

# ***MSW STUDENT HANDBOOK***

## **2017 Edition**

The University of Mississippi  
Department of Social Work  
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## Introduction

This handbook is provided to inform MSW students at The University of Mississippi about the mission, goals, objectives, policies, and procedures of the MSW Program in the Department of Social Work. It is not to be used as a substitute for faculty-student interactions, which are strongly encouraged. In addition to this handbook, students should review *The M Book* that relates to policies on students' academic and campus life. Students are expected to abide by the policies and procedures of *The M Book*, this handbook, the University's *Graduate School Catalog*, and *The Graduate Student Handbook* [http://www.olemiss.edu/depts/graduate\\_school/forms/gradstudhandbook.pdf](http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf).

New majors are advised to read the *MSW Student Handbook* carefully. The published policies and procedures are designed to facilitate the student's effort to achieve a high level of academic performance that supports the mission, goals, and objectives of the Department of Social Work. Any questions should be addressed to the department chair, the MSW Program Director, or the faculty advisor.

"Social work is the professional activity of helping individuals, families, groups, organizations or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to that goal."

National Association of Social Workers, 1973

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## **The History of the Department of Social Work**

The Department of Social Work (see <http://www.olemiss.edu/depts/socialwork/>) was established in the academic year 1969-1970 as part of the Department of Sociology. In 1983 the Department of Social Work became an autonomous department within the College of Liberal Arts. Offering the Bachelor of Social Work (BSW) degree, the department has been accredited by the Council on Social Work Education since 1974. In 2000, the Department of Social Work was transferred from the College of Liberal Arts to the newly created School of Applied Sciences ([www.olemiss.edu/depts/appliedsciences](http://www.olemiss.edu/depts/appliedsciences)) where it currently resides with four other departments.

In 2003, the Department of Social Work began offering courses on a part-time basis at the Desoto and Tupelo campuses. In the fall of 2006, the faculty began to offer a full-time BSW program at the Tupelo Center and expanded the BSW program at the Desoto Center to a full-time program in August 2008.

In February 2007, the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) approved the University of Mississippi to offer the Master of Social Work (MSW) Degree. The faculty in the Department of Social Work began providing the MSW Program in August 2008. The MSW Program received candidacy status with the Council on Social Work Education (CSWE) in October 2008 and Initial Accreditation from CSWE in October 2011. The Commission on Accreditation (COA) reviewed the Reaffirmation materials for the master's program February 2017 and voted to reaffirm the accreditation of the program for 8 years, ending in February 2024.

## **The MSW Program**

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

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

### **Advanced Practice Defined**

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

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

## **Mission Statement**

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

### **Departmental MSW Educational Goals**

1. Prepare professional clinical social workers, who are able to develop knowledge for competent, effective, and ethical autonomous social work practice and the development of service delivery systems.
2. Prepare students for professional clinical social work practice through the study of its history, purposes, philosophy, and theoretical and practice frameworks.

3. Prepare students who will provide leadership in the effective and ethical clinical social work practice with diverse populations and systems of all sizes, to alleviate poverty and oppression, and to provide social and economic justice for all citizens at the local, national, and global levels.
4. Provide students with content about the social contexts of clinical social work practice, the changing nature of those contexts, the behaviors found in systems, and the dynamics of change.
5. Prepare students who will demonstrate a commitment to continue life-long learning and professional growth in their clinical social work practice.

## **Core Foundation Competencies and Practice Behaviors**

### **Competency 1: Demonstrate Ethical and Professional Behavior**

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

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

### **Competency 2: Engage Diversity and Difference in Practice**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social,

economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

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

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

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

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

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

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

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

### **Competency 5: Engage in Policy Practice**

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

- identify social policy at the local, state, and federal level that impacts well-being, service



- delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Core Advanced Competencies with Clinical Knowledge and Practice Behaviors**

In addition to the knowledge and understanding social workers are expected to have as an advanced practitioner (MSW), the advanced clinical social worker must possess specific clinical knowledge and demonstrate effective clinical practice behaviors.

## **Competency 1: Demonstrate Ethical and Professional Behavior**

### **Clinical Knowledge**

The advanced clinical social work practitioner recognizes the importance of the therapeutic relationship, the person-in-environment and strengths perspectives, the professional use of self with clients, and adherence to ethical guidelines of professional behavior. The advanced clinical social work practitioner knows about ethical issues, legal parameters, and shifting societal mores that affect the therapeutic relationship.

### **Clinical Practice Behaviors**

The advanced clinical social work practitioner is able to:

- Demonstrate professional use of self with client(s).
- Understand and identify professional strengths, limitations, and challenges.
- Develop, manage, and maintain therapeutic relationships with clients within the person-in-environment and strengths perspectives.
- Apply ethical decision-making skills, using the NASW Code of Ethics and relevant laws and regulations, to issues specific to clinical social work.
- Employ strategies of ethical reasoning to address the use of technology in clinical practice and its impact on client rights.
- Identify and use knowledge of relationship dynamics, including power differentials.
- Recognize and manage personal biases as they affect the therapeutic relationship in the service of the clients' well-being.

## **Competency 2: Engage Diversity and Difference in Practice**

### **Clinical Knowledge**

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

### **Clinical Practice Behaviors**

The advanced clinical social work practitioner is able to:

- Research and apply knowledge of diverse populations to enhance client well-being.
- Work effectively with diverse populations.
- Identify and use practitioner/client differences from a strengths perspective.

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

### **Clinical Knowledge**

The advanced clinical social work practitioner understands the potentially challenging effects of social, economical, cultural, and environmental factors in the lives of clients and client systems. She or he understands the stigma and shame associated with disorders, diagnoses, and help-seeking behaviors across diverse populations. She or he understands strategies for advancing human rights and social, economic, and environmental justice in domestic and global contexts.

### **Clinical Practice Behaviors**

- Use knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide treatment planning and intervention.
- Advocate at multiple levels for mental health parity and reduction of health disparities for diverse populations.

### **Competency 4: Engage in Practice-Informed Research and Research-informed Practice**

#### **Clinical Knowledge**

The advanced clinical social work practitioner knows about evidence-based interventions, best practices, and the evidence-based research process.

#### **Clinical Practice Behaviors**

- Use the evidence-based practice process in clinical assessment and interventions with clients.
- Participate in the generation of new clinical knowledge, through research and practice.
- Use research methodology to evaluate clinical practice effectiveness and/or outcomes.

### **Competency 5: Engage in Policy Practice**

#### **Clinical Knowledge**

The advanced clinical social work practitioner recognizes the connection between clients, practice, and both public and organizational policy. She or he knows about factors that influence the development of legislation, policies, program services, and funding at all system levels. She or he knows of advocacy methods that contribute to effective policies that promote social and economic well-being.

