarding the application of anti-oppressive evaluation tools that critically analyze, monitor, and evaluate advanced generalist practice across client systems. (V, C/A)

Competencies and Specialization year behaviors updated to the new 2022 EPAS: December 11, 2024.

MSW Program Assessment

CSWE requires the MSW program have a systematic plan for ongoing assessment of student achievement of the nine social work competencies of generalist practice for generalist and specialized practice for master's social work programs. The program assesses each competency, using at least two instruments, at least one of which is based in real or simulated demonstration of student achievement in field education (CSWE 2022 EPAS, Educational Policy 5.0 Assessment).

MSW program **Outcome Assessment data** is posted on the MSW program website <https://ahn.mnsu.edu/academic-programs/social-work/master-of-social-work/about/msw-outcome-assessment-data/>

MSW Degree Information and 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 elective credit hours and 20 credit hours of practicum and 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 elective credit hours elective, and 10 credit hours of practicum and seminar.

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

Curriculum Plan – Traditional Program (6 semesters/2 years)

TR MSW Generalist Year (1st Year)

Fall Semester

- SOWK 601: Foundations of Generalist Social Work Practice (3 cr.)
- SOWK 605: Social Welfare Policy and Services (3 cr.)
- SOWK 609: Culturally Responsive Communication in Social Work Practice (3 cr.)

Spring Semester

- SOWK 603: Human Behavior in the Social Environment (3 cr.)
- SOWK 611: Mezzo-Macro Social Work Practice (3 cr.)
- SOWK 615: Generalist Practicum & Seminar I (5 cr.)

Summer Semester

- SOWK 625: Generalist Practicum & Seminar II (5 cr.)
- SOWK 629: Applied Social Work Research (3 cr.)
- Elective: 3 credits required (typically taken 1st summer semester)

TR MSW Specialist Year (2nd Year)

Fall Semester

- SOWK 651: Advanced Social Work Practice with Individuals (3 cr.)
- SOWK 661: Advanced Social Work Practice Administration (3 cr.)
- SOWK 663: Advanced Social Work Practice with Groups (3 cr.)

Spring Semester

- SOWK 655: Advanced Social Work Policy Practice (3 cr.)
- SOWK 660: Advanced Social Work Practice with Couples & Families (3 cr.)
- SOWK 665: Specialist Practicum & Seminar I (5 cr.)

Summer Semester

- SOWK 675: Specialist Practicum & Seminar II (5 cr.)
- SOWK 669: Advanced Social Work Evaluation (3 cr.)
- Elective: 3 credits required (taken 2nd summer semester if not already fulfilled, or as additional elective coursework)

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; Revised and adopted May 1, 2024.

Curriculum Plan – Advanced Standing Program (Summer semester plus Specialist year)

Advanced Standing MSW

Summer Semester

- SOWK 650: Advanced Standing Preparation Seminar (3 cr.)
- Elective: 3 credits required (typically taken 1st summer semester)

Fall Semester

- SOWK 651: Advanced Social Work Practice with Individuals (3 cr.)
- SOWK 661: Advanced Social Work Practice Administration (3 cr.)
- SOWK 663: Advanced Social Work Practice with Groups (3 cr.)

Spring Semester

- SOWK 655: Advanced Social Work Policy Practice (3 cr.)
- SOWK 660: Advanced Social Work Practice with Couples & Families (3 cr.)
- SOWK 665: Specialist Practicum & Seminar I (5 cr.)

Summer Semester

- SOWK 675: Specialist Practicum & Seminar II (5 cr.)
- SOWK 669: Advanced Social Work Evaluation (3 cr.)
- Elective: 3 credits required (taken 2nd summer semester if not already fulfilled, or as additional elective coursework)

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; Revised and adopted May 1, 2024.

Course Descriptions

[Course descriptions](#) are available on the MSW program website and in the online Graduate Catalog.

Course Completion

MSW students are required to matriculate through the program as it is designed. Exceptions may be made on a case-by-case basis. Students should consult with their academic advisor.

The grade of “Incomplete” is reserved for special cases and means that, because of extenuating circumstances, the student failed to meet an important requirement of the course, but has in other respects done passing work for the semester. Students who require an Incomplete must follow the university policy for requesting and resolving the Incomplete. The incomplete grade must be removed prior to the start of the next semester.

An “in-progress” grade is reserved solely for SOWK 615 and SOWK 665.

Adopted: September 11, 2024

Elective Requirement

Students in the MSW program must fulfill 3 elective credit hours. Students may choose to complete more than 3 hours of elective credits. Elective credits:

- Must be graduate level credits (500-level or 600-level).
- May be any social work elective offered at the 500-level or 600-level.
- May be any graduate level course from another discipline that enhances the students' knowledge and skills in advanced generalist social work practice.

Students should consult with their MSW academic advisor to ensure that the elective course(s) will fulfill the MSW program elective requirement and the Graduate College Policy and Course Requirements

<https://grad.mnsu.edu/graduate-college-policy/>

Draft September 23, 2007; Revised and adopted October 10, 2007; Revised and adopted September 11, 2024.

