



MSW STUDENT **HANDBOOK**



SCHOOL OF SOCIAL WORK



UNIVERSITY OF
ARKANSAS

J. William Fulbright College of Arts & Sciences
School of Social Work
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University of Arkansas School of Social Work
MSW Student Handbook

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I. Welcome to the School of Social Work

As MSW Program Director, I would like to personally welcome you to the MSW Program. I hope the information in this Handbook will ease your transition to graduate studies and provide guidance as you move through the program. We are delighted you have chosen the University of Arkansas School of Social Work to pursue your graduate studies.

Professional social work is challenging, rewarding, and filled with exciting opportunities. It is also clearly not a profession suited to everyone. Because you are joining the graduate program, our assumption is that you have decided it is the career for you and that you accept the responsibilities and opportunities associated with membership in the profession. The faculty and staff of the School are committed to preparing you to meet the significant challenges addressed by social workers with advanced degrees in an ever-changing world and to acquainting you with the many rewards of professional social work.

While a graduate student with us, you will explore social work from many vantage points. You will be asked to examine your values and beliefs in the contexts of those of the profession and of the populations served by social workers. You will explore a wide range of theories about human behavior and the environments in which humans live. You will learn a range of practice skills used by social workers in our efforts to serve and advocate for the individuals, families, groups, organizations, and communities with whom we work. You will learn to analyze and advocate for social policies to improve the conditions of vulnerable populations. You will grapple with the complexities of human diversity and social and economic justice. You will examine existing research methodologies and learn a range of research skills to help advance evidence based social work practice. You will become acquainted with and use new technologies available to social workers. And, perhaps most important, through your field internship experiences, you will have the opportunity to apply what you learn in real life social work practice contexts.

As you will find, our MSW program is designed to prepare leader/practitioners for advanced practice with multiple systems across the life course. We are particularly concerned that you leave this program with the leadership skills, tools, and values you need to advance the mission of the profession, especially in terms of reducing poverty and assisting vulnerable populations in moving toward self-sufficiency and well being.

I wish you much success in your graduate social work education at the University of Arkansas School of Social Work.

A handwritten signature in blue ink that reads "Glenda House". The signature is written in a cursive, flowing style.

Glenda House, MSW Program Director
School of Social Work

Commitment to Equal Educational Opportunity

The UA School of Social Work

The University of Arkansas School of Social Work is committed to providing an equal educational opportunity to all students regardless of their age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation.

The UA Campus Council

The Campus Council of the University of Arkansas, Fayetteville, does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex or sexual orientation in any of the activities conducted upon this campus. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students.

The University of Arkansas

The University of Arkansas is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of race, color, sex, creed, sexual orientation, disability, veteran's status, age, marital or parental status, or national origin.

II. Mission and Goals

University of Arkansas Mission

The mission of the University of Arkansas is to provide an internationally competitive education for undergraduate and graduate students in a wide spectrum of disciplines; contribute new knowledge, economic development, basic and applied research and creative activity; and provide service to academic/professional disciplines and society, all aimed at fulfilling its public land-grant mission to serve Arkansas and beyond as a partner, resource, and catalyst.

School of Social Work Mission

The mission of the School of Social Work is to improve the lives of vulnerable persons, families, groups, organizations and communities, especially those in economic risk. We achieve this mission by using evidence-based practices to educate social work leaders/practitioners; emphasizing critical thinking and self-awareness; facilitating collaborative relationships in the community; and conducting original research.

MSW Program Mission

The mission of the University of Arkansas MSW program is to use the body of knowledge, values, and skills of the social work profession to: 1) develop new social work knowledge through the conduct of research in the spirit of scientific inquiry and the use of new technologies, especially in the area of poverty reduction; 2) use evidence-based research and practice interventions to educate competent and effective advanced leader/practitioners committed to fundamental social work values including service, social justice, integrity, the dignity and worth of every person, competence and human rights; and 3) emphasize critical thinking, self-awareness, and collaborative approaches throughout the education process.

School of Social Work Goals

The goals of the School of Social Work flow from its mission and provide direction to its education, research, and service/outreach units including: the Bachelor's in Social Work (BSW) program, the Masters in Social Work (MSW) program, the Social Work Research Center, and the Academic Partnership in Social Welfare. These goals are to:

1. Provide excellence in professional baccalaureate and master's social work education with special attention to poverty reduction and the integration of new technologies.
2. Conduct, disseminate, and apply social work research through faculty, student, and professional staff efforts, particularly in the broad area of poverty reduction.
3. Provide outreach/service in the forms of training, consultation, and continuing education to help address the needs of diverse vulnerable people locally, nationally, and globally.

4. Prepare students for life-long and interdisciplinary learning, using the multi-system life course perspective including graduate and post-graduate education required in a global context with ever-expanding knowledge.

MSW Program Goals

1. Prepare graduates for advanced independent professional social work practice grounded in a solid liberal arts and professional foundation of knowledge, skills, and values.
2. Prepare graduates for advanced empirically based professional social work practice from a multi-system life course perspective.
3. Prepare graduates for advanced social work practice with a firm grounding in strategies and tactics for poverty reduction in a range of constantly changing contexts, including interdisciplinary collaborative learning and across system levels in Arkansas, nationally, and globally.
4. Prepare graduates for advanced professional social work practice who are skilled in the use of a variety of technologies and techniques for direct practice including research, intervention, and advocacy across the range of social systems with sensitivity to the differing needs of persons across the life course.
5. Prepare graduates for advanced practice emphasizing collaborative and assets-based practice approaches to prepare non-profit, public, and private sector leader/practitioners committed to social and economic justice who are skilled in the use of a variety of technologies and techniques for practice in community and organizational development, management, and finance.
6. Prepare advanced professional social work practitioners for life-long learning including, but not limited to, doctoral studies.

MSW Program Competencies

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

III. Curriculum

Curriculum Overview

The purpose of the MSW program is to prepare advanced level professional social workers as leaders/practitioners with the capacity to address complex personal, social, community, and economic problems preventing people with markers of disadvantage, especially in Arkansas, from moving out of poverty to achieving self-sufficiency and well-being. The MSW program includes three program options:

- The Regular (2-year) full-time program (63 credit hours) is designed for students entering the program without a CSWE accredited bachelor's degree in social work. This option includes one year of foundation curriculum and one year of advanced concentration curriculum.
- The Advanced Standing (12-month) full-time program (39 credit hours) is designed for students with a bachelor's degree in social work from a CSWE accredited program, obtained within the past six years. Applicants with a bachelor's degree in social work, who are not accepted to the Advanced Standing option, may be considered for the full-time two-year program, depending on their credentials.
- The Extended (3-Year) program (63 credit hours) is an extended version of the Regular (2-year) program that allows students to take a reduced number of credit hours per semester (6-9) while completing the foundation curriculum and then move to full-time in their 3rd year for the advanced concentration.

The graduate program includes one concentration conceptualized using a **Multi-System Life Course (MSLC) perspective**. The program requires all students to develop advanced professional knowledge, values, and skills for practice with multiple systems (individuals, families, groups, organizations, and communities) across the life course. A systems framework is used in structuring the curriculum and life course theory is used as the theoretical base for the concentration curriculum.

Students will complete a capstone research project over the course of the advanced year. The capstone project is completed as a significant component of the required two-course Research and Technology sequence. Students may instead choose to complete a thesis with School of Social Work Curriculum Committee approval.

The goals of the program are congruent with its structural and theoretical conceptualization and flow from the missions of the University of Arkansas, the School of Social Work, and social work education.

Curriculum Plans: MSW Program Options

MSW Curriculum Plan: Regular (2-year) Program	
1st Year – Foundation Coursework	
Fall Semester	
SCWK 5003: Foundations of Culturally Competent Social Work Practice	3
SCWK 4333: Social Work Practice I	3
SCWK 4073: Social Work Research and Technology I	3
SCWK 4093: Human Behavior in Social Environment I	3
SCWK 4153: Social Welfare Policy	3
Total semester hours	15
Spring Semester	
SCWK 4103: Human Behavior in Social Environment II	3
SCWK 4343: Social Work Practice II	3
SCWK 4733: SW Practice III	3
SCWK 5434: Foundation Field Internship (330 hours, 3 days/week)	4
SCWK 5412: Foundation Field Seminar	2
Total semester hours	15
Summer Semester	
SCWK5013: Bridge Course: Evidence-Based Social Work	
Total semester hours	3
2nd Year - Advanced Coursework	
Fall Semester	
SCWK 6003: Advanced Practice I Using the Multi-System Life Course Perspective	3
SCWK 5073: Social Work Research & Technology II	3
SCWK6000L: Thesis Lab	0
SCWK 6444: Advanced Field Internship I (330 hours, 3 days per week)	4
SCWK 6442: Advanced Field Seminar I	2
Elective*	3
Total semester hours	15
Spring Semester	
SCWK 6013: Advanced Practice II Using the Multi-System Life Course Perspective	3
SCWK6000L: Thesis Lab	0
SCWK 6454: Advanced Field Internship II (330 hours, 3 days per week)	4
SCWK 6452: Advanced Field Seminar II	2
Elective*	3
Elective*	3
Total semester hours	15
Total required credit hours: 63	
<i>*Three electives are required (total 9 credit hours). Electives may be completed at any time during the program, if pre-requisites have been met. Electives may be taken outside of the program, with advisor's approval.</i>	