#### **Clinical Practice Behaviors**

- Apply critical thinking to analyze and formulate effective organizational and public policies that enhance general social welfare.
- Communicate to stakeholders the implications of policies and policy change in the lives of clients.
- Use evidence-based practice and practice-based evidence in advocacy for policies that advance social and economic well-being.
- Advocate with and inform administrators and legislators to influence policies that affect clients and service.

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

#### **Clinical Knowledge**

The advanced clinical social work practitioner uses the dynamic, interactive, and reciprocal process of therapeutic engagement.

#### **Clinical Practice Behaviors**

- Develop a culturally responsive therapeutic relationship.
- Attend to the interpersonal dynamics and contextual factors that both strengthen and potentially threaten the therapeutic alliance.
- Establish a relationally based process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes.

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

### **Clinical Knowledge**

The advanced clinical social work practitioner has a theoretically informed knowledge base so as to effectively practice with individuals, families, and groups. She or he uses multidimensional assessment processes.

### **Clinical Practice Behaviors**

- Use multidimensional bio-psycho-social-spiritual assessment tools.
- Assess clients' readiness for change.
- Assess clients' coping strategies to reinforce and improve adaptation to life situations, circumstances, and events.
- Select and modify appropriate intervention strategies based on continuous clinical assessment.
- Use differential and multi-axial diagnoses.

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

### **Clinical Knowledge**

The advanced clinical social work practitioner understands and implements practice theories, including models, metaperspectives, strategies, techniques, and approaches.

### **Clinical Practice Behaviors**

- Critically evaluate, select, and apply best practices and evidence-based interventions.
- Demonstrate the use of appropriate clinical techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed.
- Collaborate with other professionals to coordinate treatment interventions.

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

### **Clinical Knowledge**

The advanced clinical social work practitioner evaluates treatment outcomes and practice effectiveness.

### **Clinical Practice Behaviors**

- Contribute to the theoretical knowledge base of the social work profession through practice-based research.
- Use clinical evaluation of the process and/or outcomes to develop best practice interventions for a range of bio-psycho-social-spiritual conditions.

## **The Master of Social Work Degree**

### **The Department of Social Work's Philosophical and Ethical Perspective**

The Department is guided by the *NASW Code of Ethics* of the National Association of Social Workers (NASW) and the *Educational Policy and Accreditation Standards 2015* (EPAS) of the Council on Social Work Education (CSWE). The *NASW Code of Ethics* is integrated in the social work curriculum and is available at [www.naswdc.org/pubs/code/default.asp](http://www.naswdc.org/pubs/code/default.asp). The *Educational Policies and Accreditation Standards* (2015) of CSWE can be viewed at [www.cswe.org](http://www.cswe.org).

### **The Department of Social Work Non-Discrimination Policy**

The Department of Social Work's faculty or staff does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, or Vietnam era veteran status in any of its activities, programs, or classes.

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# General Admission Information

Prospective students should understand that admission to the Master of Social Work Program is competitive, limited in number, and dependent upon the availability of faculty. Meeting the above requirements does not guarantee admission.

## Admission Requirements (Regular Standing Program)

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

- Completion of 3 hours in each of the following undergraduate liberal arts courses: English composition, history, political science, statistics, psychology, sociology, human biology and 9 hours of electives in the social or behavioral sciences.
- Resume, [Personal Autobiographical Statement](#), [Essay](#), and [3 letters of recommendation](#)
- 3.0 GPA on the last 60 hours of undergraduate coursework or 3.0 Overall GPA

**Application deadline: April 1.**

## Admission Requirements (Advanced Standing)

In addition to the requirements for Regular admission, students seeking admission to the Advanced Standing Program for the Master of Social Work must meet the following:

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

**Application deadline: January 15.**

## Process and Procedures for Evaluating Admission Applications and Notifying Applicants

- 1.) MSW applicants are rated on areas using a ranking score.
  - Liberal arts foundation
  - Type of bachelor's degree completed
  - Work experience
  - Personal Autobiographical Statement
  - Essay
  - Letters of Recommendation
  - GPA
  - Volunteer or Work Experience
  - Leadership Experience
  - GRE Score including Analytical Writing Score

Writing skills will be considered in the evaluation of all written assignments.

- 2.) The rankings are summed and given a total evaluation and the decision of the MSW



Committee concurs as to admission—no condition, admission—conditional, or no admission. Students admitted on conditional basis must obtain a 3.0 GPA during the semester they have conditional status or they will not be allowed to continue in the program.

- 3.) Applications are ranked based upon the scores from the highest to the lowest. Applicants are then accepted beginning with the applicants with the highest scores until all slots are filled.
- 4.) Incomplete applications will not be reviewed.
- 5.) Review of applications will be completed on a rolling basis as soon as the application materials are available. Reviews will be completed as soon as possible after the official deadline for applications.
- 6.) The MSW Program Director enters the recommendation for admission into the Graduate School's online system of each applicant after the admission process has been completed.
- 7.) The staff in the Graduate School notifies all graduate students as to whether they are accepted into the MSW Program.

**CONDUCT FOR MSW Students:** All applicants accepted into the MSW program must agree to adhere to the following Code of Conduct:

1. To read and adhere to the *NASW Code of Ethics*;
2. To adhere to the policies and procedures of the Department of Social Work;
3. To read and adhere to the Department of Social Work's policy on Honesty and the University of Mississippi's Expectation of Honesty and Fairness as set forth in *The M Book*;
4. To adhere to the course requirements as set forth in the University's *Graduate School Catalog*, *The Graduate Student Handbook*, the *MSW Student Handbook*, *The M Book*, and the course syllabi;
5. To continue professional development through regular self-assessment of academic performance and ethical conduct; and
6. Acknowledge that the following will prevent becoming licensed in the State of Mississippi as a social worker and that a social work license is required to practice social

work after graduating with a degree in social work:

- A conviction of a felony within the last ten years;
- Being judged mentally incompetent with a decree of mental incompetence still standing in any court;
- Dependency on alcohol or drugs, other substances, or any other type of addiction, which would preclude becoming licensed as a professional social worker in the State of Mississippi, as set forth in *Mississippi Code Annotated*, 73-53-1-29.

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

### **Academic and Professional Reasons for Terminating Students out of Social Work**

1. Failure to maintain at least an overall 3.0 GPA.
2. Failure to have a 3.0 GPA before entering SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, or SW 624 Field Instruction IV.
3. Failure to make at least a grade of “C” after two attempts in any social work course.
4. Failure to make at least a grade of “B” in SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, or SW 624 Field Instruction IV.
5. Cheating or plagiarizing on papers, exams, or other schoolwork.
6. Falsifying student records.

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

### **Appeals/Grievance Procedure**

The Department of Social Work supports students' rights to appeal any grade that is believed to have been awarded arbitrarily or unjustly. The Department of Social Work subscribes to the University's academic appeals procedure that is open to any student who receives a course grade which is believed to have been based on prejudice, discrimination, arbitrary or capricious actions, or other reasons not related to academic performance. Procedures and timetables are carefully detailed in *The M Book*.

