

**Policies & Procedures**  
**for**  
**The MSW Program**



**2010-2011**

# **NORFOLK STATE UNIVERSITY**

## **The ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**

### *MISSION*

The School's mission is to provide social work education programs which prepare students with competence to develop and deliver services that strengthen and/or empower individuals, families, groups, organizations, and communities. The School and its programs emphasize the values of social justice, social responsibility and respect for human rights, dignity and diversity. The School is especially committed to address the strengths and challenges for an ethnically and culturally diverse client population in an evolving global community.

## **MSW PROGRAM MISSION, GOALS AND OBJECTIVES**

### **MSW PROGRAM MISSION**

The Master of Social Work Program is built upon a humanistic, democratic philosophy of social justice and responsibility, and respect for human rights, dignity and diversity. The mission of the program is to prepare students for advanced level professional practice. The program subscribes to an approach which enables the practitioner to provide services based on client system needs using differential models of practice.

### **MSW PROGRAM GOALS DERIVED FROM MISSION**

The Master of Social Work degree program's overriding goal is the preparation of students for advanced-level professional practice.

### **MSW PROGRAM GOALS AND OBJECTIVES**

**Goal 1** Students will engage in value based practice with a commitment to continuous professional development.

Objectives:

1. Apply critical thinking skills and communication skills within the context of professional social work.
2. Apply the generalist perspective to various size systems.
3. Understand the value base of the profession and practice accordingly.

**Goal 2** Students will understand diversity and the influence of social policy in the context of social justice and practice

Objectives:

1. Understand the multidimensionality of diversity.
2. Understand the role of policy in service delivery.
3. Use policy practice skills to analyze, influence, formulate, and advocate for policy consistent with social work values.

4. Define, design and implement practice strategies with persons from diverse backgrounds.
5. Use communication skills differently across client populations, among colleagues and within communities.

Goal 3 Students will assess human behavior in the context of the social environment.

Objectives:

1. Use theoretical frameworks that include knowledge of the interactions between and among individuals, families, groups, organizations, societies and economic systems.
2. Understand life span development in the context of social, psychological, cultural, biological and spiritual dimensions.
3. Understand the ways social systems may promote or deter maintaining or achieving health and well-being.
4. Apply knowledge of Human Behavior in the Social Environment to practice.

Goal 4 Students will develop an understanding of research methods to evaluate Practice Outcomes and to inform practice decisions related to the development and implementation of interventions.

Objectives:

1. Develop, implement and evaluate appropriate intervention plans and skills using qualitative and quantitative methodologies.
2. Evaluate research studies, apply research findings to practice, and evaluate their own practices.
2. Use and communicate empirically based knowledge, including evidence based interventions.

## REQUIREMENTS FOR MSW DEGREE

1. Completion of a minimum of 60 credit hours which are prescribed and selected from courses offered by the School and other graduate departments.
2. Maintenance of a minimum grade of 3.0 (B) on a 4-point scale for each academic course taken.
3. Maintenance of a minimum grade of 3.0 (B) on a 4-point scale for each field practicum.
4. Two consecutive semesters of full-time (9 or more hours) residency status. Generally, the final year of study is used to meet this requirement.
5. Completion of all degree requirements within four years. (A written request for extensions must be submitted to the Assistant Dean.)
6. Adherence to the NASW Code of Ethics and the University's Academic Honesty Statement.
7. Closure of all financial obligations to the University and the School of Social Work must be met prior to degree being conferred.

**Norfolk State University**  
**THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**  
MASTER OF SOCIAL WORK PROGRAM

CLINICAL CONCENTRATION

***MINIMUM COURSE REQUIREMENTS***

		<u>Credit Hours</u>
<b><u>Semester I</u></b>		
SWK 675	Social Work Profession	3
SWK 626	Human Behavior	3
SWK 651	Social Welfare Policy and Services	3
SWK 697	Research Methods I	3
SWK 690A	Field Practicum I	3
SWK 693A	Field Practicum Orientation	0
	<b>Total</b>	<b>15</b>
<b><u>Semester II</u></b>		
SWK 771	Social Work with Individuals	3
SWK 698	Research Methods II	3
SWK 730	Differential Assessment	3
SWK XXX	Policy Elective	3
SWK 690B	Field Practicum I	3
SWK 693B	Field Practicum Orientation I	0
	<b>Total</b>	<b>15</b>
<b><u>Semester III</u></b>		
SWK 772	Social Work with Groups	3
SWK 775	Social Work with Families	3
XXX XXX	Free Elective	3
SWK 790A	Field Practicum II	6
SWK 793A	Field Practicum orientation II	0
	<b>Total</b>	<b>15</b>
<b><u>Semester IV</u></b>		
SWK XXX	Social Work Elective	3
SWK XXX	Practice Elective (Restricted)	3
SWK XXX	Social Work Elective	3
SWK 790B	Field Practicum II	6
SWK 793 B	Field Practicum II	0
	<b>Total</b>	<b>15</b>

