



University of Washington
School of Social Work

Building Better Tomorrows

Program Manual

Master of Social Work Degree

For Students Entering Summer/Fall 2008

Keep This Manual For Your Records

University of Washington
School of Social Work
4101 15th Avenue NE
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Checklist of things to do as you begin...

Here is an important checklist of information and things to do for students entering the School of Social Work (SSW).

CRUCIAL ITEMS TO ATTEND TO:

Read, keep and refer to this manual, registration packets, and course catalogs.

Almost everything you need to know to earn your degree can be found in this manual along with quarterly registration packets and the annual course catalog. If you have questions, please contact your Faculty Adviser or Student Services.

Attend your program orientation!

Extended Degree - September 12; Day - September 18-19.

Check with Student Services if needed, 206-543-8617, email: sswstsr@u.washington.edu.

Be sure to complete biology and statistics requirements on time!

Biology: All MSW students must complete a course in human biology or nutrition before beginning advanced course work or practicum. Statistics: All students must complete an introductory course in statistics (any discipline) prior to beginning SOC W 505, Research I (taken winter of first year by Day students, fall of second year by EDP students). See staff in Student Services for lists of acceptable courses.

Visit the SSW student lounge and check your mailfile.

The student lounge located on the second floor at the School of Social Work has your mailfiles along with seating areas and a kitchen. PhD mailboxes, along with faculty and staff mailboxes, are located further down the hallway in Room 220 (the School's mailroom). Check your mailfile frequently. Student Services will place important notices, such as registration information, in your mailfile. You can also communicate with other students via the mailfiles. (MSW students: Do not to give out the School address for any personal mail; mail originating outside SSW or UW will be returned to sender.) "The student lounge has seating areas and a kitchen. PhD mailfiles, along with faculty and staff mailfiles, are located further down the hallway in Room 220 (the School's mailroom).

Check your mailfile frequently. Student Services will place important notices, such as registration information, in your mailfile, and also, you can communicate with other students in this manner.

The School advises that you use discretion in giving out the School address and that you receive personal mail and bills at your home address.

Open a UW email account and subscribe to the appropriate SSW mailing list.

UW students have free email accounts. All Social Work students are required to maintain a UW email account, be subscribed to the official class listserv, and check their email at least twice each week. Important notices about courses as well as scholarship and job opportunities are frequently sent out via e-mail. If you do not check email regularly, you will miss important information. The process of opening an account and subscribing is quite simple. (You will be added automatically to the MSW class listserv.)

See "Electronic Mail Account and SSW Electronic Communications" section.

Immunization Requirements and Health Sciences Student Health Fee - Applies to New MSW Students.

Students in the School of Social Work are required to comply with University of Washington Health Sciences Immunization Policies. A one-time fee of \$275 is charged to all students once during the time they are a students in the School of Social Work. This fee covers the after-insurance costs of all required immunization updates during the course of the program. The fee will be assessed directly to the student's account autumn quarter during the first year in the program. (We have worked with Student Financial Aid to add this amount to your calculation of need. Please contact that office if you wish to increase your award.) Students in the Advanced Standing Program who have been assessed the \$275 fee while they were an undergraduate at the University of Washington School of Social Work will not be charged the fee again as a graduate student.

Student Activity Fee - Applies to all students except students in EDP fee-based program

Students will be assessed a \$20 fee per quarter. All monies collected will be returned to students for student programming or used by our offices to fund student events; funds will be ear-marked by cohort so that they return to support that particular cohort.

❑ Practicum Fee.

MSW students will be assessed a \$50 course fee each quarter when enrolling in Soc W 524 or Soc W 525. Students who need to change their practicum registration must request assistance from the Registrar's Office (second floor of Schmitz Hall), Roberta Aldrich (sswstsr@u.washington.edu), or Cheryl Yates (dancin1@u.washington.edu) to avoid being charged an additional \$50 course fee. Students who are charged an additional course fee MUST contact Roberta to request a credit to their student account.

❑ Soc W 510 Fee.

Students in Soc W 510 will be assessed a \$30 fee to pay for training of standardized clients.

❑ If you need one, lockers are available.

*If you need a locker, a limited number are available, so we ask you to share whenever possible (numbers 1-40 for BASW students and 41 and up for MSW students). You will need to provide your own lock and be prepared to give your combination or extra key to a staff member at the front desk in Student Services. Locks **must** be removed and lockers cleared at time of graduation or locks will be removed and locker contents discarded. Inquire at the reception desk in Student Services, SWS Room 23, beginning the first week of Autumn Quarter.*

❑ Quarterly U-PASS for Public Transportation and Car-Pools

Once enrolled, you will receive a U-PASS sticker with your Registration Confirmation and Enrollment Validation each quarter. If you do not want to retain the U-PASS you MUST return the unused U-PASS by the deadline listed. If you do not return it by the deadline you will be responsible for the cost of the U-PASS.

❑ If you are receiving financial aid through UW.

Read the "Financial Assistance" section to find out how to access your account via MyUW or by telephone.

❑ If you are not a WA state resident - Understanding Washington State residency.

Information about Washington State residency is available at www.washington.edu/students/reg/residency.html. Note: There is no difference in resident and non-resident fees for Extended Degree Program students.

❑ Take the SW Library orientation.

The general orientations held at the beginning of the quarter include information on the online catalog, library collections, borrowing and reserve policies, etc. Specific classes on computerized databases and research strategies are offered separately during the quarter. Inquire at the UW SSW Library, located at SWS 252, 206-685-2180, for dates and times.

❑ Attend a SSW Computer Lab orientation.

Become familiar with the computer resources available to you; learn how to get information about university computer resources. Workshops for BASW and MSW students are in September and October (watch your mailfiles for computer lab orientation dates and times.) The computer lab at the UW School of Social Work is in room 18, 206-685-2295.

❑ Learn how to access School information online.

School of Social Work information can be accessed conveniently online through the School's website. See "School of Social Work Web Page Information" section.

❑ Take a campus tour/Location of campus maps/Guide to Schmitz Hall.

This is especially important for BASW transfer and incoming graduate students. Taking a tour of this beautiful campus will familiarize you with the location of buildings that house academic and support resources that can greatly enrich your university experience.

Tours leave daily (except weekends and holidays) at 10:30 a.m. and 2:30 p.m. from Schmitz Hall, 3rd floor lobby, (across NE 41st St from the SSW). The campus map is on-line at www.washington.edu/home/maps/. Larger campus maps may be requested at the gatehouse entrances to the UW. Some of the offices, services, and phone numbers for Schmitz Hall are summarized inside the back cover.

❑ Become familiar with available resources.

Many helpful resources are available to SSW students at the School, the university, and in Seattle. See "Resource Guide Summary" section.

MSW Program

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University Calendar for 2008-2011

This is a general calendar for the next three years. In addition, each year you will receive more detailed calendars from Student Services and the Office of the Practicum.

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2008	September 24	December 5	December 8-12	
Winter Quarter 2009	January 5	March 13	March 16-20	
Spring Quarter 2009	March 30	June 5	June 8-12	June 13
Summer Quarter 2009	June 22	August 21		
Term A	June 22	July 22		
Term B	July 23	August 21		

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2009	September 30	December 11	December 14-18	
Winter Quarter 2010	January 4	March 12	March 15-19	
Spring Quarter 2010	March 29	June 4	June 7-11	June 12
Summer Quarter 2010	June 21	August 20		
Term A	June 21	July 21		
Term B	July 22	August 20		

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2010	September 29	December 10	December 13-17	
Winter Quarter 2011	January 3	March 11	March 14-18	
Spring Quarter 2011	March 28	June 3	June 6-10	June 11, Seattle
Summer Quarter 2011	June 20	August 19		
A-term	June 20	July 20		
B-term	July 21	August 19		

* Instruction in the Extended Degree Program may occasionally begin the Friday/Saturday before the dates noted and may end the Saturday after the dates noted.

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Welcome Letter From the Dean

I am very pleased to welcome you to the University of Washington School of Social Work. You join a dynamic community that seeks to promote social and economic justice, especially for disadvantaged and oppressed populations, and to enhance the quality of life for all. The School strives to prepare the next generation of skilled and visionary social work leaders to challenge injustice and promote a more humane society.

You are preparing to enter the profession of social work at a time of tremendous challenge. Social workers are needed now more than ever if we are to solve pressing and complex problems in global society. Disparities in health and wealth continue to increase dramatically. Demographic shifts create new constellations of service and benefit needs. We increasingly face the fear of terrorism and challenges to our civil liberties.

You join a school where the faculty and staff are strongly committed to preparing you for the complex practice world of the 21st century. Our curriculum provides you with ways to link your daily efforts to meet the diversity of human need, through interventions with individuals, families with the longer term goals of empowerment and social and economic justice through macro-level interventions with groups, organizations, and communities.

Each of us has a responsibility to contribute to creating a community that supports all its members...a community in which open communication, collaboration, compassion, respect, and caring bind us together. At the School of Social Work, you will find a community that celebrates the strengths and richness of diversity, practicing social justice in each interaction.

I invite you to make the most of every opportunity as a member of this community to acquire the knowledge, skills, values, and the will to make the world a better place by being an effective and competent social worker. I am delighted that you have chosen to pursue social work at the University of Washington.

Edwina S. Uehara
Dean

Mission and Goals

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- *education of effective social work leaders, practitioners, and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;*
- *research that engenders understanding of complex social problems, illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and*
- *public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels. We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving human problems in the twenty-first century.*

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving social problems.

MSW Curriculum Goals

The MSW curriculum has been developed to enhance both breadth and depth in professional education and to respond to changing social work practice needs. The curriculum reflects the faculty's commitment to a set of core MSW Curriculum values and principles.

The School's curriculum is framed by a set of core values, which flow directly from its mission. Primary among these is the School's commitment to social justice. Corollary values include commitments to multiculturalism, to social change, and to collaboration and empowerment. Further, the School is dedicated to bringing these commitments to life in its curriculum through pedagogical strategies that recognize the essential synergy between knowledge and action, and that provide opportunities for generative learning.

The MSW Program has two over-arching goals:

- To prepare students for generalist practice including basic knowledge and skills for understanding and solving complex social problems within the values of professional social work.
- To prepare students for advanced professional practice in an area of concentration in a way that fosters social work leadership, effective social interventions, a commitment to a just and human diverse society, and a commitment to public service.

The MSW curriculum is organized around these core principles and builds upon the Curriculum Objectives (page 4).

Introduction

We hope your experience in the MSW Program will be stimulating and rewarding. The MSW curriculum, in keeping with the mission of the School, prepares you for advanced social work practice in an area of concentration. Required courses integrate social work knowledge and skills and strengthen the link between classroom and practicum instruction.

It is important to recognize that professional social work education is regulated through an accreditation process governed by the Council on Social Work Education (CSWE). The School's curriculum follows the CSWE's Educational Policy Standards, which is available in the Student Services Reference Area on the School's website: (depts.washington.edu/sswwweb/stuserv_stu.html).

Please carefully study the curriculum description and requirements for your MSW Program (Advanced Standing, Day, and Extended Degree), so you can better understand its structure and sequencing.

As noted in the Table of Contents, this program manual includes sections on:

- advising
- registration
- grading
- financial assistance
- other related academic information
- graduation requirements
- a checklist to track your degree progress
- computer access in the School and at the UW
- guide to campus resources
- ways to be involved in the School of Social Work
- Center for Career Services (to sign up for resume workshops and job interviews)
- standards of student conduct and grievance procedures
- Curriculum Policy Statement from the Council on Social Work Education.

If you do not have a mailfile in the cabinet near the student lounge by the end of September, please contact Student Services.

When there are questions or problems, please contact your faculty adviser, practicum coordinator or staff in Student Services for assistance.

Extended Degree students please note: A staff member from the Office of Student Services (Room 23) is available by appointment between 5:00 and 6:00 p.m. during each quarter to assist you with your particular concerns. During the day, please telephone 206-543-8617 or 1-800-558-8703, if you need an appointment or send email to sswstsrvc@u.washington.edu. Many requests and concerns may be successfully addressed through email or phone exchanges.

Also, the EDP Program Assistant is available to assist by phone, 206-616-2176, by email, mswedp@u.washington.edu, and in person in the 238 alcove area.

MSW Program

Curriculum Objectives

Foundation Curriculum

The MSW Foundation curriculum provides an educational experience that builds on an undergraduate, liberal arts degree and prepares students to enter into a concentrated area of social work practice. Through successful completion of the foundation curriculum, graduates of the University of Washington School of Social Work will be able to complete the following objectives, which specify the knowledge and skills required for accomplishing our program goal of preparing students for generalist practice:

1. Understand the values and ethics of the social work profession and practice accordingly, including mindful use of self and ongoing development of professional skills and knowledge.
2. Understand the forms and mechanisms of discrimination, and apply strategies of advocacy and social change that advance social and economic justice and are non-discriminatory and respectful of client and community diversity.
3. Understand and interpret the history of social welfare and its contemporary structures and issues.
4. Apply the knowledge and skills of a generalist perspective to practice with systems of all sizes.
5. Acquire and critically apply theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and (or) the interactions among individuals and between individuals, and families, groups, organizations, and communities.
6. Articulate the role of policy in framing social work practice, understand the impact of major social welfare policies on those who are served by social workers, workers themselves, agencies, and welfare systems, and be able to advocate for just, effective, and humane policies and policy implementation processes.
7. Understand and critically analyze current systems of social service organization and delivery and be able both to practice within them and to seek necessary organizational change
8. Engender the empowerment of diverse and disadvantaged individuals, groups, and communities through effective, culturally and linguistically appropriate assessment, treatment/intervention and outcomes evaluation
9. Make well-reasoned and well-informed judgments based on professional values and ethics, critical self-reflection, evidence, and the appropriate use of supervision and consultation
10. Apply critical thinking skills within the context of professional social work practice, including the ability to critically evaluate major practice frameworks, research evidence, and their own practice.
11. Contribute to the profession's knowledge base and practice through disciplined inquiry, dissemination, and institutionalization of evidence-based practice and policy models.