The student, who holds responsibility for burden of proof, must first appeal the grade with the course instructor. If agreement is not reached at this level, the appeal may progress to the department chair and, if necessary, the process is continued with the Dean of the School of Applied Sciences. Either the student or the instructor may appeal a decision at the dean's level by making a written request for a review by an *Academic Appeals Committee*. The decision of the *Academic Appeals Committee* is final. *The M Book* specifies the process and time lines for each phase of the appeal. If either party fails to respond within the allotted time, the disposition of the case made in the previous step shall be final.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the grade may be based are attendance, participation, written and oral examinations, reports, papers, final examinations, and other class activities as required in the course syllabus.

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

### **Transfer Course Policy and Procedures:**

Only 6 hours of graduate foundation level courses transferred from another CSWE accredited social work program will be accepted for credit. Any transfer courses must have a minimum grade of a "B." In addition, the courses transferred must be equivalent to the foundation MSW courses offered by the Department of Social Work at

The University of Mississippi  
the University of Mississippi as determined and approved by the MSW Program

Director.

Students interested in having a transfer course reviewed should follow the following process:

- 1.) Make contact through telephone, e-mail, or personal visit with the MSW Program Director at least one month prior to taking the course.
- 2.) Complete a *Transfer Course Review Form* (See Appendix D).
- 3.) Submit the *Transfer Course Review Form* to the MSW Program Director.
- 4.) The MSW Program Director will notify the student within 10 working days of the decision regarding the course acceptance or rejection.

#### **Permission to take courses at other schools**

Students who wish to take courses at other schools must clear with the MSW Program Director as to whether social work courses can be accepted for transfer. Approval to take these and other courses must also be obtained from the Office of the Dean of the School of Applied Sciences. In addition, students must have permission from the Office of the Dean of the School of Applied Sciences to be enrolled in another school, college, or university while enrolled at the University of Mississippi. **WITHOUT SUCH APPROVAL, TRANSFERRED HOURS WILL NOT BE ACCEPTED.** Only 6 credits hours will be accepted from another University.

## **Student Rights and Responsibilities**

The Department of Social Work subscribes to the University's statements of student's rights and responsibilities as discussed in *The M Book*. These rights and responsibilities are listed below. For further information, review *The M Book*.

### **Student Rights**

- the right to privacy of personal information
- the right to be secure from unreasonable or unauthorized search and seizure
- the right to conduct social affairs within University guidelines
- the right to dissent (disagree)
- the right to an environment that is free of harassment or any other unreasonable interference with the student's performance
- the right to a smoke-free environment
- the right to display posters, proclamations, and flyers
- the right to hear opinions expressed by speakers from outside the University community
- the right to participate in a designated free speech area
- the right to file written complaints and expect a response

### **Student Responsibilities**

- the responsibility to present University identification to authorized University officials upon request including campus police and resident assistants
- the responsibility to refrain from actions which deny other members of the community their rights as enumerated according to law
- the responsibility to refrain from harassment of any individual(s) or group(s) on campus (see *The Graduate Student Handbook* at [http://www.olemiss.edu/depts/graduate\\_school/forms/gradstudhandbook.pdf](http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf).)
- the responsibility to refrain from the use of force against a person or group,

as in forcible interference with another person's freedom of movement, and/or  
personal abuse of another person

- the responsibility to respect the confidentiality of personal information about members of the University community and to respect a person's right to privacy
- the responsibility to refrain from disruption in the form of coercion or violence
- the responsibility to ensure that guests on campus will behave in a manner consistent with the "Student Statement of Rights and Responsibilities" on the University's online *The M Book*
- the responsibility to refrain from noise, disruption, and/or abusive behavior in the University community
- the responsibility to observe all duly established University, local, state, and federal regulations

### **Student Organizations**

The Department of Social Work further recognizes the rights and responsibilities of social work students to organize into student groups that address social work concerns and/or that address special needs which they have as individuals or as a group. For example, students are made aware of campus interest groups such as Habitat for Humanity, various political groups, various religious groups, and Parents and Friends of Lesbians and Gays (PFLAG).

Students also have rights and responsibilities to participate in formulating and modifying policies that affect academic and student affairs. This activity primarily occurs through participation at the University level, Graduate School level, and MSW Program level. At the University level, students are encouraged to participate in student government and various campus organizations and committees, either personally or through elected representatives.

At the departmental level, students are encouraged to be involved in the Graduate Social Work Student Organization (GSSWO). The Graduate Social Work Student Organization (GSSWO)

The University of Mississippi is a volunteer group through which students can develop a support network of peers, develop skills in organization, leadership, and volunteerism, and provide social work visibility in the Oxford-University and surrounding community. GSSWO also provides input into the Department of Social Work policies and offerings affecting students. Members are encouraged to perform 20 hours of volunteer service each semester. Membership dues are \$20.00 a year. Additionally, the members elect new officers including the president, vice president, secretary, and treasurer each year. Meetings are generally held at least one time each quarter. The group decides upon academic enrichment, social, fundraising, and service events.

**Specific policies related to students' rights and responsibilities to participate in formulating and modifying policies affecting academic and student affairs at the Graduate School level**

During Graduate School Orientation, incoming graduate students learn about Graduate School organizations to affect policy and procedures in the graduate school and university through such organizations as the Graduate Student Council and the Black Graduate and Professional Student Association.

*Graduate Student Council*

Students have the right to nominate themselves or others in the department to serve on the Graduate Student Council, and to vote for representatives of the Graduate Student Council.

*Black Graduate and Professional Student Association*

Students have the opportunity to join the Black Graduate & Professional Student Association, an organization that serves as an aid in advocating and promoting the needs, concerns, and interests of historically underrepresented graduate and professional students. The BGPSA was founded to create a space for cultural and social support, and also as an extra-departmental space that fosters academic and professional growth. The MSW Program Director encouraged the incoming African American students to become involved in the BGPSA.

**Specific policies and procedures for students' rights and responsibilities to participate in formulating and modifying academic and student affairs within the Department of Social Work**

**MSW Student Representative to the Faculty Meeting**

A graduate student who is a member of the Graduate Social Work Student Organization will be elected by the GSSWO members to function as a liaison between MSW students and MSW faculty. Student liaison will have a scheduled time on the faculty meeting agenda to share concerns and information from student organizations and the student body. Student liaison will be excused from the discussion at faculty meetings when the faculty might need to address confidential issues, such as the discussion of student issues / concerns or sensitive university administration concerns.

**MSW Student Representative to the Search Committee**

The Search Committee searches for qualified candidates for faculty positions and makes recommendations to the Chair and the Dean. MSW faculty recruit interested students to serve on the Search Committee when a faculty search is underway. Students on the Search Committee will be invited to hear candidate research presentations, attend candidate teaching opportunities, and meet with candidates for scheduled meals for informal interaction. All students are invited to attend teaching presentations. Students provide electronic feedback on their interaction with the candidate. Feedback is submitted to the chair and placed in the faculty candidate's file for review.