MSW Credit-Earning Out-of-Region Policy

It is expected that MSW students will follow the curriculum plan and complete all required coursework for the degree within the MSW program at Minnesota State University Mankato. Students should plan to complete *practicum* (SOWK 615/625 and SOWK 665/675) within a 150- mile radius of Minnesota State University, Mankato. All policies and procedures for practicum education may be found in the Practicum Education Manual.

International and Domestic Credit-earning Opportunities

Students may elect to complete an Individual Study (SOWK 677, 1-3 cr.) in a domestic or international setting outside of the region. The student will identify and develop this study with an MSW social work faculty who will be overseeing the plan of study and assigning a grade. An Individual Study may be supported through the Minnesota State University Mankato Center for Global Engagement <https://www.mnsu.edu/academics/global-education/centers-of-global-education/center-for-global-engagement/>, affiliated with another University or developed by the student. This study may meet the elective requirement (3 cr.) if sufficient depth and focus are planned. Students should consult with their academic advisor about completing an out-of-region Individual Study early in their academic program.

Students may elect to do additional practicum placement hours, Social Work Internship (SOWK 697) in an out of region or international setting. This will not substitute for Social Work Practicum (SOWK615/625 or 665/675). The student will develop the internships with an MSW 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. Due to the year-round sequencing of MSW coursework and practicum, adding an out-of-region or international experience may extend the academic program. Students should work closely with their advisor to integrate a credit-earning opportunity in an appropriate place in the curriculum sequence (e.g., holiday breaks, spring break, 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.

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.

1. Students must begin the planning process for any out-of-region or international social work credit-earning experience by formally contacting their academic advisor 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.

-
2. If contact with an international or out-of-region institution is required for the credit-earning experience to occur, the institution must have reliable telephone and internet access. The reliability of any technology will be demonstrated using the technology during the planning process with the faculty member with whom the student is planning the experience.
 3. Students are expected to comply with University, Department, and MSW program policies for international travel, including but not limited to those policies related to conduct, liability, and documentation. Students must complete all documentation required by the Center for Global Engagement.

Revised for MSW program and adopted: September 11, 2024

Clinical Clock Hour Content

Students wishing to pursue clinical social work licensure in Minnesota are required to attain and document clinical clock hours. Clinical content is embedded in required and elective courses offered through the MSW program and documented in the Clinical Content Clock Hour forms posted on the MSW program website: <https://ahn.mnsu.edu/academic-programs/social-work/master-of-social-work/licensure/>
Go to the Minnesota Board of Social Work webpage for more information about clinical licensure and attainment of clinical clock hours. <https://mn.gov/boards/social-work/applicants/applyforlicense/licsw.jsp>

Adopted: September 11, 2024

MSW Program Policies

The policies stipulate the responsibilities of the MSW program and the rights and responsibilities of MSW students. The MSW program periodically reviews existing policies and revises, repeals, and drafts new policies to follow federal, state, University, College of Graduate Studies, and CSWE policies.

Statement of Non-Discrimination

Minnesota State Mankato is committed to providing access, equal education and employment opportunities to all persons, and does not discriminate on the basis of race, sex, color, creed, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or any other group or class in which discrimination is prohibited by federal or state law, other applicable state or federal laws or State University System policies. The [Office of Equal Opportunity and Title IX](#) receive and investigate complaints of discrimination, harassment, and sexual violence. University policies pertaining to Affirmative Action and Equal Opportunity and Discrimination, Harassment, and Sexual Violence can be accessed at <https://admin.mnsu.edu/equal-opportunity-title-ix/>

Access and Accommodation for Students with Disabilities

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. [Accessibility Resources](#) Coordinators provide accommodation for students with disabilities and serve as a resource for faculty, staff and the university community to assure equal access to learning for all. <https://www.mnsu.edu/university-life/campus-services/accessibility-resources/>

Students with disabilities do not have to report or identify themselves to Accessibility Resources unless they want to request accommodation for disability barriers. For those who are seeking accommodations, there are three steps:

1. Log into [MavAccess](#) with your Star ID and complete the New Student Application.
2. Schedule an intake meeting with staff in Accessibility Resources by:
 - Calling 507-389-2825
 - Mailing ar@mnsu.edu.
 - Stopping by Accessibility Resources in Memorial Library 132.
3. Provide current documentation (if available) from a qualified, relevant professional that verifies disability barriers. Though it is preferred that we have documentation before the intake meeting, lack of documentation should not hinder the student from meeting with staff in Accessibility Resources. Documentation can be e-mailed to ar@mnsu.edu, uploaded to the MavAccess application, dropped off at Memorial Library 132, or faxed to 507-389-1199.

Accommodation will be made to support MSW students' success under the Office of Accessibility Resources' direction.

Adopted September 12, 2007; Revised March 7, 2014; Revised April 19, 2022; Revised April 26, 2024.