Concentration Objectives

The MSW advanced curriculum builds on, broadens, and deepens the generalist foundation and prepares students for competent and effective social work practice in an area of concentration. Graduates will accomplish the following objectives, which flow from our goal of preparing students for advanced professional practice:

1. Demonstrate a commitment to the promotion of social justice, through their own work and that of the larger social work profession, and apply principles of multiculturalism and empowerment to social change efforts in their practice.
2. Demonstrate the knowledge and skills required to assess the differential needs of diverse constituents, plan and implement evidence-based interventions in collaboration with constituents, and critically evaluate, monitor, and continuously refine their practice using appropriate research and evaluation methods.
3. Articulate the theories, knowledge of human behavior, and research evidence that inform their practice, apply these mindfully in their work with diverse constituents, and be committed to maintaining the currency of their practice knowledge through life-long learning.
4. Demonstrate knowledge and skills in critical analysis of the sociopolitical factors that shape policy and services formation in their area of practice or setting, in analyzing and influencing existing policies and services and in advocating for change in policies, services, and practices locally, nationally, and globally.
5. Demonstrate professional values, skills, and behavior through a self-reflective understanding of and adherence to the NASW Code of Ethics and other relevant professional standards.
6. Achieve a level of competency such that, with self-monitoring and use of informed consultation, graduates can practice autonomously in their area of concentration.

Curriculum Description and Requirements

The MSW **Advanced Standing Program** is a one-year (four quarter) full-time program of study combining classroom and practicum work. The Advanced Curriculum provides advanced instruction in the following social work methods areas: Administrative Practice; Community-Centered Integrative Practice; Interpersonal/Direct Practice; and Policy Practice.

The MSW **Day Program** is a two-year (six quarter) full-time program of study combining classroom and practicum work. The Professional Foundation curriculum is completed in the first year. The Advanced Curriculum provides advanced instruction in the following areas of concentration: Administrative Practice; Community-Centered Integrative Practice; Interpersonal/Direct Practice; and Policy Practice.

The MSW **Extended Degree Program** is a three-year (eleven quarter) program of study combining classroom and practicum work. Foundation required courses are offered evenings, and on Fridays/Saturdays. Core advanced curriculum courses are offered only on Fridays/Saturdays. Practica are individually negotiated and may include day, evening, and/or weekend hours, though options which include evening and/or weekend hours are limited. The Professional Foundation curriculum is completed in the first six quarters and the Advanced Curriculum is completed in the remaining three to five quarters. Two Advanced Curricula options will be available for EDP students.

Professional Foundation Curriculum - Day and Extended Degree

Professional Foundation Courses provide instruction in the knowledge and skills required for effective, accountable, beginning generalist social work practice with individuals, groups, organizations, and communities. They also socialize students to the profession, its values, ethics, and history. The Foundation encompasses six required areas of course content.

All Foundation courses must be completed in order to begin the advanced curriculum. Students are now required to complete a course with human biology content prior to beginning advanced course work, including advanced practicum.

Required Courses in the Professional Foundation

Intellectual and Historical Foundations of Professional Practice ("The HUB" Soc W 500): This course introduces students to the intellectual, historical, sociopolitical, and ethical foundations of the US social work profession. Through examination of the profession's framing values, history, contextual influences, and current directions in a global society, students will begin to develop an orientation to practice, research, and policy-making informed by professional ethics and obligations and anchored in a commitment to plurality and social justice.

Poverty and Inequality (Soc W 501): Analysis of poverty and inequality in the U.S. Analytic and descriptive focus on measurement, processes of production and perpetuation, and public policy responses. Examines competing perspectives on the causes of poverty, the role of policy, and socioeconomic dimensions of stratification, including race, ethnicity, class, gender, immigration status, disability, age, sexual orientation and family structure.

Social Work Practice: The Foundation practice courses integrate content on HBSE (human behavior and the social environment), diversity, and social work practice and are taught in two-course streams, one focused on micro/mezzo practice and the other on macro practice. The third practice course builds on these sequences with a focus on HBSE.

Social Work for Social Justice (Soc W 504): This practice course focuses on personal and professional development in the service of social work practice for social justice. It employs critically self-reflective, experiential, and dialogic learning processes to engage students in exploring personal meaning systems and narratives in the context of the professional values of social justice, multiculturalism, empowerment, and globalization.

Micro/Mezzo Practice I & II: Individuals, Families, Groups (Soc W 510-511): This is a two-quarter course sequence that integrates generalist practice knowledge and skills with knowledge pertaining to human behavior and the social environment, cultural diversity, and social justice. The course sequence prepares students for entry level generalist practice with individuals, families, and small groups to promote well-being and quality of life. Course content is taught through lectures, assignments, and exercises focusing on empirically-based practice skills, theories of human development and behavior, oppression and discrimination, multiculturalism, and competence in working with diverse and marginalized populations. All content is taught with a focus on the profession's social justice mission. Soc W 510 is primarily focused on practice with individuals, while Soc W 511 is primarily devoted to practice with families and groups.

Note: Soc W 510 requires a \$30 fee to cover costs of training standardized clients who will be interviewed by students as a means of assessing competence.

Macro Practice I & II: Organizations, Community, Policy Practice (Soc W 512-513): This is a two-quarter course sequence that prepares students for entry-level generalist macro practice. Using an anti-oppression lens, students develop foundational skills in assessment, intervention, and evaluation of groups, organizations, communities, and policy construction and implementation. These arenas are

viewed as both tools and targets for change efforts. This process is driven by the principles of economic and social justice, multiculturalism, anti-oppression practice and human behavior knowledge about group, organizational and community behavior. These principles and theoretical perspectives support social workers' development as critical thinkers and reflective practitioners engaged in and capable of facilitating an action-oriented model that reflects social work's core values.

Practice III: HBSE and Applications in Multicultural Empowerment Practice (Soc W 514): Practice III courses build on the generalist practice foundation developed in the preceding two quarters. The courses emphasize the teaching and learning of practice skills within a multicultural empowerment framework, across levels of social work practice.

Day Program students meet this requirement by choosing *one* of the following four courses:

- *Caring for Persons with Life Limiting Illnesses: A HBSE Lifespan Approach*
- *Family Healing: A HBSE Cross-Generational Approach*
- *HBSE and Child Development*
- *Social Work Empowrment Practice: Addressing Issues of Gender, Gender Identity & Sexual Orientation*

Note: The Extended Degree Program Soc W 514s are a subset of the courses listed above.

Since these courses build on the foundation practice sequences students **may not exempt or substitute courses for Soc W 514**. If you have taken a course with content similar to one of the Soc W 514 courses, you should select another course.

Social Work Research

Statistics Requirement: Students must successfully complete a basic statistics course (in any discipline) prior to taking the foundation research (Soc W 505). Students who do not meet this requirement will not be allowed to take Soc W 505 and will not be able to progress into the second quarter in the foundation year (Day students) or beginning of the second year (EDP students). The statistics course credits may not be applied to the MSW degree.

Introduction to Social Work Research (Soc W 505) & Social Welfare Research and Evaluation (Soc W 506): This is a two-quarter research sequence. Students are introduced to a range of methods for informing evidence-based social work practice. Emphasis is placed on critical appraisal of the literature, development of research questions, and strategies and techniques for conducting practice-relevant research. Students are expected to engage in a critical analysis of the underlying beliefs, approaches, and assumptions of various research methods, particularly as it relates to promoting social justice. Students also are expected to consider issues of social justice and diversity in the application of research methods. Students will be responsible for developing a proposal in Soc W 505 that can be refined, implemented, and made ready for presentation in Soc W 506. Students in the Day program self-select into either a "standard" or "accelerated" level section.

Prerequisite: Introductory statistics.

Practicum

Introduction to Practicum (Soc W 523): This is the first course in the practicum sequence for masters-level students in the Day and Extended Degree Programs. The purpose of this one credit course is to orient students to the Foundation Practicum and to prepare students for the development and implementation of their practicum educational contract and other required practicum activities.

Day Program students spend approximately 24 hours over several days in the practicum site as part of the requirement for Soc W 523.

Professional Foundation Practicum (Soc W 524): The Foundation Practicum incorporates content acquired in all areas of the curriculum. In a selected community agency, the student is provided the opportunity to apply social work knowledge under the supervision of an experienced social worker. Emphasis is placed on developing the perspectives and skills needed for practice with individuals, families, groups, organizations and communities. In addition, the development of culturally competent practice and planned social change skills are an integral part of the Foundation Practicum and are seen as critical for the effective delivery of social services.

The student's Foundation Practicum placement is determined by the Practicum Coordinating Committee. A Practicum Coordinator interviews each student and reviews a questionnaire completed by the student which pertains to student areas of interest as well as previous experience in social work. Together the Practicum Coordinator and student identify several potential practicum sites from those that are available and meet curricular and accreditation requirements and the students learning objectives. These choices are then considered by the Practicum Coordinating Committee and a placement for each student is selected for the student to be referred to.

MSW Day Program: Students are referred to a prospective placement for an interview at the beginning of Autumn Quarter. Students participate in School and agency-based orientation activities during Autumn Quarter (*Soc W 523*). Students then attend placement 2 days per week (usually Mondays and Tuesdays) during Winter and Spring Quarters of the first year (*Soc W 524*).

Students register for the one credit *Introduction to Practicum (Soc W 523)* for Autumn Quarter and four credits of *Professional Foundation Practicum (Soc W 524)* each for Winter and Spring Quarters. A total of nine credits and 360 hours are required for the two courses.

MSW Extended Degree Program: Students are referred to a prospective placement for an interview in the middle of Winter Quarter of their first year. Students participate in School and agency-based orientation activities during Winter and Spring Quarter (*Soc W 523*). Students then attend placement usually over the following Summer, Autumn, and Winter Quarters, though practicum schedules are individualized and may vary.

Students register for *Introduction to Practicum (Soc W 523)* for Winter and Spring Quarters and a total of eight credits of *Professional Foundation Practicum (Soc W 524)* over the following three quarters. One credit is equal to 40 clock hours in an agency. A total of nine credits and 360 hours are required for the two courses.

NOTE: If you are employed full-time, it may be necessary to reduce or make changes in your work schedule or other commitments to complete the Practicum requirements of the Extended Degree Program.

The Advanced Curriculum

The Advanced Curriculum is subject to change.

MSW Day Program

The MSW Advanced Curriculum is framed by the following guiding principles:

1. A robust and clearly identifiable commitment to the organizing principles and values of social justice, multiculturalism, empowerment, social change, and evidence-based practice that lie at the core of the School's mission.
2. A commitment to opportunities for:
 - a) Course offerings that connect to the School's mission and areas of strategic emphasis, and that reflect the expertise and scholarly directions of the faculty,
 - b) Student choice and learner-driven programs of study,
 - c) Students to cross and integrate levels of practice from micro to macro,
 - d) Students to work with faculty and students with similar as well as differing experiences, backgrounds, and primary interests.
3. A commitment to addressing key needs and priorities in our field and to articulating the kinds of positions for which we are preparing students.

Advanced Program of Study

Students will enter the second year with an Individualized Learning Plan that sets out a coherent program of advanced study. At a minimum, this program of study must include:

- 1 Platform course in Policy/Services (3 credits), consistent with the student's Individual Learning Plan
- 2 Advanced Methods courses (3 credits each), in the student's primary methods area.
- 9 credits of Electives
- Advanced Practicum (18 credits), consistent with the Individual Learning Plan, the Policy/Services course, and with the student's primary methods area.

The Advanced Curriculum

The Advanced Curriculum includes four major methods concentrations:

- Administrative Practice
- Community-Centered Integrative Practice
- Interpersonal/Direct Practice
- Policy Practice

Students select one methods concentration. With approval of their faculty adviser, Director of Practicum, and Director of MSW Program, students may develop an individualized, dual-methods program of study. Dual methods programs of study are rare and may not be possible because of scheduling conflicts.

In addition, students in the Interpersonal/Direct Practice concentration specialize in a specific area of practice (e.g. children, youth, and families; health; or mental health).

Policy/Services Courses

These courses are intended to provide an overview of policies, regulations/laws, service and institutional contexts, ethical principles, practice issues, and inequalities and development issues in key social work practice areas. They are framed by a dual commitment to envisioning the conditions, processes, and actions that constitute socially just policies and services *and* to critical analysis of historic and contemporary inequalities.