MSW Curriculum Plan: Extended (3-Year) Program

Semester 1: Fall	
SCWK 5003: Foundations of Culturally Competent Social Work Practice	3
SCWK 4093: Human Behavior and Social Environment I	3
Total semester hours: 6	
Semester 2: Spring	
SCWK 4333: Social Work Practice I	3
SCWK 4153: Social Welfare Policy	3
Total semester hours: 6	
Semester 3: Fall	
SCWK 4103: HBSE II	3
SCWK 4343: SW Practice II	3
Total semester hours: 6	
Semester 4: Spring	
SCWK 4073: Social Work Research and Technology I	3
SCWK 4733: SW Practice III	3
Total semester hours: 6	
Semester 5: Summer	
SCWK5013: Bridge Course: Evidence-Based Social Work	3
SCWK 5434: Foundation Field Internship (330 hours, 3 days/week)	4
SCWK 5412: Foundation Field Seminar	2
Total semester hours: 9	
Semester 6: Fall	
SCWK 6003: Advanced Practice I Using the Multi-System Life Course Perspective	3
SCWK 5073: Social Work Research & Technology II	3
SCWK6000L: Thesis Lab	0
SCWK 6444: Advanced Field Internship I (330 hours, 3 days/week)	4
SCWK 6442: Advanced Field Seminar I	2
Elective*	3
Total semester hours: 15	
Semester 7: Spring	
SCWK 6013: Advanced Practice II Using the Multi-System Life Course Perspective	3
SCWK6000L: Thesis Lab	0
SCWK 6454: Advanced Field Internship II (330 hours, 3 days/week)	4
SCWK 6452: Advanced Field Seminar II	2
Elective*	3
Elective*	3
Total semester hours: 15	
Total required credit hours: 63	
<i>*Three electives are required (total 9 credit hours). Electives may be completed at any time during the program, if pre-requisites have been met. Electives may be taken outside of the program, with advisor's approval.</i>	

MSW Curriculum Plan: Advanced Standing Program	
Summer Semester	
SCWK 5013: Bridge Course: Evidence-Based Social Work	3
SCWK 5444: Field Internship III (240 hours, 3 days per week)	4
SCWK 5442: Field Seminar III	2
Total semester hours	9
Fall Semester	
SCWK 6003: Advanced Practice I Using the Multi-System Life Course Perspective	3
SCWK 5073: Social Work Research & Technology II	3
SCWK6000L: Thesis Lab	0
SCWK 6444: Advanced Field Internship I (330 hours, 3 days/week)	4
SCWK 6442: Advanced Field Seminar I	2
Elective*	3
Total semester hours	15
Spring Semester	
SCWK 6013: Advanced Practice II Using the Multi-System Life Course Perspective	3
SCWK6000L: Thesis Lab	0
SCWK 6454: Advanced Field Internship II (330 hours, 3 days/week)	4
SCWK 6452: Advanced Field Seminar II	2
Elective*	3
Elective*	3
Total semester hours	15
Total required credit hours: 39	
<i>*Three electives are required (total 9 credit hours). Electives may be completed at any time during the program, if pre-requisites have been met. Electives may be taken outside of the program, with advisor's approval.</i>	

JD/MSW (Dual Degree)

Program Overview

The School of Social Work and the School of Law cooperate in offering a dual degree program that allows a student to pursue the Master of Social Work and the Juris Doctor degrees concurrently in order to achieve the following program objectives:

1. To educate practitioners in social work and law to be able to effectively utilize the problem-solving strategies and techniques of both disciplines to the benefit of their clients, colleagues, and community.
2. To provide the core curriculum necessary for the education of students in each discipline while enabling them to focus on areas of knowledge and practice that correspond to their professional goals.

3. To facilitate integration of the two disciplines through experiential learning opportunities.
4. To promote a philosophy of interdisciplinary collaboration between law and social work professionals and create a collaborative learning environment.
5. To prepare practitioners who have a commitment to a human condition that is free from violence, oppression, and discrimination, and that protects and promotes the development of all people.

The JD/MSW dual degree is awarded after completion of a four-year integrated course of study. This eliminates approximately one year of study, while meeting all accreditation requirements of the American Bar Association and Council on Social Work Education. Upon completion of the dual degree, students have earned a total of 135 credit hours (as compared to 153 credit hours if the degrees are earned separately). A total of 12 credit hours earned in the MSW program count toward completion of the JD degree. A total of 6 credit hours earned in the JD program count toward completion of the MSW degree.

In order to receive dual credit, minimum grade standards for each program must be met. Students who do not maintain the academic or ethical standards of either degree program may be terminated from the dual degree program. Students in good standing in one degree program but not the other may be allowed to continue in the program in which they have good standing, and must meet the degree requirements of that program. If for any reason a student admitted to the dual degree program does not complete the MSW degree, the student cannot count the 12 hours of MSW courses toward the JD degree. If for any reason a student admitted to the dual degree program does not complete the JD degree, the elective policy for the School of Social Work applies.

To be eligible for admission to the JD/MSW dual degree program, students must apply separately and be admitted to the Master of Social Work program at the School of Social Work, to the Juris Doctor program at the School of Law, and to the joint program. As such, applicants must meet all of the requirements for admission to each program. Upon application to the JD/MSW dual degree, the applicant shall provide a statement of intent for admission that includes a brief explanation of the reasons for pursuing this dual degree program as well as goals upon completion of the program. Each degree will be conferred when the student has met all the requirements of that degree.

Should a student enter one program and later become aware of the availability of the joint program, the student must be admitted to both programs and to the joint program during his or her first year of class work in the program of original enrollment.

JD/MSW Curriculum Plan

Course Name	Course ID	Course Credit
Year 1 – FALL & SPRING (Law School Core)		
Civil Procedure I	LAWW 4103	3
Civil Procedure II	LAWW 4203	3
Contracts I	LAWW 4023	3
Contracts II	LAWW 4033	3
Criminal Law	LAWW 4073	3
Legal Research & Writing	LAWW 4013	3
Legal Research & Writing II	LAWW 4012	3
Property I	LAWW 4053	3
Property II	LAWW 4153	3
Torts	LAWW 4144	3
TOTAL Course Credit: Year 1		30
Year 2 - FALL		
Foundations of Culturally Competent SW Practice	SCWK 5003	3 (dual credit)
Social Work Practice I	SCWK 4333	3
Social Work Research & Technology I	SCWK 4073	3
Human Behavior Social Environment I	SCWK 4093	3 (dual credit)
Social Welfare Policy	SCWK 4153	3 (dual credit)
Law School Course		3 (dual credit)
TOTAL Course Credit: Year 2-Fall		18
Year 2 – SPRING		
Human Behavior Social Environment II	SCWK 4103	3 (dual credit)
Social Work Practice II	SCWK 4343	3
Social Work Practice III	SCWK 4733	3
Foundation Field Internship	SCWK 5434	4
Foundation Field Seminar	SCWK 5412	2
TOTAL Course Credit: Year 2-Spring		15
Year 2 - SUMMER		
Bridge Course: Evidence Based Social Work	SCWK 5013	3
Law School Course		3 (dual credit)
Law School Course		3
TOTAL Course Credit: Year 2-Summer		9

JD/MSW Curriculum Plan

Course Name	Course ID	Course Credit
Year 3 - FALL		
Multi-Systems Life Course I	SCWK 6003	3
Social Work Research & Technology II	SCWK 5073	3
Advanced Field Internship I	SCWK 6444	4
Advanced Field Seminar I	SCWK 6442	2
Law School Course		3 (dual credit)
Social Work Elective **		3
Thesis Lab		0
TOTAL Course Credit: Year 3-Fall		18
Year 3 - SPRING		
Advanced Practice II	SCWK 6013	3
Advanced Field Internship II	SCWK 6454	4
Advanced Field Seminar II	SCWK 6452	2
Thesis Lab		0
Law School Course		3
Law School Course		3
TOTAL Course Credit: Year 3 - Spring		15
Year 4 - FALL & SPRING		
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
TOTAL Course Credit: Year 4 – Spring & Fall		30
TOTAL Credit Hours by Program		
Law School Program		90
Social Work Program		63

JD/MSW Curriculum Plan for Advanced Standing MSW Students

Course Name	Course ID	Course Credit
Year 1 – FALL & SPRING (Law School Core)		
Civil Procedure I	LAWW 4103	3
Civil Procedure II	LAWW 4203	3
Contracts I	LAWW 4023	3
Contracts II	LAWW 4033	3
Criminal Law	LAWW 4073	3
Legal Research & Writing	LAWW 4013	3
Legal Research & Writing II	LAWW 4012	3
Property I	LAWW 4053	3
Property II	LAWW 4153	3
Torts	LAWW 4144	3
TOTAL Course Credit Year 1: Fall & Spring		30
Year 1 Summer		
Bridge Course: Evidence Based Social Work	SCWK 5013	3
Law School Course		3 (dual credit)
Law School Course		3 (dual credit)
TOTAL Course Credit Year 1: Summer		9
Year 2 – Fall		
Multi-Systems Life Course I	SCWK 6003	3 (dual credit)
Social Work Research & Technology II	SCWK 5073	3
Advanced Field Internship I	SCWK 6444	4
Advanced Field Seminar I	SCWK 6442	2
Thesis Lab		0
Law School Course		3
TOTAL Course Credit: Year 2-Fall		15
Year 2 - Spring		
Multi-Systems Life Course II	SCWK 6013	3 (dual credit)
Advanced Field Internship II	SCWK 6454	4
Advanced Field Seminar II	SCWK 6452	2
Thesis Lab		0
SCWK elective **		3
Law School Course		3
Law School Course		3
TOTAL Course Credit: Year 3 - Spring		15