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). We ask for everyone's cooperation in our efforts to accommodate these serious health concerns by refraining from wearing strong scents while in the classroom, faculty and department offices, and adjoining halls.

Adopted by the Department of Social Work on August 25, 2003.

Enrollment in Required MSW Courses for non-MSW Admitted Graduate Students

Graduate students not admitted to the MSW program may enroll in a required MSW course if granted permission by the MSW faculty member teaching the requested course. For courses taught by non-MSW faculty members (including adjunct faculty), the instructor of record must consult with the MSW Program Director before giving the student permission to enroll in a course. The instructor of record has the discretion to decide whether to permit a non-MSW student to enroll in a required MSW course.

Adopted April 10, 2019; Revised and adopted September 11, 2024

Admission Related Policies

Advanced Standing Policy

Applicants to the Advanced Standing Program option must hold a bachelor's 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. Such a program must have included a supervised undergraduate practicum in compliance with CSWE standards. If the undergraduate social work degree is not completed when making application, students admitted to the AS program must fulfill the degree requirement by the start of their first semester in the MSW program.

Adopted June 9, 2006; Revised and adopted Nov 16, 2023.

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 life experience or previous work experience (CSWE EPAS 4.1.5).

Adopted June 9, 2006; Revised and adopted November 16, 2023.

International Applicants for whom English is not their First Language

International applicants whose native language is not English must provide proof of language proficiency through the [Test of English as a Foreign Language \(TOEFL\)](#), the [International English Language Testing Systems \(IELTS\)](#), or the [Duolingo English Test](#).

Applicants must meet minimum score requirements and all test scores must be submitted directly by the testing agency to the Graduate College. The Educational Testing Service (ETS) code for Minnesota State Mankato is 6677. Photocopies of test scores are not accepted.

- TOEFL iBT: Minimum composite score of 90 required; score of 100 preferred.
- IELTS: Minimum overall band score of 6.5 required; score of 7.0 preferred.
- DUOLINGO: Minimum score of 115 required; score of 125 preferred.

Applicants from countries where English is the SOLE OFFICIAL language of instruction (Australia, Bahamas, Barbados, Canada-except Quebec, England, the Gambia, Ghana, Ireland, Jamaica, Kenya, New Zealand, Nigeria, Scotland, St. Vincent and the Grenadines, Trinidad, Tobago, Uganda, and Wales) are typically not required to submit TOEFL results.

Meeting the minimum score means the applicant meets the minimum eligibility for applying to the MSW program; it does not necessarily mean the applicant will be admitted.

Adopted September 18, 2013; Revised and adopted April 25, 2019; Revised and adopted November 16, 2023; Revised and adopted September 11, 2024

Readmission to the MSW Program

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 admitted, 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 subject to the policies of the Graduate College 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 with a grade lower than a "B" will not be considered towards degree completion.

Adopted September 18, 2013.

Course Transfer/Substitution Policy

Transfer credits may be accepted according to the Graduate College policies at Minnesota State University, Mankato. <https://grad.mnsu.edu/graduate-college-policy/> To be accepted as part of a degree program, transfer/substitution credits must be graduate-level and have been completed no more than six years prior to the award of the MSW degree.

The MSW program will only accept credits for required MSW courses from CSWE accredited programs. Credit will only be awarded if a grade of “B” or better was earned.

Requests for transfer/substitution of course credits are reviewed on a case-by-case basis through a comparative review of transfer course syllabi and MSW program syllabi to ensure comparable learning outcomes. An applicant or admitted students who wish to transfer/substitute courses for credit should submit their request in writing using the Course Transfer/Substitution Form.

1. Applicants to the MSW program submit the form to the MSW Program Director. Students admitted to the program submit the form to their assigned academic advisor. A meeting may be requested to gather additional information and/or discuss the request.
2. During the academic year, the request to transfer/submit is presented to the MSW faculty at a MSW program meeting. If a decision must be made during the summer, the request to transfer/submit is presented to the MSW Program Director and MSW Practicum Director, in consultation with faculty with subject matter expertise.
3. A decision will be made in writing, ideally within 2 weeks and no more than 4 weeks, from submission of the Course Transfer/Substitution Form and sent via email to the applicant/admitted student.

Adopted April 1, 2015; Revised and adopted April 25, 2019; Revised and adopted: September 11, 2024

Change of Enrollment Policy

Decisions made by the MSW program regarding student requests for enrollment changes must balance the student's needs and responsibilities. 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 MSW program 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 and 2) leave of absence.

Delay of Admission to the Program

Students 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. In consultation with the MSW Program Director, a [Delay of Admission \(DA\) Form](#) needs to be completed. 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 sends the student the completed form indicating approval or denial of the request. The

MSW Program Director sends a copy of the form to the Office of Graduate Studies and retains a copy in electronic MSW program files. Students granted a delay of 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. 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. A delay of admission may only be granted twice. After a second one-year delay, students are required to reapply to the MSW program.

