

# ADELPHI UNIVERSITY

School of Social Work

**M.S.W. SOCIAL WORK  
STUDENT HANDBOOK  
2017–2018**



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## WELCOME LETTER

Dear Student,

On behalf of Adelphi University's School of Social Work faculty, administration, and staff, welcome! Thank you for choosing Adelphi SSW, as you are now a part of an exceptional student body. We are excited to be a part of your journey as you prepare for your professional social work practice. Adelphi University SSW prides itself on being an inclusive community that honors student voice. This handbook is one tool developed to help you understand our educational programs, the professional advisement process, student life at the School, your rights and responsibilities as a student, and the policies and procedures that govern student academic progress in the M.S.W. programs.

We hope that you find this a useful guide as you pursue your professional studies at the School and would welcome any suggestions you have as to how to make it more helpful. I hope your year ahead is both challenging and successful.

Sincerely,

Laura Quiros, Ph.D.  
Associate Dean for Academic Affairs and Associate Professor

**SCHOOL OF SOCIAL WORK  
TELEPHONE DIRECTORY**

**Garden City Campus and Extension Centers**

The School of Social Work offers the M.S.W. program of study at the main campus in Garden City, in addition to three off-campus extension centers in Manhattan, Hauppauge and Hudson Valley. Each center provides convenient and flexible course schedules to meet all student needs. Degree programs are offered at each of the following Centers:

<b>Garden City Campus</b>	<b>Hauppauge Center</b>	<b>Manhattan Center</b>	<b>Hudson Valley</b>
School of Social Work	55 Kennedy Drive	75 Varick Street,	19 Baker Avenue,
One South Avenue	Hauppauge, NY	Second Floor	Suite 400
P.O. Box 701	11788	New York,	Poughkeepsie, NY
Garden City, NY	Phone:	NY	12601
11530	631.300.4350	10013	Phone:
Phone:		Phone:	845.471.3348
516.877.4300		212.965.8340	
		Fax:	
		212.965.8341	



<b>ADMINISTRATION – GARDEN CITY CAMPUS</b>		
Andrew W. Safyer	Dean	(516) 877-4354
Peter I. Chernack	Associate Dean for Program Development and Administration	(516) 877-4350
Laura Quiros	Associate Dean for Academic Affairs and Director, M.S.W. Program	(516) 877-4439
Cheryl McAuliffe	Director, Undergraduate Program	(516) 877-4362
Patricia Durecko	Coordinator of Budgets	(516) 877- 4383
Elizabeth Szpilka	Director of Outreach, Enrollment and Professional Advisement	(516) 877- 4384
Audrey Freshman	Director of Continuing Education	(516) 877-4339
Raquel Warley	Director of Field Education	(516) 877-4374
Livia Polise	Assistant Director of Field Education, Garden City Campus	(516) 877-4351
Schanica Pickens	Director of Student Engagement and Academic Success	(516) 877-4407
Susan Rotondo	Student Relations Specialist	(516) 877-4420

<b>ADMINISTRATION – HAUPPAUGE CENTER</b>		
Sheila Edwards-Robinson	Director, Hauppauge Center Social Work Program	(516) 237-8608
Jamie Gergen	Assistant Director of Field Education, Hauppauge Center	(516) 237-8609
Nateisha Reid	Student Affairs Coordinator, Hauppauge Center	(516) 833-8182

<b>ADMINISTRATION – HUDSON VALLEY CENTER</b>		
Ohiro Oni-Eseleh	Director, Hudson Valley Social Work Program	(845) 472-3348
TBD	Assistant Director of Field Education, Hudson Valley Center	(845) 471-3348 x8102
Regina Tracy	Student Affairs Coordinator, Hudson Valley Center	(845) 452-0967

<b>ADMINISTRATION – MANHATTAN CENTER</b>		
Andrew Peters	Director, Manhattan Center Social Work Program	(212) 965-8340 x8358
James Amato	Assistant Director of Field Education, Manhattan Center	(212) 965-8340 x8360
Lisa Henshaw	Coordinator of Special Projects and Student Licensing	(212) 965-8340 x8364
Michel Montalvo	Student Affairs Coordinator, Manhattan Center	(212) 965-8340 x8361

## ACADEMIC CALENDAR 2017-2018

<b>Fall 2017</b>	
<b>August 27</b>	Matriculation Day
<b>August 28</b>	Classes Begin - Fall 2017
<b>September 2-4</b>	Labor Day Weekend - No Classes
<b>September 11</b>	Last Day to Add a Course
<b>September 25</b>	Last Day to Drop a Course
<b>September 25</b>	Last Day to Change Course Grading Option
<b>September 25</b>	Last Day to Add Independent Study/Internship
<b>September 25</b>	Last Day to Process Course Section Change
<b>October 9</b>	Mini Fall Break - NO CLASSES THIS DAY
<b>October 16</b>	Open Planning Begins for Spring 2018
<b>October 30</b>	Last Day to Withdraw from a Course
<b>November 1</b>	Graduate Registration Begins for Spring 2018
<b>November 6</b>	Undergraduate Registration Begins for Spring 2018
<b>November 22-26</b>	Thanksgiving Break - NO CLASSES
<b>December 5</b>	Make-Up Day/Study Day - No CLASSES
<b>December 6-11</b>	Regular Class Schedule
<b>December 12</b>	Finals Begin
<b>December 18</b>	Finals End
<b>December 19</b>	Emergency Day (Scheduled by the Registrar - if Necessary)
<b>December 19</b>	Last Day of Fall 2017 Term

<b>Spring 2018</b>	
<b>January 3</b>	Classes Begin (Intersession)
<b>January 15</b>	Martin Luther King Day - NO CLASSES
<b>January 22</b>	Last Day of Classes (Intersession)

<b>January 23</b>	Classes Begin - Spring 2018
<b>February 5</b>	Last Day to Add a Course
<b>February 20</b>	Last Day to Drop a Course
<b>February 20</b>	Last Day to Change Course Grading Option
<b>February 20</b>	Last Day to Add an Independent Study/Internship
<b>February 20</b>	Last Day to Process Course Section Change
<b>March 5</b>	Open Planning Begins for Summer and Fall 2018
<b>March 12-18</b>	Spring Break - NO CLASSES
<b>March 20</b>	Registration Begins for Summer 2018
<b>March 27</b>	Last Day to Withdraw from a Course
<b>March 29</b>	Graduate Registration Begins for Fall 2018
<b>April 2</b>	Undergraduate Registration Begins for Fall 2018
<b>April 24</b>	Research Day - NO CLASSES
<b>May 9</b>	Make-Up Day/Study Day - NO CLASSES
<b>May 10</b>	Make-Up Day/Study Day - NO CLASSES
<b>May 11</b>	Finals Begin
<b>May 17</b>	Finals End
<b>May 17</b>	Last Day of Spring 2018 Term

<b>May 18</b>	Commencement
<b>May 18</b>	Doctoral Hooding Ceremony
<b>Summer 2018</b>	
<b>May 28</b>	Memorial Day - NO CLASSES
<b>May 29</b>	Classes Begin (Summer I)
<b>June 1</b>	Last Day to Add a Course - Summer I
<b>June 7</b>	Last Day to Drop a Course - Summer I
<b>June 19</b>	Last Day to Withdraw from a Course - Summer I
<b>July 2</b>	Classes End (Summer I)
<b>July 4</b>	Independence Day - NO CLASSES
<b>July 9</b>	Classes Begin (Summer II)
<b>July 12</b>	Last Day to Add a Course - Summer II
<b>July 18</b>	Last Day to Drop a Course - Summer II
<b>July 30</b>	Last Day to Withdraw from a Course - Summer II
<b>August 12</b>	Classes End (Summer II)

## **School of Social Work Mission and Program Goals**

### **Mission of the Adelphi University School of Social Work**

The Adelphi University School of Social Work prepares graduates to practice ethically and effectively in diverse cultural and social contexts upon entering the profession and throughout their careers. Through our student-centered curricula, faculty scholarship, and community engaged programs, we provide leadership to advance knowledge, skills, and values for the profession. We are committed to the enhancement of human well-being, the advancement of human rights, and the promotion of social justice for individuals and communities, regionally, nationally and globally.

The MSW program goals of the AUSSW flow from its mission and are as follows:

Goal 1: To provide an integrative course of study which is responsive to student needs, societal conditions, and emerging social issues, and which will prepare students to be effective and ethical practitioners upon graduation and throughout their careers.

Goal 2: To promote faculty scholarship and research that produces knowledge that informs and advances theory, practice, and policy in social work and allied fields towards the goal of impacting the well-being of client systems;

Goal 3: To provide leadership and collaboration with community stakeholders to identify and address unmet and emergent needs, and to develop and support programs which advance the profession, enhance human service delivery, and strengthen community and organizational capacity.

## Core Competencies and Related Practice Behaviors

The MSW program curriculum is guided by 2008 Educational Policy and Accreditation Standards (EPAS) which prepares MSW at the foundation level for generalist practice through the mastery of the ten core competencies and associated practice behaviors that are measurable and comprised of knowledge, value and skills.

### Ten Core Competencies and Associated Practice Behaviors

Core Competencies	Practice Behaviors
1. Identify with the SW profession, its mission and core values, and conduct oneself accordingly. Students will demonstrate the ability to:	a) Advocate for client access to services; b) Practice self-reflection and self-correction; c) Engage in life-long learning and professional growth; d) Attend to professional roles and boundaries; and e) Use supervision and consultation as needed.
2. Apply social work ethical principles to guide professional practice. Students will demonstrate the ability to:	a) Make ethical decisions by applying standards of the NASW Code of Ethics and apply international standards of ethics; b) Recognize and manage personal values in a way that allows professional values to guide practice; c) Tolerate ambiguity and cultural differences in resolving ethical conflicts; and d) Apply ethical reasoning to arrive at principled decisions.