JD/MSW Curriculum Plan for Advanced Standing MSW Students

Year 3 - FALL & SPRING		
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
Law School Course		3
TOTAL Course Credit: Year 3 – Fall and Spring		30
Year 4 - Fall		
Law School Course		3
Law School Course		3
Law School Course		3
Total Course Credit: Year 4 Fall ***		9
TOTAL Credit Hours by Program		
Law School Program		90
Social Work Program		63

*** To finish in three years, it may be possible to take a total of 9 credit hours in Year 2 – Summer and Year 3-Summer

Graduate Social Work Courses

Graduate Social Work Courses: Foundation Year		
SCWK 4073	Social Work Research and Technology I An overview of forms and sources of social work research including existing social data, techniques for collecting original social data, and techniques of organization, interpretation, and presentation of data. Students will also become proficient in the use of current technology for social work research and practice	3 hrs.
SCWK 4093	Human Behavior and the Social Environment I Provides a conceptual framework for knowledge of human behavior and the social environment with a focus on individuals. Social systems, life-course, assets, and resiliency-based approaches are presented. Special attention is given to the impact of discrimination and oppression on the ability to reach or maintain optimal health and well-being.	3 hrs.
SCWK 4103	Human Behavior and the Social Environment II This course applies the basic framework for creating and organizing knowledge of human behavior and the social environment acquired in HBSE I to the understanding of family, group, organizational, community, and global systems. Attention is given to discrimination, oppression, the impact of technology, and poverty at each system level.	3 hrs.
SCWK 4153	Social Welfare Policy Describes and analyzes the policies and services rendered by local, state, regional, national, and international agencies as well as the policy implications for social work practice. Students prepare to advocate social policy changes designed to improve social conditions, promote social and economic justice, and to empower at-risk populations.	3 hrs.
SCWK 4333	Social Work Practice I This is the first in the sequence of practice courses introducing students to the generalist approach to micro social work. This course focuses on developing a solid foundation for practice with individuals, including learning basic communication and helping skills, values, principles, and the connection of theory to practice.	3 hrs.
SCWK 4343	Social Work Practice II This is the second course in the social work practice sequence, emphasizing theories, models, and techniques related to generalist practice with families and groups. The course elaborates on system theory as it impacts groups and families, and use of experiential teaching methods.	3 hrs.
SCWK 4733	Social Work Practice III Students acquire and practice the skills, knowledge, and values necessary for culturally competent generalist social work practice with organizations and communities. Special attention is given to the implications of discrimination and oppression for attaining social and economic justice.	3 hrs.
SCWK 5003	Foundations of Culturally Competent Social Work Practice The purpose of this course is the acquisition and demonstration of beginning graduate-level social work values and ethics, knowledge, and skills necessary for cultural competence in work with individuals, families, groups, organizations, communities, and global contexts. A multi-systems life-course conceptual framework is used.	3 hrs.
SCWK 5013	Bridge Course: Evidence-Based Social Work This course prepares MSW students to transition from the foundation course to the advanced concentration courses. Students will become familiar with the mission	3 hrs.

	and conceptual framework underlying the advanced concentration and develop beginning knowledge of traditional and alternative approaches to client system assessment.	
SCWK 5412	Foundation Field Seminar A required course for MSW students without an accredited undergraduate degree in social work. The purpose of the seminar is to allow students to integrate classroom content with experiences in the field, to learn peer supervision and consultation, and to learn from the experiences of other students in the field. Co-req: SCWK 5434	2 hrs.
SCWK 5434	Foundation Field Internship This course is required of all graduate students entering the MSW program without an accredited undergraduate degree in social work. Minimum of 330 clock hours of agency-based professional social work practicum experience, supervised by a licensed MSW, is required. Co-req: SCWK 5412	4 hrs.

Graduate Social Work Courses – Advanced Year		
SCWK 5073	Social Work Research and Technology II This course includes content necessary for thesis proposal development. A significant component for this course focuses on using research tools to begin the thesis. The course provides an orientation to participatory action research, and to the scientific and systematic evaluation of service delivery and personal professional practice.	3 hrs.
SCWK 6000L	Thesis Laboratory This laboratory is required for completion of the thesis, which is developed through components of the graduate Research & Technology sequence. Other courses in the graduate curriculum provide support for the conceptualization and development of the thesis.	0 hrs.
SCWK 6003	Advanced Practice I Using the Multi-System Life Course Perspective In this first course of a two-semester sequence, students select a community problem, provide services to clients, and address the problem through policy analysis. A review of literature regarding theory and practice, paradigm analysis, development of a practice model, and implementation of micro and mezzo interventions in the field are examined.	3 hrs.
SCWK 6013	Advanced Practice II Using the Multi-System Life Course Perspective In this second of a two-course sequence students provide services to social work clients. This course covers application of life course theory and multi-system and diversity perspectives. Issues across the life course are considered in addressing interventions through program development, a grant proposal submission, and implementation of macro interventions.	3 hrs.
SCWK 6073	Social Work Research and Technology III In this final research course, students collect and analyze data as planned in the thesis proposal submitted for Research and Technology II. Course content focuses on the advanced research skills necessary to complete the thesis. Students write a research report of their findings and submit it for publication.	3 hrs.
SCWK 6442	Advanced Field Seminar I The first of two advanced field seminars required of all students in the MSW program. The purpose of the seminar is to allow students to integrate classroom content with experiences in the field, to practice peer supervision and consultation, and to learn from the experiences of other students in the field. Co-req: SCWK 6444	3 hrs.
SCWK 6444	Advanced Field Internship I	3 hrs.

	This is the first of two advanced field internships required of all graduate students in the MSW program. A minimum of 330 clock hours of agency-based professional social work practicum experience, supervised by a licensed MSW, is required. Co-req: SCWK 6442	
SCWK 6452	Advanced Field Seminar II This is the second of two advanced field seminars required of all students in the MSW program. The purpose of the seminar is to allow students to integrate classroom content with experiences in the field, to demonstrate peer supervision and consultation, and to learn from the experiences of other students in the field. Co-req: SCWK 6454	2 hrs.
SCWK 6454	Advanced Field Internship II This is the second of two advanced Field Internship courses required of all graduate students in the MSW program. A minimum of 330 clock hours of agency-based professional social work practicum experience supervised by a licensed MSW is required. Co-req: SCWK 6452	4 hrs.

Graduate Social Work Electives		
SCWK 5413	Global Social and Economic Justice and Oppression The role and responsibilities of the social work profession are examined in an international comparative context. Particular emphasis is given to social workers' responsibilities to advance global social and economic justice and reduce human oppression through community, social, economic, and organizational development strategies.	3 hrs.
SCWK 4253	Spirituality in Social Work Practice This course provides a framework of knowledge, values, skills and experiences for spiritually sensitive social work practice. It prepares students to respond competently and ethically to diverse spiritual and religious perspectives by using a comparative, critically reflective approach to content.	3 hrs.
SCWK 5153	Children, Youth, and Family Services Policy and Practice This course focuses on the development, revision, and impact of policy and practice in children, youth, and family services. Current issues in policy and practice will be examined. Students will interact with community agencies and utilize class assignments to advocate improvements in current policy and practice.	3 hrs.
SCWK 5163	Social Work Management, Administration and Supervision This course develops advanced skills in management, administration, and supervision in social work organizations. Emphasis is placed on developing leadership skills in ethics, budgeting, finance, resource development, information management, evaluation, staff hiring, supervision and development, and the use of technology in organizational leadership, development, and maintenance.	3 hrs.
SCWK 5173	Advanced Practice with Families and Couples The purpose of this course is to provide advanced understanding of the knowledge, skills and values needed to assess and intervene effectively with traditional and non-traditional families and couples. The course will examine social systems and life-course strengths approaches to understand how families and couples function. Students will design interventions.	3 hrs.
SCWK 5183	Advanced Practice with Individuals This course develops advanced skills in social work practice on a micro level. Students learn to analyze and compare practice models. They gain skills in selecting a practice model and integrating multiple models based on client needs.	3 hrs.
SCWK 5193	Advanced Practice and Policy in Aging This course focuses on social work practice with, and policies for, older persons.	3 hrs.