Leave of Absence

Students who need to take a leave of absence should confer with their faculty advisor to discuss their request for a leave. The MSW program is a highly structured program with required courses offered once 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 \(LOA\) form](#) is completed. Students must contact the MSW Program Director for a copy of the form. This form stipulates the reason for the leave and the academic year when the student will return to the MSW program. The LOA Form is submitted by the advisor to the MSW Program Director for approval. The MSW Program Director sends the student the completed form indicating approval or denial of the request. The MSW Program Director sends a copy of the LOA Form to the student's advisor, Office of Graduate Studies, and retains a copy in an electronic program file. Students granted a Leave of Absence must inform the MSW Program Director of their intention to return to the MSW program by submitting the [Approval for Continuation form](#) by the date stipulated on the approved LOA 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.

Students unable to resume the program according to the terms in the LOA Form should confer with their advisor to discuss an extension of their leave. In consultation with the advisor, an LOA Form requesting an extension needs to be completed. The LOA Form is submitted by the advisor to the MSW Program Director for approval. The MSW Program Director sends the student a copy of the completed form indicating approval or denial of the request. The MSW Program Director sends a copy of the form to the student's advisor, Office of Graduate Studies, and retains a copy in MSW program files. 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 LOA Form. Students who do not meet the stipulated deadline for submitting their request to resume the program will be withdrawn from the MSW program. A leave of absence may only be granted twice. After a second one-year delay, students are required to reapply to the MSW program.

Students denied an extension or withdrawn from the program may file a written petition to appeal against the decision. Refer to the [Grievance and Appeal Policy and Procedures](#).

Draft: August 22, 2007; Revised and adopted October 10, 2007; Revised and adopted April 9, 2009; Revised and adopted November 30, 2016; Revised and adopted March 2, 2022.; Revised and adopted September 18, 2024.

Academic Advisor Policy

Upon acceptance to the MSW program, the MSW Program Director is the advisor of record until a permanent MSW faculty member is assigned. Permanent assignments are made before the

beginning of the fall semester. MSW students complete the [Academic Advisor Preference form](#). Indication of preference for a faculty member does not guarantee that the person will be assigned their first choice. Rather, student preference is considered when assigning advisors. Final assignments are contingent on faculty availability and made by the MSW Program Director to ensure relatively equal numbers of advisees among the MSW faculty.

Advisees may request a change in academic advisor using the Graduate College [Change of Advisor Form](#). It is the student's responsibility to get signatures from their current advisor and new advisor and submit the form to the MSW Program Director (referred to the Graduate Coordinator on the form). The MSW Program Director will sign, send it to the Graduate College, and provide the student with a copy via email.

Responsibilities of the Advisor

- Helps assigned students matriculate through the MSW program.
- Helps assigned students choose appropriate elective course(s).
- Works with assigned students to resolve academic concerns.
- Confers with assigned students about academic, professional, and career issues.
- Monitors assigned students' performance.
- Consults with assigned students in applying for graduation.

Responsibilities of the Students

- Initiates contact with advisor.
- 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. Submits the [Application for Graduation](#) and [Recommendation for Awarding the Degree](#) for signature.

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 26, 2024.

Criminal Background Check Policy

Students are required by the Department to complete a criminal background check before entering practicum courses. In some instances, specific agencies may require students to complete additional background checks. 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 Practicum Director. Failure to report may be a violation of the Student Responsibilities Policy and procedures as outlined in the policy may be initiated.

Because social workers work with many vulnerable populations, security background checks are required for practicum 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 practicum 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 SOWK 615/625 and or SOWK 665/675 at the discretion of the Practicum 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 practicum placement. Additionally, failure to report may be a violation of the Student Responsibilities Policy and procedures as outlined in the 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 practicum 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 by the Department of Social Work.

MSW Program Review

If the criminal background check is returned with felonies, gross misdemeanors and/or misdemeanors, the MSW program 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.

When a criminal background check reveals the conviction of a felony, gross misdemeanor, or misdemeanor, the MSW program 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; Revised and adopted April 20, 2022

Communications and Technology Policies and Guidelines

MavMail Use

MavMail is the official communication method for Minnesota State, Mankato. Students are
Minnesota State University Mankato, MSW Program

expected to use and frequently check their MavMail. Department faculty and staff will only use student's MavMail address to communicate via email. For more information about MavMail go to <https://www.mnsu.edu/its/mavmail/>

Adopted: August 22, 2007; Revised and adopted January 31, 2024.

Social Media Ethical Responsibility and 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. Agencies may 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 or social media. Sharing personal information on social media can impact current and future educational and professional opportunities. For safety and privacy, it is important to consider what information about you is readily available online. It is also important that what you post publicly online is accurate and does not 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.

"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.

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 is 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 Minnesota Statute (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
<https://www.revisor.mn.gov/statutes/cite/148E>
- The National Association of Social Workers Code of Ethics
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
- Minnesota Board of Social Work, *Standards of Ethical Practice*
<https://mn.gov/boards/social-work/licensees/ethicalpractice/>
- The International Federation of Social Workers Ethical Principles
<https://www.ifsw.org/global-social-work-statement-of-ethical-principles/>

Further, students are reminded they are to abide by the [University's Statement of Student](#)

[Responsibilities](#) and all relevant University policies, regardless of their major.