<p>3. Apply critical thinking to inform and communicate professional judgments. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Demonstrate effective oral and written communications in working with individuals, families, groups, organizations, communities and colleagues;</li> <li>b) Critically appraise and integrate multiple sources of knowledge, including research-based knowledge and practice;</li> <li>c) Analyze models of assessment, prevention, intervention, and evaluation wisdom; and</li> <li>d) Use various methods of technology to search for information, critically interpret evidence, and communicate.</li> </ul>
<p>4. Engage diversity and difference in practice. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Understand diversity in a broad sense that includes an appreciation for both differences and similarities and social change over time;</li> <li>b) Recognize the ways in which a culture's structures and values may oppress, marginalize, alienate, or enhance privilege and power;</li> <li>c) Appreciate the ways in which diverse cultures may foster strength and resilience;</li> <li>d) Gain sufficient self-awareness to minimize the influence of personal biases and values in working with diverse groups;</li> <li>e) Recognize and communicate their understanding of the importance of differences and similarities in shaping life experiences; and</li> <li>f) View themselves as learners and engage those with whom they work as informants.</li> </ul>
<p>5. Advance human rights and social and economic justice. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Understand the forms and mechanisms of oppression and discrimination;</li> <li>b) Advocate for human rights and social and economic justice;</li> <li>c) Engage in practices that advance social and economic justice; and</li> <li>d) Describe domestic/international human rights issues.</li> </ul>



<p>6. Engage in research-informed practice and practice-informed research. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Use research evidence to inform practice;</li> <li>b) Use practice experience to inform scientific inquiry;</li> <li>c) Understand the process of evidence-informed practice; and</li> <li>d) Demonstrate basic understanding of research design, methods and statistics.</li> </ul>
<p>7. Apply knowledge of human behavior and the social environment. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Utilize conceptual frameworks to guide the process of assessment, intervention, and evaluation;</li> <li>b) Critique and apply knowledge to understand reciprocal interactions between people and their environments; and</li> <li>c) Collaborate with colleagues, clients administrators, policy makers, and legislators for effective policy implementation and action.</li> </ul>
<p>8. Engage in policy practice to address social and economic well-being and to deliver effective social work services:</p>	<ul style="list-style-type: none"> <li>a) Analyze formulate and advocate for policies that advance social well-being; and</li> <li>b) Collaborate with colleagues, clients, administrators, policy makers, and legislators for effective policy implementation and action.</li> </ul>
<p>9. Respond to contexts that shape practice. Students will demonstrate the ability to:</p>	<ul style="list-style-type: none"> <li>a) Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging social trends to provide relevant social services; and</li> <li>b) Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.</li> </ul>

10 (a). Engagement. Students will demonstrate the ability to:	<ul style="list-style-type: none"> <li>a) Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;</li> <li>b) Use empathy and other interpersonal skills; and</li> <li>c) Develop a mutually agreed-on focus on work and desired outcomes.</li> </ul>
10 (b). Assessment. Students will demonstrate the ability to:	<ul style="list-style-type: none"> <li>a) Collect, organize, and interpret client data;</li> <li>b) Assess client strengths and limitations;</li> <li>c) Develop mutually agreed-on intervention goals and objectives; and</li> <li>d) Select appropriate evidence informed intervention strategies.</li> </ul>
10. (c). Intervention. Students will demonstrate the ability to:	<ul style="list-style-type: none"> <li>a) Initiate actions to achieve organizational goals;</li> <li>b) Implement prevention intervention that enhance client capabilities;</li> <li>c) Help clients resolve problems;</li> <li>d) Negotiate, mediate, and advocate for clients; and</li> <li>e) Facilitate transitions and endings.</li> </ul>
10. (d) Evaluation.	<ul style="list-style-type: none"> <li>a) Critically analyze, monitor, and evaluate social work interventions.</li> </ul>

## Core Competencies and Advanced Practice Behaviors

The MSW program prepares students for advanced direct practice by operationalizing the ten core competences with the following practice behaviors listed below:

Core Competencies	Practice Behaviors
1.1.1 Identify oneself as a professional social worker and conduct oneself accordingly:	<ul style="list-style-type: none"> <li>a) Demonstrate professional and differential use of self with clients;</li> <li>b) Develop and sustain working alliances and therapeutic relationships with clients; and</li> <li>c) Demonstrate self-reflection and self-assessment in the active use of supervision and consultation.</li> </ul>

	<p>d) Identify as a social work professional and engage in preparation for career-long learning.</p>
<p>1.1.2 Apply social work ethical principles to guide professional practice:</p>	<p>a) Demonstrate initiative in applying ethical reasoning for problem resolution;</p> <p>b) Identify and use knowledge of relationship dynamics, including power differentials and personal biases, and how they affect practice;</p> <p>c) Apply ethical standards and decision- making frameworks to respond to dilemmas in models and levels of intervention, agency practices and environmental context; and</p> <p>d) Identify and assist the impact of changing organizations on client outcomes and service delivery.</p>
<p>2.1.3. Apply critical thinking to inform and communicate professional judgments:</p>	<p>a) Collaborate with clients regarding assessment and intervention strategies, benefits, and consequences;</p> <p>b) Evaluate the strengths and weakness of multiple theoretical perspectives and differentially apply them to client situations;</p> <p>c) Differentially select and implement strategies for assessment and interventions using evidence based practice and best practice methods; and</p> <p>d) Communicate professional assessment to other social workers and to professionals from other disciplines in both verbal and written formats.</p>

<p>2.1.4 Engage diversity and difference in practice:</p>	<ul style="list-style-type: none"> <li>a) Research and apply knowledge of diverse populations to enhance client well-being; and</li> <li>b) Work effectively with diverse populations, using an understanding of how culture, power privilege, policies and services impact them.</li> </ul>
<p>2.1.5 Advance human rights and social and economic justice:</p>	<ul style="list-style-type: none"> <li>a) Use knowledge of the effects of oppression, discrimination, and historical trauma on client and client systems to guide interventions; and</li> <li>b) Advocate at multiple levels for the advancement of human rights and social justice.</li> </ul>
<p>2.1.6 Engage in research-informed practice and practice-informed research:</p>	<ul style="list-style-type: none"> <li>a) Use the Evidence Based Practice process to inform direct practice; and</li> <li>b) Use research methodology to evaluate practice processes and outcomes.</li> </ul>
<p>2.1.7 Apply knowledge of human behavior and the social environment:</p>	<ul style="list-style-type: none"> <li>a) Draw from multiple sources, theories and models of human behavior (ecological, psychodynamic, cognitive behavioral, family systems) and differentially apply these models to guide direct practice; and</li> <li>b) Use bio-psychosocial spiritual theories and diagnostic classification systems in formulation of comprehensive assessments.</li> </ul>
<p>2.1.8 Engage in policy practice to address social and economic wellbeing and to deliver effective social work services:</p>	<ul style="list-style-type: none"> <li>a) Address policies that challenge and/or support achievement of client goals; and</li> <li>b) Communicate to stakeholders the implications of policies and policy change in the lives of clients.</li> </ul>

<p>2.1.9 Respond to contexts that shape practice:</p>	<ul style="list-style-type: none"> <li>a) Assess obstacles in organization and community contexts that may thwart client and community well-being;</li> <li>b) Identify policies that support or compromise service delivery to particular populations or settings, or across levels of direct intervention; and</li> <li>c) Demonstrate organizational evaluation skills that enable assessment, correction and strengthening of organizational performance.</li> </ul>
<p>2.1.10 (a)-(d) Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.</p>	
<p>2.1.10(a) Engagement</p>	<ul style="list-style-type: none"> <li>a) Develop culturally responsive therapeutic relationships;</li> <li>b) Attend to interpersonal dynamics and contextual factors that both strengthen and potentially threaten the working alliance; and</li> <li>c) Establish a process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes.</li> </ul>
<p>2.1.10(b) Assessment</p>	<ul style="list-style-type: none"> <li>a) Demonstrate the capacity to use differential diagnoses, and to situate diagnoses within the context of the individuals' culture and strengths;</li> <li>b) Use multidimensional bio-psychosocial-spiritual assessment tools and strategies; and</li> <li>c) Select and modify appropriate intervention strategies based on continuous assessment.</li> </ul>

2.1.10(c) Intervention	<ul style="list-style-type: none"> <li>a) Identify multilevel strategies for clients, based on empirical evidence, clinical judgment, and client preference; and</li> <li>b) Collaborate with other professionals to coordinate service delivery.</li> </ul>
2.1.10(d) Evaluation	<ul style="list-style-type: none"> <li>a) Collaborate with clients to develop and implement plans for monitoring and evaluating interventions and client progress</li> <li>b) Competently document the process and progress of work done with or on behalf of clients and incorporate into future practice.</li> </ul>

## **MSW Admission Criteria and Procedures**

The MSW program is offered at the main Garden City campus and at each of the three extension centers in Manhattan, Hauppauge and Hudson Valley. Students may take foundation year courses at SUNY Orange Community College Middletown campus coordinated through the Hudson Valley campus. The admissions standards and procedures are identical at all four sites. The admissions office, headed by the Director of Outreach, Enrollment and Professional Advisement, is responsible for reading all applications in consultation with the Admissions Committee which is comprised of faculty members. Admission decisions are based on academic record, life and work experience most often including paid or volunteer human service experience, and evidence of commitment and motivation to social work practice.

Applicants and potential applicants often attend information sessions and open house events at one of our campus centers prior to submitting their application for admission. At these meetings the academic program, tuition and financial aid information and criteria and process for admission is reviewed and applicants may be screened for meeting eligibility.

### ***The Application Process***

The University utilizes an online application system for all applications and supplemental materials. The Office of Graduate Admissions first reviews all applications for processing and submitting to the School of Social Work for review. Once all required materials have been received, the Office of Graduate Admissions sends the file for review by the School of Social Work.

All applicants are required to submit to the Adelphi University Graduate Admissions Office:

- a graduate application;
- \$50.00 application fee;
- an official transcript from all institutions that they attended with evidence of completion of a bachelor's degree;
- a minimum of two professional letters of reference;
- a graduate essay which asks students to detail their reasons for choosing social work as a course of study and career, evidence of their commitment and motivation to study social work, any obstacles or challenges they may anticipate in pursuing the MSW degree, and specific areas of practice or social problems that are of particular interest to them; and
- International students are required submit official college or university records to the Adelphi Office of University Admissions and must include:
  - Official transcript(s) in their native language and one set translated into English;
  - Students must have earned the equivalency of a four-year bachelor's degree; and
  - Official TOEFL/IELTS scores are required to show English language proficiency.