	Current, past, and future practices and policies for older persons across systems and the life course are explored. Emphasis is placed on the influences of personal, social, economic, and cultural diversity on the well-being of older persons.	
SCWK 5213	Advanced Mental Health Practice and Policy This advanced course prepares students to identify mental disorders, plan intervention strategies with clients from a strengths perspective, and understand mental health programs and policies through which services are delivered. Differential diagnosis and the impact of socioeconomic status, gender, race, and sexual orientation on diagnosis and treatment decisions are addressed.	3 hrs.
SCWK 5343	Advanced Practice with Groups This course provides advanced knowledge, skills, and values needed to assess and intervene effectively with populations seen in the social work practice of group therapy. This course examines group dynamics, life-course and strengths perspectives, and client-centered assessment of needs and their application in agency settings.	3 hrs.

NOTE: Electives often change from semester to semester based on faculty expertise and student interest. Therefore, it is not possible to guarantee availability of specific electives.

IV. Admissions

Admission to the MSW Program

The University of Arkansas School of Social Work seeks to admit candidates to its graduate program who demonstrate personal and professional readiness to pursue graduate education in social work and to make significant contributions to the profession. The School welcomes applications from all persons regardless of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation.

In pursuit of a dynamic student body, the following areas are given particular consideration in admission: motivation to work in the human services field, academic potential, personal effectiveness, capacity for sustained effort, communication skills, and contribution to a socially diverse student body.

All applicants must apply to both the Graduate School at the University of Arkansas **and** the School of Social Work. It is the responsibility of the applicant to monitor the application process and ensure that all required application materials have been received by the appropriate parties. For application materials, see the Graduate School <http://grad.uark.edu> and the School of Social Work <http://socialwork.uark.edu/6329.php>

Admission Requirements for the MSW Program

The following requirements for admission to the Master of Social Work degree program apply to all program options, including the Regular (2-year), Advanced Standing, and Extended (3-year). See additional requirements for admission to the Advanced Standing program in [Requirements for Admission to the Advanced Standing Program](#) below.

- Admission to the University of Arkansas Graduate School <http://grad.uark.edu/future/applying/index.php>
- Baccalaureate degree from a regionally accredited college or university (official transcripts must be provided). International bachelor's degrees are submitted to the Council on Social Work Education International Social Work Degree Recognition and Evaluation Service for a determination of equivalency.
- Undergraduate GPA of 3.0 (based on 4-point scale) for the last 60 hours leading up to the 1st bachelor's degree. Applicants with a GPA less than 3.0 are required to complete the Graduate Record Examination (GRE) or Millers Analogies Test (MAT). If the applicant has a master's degree from an accredited institution, the graduate GPA may be reviewed by the School as part of the admission decision process. Applicants with a GPA ≥ 2.75 may be considered for conditional admission to the Regular (2-year) or Extended (3-year) programs. There is no conditional admission to the Advanced Standing program.
- Personal statement (guidelines provided)

- Social needs paper (guidelines provided)
- Three **professional** references (academic, employer, supervisor) from persons able to assess the applicant's current skills and characteristics as well as potential for success in graduate studies. If applying to the Advanced Standing program, one reference must be a field instructor (agency supervisor) or field liaison (field seminar instructor). Please note that non-professional references (friends, family members, ministers, counselors) will not be accepted. Reference names and contact information are submitted to the Graduate School as part of the Graduate School's online application process at <http://grad.uark.edu/future/applying/index.php>
- Completion of a basic statistics course
- Computer literacy demonstrated through prior coursework
- Personal interview may be required.

Additional Requirements for Admission to the Advanced Standing Program

Applicants to the Advanced Standing program must meet all of the requirements for admission to the Master of Social Work degree program listed above. In addition, Advanced Standing applicants must have a bachelor's degree in social work from a CSWE accredited program, or recognized through its International Social Work Degree Recognition and Evaluation Service, completed within the past 6 years.

Selection Criteria for Admission

The admissions process is competitive. Individuals selected for admission will possess the strongest qualifications in terms of the Graduate School admission criteria, grade point average, personal statement, professional references, social needs paper, and commitment to social work values. Volunteer activities, employment experience, and life experiences relevant to social work are considered in the admission process.

Applicants to the MSW program must hold an **undergraduate degree** from a regionally accredited college or university. International bachelor's degrees are submitted to the Council on Social Work Education International Social Work Degree Recognition and Evaluation Service for a determination of equivalency. Transcripts of undergraduate work will be examined for evidence of course work in the liberal arts sufficient to provide an appropriate foundation for graduate social work study. The liberal arts perspective includes knowledge from the arts, natural sciences, social and behavioral sciences, and humanities.

A **3.0 GPA** in undergraduate studies is expected. Applicants with ≥ 3.0 GPA for the last 60 credit hours leading up to their 1st bachelor's degree are not required to complete the Graduate Record Examination (GRE) or any other standardized test for admission. Applicants with a GPA ≤ 2.75 may be considered for conditional admission to the Regular (2-year) or Extended (3-year) programs. There is no conditional admission to the Advanced Standing program.

Applicants must possess the following **personal qualifications** (as demonstrated through the personal statement, references and personal interview, if requested): intellectual maturity, emotional stability, the motivation and capacity to work with people from diverse backgrounds, and the ability to think clearly, critically, creatively, and independently.

Applicants must demonstrate superior oral and written **communication skills** (as demonstrated through the personal statement, social needs paper and references).

Competence in the use of **basic statistical methods**, as demonstrated through previous course work, is expected. Applicants who are unable to meet this requirement at the time of application will be asked to complete additional undergraduate coursework prior to taking or co-requisite with Research and Technology I (SCWK 4703).

The required written **personal statement** includes an autobiographical sketch, history of work and volunteer activities, and a self-assessment of aptitude and motivation for an advanced career in social work. Guidelines are provided.

In the required **social needs paper**, applicants choose a current social need that is of concern and interest to them. The paper should be written using the American Psychological Association (APA) style. Position taken must be supported by appropriate citations from the literature, and guidelines are provided.

Three **professional** references are required (academic, employer, supervisor) from persons able to assess the applicant's current skills and characteristics as well as potential for success in graduate studies. If applying to the Advanced Standing program, one reference must be a field instructor (agency-based supervisor) or field liaison (seminar instructor). Please note that non-professional references (friends, family members, ministers, counselors) will not be accepted. Reference names and contact information are submitted to the Graduate School as part of the Graduate School's online application process.

Applicants may be asked to **interview** with members of the MSW Admissions Committee. Interviews are conducted at the School of Social Work. Special arrangements may be made for out-of state applicants.

Admissions Process

1. The Graduate School requires a separate application for admission to any graduate program. Therefore, applicants must complete two separate and different applications. One application is submitted to the Graduate School and the other is submitted to the School of Social Work. Please see the Graduate School website (<http://grad.uark.edu/>) and the School of Social Work website (<http://socialwork.uark.edu>) for application materials.

2. The Graduate School evaluates applicant's transcripts and GPA. Applicants are notified when their Graduate School application materials are forwarded to the School of Social Work. *This notification is not a guarantee of admission to the School of Social Work.*
3. The School of Social Work reviews only complete application files. It is the applicant's responsibility to ensure that all documents are submitted to the School of Social Work by the application deadline. The MSW Admissions Committee reviews the applications and notifies the MSW program director of admission status.
4. The Committee submits a report to the MSW program director indicating their recommendations for unconditional admission, conditional admission, or denial of admission.
5. The MSW program director sends written notification to applicants concerning their admission status. Notification of conditional admission also includes information on the nature of the conditions and steps required to satisfy those conditions.

Admission Timeline

Beginning semesters for the MSW program options are as follows:

- The Advanced Standing program admits students each **summer**, beginning in May.
- The Regular (2-Year) program admits students each **fall**, beginning in August.
- The Extended (3-year) program admits in the **fall**, every other year on odd years (2015, 2017, 2019, etc.)

The MSW Program does not admit students in the spring.

Application Deadlines

The deadline for application to both the Graduate School and the School of Social Work is December 15th of the year prior to the year of enrollment. For example, the application deadline for enrollment in Summer/Fall 2015 is December 15, 2014.

Transfer Student Applications and Transfer of Credit

According to the Graduate Student Handbook "a maximum of 6 hours of course work may be transferred from another institution towards a master's degree at the University of Arkansas". A form is required and may be obtained from the Graduate School or its home page. An official transcript must be on file with the Graduate School." Only applicants from CSWE-accredited graduate social work programs will be considered for admission as transfer students. See the Graduate Student Handbook for additional eligibility

requirements to transfer credit. Please be advised that it is the student's responsibility to ensure that credit has been transferred. In addition, transfer credit is not depicted on student transcripts until after graduation.

http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf

Avoiding Duplication in Undergraduate Coursework

BSW students entering the MSW program are not to repeat what has been mastered in their BSW programs. If potential redundancy or duplication is found, the MSW Admissions Committee will note this and will investigate whether duplication or redundancy actually exists. When the MSW Admissions Committee concludes that foundation area coursework has been completed previously, the student is granted credit for the coursework. Students who believe they may have completed foundation area coursework, even when the Admissions Committee has not noted that possibility during the admissions process, may request a review of their transcript and prior coursework. This includes providing course descriptions and course syllabi from the prior work for consideration by the committee. If it is concluded that duplication or redundancy exists, the student will be exempted from the relevant foundation coursework.