Students with questions about the appropriate use of technology should consult the [NASW Standards for Technology](#) in Social Work Practice, which were developed collaboratively by NASW, CSWE, ASWB, and CSWA.

Adopted by the Department of Social Work May 4, 2016. Revised and adopted October 2, 2024

Professional and Ethical Behavior Policies and Procedures

University Statement of Student Responsibilities

Students are expected to comply with the Minnesota State University, Mankato **Statement of Student Responsibilities** policy. Per the policy, students are dual members of the Minnesota State University, Mankato community and society. Good citizenship is expected of all students regardless of location. Students who engage in alleged violations of the “Statement of Student Responsibilities” policy may also face civil or criminal penalties.

<https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/statement-of-student-responsibilities/>

MSW Program Statement of Responsibilities and Agreements

Students are expected to comply with the [Statement of Responsibilities and Agreements](#), signed at the time of acceptance in the MSW program.

MSW Program Standards for Professional and Ethical Behavior

Social workers are expected to demonstrate high standards of professional behavior. Social workers, including MSW students, have ethical obligations to clients, colleagues, practice settings, as professionals, the social work profession, and the broader society. As stipulated in the NASW *Code of Ethics*, a social worker's “primary responsibility is to promote the well-being of clients. In general, client interests are primary” (NASW, 2021, 1.01 Commitment to Clients). Read the following documents on-line and consult with your faculty advisor or other social work faculty regarding questions or implications of these documents.

- National Association of Social Work *Code of Ethics*
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>
- Minnesota Board of Social Work, *Standards of Ethical Practice*
<https://mn.gov/boards/social-work/licensees/ethicalpractice/>
- Minnesota Social Work Practice Act <https://www.revisor.mn.gov/statutes/cite/148E>

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 participation in the program and practice. Students need to assume responsibility for any barriers to professional service and academic pursuits that may arise during their coursework, practicum, or subsequent employment. Barriers may include illness, use of alcohol, drugs, chemicals, or any other materials, or a mental, physical, or psychological condition that interferes with the ability to practice with “[reasonable skill and safety](#)” (MN Social Work Practice Act, Sec. 148E.205).

Procedure for Non-Compliance with MSW Program Standards for Professional and Ethical Behavior

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 any of the Student Responsibilities policies will be supported by faculty to address matters that affect their performance as a social work student. However, the program also recognizes that it has a role in preparing and graduating 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 Standards for Professional and Ethical Behavior. At any step of the process, the student may appeal a decision made by the MSW program.

Refer to the **Conduct Requiring Immediate Dismissal Policy (p. 31)** for an exception to the following procedures for managing a violation of the Standards for Professional and Ethical Behavior.

Concerns with professional and ethical behavior in the practicum setting will follow the policy and procedures outlined in the Practicum Education Handbook.

Step One. If a student is believed to be out of compliance with the Standards for Professional and Ethical Behavior, it is the responsibility of the claimant to address the compliance issue directly with the student. This approach is based upon the NASW *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” (section 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. The MSW Program Director shall be notified of the violation and action taken to resolve it and ensure compliance with MSW program and University policies. The MSW Program Director will store an electronic copy of the letter from the claimant to the student in the MSW Program’s electronic student files. 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 Two. 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 directly to the attention of the MSW Program Director. The claimant should provide in writing information regarding the actions of the student that violate the Standards for Professional and Ethical Behavior. The MSW Program Director, in concert with the student’s academic advisor, will meet with the student to discuss the claim. If a determination is made that the claim has factual merit, a plan of correction will be developed. 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 and all parties involved in developing or overseeing the plan will sign-off on the plan. A copy of the signed plan will be given to the student and all parties signing-off on the plan. The MSW

Program Director will provide a copy to the Graduate Studies Office and place in the MSW Program's electronic student files. As part of the plan, the MSW academic advisor will closely monitor the student's compliance until the student graduates from the MSW program. The academic advisor will meet with the student at least once per semester to ensure they comply.

Step Three. Failure to reestablish compliance within the agreed upon timeline will result in consideration of dismissal from the 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 faculty seminar 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 maintained in the MSW Program's electronic student files. 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 practicum will be communicated to the practicum liaison who will then inform the practicum instructor/task supervisor in a timely manner of the student's dismissal.

Adopted August 22, 2007; Revised and adopted April 6, 2009; Revised and adopted March 27, 2013; Revised and adopted March 2, 2022; Revised and adopted October 2, 2024

Conduct Requiring Immediate Dismissal from the MSW Program Policy

Some student behaviors require immediate dismissal from the program. These behaviors include:

1. A behavior/action resulting in imminent danger to clients, other students, social work faculty or staff, colleagues, self, or others not specifically identified. Examples of such behavior include, but are not limited to physical, sexual, or other abuse or exploitation of a client; neglect or negligence of duties resulting in imminent danger or harm to a client; threat of violence or act of violence.
2. An egregious breach of professionalism or ethics.