### ***Requirements for Admission***

Requirements for admission to the School of Social Work graduate programs are based on prior academic performance, values that are congruent with the social work profession, and paid and/or volunteer human service experience.

Admission requirements include:

- A completed graduate application;
- A baccalaureate degree from an accredited college or university grounded in the liberal arts;
- Personal characteristics and qualifications related to successful professional performance based upon criteria set forth in the NASW Code of Ethics. Review of each applicant's letters of recommendation, essay, and application yields descriptive data that is compared with the values and ethics presented in the NASW Code of Ethics;
- A minimum cumulative undergraduate grade-point average of 3.0 on a 4-point scale;
- International students are required to have a baccalaureate degree that has been evaluated by a United States program affirming a degree equivalent to a U.S. Baccalaureate degree;
- A minimum TOEFL score of 585 or higher or an IELTS score of 6.5 or higher for international students;
- The Admissions Committee reserves the right to request an individual interview with a candidate; and

- Additional admissions requirements for special programs:
  - OYR – verification of current employment, 3 or more years of social work supervision in a human services organization and employer supported employment based field placement;
  - Advanced Standing – one letter of reference must be from a faculty field advisor or field instructor and one letter from a faculty member preferred;
  - Online/Low Residency MSW Program – requires completion of a survey which will be sent to the candidate at the time the office of graduate admissions in social work receives the application. All candidates for this program will be required to participate in an admissions interview with one or more members of the admissions committee;
  - Post Master’s Certificate in Advanced Trauma Studies and Treatment – requires evidence of a master’s degree and resume in addition to two professional recommendations and a personal statement;
  - Post Master’s Certificate in Addictions – requires a master’s degree;
  - Post Master’s Certificate in Bilingual Social Work – requires either a provisional or permanent NYS school social work certificate in addition to a Master’s in Social Work;
  - Post Master’s Certificate in Human Resources – requires a Master’s in Social Work; and
  - Post Master’s Certificate in Military Trauma – requires a master’s or doctoral degree.

Non-degree students are permitted to enroll in up to 12 credits in the School of Social Work. To register for courses as a non-degree student, a non-degree application must be completed, along with the nonrefundable application fee of \$50. Additionally applicants must submit a transcript showing proof of a baccalaureate degree. Non-degree registration and advisement is provided by the Director of Outreach, Enrollment and Professional Advisement.

### ***Admission Decisions***

While the undergraduate degree and GPA provide an assessment of the applicant’s intellectual capacity, additional criteria for admission includes demonstration of personal characteristics and qualifications that relate to successful professional performance. Review of each applicant’s letters of recommendation, essay, and application yields



descriptive data that is compared with the values and ethics presented in the NASW Code of Ethics. The graduate essay is an integral component of the application and is an important factor in reviewing the applicant for admission into the program. It allows the applicant the opportunity to communicate their experiences in social work, social problems they have knowledge of or are concerned about and how social work can address these problems. In addition to their expectations of graduate study, any difficulty they anticipate as well as their background and experiences that have led them to want to become a social worker and their professional goals are shared in the essay.

Completed files are submitted to the Director of Outreach, Enrollment and Professional Advisement for review and decision on the application. Applications that do not contain a cumulative grade point average (GPA) below a 3.0, or for which there may be questions regarding the graduate essay or recommendations letters, are referred for review by the Admissions Committee.

The Admissions Committee is chaired by the Director of Outreach, Enrollment and Professional Advisement. Members include three faculty members assigned each academic year by the Dean of the School of Social Work.

The Committee reserves the right to request a personal interview by either the Director at the site or one or members of the Admissions Committee.

Applications are reviewed and decisions are made in the following three categories:

- degree candidate (DC)
- provisional student (P-2)
- Rejected

These decision categories are described below in terms of evaluation criteria and specific expectations and procedures.

**Degree Candidate (DC):** For students who meet the academic standards, have evidence of personal and professional motivation and commitment, and present a complete and impressive application, the student is accepted as a degree candidate. Students may be accepted for special programs based on specific criteria and qualifications. See sections on MSW Special Programs.

**Provisional Student (P-2):** For students who demonstrate the potential for academic and other standards, but do not meet all the criteria for acceptance, the student is accepted as a provisional student. Students accepted provisionally are advised to take a maximum of six credits in their first semester, required to earn a minimum grade of “B” in each course completed. The student’s progress is reviewed throughout the semester for professional

standards and academic performance. If the provisional student does not meet the above criteria, they are dismissed from the program after the first semester. If the provisional student successfully meets the criteria, the student is granted degree candidacy status and is permitted to continue in the program. Students accepted as provisional students do not begin their field work until their status is converted to degree candidacy. All provisional students are advised by the Director of Student Engagement and Academic Success and monitored throughout their provisional semester.

**Rejected Student:** For students who do not meet the academic and other standards, the admission decision is reject.

Once an admission decision is made, the file with the decision is sent electronically to the Office of Graduate Admissions at the University. A letter is sent from the Office of Graduate Admissions indicating the application decision and, if applicable, any conditions or criteria necessary for full admission. Specifically, whether the accepted applicant is admitted provisionally.

### ***MSW Special Programs***

Students are evaluated for special programs based on their qualifications and the criteria as listed. Special programs include the One Year Residency (OYR), Advanced Standing and Hybrid Low Residency programs (LRP).

#### **One Year Residency (OYR)**

The OYR program is designed for human service workers who have three or more of the last five years, of social work related experience under the supervision of a social worker. As a result of the student's social work related employment experience, OYR students are expected to complete one 900 hour field placement in the advanced year rather than the traditional mode of two 600 hour field placements in two years. In addition, they must take a foundation year OYR seminar (4 credit classroom course) as well as be working in the field concurrently with their foundation year classes. The student's employer must agree to provide a 900 hour employment based field placement under LMSW or LCSW supervision. Such placement experience must have separate and distinct duties from the student's day to day responsibilities. Applicants to this program must submit documentation verifying years of employment, supervisory requirements met and employer agreement to providing a field placement. The application will follow all other University and School processes in regard to processing the final decision and notifying the applicant.

## **Advanced Standing**

The 32-credit Advanced Standing program is available only to graduates of CSWE-accredited baccalaureate social work programs who have earned the degree within the last five years. In some cases, the applicant is required to take additional courses prior to admission if the program from which they have the degree varies significantly from Adelphi's undergraduate social work curriculum. In addition to meeting all admission requirements for the MSW program, applicants must also have successfully completed the undergraduate curriculum and field experience.

Candidates for this program must submit one letter of recommendation from their field advisor and/or instructor addressing the applicant's practice behaviors and core competencies in addition to their personal maturity, scholarship, interpersonal skills and relevant experience and professional promise. A faculty recommendation is the preferred second professional letter of recommendation. Applicants who earned a foreign BSW degree are asked to have their credentials reviewed by the Council on Social Work Education's International Social Work Degree Recognition and Evaluation Services ([www.cswe.org/CenterInitiatives/22207.aspx](http://www.cswe.org/CenterInitiatives/22207.aspx)) and submit such evaluation as supplemental application material. The application will follow all other University and School processes in regard to processing the final decision and notifying the applicant.

Accepted BSW students who are not awarded advanced standing: The transcripts of all accepted applicants who are admitted to the MSW program without advanced standing status are reviewed by the Director of Outreach, Enrollment and Professional Advisement. If the director (in consultation with the admitted BSW student) believes he or she has mastered any course in the foundation year the student may opt to meet with the chair of the sequence within which the course is located. If the chair agrees with the student, opportunity is given to take a test to demonstrate course mastery. If the course is waived, the student would take an additional elective during the course of study.

## **Online/Hybrid MSW Program**

The Hybrid Low Residency Program is a cohort-based, part-time MSW program that combines online and campus based instruction. Students participate in 5-6 campus visits over their 3 years of study and take a combination of campus-based intensive and online courses during the degree program. Field instruction is arranged near their home community. Admissions require applicants to this program to complete an assessment survey. The survey questions assess applicant readiness to learn in an online environment, asking if they have ever taken an online course and their experience in doing so, computer access and capacity, and times that they are most available in their daily schedule for synchronous online courses. Applicants are also required to participate in an interview with the director of the program, one or more faculty from the Admissions Committee, the

Director of Outreach, Enrollment and Professional Advisement, and a member of the field department.

### **Transfer Credits**

If you've taken a graduate course in a CSWE accredited graduate program or an accredited graduate program in an allied field, similar to an Adelphi social work course, you may request a transfer of credit. The course must have been taken within five years of matriculation, with a grade of B or better. The School of Social Work will consider up to 12 credits for transfer.

To make a request, submit the following to our Office of Graduate Admissions:

- official transcript
- course description
- course outline
- bibliography

The Director of Outreach, Enrollment and Professional Advisement, in consultation with the sequence chair, will assess if your course corresponds to an existing Adelphi course. If the graduate credit is approved for transfer, you do not have to take another course in its place. A place-out exam may be required at the discretion of the Associate Dean for Academic Affairs. If the course was counted toward a baccalaureate degree, it cannot be used for transfer credit. Only courses completed for graduate credit may be transferred.

### **Course Waivers**

Course waivers are granted selectively on an individual basis. If you've taken an undergraduate course similar to an Adelphi social work course, you may request a course waiver. The course must have been taken within five years of matriculation, with a grade of B or better and you must submit the following to the Associate Dean for Academic Affairs:

- transcript
- course description
- course outline
- bibliography

The associate dean for academic programs and director of the MSW program, in consultation with the sequence chair, will assess if your course corresponds to the Adelphi course. If the course does correspond, you will then be required to take a place-out exam. If you pass the exam with a grade of B or better—the course is waived, and you must take another course in its place. Graduate credit is not granted for undergraduate courses.

## **Course Credit for Life Experience or Previous Work Experience**

The policy of the School of Social Work prohibits the transfer of any academic credits or field hours for prior work or life experience into the graduate program. Students and other constituents are apprised of this policy in the Social Work Student Handbook and in the [University Bulletin; Social Work: Graduate; Transfer Credits](#).