MSW Course Waiver Policy

The School of Social Work and the Graduate School require that students in the Regular (2-year) and Extended (3-year) MSW programs must complete 63 hours of graduate credit to fulfill graduate requirements for the MSW degree. However, students who have taken the following courses at a CSWE-accredited social work program as an **undergraduate student** MAY be exempt from taking the following courses:

- Human Behavior and Social Environment I (HBSE I)
- Human Behavior and Social Environment II (HBSE II)
- Social Welfare Policy

Non-matriculated graduate students who have taken the following courses at the UA School of Social Work MAY be exempt from taking the following courses while in the MSW Program:

- Social Work Policy (SCWK 4153)
- Human Behavior and Social Environment I (HBSE I)

In order for the above courses to be considered by the MSW Admission Committee for graduate credit, the following criteria need to be met:

- Request must be submitted **with** MSW application (*prior* to acceptance into MSW program)
- Courses must be completed within 2 years of admission to the UA School of Social Work from a CSWE-accredited social work program.

- Student must have earned a “B” or better in the course.
- For those who enrolled as an undergraduate student, appropriate **graduate** electives must be taken in place of the core required courses.

The Course Waiver Form is used to request exceptions in the graduate program curriculum.

Life/Work Experience Policy

The MSW Program does not grant social work course credit for life or previous work experience.

V. Academic Policies and Procedures

Student Advisement

Each student admitted to the MSW program is assigned a faculty advisor during MSW Student Orientation. It is the student’s responsibility to schedule an appointment with his or her faculty advisor each semester, before registering for the following semester. Students are also expected to complete the *MSW Professionalism and Performance Evaluation* form prior to this meeting. In addition to academic advising, advisors provide consultation related to career planning and professional development. For all advising forms, see Social Work website >Graduate Program> MSW Handbook, and scroll to Advising Forms.

MSW Grading Policy

MSW students can earn two “C” grades toward the MSW degree, provided the student maintains a 3.0 GPA. Students who earn “C” grades are advised to meet with their advisor to discuss any academic challenges he/she may be experiencing. MSW students who earn a “D” or “F” grade or more than two “C” grades, including field, will automatically be dismissed from the MSW Program.

Dropping a Course

A core course may be dropped and repeated one time. However, dropping a core course may result in the following:

- Graduation may be delayed.
- The dropped course may not be offered again for up to one year.
- Enrollment in Field Internship/Seminar may be affected.
- Student may be required to drop another course for which that course is a co-requisite.

For these reasons, students considering dropping a course should first consult their advisor.

Elective Policy

The MSW program requires that students successfully complete **three** electives (9 hours total). Electives may be taken at any time in the program, if pre-requisites have been met. Students may enroll in any 5000-level or above graduate electives outside the School of Social Work with their advisor's approval. Students may apply for an exception from their advisor and the Graduate School to receive credit for 3000- and 4000-level courses. The student is responsible for obtaining approval and ensuring that paperwork is placed in his/her file. Forms are available at <http://grad.uark.edu/forms/student/3&4level.pdf>

Research & Technology I – Course Exemption Policy

Students in the Regular (2-year) or Extended (3-year) programs may have previously taken a course (undergraduate or graduate), with a “C” grade or better, that they believe is equivalent to the Research and Technology I (SCWK 4073) course. In order to earn an exemption from the Research and Technology I course, a graduate social work student must do the following:

1. Complete the **Research and Technology I Course Exemption Request** form (available in the MSW Handbook and on the SCWK website)
2. Successfully complete a **Graduate Research Equivalency Exam**. Students who earn $\geq 80\%$ on the research exam will be exempt from the course.
3. Students who pass the research exam are required to enroll in an elective course to replace the three (3) Research and Technology I course credit hours.

Graduate students who are interested in waiving the Research and Technology I course are required to take the course exemption exam prior to the fall semester of their 1st year. Exam dates will be scheduled during the week before fall classes begin.

Please contact the MSW Program Director to (a) submit your Research and Technology I Course Exemption Request form and (b) to schedule the exam. The MSW program director will note the date of the exam and the score of the exam on the request form. S/he will provide a copy of the signed request form for (a) the student, (b) the faculty advisor, and (c) the student's file. Forms are available on the School of Social Work website, MSW Handbook page.

Attendance Policy

As per the *Graduate Student Handbook* “Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, and students should

inform themselves at the beginning of each semester concerning the policies of their instructors.” http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf

Capstone Research Project

Students will complete a capstone research project over the course of the advanced year. The capstone project is completed as a significant component of the required three-course Research and Technology sequence. Students may instead choose to complete a thesis with School of Social Work Curriculum Committee approval.

Thesis Option

Students may elect to complete a master's thesis instead of the capstone research project, in accordance with the guidelines set by the School of Social Work and the Graduate School. To increase the likelihood of a successful experience and a positive outcome for students who desire the thesis option, the School of Social Work requires that all students selecting the thesis option complete the *Thesis Option Recommendation Form*, provide requested documentation, and submit to their Research and Technology II instructor no later than the first week of the semester in which the student is enrolled in Research II. However, students are encouraged to submit the form in as early as possible.

The Research II instructor will submit the form to the Curriculum Committee for review. The Committee will decide whether to recommend that the student pursue the thesis option. If the student disagrees with the committee's recommendation, he or she may request a meeting with the committee in which an action plan for success can be explored. All related documentation will be placed in the student's file. For detailed instructions regarding the thesis option, guidelines, and timelines, see the *Thesis Option Guidelines* and *Thesis Option Recommendation Form* at <http://socialwork.uark.edu/6322.php>

Graduation

For information on applying for graduation and commencement, see the Graduate School's "Graduation Checklist" and related forms.

<http://grad.uark.edu/dean/commencement/index.php>

Also find instructions and deadlines provided by the Registrar's Office at

<http://registrar.uark.edu/968.php>

MSW Pinning Ceremony – Spring Graduation

On the Friday evening of Commencement weekend, graduating students and their families and friends are invited to attend the MSW Pinning Ceremony. Hosted by the School of Social Work, graduates are honored for their achievements, as are those who

supported them in their efforts. The ceremony is held in historic Giffels Auditorium, Old Main. A reception follows the ceremony.

VI. Student Rights, Responsibilities and Professional Standards

Students Rights

As outlined in the *Graduate Student Handbook*, the graduate student

- has the right to competent instruction;
- is entitled to have access to the instructor at hours other than class times (office hours);
- is entitled to know the grading system by which he/she will be judged;
- has the right to evaluate each course and instructor;
- has the right to be treated with respect and dignity.

Student Responsibilities

All MSW students are responsible for becoming familiar with the campus policies and regulations outlined in the UA Graduate Studies Catalog and for complying with them in the interest of an orderly and productive university community. It is also expected that each student will become familiar with the grading and attendance policies as well as all other elements of the syllabi for the courses in which they are enrolled. Each instructor distributes a syllabus for the course at the beginning of each semester. Course syllabi contain policies and procedures of the School and the instructor, as well as information regarding course content and assignment due dates. See Graduate Catalog at <http://catalogofstudies.uark.edu/index.php>

Standards of Student Conduct

Standards of conduct for students in the School of Social Work are expected to be consistent with university policies as well as the *NASW Code of Ethics, Ethical Principles and Guidelines for UA Social Work Students* and the *Standards for Social Work Education* as outlined in Section X of this handbook. BSW and MSW students admitted to the School of Social Work are expected to sign a *Statement of Understanding* indicating that they have read, are aware of the contents, and will abide by these documents.

Academic Honesty

The social work faculty is committed to maintaining an atmosphere of academic excellence and integrity in the program. Because of this commitment, students are expected to refrain from any act of academic dishonesty as defined in the *UA Academic Integrity Policy* at <http://provost.uark.edu/academicintegrity/245.php>

Respect for Diversity in Written and Oral Communication

The School of Social Work uses the NASW Press “Guidelines for Writing About People” to help students ensure that their written and oral communication is free of bias and respectful of the persons being described. In the interest of accurate and unbiased communication, social work students and faculty should not use language that may imply ethnic, racial, sexual, or other kinds of discrimination, stereotyping, or bias. The guidelines may be accessed on the NASW website at <http://www.naswpress.org/authors/guidelines/08c-tools.html>

Protection of Minors on Campus

The University of Arkansas is strongly committed to maintaining a safe and secure environment for children. This policy briefly summarizes important steps to protect children on campus or participating in programs that may be connected with the University, and to comply with applicable legal requirements and institutional policies. Access the policy and procedures, including information on reporting child abuse, at <http://vcfa.uark.edu/Documents/2171.pdf>.