**MSW student representative to the MSW Committee**

At the beginning of the fall semester each academic year, the Graduate Social Work Student Organization will elect a representative from the foundation cohort and a representative from the advanced specialization cohort to serve on the MSW Curriculum Committee for that academic year. Students who are on academic probation, or on a conditional admission, will not be eligible to seek nomination to serve as MSW student representative to the MSW Curriculum Subcommittee.



The MSW Program Director, as chair of the MSW curriculum committee, will notify the elected representatives of curriculum committee meetings and the agenda for the meeting, along with any additional information or support documents needed to enable the student representative to prepare for the committee meeting. Student representatives are responsible for attendance at the meetings and for providing input and recommendations to the committee about the issue under discussion. The MSW curriculum committee makes decisions by consensus. Following the meeting, the student representative is responsible for advising their classmates about any curriculum discussion or decisions made as a result of the committee meeting.

The GSSWO, through elected representatives, can initiate a curriculum committee meeting by notifying the MSW Program Director of a concern or recommendation related to the academic program. The GSSWO will submit a written request that includes:

1. A clear explanation of the issue or concern;
2. Intended outcome; and
3. Evidence and/or support for the recommended modification or addition to curriculum and/or the academic program.

The elected student representative is responsible for attendance at the committee meeting, presenting the modification or addition, and responding to questions and providing any additional information the faculty members may need in order to fully discuss the suggested modification(s). The elected student representative is responsible for conveying any decisions made at the sub-committee meeting to the GSSWO.

### **GSSWO Meeting with the MSW Program Director**

At the end of each semester, the MSW Program Director and the GSSWO officers and members will meet to discuss the MSW Student Handbook and recommendations for new and/or modification of policies affecting student affairs. The GSSWO will make specific recommendations to the program director including, but not limited to:

The University of Mississippi  
Review of the MSW student handbook and recommendation for new and/or modification of  
policies affecting student rights and responsibilities for student affairs.

The MSW Program Director will schedule a meeting to discuss recommendations and/or additions  
with the MSW Committee and report any decisions or actions to the GSSWO.

**MSW Student Representative to the Field Committee**

The purpose of the Field Committee is to enhance the ability of the BSW and MSW Social  
Work Internships to effectively function as the signature pedagogy of the profession of social work  
by evaluating the quality of established BSW and MSW internships. The yearly agency evaluation  
at the end of the fall semester allows the Field Committee to determine if the BSW and MSW  
internship host agencies and field instructors are providing learning environments that provide  
opportunities for the BSW and MSW interns to realize and to demonstrate the CSWE EPAS  
Competencies and Practice Behaviors.

The Field Committee, which is composed of the Field Education Director, the BSW  
Program Director, two faculty liaisons (from the Tupelo, and DeSoto campuses), the BSW advisor,  
and BSW and MSW student representatives, reviews the field sections of the Implicit Curriculum  
Surveys completed by graduating BSW and MSW graduates at the end of spring, summer, and fall  
semesters, and the Annual Internship Setting Evaluations completed by the Field Education  
Director and/or faculty liaisons.

If the Field Committee determines that a host agency or field instructor is negligent in the  
provision of a professional environment and/or CSWE EPAS-specific learning opportunities, the  
internship host agency will lose its active internship-setting status. The Field Education Director  
will meet with host agency field instructor and/or administrative staff to rectify concerns if  
possible.

Quarterly Field Committee reports are made available at faculty meetings and student organization  
meetings.

Rights and Responsibilities of BSW and MSW student representatives:

- The BSW representative (must be a SSWO member) selected from the SW 450 Field of Social Work (pre-internship seminar) class by members of the SW 450 class.
- The MSW representative selected from the Graduate Social Work Student Organization must have completed the Foundation internship and be enrolled in clinical coursework to serve on the Field Committee
- The BSW and MSW representatives have access to all host agency evaluative reports (intern and field instructor identifier information redacted).
- The BSW and MSW representatives may actively participate in Field Committee meetings except when identified student and/or field instructor private and confidential issues are discussed.
- The BSW and MSW representatives are free to encourage interns to address any internship concerns with the Field Education Director, the faculty liaisons, or the BSW and MSW Program Directors.
- The BSW and MSW representatives must adhere to the NASW Code of Ethics, and failure to do so will result in removal from the Field Committee
- The BSW and MSW representatives are free to report non-confidential information to BSW and MSW students in the Social Work student organizations.
- The BSW and MSW representative are encouraged to attend all scheduled Field Committee meetings.

**MSW Student Representative to the Diversity Committee**

At the beginning of each academic year, members of the Graduate Student Social Work Organization (GSSWO) are requested to select a student to serve on the Diversity Committee. The student who participates in this committee is expected to contribute ideas and suggestions from the student body, as well as report information back to the student body.

## **UM Department of Social Work Policies on Honesty, Attendance, Grading, and Written Work**

### **Honesty**

Social work students are training for a very important role in this society. Social Workers are often called upon to make critical decisions in the lives of the people with whom they work. They are frequently entrusted, as part of their jobs, with confidential information that could well destroy lives if it were to be revealed. For these and other reasons, the faculty of the Department of Social Work at the University of Mississippi considers honesty as one of the most crucial qualities students can possess. Earning the good will and respect of the faculty is vital a student's future career. Students who cheat or lie will at the very least lose the respect of the faculty, and depending on the severity of the offense, could be dismissed from the program and possibly from the University itself. There is a clear expectation that all social work majors will deal honestly with faculty, coursework, other students, client contacts, and all other aspects of their social work educational experience.

### **Attendance**

Since so much of the knowledge, values, and skills that students must possess must be acquired experientially from interactions with faculty and other students, attendance is a very important issue. Students **are allowed 1.5 absence, without penalty, for those classes that meet one time per week and they are allowed two absences, without penalty, for those classes that meet two times per week.** This includes absences for illness or family situations. Absences in excess of this, for any reason, will result in a deduction of four points from the final course grade for each absence. Students who for any reason miss more than five classes for classes that meet one time per week and ten classes for classes that meet two times per week in any social work course will fail the course, regardless of their grades. For extraordinary situations, students will need to evaluate with their advisors as to whether they should continue in the program or withdraw.

## **Grading and Evaluating Academic Performance**

Grading for each course is discussed in the individual course syllabus. Students have the right to request to see their grades and discuss them with their instructors. Students are encouraged to keep record of their own grades, in each course, and to occasionally calculate their grades throughout the semester. Grades may be appealed through the academic appeals process as set forth in *The M Book*.

Assessment of Students' Progress will be completed through the following methods:

- 1.) Examinations, papers, other individual assignments, readings, class participation, and group assignments and projects within the individual MSW courses;
- 2.) The *Clinical Concentration Examination* is a written examination where students will answer questions developed from the clinical core competencies and practice behaviors using a clinical case study given to the students by the faculty; students will take the exam after they have completed all required clinical courses;
- 3.) Field Instructor's evaluations, which will be based upon the foundation and clinical core competencies and practice behaviors; and
- 4.) Student self evaluations of their progress in achieving the MSW Program core competencies.