## **PROFESSIONAL AND ACADEMIC ADVISING**

All graduate students are assigned an advisor when they enter the program. Every student receives advisement throughout their academic program. The advisor is responsible for answering academic as well as professional questions, program planning, course approval, field education planning and supervision, life and career goals, and any other related advisement tasks. The School of Social Work emphasizes a broad-based approach to advisement that covers more than decision making around classes, field placements and professional career choices; it also touches on maximizing potential, developing a professional self and raising the standard of ethical and sound practice.

When students first enter the program, they register and receive advisement from an admissions officer who is familiar with the academic program as well as the professional practice of social work. On the main campus in Garden City, this may be the Director of Outreach, Enrollment and Professional Advisement or one of the admissions staff specialists. At the extension centers, the advisement is conducted by the Director of the site, an outreach coordinator, or a student affairs coordinator.

After the initial advisement and registration session(s), the student is assigned an advisor. If the student is entering field, a faculty field liaison is assigned who serves as academic advisor as well as liaison to the field placement. If the student is not entering field, studying as a part time student, taking academic classes only without field and practice, then the advisor is not a field liaison. All advisors are faculty members, full-time or part-time, or social work administrators. Advisor assignments are made according to the student's status and the faculty workload. New advisor assignments are made each year. This accommodates the student's field placement, the student's program, and introduces the student to a new advisor each year. Faculty field liaisons are assigned according to the student's field placement, based on the agency, its location, and the student's area of interest. Advisors are assigned in the fall and spring entry terms. Students can access their assigned advisor information in the student portal account in e-campus. Students assigned faculty field liaisons are informed of their advisor via email and e-campus at the beginning of the semester in which they start field placement.

In the Hybrid MSW program, advising is structured similarly to the face to face MSW program. Students are assigned a faculty member or administrator as their academic advisor.

That advisor will assist students in scheduling their courses. In the Hybrid MSW program students will meet with their advisor via phone or Google hangout to discuss their course selections. Students are able to log into their student portal (CLASS) and make their course selections each term. Their assigned advisor must review the course selections and approve before the student is able to register. Students enrolled in the Hybrid Program will also have the opportunity for face to face advisement during their residency periods.

All new students to the Hybrid MSW are required to attend a mandatory orientation to the program during their first residency. This orientation provides students with an overview of the University, the School of Social Work and University services. The orientation is coordinated by the Hybrid MSW Program Director. The orientation provides students with a detailed review of the School's mission, graduate curriculum, core competencies and associated practice behaviors and technology including Moodle, CLASS and email. Administrative staff members review the academic integrity and plagiarism policies of the school, NASW Code of Ethics and ethical standards and responsibilities required of social workers. Information about advisement, academic support services including the writing center, Student Access Office, counseling services and the learning center are provided to the students. Information about the Graduate Student Association, school events and networking opportunities are also shared with the students. Finally, all students are given information about the required Recitation Social Work Orientation taken in the first semester of study.

Every student receives advisement throughout their academic program. The advisor is responsible for addressing academic as well as professional advisement concerns, including program planning, course approval, field education planning and supervision, life and career goals, and any other related advisement tasks. The School of Social Work emphasizes a broadbased approach to advisement that covers more than decision making around classes, field placements and professional career choices; it also touches on maximizing potential, developing a professional self and raising the standard of ethical and sound practice.

When students first enter the program, they register and receive advisement from the Director of Outreach, Enrollment and Professional Advisement, who is familiar with the academic program as well as the professional practice of social work.

After the initial advisement and registration session(s), the student is assigned an academic advisor. The academic advisor to the students in the LRP Hybrid program is the Director of the Hybrid MSW Program.

When the student enters field, a designated faculty field liaison is assigned who serves as academic advisor as well as liaison to the field placement. All students enrolled in the LRP Hybrid Program are assigned to their faculty field liaison who facilitates the Integrative Field Seminar concurrently with the field placement. Students can access their assigned advisor information in the student portal account in e-campus. Student's assigned faculty field liaisons

are informed of their advisor via email and e-campus at the beginning of the semester in which they start field placement.

The Faculty Field Liaison's carry the responsibility for helping the student, the field instructor and the agency to meet the educational objectives established for the student's field experience. Additionally, Faculty Field Liaisons carry academic advising responsibility for the students assigned to them in the field practicum. Liaisons also meet at least once each semester with the student's field instructor at the agency either in person or via Google hangout. Liaisons are expected to meet with the student during the first two-four weeks of the semester in which they begin field. Liaisons also meet at least once each semester with the student's field instructor at the agency or via Google hangout. They maintain periodic, and as needed contact with the students and field instructors by email and phone. Students submit monthly statistics report and process recordings to their faculty field liaisons throughout the semester for their review.

## **Orientation**

All new students are required to attend a mandatory orientation to the graduate program. This orientation provides students with an overview of the University, the School of Social Work and University services. The orientation is coordinated by the Associate Dean of Academic Affairs and MSW Program Director, the Director of Student Engagement and Academic Success and the Director of Field Education. Each center holds an orientation covering the same materials coordinated by the Center Director, Student Affairs Coordinator and Assistant Director of Field Education. The orientation provides students with a detailed review of the School's mission, graduate curriculum, core competencies and associated practice behaviors and technology including Moodle, CLASS and email. Administrative staff review the academic integrity and plagiarism policies of the school, NASW Code of Ethics and ethical standards and responsibilities required of social workers. Information about advisement, academic support services including the writing center, Access Services, counseling services and the learning center are provided to the students. Information about the Graduate Student Association, school events and networking opportunities are also shared with the students. Finally, all students are given information about the required Recitation Social Work Orientation taken in the first semester of study.

## **Registration**

Students may enroll for non-matriculated study. Up to twelve credits may be taken as a non-matriculated student and field and practice courses are not available for enrollment. The Director of Outreach, Enrollment and Professional Advisement enrolls and advises any student registered as a non-degree seeking candidate. Non-degree seeking candidates participate new student orientation and are also required to enroll in the required Recitation Social Work Orientation in the first semester of study.

Students receive a copy of the MSW Course Planning Worksheet that lists all course requirements with pre-requisites, co-requisites and course sequences. This planning guide can be found in the Student Handbook. It is also online and available in print. Courses in the graduate program are taken sequentially and some courses are taken as a requisite. Advisors and students alike must be familiar with the importance of following the planning worksheet to ensure that all requirements are met and courses are taken in proper sequence. The Course Planning Worksheet is used in conjunction with the program paths to support students in planning their schedules. Not all courses are offered in every semester. These guides are especially helpful in the advisement process as they individualize for students their course choices and their plans of study. For instance, students who are following a part-time program path with summer classes can plan ahead and anticipate their schedules.

The School of Social Work follows the registration procedures established by the university. Students plan and register for their next semester classes at about the midpoint of the preceding semester. Registration is completed online and requires advisor approval for all course choices. Open planning is scheduled to reserve time for a review of their current academic grades and performance. Students are encouraged to keep in contact with their advisor throughout the semester for questions and support as needed and to discuss their expectations for the academic program, professional preparation and field education opportunities. Performance in the classroom, other related activities and field instruction are some of the areas that advisors focus on.

Classroom teachers who observe any problems including attendance, unethical behavior or poor academic work contact the student's advisor and/or the Office of Academic Affairs. In consultation with the advisor, the professor, the Director of Student Engagement and Academic Success and if the student attends one of the extension centers, the director or the student affairs coordinator at the center, the student is offered counseling, writing assistance, peer or other tutoring, or other support services as indicated. A strong emphasis is placed on coordinating resources and supports to assist students who are at risk.

## **MSW PROGRAM OF STUDY**

The Master of Social Work (M.S.W.) program offers the preparation you need for advanced professional social work practice. Our foundation curriculum provides the knowledge, skills, values and ethics essential to all forms and levels of generalist social work practice. In your advanced year, you will complete a concentration in contemporary, direct practice—and prepare to be an advanced social work practitioner using sophisticated clinical skills in work with individuals, small groups, families and couples.



## **Organization and Structure of the Master of Social Work Curriculum**

All students in the foundation year of the Adelphi University M.S.W. degree program are required to take the same ten courses. Eight of the ten are academic courses, and two are supervised field internships where you apply theories learned in class to direct practice with clients. The ten required foundation courses are distributed as follows:

- two on social welfare policy;
- two on theories of human behavior;
- two on theories of social work practice;
- one about diversity, oppression and cultural influences in social work practice;
- one in methods of empirical research; and
- two supervised field internships.

In the advanced year of the Master of Social Work program, all students must complete ten courses, two of which are supervised field internships. The eight remaining second-year courses are distributed as follows:

- two courses in advanced social work practice;
- one course in assessment and diagnosis from a social work perspective;
- one course in advanced social work research;
- one course in organizational context for professional practice;
- one elective integrative seminar course;
- two additional elective courses; and
- two supervised field internships

### **The Role of Field Education**

Field education plays a pivotal role in student education. Through internships in social service settings, students are provided with opportunities to apply knowledge learned in the classroom experience to social work practice with diverse populations in a broad range of agencies. Students develop professional skills and competence in practice during the course of their internships in working with people and communities. Students learn to bring their humanity and authenticity to their practice, to act with professional courage, and to develop a vision about making a contribution toward the amelioration of the significant social problems that face our society.

Field education is viewed as a unique partnership between the School and the agencies with which it affiliates. Through ongoing communication, the agencies and faculty field liaisons work towards the development of a shared educational philosophy and standards in designing and implementing a sound educational program for students. A Field Educational Manual is available on line, and we encourage students to consult the Manual regarding

field work policies, practices, program options and important information to guide you through your field work experiences.

For more information about the Field Education component of the program see the MSW field manual which is located online and on the field education Moodle shell.

### **Professional Continuing Education**

Adelphi University's School of Social Work supports advanced professional development and continuing education in the field of behavioral health through our offering of post master's certificate programs that allow students to advance their specialization within social work.

#### **Post Master's Certificate in Advanced Trauma Studies and Treatment**

This certificate comprises a two-semester course (84 hours and 25 NYSED continuing education credits) designed for the experienced practitioner to engage in a small supportive and reflective community to advance their skills and competences related to the role of trauma in practice settings. This certificate is offered at the Garden City campus.

Highlights include hands-on skills training in evidence-based treatment approaches such as:

- Self-Injury: A cutting edge approach to assessment;
- The Community Reinforcement Approach and Family Training (CRAFT) – 2 day training;
- Trauma Focused-CBT Training- 2 day training;
- The Safe Center Site Visit;
- Sensorimotor Psychotherapy; and
- Seeking Safety.

