

DEPARTMENT OF SOCIAL WORK
MASTER OF SOCIAL WORK PROGRAM
ST. CLOUD STATE UNIVERSITY
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*In Candidacy with the Council on Social Work Education
Accreditation is retroactive to the first graduating class*

Academic Year: 2008-2009

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Linda Gensheimer, Ph.D. Field Coordinator
Jan Kircher, Ph.D.
Elizabeth Peffer Talbot, Ph.D. & MSW Program Director
Cath Stilwell, Ed.D.
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Accreditation

The Master of Social Work program is in the process of accreditation with the Council on Social Work Education (CSWE). The program is in candidacy and in good standing with CSWE. Accreditation by CSWE cannot occur until after the first class of MSW students have graduated. The program is on track to be considered for accreditation at the February 2010 board meeting of the CSWE Commission on Accreditation (COA). Accreditation is guaranteed to be retroactive to the first graduated class of the SCSU MSW program.

Process of Accreditation

All Master of Social Work programs are accredited by the council on social work education. Its authority extends over Social Work programs in the United States and Canada. CSWE accreditation is awarded only after programs meet CSWE Standards by extensively documenting their goals, objectives, curriculum, methods of evaluating the program, and have at least one graduated class. After the initial accreditation a reaffirmation of accreditation occurs four years later and every eight years thereafter.

In Minnesota social workers seeking to become licensed must show proof that they have graduated from a CSWE accredited program. The Minnesota legislature has authorized the Minnesota Board of Social Work to allow graduates from MSW programs in candidacy with CSWE to take the licensure exam and issue a provisional license for one year. This covers the time that it will take for the programs to sit for the accreditation visit. The *provisional license* automatically is converted to a *license* once the Minnesota Board of Social Work is notified.

The accreditation of an MSW program is a process that occurs over time. The first step in the accreditation process is for a University to submit a letter of intent to CSWE who authorizes the establishment of a program. A consultant with CSWE is appointed to work with the program as it prepares and submits the self-study which is a document that describes the program from the mission statement to the forms of evaluating the successful education of students. The self-study document is written in three phases and over a period of three years. These phases are known as Benchmark I, Benchmark II, and the Self-study. The benchmark I document prepares the program for candidacy. Once the benchmark I documents have been submitted a visit by a commissioner from the Commission on Accreditation occurs. The Commissioner reviews the documents, meets with the students, field instructors, faculty, and others, and makes a recommendation to the COA regarding the candidacy. Benchmark II is submitted the following year and a second visit from COA occurs. The Commissioner evaluates whether the program is ready to proceed toward accreditation or if the program should remain in candidacy for a second year. When permission to proceed toward accreditation is given, the third document is prepared. This is the final Benchmark document known as the self study. In October 2009, after the first class of MSW students has graduated a team of three commissioners will visit the program. This team of commissioners reviews the program, interviews faculty, students, graduates, and others, and makes a recommendation to COA regarding full accreditation. Once the program is accredited, *accreditation is retroactive* to the first graduated class of MSW students.

The MSW Program

The purposes of social work education are to prepare *competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems*. Social work education is grounded in the profession's history, purposes, and philosophy and is based on a body of knowledge, values, ethics and skills. Social work education enables students to integrate the knowledge, values, ethics and skills of the social work profession for competent practice.

Master of Social Work Program Mission, Goals, and Program Objectives

- **Mission of the MSW Program**

Our mission is to engage students in an educational program that prepares them to think critically and evaluate practice and programs and contribute to the body of social work knowledge through active research. Students will be prepared to work effectively and collaboratively as professional social workers to enhance human well-being and promote economic, political and social justice in a diverse and global society. Using justice centered and community based practice approaches, the MSW program will prepare social work professionals at the advanced generalist level who can practice across a variety of social service settings.

- ***Goals of the MSW Program***

1. To educate advanced generalist social workers who are grounded in the liberal arts and in the values and ethics, theories and practice interventions of the social work profession.