The Policy/Services courses currently approved by faculty include:

- Children and Families: Policy and Services (Soc W 521)
- Globalization: Policy and Services (Soc W 527)
- Health Care: Policy and Services (Soc W 528)
- Mental Health: Policy and Services (Soc W 529)
- Multigenerational practice: Policy and Services (Soc W 526)

All students are required to select *one* Policy/Services course, but may take additional policy/services courses if their schedule and Learning Plan support this. (Note: Some courses may be offered in the same day/time slot.)

Advanced Methods Concentrations and Courses

Advanced methods courses build on the professional foundation. Students must take a minimum of **two** Advanced Methods courses in their primary methods concentration.

In some instances, advanced methods courses will be offered as linked sequences. In the case of advanced methods sequences (e.g., in policy practice), students may take only the second course in a methods sequence by approval of the instructor. Students may also take advanced methods courses from outside their primary methods area as electives, on a space-available basis.

Administrative Practice

Broadly speaking, administration encompasses the process of transforming social policy into social services through “a cooperative and coordinated endeavor, involving all members of an organization, each of whom contributes variously to the processes of goal formulation, planning, implementation, change and evaluation” (Patti, 1983). More specifically, social work administration is a practice intervention used by social workers to achieve service effectiveness and organizational change. As an intervention, administration requires the systematic and purposeful application of skills, knowledge, and values. Social work administration is a client-centered approach to management that stresses the skills and knowledge required to improve a program’s service effectiveness as well as staff morale.

Administrative Practice Courses include:

- Strategic Program Management and Change Leadership in Human Services (Soc W 550)
- Human Resource Management in the Human Services (Soc W 552)

Community-Centered Integrative Practice

Community-Centered Integrative Practice promotes a socially-just, community-based empowerment model of practice, focusing particularly on communities that are disadvantaged by local and global institutions and processes. Community social work practice embraces a critical-dialogic stance, and works at the nexus of multiple social systems. Core elements of this integrative approach include: 1) a focus on community and locality as the natural site for social work practice, 2) assuming that individual, family, and community issues are always interconnected and tied to larger social structural

factors; 3) knowing and understanding the connections between daily social work practice and the structural dynamics of society (history, economy, politics, and culture) both locally and globally; 4) a focus on critical contextualization, both an analysis of power and inequality and knowledge of the social change theories, at multiple system levels, and connecting action to knowledge; and 5) an emphasis on collaborative and collective processes, and to building on community strengths (Fisher and Karger, *Social Work and Community in a Private World*, 2000). The Community Practice concentration builds on and extends on the school's long-standing tradition to social justice practice in a multi-ethnic and globalized society.

Community Practice courses may include:

- Praxis of Intergroup Dialogue (Soc W 534)
- Critical Empowerment Practice in Multiethnic Communities (Soc W 538)

Interpersonal/Direct Practice

Interpersonal/Direct Practice shares with all social work practice the goal of enhancement and maintenance of psychosocial functioning of individuals, families and small groups. Direct social work practice is the professional application of social work theory and methods to the treatment and prevention of psychosocial distress and impairment. It is based on knowledge of one or more theories of human development within a psychosocial context. The perspective of person-in-environment is central to direct social work practice. Direct social work includes interventions directed to interpersonal interactions, intra-psychic dynamics, end-of-life care, and management issues. Social work services consist of assessment, diagnosis, treatment, including psychotherapy and counseling with individuals, dyads, families, or small groups, case management, client-centered advocacy, consultation, resource identification and management, networking and collaboration, and evaluation. Social workers in direct practice work in a variety of settings, including but by no means limited to hospitals and other health services, mental health agencies, family services agencies, elder care services, work sites, corrections, and schools. (Based on the definition of Clinical Social Work, NASW, Board of Directors, 1984 and the *Encyclopedia of Social Work*, 1995.)

Interpersonal/Direct Practice courses may include:

Children, Youth, and Families Focus Area

- Advanced Practice with Diverse Children and Families (Soc W 530)
- Advanced Practice with Diverse Children and Families: Focus on Child Mental Health (Soc W 531)
- Advanced Practice with Diverse Children and Families: Focus on Child Welfare (Soc W 532)

Multigenerational Practice Focus Area

- Multigenerational Advanced Practice: Addressing Family Trauma, Loss, and Recovery (Soc W 546)
- Multigenerational Advanced Practice: Advanced Mental Health Skills (Soc W 533)

Health Practice Focus Area

- Social Work Practice in Prevention, Primary Care, and Emergency Department Settings (Soc W 540)
- Social Work Practice: Inpatient, Hospice, and Long-Term Care (Soc W 541)

Mental Health Focus Area

- Social Work Practice in Community Mental Health I (Soc W 542)
- Social Work Practice in Community Mental Health II (Soc W 543)
- Clinical Social Work with Individuals I: Theory and Practice (Soc W 544)
- Clinical Social Work with Individuals II: Theory and Practice (Soc W 545)

Policy Practice

Policy practice is the art and science of influencing social change at the policy level. Social Work policy practitioners use a combination of analytic, organizing and advocacy skills to influence welfare, health care, mental health, child welfare, economic and other policies. Social Work policy practice pays particular attention to policies that perpetuate injustices and to strategies that empower disenfranchised and oppressed individuals and communities. Practitioners work in legislative, administrative, research and community settings. They possess skills in defining and measuring social problems, devising and analyzing policy alternatives, influencing policy decisions and evaluating the impact of policies.

Policy courses include:

- Policy Processes, Institutions, Influence (Soc W 560)
- Concepts and Methods of Policy Analysis (Soc W 561)

Advanced Practicum

The advanced practicum (18 credits) is required of all students. The focus of this practicum must be consistent with the student's primary methods area and with the Learning Plan. See the Advanced Practicum – Soc W 525 section for more information.

MSW Extended Degree Program

Two advanced curricula options will be available for 2008-2011 EDP students. Advanced curricula options will be determined based on faculty strengths and student interest. The Advanced Curriculum consists of a three credit policy/services course; a two-quarter six credit advanced practice methods sequence; eighteen credits (720 hours) of Advanced Practicum; and nine credits of electives. Students consult with their advisor and practicum coordinator to determine electives and a practicum appropriate to the student's career goals.

School Social Work Certification

Social Workers who practice social work in public school settings must be certified by the Office of the Superintendent of Public Instruction. This school offers the opportunity for students to earn Residency Level Certification. Requirements include completing the advanced practicum in a Kindergarten through 12th grade school setting, completion of *School Social Work (Soc W 588)* and a certification examination. Check this website to find out details about all School Social Worker Certification Requirements: www.ssw.washington/programs/k12/

Thesis and Thesis Alternative

Master's Thesis (Soc W 700, 9 credits--3 credits per quarter)

Students with the motivation and the capacity for individual independent work can complete a thesis on a subject of their choice during the program. The thesis requires supervision by a three-person

Advisory Committee, usually takes a minimum of 3 quarters' work, and is expected to reflect empirical investigation in a specialized area.

Thesis Alternative/Independent Study or Research (*Soc W 600*, 1-3 variable credits)

These numerically graded courses are used for two different purposes: a) the Thesis Alternative; and b) an independent study conducted in the Practicum setting. The Thesis Alternative may be taken for 1-3 credits per quarter for three quarters. The Independent Study or Research in a Practicum setting may be taken for 1-3 credits per quarter. See the annual Course Catalog for further information.

Registration for *Soc W 600* or *Soc W 700* requires a significant amount of pre-planning. Students should begin serious planning no later than winter quarter of the year prior to their advanced year. Written guidelines are available in Student Services. Please talk with Gary Olson or the Linda Ruffer in Student Services and consult with the Associate Dean for Research concerning requirements for the thesis as soon as you think you would like to engage in such research.

Note for students doing a thesis or thesis alternative: No student may use or collect data from humans without prior Human Subjects approval. Please refer to the thesis/thesis alternative checklist on our website under "Student Services Reference Documents".

Advanced Practicum Soc W 525

The Advanced Practicum, which is an integral part of the advanced curricula, is determined by the Practicum Coordinating Committee. A Practicum Coordinator interviews each student and reviews the student's Learning Plan and a questionnaire completed by the student which pertains to student areas of interest as well as previous experience in social work. Together the Practicum Coordinator and student identify several potential practicum sites from those that are available and meet curricular and accreditation requirements and the students learning plan objectives. These choices are then considered by the Practicum Coordinating Committee and a practicum site is selected for the student to be referred to. Students then interview for placement.

Day and Extended Degree Program: Students may not begin the Advanced Practicum until all foundation requirements are completed.

Advanced Standing and Day Program: The placement is taken during Autumn, Winter and Spring Quarters of the second year. Students attend placement 24 hours per week (typically Mondays, Tuesdays, and Wednesdays).

Students register for 6 credits for Autumn, Winter, and Spring Quarters and are required to complete 720 hours in the agency. One credit is equal to 40 hours in a quarter in the agency.

Extended Degree Program: Most students begin the 720 required hours of the Advanced Practicum summer quarter of the second year and complete the placement over three or four quarters (16-24 hours per week). One credit is equal to 40 clock hours in the agency.

NOTE: If you are employed full-time, it may be necessary to reduce or make changes in your work schedule or other commitments to complete the Practicum requirements of the Extended Degree Program.

Independent Study and Electives

Independent Study

Independent study courses are elective courses that are set up between individual students and faculty. They include *Soc W 599*, *Soc W 600* and *Soc W 700*.

Soc W 599 Independent Readings (1-3 variable credits)

Soc W 599s are independent reading courses arranged on an individual basis with an instructor. *Soc W 599* forms must be completed before the student receives an entry code for the class. Forms are available from the Office of Student Services. These elective tutorial courses are offered credit/no credit only and cannot be taken for a numerical grade.

If you plan to take *Soc W 599*, pick up a form from Student Services during the preregistration period, fill it out, obtain faculty approval and return all copies to the Assistant Dean for Student Affairs. Your copy of the form will be returned to you with the entry code needed for registration.

Electives

Elective courses provide the opportunity for students to take courses in areas of special interest. Courses may be selected from curriculum offerings related to particular fields of practice, intervention theories, intervention modalities, social problems, populations, and research methods. Students may take advanced methods courses in areas other than the student's primary methods area as electives. Students also have the opportunity to take relevant courses in other graduate programs and professional schools of the University. Up to 3 credits of coursework from other UW graduate programs may be included within the approved Program of Study. Under some circumstances students may petition the Assistant Dean for Student Affairs to apply more than 3 elective credits from other graduate programs to their elective requirement, when the outside course offerings are part of a certificate program. Students may also take elective courses from other programs as an overload.

Selection of elective courses should be consistent with the student's Individual Learning Plan. Model portfolios will also be developed to provide guidance in areas of specialization that are well supported by the School's curriculum.

Model Program of Study - Advanced Standing Program

The following section presents the Model Program of Study for the MSW Advanced Curriculum. Students will develop an individualized Learning Plan for the advanced year during Summer quarter.

A final copy of the Learning Plan must be submitted to Gary Olson, Assistant Dean for Student Affairs (SWS 23), to ensure that your individual program is recorded.

Professional Foundation
SUMMER
506(3) Social Welfare Research and Evaluation
522(2) Practicum Seminar
598(5) Integrative Seminar
10

Advanced Curriculum

AUTUMN	WINTER	SPRING	SUMMER
525(6) Advanced Practicum 5xx(3) Policy/Services 5xx(3) Advanced Methods I ¹ 5xx(3) Elective ²	525(6) Advanced Practicum 5xx(3) Advanced Methods II ¹ 5xx(3) Elective ²	525(6) Advanced Practicum 5xx(3) Elective ²	
15	12	9	Subtotal <u>36</u> Total 46

Note that the Policy/Services Platform course is required of all students and is available only fall quarter. This is not the same course as the policy methods courses taken for the Policy Practice Concentration.

¹ Most but not all Advanced Methods courses are taken Autumn-Winter quarters.

² Elective courses range from 1 to 3 credits and may be taken any quarter. The degree of student choice in selection of the elective courses will depend to some extent on choice of area of preparation. School Social Work Certification, for example, or the Child Welfare Training Program requires that specific courses be taken.

Model Program of Study - Day Program

The following are the Foundation and Advanced Curriculum years for the Model Program of Study for Day Program students. *Students must follow the model program.*

Altering the Professional Foundation model requires written approval by Emiko Tajima, Director of MSW Program, and the completion of a revised Program of Study with the Faculty Adviser and the Acting Director of Practicum, J'May Rivara.

Students will develop an individualized Learning Plan for the second year during Autumn and Winter quarters of their foundation year. This will provide the basis for the second year program.

A final copy of the Learning Plan must be submitted to Gary Olson, Assistant Dean for Student Affairs (SWS 23), to ensure that your individual program is recorded.

