

MSW Student Handbook
For
The MSW Program
Full-time and Extended Program Information
2021-2023



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

MISSION

Norfolk State University, a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research, and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.

MSW PROGRAM MISSION, AND GOALS

MSW PROGRAM MISSION

The mission of the Master of Social Work Program at Norfolk State University is to produce competent, advanced-level practitioners capable of working with diverse populations with a focus on clinical (mental health), school, child welfare, military, and macro practice. Using general knowledge perspectives, cutting-edge research, technology, and policy development, students are taught to integrate culturally proficient interventions in their practice and utilize research and policy to advance marginalized groups. The program produces ethical servant leaders who are keenly aware of their position as change agents in an ever-changing global society.

MSW PROGRAM GOALS DERIVED FROM MISSION

The Master of Social Work degree program's goal is the preparation of students for social work practice in five specializations. These specializations include: Clinical, Child Welfare, Macro, Military, and School Social.

MSW PROGRAM GOALS

The MSW Program strives to produce capable, well-informed graduates who will:

Goal 1 - Achieve a level of analytical, interactional, and technological competence necessary for responsible and effective clinical practice as they provide clinical social work services differentially understanding the challenging effect of economic, social, and cultural factors with diverse individual, family, and group populations with a special commitment to the affirmation of the populations' culture and help-seeking behaviors.

Goal 2 – Contribute to the advancement and refinement of theoretically sound evidenced based practice and the improvement of standards of professional research, education, and clinical practice.

Goal 3 - Meet the clinical practice needs, responsibilities, and manpower requirement of agencies, organizations, and social programs; and

Goal 4 - Engage in life-long learning and pursue post master's education through continuing education classes, workshops, seminars, certifications, licensure, and doctoral education.

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.

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Clinical Curriculum Specialization
MINIMUM COURSE REQUIREMENTS

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	697	Research Methods I	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I (Corequisite SWK 675)	0
Total			15
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion, and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
SWK	771	Social Work with Individuals	3
(Prerequisite SWK 675) Corequisite SWK 690B/SWK 693B)			
SWK	690B	Field Practicum I (Corequisite SWK 771)	3
SWK	693B	Field Practicum Orientation I (Corequisite SWK 771)	0
Total			15
<u>Semester III FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester IV SPRING</u>			
SWK	XXX	Practice Elective	3
SWK	XXX	Policy Elective	3
SWK	XXX	Social Work Elective	3
SWK	790B	Field Practicum II	6
(Prerequisite SWK 730; Corequisite SWK 772, SWK 775)			
SWK	793B	Field Practicum Orientation II (Corequisite SWK 790B)	0
Total			15

We see the future in you.

Total Credit Hours Required

60

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Child Welfare Curriculum Specialization
MINIMUM COURSE REQUIREMENTS

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	697	Research Methods I	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I	
Total			15
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
SWK	760	Child/Welfare Policy/Svs	3
SWK	771	Social Work with Individuals (Prerequisite SWK 675; Corequisite SWK 690B/SWK 693B)	3
SWK	690B	Field Practicum I (Corequisite SWK 771)	3
SWK	693B	Field Practicum Orientation I	0
Total			15
<u>Semester III FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (Child Welfare Prac/Setting)	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester IV SPRING</u>			
SWK	736	Substance Abuse	3
XXX	XXX	Trauma/Inf. Clinical/Prac: Children & Families	3
SWK	790B	Field Practicum II (Child Welfare Prac/Setting) (Corequisite SWK Practice Elective)	6
SWK	XXX	Approved Graduate or Social Work Elective	3
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0
Total			15

Total Credit Hours Required

60

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Macro Curriculum Specialization
MINIMUM COURSE REQUIREMENTS