2. To prepare highly skilled and culturally competent advanced generalist social workers who actively seek to create change, promote social justice and human well-being at all system levels.
3. To educate advanced generalist social workers to think critically, conduct research, and to analyze social welfare policies, practice, and research, in order to advocate for social justice at all levels.
4. Prepare advanced generalist social workers to assume leadership positions in public and private sectors to effect social change and influence public policy.

- ***Objectives of the MSW Program***

Foundation objectives

Students will be able to...

1. Apply critical thinking skills within the context of professional social work practice.
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and its contemporary structures and issues.

6. Apply the knowledge and skills of a social work perspective to practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies.
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Use communication skills differentially across client populations, colleagues, and communities.
11. Use supervision and consultation appropriate to social work practice.
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Concentration Objectives:

Students will...

1. Use multiple theories for advanced generalist practice with populations and systems of all sizes, especially with vulnerable individuals and families in changing communities.
2. Integrate knowledge of social work values and ethics into advanced generalist practice with vulnerable individuals and families.
3. Conceptualize and implement collaborative partnerships with relevant community, state and federal organizations.

4. Conduct multi-dimensional assessments of complex issues that involve individuals and families, with an understanding of issues of diversity, discrimination, social and economic injustice, culture, spirituality, economics, and social relationships of all types.
5. Use a range of theoretical paradigms to evaluate the effectiveness of practice interventions with vulnerable individuals and families.
6. Apply analytical frameworks to policy development to improve services and expand programs for individuals and families in communities with scarce resources.
7. Demonstrate effective leadership skills in human service organizations including application of leadership theories and ethics, cultural sensitivity, and interpersonal problem solving skills.

The MSW program offers an Advanced Generalist track and is for full-time students only. The academic program requires students to complete 56 credit hours. This is achieved by completing 15 academic classes and registering for and completing three semesters of field placement (900 hours) under the supervision of an MSW practitioner. Students register for field education in the spring semester of the foundation year. Students are required to complete 300 hours of field education as an intern in an approved field placement during the foundation year. During the concentration year, students are required to complete 600 hours of field education as an intern. Students register for field education in the fall and spring semesters, as an intern at an approved

field site.¹ Advanced Standing students complete only the concentration year requirements.

MSW Plan of Study

The Council on Social Work Education requires that MSW program provide a program that allows students to complete the MSW degree within a time frame of two years. SCSU offers only a full time program for MSW students. The following is the two year schedule of courses. Students must take the following classes in the order in which they are presented. Students move through the program as a cohort.

Fall Semester	Foundation Year	Credits
610 (614)	Social Work Theory and Frameworks (Human Behavior and the Social Environment beginning fall 2009, 3 Credits)	3
611	Generalist Social Work Practice I	3
622	Research I	3
613	Social Work with Marginalized Populations	3
	Total Credits	12
Spring Semester	Foundation Year	
612	Generalist Social Work Practice II	3
620	Integrated Social Work Practice Seminar	4
621	Social Welfare Policy	3
625	Field Placement I (300 Hours)	4
	Total Credits	14
Fall Semester	Concentration Year	
630	Advanced Generalist Practice in Changing Communities	3
641	Advanced Generalist Practice with Organizations	3
633	Integrated Practice Seminar II	2
635	Field Placement II (300 hours)	4
699	Thesis (fall)	3

¹ **For more information** about Social Work courses, consult the SCSU Bulletin or the list of Social Work courses from the wall rack outside the main Department office. Course information from the SCS Undergraduate Bulletin also is available time line.