First Year - Professional Foundation

AUTUMN	WINTER	SPRING	SUMMER
500(3) Intellectual and Historical Foundations of Professional Social Work Practice 501(3) Poverty and Inequality 504(3) Social Work for Social Justice 510(3) Micro/Mezzo Practice I - Individuals, Families, Groups 523(1) Introduction to Practicum 13	505(3) Introduction to Social Welfare Research 511(3) Micro/Mezzo Practice II - Practice with Individuals, Families, Groups 512(3) Macro Practice I - Organizations, Community, Policy Practice 524(4) Foundation Practicum 13	506(3) Social Welfare Research and Evaluation 513(3) Macro Practice II - Organizations, Community, Policy Practice 514(3) Practice III: HBSE and Applications in Multicultural Empowerment Practice 524(4) Foundation Practicum 13	Subtotal 39

Second Year - Advanced Curriculum

AUTUMN	WINTER	SPRING	SUMMER
525(6) Advanced Practicum 5xx(3) Policy/Services 5xx(3) Advanced Methods I ¹ 5xx(3) Elective ² 15	525(6) Advanced Practicum 5xx(3) Advanced Methods II ¹ 5xx(3) Elective ² 12	525(6) Advanced Practicum 5xx(3) Elective ² 9	Subtotal <u>36</u> Total 75

Note that the Policy/Services Platform course is required of all students and is available only fall quarter. This is not the same course as the policy methods courses taken for the Policy Practice Concentration.

¹ Most but not all Advanced Methods courses are taken Autumn-Winter quarters.

² Elective courses range from 1 to 3 credits and may be taken any quarter. The degree of student choice in selection of the elective courses will depend to some extent on choice of area of preparation. School Social Work Certification, for example, or the Child Welfare Training Program requires that specific courses be taken.

Model Program of Study - Extended Degree Program

The following section presents the Model Program of Study for Extended Degree Program students. For registration purposes, Extended Degree required course sections are identified as fee-based in the quarterly registration packet. Credits indicated for Practicum Courses (both 524 and 525) throughout the model are for illustration purposes. Practicum placement schedules are negotiated with their assigned Practicum Coordinator. Students may consult with their Faculty Adviser if considering a change to the Model. *Altering the model requires consultation, and then written approval of a revised Program of Study from Extended Degree Program Director James DeLong and written approval from Acting Director of Practicum J'May Rivara, and MSW Program Director Emiko Tajima.* A final copy of the approved revised Program of Study must be sent to the Assistant Dean for Student Affairs, SWS 23. An alteration of the practicum schedule only is subject to approval by the student's Practicum Coordinator but does not require an overall Revised Program of Study.

First Year - Professional Foundation

AUTUMN	WINTER	SPRING	SUMMER
500(3) Intellectual and Historical Foundations of Professional Social Work Practice 504(3) Social Work for Social Justice <div style="text-align: right;">6</div>	501(3) Poverty and Inequality 512(3) Macro Practice I - Organizations, Community, Policy Practice 523(0) Introduction to Practicum <div style="text-align: right;">6</div>	510(3) Micro/Mezzo Practice I: Individuals, Families, Groups 513(3) Macro Practice II - Organizations, Community, Policy Practice 523(1) Introduction to Practicum <div style="text-align: right;">7</div>	511(3) Micro/Mezzo Practice II: Practice with Individuals, Families, Groups 524(2) Foundation Practicum* <div style="text-align: right;">5</div>
			Subtotal 24

Second Year - Professional Foundation/Advanced Curriculum

AUTUMN	WINTER	SPRING	SUMMER
505(3) Introduction to Social Welfare Research 514(3) Practice III: HBSE and Applications in Multicultural Empowerment Practice 524(3) Foundation Practicum* <div style="text-align: right;">9</div>	506(3) Social Welfare Research and Evaluation 524(3) Foundation Practicum* <div style="text-align: right;">6</div>	5xx(3) Policy/Services 5xx(3) Elective <div style="text-align: right;">6</div>	525(4) Advanced Practicum* 548(3) Advanced Methods I <div style="text-align: right;">7</div>
			Subtotal 28

* For illustration purposes. Practicum schedules are individually negotiated with the Practicum Coordinator.

Third Year - Advanced Curriculum

AUTUMN	WINTER	SPRING	SUMMER
525(6) Advanced Practicum** 5xx(3) Advanced Methods II 9	525(4) Advanced Practicum* 5xx(3) Elective 7	525(4) Advanced Practicum* 5xx(3) Elective 7	 Subtotal <u>23</u> Total <u>75</u>

* For illustration purposes. Practicum schedules are individually negotiated with the Practicum Coordinator.

Master of Social Work/Master of Public Health Concurrent Degree

Note: The MSW/MPH Concurrent Degree Program is not available to Extended Degree Program Students.

A concurrent degree program offers interdisciplinary preparation in the fields of public health and social work, leading to the MPH and MSW degrees. Historically, public health and social work have shared an interest in a preventive approach to health and social problems, a community perspective, and a focus on vulnerable populations. Currently, both fields recognize the interrelationship of the health, social, and behavioral components of contemporary problems and acknowledge the need for research and intervention that address all three.

The objective of the concurrent degree program is to prepare professionals who will function at the interface of both fields, in practice, research, planning, administration, and policy development.

Two separate sets of 36 credits from each school must be earned for a total of 72 credits. Courses taken above and beyond both of the 36 credit minimums can be double-counted toward each program's overall credit requirement, up to a maximum of 12 credits, if approved by both programs.

For more specific information regarding the MSW/MPH concurrent degree, contact Gary Olson in Student Services (206-543-8617) or J'May Rivara (206-616-5792) at the School of Social Work

Master of Social Work/Master of Public Affairs Concurrent Degree

Note: The MSW/MPA Concurrent Degree Program is not available to Extended Degree Program Students.

Overview

The University of Washington School of Social Work (SSW) is in the process of developing a concurrent degree option with the Evans School of Public Affairs. Under this plan, students seeking interdisciplinary preparation in the fields of social work and public affairs will be able to concurrently pursue a Master of Social Work (MSW) and a Master of Public Administration (MPA). Earning degrees in both areas will prepare students to be professionals who work at the interface of the two fields in practice, research, planning, administration, and policy development. Students will be able to combine their studies at the Schools of Social Work and Public Affairs to meet the requirements for both degrees in approximately three years.

Admissions

Students must apply to and be accepted by both schools. Application decisions are made independently by both schools. This concurrent degree option described here applies to students in the School of Social Work day program only.

Program entry and foundation preparation

Given the integrated first-year curriculum in both programs, students will complete the first year of foundation study in each program largely without substitution. The concurrent degree option is flexible enough to allow students who begin in either program to decide during the first year to pursue the concurrent degree. However, students who know at the point of initial application that they will pursue the concurrent option are strongly advised to complete the Social Work foundation year in Year 1 and the Public Affairs foundation year in Year 2. This allows for greater flexibility in subsequent scheduling and provides a more coherent sequencing of theoretical and research methods content.

Advanced specializations

Students in both programs choose an area of specialization for their advanced work and work with an advisor to plan an individual advanced curriculum. Public Affairs students choose one of five Gateway areas, while advanced concentrations in Social Work consist of two elements: a methods area and a practice, or topical, area. The concurrent MSW/MPA option described here is well suited for students pursuing the MPA Gateways in Education and Social Policy, International Affairs, Nonprofit Management, and Urban and Regional Affairs. The concurrent option suits any Social Work practice area and course substitutions have been approved for the Policy Practice method area. Students may choose to concentrate in other advanced MSW method areas as long as they fulfill all degree requirements.

For more specific information regarding the MSW/MPA concurrent degree, contact Gary Olson in Student Services (206-543-8617) at the School of Social Work.

Student Advising

To meet the advisement needs of students, three sources of advisement are available: Faculty Advisers, Practicum Coordinators, and staff in Student Services (i.e., Academic Advisers).

Faculty Advisers

Faculty and administrative staff work together to ensure that students have access to information, and advising. Students are given advice regarding the structure of the curriculum, course choices available, the process for developing individual Learning Plans, where to seek resolution to grievances or conflicts, and resources to assist students who encounter significant difficulties in meeting one or more program requirements. These formal advising functions are provided by the staff of the Office of Student Services, the Assistant Dean for Student Affairs, and lead faculty at various points as students progress through the curriculum. In addition, each student entering the MSW Program is assigned a faculty adviser. The faculty adviser supports the student by offering counseling and guidance related to entry into the school and its culture, socialization into the profession, and various opportunities to address issues of common concern to MSW students: developing career goals, completing learning plans, balancing family and career, grappling with ethical and value dilemmas, and dealing with challenges in interactions with student peers, professional colleagues, and supervisors. Some of the advising activities take place in the context of informal group activities that are facilitated by the adviser (e.g., a potluck or brown bag lunches), and others through individual consultation. An important role of the faculty adviser, in addition to providing the more structured guidance and support activities previously mentioned, is to ensure that every student has a strong link to an individual faculty member throughout the program.

Students are encouraged to turn to any faculty member regarding specific issues. For instance, you may meet with someone who is doing research or practice in your area of interest. Such “informal advising” is common and highly encouraged.

As faculty have a range of teaching, research and community service responsibilities, you should make appointments to see them. To facilitate contact please make a note of their room number, office hours, telephone number, email address or mail box location.

If you have difficulties meeting with your faculty adviser, please notify Gary Olson in Student Services, garyo@u.washington.edu.

Practicum Office

Faculty who serve as Practicum Coordinators are responsible for the management of the practicum program, advisement and approval of students for practicum placements, liaison and problem-solving with agencies if there are difficulties in the placements, and assignment of grades for the practicum courses. The Practicum Office is located on the first floor, southeast corner of the School of Social Work, in room 112D. The telephone number is 206-543-8618.

Student Services

We encourage you to come to Student Services whenever you need information on registration, course scheduling, graduation requirements and grade issues.

The Office of Student Services is in Room 23 of the School of Social Work Building (SWS Building) and is open from 8:00-5:00 Monday through Friday. A staff member from the Office of Student Services (Room 23) is also available by appointment between 5:00 and 6:00 p.m. during each quarter to assist you. The staff maintains all student records, and provides entry codes, student manuals, registration packets, independent study forms, past course outlines, and graduation information. If you have any questions regarding your records, registration, or basic Social Work or University requirements and/or procedures, contact Student Services, 206-543-8617 or 1-800-558-8703.

Registration and Related Academic Information

Registration Procedures

Registration

To maintain graduate status, a student must be enrolled on a full-time, part-time or on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the MSW degree. Please refer to the *Leaves of Absence and Withdrawals* section for more information.

Prior to the University's quarterly registration period, students are notified about the School's registration dates for the following quarter. Students receive a registration packet via email approximately 5 weeks into the quarter. A copy will be placed on the school's website (depts.washington.edu/sswweb/stuserv.html#Registration). Printed copies will be available to look at in Student Services and in the Social Work Library. Students use these materials for registration.

The School of Social Work's Registration Packet provides the most current course listings along with the days, times, and schedule line numbers of Social Work courses.

WEB Registration for Students in Advanced Standing and Day Programs: Web registration is available via Student Info - Personal Services on MyUW (myuw.washington.edu/). For Web registration students use their UW NetID and password (i.e., their Dante email account name and password) to access their MyUW page.

Students register for classes by using the 5-digit schedule line number. For some courses, the schedule line number and a 5-digit entry code are needed. Read the School's quarterly registration packet on specific information regarding faculty, courses, times and access to courses with or without entry codes.

For registration problems and information (*excluding* practicum) please contact Roberta Aldrich or Linda Ruffer, Student Services, 206-543-8617, sswstsr@u.washington.edu. Students with disabilities are also asked to contact Roberta or Linda for registration assistance if needed.

For registration problems and information related to practicum courses and credits, please contact Cheryl Yates, Office of Practicum, 206-543-8618, SWS 112D, dancin1@u.washington.edu.

Use the Academic Calendar (www.washington.edu/students/reg/calendar.html) for dates on Registration Periods I-IV, when tuition is due, holidays, final exam schedules and other important information. **It is your responsibility to adhere to the important deadline dates noted in the Time Schedule.**

Required Credits for Financial Aid: Students on financial aid and who have exemptions usually must be registered for nine credits. Check with the Financial Aid Office in Schmitz Hall if there may be a problem.

MSW Extended Degree Program (EDP) and Fee-Based Course Registration Information: Students register through UW Extension using registration forms listing courses specific to their cohort. The forms will be sent by UW Extension to every student each quarter via email. Students will also receive a quarterly registration packet from SSW Student Services via email that includes information about other MSW classes that may be available to Extended Degree students. Students must contact Student Services (sswstsr@u.washington.edu) if they wish to add a course that is not listed on their UW Extension Registration Form. The timelines in the following section apply to EDP students, however, all registration transactions go through UW Extension (includes changing the grading option for a graded course to S/NS.) **MSW Day and Advanced Standing** students interested in taking a fee-based course may contact Roberta in Student Services (sswstsr@u.washington.edu) for registration information.

Adding and Dropping Courses

Adding and dropping of Social Work courses are done via Web Registration (Day and Advanced Standing students) or UW Extension (Extended Degree students). The following is a summary of relevant times for adding and dropping courses during a quarter:

- **Week 1 of the quarter:** During the first week of the quarter, you may add and drop classes for any reason. No notation will be made on your transcript.
- **Week 2 - 7:** Any courses added or dropped after the first week of the quarter are subject to a \$20 late fee. If you drop *all* classes after the first week, you will be charged one-half of your quarterly tuition, based on the number of credits for which you were registered at the end of the first week. *After the second week, a notation of "W" will appear on your transcript along with a number representing the week in the quarter when the class is dropped.* Entry codes are required to add or drop.