The behaviors may also result in a report to campus police, local law enforcement, or the MN Board of Social Work as warranted.

Adopted August 22, 2007; Revised and adopted April 6, 2009; Revised and adopted March 27, 2013; Revised and adopted March 2, 2022; Revised and adopted October 2, 2024

Academic Honesty Policy and Procedures

Students are expected to adhere to the **Academic Honesty Policy** of Minnesota State University, Mankato <https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/academic-honesty/>

Effective August 1, 2020; Next review September 2026.

Procedures Pertaining to the Violation of the Academic Honesty Policy

The MSW program will respond to academic dishonesty in accordance with the policies and procedures set out by the University <https://www.mnsu.edu/student-conduct/student-conduct-resources-for-faculty/student-conduct-academic-dishonesty/>

Students determined to be in violation of the University's *Academic Honesty Policy* are subject to academic sanctions (e.g., lowering grade, failing a course) and disciplinary sanctions (such as probation, suspension, expulsion). Academic sanctions will be determined by the faculty teaching the course where the infraction occurred. Students are afforded the following due process considerations for actions taken by faculty and/or the MSW program for a violation of the Academic Honesty policy:

1. Written notice of the allegation.
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 #4) of the infraction and academic sanction will be placed in the student's electronic 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** <https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/grade-appeals/>. Faculty may refer the case to the Office of Student Conduct for further action.

Adopted August 22, 2007; Revised and adopted March 27, 2013; Revised and adopted March 2, 2022; Revised and adopted September 18, 2024

Scholastic Standards Policies and Procedures

The MSW program's **Scholastic Standards Policy and Procedures** is based upon the **Scholastic Standards Policy** of the College of Graduate Studies and Research <https://grad.mnsu.edu/graduate-college-policy/scholastic-standards/>

The purpose of the Scholastic Standards Policy is to establish clear academic standards for students in the MSW Program. If MSW students are facing academic challenges, they are encouraged to utilize their academic advisor as a resource and to seek out support through the Center for Academic Success or other appropriate university services. The MSW Program wants students to be academically successful and will work in partnership with students to achieve that outcome.

The MSW program Scholastic Standards Policy and Procedures was reviewed by the Office of Graduate Studies and is in accordance with the Graduate College's Scholastic Standards policy. It is the expectation of the MSW program that students earn a grade of "3.0" or better in all required MSW courses and in course/courses that fulfill the 3-credit hour elective requirement for the MSW degree. Students may not repeat required MSW courses to achieve a passing grade of "3.0" or better.

Academic Warning, Probation, Dismissal

Traditional (2 year) Program

1. A grade of "D" or below will result in the student needing to take a leave of absence from the program and rejoining the subsequent cohort when they are able to retake the course and earn a grade of "C" or higher.
2. The first incidence of a student receiving a grade less than a 3.0 in a required MSW course or elective counting towards the degree 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 Office of Graduate Studies.
3. The second incidence of a student receiving a grade less than a 3.0 in a required MSW course or elective counting towards the degree 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 Office of Graduate Studies.
4. The third incidence of a student receiving a grade less than a 3.0 in a required MSW course or elective counting toward the degree 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 Office of Graduate Studies.

Advanced Standing Program

1. Students admitted to the Advanced Standing Program must pass SOWK 650: *Advanced Standing Preparation Seminar* with a grade of 3.0 or better to remain in the program. Students earning a grade less than a 3.0 in SOWK 650 will automatically be dismissed from the Advanced Standing program.
2. A grade of "D" or below in a required course will result in the student needing to take a leave of absence from the program and rejoining the subsequent cohort when they are able to retake the course and earn a grade of "C" or higher.
3. Following SOWK 650, the first incidence of a student receiving a grade less than a 3.0 in a required MSW course or elective counting toward the degree 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 Office of Graduate Studies.

-
4. Following SOWK 650, the second incidence of a student receiving a grade less than a 3.0 in a required MSW course or elective counting toward the degree 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 Office of Graduate Studies.

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 less than a 3.0 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 less than a 3.0 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 submit a written grade appeal.

Adopted April 1, 2015; Revised and adopted April 18, 2018; Revised and adopted October 2, 2024

Student Appeal Policies and Procedures

University Grade Appeal Policy and Procedures

Students have the right to ask an instructor for an explanation of any grade received. Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally. Students are expected to follow the [formal procedure](#) for reviewing instances where students perceive that a final grade is unfair, arbitrary, or capricious. A written petition will be submitted by the student to the instructor of the class within two weeks* of the final day of grade entry for the term in which the course was taken.

Refer to the University's [Grade Appeal Policy https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/grade-appeals/](https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/grade-appeals/)

Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Government.

- Online Form: <https://mankato.mnsu.edu/university-life/campus-services/student-government/sponsored-services/grade-appeals/>
- Room: CSU 280
- Phone: 507-389-2621

Adopted by University September 1992; Adopted by program August 22, 2007; Revised and adopted October 2, 2024; Revised September 4, 2025.