	Total Credits	15
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Spring Semester	Concentration Year	
631	Advanced Generalist Practice with Vulnerable Individuals and Families	3
642	Advanced Policy Practice	3
643	Integrative Practice Seminar III	2
645	Field Placement III	4
699	Thesis (spring)	3
	Total Credits	15

Grading Standards

A	96-100
A-	95-91
B+	87-90
B	86-84 Standard
B-	83-80
C+	79-77
C	76-74
C-	73-70

“An” An "A" reflects excellent work. It incorporates and evaluates original sources, ideas, examples beyond those available from the text or class. It analyzes issues beyond merely summarizing them or reporting. These expectations are in addition to those outlined at the B level. Such work cannot be achieved by waiting until the night before an assignment is due.

“B” A “B” reflects very good work and is the standard for graduate level work. It includes full creative development of each aspect of an assignment. It demonstrates an investment of time and original thinking. Writing is clearly organized with examples to clarify central ideas. It covers all aspects of the assignment and reflects and

understanding of social work values and ethics. All writing is proofread to remove grammatical and spelling errors, to avoid slang, cliché's and colloquialisms, is turned in at the assigned time and looks professional. Pages are numbered and in order.

The Department of Social Work

The Department of Social Work is located on the second floor of Stewart Hall. The Department office is in room 224 and is open from 8:00 a.m. to 4:00 p.m. five days a week during the nine month academic year. Office hours during the summer semesters are limited. The office telephone number is 320-308-3139; the FAX number is 320-308-3285. The web page is www.stcloudstate.edu/socialwork

The Department has 12 full-time faculty with offices down the hall from the Departments main office. The administration of the Department formally rests with this faculty who collaborate in the design, implementation, and evaluation of curriculum and administrative policies and procedures. The Department is organized collectively with all decisions made by this faculty as a whole. Every three years faculty nominates a Chair from among them who coordinates many of the Department activities and acts as a facilitator for decision-making. The Chair of the Department is Gary Whitford, PH.D. His office is Stewart Hall 236; his email gswitford@stcloudstate.edu. The MSW program director is Elizabeth Talbot, Ph.D. Her office is 231 Stewart Hall. Her telephone number is 308-2981. Her email is ebtalbot@stcloudstate.edu.

MSW Program Advisory Committee

The MSW program has an advisory committee. The advisory committee is comprised of social work practitioners with an MSW degree. Because St. Cloud is a changing community that includes a diverse group of citizens and immigrants, an attempt

has been made to obtain insight from other ethnic groups. Therefore there may be members on the committee who do not hold an MSW degree but are practicing in the field of social services.

The role of the advisory committee is to advise the faculty of issues that arise in the field that impact students and agency staff, changes in the field regarding working knowledge needed for client interaction, changes in the communities, and the need for master degreed social workers. Advisory committee members also review the field manual and field syllabi and make recommendations for change. They recommend agencies for potential field sites. They participate in the recruitment of students for the program by distributing recruitment material to persons in their agency. As they network in their own communities they recommend the SCSU MSW program to their constituents. They recommend conferences and other opportunities for the SCSU faculty to exhibit information about the program. Advisory committee members attend at least one committee meeting a year. Currently there are 12 members of the MSW Advisory Committee. They are as follows:

- Sunny Sinh Chanthanouvong, Director Lao Assistance Center
- Claire Garcia, Clinical Director, VA Medical Center
- Jeremiah Hawkins, Bridge for Runaway Youth
- Tim Jeffrey, Stearns County Human Services
- Craig Martin, Central Minnesota Sexual Assault Center
- Dennis McGuinness, Memory Disorders Clinic
- Sarah Meisinger, VA Medical Center
- Mike Rivard, Chair of the Department of Social Work St. Cloud School District

- Frank Sandelin, Todd County Social Services
- Marissa Sharbono, Stearns County Human Services Children's Mental Health Unit
- April Stadtler, Paynesville Area Health Care System
- Gretchen Welch, P.A.T.H.

Admission to the Master of Social Work Program

All applications are submitted and reviewed by the Graduate School before being forwarded to the Department of Social Work. Students who are accepted into the MSW program must first meet the admissions standards established by St. Cloud State University. New students are admitted to the MSW program beginning in the fall semester only.

