



**Department of
Social Work & Youth Services**

**Master of Social Work
Policy Manual**

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Author: Kim Johnson, Director of Field Education**

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INTRODUCTION

This manual provides information about the Master of Social Work program in the Department of Social Work & Youth Services at Saginaw Valley State University. This material is provided to assist students in successfully completing their program of study in the department. Students should familiarize themselves with the information and policies contained in this document. Questions about these policies may be directed to the Director of the Master of Social Work program, the Chair of the Department of Social Work & Youth Services, or the student's assigned faculty mentor.

The Department of Social Work & Youth Services is committed to preparing graduate students for service to vulnerable populations and to be leaders in health and human services agencies in the region and across the United States. Our primary mission is to prepare students for professional social work practice. Our graduates are prepared to help clients deal with problems and obstacles in their lives and communities, have healthier relationships, and meet their full potential. Alumni from our MSW program will include those who work with adoptions, advocacy, child abuse, child and family services, community organization, foster care, gerontology, hospice, juvenile justice, mental health, political advocacy, public benefits programs, research, schools, and substance abuse.

Mission

Consistent with the mission of the University and requirements of the Council on Social Work Education EPAS (2015), the mission of the Department of Social Work & Youth Services at SVSU is to promote social welfare and well-being for residents of Great Lakes Bay region, the state of Michigan and beyond through advanced generalist education about evidence-based social work practice and advancement of knowledge about social problems. We seek to educate ethical, effective, and diversity-aware advanced generalist social workers who are prepared to provide interprofessional services that promote human rights and social, economic, and environmental justice to the oppressed peoples and institutions that reside in rural, suburban, and urban areas. Graduates from our program will be prepared for leadership in direct and indirect practices that empower individuals, families, groups, and communities.

Program Goals

Graduates of the SVSU MSW program will be prepared as Advanced Generalist social workers. The MSW program will equip students to:

- Work in interprofessional settings utilizing a multi-systemic and diversity-competent approach.
- Contribute to the empowerment of individuals, families, groups, organizations and communities through students' active resistance to societal mechanisms of oppression and discrimination.
- Become ethical producers and consumers of practice-informed research, policy development, and evaluation.
- Utilize relevant knowledge about human behavior in the social environment to serve and shape policy and practice for the pursuit of a socially just society.
- Promote the social welfare and well-being of residents of the Great Lakes Bay Region through experiential and immersive community service, research, and program

development.

The mission and goals of the department are published on our website:

<https://www.svsu.edu/socialwork/about/>

Accreditation

The Master of Social Work (MSW) program is in candidacy for accreditation by the Council on Social Work Education (CSWE). Students who graduate from our program are eligible for licensure at the LMSW level with the State of Michigan.

As an accredited program, our curriculum is aligned with the Educational Policy and Accreditation Standards (EPAS) of CSWE. Thus, students matriculating with a Master of Social Work degree will demonstrate competency in these nine areas:

- 1 –Demonstrate Ethical and Professional Behavior
- 2 –Engage Diversity and Difference in Practice
- 3 –Advance Human Rights and Social, Economic, and Environmental Justice
- 4 –Engage in Practice-informed Research and Research-informed Practice
- 5 –Engage in Policy Practice
- 6 –Engage with Individuals, Families, Groups, Organizations, and Communities
- 7 –Assess Individuals, Families, Groups, Organizations, and Communities
- 8 –Intervene with Individuals, Families, Groups, Organizations, and Communities
- 9 –Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Each of these competencies is linked with specific practice behaviors that are measured throughout the program.

A complete list of the program goals, competencies and practice behaviors can be found at:

<https://www.svsu.edu/socialwork/about/programobjectives/>

All aspects of the social work program are congruent with the National Association of Social Workers Code of Ethics: <http://www.naswdc.org/pubs/code/default.asp>, as well as the policies of Saginaw Valley State University.

Detailed information about the MSW program is available in the Saginaw Valley State University catalog: <http://svsu.edu/catalog/>

History

Social work courses were first offered in the Department of Sociology in 1970. A full social work major began in 1973. In 1983, the Bachelor of Social Work program at SVSU was fully accredited by the Council on Social Work Education (CSWE), and has been continuously accredited since that time, most recently in 2012. Over 1,500 BSWs have graduated from SVSU.

Over the past 40 years, the Department of Social Work & Youth Services at SVSU has

established an excellent reputation in the human services community throughout the region. It also has an outstanding reputation with graduate schools in Michigan that offer a Master of Social (MSW) degree. Graduates find that the quality of the social work program at SVSU is unsurpassed and that they are well prepared for professional social work practice and for graduate education. Employer surveys indicate an overwhelmingly positive view of MSW graduates from SVSU. Graduate schools describe students from the social work program at SVSU as being second to none in their preparation for graduate education.

In Fall 2017, the Department of Social Work & Youth Services proposed a Master of Social Work program with an Advanced Generalist focus. The MSW program has been approved by SVSU's Graduate Committee and has been ratified by the Faculty Association. The first class of Regular MSW students is scheduled to begin in Fall 2017, followed by the first class of Advanced Standing MSWs in Spring 2018.

Non-Discrimination Policy

Saginaw Valley State University and the Department of Social Work & Youth Services are committed to a policy of equal employment opportunity, equal education opportunity and nondiscrimination in the provision of educational and other services to the public.

The University's anti-harassment / nondiscrimination policy is found in the University's Operations Manual:

Saginaw Valley State University ("University") is committed to providing work and learning opportunities without regard to age, color, disability, gender identity, genetic information, height, marital status, national origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, weight, or on any other basis protected by state, federal, or other applicable law, and to achieving its objectives in compliance with applicable federal, state and local laws and regulations that prohibit discrimination:

<http://www.svsu.edu/operationsmanual/employeerelations/252discrimination%2Csexualharassment%26racialh/>

The Department of Social Work & Youth Services non-discrimination policy is:

The Department of Social Work does not discriminate on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, or mental or physical disability. This policy applies to students, employees, volunteers, field placement supervisors, faculty members, Community Advisory Committee members and anyone else who may have contact or business with the program on any basis.

Reporting Incidents of Discrimination or Sexual Harassment

Any student who experiences discrimination or harassment in any activity related to the University should immediately report the incident to her/ his faculty advisor, program director, and the University Title IX coordinator at (989) 964-4397.

EXPECTATIONS OF SOCIAL WORK STUDENTS

Students in the MSW program are expected to demonstrate professionalism in every aspect of the program. An important part of the program's curriculum is the development of knowledge, values and skills in working with difficult people, in stressful situations, in complex environments, and in interprofessional settings. Achievement of the MSW degree requires mastery of the content and demonstration of the EPAS competencies. Leadership in human services demands self-control, self-awareness, fidelity to others and to the profession, and commitment to the values exemplified in the NASW Code of Ethics.