Unrestricted drops are permitted only during the first two weeks of each quarter. Each student will be permitted to drop one course between Week 3 and the end of Week 7 of any one quarter each year (Autumn-Summer Quarters).

- **After Week 7:** No official withdrawal will be permitted after the seventh week of the quarter except under extremely unusual circumstances (see Time Schedule for greater detail). Drops from a course accomplished by another method are not official and can result in a grade of 0.0 for the course.

Transfer Credits and/or Courses in Other Departments

Petitions to transfer credits from other universities or colleges, and/or credit for graduate courses taken in other departments at the University of Washington must be directed to Assistant Dean Gary Olson for approval. Course Substitution Forms are available in the Student Services, SWS 23.

Exemption/Substitution Definitions

Exemption refers to receiving credit for prior academic work in Foundation courses. Students with approved Foundation course exemptions do not register for additional credits.

Students who receive Exemption credits need not make up these credits. For example, Day or Extended Degree students with an approved exemption for Soc W 501 (3 credits) do not need to take an additional course and may graduate with 71 credits instead of the required 74.

No course credit or exemptions are granted on the basis of life experience or previous employment.

Substitution refers to using one course in lieu of another. Substitutions usually occur in the Advanced Curriculum and require written approval of the Assistant Dean for Student Affairs.

Further questions may be directed to Gary Olson, SWS 23, 206-543-8617, sswstsr@u.washington.edu.

Grading System

From the Graduate School's website: "Grades are entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. **A minimum of 2.7 is required in each course that is counted toward a graduate degree.** A minimum GPA of 3.00 is required for graduation."

Numeric grade-point equivalent	Letter grade	Numeric grade-point equivalent	Letter grade
4.0	A	2.8	B-
3.9		2.7	
3.8	A-	2.6	
3.7		2.5	
3.6		2.4	C+
3.5		2.3	
3.4	B+	2.2	
3.3		2.1	
3.2		2.0	C
3.1		1.9	
3.0	B	1.8	
2.9		1.7	
		1.6-0.0	E

Repeating Courses

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

The following letter grades also may be used:

I: Incomplete. An incomplete may be given only when students have been in attendance and have done satisfactory work to within two weeks of the end of the quarter and have furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Incompletes in required courses during the foundation year must be converted into passing grades before students may enter the advanced curriculum. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. Incompletes received by graduate students do not automatically convert to a 0.0 but remain a permanent part of their record.

Students who accumulate more than two incompletes or carry incompletes beyond one quarter may be reviewed for satisfactory progress.

N: No grade. Used only for hyphenated courses and courses numbered 600 (Independent Study or Research), 700 (Master's Thesis), or 800 (Doctoral Dissertation). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or supervisory committee chairperson should change the N grade(s) to one reflecting the final evaluation.

S/NS: Satisfactory/not satisfactory. An MSW student may elect to be graded S/NS in any numerically graded course, provided the student completes a minimum of 18 decimal graded credits. The choice must be indicated no later than the seventh week of the quarter. (As with all registration changes, a \$20 change fee will be charged beginning the second week of the quarter.) Only in very unusual cases may S/NS grades be converted to numeric grades or vice versa. The instructor submits a numeric grade to the Registrar's Office for conversion to S (numeric grades of 2.7 and above) or NS (grades lower than 2.7).

CR: Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The minimum performance level required for a *CR* grade is determined, and the grade is awarded directly, by the instructor. *CR* is not computed in GPA calculations.

NC: Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The grade is awarded directly by the instructor and is not included in GPA calculations.

W: *Withdrawal*. Official withdrawal from a course may be done on-line through the seventh week of the quarter. During the first two weeks of the quarter no entry is made on the permanent academic record. The third week through the seventh week of the quarter, a *W* is recorded on the transcript. Refer to the Time Schedule after the seventh week of the quarter.

HW: *Hardship withdrawal*. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades of *W* and *HW* do not count as completed credits nor in computation of the GPA.

X: Indicates that a grade was not submitted by instructor.

Please refer to the section on Graduation Requirements for more details such as the required number of numerically graded credits and minimum grade points.

Academic Standing and Scholarship

Good Academic Standing

In order to be in good academic standing, you must maintain a minimum cumulative University grade point average of 3.00 for all 400- and 500-level graded courses taken after attaining graduate status at the University of Washington. In addition, you must complete and pass all required Social Work classes with a minimum grade of 2.7.

Students who accumulate more than two incompletes or carry incompletes beyond one quarter may be reviewed for satisfactory progress.

Low Scholarship

Graduate students whose cumulative or quarterly grade point average falls below 3.00, or who fail to earn at least a 2.7 or *CR* in a required class are reviewed as low scholarship. Low scholarship may lead to a change-in-status action by the Graduate School -- i.e., No Action, Warn, Probation, Final Probation, or Drop. If you fall below this standard of academic performance, you will be evaluated individually on a quarterly basis by the Director of MSW Program. Students who fail a core foundation class may be required to repeat that class before continuing in the foundation curriculum. Please note that official actions are taken by the Dean of the Graduate School upon recommendation from the Associate Dean for Professional Program and Director of MSW Program.

The Registrar will record only those actions recommending Probation, Final Probation, and Drop.

In addition to the grade performance, students with incompletes or “x” grades in the Professional Foundation curriculum courses must successfully complete the courses *prior to beginning* the Advanced Curriculum, including the Advanced Practicum.

Appeals

Students may appeal change in status first directly to the Director of MSW Program, and then the Associate Dean for Professional Programs of the School of Social Work. Any appeal of a decision by the Student Review Committee (see below) should be made directly to the Dean. Appeals beyond this point should follow the process outlined in the “Standards of Conduct and Grievance Procedures” section of the manual.

Further details, including guidelines for change of status actions may be found in Graduate School Memorandum No. 16 -- “Continuation or Termination of Students in the Graduate School”. This is located in the Social Work Library. It also may be accessed through the Graduate School Home Page at www.grad.washington.edu/index.html.

Leaves of Absence and Withdrawals

If you find it necessary to interrupt registration, you may apply for “leave of absence” or withdrawal from the University, described below.

Leaves of Absence

If you are *in good standing* (cumulative GPA of 3.00 or higher) and you plan to be away from the University and out of contact with the University faculty and facilities for at least two quarters, not to exceed four successive quarters, you must apply for “on-leave” student status. You must also meet the following requirements:

- You must submit a petition for on-leave status to the Assistant Dean for Student Affairs. The petition form is available from the Assistant Dean or the Academic Adviser, Room 23.
- You must have completed at least one quarter of work at the University prior to going on-leave.

While on on-leave status, you are permitted to use the University Library, but are not granted any of the other University privileges of a regularly enrolled or registered student. You pay a non-refundable fee to obtain on-leave status. This fee covers those academic quarters for which you have requested on-leave status and the application fee to return.

An on-leave student returning to the University on or before the termination of the period of his or her leave simply registers as a full- or part-time student. This registration cancels any remaining leave period. On-leave quarters count toward the 6 year time limit.

Withdrawal from the University

If you interrupt your registration for an undetermined period of time, you are considered to be withdrawn. A student admitted to the MSW program must formally request a leave if he or she wishes to withdraw from the program and return later (refer to "Leaves of Absence" above). Students who do not gain prior approval for a leave, but who wish later to resume their studies, must submit a written request seeking re-admission, meet with the School's Director of Admissions, and reapply to the Graduate School and the MSW program. For timelines, fees and tuition forfeiture on withdrawing, a student should consult the quarterly University Time Schedule.

Financial Assistance

Students wanting information on their financial aid can check their accounts through MyUW Tuition Statement.

The School of Social Work requires all students who wish to be considered for any type of financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The closing date to submit a completed FAFSA is typically February 15. However, students should contact the UW Office of Financial Aid for the most current and accurate information since deadlines are subject to change. The Office of Financial Aid, 105 Schmitz Hall, has the FAFSA forms available (or else call 206-685-9535) and can assist students with work-study questions, student loan information, emergency loans, and child care subsidies. Students are encouraged to seek these services and information which can make the financial aspects of attending the graduate program less burdensome.

Apart from the UW Office of Financial Aid, the School of Social Work has limited funds to assist students. These funds are primarily available to students who have exhausted other avenues of support and assistance, and generally consist of emergency short-term, low-interest loans. In cases of exceptional need, small grants can also be considered, again, when other avenues of assistance have been eliminated. The School requires that the student notify the Chair of the Scholarship Committee and the UW Office of Financial Aid of any awards received. This notification is essential to be considered for any other type of financial assistance from the Office of Financial Aid or the School during the academic year.

Information regarding departmental financial assistance can be obtained from Juanita Ricks, Director of Admissions and Chair of the Scholarship Committee, (Room 23A, 206-543-5676 for appointments, email: jmricks@u.washington.edu).

Information for Extended Degree Students: Disbursement of financial aid funds from the University Student Accounts office and/or CWTAP funding to UW Extension is not automated. In order to facilitate the registration process, students with approved or pending financial aid through the Office of Student Financial Aid and students with CWTAP funding must sign and submit a UWEO Payment Agreement Form with their registration by fax, mail, or in person. Upon receipt, you will be enrolled and invoiced for the total tuition and fees. Payment of the invoice is due one week after the funds from financial aid or the CWTAP Program are released.

Tuition Exemption Program

Extended Degree students and courses offered through the Extended Degree Program:
The University's tuition exemption policy does not apply to Extended Degree Students or any courses identified as fee-based in the registration packet.

This program is available to UW and Washington State employees who are employed half-time or more to have tuition waived for up to six credits.

Eligible students register on a space-available basis during the first week of the quarter (UW employees - 3rd day; State employees - 4th day). Students who enroll for more than six credits will receive the tuition waiver for the first six credits, and will pay a per credit charge for the credits taken over six.

Detailed information about the Tuition Exemption Program, including applicable fees and downloadable application forms are available at www.washington.edu/students/reg/tuition_exempt.html.

Students who participate in the Tuition Exemption Program must contact Roberta Aldrich in Student Services prior to the beginning of each quarter to provide information on the courses they plan on taking. This allows Student Services to provide more accurate information to faculty about expected enrollments.

If a required social work course has multiple sections, students register for a section that is not closed. If courses meet before students can register, they must contact Roberta to find out which section(s) are likely to be open. Roberta will work with students to determine which section(s) they should attend.

If a social work class requires an entry code, students should request one during the appropriate registration period for their program or concentration. This information is listed with the course information in the quarterly registration packet.

Inclement Weather Policy

1. If the University of Washington closes due to inclement weather, the School of Social work will also close and all classes will be cancelled. Call 206-547-INFO (4636) for recorded information about the University's operation during inclement weather
2. School of Social Work faculty may cancel a class due to concerns about safety, regardless of whether the rest of the University is closed. Instructors who cancel their classes will a) leave a message on their voice mail; b) notify the School's main receptionist (206-543-5640); and c) notify Student Services (206-543-8617). Student Services will announce cancellations on email and will put the information on the office voice mail after the office closes (206-543-8617). Students with questions about a particular class may thus check their email or call their faculty's voice mail, the School's receptionist, or Student Services. (Some faculty may also have an arrangement to notify their classes by email, but we recognize that many students do not have access to email during the day.)

Your Address - Please Keep It Current

It is critical that you keep your local address and telephone number updated with the University (Registrar Office in 225 Schmitz). Without a current local address and telephone number, you may not receive periodic mailings or be contacted by the administration, faculty, or Student Services staff. Please complete the appropriate form at Schmitz Hall or update your address with the University through MyUW or by telephone: 206-543-3868.

Release of Information from Student Files

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. Students who do not want assignments returned to their student mail file should make other arrangements with their instructors. However, the following information is considered public or “directory” information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW or call the address change service at 206-543-3868 to restrict access to this information. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change your authorization and allow release, you must go to the Registration Office, 225 Schmitz and present photo identification.

The School of Social Work will routinely release the information noted above if you have not restricted your release through the Office of the Registrar.

If you need a hardcopy of your transcript in the future, please order it directly through the Transcript Office by calling 206-543-5940.

If you want prospective employers or schools to have any of the information noted earlier, then there can be no “holds” on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the School of Social Work, you should remember to change the release with the Office of the Registrar or provide the School with separate releases any time you use the University of Washington or School of Social Work or its faculty for reference purposes.

Retaining Your Course Syllabi

We strongly recommend that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialized area or if the state in which you practice requires this information. Your official University transcript shows generic titles for some Social Work courses, and thus, does not always reflect the specific title or content of all courses.

Approximately 3-4 times each month we receive requests for a syllabus from a course a student took years ago (in some cases, 15-20 years ago). These syllabi are not always available. You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

Graduation Requirements, Checklist and Ceremonies

Graduate School Requirements

Each Master's student must meet the following Graduate School requirements. (Please see the Graduate Section in the University of Washington General Catalog for detailed information.)

Minimum Requirements: A minimum of 36 quarter credits of graduate course work, 18 of which must be for work numbered 500 or higher.