Requirements for Admission to the MSW Program

The Department of Social Work MSW Program requires that students have a GPA of 3.0 or higher for all undergraduate studies. Submit GRE scores of at least 480 on the verbal exam and 520 on the quantitative exam. The following prerequisites, must be completed *before* a student is allowed to begin the MSW program: human biology, statistics, human life cycle development and three (3) additional courses in the social/behavioral sciences. This content includes classes in the disciplines of anthropology, sociology, economics, political science, psychology, history, human relations. Students are asked to submit a 3-5 page essay describing how their career goals are consistent with the programs mission statement and describing a social justice issue that they hope to address as an MSW. All students are required to have a minimum of 2 years of social service or social service volunteer experience post bachelor degree. Advanced standing students must have graduated from an accredited BSW program

within seven years of beginning the MSW program. The program does not give social work credit for life experiences or previous work experiences.

National Association of Social Workers Code of Ethics

The National Association of Social Workers (NASW) is the largest professional organization representing social workers in the United States. It keeps its members apprised of changes in the field through educational meetings, conferences, and publications, and advocates for clients, agencies and the profession through social welfare legislation. Activities occur on the national, state, and local level. All MSW students are encouraged to become members of the NASW and to actively participate with the local chapter of NASW, and at the state and national levels. ²

Student Participation in Department Policy and Program Evaluations

The Social Work faculty is responsible for setting and implementing Department policies. These policies include the content of the curriculum, the process for admission into the Major, the time and frequency of course offerings, and many other decisions that directly affect students. Students are able and encouraged to have input in the Program in several ways.

- Any individual or group of students may discuss an idea or concern with a faculty member and ask that faculty member to bring it to a Department faculty meeting. It is strongly suggested that students put their ideas or concerns in writing so that the faculty member accurately represents them.
- Any individual or group of students may request the Program Director to schedule

² **For more information** go to the national and state NASW websites: www.naswdc.org or www.naswmn.org.

time at a Department faculty meeting during which the student or group can present their own ideas or concerns. A request for this should be made with the realization that the student presentation cannot necessarily be scheduled to occur at the very next faculty meeting.

- The MSW program director may hold open meetings each semester to listen to student ideas and concerns. Any student is welcome to directly voice or propose new ideas or share concerns.
- Faculty periodically bring questions to students in the classroom and survey student responses so the Department has more information with which to make decisions about such matters as scheduling courses. Faculty also conduct demographic surveys of students and alumni surveys to gain information to help assess the educational process offered within the Department.

Program Evaluation / Assessment

The Council on Social Work Education requires the MSW program to evaluate the attainment of the program goals and objectives. Students are asked to cooperate with these evaluations through the completion of surveys and students' evaluation of course learning objectives at the end of each semester. Students' names are not required to be provided on the forms. The students' responses will have no impact on the earned grade.

ACADEMIC ADVISING

The Social Work Department faculty value academic advisement and are available to meet the advising needs of potential and admitted graduate social work students. Faculty members post their office hours outside of their office doors and on their course syllabi. The office manager has a copy of faculty office hours in the Social Work Office. Contact

information is also available on course syllabi such as email addresses, phone numbers and fax numbers.

The MSW program director answers email and phone requests for information and works with the graduate school when needed. The director of the MSW program is the assigned academic advisor for the graduate student. Students may request another advisor by completing a change of advisor form from the Social Work office. And, during the concentration year, when the student has identified a chair person for the thesis project, the student should complete a change of advisor form to reflect the thesis chair as the advisor.

You should make an appointment with your advisor to discuss your academic goals. You also need to make an appointment with the Field Educator to discuss your field interests and to begin making plans for your first field placement.