Removal from the MSW program can occur for three reasons: academic dishonesty or cheating, academic performance that falls below that required by the program in the University catalog, or failure to demonstrate adherence to professional ethics and behavior standards.

Academic Integrity

The university's policy on academic dishonesty can be found in the SVSU Student Handbook. It allows faculty members to fail students in courses where academic dishonesty has occurred and allows for faculty to refer students to the University Conduct Review process, and the MSW program uses this policy as a guide in our courses.

Social work students are expected to demonstrate integrity in their conduct as students and social work professionals. Plagiarism is one form of academic dishonesty that carries severe penalties in higher education. Some forms of plagiarism are familiar to students, such as copying others' work, or submitting the work of another under the student's own name. Other forms of plagiarism are less well-known, and include using ideas from classes or readings in papers or presentations without reference to the source of the ideas. Any ideas, *even when paraphrased by the student*, which are unique to the source, or which you would not be expected to know unless you had access to those ideas, must be given credit by citing the source of the ideas. Students who submit plagiarized work will not be given credit for that work, and will be referred to the student conduct process.

Critical thinking is a closely related issue, and is particularly relevant when completing papers, projects, and reports in the Social Work program. Critical thinking is a requirement of the social work program, and requires that students demonstrate the ability to think independently and to synthesize material. Students who string together lengthy quotations throughout a paper, even when appropriate reference citations are used, are not completing original work. Social workers are expected to think about and evaluate written and spoken material, integrate ideas with social work knowledge and values, and make decisions independently.

Students who demonstrate academic dishonesty may be referred to the College of Health & Human Services Professional Conduct Committee, or to the University Office of Student Conduct Programs. Please refer to the SVSU student handbook for other responsibilities regarding academic work: <http://www.svsu.edu/studentconductprograms/policies/academicintegritypolicy/>

Academic Performance

Removal from the program based on academic performance is based on the following policy, found in the University catalog:

Students in the MSW program must maintain a GPA of 3.0 or higher to continue in the program. No grade of 'C', 'D', or 'F', may be counted toward the degree. Students earning less than a 'B' on any course in the program may repeat the course only one time. A student receiving a grade of less than a 'B' in any course will be required to participate in an academic review and advising process prior to continuation in the program.

The program policy states that any MSW student who fails to maintain the required GPA or who fails to pass program courses with the minimum grades can be dismissed from the program; however, this procedure will require a hearing for the student and provide all the protection inherent in the rights of due process. Students who are removed from the major are entitled to due process in any appeal of the probation or suspension decision, as outlined in the SVSU Student Handbook: www.svsu.edu/studentaffairs/studenthandbook/

Professional Ethics and Behavior

Faculty and administrative staff in the Department of Social Work & Youth Services continuously monitor and evaluate student conduct, with the aim of identifying and assisting students who are struggling with professionalism. Adherence to NASW Code of Ethics is required for students in the program; upon application for admission to the program, students sign a statement pledging to uphold the Code of Ethics. The Rubric for Assessing Professional Behaviors is included in Appendix A, and is one tool that may be used in this monitoring process. Students must demonstrate the ability to maintain scores of 3 or 4 in each of the 15 professional behavior areas listed on the rubric to be considered for a field placement, as these are the expected professional behaviors of social work interns and professional social workers.

Students are expected to demonstrate professional conduct in all aspects of the academic setting, including in the classroom and community settings. Professional conduct encompasses interpersonal communication, fair and respectful treatment of others, demonstrated responsibility in meeting program requirements, and honesty. Students who violate the professional ethical standards set by the Department of Social Work or the National Association of Social Work may be subject to referral to the University or College of Health & Human Services Professional Conduct Committee review processes. Professional conduct is part of the academic program, and a student's success in the program depends, in part, on her/his understanding of and adherence to the NASW Code of Ethics, as well as the University's conduct policies.

Students whose conduct violates standards of ethical or professional behavior may be dismissed from the program. The University also has policies regarding violations of the Code of Student Conduct which can include sanctions ranging from a warning to expulsion. The same policy includes due process protections and procedures for appeal (SVSU Student Handbook). All social work students are subject to these university policies and procedures in areas outside the purview of the department.

In matters related to the student's conduct in the program, the social work faculty follows a process intended to assist the student in rectifying the conduct prior to dismissal. Whenever a student is

found to be in violation of department standards for ethical behavior and/or University conduct standards, including academic integrity, the department may require the student to meet with a faculty advisor, or the department faculty, develop a voluntary behavior plan for the student addressing the concern, or refer the student to the College of Health & Human Services Professional Conduct Committee.

The social work faculty maintains the right to counsel students and/or refer students to the College of HHS Professional Conduct Committee, when student behavior demonstrates a lack of suitability for the social work profession. The Professional Conduct Committee, comprised of representatives from the College of HHS, is designed to consider and make recommendations to faculty and staff concerning possible ethical breaches. The purpose of such actions is to assist and redirect students who are not making a positive and appropriate adjustment within the social work curriculum. A description of the Professional Conduct Committee and its processes are included in this Student Handbook.

If attempts to address the concern are unsuccessful, the program will use the process outlined here to address the concern more formally:

- The student is first notified in writing of the concern by the Director of the program.
- The student is then given an opportunity to respond to the concern, both in writing and verbally, to the Director of the program.
- The Director, in consultation with the program faculty, makes a decision for dismissal or for a formal remediation plan.
- The Director informs the student, in writing, of the decision. The student is also notified that she / he is entitled to a hearing with the protection of due process as provided for by the University.

Leave of Absence

Students may take a leave of absence from classes for a variety of reasons. The following policies apply to students who take a leave of absence:

- Any student who does not enroll for courses at SVSU for six consecutive semesters will be required to reapply to the University.
- Any MSW major who does not enroll for social work classes for an entire academic year may need to reapply to the program.

Students considering a leave of absence should contact their faculty advisors prior to the leave to discuss their plans and get appropriate advising.

Attendance Policy

It is the policy of the Department of Social Work & Youth Services that missing more than 25% of class sessions will result in a failing grade regardless of whether the absences are excused or unexcused. Students who miss more than 25% of class sessions will be asked to withdraw from the course or will receive a failing grade in the course.

The Department of Social Work & Youth Services recognizes that there are some circumstances

where attendance accommodation is necessary. These occasions are ones which have been communicated to the instructor by the student and through formal documentation with the Office of Disability Services. Students are responsible for discussing the need for accommodation as soon as the need arises. Students will complete a Flexible Attendance Agreement (available from the Department Chair) in conjunction with the instructor.

Communication Policy

The Department of Social Work & Youth Services exclusively uses SVSU email to communicate with students for admissions decisions, program announcements and other department business. Students will also receive important information via the communication function on the University's course management system. Students are responsible to monitor their own SVSU email for these important communications.