Numerical grades must be received in at least 18 quarter credits of course work taken at the University of Washington; a minimum grade-point average of 3.0 is required to graduate *and* a minimum grade of 2.7 must be earned in all courses counting for the degree.

- ◆ **Residence Requirement:** The residence requirement for the master's degree is 30 credits completed at the University of Washington.
- ◆ **Application to Graduate:** Graduate students *must* apply for the master's degree *no later than the end of the seventh week* of the quarter in which he or she expects to graduate. Students should apply on-line: www.grad.washington.edu/stsv/mastapp.htm. The graduate student *must be registered* either as a full- or part-time student (minimum of 2 credits) at the University for the quarter in which the requirements are met *and* the degree is conferred. To graduate in any quarter, students must complete all requirements for the degree *by the last day of final examinations for that quarter*.

Application for the master's degree is solely the responsibility of the student.

The Graduate School does not allow any student to apply to graduate after the ninth week of the quarter (late fee applies after week seven). No exceptions are made to this policy.

- ◆ **Concurrent degree programs:** Students in concurrent degree programs must apply for both programs at the Graduate School Office of Student Services, Room G-1 Communications Building.
- ◆ **Postponement of graduation:** Applications to graduate are valid for one quarter only. If you do not complete degree requirements during the quarter you apply for graduation, you must complete another degree request for the quarter in which you expect to complete requirements.

Graduation Requirements for the School of Social Work

- ◆ **Minimum Requirements:** Along with the other Graduate School requirements, all required courses must be completed with a passing grade (2.7 or higher OR Satisfactory OR Credit).

If you do not pass a required course, the course must be repeated. Another course may be substituted for a failed elective course. Students electing to take a course on a Satisfactory/Not Satisfactory (S/NS) basis must earn at least a 2.7 GPA in order to receive a grade of "Satisfactory."

Students who have been exempted from a required course do not have to take another course to replace it.

The School of Social Work requires the successful completion of a course with human biology

content (for example, biology, nutrition, or genetics) taken within the 10 years prior to matriculation in the MSW program or as early in the program as possible. This requirement must be satisfied before the student begins advanced course work. A list of approved courses is included in the quarterly Registration Packets for those who have not fulfilled this requirement prior to matriculation. To receive human biology credit all students must complete the Human Biology Course Review Form available in Student Services, SWS 23.

- ◆ **Related Credit Information:** All students must complete 18 numerically graded credits. The following courses are graded only on a credit/no credit basis and may not be used for the 18 credits: Foundation and Advanced Practicum (*Soc W 523*, *Soc W 524*, and *Soc W 525*), Independent readings (*Soc W 599*), and some electives (indicated by CR/NC in registration packets). *Some students may need to take additional courses beyond the minimum requirements to fulfill this requirement.*
- ◆ Students are expected to use the “Graduation Checklist” to track degree progress. By using the list on a quarterly basis, students can easily determine their progress toward completing the degree.

Checklist for Graduation Requirements Advanced Standing Program

- All students must apply on-line no later than the seventh week of their last quarter. Students must be enrolled for at least 2 credits that quarter.
- In order to graduate, students must complete **18 numerically graded credits**.
- Numerical grades 2.6 or lower, or grades of NS or NC do not count toward the degree.
Course work in human biology is required for graduation but is not counted in the credits needed for the degree
- All foundation courses must be completed before students can begin the advanced curriculum.

Professional Foundation Courses

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 506 Social Welfare Research and Evaluation</i>	(3)		
<i>Soc W 522 Introduction to Practicum: Advanced Standing CR/NC</i>	(2)		
<i>Soc W 598 Integrative Seminar</i>	(5)		

Approval of Human Biology Course yes no

Practicum

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 525 Advanced Practicum CR/NC</i> (18 credits total)			

Advanced Curriculum

Minimum Program of Study

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 5xx Policy/Services</i>	(3)		
<i>Soc W 5xx Advanced Methods I</i>	(3)		
<i>Soc W 5xx Advanced Methods II</i>	(3)		
<i>Soc W 5xx Electives*</i>	(9)		

* 9 credits are required. Elective courses may range from 1 to 3 credits. The degree of student choice in selection of the elective courses will depend to some extent on choice of area of preparation. School Social Work Certification, for example, or the Child Welfare Training Program requires that specific courses be taken.

Checklist for Graduation Requirements Day and Extended Degree Programs

- All students must apply on-line no later than the seventh week of their last quarter. Students must be enrolled for at least 2 credits that quarter.
- In order to graduate, students must complete **18 numerically graded credits**.
- Numerical grades 2.6 or lower, or grades of NS or NC do not count toward the degree.
Course work in human biology is required for graduation but is not counted in the credits needed for the degree
- All foundation courses must be completed before students can begin the advanced curriculum.

Professional Foundation Courses

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 500 Intellectual and Historical Foundations of Professional Social Work Practice</i>	(3)		
<i>Soc W 501 Poverty and Inequality</i>	(3)		
<i>Soc W 504 Social Work for Social Justice</i>	(3)		
<i>Soc W 505 Introduction to Social Welfare Research</i>	(3)		
<i>Soc W 506 Social Welfare Research and Evaluation</i>	(3)		
<i>Soc W 510 Micro/Mezzo Practice I: Individuals, Families, Groups</i>	(3)		
<i>Soc W 511 Micro/Mezzo Practice II: Individuals, Families, Groups</i>	(3)		
<i>Soc W 512 Macro Practice I - Organizations, Community, Policy Practice</i>	(3)		
<i>Soc W 513 Macro Practice II - Organizations, Community, Policy Practice</i>	(3)		
<i>Soc W 514 Practice III: HBSE and Applications in Multicultural Empowerment Practice Practice</i>	(3)		

Approval of Statistics Course

yes no

Approval of Human Biology Course

yes no

Practicum

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 523 Introduction to Practicum CR/NC</i>	(1)		
<i>Soc W 524 Foundation Practicum CR/NC</i> (8 credits total)			
<i>Soc W 525 Advanced Practicum CR/NC</i> (18 credits total)			

Advanced Curriculum

Minimum Program of Study

Course	Credit	Grade	Quarter/Yr Taken
<i>Soc W 5xx Policy/Services</i>	(3)		
<i>Soc W 5xx Advanced Methods I</i>	(3)		
<i>Soc W 5xx Advanced Methods II</i>	(3)		
<i>Soc W 5xx Electives*</i>	(9)		

* 9 credits are required. Elective courses may range from 1 to 3 credits. The degree of student choice in selection of the elective courses will depend to some extent on choice of area of preparation. School Social Work Certification, for example, or the Child Welfare Training Program requires that specific courses be taken.

Graduation Ceremonies

There are two separate graduation ceremonies — the School of Social Work graduation ceremony and the UW Commencement ceremony — and graduating students are welcome to attend either or both.

School of Social Work Graduation Ceremony and Reception: The School of Social Work holds its own ceremony to recognize the accomplishments of students receiving BASW, MSW, and PhD degrees. This ceremony is followed by an informal reception for students, faculty, and guests. Most students wear cap and gown, or otherwise dress formally. *Be aware that the seating in the hall is limited.*

Information about the School's ceremony is distributed via e-mail and mailfiles. *Students who are graduating have the responsibility to check their mailfiles and acquire this information or make arrangements with Student Services to have this information mailed to their home if the student does not plan to be on campus during Spring Quarter.*

University Commencement Ceremony: The University of Washington holds a Commencement ceremony for all UW graduates. Information, including about required tickets for guests, is provided after students have officially applied for graduation. Cap & gown are required for this ceremony. *Space is limited, and to enable other graduating students to bring their families, you are especially requested not to state that you are participating or to order tickets unless you definitely plan to participate in this ceremony.* UW Commencement is coordinated by the Office of Commencement Exercises: depts.washington.edu/commence.

Caps and gowns: Caps and gowns are reserved in May. All degree applicants will receive information about ordering academic apparel.

Diplomas: These are mailed to students 4-5 months after graduation. In the meantime, if an employer requests verification of graduation, either Social Work Student Services can provide a letter or you may contact the Office of Graduations and Academic Records at 206-543-1803.

Computing, Email Lists and Web Page Information

MyUW and UWNetID

MyUW (myuw.washington.edu/): MyUW is your web portal to University of Washington information, UW email, and personal services (includes web registration, checking your grades, tuition statement, and other personal information). MyUW is an easy-to-use tool for finding the resources you need to fulfill your goals at the university. You can "personalize" it to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

A **UWNetID** (with password) is required to access your personal services, web registration, and UW email. For security, your UWNetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network.

MyUW includes links to the UW Library catalog, reference tools such as an encyclopedia and a dictionary, a calendar of campus events, a continuously updated *General Catalog*, the UW student directory, a scholarship directory, the academic calendar (deadlines for adding or dropping courses, registration dates), and an on-line class schedule. The last item is particularly useful because it includes the minute-to-minute enrollment status of courses -- so that during registration for the next quarter, for example, you can check classes to see if they are open *before* you register. With the exception of access to your personal information and web registration, you may also access many of these resources through the UW's Website (www.washington.edu.)

Social Work Web Page Information

SSW Website (www.ssw.washington.edu): Many important documents are available through the School of Social Work's web page. Information which can be found on the Web site includes: BASW, MSW and PhD Program Manuals; MSW Course Catalogs; BASW and MSW Practicum Manuals; Practicum Placement Listings; Practicum Forms, Master of Social Work Calendar; MSW Exemption/Waiver Policy and Procedures; registration packets; Scholarship information about Academic Standing; the complete policies noted in the "Standards of Conduct and Grievance Procedures"; the Curriculum Policy Statement from the Council on Social Work Education for BASW and MSW programs; PhD forms.

You may access the School's website from the computers anywhere in the world, as long as they have an Internet connection and browser software.

Note: The documents are subject to change since various documents, such as quarterly registration materials, are added to these menus throughout the year.

Social Work Computing and Media Services

SWS 18 and SWS B52, 206-685-2295

The School of Social Work houses its own Computer Lab (Rm. 18) and Media Lab (Rm. B52) in the Social Work building. The School offers free wifi (wireless) access to all users with UWNetID's so you are welcome to bring your laptop and/or personal computing device for use on our wireless network.

In the Computer Lab, students have free access to a scanner and 23 PC's running a variety of Windows software, including Word, Excel, Powerpoint and Access. Laser printing is available at a cost of 10 cents

per page. A number of other software packages, including electronic mail, web page development software, Internet browsers, and statistical analysis programs, are also available. Lab staff specialize in teaching people who have little prior experience with computers. Hours of operation and consultant availability are posted on the door, inside the lab, and on the SSW Computing Services webpage at: (www.ssw.washington.edu/compmedia/contact.html)

For further information, please stop by the lab or call Computing Services at 206-685-2295.

The Media Lab (Rm. B52) provides equipment and services related to the production of online streaming audio and video as well as still digital images and the incorporation of digital media into websites and paper formats. Hours of operation and consultant availability are posted online and on the Media Services Office door. For further information, please stop by, email media2go@u.washington.edu or call Media Services at 206-543-4471.

Social Work Library Access+ Computers

As part of a cooperative program by UW Libraries and EPLT (Educational Partnerships and Learning Technologies) to bring more functionality to library computers, 13 PC workstations have been installed in the Social Work Library. This is supported by the Student Technology Fee.

Access+ workstations have:

- Standard access to email, web, and licensed databases
- Microsoft Office suite such as Word, Excel, PowerPoint, and Access
- Additional communication and productivity software
- CD-RW drives to read and write to CDs; compatible with USB devices

Printing is available at 10 cents per page (cash/coins only).

Access+ workstations are restricted to currently enrolled UW students, faculty, and staff and require users to log on using their UWNNetID. The workstations are available when the Social Work Library is open.

Electronic Mail Account and SSW Electronic Communications

As a student at the University of Washington, you are provided with an electronic mail (email) account at no charge. You must create it — email accounts are not created for you. Although it is possible to create your email account on your own, incoming students will find several opportunities for help in creating their own email account. A detailed memo will be distributed to the mailfiles of all students, which will give further details on these options:

- orientations for new students will include email information; and
- workshops in the SSW Computer Lab will be offered in the first few weeks of Autumn Quarter explaining how to create an account, as well as going over email basics and etiquette.

The School of Social Work uses email as the major means to distribute important information about school programs, deadlines, and other items. Students are required to create an email account, be subscribed to the email list that pertains to them, and check their email regularly (at least twice a week).

You will be automatically added to the appropriate program listserv at the beginning of autumn quarter.

Computing Rules at the UW

The following is excerpted from the UW website:

(www.washington.edu/computing/guidelines.html#EMAIL)

Email Guidelines: Your use of email must meet the same common sense standards you would apply to your use of campus telephones and campus mail. Further, your use must not interfere with the operation of the computers and networks or with the work of others.

- DO NOT send email to someone who has requested that you not do so.
- DO NOT send frivolous or excessive messages, either locally or off campus.
- DO NOT create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the information).
- DO NOT flood another system, network, or user account with email.
- DO NOT send email to someone you do not know, just because you see them logged in or like their name.
- DO NOT send email to individuals or groups who you could not reasonably expect to welcome email from you. If you have any doubt, ask their permission before adding them to any list.
- DO NOT obscure the true identity of the sender of email or forge email messages.
- It is your responsibility to determine the purpose of an electronic mail list (e.g., a LISTPROC or LISTSERV) before subscribing or sending messages to the list. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.
- DO NOT send to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- DO NOT continue to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- DO NOT harvest email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to subscribe to your list.
- DO NOT harvest email addresses from an institution's directory or through the use of tools such as finger.
- DO NOT subscribe anyone to an email list except with the individual's permission.