#### **Post Master's Certificate in Addictions**

This certificate offers Master level professionals in social work and related behavioral health fields the opportunity to complete the 350 clock hour educational requirement to apply for the NYS OASAS credential in Alcoholism and Substance Abuse Counseling (CASAC-T). This certificate is offered at the Garden City, Manhattan and Hudson Valley campuses.

Students have the opportunity to select one of two options: a 45 clock hour program (PAC 1) or an 85 clock hour (PAC 2). Students who have already completed an elective in substance use disorder during their graduate training select PAC 1. Postgraduate students in the field of mental health looking to fulfill the NYS OASAS 85 clock hour requirement for Section 1

training, or are looking for a more expansive experience combining in-class training with workshops and blended online coursework select PAC 2.

The postgraduate addictions certificate (PAC) offers a sequential program to enhance the theoretical and clinical knowledge of treatment of adolescents, adults and their families coping with addictive disorder. PAC will promote the psychodynamic understanding of current theoretical and practical approaches to assessment and treatment of substance use disorder. A series of leading experts from the addictions field will discuss the neurobiology of addiction, psycho-pharmacology, differential diagnostic assessment, motivational interviewing, and empirically-based evidence treatment approaches with adolescents and adults across a broad spectrum of culturally diverse populations. Topics will incorporate an integrated approach to substance use disorder and mental health comorbidity including the behavioral addictions: sex, gambling, and tobacco use. The course will synthesize lecture, case presentation, and classroom discussion.

Advanced year students enrolled in SWK 727 Social Work Practice in the Prevention and Treatment of Substance Abuse and Field Hours while placed in a substance abuse addictions and treatment field agency, may earn hours toward the educational and experiential requirements for the CASAC Trainee Certificate.

### **Post Master's Certificate in Bilingual School Social Work**

This is a 16-credit; post-master's programs designed for bilingual social workers, holding a master's degree and are seeking New York State certification in bilingual school social work. Candidates for the Advanced Certificate are required to pass the (NYSTCE) Bilingual Education Assessment (BEA), and complete Child Abuse, Violence Prevention Seminars and DASA workshops. Required courses:

- EBE (0804) 500 - Foundations of Bilingual & Multicultural Education (Note: 25 hours of required fieldwork);
- EBE (0804) 610 - Methods & Materials in Bilingual Education: Content Area Considerations;
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights;
- SWK (0404) 728 - Social Work with Children and Adolescents; and
- SWK (0404) 792 - Field Instruction V ( O Y R ).

The Certificate in Bilingual School Social Work is offered at the Garden City and Manhattan campuses.

### **Post Master's Certificate in Human Resources**

MSW students are eligible to enroll in this joint program from the Robert B. Willumstad School of Business. The program is a 15 credit certificate that requires 9 credits beyond the

MSW. SWK 0404-722 Organizational Context for Professional Practice is applied toward the certificate and students then take four courses through the School of Business. Students may apply to the program during their advanced year of study. If accepted to the program, students may take HRM (0208) 765 – Developing World Class Human Resources as one of their three electives in the M.S.W. program. Note: HRM (0208) 765 – does not meet the “I” designation required for social work students. This certificate is offered at the Garden City campus.

### **Post Master’s Certificate in Military Trauma**

This postgraduate certificate program enables mental health/health practitioners to conveniently enhance their professional development by attending class one evening a week over the course of one semester. The role of the clinician in practice, administration and/or advocacy will be addressed with sensitivity towards counselor wellness and vicarious traumatization. Students will be encouraged to have either current direct employment or voluntary experience with military members or their family in order to maximize active skillbased learning. Graduates will attain the knowledge and skills necessary to practice in settings including all armed forces or branches of Department of Defense, and with Veterans of all eras and their families in VA and non-VA settings. This program is offered at the Hudson Valley Center.

## **MSW Program Paths**

### **Full Time Plan of Study**

*(64 credits)*

### **Foundation Year**

*(32 credits)*

### **Fall Semester**

*(16 credits)*

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 - Issues in Social Welfare I: ROLE (Required Online Learning Experience) **Credits: 0**
- SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**
- SWK (0404) 690 - Field Instruction I **Credits: 4 (21 hours per week)**
- or**
- SWK (0404) 693 - Field Instruction I Extended **Credits: 4 (14 hours per week)**

### **Spring Semester**

*(16 credits)*

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**
  - SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits: 3**
  - SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**
  - SWK (0404) 557 - Social Work Research I **Credits: 3**
  - SWK (0404) 691 - Field Instruction II **Credits: 4** (21 hours per week)
- or**
- SWK (0404) 694 - Field Instruction II Extended **Credits: 4** (14 hours per week)

### **Advanced Year**

*(32 credits)*

In their advanced year, students complete a concentration in contemporary direct practice. The concentration is comprised of Advanced Social Work Practice with Individuals, Advanced Social Work Practice with Groups, Advanced Social Work Practice with Families and Couples, Social Work Assessment and Diagnosis, Social Work Research II, Organizational Context for Professional Practice, and the field internship. Students electing to specialize select their area of interest at this time. Specializations require a field placement within the area of interest in addition to three elective courses related to the specialization.

### **Fall Semester**

*(16 credits)*

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3 \*\***
  - SWK (0404) 7XX – Elective **Credits: 3**
  - SWK (0404) 758 - Social Work Research II **Credits: 3**
  - SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
  - SWK (0404) 790 - Field Instruction III **Credits: 4** (21 hours per week)
- or**
- SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)

## **Spring Semester**

**(16 credits)**

- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 7XX Elective **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**  
**or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 7XX Elective (Integrative) **Credits: 3**
- SWK (0404) 791 - Field Instruction IV **Credits: 4** (21 hours per week)  
**or**
- SWK (0404) 779 - Field Instruction IV Extended **Credits: 4** (14 hours per week)

### **Note:**

\*Students who opt to extend field instruction, completing 14 additional hours per week over the fall, spring, and summer, should enroll in SWK 778, 779 and 689. Students in extended field instruction will be charged an additional fee during the summer semester for continuation of matriculation and field instruction (SWK 689).

\*\**SWK 710 is offered in Garden City only.*

## **Social Work, M.S.W., Part Time**

Students can earn the M.S.W. in 3, 3-1/2, or 4 years of part-time study, as detailed in the programs below. Please note that these are sample programs and certain courses may not be offered in a given semester. Field instruction (2 years at 600 hours/year) can be completed in two semesters (21 hours per week) or in two semesters and the subsequent summer session (14 hours per week). The program must be completed in four years from matriculation. All students must meet residency requirements of two courses plus field instruction (10 credits) for two successive semesters.

## **3 Year Fall Cycle**

### **Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience **Credits: 0**

**Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3

**Foundation Year - Semester 3 (Summer)**

- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 557 - Social Work Research I Credits: 3

**Foundation Year - Semester 4 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3
- SWK (0404) 690 - Field Instruction I Credits: 4 (21 hours per week)  
or
- SWK (0404) 693 - Field Instruction I Extended Credits: 4 (14 hours per week)\*

**Foundation Year - Semester 5 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3
- SWK (0404) 691 - Field Instruction II Credits: 4 (21 hours per week)  
or
- SWK (0404) 694 - Field Instruction II Extended Credits: 4 (14 hours per week)\*

**Advanced Year - Semester 1 (Summer)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 758 - Social Work Research II Credits: 3

**Advanced Year - Semester 2 (Fall)**

- SWK (0404) 7XX - Social Work Elective (Integrative) Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3  
or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 778 - Field Instruction III Extended Credits: 4 (14 hours per week)\*  
or
- SWK (0404) 790 - Field Instruction III Credits: 4 (21 hours per week)

**Advanced Year - Semester 3 (Spring)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts

**Credits: 3 or**

- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
  - SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
  - SWK (0404) 779 - Field Instruction IV Extended **Credits: 4 (14 hours per week)\***
- or**
- SWK (0404) 791 - Field Instruction IV **Credits: 4 (21 hours per week)**

**Advanced Year - Semester 4 (Summer)**

- SWK (0404) 7XX - Social Work Elective **Credits: 3**
- SWK (0404) 7XX - Social Work Elective **Credits: 3**

**3 Year Spring Cycle**

**Foundation Year - Semester 1 (Spring)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience **Credits: 0**

**Foundation Year - Semester 2 (Summer)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits: 3**

**Foundation Year - Semester 3 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**
  - SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**
  - SWK (0404) 690 - Field Instruction I **Credits: 4 (21 hours per week)**
- or**
- SWK (0404) 693 - Field Instruction I Extended **Credits: 4 (14 hours per week)\***

**Foundation Year - Semester 4 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**
  - SWK (0404) 557 - Social Work Research I **Credits: 3**
  - SWK (0404) 691 - Field Instruction II **Credits: 4 (21 hours per week)**
- or**
- SWK (0404) 694 - Field Instruction II Extended **Credits: 4 (14 hours per week)\***



### **Advanced Year - Semester 1 (Summer)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 758 - Social Work Research II Credits: 3

### **Advanced Year - Semester 2 (Fall)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 790 - Field Instruction III Credits: 4 (21 hours per week)  
**or**
- SWK (0404) 778 - Field Instruction III Extended Credits: 4 (14 hours per week)\*

### **Advanced Year - Semester 3 (Spring)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3  
**or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4 (14 hours per week)\*
- SWK (0404) 791 - Field Instruction IV Credits: 4 (21 hours per week)

### **Advanced Year - Semester 4 (Summer)**

- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3 •  
SWK (0404) 7XX - Social Work Elective Credit: 3

### **Advanced Year - Last Semester (Fall)**

- SWK (0404) 7XX - Social Work Elective Credits: 3
- SWK (0404) 7XX - Social Work Elective (Integrative) Credits: 3

## **3.5 Year Fall Cycle**

### **Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare Credits: 3
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I Credits: 3
- SWK (0404) 510 ROLE - Required Online Learning Experience Credits: 0

**Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3

**Foundation Year - Semester 3 (Summer)**

- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 557 - Social Work Research I Credits: 3