Up-to-date contact information is important for efficient communication between the University, the Department, the MSW program and students. Students are responsible to inform the SVSU Registrar of a change of name, address, and telephone number.

Students who are in field placement are responsible for updating changes in personal information with the field office. Updates should be sent via email to swfield@svsu.edu.

REQUIREMENTS OF MASTER OF SOCIAL WORK DEGREE

Students who intend to complete an Advanced Generalist Master of Social Work degree must meet all the requirements outlined by the university catalog.

Curriculum-Regular MSW

The Advanced Generalist Regular Master of Social Work degree requires 54-56 credits of social work courses. The curriculum includes:

Foundation Courses (28-30 credits)

SW 500	Foundations of Advanced Generalist SW
SW 520	Social Work Policy
SW 531	Essentials of Advanced Generalist SW I & II
SW 540	SW Research I **
SW 541	SW Research II
SW 551	Application & Integration of HBSE & Policy
SW 560	Social Work Practice I
SW 580	Social Work Field Education I
SW 581	Social Work Field Education II

Core Courses (21 credits)

SW 630	Essentials of Advanced Generalist SW III
SW 640	Applied Research
SW 641	Integrative Project
SW 660	Advanced Generalist SW Practice I
SW 661	Advanced Generalist SW Practice II
SW 680	Social Work Field Education IV
SW 681	Social Work Field Education V

Electives (6 credits)

SW 690	Special Topics in Advanced Social Work
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Curriculum-Advanced Standing MSW

The Advanced Generalist Advanced Standing Master of Social Work degree requires 39-41 credits of social work courses. The curriculum includes:

Advanced Standing Bridge Courses (12-14 credits)

SW 510	Bridge to Advanced Generalist SW
SW 530A	Essentials of Advanced Generalist SW I
SW 530B	Essentials of Advanced Generalist SW II
SW 540	Social Work Research I **
SW 541	Social Work Research II
SW 550A	Application of HBSE & Policy
SW 550B	Integration of HBSE & Policy

SW 582 Social Work Field Education III

Core Courses (21 credits)

SW 630 Essentials of Advanced Generalist SW III
SW 640 Applied Research
SW 641 Integrative Project
SW 660 Advanced Generalist SW Practice I
SW 661 Advanced Generalist SW Practice II
SW 680 Social Work Field IV
SW 681 Social Work Field V

Electives (6 credits)

SW 690 Special Topics in Advanced SW

** Students who have completed an undergraduate social sciences research methods course acceptable to the Director of the MSW program with a grade of A- or better may waive the requirement for SW 540-Social Work Research I.

Many courses in the MSW program require that student's complete pre-requisite and/or co-requisite courses. Careful planning is required to move through the degree requirements efficiently. Students should consult with their faculty advisors frequently as they move through the program.

All requirements for the MSW major are listed on the program's website: www.svsu.edu/socialwork/curriculum/coursesequence

Required Immersion Experiences

Students in the MSW program will be required to participate in immersion experiences as part of the curriculum in several courses. Some of these experiences will include overnight travel. All immersion experiences will require participation in group activities with agencies, communities, and faculty. The cost of these experiences is covered by fees associated with select courses in the program.

Electives

In addition to core program requirements, each MSW student is required to complete six credits of graduate social work electives. Social work electives are courses that the program believes will enhance students' preparation for Advanced Generalist practice. Social work electives are focused on specific populations, social problems, or policy concerns relevant for the families and communities we serve. Electives in the program will include topics in micro, mezzo and macro SW, immersion experiences, and service learning.

Academic Performance

Students in the MSW program must maintain a GPA of 3.0 or higher to continue in the program. No grade of 'C', 'D', or 'F', may be counted toward the degree. Students earning less than a 'B' on any course in the program may repeat the course only one time. A student receiving a grade of

less than a 'B' in any course will be required to participate in an academic review and advising process prior to continuation in the program.

The program policy states that any MSW student who fails to maintain the required GPA or who fails to pass program courses with the minimum grades can be dismissed from the program; however, this procedure will require a hearing for the student and provide all the protection inherent in the rights of due process. Students who are removed from the major are entitled to due process in any appeal of the probation or suspension decision, as outlined in the SVSU Student Handbook: www.svsu.edu/studentaffairs/studenthandbook/

Students should meet with their faculty advisors to plan for course registration each semester. Students may also refer to the recommended course sequence for the MSW program for guidance on courses required each semester found on the department website: www.svsu.edu/socialwork/curriculum/coursesequence

Credit for Experience

No academic credit will be given, in whole or in part, for any professional or other life experience. This applies both to experiences prior to admission to the program as well as life experiences after program admission.

ADVISING

Program advising focuses on two primary areas: academic advising for MSW degree completion and professional advising for career and professional development.

Advising for MSW students is provided by the full-time MSW faculty. Admitted students are assigned a primary advisor for the duration of the program; this information is disseminated to each student in her/his admissions letter, in orientation meetings, and on the department website. Advisors are responsible for guiding their assigned students through the coursework required for the degree by assisting them in their scheduling, discussing possible field placement sites, and referring them when necessary to other sources for academic or personal assistance. Advisors are also involved as advocates and mentors for students who experience difficulty with academic or other aspects of the program.

Advising for persons interested in applying for the MSW program is provided by the Director of the MSW program, and by the Director of Field Education. This pre-admission advising occurs via phone, in-person, email, and at informational and marketing events. The focus of this advising is on requirements for admission to the program, the curriculum and specialization, field education, and career trajectories.

Students and faculty advisors are able to review student progress toward graduation through the student's degree audit found on Cardinal Direct. The degree audit should be reviewed regularly to assist in selecting courses that fulfill specific degree requirements, check on GPA, review number of credits needed for graduation, and other information. The degree audit is the primary tool used for advising in the Department of Social Work & Youth Services.

Social Work Faculty Advisors

MSW student are assigned faculty advisors according to the student's last name. The advising roster is on the department website: <http://www.svsu.edu/socialwork/advising/>

Students should meet with their faculty advisors on a regular basis to discuss course selection, academic progress, career goals, and other professional concerns. The department strongly encourages students to meet with a faculty advisor whenever they have questions or concerns.

Office hours for all social work faculty advisors are posted on the faculty members' office doors, and are available from the HHS secretaries. Faculty may also be available to meet with students via phone, email or other technologies. Students are strongly advised to make an appointment for advising, as faculty may not be able to provide adequate time for advising during posted office hours.

ADMISSION TO THE MSW PROGRAM

Admission to the MSW program is a formal process that occurs during Fall semester each year. No student will be considered for admission to the MSW program if they do not provide evidence of these eligibility requirements.