Grievance and Appeal Policy and Procedures

Students may file a grievance if they believe 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 regarding the interpretation and/or application of a MSW program policy and procedures. Students may file an appeal of a MSW program decision. Students should follow the [Grade Appeal Policy](#) if they believe a grade is unfair, arbitrary or capricious. For all other types of grievances or appeals, students should adhere to the University policy and procedures for pursuing a formal complaint against an instructor or the academic program.

A link to the university policies and procedures for resolving a grievance can be found through the following link: <https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/student-complaints-and--grievances/>

Draft: August 23, 2007; Revised and adopted: December 5, 2007; Revised and adopted October 2, 2024

Data Privacy and Document Retention Policy and Procedures

The MSW program adheres to the Minnesota State University, Mankato data privacy policy and procedures, which is governed by state and federal laws, including:

- [Minnesota Government Data Practices Act](#), **Minnesota Statutes, Chapter 13.**
- [The Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- Minnesota State University, [Student Education Records Policy](#)

MSW Application Materials

Application to the MSW program is made using the centralized application services used by the Graduate College, Element 451. The MSW program does not maintain copies of any application materials once admission decisions are made. All official communication with MSW applicants, email and letters, is made through Element 451. The Graduate College is responsible for managing application materials on Element 451. The only document that the MSW program retains is the signed Acceptance of Admission Agreement. All signed forms are placed in a OneDrive folder and maintained during the duration of student's enrollment in the MSW program. The MSW Program Director is responsible for the One Drive folder. The MSW Program Director and MSW faculty (not including adjunct faculty) have access to the folder. Upon graduation, the forms are deleted.

Revised September 4, 2025

Enrolled MSW Student Files

Upon admission to the MSW program, students sign the following forms:

- Receipt of the MSW Student Handbook
- Media Release form

The forms are placed in a OneDrive folder and maintained during the duration of student's enrollment in the MSW program. The MSW Program Director is responsible for the One Drive folder. The MSW Program Director and MSW faculty (not including adjunct) have access to the folder.

A copy of any official communication with an MSW students (e.g., academic standing, grievance and appeal) is maintained in electronic MSW program files.

MSW Practicum

Inquiries about the retention of data related to MSW Practicum should refer to the Practicum Education Handbook.

Draft January 29, 2008; Revised and adopted April 9, 2009; Revised and adopted March 26, 2011; Revised and adopted October 7, 2015; Revised and adopted October 2, 2024

Department Travel Fund Request Policy & Procedures

The purpose of these funds is to support student scholarship activities that meet Departmental goals. Funds are awarded in accordance with the [Minnesota State 5.19 Travel Management policy](#). 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. Funds are subject to availability annually and at faculty discretion. Students must provide evidence of application for additional funding from other University sources.

Maximum Department Travel Fund request per person:

- International: \$1000
- Domestic: \$500
- In-state: \$250

Student Criteria for Awards

- Must be a graduate social work student who is enrolled in the MSW program.
- Must apply for funds for the semester in which there will be reimbursable travel expenses
- Must complete the application form, including 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 going out of state, and then complete the reimbursement form with receipts upon return.

Contact your academic advisor or the MSW Program Director for the application form.

Revised and adopted: September 11, 2024

MSW Program Travel Fund Request Policy and Procedures

Each year, the MSW Program will determine the availability of funds for students to access for professional development or scholarly opportunities. Students will be notified of the availability of these funds by email once it has been determined that there are sufficient funds available for this budget item. The MSW Program offers partial funding for MSW students at MN State University, Mankato to travel to an academic conference or professional training. Each student is eligible for no more than

one travel fund award each academic fiscal year (July 1 through June 30). Funds will be made available until the allocation for the year is exhausted.

Maximum MSW Program Travel Fund request:

- Domestic out-of-state: \$500
- In-state: \$250

The travel funds grant functions as a reimbursement. Students should follow the Department Travel Fund Request Procedures, including completion and submission of the Department Travel Fund application to the MSW Program Director. The Department Travel Funds will be the first payor of travel expenses. If the cost of travel exceeds what is reimbursable through the Department Travel Fund, then the MSW Program Travel Funds can be accessed. If other grant-funded resources are available to the student, such as HRSA, School Social Work, or Title IV-E, those funds must be utilized prior to accessing funds through the MSW Program Travel Funds.

Adopted October 2, 2024

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 Awarding the Degree](#) forms during the spring of their last semester by the deadline posted by the College of Graduate Studies. The application and deadline dates are available at the College of Graduate Studies webpage <https://grad.mnsu.edu/graduate-student-resources/graduate-forms/>. A copy of the Application for Graduation is first reviewed and signed by students' academic advisor and then reviewed and signed by the MSW Program Director. Completed forms are submitted to the Office of Graduate Studies by the MSW Program Director. A copy of the Recommendation for Awarding the Degree is first reviewed and signed by students' academic advisor and then reviewed and signed by the MSW Practicum Director and MSW Program Director. Completed forms are submitted to the Office of Graduate Studies by the MSW Program Director.