Transfer Students

On a rare occasion a student transfers from another MSW program. The program director handles the transfer of credits with the approval of the MSW program committee. The decision to accept the transfer of credits is dealt with on a case by case basis and is the discretion of department. The department may choose to accept appropriate equivalencies from another accredited program with the exception of credit for practice classes and field placements. Students who request the transfer of credit must provide the MSW program director with a syllabus of the course taken, evidence of a passing grade of a B or better, and a completed transfer of credit form.³

³ **The Transfer of Credit** form can be obtained from the Department of Social Work office.

Students should consider carefully a decision to transfer from one MSW program to another. Courses in graduate social work programs are developed specifically for the program educational track and in support of foundation courses. Not every course will transfer and transfer students might be required to take additional courses in the SCSU program in order to have content required for the Advanced Generalist track.

Student Files

MSW graduate students have a file in the Department's main office. This contains a copy of the application, letters of recommendation, transcripts, and the 3-5 page essay required by the department for admission, the letter of admission to the program, and other letters to the student regarding their admission and/or status in the program. Field evaluations are also placed in the students' academic files.

The confidentiality of student files is important. Therefore, student files are kept in a locked cabinet. Students have the right to review their own file. A student who would like to review their file should contact their advisor who will retrieve the file for the student. When the student is finished with the file, it is returned to the faculty member who returns the file to the cabinet.

After graduation students may choose to remove materials for their own use. Files are retained by the Department for a period of three year after graduation before being routinely destroyed by the University. The Social Work Department adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy rights of students 18 years or older.

State of Minnesota Board of Social Work

The mission of the Minnesota Board of Social Work is to establish and enforce professional standards to assure that quality social work services are provided to the citizens of Minnesota. The Board is a state agency that establishes and enforces standards for licensure, conducts licensing exams throughout the year, and monitors social workers' on-going professional development so as to assure licensed social workers continuing competency. It also monitors ethical practice and provides information to the public on the purpose of the Board and how to register complaints regarding unethical practice.⁴

There are several MSW programs in Minnesota in the process of accreditation. The Minnesota legislature has passed a resolution allowing the State Board of Social Work to issue a provisional license to graduates of programs in candidacy. The license is valid for one year. This will allow the student a license during the time the program is sitting for the initial accreditation.

The State of Minnesota Board of Social Work is located at 2829 University Ave SE, Suite 340 Minneapolis, Minnesota. Telephone: 612-617-2100 or (888) 234-1320. For hearing and speech relay, 800-627-3529, and by email: social.work@state.mn.us. The web site address is: <http://www.socialwork.state.mn.us/>.

ENROLLMENT

Enrollment in Social Work Courses

MSW courses are closed courses and students must be cleared for enrollment. Once the schedule of courses is released, students should email the Department of Social Work office manager with the course number and course ID number in which the student plans

⁴ **For more information** go to the Board of Social Work website: www.socialwork.state.mn.us.

to enroll. The office manager will clear the student for registration. Student may register for courses on line. Pin numbers are provided to the student by the Graduate School. Please do not lose the pin number. If a student loses the pin number, please contact the graduate school.

Exceptions to Regular Curriculum

The MSW program has a planned curriculum. Courses are offered in a specific sequence designed for students to complete the program over a period of two years. We do not have a part-time program. We understand that sometimes illness or other family emergencies may occur that will delay the student's progress through the program. If for any reason you cannot follow the sequencing of courses you may request an exception. An Exception Form is available from the office manager in the Social Work office. With this form you need to explain your circumstances and justify taking courses out of sequence. Then submit the Exception form request to your academic advisor. The advisor will bring your request to the attention of the MSW program committee and make a determination. However, exceptions will be granted only under unusual circumstances.

Termination from the Social Work Program

The Department of Social Work adheres to the SCSU Graduate School guidelines surrounding termination and has established additional policy within the department. The graduate bulletin states: "A student may be terminated from a graduate program and the School of Graduate Studies 'for cause' based on the recommendation of the adviser/graduate committee, the department chairperson, and the graduate dean. 'For cause' includes professional judgment of the department and the graduate dean that the

student does not meet the academic or professional standards required for a student earning a graduate degree.