Regular MSW Admission Requirements

- Bachelor degree from an accredited college or university.
- Preferred GPA of 3.0 or higher in the most recent 60 credits. Students with GPAs lower than 3.0 may submit a statement of petition to be considered for admission.
- Submission of completed application form.
- Official copies of all undergraduate and graduate transcripts.
- Personal statement, as outlined in the application packet.
- Three references from educators, supervisors or employers.
- International students whose native language is not English must demonstrate competence in English. Students must submit either a TOEFL score of 79 or higher, or an IELTS score of 6.5 or higher.

Advanced Standing MSW Admission Requirements

- CSWE-accredited Bachelor of Social Work degree granted in the past 5 years.
- GPA of 3.25 or higher in the most recent 60 credits.
- Submission of completed application form.
- Official copies of all undergraduate and graduate transcripts.
- Personal statement, as outlined in the application packet.
- Three references from educators or employers. At least one of these references must be from a social worker familiar with the applicant's undergraduate field experience.
- International students whose native language is not English must demonstrate competence in English. Students must submit either a TOEFL score of 79 or higher, or an IELTS score of 6.5 or higher.

Students must be admitted to SVSU, and have an SVSU user name and password in order to be admitted to the MSW program.

More information about the MSW admissions process is found at <https://www.svsu.edu/graduateprograms/>

Criminal Records & State/Federal Registries

The social work department does not conduct background checks on students. Upon acceptance to the MSW program, students will be asked to read and acknowledge the department policy regarding criminal records and state/ federal registries. This policy is intended to inform students about potential challenges in obtaining a social work field placement and/or social work licensing

after graduation. Students should be aware that many social services agencies require background checks before approving students for field placement. Some types of convictions and/or appearance on a state or federal registry will make field placement, as well as social work licensing and employment after graduation, very difficult or unlikely.

Students are asked to report to the social work faculty any history of criminal conviction or registration on a state or federal registry at the time they accept admission to the program. Students will also be required to disclose this history to the Director of Field Education before entry into field placement. Students should be truthful in reporting on their backgrounds; **failure to report this information may be grounds for dismissal from the program.**

Students with criminal records or who are on a state/federal registry will be individually advised. Faculty advisors will direct students to information that will clarify what opportunities and obstacles they will likely encounter. The Michigan Department of Licensing and Regulatory Affairs determines if individuals are eligible for social work licensure. Students with questions about the impact of a criminal record or appearance on a registry on licensing should contact that office directly at (517) 335-0918 or at http://www.michigan.gov/lara/0,4601,7-154-35299_28150_27529_27554---,00.html.

Criminal history and / or appearance on a state / federal registry are not grounds for denial of admission to the MSW program.

Selection Criteria

Students admitted to the MSW program must meet the selection criteria established by the faculty. No application will be considered if it is incomplete. Admission to the program is competitive. Students not admitted to the program may reapply in subsequent application cycles.

Applications for the MSW program are accepted by the Office of Graduate Admissions, then forwarded to the Director of the MSW program. The Director acts as the chair of the admissions committee, which is comprised of the full-time MSW faculty. The committee reviews each application to complete a scoring rubric for the applicants.

The applications are evaluated on the following criteria:

- Meets or exceeds the criteria for admission as stated in the University catalog
- Personal statement demonstrates clarity of response, connection to social work values, ethics, and practice, critical thinking skills, organization/structure, and grammar/mechanics
- Transcripts include 16 credits of coursework in liberal arts
- GPA
- Reference letters indicate very good or superior communication, integrity, focus on social work mission
- Resume and personal statement demonstrate fit with Advanced Generalist specialization

After review of applications, the committee meets to determine which applicants are offered admission to the program. Some applicants are admitted provisionally because they have not demonstrated one or more of the criteria (e.g. they have not completed their undergraduate degree at the time of application). The number of admitted applicants is determined by program capacity in each track of the program (full-time Regular MSW, part-time Regular MSW, full-time Advanced Standing MSW, part-time Advanced Standing MSW).

Applicants admitted provisionally are informed of the nature of the provisional admission and the deadline for submitting documents to achieve full admission. Applicants who are not selected for admission may reapply during a subsequent admissions period.

The MSW program has developed admission criteria for both Regular MSW applicants, and Advanced Standing MSW applicants.

To be considered for admission to the Regular MSW program, students must meet the following criteria:

- Have a Bachelor degree from an accredited university
- GPA in most recent 60 credits of 3.0 or higher. Students with GPAs lower than 3.0 may petition for special consideration for admission.
- Submission of a completed application
- Official copies of all undergraduate and graduate transcripts
- Personal statement
- Three references from educators, supervisors or employers
- Agreement to abide by the NASW Code of Ethics
- International students whose native language is not English must submit either a TOEFL score of 79 or higher, or an IELTS score of 6.5 or higher

To be considered for admission to the Advanced Standing MSW program, students must meet the following criteria:

- Have a CSWE-accredited Bachelor of Social Work degree from an accredited university granted in the past 5 years
- GPA in most recent 60 credits of 3.25 or higher.
- Submission of a completed application
- Official copies of all undergraduate and graduate transcripts
- Personal statement
- Three references from educators, supervisors or employers. At least one reference must be from a social worker familiar with the applicant's undergraduate field experience.
- Agreement to abide by the NASW Code of Ethics
- International students whose native language is not English must submit either a TOEFL score of 79 or higher, or an IELTS score of 6.5 or higher

Notification Process

Following the admissions committee's deliberations, each applicant is sent an admissions letter electronically, which indicates the outcome of the committee's decisions. Students must respond to this communication to indicate their intent to accept the offer of admission to the MSW program. The Director of the MSW program will then notify the Office of the Registrar of the names of students admitted to the MSW program.

FIELD EDUCATION

The MSW field education program is designed to provide students with the opportunity to apply knowledge, values and skills gained in the classroom to agency-based practice experience. This experiential model allows students to integrate theory with service-based learning in settings like those in which they will be employed after graduation.

Field education is our signature pedagogy. Faculty efforts are focused on preparing students for successful completion of the field education program. The curriculum leads students through progressively complex learning and application of concepts with the aim of readying students for advanced professional practice. At the end of the program, students are expected to demonstrate competence at the Advanced Generalist level, in direct and indirect practice, in an agency setting under the supervision of a field instructor.

The field education program integrates theory and practice in a variety of ways. For Regular MSW students, the program is designed so that student learning begins with an introduction to the knowledge, values and skills of professional social work both in the classroom and in their first semester generalist field placement. For Advanced Standing MSW students, the program is designed to build on their experiences in BSW field education so that agency-based field education begins at the Advanced Generalist level. Subsequent semesters of field education build on this foundation, with progressively more independent practice, and progressively more complex objectives.