Termination from the School of Social Work

Students may be terminated from the School of Social Work for the following reasons:

1. Failure to meet the conditions necessary to avoid academic dismissal outlined in the *Standards for Social Work Education* (Section VIII, MSW Student Handbook)
2. Engaging in any activity or behavior incompatible with the *Ethical Principles/Guidelines for UA Social Work Students* and/or *NASW Code of Ethics*, which is documented, investigated and confirmed by the Student Standards & Support Committee.
3. Engaging in any activity or behavior that would, according to University policies or regulations, result in dismissal from the University community. Such activity or behavior includes, but is not limited to, sexual harassment, physical or sexual assault, and academic dishonesty. See the University of Arkansas Code of Student Life <http://handbook.uark.edu/codeofstudentlife.php#1> and the UA Academic Integrity Policy at <http://provost.uark.edu/index.php>

VII. Academic and Professional Development Resources

Student Financial Aid - Scholarships, Grants, Fellowships

Graduate Assistantships

The School of Social Work has a limited number of Graduate Assistant positions available each year. These positions may involve research, teaching support, or administrative support. To qualify, a student must be regularly admitted to the Graduate School and admitted to the MSW program without conditions. MSW students may apply when first admitted to the program and MSW students in the Regular (2-year) or Extended (3-year) programs may also apply at the beginning of each academic year while in the program. The *Graduate Assistant Application* form may be downloaded from the Graduate School at <http://grad.uark.edu/future/funding/gradassistants.php> and should be submitted directly to the School of Social Work. A full description of tuition and other benefits available to Graduate Assistants is also available at the site. For additional application instructions specific to the School of Social Work, see *Applying for a Graduate Assistantship in the School of Social Work* (Appendices, MSW Handbook).

Schmieding Fellowship in Aging

The Schmieding Center for Senior Health and Education of Northwest Arkansas and the University of Arkansas School of Social Work join to sponsor the Schmieding Fellowship competition each year. The primary goal of the Schmieding Center is to foster the development of a new generation of leaders in the field of aging. The Schmieding Fellowship will be awarded to a social work student who has an interest in the field of aging or who would like to explore their potential interest in the field of aging. Applicants do not need experience or a background in aging studies to be eligible for this prestigious award. The Schmieding Center and the School of Social Work are seeking students who are interested in completing an Independent Study course (3 credit hours) that includes a minimum of 10 hours per week of onsite learning at the Schmieding Center in Springdale, Arkansas. The recipient of the Schmieding Fellowship will receive a stipend for one semester. Stipend funds will be distributed in increments throughout the semester. The funds can be used to meet any school related expenses such as equipment needs, travel, books, or tuition for SCWK 399V Independent Study. Schmieding Fellowship awards will alternate between graduate and undergraduate students each year. Application forms, deadlines and information regarding number of positions available are announced on the BSW/MSW listserv. Contact person: Dr. Alishia Ferguson.

Student Employment in the School of Social Work

Occasionally hourly positions (typically 10 hours per week) become available and involve clerical or other duties within the School. Students are notified of these

opportunities through the SSW listserv. Questions should be directed to Britney Queen at queenb@uark.edu.

School of Social Work Funds to Support Professional Development

The School of Social Work has established a fund to support the participation of social work students in professional development activities (e.g., conferences, research presentations, professional meetings). Awards are limited and based on the availability of School of Social Work funds. Students requesting support should submit a brief (1-page) proposal to the Director of the School of Social. Proposals should include the following information and be submitted by e-mail as an attachment.

1. Conference Overview (purpose, dates, location)
2. Benefits of Attendance (student and program)
3. Plans for Dissemination of Information (e.g., brown bag presentation to students, power point presentation sent to program listserv, etc.)
4. Budget (total cost of registration, travel, lodging, food, taxi/ amount being requested from School of Social Work)
5. Other Resources Explored (student discounts, volunteer in exchange for registration, Graduate School funding, etc.)

Benjamin Franklin Lever Tuition Fellowship

The Lever Tuition Fellowship is designed to increase diversity within degree programs by providing financial assistance to graduate students from underrepresented groups. This fellowship is not available to otherwise qualified graduate students who receive tuition payment from another source, such as a graduate assistant position or other tuition award. A limited number of fellowships are available each year. Information and application forms are available through the Graduate School at <http://grad.uark.edu/future/funding/fellowships.php>

UA Financial Aid Office

<http://finaid.uark.edu/>

National Health Service Corps (NHSC) Loan Repayment Program for Licensed Clinical Social Workers

The NHSC LRP is administered by the Bureau of Clinician Recruitment and Service (BCRS) in the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The NHSC LRP primary care physicians, nurse practitioners, certified nurse-midwives, physician assistants, dentists, dental hygienists, and behavioral and mental health providers (health service psychologists, **licensed clinical social workers**, marriage and family therapists, psychiatric nurse specialists, and licensed professional counselors) to provide culturally competent, interdisciplinary primary health care services to underserved populations

located in selected Health Professional Shortage Areas identified by the Secretary of HHS. HPSAs can be found in rural and urban communities across the nation. In return, the NHSC LRP assists clinicians in their repayment of outstanding qualifying educational loans. <http://nhsc.hrsa.gov/loanrepayment/>

Professional Development and Continuing Education

Phi Alpha Honor Society

The purpose of Phi Alpha Honor Society is to provide a closer bond among social work students and to promote humanitarian goals and ideals. Phi Alpha fosters high educational standards for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Any graduate social work student who meets the following qualifications shall be eligible for active membership:

- a. Completed 9 semester hours of required graduate social work courses.
- b. Achieved a minimum grade point average of 3.5 on a 4.0 scale.
- c. Attended a total of 2 Phi Alpha and/ or SWAG meetings of which one must be a Phi Alpha meeting in the last year.
- d. A yearly membership fee of \$10 and completion of a one-page Phi Alpha registration form.

Social Work Action Group (SWAG)

SWAG is a registered student organization for undergraduate and graduate social work students. The group has been an integral part of the School of Social Work since its beginning. A faculty advisor meets regularly with the group, however the organization is for students and is managed by students. The primary objective of SWAG is to enhance the learning experiences of social work students while attending UA. Emphasis is placed on promoting activities that provide opportunities for leadership development and community service. Through SWAG, students increase their awareness of and involvement in current social work issues. Numerous projects are sponsored by SWAG each year and are chosen by its student members. Seminars, community involvement, service to the School, and social events are common activities. SWAG is also responsible for recommending members to serve as student representatives on School committees (e.g., Curriculum, Recruitment, Events, etc.).

Professional Social Work Licensure

In 1981, the State of Arkansas recognized the profession of social work and the ways in which it significantly affects the people of the state. The Social Work Licensing Act (Act 791, 1981) was passed to protect the public by setting standards of qualification, training, and experience for those who seek to represent themselves to the public as social workers, and to promote high standards of professional performance. In keeping with these purposes, the Act prohibits (after June 17, 1982) the practice of social work by anyone who is not duly licensed. It also limits private independent practice and social work consultation to the level of L.C.S.W.

The Act established levels and qualifications for licensure as well as the Licensing Board, its composition, functions, and duties. More detailed information on the provisions of the Act

791 see *Laws and Regulations* http://www.arkansas.gov/swlb/laws_regs.html on the Arkansas Social Work Licensing Board website <http://www.arkansas.gov/swlb/index.html>

Not all states require professional licensure for social workers, and in the states that do, licensure levels, qualifications, and other regulations may vary. In Arkansas, graduates at the bachelor's and master's levels must meet the following requirements in order to be licensed to practice:

LSW (Licensed Social Worker) requires (1) a baccalaureate degree in social work from a Council on Social Work Education accredited program or a social work degree awarded prior to 1986 by an accredited institution; and (2) passage of an examination.

LMSW (Licensed Master Social Worker) requires (1) a master's degree in social work from a CSWE accredited program; and (2) passage of an examination.

LCSW (Licensed Certified Social Worker) - requires (1) a master's degree in social work from a CSWE accredited program; (2) two years post-master's LCSW supervised social work experience (clinical or non-clinical); and (3) passage of an examination.

Social Work Credentialing

Credentials are types of certification that show competence in a sub-specialty of social work (i.e., substance abuse counseling) or indicate an advanced level of practice. They are optional titles and are generally conferred by professional associations or organizations (not state licensing boards). For a list of *NASW Professional Social Work Credentials* - <http://www.naswdc.org/credentials/list.asp>.

National Association of Social Workers

The National Association of Social Workers (NASW) is "a membership organization that promotes, develops, and protects the practice of social work and social workers" (Arkansas NASW, 2003). Access the organization's website at www.nasw.org. The Arkansas Chapter of NASW may be accessed at www.naswar.org. Students receive a special membership rate and are encouraged to join this professional organization.

Academic Partnership in Social Welfare

The Academic Partnership in Social Welfare is housed in the School of Social Work and evolved from the Partnership for Public Child Welfare over a ten-year period. In 1991, the Partnership for Public Child Welfare was formed with the Department of Human Services (DHS), Division of Children and Family Services (DCFS), the University of Arkansas School of Social Work Program as the administrator of the contract and the University of Arkansas at Little Rock MSW program. In the following year, the University of Arkansas at Pine Bluff Social Work Program joined effort to achieve child welfare reform in the state of Arkansas. As the years progressed, the Partnership expanded to include Arkansas State University, Harding University, the University of Arkansas at Monticello, Southern Arkansas University, Philander Smith College, and Arkansas Tech University. As the Partnership expanded many talents within the Partnership were recognized and more projects were developed and implemented. In

1999, the Partnership with the U of A School of Social Work as the administrator, expanded to include a contract with DHS, Division of County Operations (DCO) to support welfare reform efforts in Arkansas. This innovative educational effort continued until June 30, 2001. The unique aspect of the Partnership, beyond bringing many educational institutions together with state and federal agencies, is its ability to positively impact all 75 counties in Arkansas. The Partnership continues its collaborative relationship with DCFS.