St. Cloud State University maintains a Code of Conduct for all Students. (See the SCSU Student Handbook online.) Appropriate conduct is expected of all SCSU students while they are engaged in the activities of their education. Violations of local, state and federal law can result in University discipline or termination.

Any Social Work student can be discontinued from the Social Work program as a result of academic dishonesty or failure to inform the Social Work Department of circumstances that could hinder her/his ability to be a social worker.

Graduate students must maintain a cumulative GPA of 3.0. Students who fall below the 3.0 standard for graduate course work will have two semesters to obtain a cumulative GPA of 3.0. If the student is not able to bring the cumulative GPA to 3.0 within two semesters, she or he will be dismissed from the program.

MSW students are required to adhere to the NASW Code of Ethics that defines the ethical principles of the profession and delineates the values and ethical standards relevant to the professional activities of all social work practitioners. Termination from the MSW program can be recommended if a student is considered to have violated the Code of Ethics.

Any faculty member who is concerned about a student's continuation in the program for any of the above stated reasons will file a form for recommended termination with the Chair of the Social Work Department. This will specify the cause for concern in as much detail as possible, clearly identifying the behaviors that justify a possible termination of a student from the major.

The Chair of the Department of Social Work will notify the faculty that a student has been recommended for termination. The case would be discussed at the next faculty meeting. If the faculty agree on the need to explore the issue further the student will be sent a letter informing her/him that a committee of three faculty will review the issue and gather any information necessary and then make a decision. The student is encouraged to cooperate with requests the faculty may have to complete the review. This may include an interview with the student to give the student an opportunity to discuss the circumstances that were the cause of concern. The committee will then make a report and a recommendation to the faculty at the next faculty meeting. The faculty may decide to:

- Drop concern for termination
- Recommend the student meet specific conditions to continue the program
- Terminate the student from the program

The student may appeal the decision of the Department to the Dean of the College of Social Sciences.

ACADEMIC PERFORMANCE

Requirements for Academic Achievement

Master of Social Work students are expected to maintain a cumulative GPA of 3.0. A B is the standard grade for graduate social work education. Students must retake any course for which a grade of C- or less is earned. A student may not receive credit for more than one course in which a C is earned. The MSW student association may discuss if membership to an honors society is desired.

MSW Student Association

At this time a formal MSW student association has not been formed. Students interested in forming an MSW student association may talk to the Director of the MSW Program and request assistance. The MSW program director will inform the MSW program committee when this activity is taking place. We realize that most of our MSW students are also employed in full-time or nearly full-time positions. And, we realize that time constraints may continue to prohibit the formation of a student organization.

RESOURCE REFERENCE LIST

	Phone	Room
• Academic Affairs	308-3143	AS209
• Academic Learning Center (Tutoring)	308-4993	CH236
• ADAPT (Alcohol/Drug Awareness prevention)	308-4850	HiH
• Advising Center	308-6075	CH210
• Affirmative Action	308-5123	AS208
• Atwood Information	308-4636	
• Business Services (Tuition, Fee & hold Payment)	308-4003	AS122
• Bookstore	308-1489	CH
• Career Services (Placement files, resume information, job information)	308-2151	CH215
• Computer Assistance <ul style="list-style-type: none"> ○ Help Desk (Computing & Technology) 	308-2077	
• Computer Lab	308-2068	
• Counseling Center (Career/personal)	308-3171	SH103
• Escort Service	308-3333	
• Fitness Center	308-3613	HaH S102
• Financial Aid	308-2047	AS106
• Food Services	308-4206	Atwood
• Graduate School	308-2113	AS121
• Health Services	308-3191	HiH
• Lindgren Child Care Center	308-3296	ECC122
• Math Skills Center	308-3840	CH224
• Multicultural Student Services	308-3003	AMC154
• Public Safety	308-3333	
• Records & Registration (Transcripts, transfer credit evaluations, change of address or name, applying for graduation, academic probation, suspension, NCAA compliance, teacher	308-2111	AS118

licensure, confidentiality of public information, residency or reciprocity status for tuition, military credits, VA financial assistance, registration question, etc.)