The field education program is a series of academic courses that includes written assignments, as well as an agency practice component. In order to integrate the concepts covered in the practice courses, field education courses taken during Fall and Winter semesters must be taken concurrently with practice courses. While Advanced Standing students do not have a required practice course during their first 7 weeks of field placement, the Advanced Standing field education course taken during Spring semester must be taken concurrently with SW 550B-Integration of HBSE & Policy. Course assignments in concurrent practice and integration courses are designed to connect classroom learning with the field experience by giving students the opportunity to apply social work theories, critical thinking, and research on intervention methods to the agency setting.

Other courses may be taken either as pre-requisites (for part-time students) or as co-requisites (for full-time students). The curriculum flow is designed so that these pre- and co-requisites provide a foundation in generalist and Advanced Generalist knowledge, values and skills which are integrated into the field education assignments and are measured in field evaluations. These assignments will be included in student learning agreements for field education.

Students enrolled in field education courses are evaluated by several methods. Field instructors provide weekly feedback regarding student performance in supervision meetings, as well as a written evaluation at the end of each semester. Students are evaluated on the basis of attainment of their field placement competencies and practice behaviors, their general ability as based on the program's objectives, and personal and professional development standards. Students in field placement are also evaluated by their faculty liaisons, who meet with them both in the field, in

conjunction with their field instructors, and at the university, and who review and evaluate required written assignments. At the end of each semester of field placement, student grades are assigned based on the final written evaluations of the field instructors (75%), as well as the faculty field liaisons evaluation of the student's work (25%).

Students are supervised by a field instructor, generally an agency staff member holding an MSW degree plus a minimum of two years' practice experience, who is authorized to provide instruction by the University and the Director of Field Education.

Students in the Regular MSW program must complete 930 hours of supervised agency-based field experience while in the program without exception. Students in the Advanced Standing MSW program must complete 600 hours of supervised agency-based field experience while in the program without exception. In addition to agency-based field experience, all students must complete on-campus class meetings, interprofessional education experience, and written assignments submitted to assigned faculty field liaison or the Field Office.

Students are expected to complete their field experience with the cohort of students with whom they were admitted to the program.

Field Placement Process

In the semester prior to beginning field education, students will be required to complete the application for field education documents. All students entering SW 580-Social Work Field Education I or SW 582-Social Work Field Education II must attend mandatory orientation sessions and meet all deadlines pertaining to field placement.

Student attendance at field education meetings is required without exception. Dates for the meetings are provided to students well in advance of meeting dates. Students who miss any of the mandatory meetings or deadlines scheduled by the Field Office indicate their intention to withdraw from field education and the co-requisite courses.

The department policy is to match first-year Regular MSW students with appropriate field education students through the Office of Field Education. First-year Regular MSW students will be linked with an agency, then complete a placement interview with the agency field instructor. If the placement match is not acceptable to either the placement agency or the student following the placement interview, the Office of Field Education will seek an alternate placement for the student.

For Advanced Standing and second-year Regular MSW students, the department policy is to have eligible students meet with approved field placement agencies in a job fair atmosphere (Agency Field Placement Day). Students and agency representatives mutually determine interest in potential placement matches. Students are responsible for following up with agencies of mutual interest for interviews and other agency procedures. Ultimately, students are responsible for securing a field placement. The Field Office does not place students independently, nor can the Field Office require an agency to accept a student who does not meet agency standards.

Field Education Policies

- Field experience hours are within an all-day format. Students follow the agency's schedule of regular hours, lunchtime, breaks, *etc.* Any change or adjustment in hours requested must

have agency and Field Office approval.

- Attendance is required; it has no substitute. The MSW program at SVSU supports the agency in holding students to responsible, professional behavior. When absence from the agency is necessary due to illness, inclement weather, holidays, or other valid personal reasons, it is the student's responsibility to notify the faculty field liaison and the agency. The agency is asked to assist us by noting any absences. No student may receive a passing grade in this course unless she / he has completed the required hours of field experience in any semester.
- Responsibility for making up missed field hours, including those missed through illness, inclement weather, holidays, etc. is the student's, in consultation with the field instructor.
- Where the need emerges, or where an interest has developed, students are encouraged to participate in agency activities held outside the regular field experience schedule. The field instructor should feel free to suggest that the student attend significant programs, activities, meetings, etc., if it can be arranged, that might provide an added or different learning experience.
- The MSW program and the Department of Social Work & Youth Services has no funding to provide financial reimbursement for students to travel to agencies, or on agency business. Travel within the placement, where possible, can be assumed by the agency and may be assumed by the student, while travel to the placement is the student's responsibility.
- Students are required to write reports for the faculty liaison, and information regarding the agency setting will be needed for these reports. Students should take appropriate precautions to disguise the identities of service recipients and to protect the confidentiality of clients in the field setting.
- Transportation and use of personal vehicle policy is guided by the agency in which a student is placed. The agency may ask students to use a personal vehicle to transport a client within the community. It is the student's responsibility to understand the agency's policy regarding client transportation as well as any use of the personal vehicle during field education. Saginaw Valley State University, the College of Health and Human Services and the Department of Social Work & Youth Services is not liable for students' personal vehicle or expenses incurred.
- Changes in field instructor must be reported to the Field Office immediately. It is the student's responsibility to contact the Field Office immediately if there is a change in field instructor or field supervision while in placement. Each student, even if there is more than one student in the agency who is affected, will need to email the Field Office as well as his or her faculty field liaison to report a change. The student should include the name of the instructor who is no longer supervising as well as the name and contact information of the new field instructor.
- Students must receive a minimum of one hour per week of face-to-face supervision with the agency-based field instructor. This supervision may occur in a single session, or in shorter,

frequent sessions, as determined by the field instructor and student. Field supervision should occur primarily and regularly with the field instructor (the individual responsible for signing your placement contract and field evaluations). The Field Office has vetted the agency field instructor and has deemed that person qualified to supervise an MSW student in field education. The field instructor should review student progress on the semester's learning agreement, and will complete the field evaluation each semester.

- Some agencies may utilize task instructors / preceptors to assist in the day-to-day supervision of students in the agency. Generally, preceptors are agency colleagues with whom students work on projects or client cases. These preceptors should provide direction to the student, and report feedback on student performance to the designated field instructor for consideration during weekly supervision and final evaluation.
- Students must follow the direction of the field instructor during the field education placement. The field instructor is professionally and legally responsible for student work in the agency. If the student believes that following the field instructor's direction would create risk of harm to the client, agency, or student, the student should immediately contact the faculty field liaison or the Field Office for direction.
- In the event of an accident, or any incident involving injury, property damage or risk to the student or agency client, or any incident of discrimination or sexual harassment, the student must immediately report to their field instructor. The student is responsible to also report the incident to her/his faculty liaison and the Director of Field Education in writing within 24 hours of the incident.