## **Written Work**

This department emphasizes good writing ability as a vital skill that social workers must possess. Accordingly, there are lots of written assignments; and students are held to high standards in terms of proper grammar, structure, and punctuation. It is also the department's expectation that students complete all written work in a neat and timely manner. Students should consult individual instructors in regard to style and form for individual class assignments if they are unclear about these issues. **APA style is the norm for all assignments.**

Quoting or otherwise using material from books, journals, magazines or other printed or

The University of Mississippi on-line sources, including the Internet, without providing proper credit to the source in the form of a reference within the paper is considered plagiarism. This is a serious offense that can lead to disciplinary action by the department and/or the University and could result in course failure and/or dismissal from the University. Plagiarism is an act of dishonesty. Please refer to *The M Book*.

## **The MSW Academic Experience**

The *Educational Policy and Accreditation Standard* (2015) of the Council on Social Work Education can be found at [www.cswe.org](http://www.cswe.org). An accredited Master of Social Work Degree requires a well-designed, broad liberal arts base similar to that required of many other professional disciplines. The following foundation level content is required: Populations-at-Risk, Social and Economic Justice, Diversity, Social Work Values and Ethics, Human Behavior and the Social Environment, Social Policy, Social Research, Generalist Social Work Practice, and Internship. In addition to the foundation level content, students will complete a Clinical Concentration.

### **The Academic and Professional Advising Process**

Social work faculty or staff provide academic and professional advising. Students are assigned an MSW advisor as soon as they are admitted into the social work program. Students should arrange appointments with their advisors as soon as the advisor is assigned. Students should call the Department of Social Work at 662-915-7336 to obtain the name of their advisor. The advisor will maintain a permanent folder as a record of the student's individualized course of study. This record is updated at each semester's advising period or as needed. The mailing address for the department is:

Department of Social Work  
University of Mississippi  
P. O. Box 1848 211 Longstreet  
University, MS 38677-1848  
Website: [www.olemiss.edu/depts/socialwork/](http://www.olemiss.edu/depts/socialwork/)

Advisors post office hours and are available by phone and e-mail. However, it is the student's responsibility to initiate appointments. As indicated in the University's *Graduate School Catalog*, the ultimate responsibility for taking prescribed courses belongs to the student. Students who choose to make independent changes in schedules after having been advised are at-risk for late Internships and delayed graduations. Students generally meet formally with their advisors during pre-registration each semester. Students are required to see their advisor before the "student hold" on registration is lifted.

**Course of Study (Regular Standing Program)**

<p><b>Fall Year 1</b></p> <p>SW 601 Human Behavior and the Social Environment          SW 602 Social Work Practice with Individuals          SW 604 Social Welfare Policies and Programs          SW 621 Foundation Internship I          Elective</p> <p><b>Spring Year 1</b></p> <p>SW 603 Social Work Research Methods          SW 615 Practice with Families and Groups          SW 620 Practice with Organizations &amp; Communities          SW 622 Foundation Internship II          Elective</p> <p><b>Summer Year 1</b></p> <p>SW 621 Field Instruction I          SW 622 Field Instruction II          Electives</p>	<p><b>Fall Year 2</b></p> <p>SW 630 Theories &amp; Methods of Family Intervention          SW 640 Advance Practice with Groups          SW 650 Clinical Assessment and Diagnosis          SW 660 Clinical Supervision          Elective</p> <p><b>Spring Year 2</b></p> <p>SW 680 Evaluation Research          SW 683 Theories of Psychotherapy          SW 686 Traumatic Stress and Crisis Intervention          SW 687 Substance Abuse and Addiction          Elective</p> <p><b>Summer Year 2</b></p> <p>SW 623 Field Instruction III          SW 624 Field Instruction IV</p>
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## Course of Study (Advance Standing Program)

### Summer

SW 630 Theories and Methods of Family Intervention

SW 640 Advance Practice with Groups

### Fall

SW 650 Clinical Assessment and Diagnosis

SW 660 Clinical Supervision

SW 600 Diversity in Social Work Practice (online elective)

SW 651 Social Work Practice in Integrated Healthcare (online elective)

SW 670 Leadership and Administration (online elective)

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

SW 685 Gerontological Social Work

### Spring

SW 680 Evaluation Research

SW 683 Theories of Psychotherapy

SW 686 Traumatic Stress and Crisis Intervention

SW 687 Substance Abuse and Addiction

SW 600 Diversity in Social Work Practice (online elective)

SW 651 Social Work Practice in Integrated Healthcare (online elective)

SW 670 Leadership & Administration (online  
elective)

SW 682 Clinical Practice with Children (online elective)

SW 685 Gerontological Social Work

### Summer

SW 621 Field Instruction I

SW 622 Field Instruction II



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

### Specific Degree Requirements

Course of Study	
Fall Year 1 (Regular Standing Students Start Here)	Spring Year 1
SW 601 Human Behavior and the Social Environment	SW 603 Social Work Research Methods
SW 602 Social Work Practice with Individuals	SW 615 Practice with Families and Groups
SW 604 Social Welfare Policies and Programs	SW 620 Practice with Orgs. & Communities
Summer Year 1 (Advanced Standing Students Start Here)	
SW 630 Theories and Methods of Family Intervention	
SW 640 Advanced Practice with Groups	
Fall Year 2	Spring Year 2
SW 621 Field Instruction I (Regular Standing Only)	SW 622 Field Instruction II (Regular Standing)
SW 650 Clinical Assessment and Diagnosis	SW 680 Evaluation Research
SW 660 Clinical Supervision	SW 683 Theories of Psychotherapy
Summer Year 2	
SW 686 Traumatic Stress and Crisis Intervention	
SW 687 Substance Abuse and Addiction	
Fall Year 3	Spring Year 3
SW 623 Field Instruction III	SW 624 Field Instruction IV
SW 682 Clinical Practice with Children (Elect)	SW 685 Gerontology Social Work (Elective)
SW 684 Social Work in Health Care (Elective)	SW681 Forensic SW with Children (Elect)
	SW 670 Leadership and Administration (Elect)

### Comprehensive Examinations

Students who graduated with a BSW degree from an accredited social work program within the last 5 years are eligible to enter the Advance Standing Program (assuming that they meet all of the program's admission requirements and they are accepted into the program.). Students who have a BSW degree from an accredited social work program, but do not qualify for the Advanced Standing Program, can test out of the foundation courses including the foundation Internship after they have been admitted into our program. **Students who fail any of the foundation examinations will not be allowed to retake the examinations.** Students must score 70% or higher on any examination. There is a \$50.00 fee for each of these examinations.

Students are required to take and pass a *Comprehensive Clinical Examination* after the completion of the required clinical concentration courses. Students will be allowed up to 3 attempts to take and pass this examination. Students must make 70% or higher on the *Comprehensive Clinical Examination*. There is no fee for this exam.