- | | | |
|---|----------|--------|
| • Sexual violence Prevention Program | 308-3995 | |
| • Student Disability Services | 308-3117 | CH202 |
| • Technology Support Line | 308-8324 | |
| • Veterans Program | 308-2185 | AMC129 |
| • Volunteer Connection | 308-5693 | AMC139 |
| • Women's Center | 308-4958 | WC |
| • The Write Place
(Assistance with writing skills) | 308-2031 | R118 |

Academic and Professional Expectations

Academic and Professional Responsibilities for Behavior

You are expected to learn, practice, and model the skills inherent in professional behavior. However, critical thinking and clear, respectful communication also are basic to success in your academic education overall and to participation as a citizen in this democracy. Civil behavior is expected in the classroom, and in all of your interactions with faculty and your social work colleagues. Civil conduct is not limited to but does include the following:

- Attend all scheduled classes unless you are too ill to attend
- Prepare before class so as to think critically and speak clearly about assignments
- Participate verbally so others can learn from your insights
- Ask questions for clarification
- Show respect for peers, guests, and professors by responding to their ideas
- Participate non-verbally by practicing professional listening
- Carry yourself as a professional
- Learn from, rather than resent, feedback

- Collaborate fairly by sharing responsibility in teams projects
- Offer input and leadership in small and large group exercises and discussions
- Identify your own strengths and use them
- Identify areas needing to be strengthened and work on them
- Identify how the NASW Code of Ethics applies to your behavior as a student

Students will assess themselves and be assessed by the professor. Faculty members and students use the following scale in every Social work course with room included for full comments.

Standards for Preparing All Written Work:

Student work must be consistent with standards set by the American Psychological Association (APA). An APA manual can be purchased at the University Book store. The library has APA standards on line and is easy to locate.

Citations and bibliographies in written texts must comply with APA standards. The library has a program called “Ref works” that is very helpful when writing and developing bibliographies. Use your spell-check and grammar-check located in the tool bar of your computer program to assist you in the professional presentation of your paper. However, computer programs can make errors and material should be reviewed for accuracy.

All written work should be submitted on standard white paper, typed and printed. All pages, except for the cover sheet, should be numbered at the top of the page and in the right hand corner. Students should use 12 font type and Times New Roman.

Include a cover sheet stating your name, course name, date, and assignment title. Cover sheets are not numbered. Use language that is inclusive regarding gender. For

example, don't write "he" if you mean him and her. Other ways of expressing either gender are he/she or s/he.

Resources for Writing

The Write Place in Riverview 118, 320-308-2031, is open daily to help you improve your writing skills. Grammatical advice and the APA citation style can also be found on their websites <http://leo.stcloudstate.edu/#commas>. As an ongoing reference for writing is:

- Szuchman, LT & Thomlison, B. (2004)
- Writing with Style: APA Style for Social Work (2007).

These books are available in the University book store.

Most social work courses have written papers as part of the requirements for completion of the course. For these assignments the following rubric is used in part to determine your grade.

Policies for All Department of Social Work Courses

1. As a student in any social work course you have a right to be treated with dignity and respect by the professor and by the other students in the room.
2. As a student in any social work course you have the right and responsibility to grow as a critical thinker. As a graduate student critical thinking is expected in the integration and application of the NASW Code of Ethics.
3. As a student in any social work course you have the right to have your academic efforts supported by other students and by your professor and have a responsibility to support the academic efforts of others. At times, support will mean being challenged.