Employment Related Field Placement

Generally, students are encouraged to seek a field placement site that is separate from the agency where they are employed. However, if approved, students may use a portion of their paid employment as field work in the same agency where they are employed, if the following conditions are met:

- Students must be placed for a minimum of 8 hours a week in a program that is separate from their regular full time position and must have a field instructor who is approved by the Director of Field Education, and who is different from the student's direct work supervisor. Students may be paid for field education hours at the discretion of their employer.
- All field education hours must be in a setting that meets the criteria for field placement as determined by the Director of Field Education.
- The Director of Field Education has the right of final approval in all cases where students are employed by the same agency where they are in field placement.
- Agency stipends are considered by the MSW Program to be financial aid and are not considered as employment for purposes of this policy. However, these arrangements must also be approved by the Director of Field Education.

- Employment related field placement may be used only once to fulfill the field education requirements of the MSW program.
- Students interested in pursuing the option for employment related field placement are responsible for contacting the Office of Field Education prior to the deadline for completing field applications. Students approved for employment related placements are required to attend all field placement meetings (including Agency Field Placement Day).
- The Office of Field Education will make available a form to document the request for employment related field placement, and will provide written documentation of the approval or denial of the request to the student and agency.

Description of Roles

The following descriptions are intended to aid the student in sorting out the various roles and responsibilities of those involved in social work field education.

Director of Field Education - Monitors the overall operation of the field education program, including approval of qualified placement agencies and field instructors. Approves student readiness for field education, including review of academic and professional preparedness. Conducts orientations for field placement and approves field placement matches. Responsible for approving any changes in student placements during the field experience. Hears grievances regarding the field placement component of the social work program. Completes reviews of student conduct related to field education and co-requisite courses and prepares behavioral contracts for students experiencing difficulty in field placement year. The Director of Field Education works with the department chair, the MSW program director, the department faculty, and the field agencies to coordinate the student's field education experience.

Faculty Liaison - Provides a link between the MSW program, the Department of Social Work & Youth Services, the student, the field instructor, the agency, and task supervisors (if different from the field instructor). Conducts liaison meetings on campus, grades student written work, visits field sites minimum once per semester, ensures consistency and appropriateness of field experiences, and reviews the student performance evaluation. Assigns the final grade for SW 580, SW 581, SW 582, SW 680, and SW 681. Assists in resolving problems when the student and field instructor are unable to do so. Communicates with Director of Field Education about student progress in placement.

Field Instructor – Approved agency-based staff who is responsible to supervise the student's field experience to ensure growth and development as a professional generalist or Advanced Generalist social worker. Meets with the student a minimum of 1 hour per week, to review the student's learning agreement, and to facilitate understanding of the application of social work values, methods, techniques, and skills in the field experience. Evaluates the student's performance and recommends the grade for the field work portion of the course to the faculty liaison.

Director of the Master of Social Work Program - Coordinates the overall academic program and ensures compliance with university and accreditation standards. Reviews course equivalency

requests for transferring social work credits. The Director of the MSW Program and the Director of Field Education work together to ensure that field education provides students with the necessary experiences to meet accreditation requirements and the standards of the profession.

Chair of the Department of Social Work & Youth Services -Represents the department at the college, university, and community level. Chairs department meetings. Maintains department records and oversees its budget. Participates in grievances regarding the academic component of the social work program in accordance with the SVSU Student Handbook and acts in place of the Director of Field Education in cases where the Director of Field Education is also the student's faculty liaison.

Faculty Advisors – Faculty from the MSW program assigned to students by student's last name. Faculty advisors provide oversight of the students' progress through the program, work with students to address concerns about student academic performance and/or concerns about professional behaviors in the classroom, field education, and other activities related to student social worker role, and advise students regarding career options and planning, employment searches, and activities to enhance student development of career-related interests.

ADDITIONAL DEPARTMENTAL LEARNING EXPERIENCES

Independent Study & Faculty-led Research

Students interested in directed research and independent study opportunities are encouraged to meet with their faculty advisors to discuss their interests. Program faculty may have opportunities for student-involved research projects. In some cases, student research and independent study may be used for elective credit.

Interprofessional Education

The mission of the College of Health & Human Services includes a focus on preparing professionals for interprofessional practice. The MSW program is committed to teaching students about interprofessional practice, and to developing graduates with competencies in interprofessional roles and responsibilities, values/ethics for interprofessional practice, teamwork, and communication in interprofessional settings. Students will be required to participate in interprofessional simulations and other experiences as part of their course requirements. In addition, students are encouraged to take advantage of the many interprofessional opportunities offered by the College of Health & Human Services each semester.

Service Learning

Service learning is an approach to education that provides students with the opportunity to apply knowledge, values and skills in real-life settings as part of the class experience. In keeping with the focus on interprofessional practice in the College of Health & Human Services, the Department of Social Work & Youth Services offers interprofessional service learning opportunities throughout the academic year. These opportunities include brief, informal experiences as well as formal courses offered for academic credit, which can be used to fulfill elective requirements. The settings for service learning include international travel, domestic travel experiences across the United States, and immersion in local communities with diverse client populations. Students interested in service learning should refer to the department website for more information.

Student Organizations

- Student Social Work Organization

The Student Social Work Organization (SSWO) exists to allow an outlet for student service, to inform students of meetings, workshops and conferences of interest to them, to supplement the formal educational experience, to provide for fellowship for those pursuing common goals, and to serve as a liaison with the social work department. SSWO sponsors forums, fundraisers, social events, and service and social action projects in the area.

SSWO is a registered student organization with its own officers and Constitution and has representation on the Community Advisory Committee to the Department of Social Work & Youth Services. All students who are in the social work program, or who have an interest in social and service action programs, are eligible to participate. Students are encouraged to

become involved in this organization. More information is available at <http://svsu.orgsync.com/StudentOrganizations>

- Phi Alpha, Delta Omega Chapter

The Department of Social Work & Youth Services hosts the Delta Omega chapter of Phi Alpha, the national leadership honor society of Social Work. The purpose of Phi Alpha is to promote high standards of education for social workers, facilitate bonds between social work students, and promote service. Criteria for admission to Phi Alpha include:

- Full admission to the social work program
- At least sophomore status
- Completion of a minimum nine credits of social work courses
- Overall GPA of 3.0 or better
- GPA of 3.25 or better in social work courses
- Documentation of minimum 10 hours of service to the community or campus, which may include service work completed through SSWO

- National Association of Social Workers

Students are strongly encouraged to join the Michigan Chapter of the National Association of Social Workers (NASW), the professional organization for social work professionals. Student members receive a discount on membership and are entitled to a number of benefits outlined on the chapter website (<http://www.nasw-michigan.org/>). Each year, a student leader for the department is selected to act as a liaison between NASW and SVSU through a program called ULINK. Students interested in serving in this capacity should indicate their interest by contacting their faculty advisor.