**Foundation Year - Semester 4 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3
- SWK (0404) 690 - Field Instruction I Credits: 4 (21 hours per week)  
or
- SWK (0404) 693 - Field Instruction I Extended Credits: 4 (14 hours per week)\*

**Foundation Year - Semester 5 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3
- SWK (0404) 691 - Field Instruction II Credits: 4 (21 hours per week)  
or
- SWK (0404) 694 - Field Instruction II Extended Credits: 4 (14 hours per week)\*

**Advanced Year - Semester 1 (Summer)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3 \*\*
- SWK (0404) 758 - Social Work Research II Credits: 3

**Advanced Year - Semester 2 (Fall)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 778 - Field Instruction III Extended Credits: 4 (14 hours per week)\*  
or
- SWK (0404) 790 - Field Instruction III Credits: 4 (21 hours per week)

**Advanced Year - Semester 3 (Spring)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4 (14 hours per week)\*  
or

- SWK (0404) 791 - Field Instruction IV **Credits: 4** (21 hours per week)

#### **Advanced Year - Semester 4 (Summer)**

- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3** SWK (0404) 7XX - Social Work Elective **Credits: 3**

#### **Advanced Year - Semester 5 (Fall)**

- SWK (0404) 7XX - Social Work Elective **Credits: 3**
- SWK (0404) 7XX - Social Work Elective (Integrative) **Credits: 3**

### **4 Year Fall Cycle**

#### **Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience **Credits: 0**

#### **Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits: 3**

#### **Foundation Year - Semester 3 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**
  - SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**
  - SWK (0404) 690 - Field Instruction I **Credits: 4** (21 hours per week)
- or**
- SWK (0404) 693 - Field Instruction I Extended **Credits: 4** (14 hours per week)\*

#### **Foundation Year - Semester 4 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**
  - SWK (0404) 557 - Social Work Research I **Credits: 3**
  - SWK (0404) 691 - Field Instruction II **Credits: 4**
- or**
- SWK (0404) 694 - Field Instruction II Extended **Credits: 4** (14 hours per week)\*

### **Advanced Year - Semester 1 (Fall)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3  
**or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 778 - Field Instruction III Extended Credits: 4 (14 hours per week)\*  
**or**
- SWK (0404) 790 - Field Instruction III Credits: 4 (21 hours per week)

### **Advanced Year - Semester 2 (Spring)**

- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4 (14 hours per week)\*  
**or**
- SWK (0404) 791 - Field Instruction IV Credits: 4 (21 hours per week)

### **Advanced Year - Semester 3 (Fall)**

- SWK (0404) 7XX - Social Work Elective (Integrative) Credits: 3 •  
SWK (0404) 758 - Social Work Research II Credits: 3

### **Advanced Year - Semester 4 (Spring)**

- SWK (0404) 7XX - Social Work Elective Credits: 3
- SWK (0404) 7XX - Social Work Elective Credits: 3

### **Social Work, M.S.W., 16 Month Spring Start**

*(64 credits)*

This 16-month M.S.W. degree program begins in the spring semester and is similar to the fulltime program with four courses and the field internship in each of four semesters. This tightly structured accelerated social work degree program requires, at minimum, one full-time summer semester, 10 weeks from the end of May to the beginning of August. The foundation (first) year field internship must be completed full time three days per week (21 hours in the spring and 24 hours in the summer). Students in the Spring Start 16-Month Full-Time M.S.W. degree program cannot be employed full time.

## **Foundation Year**

*(32 credits)*

### **Semester 1 (Spring)**

*(16 credits)*

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 - ROLE - Required Online Learning Experience **Credits: 0**
- SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**
- SWK (0404) 557 - Social Work Research I **Credits: 3**
- SWK (0404) 690 - Field Instruction I **Credits: 4** (21 hours per week)

### **Semester 2 (Summer)**

*(16 credits)*

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits: 3**
- SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**
- SWK (0404) 691 - Field Instruction II **Credits: 4** (24 hours per week)

## **Advanced Year**

*(32 credits)*

### **Semester 1 (Fall)**

*(16 credits)*

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3 \*\***
- SWK (0404) 7XX Elective **Credits: 3**
- SWK (0404) 758 - Social Work Research II **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3 or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)
- or**
- SWK (0404) 790 - Field Instruction III **Credits: 4 \***

## **Semester 2 (Spring)**

*(16 credits)*

- SWK (0404) 7XX Elective (Integrative) Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4 (14 hours per week)  
**or**
- SWK (0404) 791 - Field Instruction IV Credits: 4 (21 hours per week)\*

## **Social Work, M.S.W., One Year Residency**

*(64 credits)*

All students must meet residency requirements of two courses plus field instruction (10 credits) for two successive semesters. This program is recommended for individuals currently employed, who can arrange a work/study internship at their place of employment. Please note that this is a sample program and certain courses may not be offered in a given semester.

## **Full Time OYR Program**

### **Foundation Year–Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare Credits: 3
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I Credits: 3
- SWK (0404) 510 ROLE - Required Online Learning Experience Credits: 0
- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 601 - O Y R Professional Seminar Credits: 4

### **Foundation Year–Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3
- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3
- SWK (0404) 557 - Social Work Research I Credits: 3

### **Advanced Year–Semester 1 (Fall)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 7XX - Social Work Elective Credits: 3
- SWK (0404) 758 - Social Work Research II Credits: 3

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts  
**Credits: 3\***
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3\***

\*Students must be enrolled concurrently in field instruction while enrolled in practice courses.

Field options are listed at the end of the program path.

**Advanced Year–Semester 2 (Spring)**

- SWK (0404) 7XX Elective (Integrative) **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts  
**Credits: 3**
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 7XX - Social Work Elective **Credits: 3**

\*Students must be enrolled concurrently in field instruction while enrolled in practice courses.  
Field options are listed at the end of the program path.

**\*Note: Field Options for One Year Residency Students in Advanced Field Instruction**

OYR students enroll in the indicated course and term beginning the Advanced Year of study:

<b>Advanced Year</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
30 hours per week		796	797	
24 hours per week summer start (24/21/21)	790	791	792	
21 hours per week fall start (21/21/24)		790	791	792
15 hours per week	790	791	792	689

**OYR 3 Year Part-time Fall Cycle**

**Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**

- SWK (0404) 510 - Human Behavior Theory For SWK Practice I Credits: 3
- SWK (0404) 510 ROLE - Required Online Learning Experience Credits: 3

#### **Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3

#### **Foundation Year - Semester 3 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 601 - O Y R Professional Seminar Credits: 4

#### **Foundation Year - Semester 4 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3
- SWK (0404) 557 - Social Work Research I Credits: 3

#### **Advanced Year–Semester 1 (Summer)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3

\*Students must be enrolled concurrently in field instruction while enrolled in practice courses. Field options are listed at the end of the program path.

#### **Advanced Year–Semester 2 (Fall)**

- SWK (0404) 758 - Social Work Research II Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3
- or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3

\*Students must be enrolled concurrently in field instruction while enrolled in practice courses. Field options are listed at the end of the program path.

#### **Advanced Year–Semester 3 (Spring)**

- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3 or
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 7XX - Social Work Elective (Integrative) Credits: 3



\*Students must be enrolled concurrently in field instruction while enrolled in practice courses. Field options are listed at the end of the program path.

**Advanced Year–Final Semester (Summer)**

- SWK (0404) 7XX - Social Work Elective **Credits: 3**
- SWK (0404) 7XX - Social Work Elective **Credits: 3**

\*Students must be enrolled concurrently in field instruction while enrolled in practice courses. Field options are listed at the end of the program path.

**\*Note: Field Options for One Year Residency Students in Advanced Field Instruction**

OYR students enroll in the indicated course and term beginning the Advanced Year of study:

<b>Advanced Year</b>	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
30 hours per week		796	797	
24 hours per week summer start (24/21/21)	790	791	792	
21 hours per week fall start (21/21/24)		790	791	792
15 hours per week	790	791	792	689

**Social Work, B.S.W.-M.S.W. Advanced Standing**

**Full Time Program**

*(32 credits)*

**Advanced Year - Fall Semester**

*(16 credits)*

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3 \*\***
- SWK (0404) 7XX -Social Work Elective **Credits: 3**
- SWK (0404) 758 - Social Work Research II **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**

- SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)\*
- or
- SWK (0404) 790 - Field Instruction III **Credits: 4** (21 hours per week)

### **Advanced Year - Spring Semester**

*(16 credits)*

- SWK (0404) 7XX Elective (Integrative) **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**
- or
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 7XX -Social Work Elective **Credits: 3**
- SWK (0404) 779 - Field Instruction IV Extended **Credits: 4** (14 hours per week)\*
- or
- SWK (0404) 791 - Field Instruction IV **Credits: 4** (21 hours per week)

### **Part Time Program (Fall Start)**

*(32 credits)*

### **Advanced Year - Fall Semester 1**

*(10 credits)*

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3** \*\*
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3** or
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)
- or
- SWK (0404) 790 - Field Instruction III **Credits: 4** (21 hours per week)

### **Advanced Year - Spring Semester 2**

*(10 credits)*

- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3** or
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 779 - Field Instruction IV Extended **Credits: 4**

- (14 hours per week)\*
- or**
- SWK (0404) 791 - Field Instruction IV **Credits: 4** (21 hours per week)

### **Advanced Year - Summer Semester 3**

*(6 credits)*

- SWK (0404) 758 - Social Work Research II **Credits: 3**
- SWK (0404) 7XX - Social Work Elective **Credits: 3**

### **Advanced Year - Fall Semester 4**

*(6 credits)*

- SWK (0404) 7XX - Social Work Elective **Credits: 3**
- SWK (0404) 7XX - Social Work Elective (Integrative) **Credits: 3**

### **Part Time Program (Spring Start)**

*(32 credits)*

### **Advanced Year - Spring Semester 1**

*(6 credits)*

- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 7XX - Social Work Elective **Credits: 3**

### **Advanced Year - Summer Semester 2**

*(6 credits)*

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3** \*\* •
- SWK (0404) 758 - Social Work Research II **Credits: 3**

### **Advanced Year - Fall Semester 3**

*(10 credits)*

- SWK (0404) 7XX Social Work Elective **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)\*
- or**
- SWK (0404) 790 - Field Instruction III **Credits: 4** (21 hours per week)

### **Advanced Year - Spring Semester 4**

*(10 credits)*

- SWK (0404) 7XX Elective (Integrative) **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**  
**or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 779 - Field Instruction IV Extended **Credits: 4 (14 hours per week)\***  
**or**
- SWK (0404) 791 - Field Instruction IV **Credits: 4 (21 hours per week)**

### **Bilingual School Social Work**

The Bilingual School Social Work Program is a 70-credit program leading to the M.S.W. degree and a certificate in bilingual school social work. This certificate is recognized by the New York State Education Department. This program is designed for bilingual individuals interested in working as bilingual social workers in a New York State primary or secondary school setting.