4. As a student with a disability you have the right to accommodation to enable you to satisfy course objectives in this class. Express your needs privately to the faculty person and/or to Student Disability Services in Centennial Hall Room 202.
5. As a student in any course you must abide by the University's Code of Conduct. This is available in the University Student Handbook and on line at <http://www.stcloudstate.edu/studenthandbook/code/conduct.asp>.
6. As a student in any course you must not intentionally or knowingly participate in academic dishonesty in the form of cheating, plagiarism or fabrication of work. This is described more fully as the first example of prohibited conduct in the University Student handbook. Engaging in academic dishonesty will have negative consequences for your grade in the course.
7. If you need to communicate with the professor, try all of these alternatives: visit the professor during office hours; e-mail a message to the address on page one of the syllabus; phone or FAX the professor at the numbers listed on page one of this syllabus.
8. If you are dissatisfied with your final grade in this class, please contact the faculty that issued the grade. It is good social work practice to go to the person with whom you have a problem and attempt to come to a resolution. If you are unable to reach a resolution and still feel that you deserved a better grade, please consult the University Student Handbook for the Grade Appeal Process.

9. If you have other concerns about a class, please communicate to the professor in person. It is good social work practice to go to the person with whom you have a problem and attempt to come to a reasonable resolution. If you still have a problem with the professor after attempting to come to a resolution please you should consult the University Student Handbook for the Student Complaint Process. The Department Office has forms on which you can document a concern to begin a resolution.
10. Social work professors expect assignments to be completed on time. This is consistent with professional responsibility. Your assignments will be graded down for lateness.
11. Social work professors expect you to be pro-active in informing them beforehand if some unusual circumstance will cause you to be absent from class, miss an exam, or delay turning in an assignment. Any changes must be negotiated with the professor. Failure to do so will likely prevent you from being able to make up the work.
12. Social work professors also expect that you will not be absent from class. Social work is an interactive profession that is mirrored in the academic environment through conversations about the assigned reading material, lectures, class activities, guest speakers, etc. Therefore an attendance policy has been implemented that allows for only one absence without affecting the final grade.

Student Rights

1. To be informed about the social work program including its mission, goals, objectives, policies and procedures.
2. To know the purpose of each social work class in which you are enrolled and how each class fits into the overall social work curriculum. To also know the expectations of the class and methods used in assigning a grade. This right means that course syllabi should specify the relationship of course activity to the program objectives, the connection of the course to the rest of the curriculum, the assignments and methods of grading and evaluation. It does not mean that assignments and methods of grading and evaluation cannot be revised somewhat by the professor.
3. To get faculty support for their ideas and actions that promotes social justice.
4. To get support from your academic advisor who will meet with you to help you understand the social work program and make informed choices about your education and career.
5. To have social work faculty who uphold the values of the profession and act as professional role models.
6. To participate in the ongoing development of the social work program and participate in the development of Department policies and procedures. This right is limited to the right to give input. All final decisions rest with the faculty, who by contract, are responsible parties for setting departmental policy and procedure.
7. To appeal all decisions made by the Department that directly affect you as an individual student. This includes decisions about admissions, eligibility to enroll in specific classes, and possible termination from the program.

8. To learn in an environment that supports diversity and is free from discrimination or harassment based on age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex or sexual orientation.

Students' Responsibility

Social work students are expected to treat faculty, staff and peers with dignity and respect. In addition, all students have the following responsibilities:

1. To learn about and work for social, economic, and political justice.
2. To uphold the values and ethics of the profession.
3. To abide by the SCSU Student Code of Conduct that includes among other responsibilities: academic honesty and other behaviors that support rather than intimidate members of the University community.
4. To attend classes, participate, and contribute to the learning in the classroom and to turn in assignments when due.
5. To pursue education with openness to learning about new ideas, about human diversity, and about yourself in relationship to others.
6. To inform the Department about barriers such as active chemical abuse that may interfere with the ability to effectively practice social work.
7. To pursue Social Work education in an active manner taking primary responsibility for your own learning. This requires progressive movement toward self-directed learning and where faculty are viewed as guides, facilitators and collaborators in the learning process.