The MSW Program Director will announce examination dates.

## CURRICULUM

All courses will be offered at night except for the Internship courses (the faculty reserves the right to change the times and days of courses). Students will be notified one semester in advance of any changes to the times and days of courses. Students must complete 900 hours of Internship during years 1 and 2 for the Regular Standing Program, and students must complete 450 hours of Internship during year 1 for the Advance Standing Program. **Students must be free five days per week during the summer to complete the Internship experience.**

**No academic credit is give for life experience or previous social work experience.**

Master of Social Work (Regular) - A minimum of 60 semester hours of graduate study is required which shall include:

### **Foundation Curriculum Courses: (24 hours)**

SW 601 Human Behavior and the Social Environment (3)

SW 602 Social Work Practice with Individuals (3)

SW 603 Social Work Research Methods (3)

SW 604 Social Welfare Policies and Programs (3)

SW 615 Practice with Families and Groups (3)

SW 620 Practice with Organizations and Communities (3)

SW 621 Field Instruction I [225 hours] (3)

SW 622 Field Instruction II [225 hours] (3)

**Clinical Concentration Courses: (30 hours)**

SW 630 Theories and Methods of Family Intervention (3)

SW 640 Advanced Practice with Groups (3)

SW 650 Clinical Assessment and Diagnosis (3)

SW 660 Clinical Supervision (3)

SW 680 Evaluation Research (3)

SW 683 Theories of Psychotherapy (3)

SW 686 Traumatic Stress and Crisis Intervention (3)

SW 687 Substance Abuse and Addiction (3)

SW 623 Field Instruction III [225 hours] (3)

SW 624 Field Instruction IV [225 hours] (3)

**Elective Courses: (6 hours)**

SW 600 Diversity in Social Work Practice (3)

SW 651 Social Work Practice in Integrated Healthcare (3)

SW 670 Leadership and Administration (3)

SW 681 Forensic Social Work with Children (3)

SW 682 Clinical Practice in Child Welfare (3)

SW 684 Social Work in Health Care Settings (3)

SW 685 Gerontological Social Work (3)

Master of Social Work (Advanced Standing) - A minimum of 36 semester hours of graduate study is required which shall include:

**Clinical Concentration Courses: (30 hours)**

SW 630 Theories and Methods of Family Intervention (3)

SW 640 Advanced Practice with Groups (3)

SW 650 Clinical Assessment and Diagnosis (3)

SW 660 Clinical Supervision (3)

SW 680 Evaluation Research (3)

SW 683 Theories of Psychotherapy (3)

SW 686 Traumatic Stress and Crisis Intervention (3)

SW 687 Substance Abuse and Addiction (3)

SW 623 Field Instruction III [225 hours] (3)

SW 624 Field Instruction IV [225 hours] (3)

**Elective Courses: (6 hours)**

SW 600 Diversity in Social Work Practice (3)

SW 651 Social Work Practice in Integrated Healthcare (3)

SW 670 Leadership and Administration (3)

SW 681 Forensic Social Work with Children (3)

SW 682 Clinical Practice in Child Welfare (3)

SW 684 Social Work in Health Care Settings (3)

SW 685 Gerontological Social Work (3)

**Master of Social Work (MSW) Course Descriptions**

**SW 600 Diversity in Social Work Practice.** Content about differences and similarities in the experiences, needs and beliefs of selected minority groups and their relations to the majority group. Concepts related to race and ethnicity, gender, sexual orientation, and disability status include but are not limited to sociopolitical processes (racism, sexism, heterosexism, ableism, oppression, prejudice, discrimination, class, etc.), interpersonal processes (identity, self-concept/esteem, authenticity, mental health, and basic behaviors), and socio-cultural processes (cultural fusion, culture conflict, acculturation, and assimilation).

**SW 601 Human Behavior in the Social Environment.** Knowledge of reciprocal relationships between human behavior and social environments will be discussed. Theories and knowledge on interactions between and among individuals, families, groups, societies, and economic systems are also discussed. Prerequisite: Admission to the MSW Program (3)

**SW 602 Social Work Practice with Individuals.** Basic theory, professional values, ethics, and methods of social work practice with individuals, along with assessment and planning, communication, intervention, and evaluation skills are covered. Prerequisite: Admission to the MSW Program (3)

**SW 603 Social Work Research Methods.** Research methodologies, with respect to evolution and application to social work theory and practice are covered. History and philosophies of science; problem formulation; research design; ethics; instrument use and construction; data collection; analysis and reporting; and evaluation and utilization of research are also addressed. Prerequisite: Admission to the MSW Program (3)

**SW 604 Social Welfare Policies and Programs.** Historical perspective on the development of social welfare institutions, programs, and policies are addressed. Students will learn methods of current policy analysis and evaluation of social problems. Prerequisite: Admission to the MSW Program (3)

**SW 615 Practice with Families and Groups.** Generalist practice, with family and small group systems, is the focus of this course. Ecological theory, to frame understanding of such systems and their adaptation to environments and various social work roles and intervention strategies pertaining to client systems are covered. Prerequisite: Admission to the MSW Program (3)

**SW 620 Practice with Organizations and Communities.** Basic theory, methods, problems, and strategies in implementing planned change within and among larger social systems: task groups, human service organizations, and community systems are discussed. Also included is the study of the various practice roles: planner, program developer, supervisor, and administrator, advocate and task group leader. Prerequisite: Admission to the MSW Program (3)

**SW 621 Field Instruction I.** The first course offered in a two-course foundation Internship sequence, that requires a minimum of 225 hours of directed practicum in an approved social service setting with individuals, families, groups, formal organizations and communities. This course includes a three-hour seminar that will meet monthly. Prerequisites: SW 601, 602, 603, 604, 615, and 620 (3)

**SW 622 Field Instruction II.** The second course offered in a two-course foundation Internship sequence that requires a minimum of 225 hours of directed practicum experience. This course includes a three-hour seminar that will meet monthly. Prerequisites: SW 601, 602, 603, 604, 615, and 620 (3)

**SW 623 Field Instruction III.** This course is the first of a two-course concentration Internship sequence that will provide a minimum of 225 hours of internship experience in a clinical setting. The course includes a three-hour seminar that will meet monthly. Prerequisites: SW 621 and SW 622 or advanced standing and 630, 640, and 650 (3)

**SW 624 Field Instruction IV.** This course is the second of a two-course concentration Internship sequence providing a minimum of 225 hours of internship experience in a clinical setting. This course requires a three-hour seminar that will meet monthly. Prerequisites: SW 623 or advanced standing and 683, 686, and 687 (3)

**SW 630 Theories and Methods of Family Intervention.** Understanding and analyzing family dynamics and patterns of interaction from the perspective of major family therapy models are discussed in this course. Models of intervention, theories, and methods and skills for problem resolution are also discussed. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

**SW 640 Advanced Practice with Groups.** Theoretical and historical approaches to social work with groups and clinical principles supporting specific types of group work used in clinical practice and associated leader interventions are covered in this course. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

**SW 650 Clinical Assessment & Diagnosis.** This course will provide students with the knowledge and skills needed for the diagnostic assessment and treatment of adults and youths with psychiatric problems, and with information on psychotropic medications utilized in mental health settings. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

**SW 651 Social Work Practice in Integrated Healthcare.** This course introduces social work students to the direct practice of integrated behavioral health in primary care and the roles of behavioral health providers working in primary care settings, theories and models of care, and cross-cultural issues. Students will develop competencies in engaging and supporting patients

across a range of health conditions.