Sixty-four credits are taken within the M.S.W. program and 6 credits are taken within the Ruth S. Ammon School of Education. This program can be completed either full-time or part-time with the two education courses taken after completion of the M.S.W. degree requirements.

### **Full Time Program**

#### **Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience **Credits: 0**
- SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**
- SWK (0404) 690 - Field Instruction I **Credits: 4 (21 hours per week)**  
**or**
- SWK (0404) 693 - Field Instruction I Extended **Credits: 4 (14 hours per week)\***

### **Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**
  - SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits: 3**
  - SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**
  - SWK (0404) 557 - Social Work Research I **Credits: 3**
  - SWK (0404) 691 - Field Instruction II **Credits: 4** (21 hours per week)
- or**
- SWK (0404) 694 - Field Instruction II Extended **Credits: 4** (14 hours per week)\*

### **Advanced Year - Semester 1 (Fall)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3**
  - SWK (0404) 7XX - Social Work Elective **Credits: 3**
  - SWK (0404) 758 - Social Work Research II **Credits: 3**
  - SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3**
- or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
  - SWK (0404) 778 - Field Instruction III Extended **Credits: 4** (14 hours per week)\*
- or**
- SWK (0404) 790 - Field Instruction III **Credits: 4** (21 hours per week)

### **Advanced Year - Semester 2 (Spring)**

- SWK (0404) 728 - Social Work with Children and Adolescents **Credits: 3**
  - SWK (0404) 7XX Elective (Integrative) **Credits: 3**
  - SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits: 3** **or**
  - SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
  - SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
  - SWK (0404) 779 - Field Instruction IV Extended **Credits: 4** (14 hours per week)\*
- or**
- SWK (0404) 791 - Field Instruction IV **Credits: 4** (21 hours per week)

### **Ruth S. Ammon School of Education - Fall Semester**

- EBE (0804) 500 - Foundations of Bilingual & Multicultural Education **Credits: 3\***
- EBE (0804) 610 - Methods & Materials in Bilingual Education: Content Area Considerations **Credits: 3**
- EDU (0801) 611 - Child Abuse Seminar **Credits: 0**

- EDU (0801) 614 - Seminar Violence Prevention & Intervention for School Personnel  
**Credits: 0**
- EDU (0801) 697 - Dignity for all Students Act ( D A S A ) Training  
**Credits: 0.00**

**Part Time Program (including summers)**

**Foundation Year - Semester 1(Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare  
**Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I  
**Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience  
**Credits: 0**

**Foundation Year - Semester 2(Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice  
**Credits: 3**
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II  
**Credits: 3**

**Foundation Year - Semester 3 (Summer)**

- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights  
**Credits: 3**
- SWK (0404) 557 - Social Work Research I  
**Credits: 3**

**Foundation Year - Semester 4 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I  
**Credits: 3**
- SWK (0404) 690 - Field Instruction I  
**Credits: 4 (21 hours per week)**
- or**
- SWK (0404) 693 - Field Instruction I Extended  
**Credits: 4 (14 hours per week)\***

**Foundation Year - Semester 5(Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II  
**Credits: 3**
- SWK (0404) 691 - Field Instruction II  
**Credits: 4 (21 hours per week)**
- or**
- SWK (0404) 694 - Field Instruction II Extended  
**Credits: 4 (14 hours per week)\***

**Advanced Year - Semester 1(Summer)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis  
**Credits: 3**
- SWK (0404) 758 - Social Work Research II  
**Credits: 3**

**Advanced Year - Semester 2 (Fall)**

- SWK (0404) 7XX Elective (Integrative)  
**Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts

**Credits: 3**

**or**

- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 778 - Field Instruction III Extended **Credits: 4 (14 hours per week)\***

**or**

- SWK (0404) 790 - Field Instruction III **Credits: 4 (21 hours per week)**

### **Advanced Year - Semester 3 (Spring)**

- SWK (0404) 722 - Organization Context For Professional Practice **Credits: 3**
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts

**Credits: 3**

**or**

- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits: 3**
- SWK (0404) 779 - Field Instruction IV Extended **Credits: 4 (14 hours per week)\***

**or**

- SWK (0404) 791 - Field Instruction IV **Credits: 4 (21 hours per week)**

### **Advanced Year - Final Semester Social Work (Summer)**

- SWK (0404) 728 - Social Work with Children and Adolescents **Credits: 3**
- SWK (0404) 7XX Elective **Credits: 3**

### **Education Courses - Fall Semester**

- EBE (0804) 500 - Foundations of Bilingual & Multicultural Education **Credits: 3\***
- EBE (0804) 610 - Methods & Materials in Bilingual Education: Content Area Considerations **Credits: 3**
- EDU (0801) 611 - Child Abuse Seminar **Credits: 0**
- EDU (0801) 614 - Seminar Violence Prevention & Intervention for School Personnel **Credits: 0**
- EDU (0801) 697 - Dignity for all Students Act ( D A S A ) Training **Credits: 0.00**

### **Part Time Program (no summers)**

#### **Foundation Year - Semester 1 (Fall)**

- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits: 3**
- SWK (0404) 510 ROLE - Required Online Learning Experience **Credits: 0**

### **Foundation Year - Semester 2 (Spring)**

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3

### **Foundation Year - Semester 3 (Fall)**

- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 690 - Field Instruction I Credits: 4 (21 hours per week)
- **or**
- SWK (0404) 693 - Field Instruction I Extended Credits: 4 (14 hours per week)\*

### **Foundation Year - Semester 4 (Spring)**

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3
- SWK (0404) 557 - Social Work Research I Credits: 3
- SWK (0404) 691 - Field Instruction II Credits: 4
- **or**
- SWK (0404) 694 - Field Instruction II Extended Credits: 4 (14 hours per week)\*

### **Advanced Year - Semester 1 (Fall)**

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3
- **or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 778 - Field Instruction III Extended Credits: 4 (14 hours per week)\*
- **or**
- SWK (0404) 790 - Field Instruction III Credits: 4 (21 hours per week)

### **Advanced Year - Semester 2 (Spring)**

- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3
- **or**
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4 (14 hours per week)\*
- **or**
- SWK (0404) 791 - Field Instruction IV Credits: 4 (21 hours per week)



### **Advanced Year - Semester 3 (Fall)**

- SWK (0404) 7XX Elective (Integrative) Credits: 3
- SWK (0404) 758 - Social Work Research II Credits: 3

### **Advanced Year - Final Semester Social Work (SPRING)**

- SWK (0404) 728 - Social Work with Children and Adolescents Credits: 3
- SWK (0404) 7XX - Social Work Elective Credits: 3
- SWK (0404) 758 - Social Work Research II Credits: 3

### **Education Courses - Fall Semester (FALL)**

- EBE (0804) 500 - Foundations of Bilingual & Multicultural Education Credits: 3\*
- EBE (0804) 610 - Methods & Materials in Bilingual Education: Content Area Considerations Credits: 3
- EDU (0801) 611 - Child Abuse Seminar Credits: 0
- EDU (0801) 614 - Seminar Violence Prevention & Intervention for School Personnel Credits: 0
- EDU (0801) 697 - Dignity for all Students Act ( D A S A ) Training Credits: 0.00

### **Human Resource Management Certificate Program**

Each candidate for the ACHR must complete all course requirements with a minimum cumulative GPA of 3.0. Students who have taken MGT 561 or HRM 765 at Adelphi within the prior five years may apply the credits for those courses to fulfill the requirements for the ACHR. Students who have taken undergraduate courses in organizational behavior or organizational theory may request that the requirement for MGT 561 be replaced with either BUS (0204) 689 - Negotiation for the Business Professional or MGT (0210) 791 - Management Styles And Team Building instead.

### **For Graduate Students in Other Adelphi Programs**

Effective human resource management can enhance organizational performance across industries and professions. The Robert B. Willumstad School of Business and other professional schools at Adelphi have developed a variety of programs that allow students who are enrolled in other professional schools to acquire human resource expertise.

School of Social Work: Students currently enrolled in the MSW program who are interested in earning the ACHR must apply to the Robert B. Willumstad School of Business prior to

beginning the courses. If accepted, they may apply the credits for SWK (0404) 722 - Organization Context For Professional Practice to fulfill the MGT 561 requirement.

**Required:**

- MGT (0210) 561 - Management Theory/ Organizational Behavior Credits: 3 • HRM (0208) 764 - Selecting for Organizational Excellence Credits: 3
- HRM (0208) 765 - Developing World Class Human Resources Credits: 3
- HRM (0208) 766 - Performance Appraisal And Compensation Administration Credits: 3
- HRM (0208) 767 - Training and Career Development Credits: 3

**Post-Master's Bilingual Certification for School Social Work**

The 16-credit Post-Master's Bilingual Extension Advanced Certificate is intended for individuals who hold an M.S.W. and a valid New York State Certificate in School Social Work. Candidates for the Advanced Certificate will be required to pass the (NYSTCE) Bilingual Education Assessment (BEA), and complete Child Abuse, Violence Prevention Seminars and DASA workshops.

**Required:**

- EBE (0804) 500 - Foundations of Bilingual & Multicultural Education Credits: 3\* (Note: 25 hours of required fieldwork)
- EBE (0804) 610 - Methods & Materials in Bilingual Education: Content Area Considerations Credits: 3
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3
- SWK (0404) 728 - Social Work with Children and Adolescents Credits: 3
- SWK (0404) 792 - Field Instruction V ( O Y R ) Credits: 4

**PLANNING GUIDELINES FOR THE MSW PROGRAM**

When planning your academic program for completion of M.S.W. degree requirements, please follow the registration policies and procedures below. Students and advisers must make certain that pre-requisite and/or co-requisite requirements are met. Courses must be taken in their proper sequence (see Program Planning Worksheet).