Other Campus Resources

Career Development Center

The CDC offers a variety of services to UA students, including career counseling, resume reviews, mock interviews and job search strategies. See their website for upcoming events at <http://career.uark.edu/new/>.

Student Support Services

The SSS program is designed to provide a combination of programs and services to students who are first-generation, and/or modest-income, and/or individuals with disabilities. The services that SSS provides place emphasis on individual assessment, counseling, advising, and skill building. The program's goal is to empower students to achieve academic excellence all the way through to graduation. <http://sss.uark.edu/>

The Quality Writing Center

The QWC provides face-to-face and online tutoring at Kimpel Hall and Mullins Library locations. Tutors provide reader feedback and collaborate with student writers to help them learn revision strategies for improving their drafts. See <http://qwc.uark.edu/> for workshops and other writing resources.

Counseling and Psychological Services

The staff of Counseling and Psychological Services (CAPS) work with students and other members of the campus community to help solve problems, grow personally, develop more satisfying relationships with friends and family and assist with other mental health issues. Services are provided by licensed psychologists, social workers and counselors. 24 hour emergency services are available by calling (479) 575-5276. For more information, go to <http://health.uark.edu/caps.php>.

Center for Educational Access

The Center for Educational Access (CEA) serves as the central campus resource for helping students with disabilities obtain the accommodations they need for equal access to classroom activity. The CEA provides direct support for students with disabilities and training and educational resources to the University community as a whole. The university also consults with the CEA about ways to build the technological infrastructure to maximize the accessibility of the institution's programs, services, and activities. In partnership with students, faculty, and staff, CEA staff members work with students individually and assist academic units to determine reasonable accommodations that will enable every student to have access to the full range of programs and services.

<http://cea.uark.edu/>

The Center for Multicultural and Diversity Education

The Center for Multicultural and Diversity Education provides academic, cultural and social programs intended to promote inclusiveness, foster achievement and assist in the development and advancement of a diverse student body. Go to <http://multicultural.uark.edu/> for information on programs, events and academic support services.

Registered Student Organizations

Registered student organizations (RSOs) provide students the opportunity to form and develop organizations based on a common interest. Students are able to create, govern, budget and plan their own organization and events. Through involvement with an RSO students meet new people, develop interests and have fun. For more information and a list of current RSOs, see <http://osa.uark.edu/rso/>.

VIII. STANDARDS FOR SOCIAL WORK EDUCATION

Adapted with permission from the University of Texas at Austin School of Social Work *Standards for Social Work Education*. Revised 10/12/2013.

Criteria for Evaluating Academic Performance, Policies & Procedures for Review of Academic Performance

Standards for Social Work Education

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Standards for Social Work Education

1.0 Introduction

This document sets out Standards for Social Work Education that apply to students enrolled at the School of Social Work at the University of Arkansas, beginning Fall 2013.

Because of the nature of professional social work practice, the School of Social Work has different expectations of students than do non-professional programs. The standards are linked to students' abilities to become effective social work professionals and are provided so that students and faculty can be clear about expectations and procedures to address academic performance concerns. The ultimate goal of the Standards is to help students have a successful experience at the School of Social Work.

Persons who teach and supervise students, along with program directors, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. Professional judgment is the capacity to assess a situation by applying the values and knowledge of the social work profession, combined with a professional's own experience and practice wisdom. It also represents the application of knowledge, values, and skills to making decisions in a helping process.

All social work students will be provided with and expected to read the *Standards for Social Work Education*, the *National Association of Social Workers Code of Ethics*, and the *Ethical Principles and Guidelines for UA Social Work Students*. They will then be asked to sign an acknowledgment that they have read, are aware of the contents and will abide by the documents. The signed form will be kept in the student's files.

2.0 Criteria for Evaluating Academic Performance in BSW and MSW Programs at The School of Social Work

In order to meet its responsibilities to provide quality professional education and to ensure that its graduates are able to function in a broad variety of professional situations, the School of Social Work evaluates the academic performance of its students in four general areas: Basic Abilities to Acquire Professional Skills; Mental and Emotional Abilities; Professional Performance Skills and Scholastic Performance. Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in a program. Both professional behavior and scholastic performance comprise academic standards.

2.1 Basic Abilities Necessary to Acquire Professional Skills

2.1.1 Communication Skills

Demonstrates sufficient written and oral skills to comprehend information and communicate ideas and feelings.

a) Written: Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.

b) Oral: Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral

assignments, and to meet the objectives of field placement experiences, as specified by faculty.

2.1.2 Interpersonal Skills

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for own actions and considers the impact of these actions on others.

2.1.3 Cognitive Skills

Exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in the classroom and field.

Demonstrates grounding in relevant social, behavioral and biological science knowledge and research—including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

2.1.4 Physical Skills

Exhibits sufficient motor and sensory abilities to attend and participate in class and practicum placement, with or without accommodations. (See section on Accommodations for Disabilities for clarification.)

2.2 Emotional and Mental Abilities Necessary for Performance in the Program and Professional Practice

2.2.1 Stress Management

Demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms. Handles stress effectively by using appropriate self-care and by developing supportive relationships with colleagues, peers, and others.

2.2.2 Emotional and Mental Capacities

Uses sound judgment. Seeks and effectively uses help for health, behavioral health or emotional problems that interfere with scholastic and professional performance. Engages in counseling or seeks support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- compromise scholastic and other performance,
- interfere with professional judgment and behavior, or
- jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the current *Codes of Ethics of the National Association of Social Workers and the Arkansas Social Work Licensing Board* and *Ethical Principles and Guidelines for UA Social Work Students*).

2.3 Professional Performance Skills Necessary for Work with Clients and Professional Practice

2.3.1 Professional Commitment

Exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics and the Code of Ethics of the Arkansas Social Work Licensing Board. Demonstrates commitment to the essential values of social work that include respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).

2.3.2 Professional Behavior

Exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in the classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive and professional manner.

Works effectively with others, regardless of level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as uses such feedback to enhance professional development.

2.3.3 Self Awareness

Exhibits knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

2.3.4 Ethical Obligations

Current behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice, noted in the NASW Code of Ethics and the Code of Ethics of the Arkansas Social Work Licensing Board.

- Adherence to the NASW Code of Ethics and the Code of Ethics of the Arkansas Social Work Licensing Board.
- Disclosure of criminal charges and/or convictions occurring prior to admission to the School of Social Work, occurring during the course of study, or occurring prior to admission and becoming known after admission.
- Systematic evaluation of clients and their situations in an unbiased, factual way. Suspension of personal biases during interactions with others.
- Comprehension of another individual's way of life and values. Empathic communication and support of the client as a basis for a productive professional relationship.
- Appreciation of the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in

need of assistance, regardless of the person's age, class, race, ethnicity, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.

- Demonstration of respect for the rights of others. Commitment to clients' rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and field placement.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
- Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.

2.4 Scholastic Performance

2.4.1 Undergraduate Students

A grade of "C" or better must be earned in all core social work courses. If a grade of "D" or "F" is earned in a core social work course, the course must be retaken with a grade of "C" or better prior to taking the course for which that course is a pre-requisite. BSW students must maintain a 2.5 GPA in social work courses and a 2.0 GPA overall. Students who fail a social work course will be allowed to repeat the course one time and can repeat up to two different social work courses. Should a student receive a "D" or "F" in a social work course, the student must notify the BSW program director in writing of the received grade. The student should also identify a plan to retake the course with the approval from his or her advisor and program director.

For additional information see "Continuation and Grading Policies" in the current *BSW Student Handbook* at http://socialwork.uark.edu/BSW_Student_Handbook_8-9-12.pdf

2.4.2 Graduate Students

Students may earn two "C" grades toward the MSW degree, provided maintains a 3.0 GPA is maintained. Students who earn "C" grades are encouraged to meet with their advisor to discuss any academic challenges they may be experiencing. An academic performance review may be called if a student earns two "C" grades in required social work courses. MSW students who earn a "D" or "F" grade or more than two "C" grades, including field, will automatically be dismissed from the MSW program.

For Graduate School policies related to academic requirements, standing, probation and dismissal see "Academic Requirements/Policies" at

http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf

2.5 Sources of Information for Academic Performance Criteria

Information about students in the School of Social Work meeting academic performance criteria will be solicited by appropriate faculty and may include but is not limited to any of the following:

- Feedback from faculty, work supervisors, or supervisors of volunteer human service activity or other field experiences
- Feedback from agency-based field instructors
- Observation of classroom, volunteer, or field behaviors
- Performance in oral and written assignments, examinations, social work skills labs, or other appropriate coursework
- Student personal statements or self-assessments
- Interviews with faculty or other professionals
- Taped interview situations (audio or video)
- Feedback from students, staff, university (UA or other colleges and universities), helping professionals, or community
- Feedback from faculty in other social work programs that student may have attended
- Signed confidentiality statements, scholastic honesty statements, contract to adhere to NASW Code of Ethics or the Standards, other contracts between the School and the student

2.6 Accommodations for Disabilities

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation that will provide an equal opportunity to meet the academic criteria related to professional behavior and scholastic performance.

Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the Center for Educational Access (CEA) Office of Students with Disabilities and provide documentation as needed. The CEA Office of Students with Disabilities makes recommendations for accommodations. The School of Social Work will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including CEA) and periodic checks between the School of Social Work and the student are appropriate courses of action in making accommodations.

3.0 Policies and Procedures for Review of Academic Performance

Three levels of review can occur at the School of Social Work in reviewing student academic performance. The level of review depends upon the potential severity of the concern. Information disclosed during student meetings with faculty, program directors, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program directors will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow University procedures related to student performance issues.

3.1 Performance that May Result in a Review and/or Possible Dismissal from the School of Social Work

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements as stated under Scholastic Performance
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student (faculty must adhere to the University's Academic Integrity guidelines, policies and procedures)
- Behavior judged to be in violation of the current NASW Code of Ethics
- Any threat or attempt to harm to oneself or someone else
- Failure to report criminal charges and/or convictions occurring prior to admission to the School of Social Work, occurring during the course of study, or occurring prior to admission and becoming known after admission.
- Consistent pattern of unprofessional behavior
- Failure to meet any of the Standards for Social Work Education: School of Social Work Criteria for Evaluation of Academic Performance

3.2 The Three Levels of Review

Level 1

A Level 1 review involves a faculty member and a student. When a faculty member has concerns about a student enrolled in the social work program meeting any of the academic criteria, whether related to professional behavior or scholastic performance, that faculty member will:

- Discuss those concerns directly with the student and seek to work with the student to resolve the difficulties, documenting the dates and content of all meetings. If a problem arises in field internship, the agency-based field instructor will discuss concerns directly with the student and faculty liaison.
- Provide written documentation of the concern to the appropriate program director (BSW, MSW). If problems originate in field, it is the responsibility of the faculty liaison to apprise the field education director. The field education director will forward documentation to the student's program director in order to help identify potential patterns and issues related to the student. At this point, the documentation will be retained by the program director and does not become a part of the student's permanent file. In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to the next level of review.

Level 2

A Level 2 review is initiated by the program director (or field education director if problem arises in field) when concerns have not been resolved at Level I, or if multiple reports (indicating a pattern of behavior), or one report of a serious nature, are made. The program director will meet with the student and faculty member(s) to assess the nature of the problem. When the problem arises in field, the agency-based field instructor, faculty liaison, and field education director will conduct the review with the student. If further action is required, the program director, or field education director, will determine and monitor a plan of action to address the concerns and maintain documentation of all meetings with the student. When resolution is not achieved at Level 2, or a plan of action is not appropriate due to the seriousness of the concern, the program

director will inform the student that a request for a Level 3 review is being made. The field education director will consult with the appropriate program director prior to requesting a Level 3 review.

Level 3

In the School of Social Work, the Student Standards and Support Committee, consisting of faculty members appointed by the director, is the entity that conducts Level 3 reviews. A Level 3 review is more often conducted when concerns have not been resolved in prior reviews; when issues relate to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); or when the student is being considered for withdrawal or dismissal from the program. The purpose of the committee is to gather information related to the concerns, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. When a Level 3 review is called, the committee will convene a meeting within 3 working days to review the referral and may request participation or interviews with appropriate faculty and others with information related to the concerns (see Section 2.5 for possible information sources). The student will be notified in writing of the concerns and a meeting date, with sufficient time to prepare for and attend the meeting. When necessary, the student will be excused from class to attend the meeting, without consequences to attendance grade. The student has the right to be accompanied by a support person, should they choose to do so. Some examples of persons that a student might find helpful are a representative from the Office for Student Affairs, their advisor, or another faculty member. The committee must be informed of the name and affiliation of the support person prior to the meeting. The support person's role is non-participatory (i.e., does not speak for the student or provide or refute evidence) and serves only as an observer and provider of moral support. Due to the potentially sensitive nature of the review, including information related to other students, currently enrolled UA students may not serve as support persons.

Following the review, members will deliberate and make recommendations regarding the student's situation. Outcomes may include:

- Continue the student in the program with no conditions.
In these situations, the concern has been addressed and no further action by the student or program is required.
- Establish formal conditions for the student's continuance in the program.
In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay entry to the field practicum; or requiring the student to withdraw from the program with the option of reapplying.
- Consult with and/or refer to the Dean of Students.

In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage or destruction of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

- Counsel the student to change majors/degree programs and/or discontinue the student in the program.

In some situations, it will be recommended that the student no longer continue in the social work program. The student will be counseled to voluntarily withdraw from the program and change major or degree program. If the student chooses not to withdraw, he or she will be discontinued in the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.

In any Level 3 review, there must be documentation of the problem areas as well as verification that these concerns have been discussed with the student and attempted to be ameliorated, when appropriate.

Written recommendations will be submitted to the associate director of the School of Social Work, or his or her designee, who will review the recommendations and related documentation. Based on the review, the associate director may choose to accept the recommendations, or accept with modifications. The associate director will notify the student of his or her decision in writing, within five working days of receiving the recommendation from the committee. When discontinuation in the major or degree program has been recommended, and further advising is deemed appropriate, the student will be offered the opportunity to meet with a social work faculty advisor to discuss alternate majors or degree programs at the University of Arkansas.

Students' Right to Appeal: If a student believes that a decision resulting from an academic performance review is unjust, an appeal may be made to the School's director. The student must notify the director of the intent to appeal within 72 hours of notification of the decision. A written appeal must be submitted to the director within 10 calendar days of notification of intent to appeal. The appeal should include: a clear statement of the reason for the appeal, any documentation supporting the student's claim, and a proposal for an alternate outcome. The director will provide written notification of his or her decision within 5 working days of receiving the written appeal. The director's decision serves as the School of Social Work's final level of appeal.

4.0 Academic Grievances

4.0.1 Graduate Students

Pursuant to the Academic Grievance Procedures for Graduate Students provided in the *Graduate Student Handbook*, students enrolled in the MSW program have the right to redress grievances related to academic matters, including decisions that are the result of reviews outlined in Section 3.0. Students are assured freedom from reprisals for bringing a grievance.

<http://grad.uark.edu/dean/governance/gs-grievanceprocedures.php>

4.0.1 Undergraduate Students

Pursuant to the Student Academic Appeals procedures provided in the current *Undergraduate Catalog*, students enrolled in the BSW program have the right to redress grievances related to academic matters, including those that are the result of reviews outlined in Section 3.0 of these Standards for Social Work Education. Students are assured freedom from reprisals for bringing a grievance.

<http://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/>

4.1 Procedures for Handling Academic Grievances

4.1.2 Undergraduate Students

An undergraduate student who has an academic grievance involving a grade dispute shall discuss the matter with the faculty member involved. If the dispute is not resolved, and for all other academic grievances, the student can appeal the matter to the program director (or field education director if matter arises in field). If not resolved at this level, the student may then appeal to the School of Social Work director. If the dispute remains unresolved, the student will follow the procedures outlined in the *Undergraduate Catalog* “Student Academic Appeals/Grade Appeal Structure for Undergraduate Students”.

<http://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/>

4.1.2 Graduate Students

A graduate student who has an academic grievance involving a grade dispute shall discuss the matter with the faculty member involved. If the dispute is not resolved, and for all other academic grievances, the student may appeal the matter to the program director (or field education director if the matter arises in field). If not resolved at this level, the student may then appeal to the director of the School of Social Work. If the dispute remains unresolved, the student will follow the procedures outlined in the current *Graduate Student Handbook*.

<http://grad.uark.edu/dean/governance/gs-grievanceprocedures.php>

4.2 Non-Academic Grievances

Student-initiated grievances that are not academic in nature are addressed in other documents. Social work students should refer to the *Undergraduate or Graduate Catalogs* for more detailed discussion of specific grievance procedures.

IX. MSW Program Evaluation

Assessment Tools

The School strives to continuously improve and enhance the MSW program through a systematic evaluation plan. The plan applies specific procedures, multiple measures, and benchmarks to assess the attainment of each of the program's competencies. The explicit curriculum will continue to be measured through the use of Qualitative Exit Questions. Subsequently, these data are provided to the curriculum committee and to the faculty in order to adjust the program and course designs as needed. The data collection schedule is displayed below.

Data Collection Schedule

Instrument	Collection schedule	Data points per student
King Social Work Self-Efficacy Scale	2 Yr. Students: Fall Yr. 1, and Spring Yr. 2 3 Yr. Students: Fall Yr. 1, and Spring Yr. 3 Adv. Standing Students: Summer, Spring	2
Field Evaluation Assessments	2 Yr. Students: Final Spring Yr. 2 3 Yr. Students: Final Spring Yr. 3 Adv. Standing Students: Final Spring Yr. 2	1
Standardized Capstone Evaluation	End of Spring – Last semester	1
Qualitative Exit Questions	End of Spring - Last semester	1
Course Assignment Measuring Specific Practice Behaviors	Courses in Yr. 1, 2, & 3	8-10 courses

MSW STUDENT HANDBOOK

APPENDICES