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy & Services	3
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	697	Research Methods I	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I (Corequisite SWK 675)	0
Total			15
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
SWK	761	Military Policy & Services	3
SWK	771	Social Work with Individuals	3
(Prerequisite SWK 675; Corequisites SWK 690B, SWK 693B)			
SWK	690B	Field Practicum I (Corequisite SWK 771)	3
SWK	693B	Field Practicum Orientation I (Corequisite SWK 771)	0
Total			15
<u>Semester III FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	762	Community Organization Practice	3
SWK	765	Financial Capabilities & Asset Building	3
SWK	775	Social Work Practice with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (Prerequisite SWK 730; Corequisite SWK 772, SWK 775)	6
SWK	793A	Field Practicum Orientation II (Corequisite SWK 772, SWK 775)	0
Total			18
<u>Semester IV SPRING</u>			
SWK	652	SW Policy II: Policy Practice and Advocacy (Prerequisite SWK 651)	3
SWK	763	Social Planning: Program Development and Program Evaluation	3
SWK	764	Leadership and Management in Social Work Administration	3
SWK	790B	Field Practicum II (Corequisite SWK Practice Elective)	6
SWK	793B	Field Practicum II (Orientation) (Corequisite SWK 790B)	0
Total			15
 Total Credit Hours Required			 63

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Elective: SWK 614- Social Entrepreneurship and Grantmanship is also an elective that is a part of the Macro Specialization.

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Military Curriculum Specialization
MINIMUM COURSE REQUIREMENTS

<u>Semester I</u> <u>FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	697	Research Methods I	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I (Corequisite SWK 675)	0
Total			15

<u>Semester II</u> <u>SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
SWK	761	Military Policy & Services	3
SWK	771	Social Work with Individuals (Prerequisite SWK 675; Corequisites SWK 690B, SWK 693B)	3
SWK	690B	Field Practicum I (Corequisite SWK 771)	3
SWK	693B	Field Practicum Orientation I (Corequisite SWK 771)	0
Total			15

<u>Semester III</u> <u>FALL</u>			
SWK	529	Social Work Practice w/Military Families (Prerequisite SWK 771)	3
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisites SWK 771, 730)	3
SWK	740	STEM-Health for Social Workers (Prerequisite SWK 626)	3
SWK	790A	Field Practicum II (Prerequisite SWK 730; Corequisite SWK 772, SWK 775)	6
SWK	793A	Field Practicum Orientation II (Corequisite 790A)	0
Total			15

<u>Semester IV</u> <u>SPRING</u>			
SWK	663	Trauma and the Military	3
XXX	XXX	Approved Graduate or Social Work Elective	3
SWK	715	Intervention Strategies/Military Fam & Personnel	3
SWK	790B	Field Practicum II (Corequisite SWK 715)	6
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0
Total			15

Total Credit Hours Required 63

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
School Social Work Curriculum Specialization
MINIMUM COURSE REQUIREMENTS

<u>Semester I</u> <u>FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	675	Social Work Profession (Corequisites SWK 690A, SWK 693A)	3
SWK	697	Research Methods I	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I (Corequisite SWK 675)	0
Total			15
<u>Semester II</u> <u>SPRING</u>			
SWK	639	Diversity, Inclusion, and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
SWK	771	Social Work with Individuals	3
		(Prerequisite SWK 675; Corequisite SWK 690B/SWK 693B)	
SWK	690B	Field Practicum I	3
SWK	690B	Field Practicum Orientation I	0
Total			15
<u>Semester II</u> <u>FALL</u>			
UED	670	School Law	3
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II	6
SWK	793A	Field Practicum Orientation II	0
Total			18
<u>Semester IV</u> <u>SPRING</u>			
UED/EDU	XXX	Educational-related Graduate Elective	3
XXX	XXX	Practice Elective	3
SWK	753	School Social World (Required Policy Elective)	3
SWK	790B	Field Practicum II (School Social Work Prac/Setting)	6
		(Prerequisite SWK 730; Corequisite SWK 772, SWK 775)	
SWK	793B	Field Practicum Orientation II (Corequisite SWK 790B)	0
Total			15

Total Credit Hours Required

63

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Clinical Curriculum Specialization
MINIMUM COURSE REQUIREMENTS **-Extended (3 Year/6 semesters)**

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	697	Research Methods I	3
Total			9
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion, and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
Total			9
<u>Semester III FALL</u>			
XXX	XXX	Approved Graduate or Social Work Elective	3
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	690A	Field Practicum I (Corequisite SWK 675)	3
SWK	693A	Field Practicum Orientation I (Corequisite SWK 771)	0
Total			9
<u>Semester IV SPRING</u>			
SWK	XXX	Policy Elective	3
SWK	771	Social Work with Individuals	3
		(Prerequisite SWK 675; Corequisite SWK 690B/SWK 693B)	
SWK	690B	Field Practicum I (Corequisite SWK 771)	3
SWK	693B	Field Practicum Orientation I (Corequisite SWK 771)	0
Total			9
<u>Semester V FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester VI SPRING</u>			
SWK	XXX	Practice Elective	3
SWK	790B	Field Practicum II	6
		(Prerequisite SWK 730; Corequisite SWK 772, SWK 775)	
SWK	793B	Field Practicum Orientation II (Corequisite SWK 790B)	0
Total			9