**SW 660 Clinical Supervision.** Interactive and clinical supervisory skills which social workers need for supervision and consultation in the clinical setting are covered. The students will examine the dynamics of the supervisory relationship and supervisor roles. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

**SW 670 Leadership and Administration.** Management practices and leadership skills required in development and management of human services delivery systems are the prime focus of this course. Issues regarding human resources management, resource allocation, strategic planning, and organizational dynamics are also included. Prerequisites: SW 621 and SW 622 or advanced standing and SW 630, 640, and 650 (3)

**SW 680 Evaluation Research.** Historical and philosophical issues, conceptual approaches, techniques and methods in practice and utilization of evaluation research as applied to development and evaluation of social work programs and policies are covered in this course. Prerequisites: SW 601, 602, 603, 604, 615, and 620 or advanced standing (3)

**SW 681 Forensic Social Work with Children.** This course encompasses forensic social work with children and adolescents. The students will develop skills in court evaluations, court testimony, and the treatment of child/adolescent victims. Prerequisites: SW 621 and SW 622 or advanced standing and 630, 640, and 650 (3)

**SW 682 Clinical Practice in Child Welfare.** This course is intended to provide students an advanced study of the field of child welfare and the complex and changing practice and policies within this specialized field. Focus will be upon the knowledge, skills, and values required in this area. This course will emphasize child welfare services for a diverse society. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

**SW 683 Theories of Psychotherapy.** This course is designed to familiarize students with therapeutic models and related intervention strategies by focusing on the common principles and elements of current psychotherapies, with a special emphasis on cognitive and behavioral therapeutic approaches. Prerequisites: SW 621 or advanced standing and SW 630, SW 640, and 650 (3)

**SW 684 Social Work in Health Care Settings.** This course will provide students with content on individual, group, and family approaches to social work practice in health care settings. Special emphasis will be placed on cross-cultural practice and ethical/legal issues, including managed care, health care insurance, Medicare, and Medicaid. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

**SW 685 Gerontological Social Work.** This seminar provides an introduction to gerontology with a foundation in the biological, psychological, social, and behavioral aspects of aging. Emphasis will be on incorporating current research and experiential components in working with the aging population. Prerequisites: SW 621, 622 or advanced standing and 630, 640, and 650 (3)

**SW 686 Traumatic Stress and Crisis Intervention.** This course explores the phenomenon of traumatic stress in relation to social work practice. Topics include: clinical social work treatment of survivors of traumatic situations, posttraumatic stress disorder, secondary traumatic stress, vicarious trauma and burnout. Prerequisite: SW 621 and SW 622 or advanced standing and SW 630, 640, and 650 (3)

**SW 687 Substance Abuse and Addiction.** Survey and analysis of social, cultural, medical, and psychological factors underlying alcoholism, drug abuse, and addiction are discussed along with recent research and practice innovations. Prerequisites: SW 621 and SW 622 or advanced standing and SW 630, SW 640, and SW 650 (3)

**Some basic academic requirements include:**

- A minimum grade of “C” is needed to pass each graduate social work course.
- No social work course may be repeated more than one time.
- No social work course may be attempted until all prerequisites are completed with a grade of “C” and an overall GPA of 3.0.
- Many social work courses contain a great deal of experiential learning. Students should be prepared for class by reading all assigned materials prior to the class session.
- Social work students are expected to demonstrate graduate level verbal and written communication skills. Writing skills will be considered in grading of all written assignments.
- Critical thinking is basic to social work education. Critical thinking is defined as a process that includes the analytical, systematic, creative, and reflective thinking that is focused on deciding what to believe or do. (Ennis 1991; Alter & Egan, 1997).
- Honesty and integrity are essential elements of the academic environment. Any dishonest conduct will be addressed by the course professor and **may** result in failure of the course, dismissal from the program, or dismissal from the University. See the campus in *The M Book* for a complete statement of the policy on dishonesty.
- **No academic credit is given for life experiences, including volunteer or work experience.**

**Academic Support Services**

The University adheres to the guidelines of the Americans with Disabilities Act. Services are offered through the Office of Disability Services for Students at 234 Martindale Hall on campus; the staff can be reached at 662-915-7128. Faculty members are able to make recommendations about obtaining assistance through the Academic Support Office and the Writing Center. For personal and confidential counseling, students should contact Student Health



The University of Mississippi  
Services at 662-915-7274 or the Psychology Clinic at 662-915-7385.

## **MSW Internships**

The Department of Social Work provides MSW students with an educationally directed Internship designed to connect the theoretical and conceptual contribution of the classroom with the practice setting, fostering the implementation of evidence-informed practice. The Internship is conducted in a fourteen-week, 3 semester hour (225 clock hours) block placement which receives a letter grade. A mandatory concurrent integrative seminar is included with the practicum courses and does not receive a grade. This Integrative seminar time will not reduce the 900 hours in the Internship. The Internship will be scheduled during the full summer semester. Internships may occur in approved settings anywhere in Mississippi or in Memphis, Tennessee.

Students enrolled in the Regular Standing Program will be enrolled in four Internship courses (SW 621 Field Instruction I, SW 622 Field Instruction II, SW 623 Field Instruction III, & SW 624 Field Instruction IV). Students enrolled in the Advanced Standing Program will complete two Internship courses (SW 623 Field Instruction III, SW 624 Field Instruction IV). MSW social work students will spend eight hours a day, five days a week, in an Internship for fourteen academic weeks (not counting holidays) for a total of 225 hours in each setting. At the conclusion of the fourth Internship, Regular Standing students will have amassed 900 clock hours of Internship and Advanced Standing students will have completed 450 hours of Internship. The program mission goals, and objectives are reinforced through the Internship.

Those students who have the BSW degree from an accredited social work program, but do not meet the requirements for the Advanced Standing Program can demonstrate required knowledge

The University of Mississippi and skills in the foundation curriculum by testing out of each of the foundation courses including the Foundation Internship.

The semester before internship is to begin, the Field Education Director will schedule an interview with each MSW students to: 1) verify completion of courses required before internship, 2) verify the required GPA, 3) assess students' readiness for internship, and 3) schedule pre-internship evaluation interview with three MSW faculty. The purpose of the faculty Internship evaluation interview is to assess the student's readiness for Internship by identifying with the student his/her strengths and areas that need further development, and his/her Internship placement interest and career goals. MSW students with identified deficits will be given the option to correct their deficits prior to the beginning of the Internship.