Please refer to the following website for detailed rules on email and computer usage at the UW:

(www.washington.edu/computing/rules.html)

Other Computer Labs

Computers are used in a wide range of UW courses, and their use is increasing rapidly. Computers and computer terminals are available to students in a number of locations at the University.

OUGL Computing Commons

A General Access Lab with a variety of hardware and software available, including laser printing. Located in Odegaard Undergraduate Library. Phone: 616-7173.

The Computing Commons are open the same hours as the library (www.lib.washington.edu/about/hours/ougl.html)

Mary Gates Hall Computing Resource Center (Please Note: As of the time of printing, these labs were being reorganized and may change locations and hours. Please see their website for updates)

A General Access Lab with a variety of hardware and software available, including laser printing. Located in Mary Gates Hall.

See website for hours (catalyst.washington.edu/learning_spaces/lt_workstations.html).

The Adaptive Technology Lab

The Adaptive Technology Lab (ATL) provides resources to improve access to computing resources for University of Washington students, faculty, and staff. The computers, software and special equipment in the lab provide:

- access for blind users via speech output or braille;
- magnification of the screen for people with low vision;
- alternatives to the standard keyboard and mouse;
- use of speech recognition software as a writing tool;
- tools to make the reading and writing process easier;
- accessories to make computer use more comfortable; and
- the capability to create and produce documents in alternative formats such as e-text, braille, large print, etc.

The Adaptive Technology Lab is located in and open for users during the same hours as the Mary Gates Hall Computing Resources Center. Staff assigned specifically for ATL help and consulting are available from 9:00 a.m. to 5:00 p.m. Monday thru Friday.

Center for Social Science Computation and Research (CSSCR)

CSSCR will be temporarily relocated to Condon Hall while their usual rooms in Savery Hall are renovated.

See website for hours and new location: (julius.csscr.washington.edu/hours.htm)

Access+ Workstations – UW Libraries

Educational Partnerships and Learning Technologies, in collaboration with the UW Libraries applied for, and received, Student Technology funding to expand the computing services in UW Libraries across campus.

In addition to the normal services provided by standard public library terminals — email, internet access, and access to library databases--these workstations also provide the full Microsoft Office suite, and a whole set of convenient academic research software.

See website for information on locations and hours:
(catalyst.washington.edu/learning_spaces/lt_workstations.html) .

Other Departmental Campus Labs

Various departmental labs on campus are open to general student use (hours vary). See this website for specific places and hours: (www.washington.edu/computing/compmap.html)

Training is available, and the centers are staffed for on-site assistance. The computer labs are very busy and you may have to wait for a computer, particular during the peak time of mid-morning to mid-afternoon.

Personal Computers

Many students have their own computers. If you do, you may want to connect your computer to the UW network. You will need a personal computer (Macintosh or PC), and either a broadband connection (including hardware & software), or a modem & telephone line connection (including hardware & software). In the campus dorms, you can connect directly to the network; no modem is required.

If you do not already have a broadband connection (e.g. cable, dsl, highspeed) from home, you may want to purchase a University of Washington Internet Connectivity Kit (UWICK) CD at the University Bookstore Computer Center. This CD has an automated software installation program on it, which will install all of the communications programs you need to connect to UW computers via a MODEM and phoneline from home. Unfortunately, the UWICK CD does not provide high-speed broadband access.

A handout with instructions for connecting from home is also available at the computer labs and at the libraries. For further information, you can also check out the UW's website at:
(www.washington.edu/uware/uwick/)

For UW students there is no charge for using the University computers over a modem if you are within the local telephone calling area, which in this case extends from Everett to Tacoma. If your call to the University computers is long-distance, you will be charged regular long-distance rates.

Resource Guide Summary

Note: Description of additional campus programs, resources, and services are accessible through the MyUW (myuw.washington.edu/) or the Student Guide on the Web (www.washington.edu/students/).

Safe Campus: Student Resources for Safety and Counseling

The University of Washington provides many avenues for those seeking assistance and counseling on issues of relationship violence, sexual assault, stalking and violence on campus.

Call the SafeCampus at 206-685-SAFE (685-7233) to learn what UW resource is best equipped to help with your particular issue, or use the list below to self refer.

Counseling Resources

Counseling Center

Students can receive assistance with study skills, career decisions and a wide range of personal problems, such as relationship difficulties, anxiety or depression. 8 a.m. to 5 p.m., Monday through Friday.

206-543-1240

Website: depts.washington.edu/counsels/

Sexual Assault and Relationship Violence Information Service (SARIS)

A confidential and safe starting point for students who are victims/survivors, friends, family and significant others seeking information about sexual assault and relationship violence. Through contact with SARIS, individuals may learn more about these issues, anonymously report sexual assault experiences and receive referrals specific to their needs.

206-685-HELP (685-4357)

Website: www.washington.edu/students/saris/office/

Hall Health Mental Health Clinic

Provides mental health services to students, faculty and staff, including assessments; individual, couple, family and group therapy; medication evaluation and management; and referrals when appropriate to other campus or community resources.

206-543-5030

Website: depts.washington.edu/hhpccweb/index.php?ClinicID=6

University Community After-Hours Listening Line (U-Call)

An after-hours, student-run listening service staffed by dedicated and trained student volunteers (with professional backup) who help members of the UW student community by listening to the wide range of issues they may want to discuss anonymously with a peer.

206-543-CALL (543-2255)

Website: depts.washington.edu/hhpccweb/article-detail.php?ArticleID=268&ClinicID=

UW Women's Center

The Women's Center offers a safe space and point of contact for students and community members in addressing sensitive issues in their lives, such as domestic violence, sexual assault, depression and eating disorders. The Women's Center offers support for these individuals by housing a large collection of resources that allow staff to connect those in need with appropriate services.

206-685-1090

Website: depts.washington.edu/womenctr/

Seattle Safety Resources

UW Police Department

Emergency Number: 911

Non-Emergency service calls: 685-UWPD (8973)

Provides emergency response to violent incidents and direct threats of harm to persons or property. The UWPD also provides Crime Prevention services designed to assist in identifying problems and intervening to prevent violence.

UW Violence Prevention & Response Program

206-685-SAFEK

Central triage for violence concerns and reporting. Provides support and education to ensure that individuals are connected with services and resources that fit their needs and concerns.

NightRide

206-685-3146

Operates Sunday through Thursday from 8:00 p.m. to 12:15 a.m. during autumn, winter and spring quarters. The shuttles carry students, faculty and staff from campus to their destinations in three zones within one mile north, east, and west of campus. Passengers may ride free with a U-PASS.

Husky NightWalk

206-685-WALK

Call to have a UW security guard accompany you to any location within the campus community; available 7 days a week, including holidays.

Campus Resources

Associated Students, University of Washington (ASUW)

Student government carries out a variety of student activities and represents student interests.

HUB 104C, 206-543-1780, asuw@u.washington.edu

Website: www.asuw.org/

Childcare Voucher Program

Provides eligible students with financial assistance to subsidize childcare services. Need to submit FAFSA by February 15, and a Childcare Request Application by end of May.

Schmitz 482, 206-543-1041

Website: depts.washington.edu/ovpsl/childcare/voucher.html

Course Evaluation Catalog

On-line summary of student ratings of instruction

Website: www.washington.edu/cec/

Disability Resources for Students Office (DRS)

Provides assistance for permanent or temporary disabilities. Has volunteer opportunities.

Schmitz 448, 206-543-8924 (Voice), 206-543-8925 (TTY), uwdss@u.washington.edu

Website: <http://www.washington.edu/students/drs/>

Graduate Professional Student Senate (GPSS)

In addition to advocating student concerns, provides a variety of services to graduate and professional students.

HUB 300, 206-543-8576, gpss@u.washington.edu

Website: depts.washington.edu/gpss/

Hall Health Primary Clinic

Provides outpatient health and medical care for students. Services include preventive care, health education, and diagnosis and treatment of illness or injury. Includes Mental Health Clinic with free initial consultation.

Near center of campus, 206-685-1011; Mental Health Clinic, 206-543-5030

Website: depts.washington.edu/hhpccweb/

Health Sciences Immunization Program

Hall Health Primary Care Center

myshots@u.washington.edu, 206-616-9074

Website: depts.washington.edu/hhpccweb/index.php?ClinicID=19

Husky Union Building (HUB)

Includes banking, bus and U-pass sales, cafeteria, notary public (free to students and staff), UW Ombudsman's Office, ticket office, University Bookstore branch.

Near center of campus, 206-206-543-8131

Website: depts.washington.edu/tauf/

Intramural Activities Building (IMA)

Variety of recreational and intramural sports facilities and classes. Free to students.

206-543-4590, ima@u.washington.edu

Website: depts.washington.edu/ima/

Services for Student-Parents

Web site with links to services (including childcare facilities) for student-parents

Website: depts.washington.edu/ovpsl/childcare/voucher.html

Social Work Writing Consultant

Assists students with their writing skills.

Contact: Sara McDonald, sswwrite@u.washington.edu

Women's Center

Offers a variety of services and courses, focused on women. Free quarterly catalog available at many campus locations.

Cunningham Hall, 206-685-1090, womens@u.washington.edu

Website: depts.washington.edu/womenctr/

Scholarship Funding Information

Funding Sources on the Internet

UW Graduate School Web page with links to general funding information.

Website: www.grad.washington.edu/fellow/hotlist.htm

Grants and Funding Services for UW Graduate Students (GFIS)

Cooperative Project of the Graduate School and University of Washington Libraries to support UW graduate students who are seeking any type of general or research funding.

206-616-3084, gfis@u.washington.edu

Website: www.lib.washington.edu/Gfis/

Opportunities For Involvement

There are many student groups at the School of Social Work. Below are groups that have operated in the school recently. Each year the level of activity fluctuates depending on student interests and needs. For current Social Work Groups go to the SSW homepage (http://ssw.washington.edu/student_groups_stu.html).

Student Advisory Council

The Student Advisory Council of the School of Social Work consists of elected student leaders who strive to create and build an ongoing relationship with the SSW Administration and Faculty to uphold the School of Social Work stated mission and values of promoting social and economic justice, both within the school and community. The SAC does this by facilitating communication between the student body and the SSW Faculty and Administration through advocacy, active engagement, and support. Representatives are elected from the bachelors, masters, and doctoral programs.

Student Contact: TBA

Faculty Adviser: Margaret Spearmon, spearmon@u.washington.edu

The Association of Black Social Work Students (ABSWS)

ABSWS is committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services, and research. Our purpose is to provide a structure and forum through which student members can exchange ideas, offer support, and develop programs in the interest of the Black student body and the Black community.

Student Contact: TBA

Faculty Contact: Zynovia Hetherington, zynovia@u.washington.edu

Bridges of Color

Bridges of Color (BOC) is an organization led by and for students of color at the UW School of Social Work

Student Contact: TBA.

Faculty/Staff Contact: TBA

Disability Committee

Students, faculty, and staff interested in disability issues at the School of Social Work, University of Washington, or nationally.

Student contact: TBA

Faculty contact: Jean Kruzich, 206-543-7965, kruzichj@u.washington.edu

Jewish Social Workers

Jewish Social Workers consists of students, faculty, and staff, both Jewish and non-Jewish, who have an interest in Jewish issues.

Email forum/discussion list: JewishSW@u.washington.edu

Mentor Program

Connects incoming MSW students with second year MSW's.

Faculty/Staff contact: Linda Ruffer, 206-543-8617, rufferl@u.washington.edu

MSW Program Committee

Deals with aspects of the master's program at the School. Includes elected representatives from students, practicum, faculty and administration.

Administration contact: Emiko Tajima, 206-221-7874, etajima@u.washington.edu

National Association of Social Workers (NASW)

Only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.

State chapter: 522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084,

email: info@nasw-wa.org

Chapter Website: www.nasw-wa.org/

National address: 750 First Street NE, Ste 700, Washington, DC 2002-4241

Website (includes on-line membership application): www.naswdc.org/

Toll-free number for membership information: 1-800-742.4089

Practicum Advisory Council

Practicum Advisory Council provides consultation to the faculty regarding MSW and BASW practicum curriculum, policies and procedures. Includes representatives from students, faculty, practicum instructors and the Co-Directors of Practicum.

Faculty contact: J'May Rivara, 206- 616-5792, jbr@u.washington.edu

Social Work Q's (Lesbian, Gay, Bisexual, Transgender, Queer, Two Spirit, & Intersex Students, Faculty and Staff, and their Allies)

Social and support group for students at the SSW.

Faculty/Staff contact: Taryn Lindhorst tarynlin@u.washington.edu

Website: www.ssw.washington.edu/glbtc

Research Projects

"Current Research" directory describes research projects of SW faculty. There are numerous individual research and training projects. Students may contact faculty to learn about the research, participate, or find positions as student help.