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. There is no University commencement ceremony in the summer. Students must register to walk in a commencement ceremony. Go to the Graduation Services webpage for more information about preparing to graduate and commencement <https://grad.mnsu.edu/graduate-student-resources/degree-completiongraduation/>

MSW Program Summer Recognition Celebration

The MSW Program conducts a recognition celebration at the end of summer session for all students earning the MSW degree. This celebration provides a chance for a more personalized

recognition of program completion. Students may invite a limited number of guests. The recognition event is not meant to replace student participation in other commencement activities of their choosing.

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 Student Handbook identifies services that may be of interest to students in the MSW program. Go [University Life | Minnesota State University, Mankato \(mnsu.edu\)](http://www.mnsu.edu/university-life/minnesota-state-university-mankato) for information about the full array of resources available to students.

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 <https://mankato.mnsu.edu/it-solutions/help-support/> for more information about ITS support services.

Identification Card: MavCard

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/>

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 <https://www.mnsu.edu/university-life/campus-services/campus-hub/bills-payment/tuition-and-fees/>.

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/> and/or the Office of Financial Aid webpage at <http://www.mnsu.edu/campushub/>

Maverick Shop Bookstore

The Minnesota State University, [Maverick Shop 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 [Official Maverick Shop Apparel, Merchandise & Gifts \(bkstr.com\)](#).

Desire 2 Learn (D2L)

All faculty in the Department of Social Work use D2L to support their in-class instruction. All MSW courses are blended 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 <https://mnsu.learn.minnstate.edu/d2l/login>

IT (Information Technology) Solutions

IT Solutions provides walk-in tech help in the lower level of the CSU and first floor of Memorial Library. IT solutions provides online chat support and telephone support (507-389-6654). The main location of the IT Solution Center has numerous computers for use by students and is found in the lower level of CSU. In addition, there are satellite labs for educational and student usage throughout the campus. For more information about the IT Solution Center, go to [IT Solutions Locations | Minnesota State University, Mankato \(mnsu.edu\)](#)

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/>

Campus Security

Campus Security is located in 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; Help 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 Shops

There are two full-service copy shops located on campus: Wiecking Center and Memorial Library: <https://www.mnsu.edu/creative-production/copy-shops/copy-shop-locations/>

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 on the 2nd floor of the Centennial Student Union (CSU) in room 285. Students can make an appointment by calling 507-389-1455. For more information about the Counseling Center, go to <http://www.mnsu.edu/counseling/>

Kearney International Center

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 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/>

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 includes many popular films. The LGBT Center is in the Centennial Student Union in room 194. For more information, call 507-389-1535 or go to <http://www.mnsu.edu/lgbtc/>

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](#)
- Off-campus and online learner resources: <http://lib.mnsu.edu/distlearn/index.html>
- Group study room use
- [Interlibrary Loan \(ILL\)](#)
- [Reference Services](#)

Students need a MavCard to borrow library materials. For more information about the Memorial Library, call 507-389-5931 (checkout desk) or 507-389-6201 (hours) or go to <http://lib.mnsu.edu/>

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 <https://www.mnsu.edu/university-life/campus-services/accessibility-resources/>

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 in the Centennial Student Union in room 173. For more information, call 507-389-6076 or go to <http://www.mnsu.edu/nontrad/>

Diversity, Equity & Inclusion

Diversity, Equity, and Inclusion 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 <https://www.mnsu.edu/university-life/diversity-equity-inclusion>

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 many 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/>

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 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/>

Veteran Resource Center

The Veterans Resource Center helps, peer support, and educational events for veterans, current military members, and military family members. In partnership with the Minnesota Department of Veterans Affairs, the Veterans Resource Center can provide referral regarding a wide array of veterans supports, including educational benefits and scholarships. In addition to helping, the Veterans Resource Center is a comfortable, relaxing space where veterans, military members, and their families can grab a cup of coffee, share stories and support, or get some homework done. Stop by and meet some new friends. The Veterans Resource Center is located in the CSU 167. For more information go to: <https://www.mnsu.edu/university-life/campus-services/veterans/veterans-resource-center/about-the-veterans-resource-center/>

Weather/Class Cancellation/University Closing

Classes are typically conducted online on Zoom due to poor weather conditions. Your faculty will let you know if class is being moved to Zoom. 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 to the Star Alert messaging service at <https://app.mnsu.edu/staralertadmin/Account/Login?ReturnUrl=%2Fstaralertadmin>

Professional Enhancement Opportunities

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 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, allowing students to conduct presentations and engage in continuing education. For more information about CSWE, go to <http://www.cswe.org>

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 offered a paid membership in the fall semester of each academic year.

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.

Social Work Advocacy Week and Day at the Capitol

Social Work Advocacy Week and 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.

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. [Social Work Scholarships and Financial Assistance | Minnesota State University, Mankato \(mnsu.edu\)](#)