**Total Credit Hours Required 60**

September 2010

**Norfolk State University**  
**THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**  
MASTER OF SOCIAL WORK PROGRAM

CLINICAL CONCENTRATION  
MINIMUM COURSE REQUIREMENTS  
EXTENDED TIME

**Semester I (fall)**

SWK 626	Human Behavior	3
SWK 651	Social Welfare Policy and Services	3
SWK 697	Research Methods I	3
<b>Total</b>		<b>9</b>

**Semester II (spring)**

XXX XXX	Free Elective	3
SWK XXX	Policy Elective	3
SWK 698	Research Methods II	3
<b>Total</b>		<b>9</b>

**Semester III (fall)**

SWK 675	Social Work Profession	3
SWK XXX	Social Work Elective	3
SWK 690A	Field Practicum I	3
SWK 693A	Orientation to Field Practicum I	0
<b>Total</b>		<b>9</b>

**Semester IV (spring)**

SWK 730	Differential Assessment	3
SWK 771	Social Work with Individuals	3
SWK 690B	Field Practicum I	3
SWK 693B	Orientation to Field Practicum I	0
<b>Total</b>		<b>9</b>

**Semester V (fall)**

SWK 772	Social Work with Groups	3
SWK 775	Social Work with Families	3
SWK 790A	Field Practicum II	6
SWK 793A	Orientation to Field Practicum II	0
<b>Total</b>		<b>12</b>

**Semester VI (spring)**

SWK XXX	Practice Elective (Restricted)	3
SWK XXX	Social Work Elective	3
SWK 790B	Field Practicum II	6
SWK 793B	Orientation to Field Practicum II	0
<b>Total</b>		<b>12</b>

**Total Credit Hours Required 60**

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**Norfolk State University**  
**THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**  
*MASTER OF SOCIAL WORK PROGRAM*

*CLINICAL CONCENTRATION*

ADVANCED STANDING  
MINIMUM COURSE REQUIREMENTS

<u>Semester I (spring)</u>		<u>Credit Hours</u>
SWK 771	Social Work with Individuals	3
SWK 730	Differential Assessment	3
SWK 698	Research Methods II	3
XXX XXX	Free Elective	3
<b>Total</b>		<b>12</b>
<u>Semester II (fall)</u>		
SWK XXX	Social Work Elective	3
SWK 772	Social Work with Groups	3
SWK 775	Social Work with Families	3
SWK 790A	Field Practicum II	6
SWK 793A	Orientation to Field Practicum II	0
<b>Total</b>		<b>15</b>
<u>Semester III (spring)</u>		
SWK XXX	Policy Elective	3
SWK XXX	Practice Elective (Restricted)	3
SWK XXX	Social Work Elective	3
SWK 790B	Field Practicum II	6
SWK 793B	Orientation to Field Practicum II	0
<b>Total</b>		<b>15</b>

**Total Credit Hours Required 40-60**

**Other courses may be required upon examination of transcripts**

September 2010

**Norfolk State University**  
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK

**ACADEMIC ADVISEMENT**

Professional social work advisors orient students and assist them in assessing their aptitude and motivation for a social work career.

Individuals, admitted as matriculating students, are assigned a faculty advisor and are introduced to their advisor at the MSW Orientation Program. Prior to matriculation, students are advised by the director of MSW admissions. Advisors have posted office hours and are available to students to discuss concerns regarding courses, curriculum, pre-registration, graduation and/or other academic matters. Appointments for individual conference sessions should be arranged with the advisor.

**NORFOLK STATE UNIVERSITY**  
**THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**  
**STUDENT RIGHTS AND RESPONSIBILITIES**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Norfolk State University and The Ethelyn R. Strong School of Social Work fully subscribe to this premise, and embrace the transmission of knowledge and the pursuit of truth as broad goals, out of which should emerge the development of effective professional social workers.

Free inquiry and free expression are indispensable to the attainment of these goals. As members of the School, the student will be encouraged to develop the capacity for initial judgment and to engage in a sustained and independent search for truth. The student is encouraged to participate in free discussion, inquiry, and rational expression.

The student is responsible for learning the content of any course for which the student is enrolled and for maintaining standards of academic performance established for each course. The student is protected, through orderly procedures, against discrimination or capricious academic evaluation. The following are steps to be used to insure impartial academic evaluation:

- A. A student with issues of an academic nature should arrange appointments with the instructor for the purpose of full and open discussions of the evaluations.
- B. If a conference with the instructor does not result in satisfactory resolution, the student should then consult the academic advisor.
- C. If the issues are not resolved, they should be brought to the Assistant Dean.
- D. If the grievance is not resolved, the Assistant Dean shall make recommendations to the Dean, who will have final judgment in the matter. In exceptional cases where the judgment is not accepted, the student has the right to appeal to the Vice President for Academic Affairs.