IMPORTANT POLICIES & RESOURCES

Campus Financial Services Center

Information about cost of attendance, and financial aid / scholarships is available from the Financial Services Center. Several scholarships specifically designed for social work and youth services students are offered annually; students are strongly encouraged to apply for these opportunities.

Information regarding financial aid and scholarships can be found at <http://svsu.edu/financialaid/>

Career Services

This office provides assistance to students and alumni of SVSU in career information, job search skills, and linking with employers. Students can use Career Services for assistance with resume development, interview skills, and job searches.

More information is available at <http://www.svsu.edu/careerservices/>

Counseling Center

The Student Counseling Center offers free, confidential services to support student wellness, and provides referral to community resources. All services are provided by or supervised by licensed professionals. Walk-in services are available.

More information at <http://www.svsu.edu/studentcounselingcenter/servicesforstudents/>

Course Withdrawal

The automatic withdrawal period at the beginning of each semester, which is listed on the Cardinal Direct website (<http://cardinaldirect.svsu.edu/>) does not require instructor approval. Late withdrawal must be completed in-person at the Registrar's office. Financial refunds are not available after the last day to withdraw with a 25% refund.

Student experiencing medical and other conditions requiring withdrawal from courses should contact the Registrar's office to submit required documentation in a timely manner, as tuition refunds may be available for these conditions.

Information about medical withdrawal at <https://www.svsu.edu/officeoftheregistrar/servicesforms/medicalwithdrawalform/>

Students who do not complete the official university withdrawal process are financially responsible for course tuition and will be assigned a grade that reflects the work that they completed in the course.

Disability Services

This office works with students and faculty to ensure that all students with disabilities can participate in all aspects of University life. Students with disabilities should contact the Disability Services office to consult about their needs. Appropriate accommodations and support services for students are coordinated through Disability Services.

More information at <http://www.svsu.edu/disabilityservices/>

FERPA

The Family Educational Rights and Privacy Act of 1974 determines the types of records kept about students, their location, the person who controls them, policies governing access to them, and the mechanism that exists for their correction should that be necessary.

Students should familiarize themselves with this important policy at <https://www.svsu.edu/operationsmanual/registrationenrollment/651privacyact/>

Graduation

Students should complete an application for graduation in the semester preceding the final semester of their program. Application deadlines are posted on Cardinal Direct each semester.

Applications are available from the Registrar's Office at <http://www.svsu.edu/registrar/>

Grievances and Appeals

Students have the right to grieve any final course grade in which they believe their grade was unfair.

The process for the University grade grievance procedure is detailed in the following link: <http://www.svsu.edu/academicaffairs/notinmenu/grade grievance policy/>

In addition, the University Ombudsman helps students resolve concerns, problems, or conflicts concerning University policies, procedures, and decisions. Student questions or concerns may be directed to the University Ombudsman at <http://www.svsu.edu/ombudsman/>

Incompletes

An Incomplete contract may be completed when students who are making satisfactory progress in a course are unable to complete course requirements prior to the end of the semester. MSW program faculty reserve the right to deny assignment of the incomplete grade. Assignment of incomplete grades requires discussion between faculty and student, including construction of a plan to complete the course by the deadline established by the Registrar's Office.

Information Technology Support

A wireless network and access to computers in labs and kiosks throughout the campus provide access to the technology needed in the program. Internet access, printers, copiers, scanners, and study areas are available for student use. The Information Technology Office on campus is available to assist with hardware and software problems, difficulty with passwords, use of the online course management system, and questions about IT issues on campus and at home.

Contact SVSU IT Services at <http://svsu.edu/its/>

Library

Zahnow Library provides information and resources to support teaching and research needs of faculty and students on campus. Reference librarians are available to assist with student projects, including through a chat function on library website. Social work and social sciences databases provide access to most materials needed for program courses. Interlibrary loans are available for

all students.

The Zahnow Library website is <http://www.svsu.edu/library/aboutthelibrary/>

Military Student Affairs

This office is dedicated to the needs of all military-affiliated students, and provides academic counseling, benefits advising, priority registration and certification for VA education benefits.

More information at <http://www.svsu.edu/militarystudentaffairs/militarystudentaffairsoffice/>

PRIDE Center at SVSU

The Pride Center is a resource for students, faculty and staff who identify as LGBTQ+ and allies. The Center offers support, education, social events, community outreach and resources to members of the campus community and regional partners.

More information at <http://www.svsu.edu/thepridecenteratsvsu/>

Registration for Courses

Students are responsible for registering for their courses prior to registration deadlines. Meeting with the assigned faculty advisor before registration periods will help ensure that students are registering for the correct courses. The program course flow plans posted on the department website should serve as a guide for course sequencing.

Students have the opportunity to drop/add courses shortly after pre-registration periods. This drop/add period is also held during the first week of classes. After registration periods, Cardinal Direct shows course enrollment numbers, and indicates course sections with seats available.

Social Work Licensure

Licensing for social workers in Michigan is governed by the State of Michigan Department of Licensing and Regulatory Affairs. State licensing is available for graduates of accredited MSW programs and accredited MSW programs.

More information about social work licensing in Michigan at http://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27554---,00.html

Student Records

Faculty and staff of the university must abide by the Family Educational Rights and Privacy Act (FERPA). Student records, including information about your progress in the program, will not be released to anyone without the student's express written permission. Academic records housed in the social work department are available for student inspection and review, except for materials where the student has specifically signed away right of access to those materials.

Students should be aware that the department's capacity to store and access records is limited. The department maintains some student records for a period of no more than 7 years following the student's graduation from the program. Students should keep and store their own copies of important documents, including field education evaluations, certificates and papers.

Transfer Credits

Up to six transfer credits from a CSWE-accredited MSW program may be used to fulfill the elective requirements of the program. Credit must be evaluated and approved by the Director of the MSW program.

Writing Center

The Writing Center assists students in the writing process, including help with organization, formatting, documenting sources, and reviewing drafts. The Writing Center is staffed by peer tutors and walk-in service is available. In addition, the Writing Center provides helpful written and video resources on their website.

More information at: <http://www.svsu.edu/writingcenter/>

APPENDIX A
Rubric for Assessing Professional
Behaviors

Students must demonstrate the ability to maintain scores of three or four in each of the 15 professional behavior areas listed below to be considered for a field placement, as these are the expected professional behaviors of social work interns and professional social workers.