Total Credit Hours Required

60

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Child Welfare Curriculum Specialization
MINIMUM COURSE REQUIREMENTS-Extended (3 Year/6 semesters)

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	697	Research Methods	3
Total			9
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
SWK	736	Substance Abuse	3
Total			9
<u>Semester III FALL</u>			
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	690A	Field Practicum I (Child Welfare Prac/Setting)	3
SWK	693A	Field Practicum Orientation I	0
Total			9
<u>Semester IV SPRING</u>			
SWK	771	Social Work with Individuals (Prerequisite SWK 675; Corequisite SWK 690B/SWK 693B)	3
SWK	760	Child/Welfare Policy/Svs	3
SWK	690B	Field Practicum II (Child Welfare Prac/Setting) (Corequisite SWK Practice Elective)	3
SWK	693B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0
Total			9
<u>Semester V FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (Child Welfare Prac/Setting)	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester VI SPRING</u>			
SWK	XXX	Trauma/Inf. Clinical/Prac: Children & Families	3
SWK	790B	Field Practicum II (Child Welfare Prac/Setting) (Corequisite SWK Practice Elective)	6
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0



Total 9

Total Credit Hours Required 60

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Macro Curriculum Specialization
MINIMUM COURSE REQUIREMENTS-Extended (3 Year/6 semesters)

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	697	Research Methods I	3
Total			9
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
Total			9
<u>Semester III FALL</u>			
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	762	Community Organized Practice	3
SWK	690A	Field Practicum I (Macro Prac/Setting)	3
SWK	693A	Field Practicum Orientation I	0
Total			9
<u>Semester IV SPRING</u>			
SWK	765	Financial Capabilities & Asset Building	3
SWK	771	Social Work with Individuals	3
SWK	690B	Field Practicum I (Macro Prac/Setting) (Corequisite SWK Practice Elective)	3
SWK	693B	Field Practicum Orientation I (Orientation-Corequisite SWK 790B)	0
Total			9
<u>Semester V FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (Macro Prac/Setting)	6
SWK	793A	Field Practicum Orientation II	0
Total			12
<u>Semester VI SPRING</u>			
SWK	652	SW Policy II: Policy, Practice, and Advocacy (Prerequisite SWK 651)	3
SWK	763	Social Planning: Program Development and Program Evaluation	3
SWK	764	Leadership and Management in Social Work Administration	3
SWK	790B	Field Practicum II (Macro Prac/Setting)	6
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0
Total			15

Total Credit Hours Required

63

**Elective: SWK 614- Social Entrepreneurship and Grantmanship is also an elective that is a part of the Macro Specialization.

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
Military Curriculum Specialization
MINIMUM COURSE REQUIREMENTS-Extended (3 Year/6 semesters)

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	697	Research Methods I	3
Total			9
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
Total			9
<u>Semester III FALL</u>			
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
SWK	740	STEM-Health for Social Workers (Prerequisite SWK 626)	3
SWK	690A	Field Practicum I (Military Prac/Setting)	3
SWK	693A	Field Practicum Orientation I	0
Total			9
<u>Semester IV SPRING</u>			
SWK	761	Military Policies & Services	3
SWK	771	Social Work with Individuals	3
SWK	690B	Field Practicum I (Military Prac/Setting) (Corequisite SWK Prac-Elective)	3
SWK	693B	Field Practicum Orientation I (Orientation-Corequisite SWK 790B)	0
Total			9
<u>Semester V FALL</u>			
SWK	529	Social Work Practice w/Military Families (Prerequisite SWK 771)	3
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (Military Prac/Setting)	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester VI SPRING</u>			
SWK	663	Trauma and the Military	3
SWK	715	Intervention Strategies/Military Fam & Personnel	3
SWK	790B	Field Practicum II (Military Prac/Setting) (Corequisite SWK Practice Elective)	6
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0