**NORFOLK STATE UNIVERSITY**  
**THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK**  
**MASTER OF SOCIAL WORK PROGRAM**

**GRADING POLICY**

A minimum grade of “B” (3.0 on a 4.0 scale) is required to: 1) maintain good academic standing as graduate student and 2) meet requirements for a degree. Any student who fails to obtain a 3.0 in each course will be assessed by the Academic Advisor. Grades in all courses taken while in graduate student status are used in determining whether a student has met a “B” (3.0) average requirement to remain in good standing.

Provisional “admits” who fail to achieve a “B” (3.0 on a 4.0 scale) in the first nine (9) consecutive graduate credit hours will be dismissed from the program.

<u>ACCEPTABLE</u> <u>GRADE</u> <u>GRADES</u> <u>POINTS</u>	<u>GRADE</u>  <u>POINTS</u>	<u>NON-ACCEPTABLE</u>  <u>GRADES</u>	
A = Excellent	4.0	B-	2.7
A-	3.7	C+	2.3
B+	3.3	C = Below average	2.0
B = Average	3.0	F = Failure	

The “B-“ and below grades are not acceptable as a course grade. If a student receives a non-acceptable grade, an immediate assessment of the student’s over-all performance will be made by his/her advisor. After review, students who receive unacceptable grades may be given the opportunity to repeat the course during the next semester in which it is offered.\* Courses may be repeated only one time. If the student is unsuccessful in the repeat effort, the student will be dismissed from the program. A student may have a maximum of two courses in the entire program for which they are given the opportunity to repeat only the one time. If more than two courses have unacceptable grades or are repeated, the student will be dismissed from the program.

A grade below “B” is not acceptable for Field Practicum. If a student receives a grade of “B-“or below in Field Practicum, an assessment of total performance will be made to determine the student’s ability to perform in the field. Depending upon the outcome of the assessment, the student may be dismissed from the program or allowed to repeat practicum only one time. The Field Practicum consists of two (2) consecutive semesters each (Fall and Spring) for Practicum I and Practicum II. Students who make

an unacceptable grade in either portion of either Practicum, and are permitted to repeat, must repeat the entire Field Practicum.

The established university policy will pertain to the awarding and removal of the “I” grade and use of the “W” grade.

Students who are dismissed for academic failure must wait at least one (1) academic year following dismissal to apply for readmission to the School.

\*In exceptional circumstances, the student may request to take the same course at another CSWE accredited Master’s Program. The student must submit the course description and syllabus for evaluation and prior approval by the Academic Advisor and Assistant Dean for transfer credit.

## REMOVAL OF “I” GRADE

When the course requirements have not been met because of illness or other extenuating circumstances, the professor may use the “I” symbol to indicate incomplete requirements. It is the responsibility of the student to contact the professor to arrange for completion of requirements. The following instructions apply:

- 1) The “I”, if not removed in a one year period, automatically changes to a “F.”
- 2) The prerequisite course requirements may impact on the student’s eligibility for continued graduate studies.
- 3) The application for Field Practicum is denied if there is an “I” on the student’s record of academic performance.
- 4) The application for graduation is denied if there is an “I” on the student’s record of academic performance.

A student having difficulty with course work should promptly consult with their professor and advisor to discuss the problem in meeting the course requirements. **The University recognizes that the “I” grade is an option, used only at the discretion of the professor.**

## CLASS ATTENDANCE POLICY

The University expects students to attend all classes and required meetings involving course work. While unnecessary absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent from class, such as representing the University in official activities, illness, or personal emergencies.

Each student has the responsibility to confer, prior to the absence, with his/her instructors regarding all absences or intended absences. If sudden departure from the campus prevents a student from communicating with each of his/her instructors, the student who is absent for an emergency or extraordinary reasons, is expected to notify the MSW Program office. Make-up work for assignments, examinations, tests, etc., missed during the absence will be permitted only at the discretion of the instructor.

Excuses for verifiable illness may be obtained from the Health Center. Written verification for extended illnesses must be submitted to the office of the Assistant Dean.

## **WITHDRAWAL FROM THE PROGRAM/UNIVERSITY**

When enrollment is to be terminated prior to the end of the semester, or at the end of a semester, the student is required to follow the process of officially withdrawing from the University and School of Social Work. The following procedure should be completed:

- 1) Contact the assigned Academic Advisor to discuss the reason for withdrawal, consequences of withdrawal, process of withdrawal, and process for reapplication.
- 2) Obtain a University withdrawal form and signature from the Assistant Dean.
- 3) Obtain the signature of the Dean of the Office of Graduate Studies.
- 4) Obtain the signature of the Registrar.
- 5) Obtain the signature of the Fiscal Affairs Office.
- 6) Obtain (when applicable) the signatures of the Veterans Affairs Officer, Financial Affairs Officer, and Librarian.