The completion of the *MSW Internship Placement Form* (see Appendix E) will formally announce to the Field Education Director that the MSW student is ready to begin the evaluation process for admission into Internship. The Field Education Director will schedule an individual meeting with the MSW student as stated above. The Field Education Director will discuss the proposed Internship setting and the intern's fit academically and personally.

Once the student has been accepted for the Internship, he/she will work with the Field Education Director to identify an agency setting appropriate for the student. Each student will be required to schedule an interview with his/her prospective Agency Field Instructor. The purpose of the interview is: 1) to introduce the intern to the agency and the Field Instructor and 2) to allow the Field Instructor to interview the intern. After the completion of the interview, the Field Instructor will fax or email the *MSW Internship Agency Acceptance Form* (see Appendix B) to the Field Education Director. If the intern is accepted, the Field Education Director will email a *Notice of Internship Placement Form* (see Appendix C) to the intern. If the intern is rejected by

the agency, the Field Education Director will contact the intern and start the Internship selection process again.

### **Internship in Agency Where Students Are Employed**

When an MSW student requests to complete a field placement where the student is also employed, the Field Education Director will meet with the proposed Agency Field Instructor without the MSW student to determine the quality of the proposed Internship experience. The Internship must be of a caliber expected for the MSW placement requirements, which is especially important when the MSW student also holds a position within the agency. The MSW Field Instructor must demonstrate and explain how the Internship assignments and other educational experiences will differ from the present employment position.

MSW students requesting to complete an Internship at their place of employment will be instructed to seek formal approval prior to the semester of practicum by completing a special application addressing the following criteria: 1) there must be release time for the field instruction, 2) student assignments and Internship supervision must differ and be distinct from those associated with the student's employment responsibilities, 3) field education must be educationally focused rather than solely centered on the agency's services, 4) the MSW student will not receive credit for work completed as an employee, and 5) the MSW student will receive individual Internship supervision from the MSW Field Instructor that is totally distinct from the supervision that is associated with the student's employment. The MSW Faculty Liaison and/or Field Education Director will review these proposed internship distinctions again during the initial placement interview and throughout the remainder of the semester.

## Professional Development Opportunities

### National Association of Social Workers (NASW)

NASW is the recognized professional group for social workers. Its primary functions include professional development and promotion and advocacy for sound social policies and programs. Students are expected to join.

Students receive substantial reductions in membership fees. Membership provides subscriptions to *Social Work Journal*, *NASW News*, and reduced cost subscriptions to other books and periodicals. Membership applications are available in the Department of Social Work main office. The discounted rate may be continued for two years past graduation, provided there has been no disruption in membership. Membership in NASW also provides research assistance and literature reviews through the National Policy Center, which may be reached at the address and toll-free number below, or on-line. There is a charge for the research service. Student membership applications are available in the Social Work office.

National Association of Social Workers (NASW)  
750 First Street, NW 1-800-638-8799 FAX (202) 336-8310  
Washington, DC 20002 (202) 408-8600  
Web-page: <http://www.socialworkers.org>

Mississippi Chapter of NASW encourages student participation on the board committees and legislative activities. Students usually attend the annual spring meeting to gain valuable educational and networking opportunities. The state chapter can be contacted at the following address:

National Association of Social Workers, Mississippi Chapter  
P. O. Box 5599  
230 St. Paul Street  
Pearl, Mississippi 39206  
Telephone: 601-936-0557  
Fax: 601-936-0559  
E-Mail: [info@naswms.com](mailto:info@naswms.com)

Web Page: <http://www.naswms.com>

### **Alabama-Mississippi Conference on Social Work Education**

The University of Mississippi cooperates with all undergraduate and graduate schools of social work in Alabama and Mississippi in conducting a professional conference each fall semester. Students are encouraged to attend and make scholarly presentations, to network, and to hear presentations from key professionals and students from other campuses. National leaders are invited as keynote speakers. Information about the organization may be obtained from faculty members. The conference is hosted on a rotating basis by a social work program in either Alabama or Mississippi each year.

### **Awards for Student Achievement**

At University Honors Day each spring, a graduate and undergraduate social work student is recognized as the Outstanding Graduate Social Work Student of the year, based upon academic achievements and professional commitment. Each March the MS Chapter, NASW recognizes an outstanding social work student from each of the Council on Social Work Education accredited schools at the graduate and undergraduate levels in Mississippi. This award is based on past academic and service performance and future promise to the profession. The School of Applied Sciences awards one graduate student award each year.

## **Licensure**

### **Application for Professional Licensure**

In Mississippi and many other states, social workers are required to be licensed. Because Mississippi uses the Association of Social Work Board's national exam, the license is transferable to most other states. At the beginning of the Internship, faculty will share information about applying for the social work license. For more information students may

contact:

Board of Examiners for Social Workers and Marriage and Family Therapists  
P.O. Box 4508  
Jackson, MS 39296-4508  
(601) 987-6806  
FAX (601) 987-6808  
Website: [www.swmft.ms.gov](http://www.swmft.ms.gov)

Students wishing to apply for licensure in other states should contact the Association of Social Work Boards at 1-800-225-6880 for information. Students going directly into graduate school from a BSW program may choose to bypass the BSW licensure and take the MSW exam following graduation, unless the student plans to work part-time at the BSW level.

### **Applications for Graduate School**

Students must apply with the Graduate School at the University of Mississippi and with the Department of Social Work. For additional information, please view the website at <http://www.olemiss.edu/depts/socialwork/>. The Graduate Student Handbook can be found at [http://www.olemiss.edu/depts/graduate\\_school/forms/gradstudhandbook.pdf](http://www.olemiss.edu/depts/graduate_school/forms/gradstudhandbook.pdf).

### **Employment**

The Department of Social Work has traditionally been very successful in assisting graduates in finding employment in Mississippi and in Memphis, through an informal professional network. Students should discuss their employment needs with Faculty Liaisons, Field Instructors, and faculty advisors who will share opportunities with all interested students. Job openings are posted in the departmental office. The University operates an effective Career Center (see [www.career.olemiss.edu/](http://www.career.olemiss.edu/)).

# Appendix

**Appendix A  
Transfer Course  
Review Form**

\_\_\_\_\_ request a review of my  
social \_\_\_\_\_  
Graduate Name  
work courses taken at \_\_\_\_\_. Please  
review the following foundation MSW courses for credit:

Courses taken at another college or university	University of Mississippi Equivalent	Date course was taken at other school

Comments:

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

<p><i>For office use only:</i></p> <p>Request Approved _____</p> <p>Request Denied _____</p> <p>Additional Information needed _____</p> <p>Comments:</p> <p>_____ Signature</p> <p>_____ Title</p> <p>_____ Date</p>
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