Total 12

Total Credit Hours Required 63

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK
School Social Work Curriculum Specialization
MINIMUM COURSE REQUIREMENTS-Extended (3 Year/6 semesters)

<u>Semester I FALL</u>			<u>Credit Hours</u>
SWK	626	Human Behavior and Social Environment	3
SWK	651	Social Welfare Policy and Services	3
SWK	697	Research Methods I	3
Total			9
<u>Semester II SPRING</u>			
SWK	639	Diversity, Inclusion and Oppression	3
SWK	698	Research Methods II (Prerequisite SWK 697)	3
XXX	XXX	Approved Graduate or Social Work Elective	3
Total			9
<u>Semester III FALL</u>			
SWK	675	Social Work Profession (Corequisite SWK 690A/SWK 693A)	3
UED	670	School Law	3
SWK	690A	Field Practicum I (School Prac/Setting)	3
SWK	693A	Field Practicum Orientation I	0
Total			9
<u>Semester IV SPRING</u>			
UED/EDU	XXX	Educational-related Graduate Elective	3
SWK	771	Social Work with Individuals	3
SWK	690B	Field Practicum I (School Prac/Setting)	3
		(Corequisite SWK Practice Elective)	
SWK	693B	Field Practicum Orientation I (Orientation-Corequisite SWK 790B)	0
Total			9
<u>Semester V FALL</u>			
SWK	730	Differential Assessment (Prerequisite SWK 626)	3
SWK	772	Social Work with Groups (Prerequisite SWK 771)	3
SWK	775	Social Work with Families (Prerequisite SWK 771)	3
SWK	790A	Field Practicum II (School Prac/Setting)	6
SWK	793A	Field Practicum Orientation II	0
Total			15
<u>Semester VI SPRING</u>			
SWK	753	School Social Work (Required Policy Elective)	3
SWK	XXX	Practice Elective	3
SWK	790B	Field Practicum II (School Prac/Setting)	6
SWK	793B	Field Practicum Orientation II (Orientation-Corequisite SWK 790B)	0



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**THE ETHELYN R. STRONG
SCHOOL OF SOCIAL WORK**
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Total 12

Total Credit Hours Required 63

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:

1. 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.
2. If a conference with the instructor does not result in satisfactory resolution, the student should then consult the academic advisor.

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3. If the issues are not resolved, they should be brought to the Assistant Dean.

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

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. Academic failure will result in dismissal from The Ethelyn R. Strong School of Social Work.

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. 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 unsuccessful practicum semester when mounted.

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

*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.

INTERRUPTION IN FIELD PLACEMENTS

Norfolk State University School of Social Work plan to address temporary interruption of Bachelor and Master of Social Work students' field placements as a result of a national, regional or local event such as; communicable diseases, natural disasters, and/or civil unrest.

- If students are advised by their agency, field instructor, field agency supervisors, federal or state officials not to attend their field placement, or if safety concerns warrant a temporary disruption in field placement, students should **immediately** consult with the School of Social Work Faculty Field Liaison. The Faculty Field Liaison will notify the Director of Field Education.
- If the agency, field instructor or field agency supervisor does not interrupt field placement, the student should continue in field placement.
- If the student cannot continue in field placement because of personal discomforts, the student should contact the field instructor and/or agency field supervisor and faculty field liaison immediately before stopping field placement.
- The field instructor and/or agency field supervisor, faculty field liaison and the director of field education will determine protocol if the student appears not to be able to complete field hours by the end of the school semester.
- Faculty field liaisons will conduct virtual site visits.
- Faculty field liaison, field instructor and/or agency field supervisor conduct online trainings (field hours determined by the faculty field liaison, field instructor or agency field supervisor).

This policy addresses short-term field placement disruptions, with a maximum of 30 days. If the field placement interruption continues beyond a 30-day period, NSU School of Social Work Field Education Directors, Department Chairs, and Associate Dean will conduct a review. The review will determine the most appropriate response to support students in completing their field placement requirements. In efforts to fulfill the students' field hour requirements and educational competencies during temporary field placement interruptions the School of Social Work

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

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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 2021 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.

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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



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applicant will be granted admission for the semester that permits proper continuity of the
study sequence.