If a student is ill, or otherwise incapacitated, and cannot complete the withdrawal, the student must contact or have someone contact the office of the Assistant Dean for assistance with the process.

A student who fails to adhere to the procedure for withdrawal will be charged the appropriate tuition and will receive a failing grade (F) for each registered course.

**Under no circumstances does non-attendance constitute an official withdrawal from the University. Students assume full financial responsibility if the university's procedures are not adhered to for withdrawals.**

## **ACADEMIC HONESTY**

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its schools and their facilities, for the use of its libraries, its computers and other facilities.

“Academic or academically related misconduct” includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another’s ideas as one’s own; furnishing false academic information to the University; falsely obtaining, distributing, using or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one’s self or another an unfair advantage or unfair benefit respecting an academic matter.

**The substantiation of the violation of Academic Honesty will automatically result in dismissal from the program (with due process completed).**

### **TERMINATION - ACADEMIC**

When a student's performance, in course work, is below the required standard, the student is formally notified, in conference and in writing, by the Academic Advisor and the Assistant Dean of the decision to terminate.

After a one (1) year period, a student who was dismissed for academic reasons may complete the reapplication process. The reapplication is processed by the MSW Admissions Director, in consultation with other appropriate faculty, and the MSW Admissions Committee. The Director and MSW Admissions Committee may consent other faculty if they deem it is necessary.

### **TERMINATION - NON ACADEMIC**

When a student is to be dismissed from the program because of non-academic reasons, the student is formally notified, in a conference and **IN WRITING**, by the Assistant Dean and the Academic Advisor. When applicable, other faculty and the Field Instructor(s) will be included in the process.

Students who experience the privilege of admission to The Ethelyn R. Strong School of Social Work, Norfolk State University, become members of the school's academic community while still retaining their status as citizens. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to every citizen of the United States and the Commonwealth of Virginia. Due process with The Ethelyn R. Strong School of Social Work and Norfolk State University does not preclude adjudication of offenses by local, state and federal agencies when appropriate. In addition to these inherent rights and privileges, students voluntarily assume the obligation to fulfill the behavior and responsibilities required by The Ethelyn R. Strong School of Social Work in relation to its lawful mission, programs, and functions.

The following policies pertain to students of The Ethelyn R. Strong School of Social Work and are in addition to all policies governing student conduct published in the Norfolk State University Student Handbook.

1. Students enrolled in The Ethelyn R. Strong School of Social Work are expected to assume full responsibility for, and be held liable for their individual actions.

2. **The National Association of Social Work (NASW) Code of Ethics, as adopted by the Delegate Assembly, August, 1996, and revised by the 1999 NASW Delegate Assembly, shall apply as a referent for determining acceptable and unacceptable nonacademic behaviors.** The NASW Code of Ethics applies to all students enrolled in the School of Social Work Bachelor of Social Work program, Master of Social Work program, Non-matriculating Social Work program, and the Ph.D. in Social Work program. This includes Advanced Standing, full-time, and extended-time enrolled students. The Code articulates standards used to assess the conduct of social workers and is relevant to all social workers and social work students. The National Association of Social Work Code of Ethics serves as a guide to the everyday professional conduct of social workers. The code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise.

Upon admission to The Ethelyn R. Strong School of Social Work, each student will be provided with a copy of the NASW Code of Ethics. Failure to abide by the NASW Code of Ethics can be grounds for The Ethelyn R. Strong School of Social Work to terminate a student from the program.

The due process procedures provided for by both The Ethelyn R. Strong School of Social Work and Norfolk State University shall apply. The due process procedures are outlined in the Norfolk State University Student Handbook. The Ethelyn R. Strong School of Social Work due process procedures are consistent with those of Norfolk State University.

## **REAPPLICATION PROCESS**

When the applicant has not enrolled in a School of Social Work class for two or more semesters, a Reapplication Form must be submitted. The student should complete the following procedure:

- 1) Contact the MSW Admissions Office to obtain a reapplication package.
- 2) Submit the Reapplication form and two references, an updated personal statement, and when applicable, transcripts at least 3 months prior to the requested returning semester. (Transcripts will be required for courses completed after the withdrawal from the MSW program.)
- 3) The MSW Admissions Director will review the request and consult with the Academic Advisor, and the MSW Admissions Committee. The MSW Admissions Director will advise of the decision to accept or deny the request. If the request is approved, the applicant will be granted admission for the semester that permits proper continuity of the study sequence.