Professional Behaviors	1 Unacceptable	2 Needs Improvement	3 Acceptable	4 Outstanding	Score
1. Attendance: Attends classes and related meetings	Student has missed 20% or more of total class time in one or more classes	Student missed class for reasons that are not related to allowable emergencies, but for convenience; and/or student has skipped one class to do work for another class	Student attends all classes except in truly rare or unusual circumstances that are considered excusable by the professor	Student attends all classes	
Comments:					
2. Punctuality: Is punctual and present	Student has been late to class or left early from class 3 or more times in the semester	Student has occasionally been late to class or left early from class, but no more than once in the semester	Student is on time to class and stays until the end except in truly rare or unusual circumstances that are considered excusable by the professor	Student is always on time and stays until the end of class	
Comments:					
3. Communication: Manages communications and	Student does not usually contact the instructor to inform of tardiness to/or	Student contacts the professor to inform of tardiness or absence, but	Student contacts the professor prior to the beginning of class most times	Student always contacts the professor prior to the beginning of	

contacts	absence from class and/or student provides no reason for absences	does it after already missing a class or meeting	(at least 90%) to inform of tardiness or absence. In the very rare instances when this is not done, the student contacts the professor immediately after	class to inform of anticipated tardiness, illness, etc. except in true emergencies and then contacts the professor immediately thereafter.	
Comments:					

Professional Behaviors	1 Unacceptable	2 Needs Improvement	3 Acceptable	4 Outstanding	Score
4. Respect: Demonstrates respect and support in relationships	Student is frequently disrespectful to and non-supportive of classmates, staff, and/or faculty	Student is occasionally disrespectful to and non-supportive of classmates, staff, and/or faculty	Student is usually respectful to and supportive of classmates, staff and/or faculty	Student is always respectful to and supportive of classmates, staff, and/or faculty	
Comments:					
5. Self-Awareness: Demonstrates self-awareness	Student rarely shows self-awareness about the impact of verbal and non-verbal communications	Student only occasionally shows self-awareness about the impact of verbal and non-verbal communications	Student almost always maintains a high level of self-awareness about the impact of verbal and non-verbal communications	Student always maintains a high level of self-awareness about the impact of verbal and non-verbal communications	
Comments:					

6. Diversity Awareness: Demonstrates awareness and responsiveness to diversity	Student's classroom or other student related interactions rarely reflect respect for and appreciation of diverse opinions, experiences, and/or people	Student only occasionally reflects respect for and appreciation of diverse opinions, experiences, and/or people in the classroom or during other student related interactions	Student's classroom or other student related interactions almost always reflect respect for and appreciation of diverse opinions, experiences, and/or people	Student's classroom or other student related interactions always reflect respect for and appreciation of diverse opinions, experiences, and/or people	
Comments:					
7. Collegiality: Demonstrates collegiality and collaborative interactions	Student has not demonstrated collaborative skills in work with others and/or student has poor relationships with classmates or others involved in student learning	Student is reluctant to collaborate with others and/or struggles with maintaining positive relationships	Student almost always works collaboratively with team members and/or student almost always engages positively with others	Student always works collaboratively with all team members and/or student always relates positively with others	
Comments:					

Professional Behaviors	1 Unacceptable	2 Needs Improvement	3 Acceptable	4 Outstanding	Score
8. Oral Expression: Strives for a high level of oral expression	Student consistently gets feedback from instructor that oral	Student often gets feedback from instructor that oral expression is	Student frequently displays appropriate oral expression and,	Student consistently displays appropriate and	

	expression is unprofessional and does not make efforts to correct	unprofessional and rarely makes adjustments and/or efforts to correct	when necessary, makes clear effort to correct errors when provided feedback	professional oral expression	
Comments:					
9. Written Expression: Strives for a high level of written expression	Student consistently gets feedback from instructors that written expression is unacceptable or unprofessional and/or grades on papers are reduced significantly because of writing	Student's written work lacks clarity and has some errors and/or grades on papers are reduced somewhat because of writing	Student almost always expresses ideas or concepts clearly, with very few errors; and/or grades on papers are reduced only slightly because of writing	Student always expresses ideas or concepts clearly, with an absence of errors and/or grades on papers are reduced minimally because of writing	
Comments:					
10. Initiative & Reliability: Demonstrates initiative, reliability and dependability	Student rarely takes initiative to plan work and complete it in a timely manner &/or student rarely gets assignments done & submitted on time	Student only occasionally takes initiative to plan work and complete it in a timely manner, resulting in coming to class minimally prepared	Student almost always takes initiative to plan to work and complete it in a timely manner and/or work is almost always submitted on time	Student always takes initiative to plan and complete work in a timely manner and/or work is always submitted on time	
Comments:					
11. Responsiveness to Feedback: Demonstrates evidence	Student has not demonstrated receptiveness to	Student is usually receptive to suggestions and	Student is almost always receptive to suggestions or	Student is always receptive to suggestions or	

of motivation to improve oneself	suggestions and feedback from others and, therefore, make no effort to adjust performance accordingly	feedback, but does not adjust performance accordingly	feedback and adjusts performance accordingly	feedback from others, and adjusts performance accordingly	
Comments:					

Professional Behaviors	1 Unacceptable	2 Needs Improvement	3 Acceptable	4 Outstanding	Score
12. Compliance with Professional Requirements: Demonstrates compliance with the professional conduct policy in the Social Work Program and Field Education Manual	Student demonstrates significant problems in complying with the Social Work Program requirements	Student only moderately demonstrates compliance with the Social Work Program requirements	Student almost always demonstrates compliance with the Social Work Program requirements	Student consistently demonstrates compliance with the Social Work Program	
Comments:					
13. Compliance with the NASW Code of Ethics: Demonstrates compliance with the Code of Ethics in its entirety	Student is consistently non-compliant with one or more components of the Code of Ethics	Student is only moderately compliant with components of the Code of Ethics	Student is almost always compliant with the Code of Ethics in its entirety	Student consistently demonstrates compliance with the Code of Ethics in its entirety	
Comments:					

14. Responsiveness to Communication: Uses departmental communications	Student never checks email and/or does not respond to emails sent by fellow group mates or the professor	Student rarely checks email and/or does not regularly respond to emails sent by fellow group mates or the professor	Student consistently checks email looking for correspondence from classmates and the professor and is usually prompt to respond to it	Student always checks email looking for correspondence from classmates and the professor and is always prompt to respond to it	
Comments:					
15. Professional Appearance: Displays professional appearance that does not interfere with professional relationships/responsibilities	Student's professional attire and presentation is consistently inappropriate for professional and classroom settings	Student's professional attire and presentation is frequently inappropriate for professional and classroom settings	Student's appearance is routinely appropriate for classroom and professional settings	Student's appearance is consistently appropriate for classroom and professional settings	
Comments:					

(Adapted from the University of Vermont Department of Social Work, created 6/17/10)

Professor's signature: _____ Date: _____

Student's signature: _____ Date: _____