Faculty contact: David Takeuchi, 206-543-5133, dt5@u.washington.edu

Website (includes listing of current research projects): ssw.washington.edu/research.html

SSW Alumni

Allows alums to stay involved with SSW while providing input for social workers of the future.

Contact: Jee Young Kim, 206- 543-7704, Jeeykim@u.washington.edu

Website: sww.washington.edu/alumni/

UW Alumni Association

Provides programming and events linking alumni and students.

206-543-0540 or 1-800-AUW-ALUM

Website: <http://www.washington.edu/alumni/>

Employment Information

Center for Career Services

Employment listings, workshops, individual counseling. Free.

134 Mary Gates Hall, 206-543-0535

Website: <http://careers.washington.edu/>

Jobs and Volunteer Opportunities

The SSW website has links to websites with job listings and a link to the SSW Jobs and Volunteer Listserv.

Website: sww.washington.edu/jobs-opp.html

Additional Educational Opportunities

ASUW Experimental College

Offers a wide range of non-credit recreational or practical classes, mainly on evenings and weekends. Free quarterly catalog available at many campus locations.

HUB G-10, 206-543-4375

Website: depts.washington.edu/asuwxpcl/

Social Work Continuing Education

Offers a year-round schedule of non-credit professional development programs. Contact UW Extension for information.

UW Extension: 4311 – 11th Avenue NE, 206-897-8939 or 1-800-506-1325 & press 0

Website: sww.washington.edu/ce_alumni.html

Standards of Conduct and Grievance Procedures

UW Student Conduct Code

The following is an abbreviated version. The complete code is available from the Office of the Vice President for Student Affairs, Schmitz 476, or the Washington Administrative Code, Chapter 478-120 (in the Social Work Library).

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- academic and professional honesty and integrity,
- refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- intentionally and substantially disrupting teaching
- physical abuse or threat of harm
- sexual offenses, such as rape, sexual assault or harassment
- malicious damage to or misuse of property
- refusal to comply with lawful order to leave the campus
- possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work

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

1. Failure to meet or maintain academic standards as established by the University and the School of Social Work. (This is automatic and may take place without a review or further procedure.)
2. Academic cheating, lying, or plagiarism.

3. Behavior judged to be in violation of the NASW Code of Ethics (available at www.naswdc.org/pubs/code/default.asp on the World Wide Web) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington (available at apps.leg.wa.gov/RCW/default.aspx?cite=18.130.180.*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the School of Social Work and became known after admission.
5. Failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work.

* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the SW Library. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library or in the Government Publications section of Suzzallo & Allen Library.

Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work

Essential Abilities and Attributes for Admission to and Continuance in the School of Social Work, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the practice of social work.

Acquisition of competence as a social worker is a lengthy and complex process that will be subverted by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the School of Social Work at the University of Washington are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practica and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications for admission and faculty responsible for evaluating students' classroom and practicum performance.

Motor Abilities. The social work student must have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. The Office of Disability Resources for Students may be consulted regarding reasonable accommodations.

Sensory Abilities. The social work student must have the ability through his/her senses to participate in classes and practicum placement. The student must acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. The Office of Disability Resources for Students may be consulted regarding reasonable accommodations.

Communication Skills. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-awareness. The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to

examine and change his/her behavior when it interferes with his/her working with clients and other professionals; and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment. The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work which are the dignity and worth of every individual and his/her right to a just share of the society's resources.

Knowledge Base for Social Work Practice. The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

Objectivity. The social work student must be objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy. The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy. The social work student must be resistant to the undesirable effects of stress and avoid burnout by exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

Acceptance of Diversity. The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients.

Interpersonal Skills. The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity and the demonstration of respect for, and consideration of others.

Professional Behavior. The social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time.

Student Concerns Protocols

Introduction

The mission of the UW School of Social Work emphasizes social workers' role in promoting social and economic justice, particularly for disadvantaged populations, and improving the quality of life for all. As we strive to create a community of learners committed to fulfilling our mission, we realize that the challenges are tremendous for both students and faculty. Genuine diversity, whether in society at large or in our School in particular, is extremely difficult to achieve. In the process, there are inevitable misunderstandings, insensitivities, and conflicts. People can feel hurt, misunderstood, and discounted. It is important to have procedures that can be used when this happens in order to find resolution and to learn from our experiences.

This document makes suggestions about where to start if you have a concern about your experience in the School, whether with the curriculum, faculty, staff, or other students. There are several varied avenues for

taking action and your choice will depend on the situation itself and what you feel most comfortable doing.

Pathways to Action

You are encouraged to talk directly with the person with whom you have an issue first if that is possible for you to do. It is recognized that there are times, however, when you need to talk things over with someone not involved in the situation. If you have a concern and don't know what to do about it, you might want to talk it over with someone to sort out your feelings. There are several people in the school who are available for you to talk with:

Taryn Lindhorst
School Ombudsman
206-616-2152, SWS 225A
email: tarynlin@u.washington.edu

J'May Rivara
Co-Director of Practicum (MSW)
206-616-5792, SWS 112H
jbr@u.washington.edu

Gary Olson
Assistant Dean of Student Services
206-616-5830, SWS 23
garyo@u.washington.edu

Linda Ruffer
Academic Advisor
206-543-8617, SWS 23
rufferl@u.washington.edu

Stan de Mello
Co-Director of Practicum (BASW)
206-616-5983, SWS 112K
demellos@u.washington.edu

Margaret L. Spearmon
Associate Dean for Student and Professional
Development
206-616-2516, SWS 210D
spearmon@u.washington.edu

Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The School as well as the University encourage the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

Contact information for the parties mentioned in this section are listed at the end.

Academic Grievance

An academic grievance may be resolved by discussing the issue with the faculty member concerned; secondly with the faculty adviser, lead instructor, or Student Services; thirdly with the Ombudsman; and fourthly with the Director of the MSW Program.

For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor, Liaison or Coordinator; secondly with the Director of Practicum; and thirdly with the Ombudsman; and fourthly with the Director of the MSW Program.

The Director of the MSW Program may refer an academic grievance to the Dean or the School of Social Work Review Committee (described in the pages that follow this section) or an appropriate University office.

Graduate School academic grievance procedure: Having exhausted the avenues for resolution within the School, a graduate student with a complaint of unfair treatment involving academic policies may approach the Graduate School. If resolution is not reached through informal conciliation by the Graduate School, the student may file a formal complaint seeking resolution by the Graduate School Academic Grievance Committee. (*For complete procedural details, refer to the Graduate School Memorandum No. 33, available at www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm.*)

Discrimination/Unfair Treatment Grievance

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the School and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

Within the School: Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under “Academic Grievance.”

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

Within the University: Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice President for Student Affairs or the University Complaint Investigation & Resolution Office (UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice President for Student Affairs; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

Resource Persons Within the School and the University

School of Social Work Ombudsman

Taryn Lindhorst
Room 225A
206-616-2152
email: tarynlin@u.washington.edu

Assistant Dean for Student Affairs

Gary Olson
Room 23
206-616-5830
email: garyo@u.washington.edu

Director of BASW Program

Todd Herrenkohl
Room 127J
206-221-7873
email: tih@u.washington.edu

Director of MSW Program

Emiko Tajima
206-221-7874
SWS 238F
etajima@u.washington.edu

Director of Extended Degree Programs

James B. DeLong
Room 238C
206-685-3173
email: delongj@u.washington.edu

Program Coordinator for BASW and MSW Programs

Jennifer Maglalang
Room: SWS 238G
206-543-3416
jennmag@u.washington.edu

Co-Director of Practicum (BASW)

Stan de Mello
Room 112K
206-616-5983
email: demellos@u.washington.edu

Co-Director of Practicum (MSW)

J'May Rivara
Room 112H
206-616-5792
email: jbr@u.washington.edu

Dean of the School of Social Work

Edwina S. Uehara
206-685-2480
Room 210C
email: eddie@u.washington.edu

Associate Dean for Student and Professional Development

Margaret L. Spearmon
206-616-2516
Room 210D
email: spearmon@u.washington.edu

Associate Dean for Research

David Takeuchi
Room 210B
206-543-5133
dt5@u.washington.edu

University Interim Ombudsman

Susan L. Neff
301 HUB
206-543-6028, TTY: 206-616-6163
email: lprice@u.washington.edu

University Interim Ombudsman for Sexual Harassment

Susan L. Neff
301 HUB
206-543-0283
email: lprice@u.washington.edu

Office of the Vice Provost for Student Life

476 Schmitz Hall
206-543-4972
email: ovpsa@u.washington.edu

Graduate School Student Services

G-1 Communications
543-5900
email: uwgrad@u.washington.edu

University Complaint Investigation and Resolution Office (UCIRO)

4311 11th Avenue NE, Suite 630
616-2028
email: uciro@u.washington.edu

UW Equal Opportunity Statement

For the complete legal statement, refer to the U of W Operations Manual, Vol. 2, D46.4 (available in the SW Library).

The University of Washington reaffirms its policy of equal opportunity regardless to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

In addition to adhering to the University of Washington Equal Opportunity Statement, the School of Social Work provides equal opportunity in education without regard to political orientation.

Reasonable Accommodation Statement

The University of Washington is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disability Resources for Students at 206-543-8924/V, 206-543-8925/TTY, 206-616-8379 (FAX), or e-mail at uwdss@u.washington.edu

School of Social Work Review Committee

The School of Social Work Review Committee (SSWRC), a committee appointed by the Dean of the School of Social Work, is charged with the responsibility to investigate and decide on matters related to students' academic and practicum performance problems, including the failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the School of Social Work and the items listed in "Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the School of Social Work."

The Dean appoints the SSW Review Committee each year. Members serve two-year terms.

UW Policy on Non-Discrimination and Affirmative Action

For complete policy details, please refer to Volume 4, Part I, Chapter 2 of University of Washington Handbook (www.washington.edu/faculty/facsenate/handbook/Volume4.html).

The University of Washington, as an institution established and maintained by the people of the State, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

University policy:

- Prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.

- Prohibits any member of the University community, including, but not limited to, the faculty, staff, or students, from discriminating against or unlawfully harassing a member of the public on any of the above grounds while engaged in activities directly related to the nature of their University affiliation.
- Prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation.

UW Policy on HIV

For complete policy details, please refer to Executive Order No. 60 of the President, Revised September 24, 1996, University Handbook (www.washington.edu/faculty/facsenate/handbook/04-06-10.html).

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center Information Hotline: 206-685-AIDS or the HIV/STD Information Hotline: 206-205-7837. Additional information is available on the Hall Health Website (depts.washington.edu/hhpccweb/qa-detail.php?QandAID=55&ClinicID=1).

Academic Services Providing Services to Students

(Website links are available at www.washington.edu/students/contacts.html)

Graduation and Academic Records

264 Schmitz 206-543-1803
ugradoff@u.washington.edu

- grade information and recording, including incompletes and repeated courses
- low and high scholarship and honors information
- credit-by-examination applications
- residency classification
- undergraduate degree applications
- diplomas
- degree audit program (DARS)

International Students and Scholars

459 Schmitz 206-221-4404
<http://depts.washington.edu/uwiso/contact.shtml>

- information for international students and visiting scholars, including immigration regulations

Husky Card Account & ID Center

Odegaard (next to By George) 206-543-7222

- new and replacement student ID cards

Transcripts

260 Schmitz 206-543-5940

- order transcripts
- statements of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- statements of degree

Registration

225 Schmitz 206-543-4000
regoff@u.washington.edu
MyUW or 206-543-3868

- (address changes)
- registration for time conflicts and S/NS
- changes to audit and variable-credit changes
- late registration and late adds
- hardship withdrawal petitions
- withdrawal for the quarter
- address changes (206-543-3868 or use MyUW)
- name, social security number, date of birth changes
- time schedules
- returning student re-enrollment applications
- course-out-of-quarter forms and registration
- reinstatement for prior quarters (if canceled for non-payment of tuition, for example)
- fee waiver petitions
- student U-PASS replacements
- student health insurance coverage changes and claim forms
- verification for auto insurance, golf and credit cards
- staff/state tuition waiver forms and processing
- ACCESS registration
- prior quarter registration changes

Personal and Financial Services

Vice Provost. for Student Life	476 Schmitz	206-543-4972	email: stulife@u.washington.edu
Childcare Assistance Program	482 Schmitz	206-543-1041	http://depts.washington.edu/ovpsl/childcare/
Disability Resources for Students	448 Schmitz	206-543-8924	email: uwdss@u.washington.edu
		TTY 206-543-8925	
Housing and Food Services	301 Schmitz	206-543-4059	email: hfsinfo@u.washington.edu
Short-Term Loan Applications	172 Schmitz	206-685-1282	
Student Fiscal Services	129 Schmitz	206-543-4694	email: sfshelp@u.washington.edu
Student Financial Aid	105 Schmitz	206-543-6101	email: osfa@u.washington.edu
Student Health Insurance	520 Schmitz	206-543-6202	email: stdins@u.washington.edu
Student Loans	129 Schmitz	206-543-4025	email: sfshelp@u.washington.edu
Work Study Programs	172 Schmitz	206-685-1985	

Other phone numbers and website links are available at www.washington.edu/students/contacts.html.