Students must complete degree requirements within four years from the semester in which they first matriculated.

All foundation level courses must be taken before starting any advanced courses.

If a student earns a failing grade in any foundation level course (this includes all field courses), a student may not proceed to advanced level course work. If a student has an incomplete grade in any foundation level course (this includes all field courses), the incomplete must be resolved prior to entering the advanced level of course work.

Students in Field Placement register for Section 01 of their field course.

Students must take their practice courses and field instruction together as co-requisites.

Foundation Year students take SWK 520 with Field Instruction I (SWK 690 or 693 Extended) and SWK 521 with Field Instruction II (SWK 691 or 694 Extended).

Advanced Year students take SWK 780 or SWK 782 with Field Instruction III (SWK 790 or 778 Extended), and SWK 782 or SWK 780 with Field Instruction IV (SWK 791 or 779 Extended).

Advanced year elective courses are offered in the fall, spring, and summer semesters. Students may not take electives in their foundation year.

SWK 710 is taken in the student's advanced year of study and must be taken at the Garden City campus only.

Advanced year MSW students may choose one of four OPTIONAL specializations: Children and Families; Health Across the Life Course; Mental Health, Substance Abuse, and Trauma in Context; or Human Service Management and Organizational Leadership.

MSW students will be required to take three (3) electives; one must be the integrative designation, in their advanced year towards the completion of the MSW degree.

Whether a student chooses to specialize or not, of the three electives that all MSW students select, one elective course must be an "integrative" ("I") course.

An integrative course (an "I" designated course) supports a graduate MSW student's capacity to synthesize all aspects of the social work curriculum – theory, practice, policy and research – within a coherent framework of understanding, inquiry, analysis and knowledge development.

All MSW students must take SWK 780 and SWK 782 as the advanced year direct practice courses. Students may take SWK 780 or SWK 782 in either semester of the advanced year concurrent with co-requisite field courses.

Students may NOT take 780 and 782 in the same semester.

MSW students at extension centers (Manhattan, Hauppauge and Hudson Valley) will be required to take SWK 710 (Social Work Assessment and Diagnosis) in residence at the Garden City Campus.

OYR students must register for SWK 601 (the OYR Professional Seminar) concurrent with Foundations of Social Work Practice I (SWK 520).

OYR students may begin field instruction only after completing all foundation-level classes (SWK 500 courses). OYR students in field instruction for 30 hours per week register for SWK 796 in the fall and SWK 797 in the spring. OYR students in field instruction for 21 hours per week in the fall/spring and 24 hours per week in the summer, register for SWK 790 in the fall, SWK 791 in the spring, and SWK 792 in the summer. OYR students in field instruction for 15 hours per week in the fall/spring/summer/fall semesters, register for SWK 790 in the summer semester of advanced year courses, SWK 791 in the fall, SWK 792 in the spring and SWK 689 in the following summer term.

Students should be certain that all degree requirements are being met and that courses are properly sequenced. An error in scheduling could delay graduation and result in additional tuition costs.

All students in the advanced year complete a concentration in advanced contemporary direct practice.

SWK 710, 722, 758, 780, 782 and field instruction are concentration courses.

*Note: Registration policies and procedures are subject to change.*

## **OPTIONAL ADVANCED YEAR MSW SPECIALIZATIONS**

### **Children and Families**

This Specialization prepares students for individual, family and group practice to promote the wellbeing of families and children. Students will develop an advanced understanding of a range of theories linked with policy, practice and advocacy, allowing for effective planning, implementation and evaluation.

The Specialization draws from an array of related fields of practice, including child welfare, child development, school social work, family treatment, juvenile justice, youth services and community development, and prepares students for advanced work in a range of roles, settings and family systems. This organized program of study emphasizes the intersection of social, environmental and economic contexts in the lives of children and families, as well as in the work of professionals and their organizations.

Students interested in completing the specialization in Children and Families must select three elective courses from the list below, at least one of which must be an integrative course with an “I” designation. Students are also required to select a Children and Families related field placement in the advanced year of MSW study.

### **Children and Families Electives**

SWK 728: Social Work with Children and Adolescents  
SWK 737: Affirmative Social Work Practice with LGBT Persons (I)  
SWK 747: Advanced Social Work Practice with Couples  
SWK 749: Advocacy with Children and Families  
SWK 741: Child Abuse and Neglect  
SWK 738: Social Work and the Law: Judicial Context and Forensic Practice  
SWK 753: Core Concepts in Child and Adolescent Trauma  
SWK 736: Contemporary Social Work: An Integrative Approach (I)

*IMPORTANT: Please note not all courses listed below are offered every semester.*

### **Health Across the Life Course**

“Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” – WHO Definition of Health\*

This specialization provides advanced-year knowledge applicable to working across a wide range of settings, populations and fields of practice within the domain of health social work. Central to the conceptualization of the specialization is *a life course perspective* to prepare students to consider intersecting influences of historical, political, cultural, social, environmental and biological contexts on the experience of health, illness and disability at the level of individuals and communities. Courses in the specialization introduce relevant theories (e.g. human development, life course, health behaviors, social determinants of health, stress and coping) and research relevant to social work practice from a health perspective, with an emphasis on supporting students to attain competencies to integrate evidence-informed interventions, programs, and policies into their advanced year work.

Students interested in completing the specialization in Health Across the Life Course must select three elective courses from the list below, at least one of which must be an integrative course.

Students are also required to select a health-related field placement in the advanced year of MSW study.

## **Health Across the Life Course Electives**

SWK 706: Social Work in Health Care (I)  
SWK 721: Practice in End of Life Care  
SWK 729: Social Work with Older Adults (I)  
SWK 752: Stress, Crisis, Trauma and Coping (I)  
SWK 736: Contemporary Social Work: An Integrative Approach (I)

*IMPORTANT: Please note not all courses listed below are offered every semester.*

## **Mental Health, Substance Abuse, and Trauma in Context**

This specialization provides students with an advanced understanding of the multiple factors that influence mental health and wellness, substance abuse, and trauma reactions. Students will develop advanced social work knowledge and skills necessary to assess, select interventions, advocate, and work with diverse, sometimes marginalized and stigmatized groups. Students will be able to select from a variety of courses that offer understanding of current knowledge that informs practice with specific populations and/or situations of individuals, families, groups and communities. Theories and their application to evidenced-based practice will be discussed. The importance of context in creating, defining, and addressing human needs and problems is emphasized.

Students interested in completing the specialization in Mental Health, Substance Abuse, and Trauma in Context must select three elective courses from the list below, at least one of which must be an integrative course. Students are also required to select a MH, SA and Trauma related field placement in the advanced year of MSW study.

## **Mental Health, Substance Abuse, and Trauma in Context Electives**

SWK 717: Evidence Based Practice with Serious Mental Illness  
SWK 727: Social Work Practice in the Prevention and Treatment of Substance Abuse  
SWK 737: Affirmative Social Work Practice with LGBT Persons (I)  
SWK 741: Child Abuse and Neglect  
SWK 752: Stress, Crisis, Trauma and Coping (I)  
SWK 788: Immigrants and Refugees: Issues & Interventions (I)  
SWK 753: Core Concepts in Child and Adolescent Trauma  
SWK 736: Contemporary Social Work: An Integrative Approach (I)

*IMPORTANT: Please note not all courses listed below are offered every semester.*

## **Human Services Management and Organizational Leadership**

Leaders who can embrace sound management practices and incorporate social work values to help human service organizations accomplish their mission are in high demand. This specialization provides students with knowledge and skills for a variety of management and leadership roles in human service organizations. Students will learn about traditional and emerging leadership models and will acquire skills in such areas as grant writing, fundraising, budgeting and finance, program evaluation and research, supervision and staff development, board development and relations, and external advocacy, including legislative, issue-based, and inter-organizational advocacy.

Students interested in completing the specialization in *Human Service Management and Organizational Leadership* must select three elective courses from the list below, at least one of which must be an integrative course with an “I” designation. Students will also receive an advanced year field placement that includes an administrative/management component to support the integration and application of knowledge and skills toward developing management and leadership competencies.

### **Human Services Management and Organizational Leadership Electives**

SWK 742: The Practice of Social Work Supervision

SWK 748: Legislative Activities and Community Process

SWK 751: Advanced Social Work Practice with Community and Community Organizations

SWK 738: Social Work and the Law: Judicial Context and Forensic Practice

SWK 706: Social Work in Health Care (I)

\*SWK 736: Contemporary Social Work: An Integrative Approach (I)

*IMPORTANT: Please note not all courses listed below are offered every semester.*

**ADELPHI UNIVERSITY  
SCHOOL OF SOCIAL WORK**

**M.S.W. PROGRAM PLANNING WORKSHEET**

**FOUNDATION YEAR**

**ADVANCED YEAR**

<u>Semester 1</u>	<u>Semester 2</u>	<u>Semester 1</u>	<u>Semester 2</u>
_____500 (3cr)	_____501 (3cr)	_____710 (3cr)	_____722 (3cr)
_____510 (3 cr)	_____511 (3cr)	_____780 or 782 (3cr)	_____780 or 782 (3cr)
_____520 (3cr)	_____521 (3cr)	_____ (Elective) (3cr)	_____ (Elective) (3cr)
_____542 (3cr)	_____557 (3cr)	_____758 (3cr)	_____ (Elective) Integrative (3cr)
<b>ROLE</b> (0cr)			
_____690 21 hrs/week or _____ <b>693 Extended</b> (4cr) 14 hours/week	_____ 691 21 hrs/week or _____ <b>694 Extended</b> (4cr) 14 hours/week	_____790 21 hrs/week or _____ <b>778 Extended</b> (4cr) 14 hours/week	_____791 21 hrs/week or _____ <b>779 Extended</b> (4cr) 14 hours/week
<b>OYR Students Only</b> _____601 (4cr)		_____796 (6cr) 30 hours/week	_____797 (6cr) 30 hours/week
	<b>Advanced Year</b> <b><u>Semester 1</u></b> _____790 (4cr) 21 hours/week	<b>Advanced Year</b> <b><u>Semester 2</u></b> _____791 (4cr) 21 hours/week	<b>Advanced Year</b> <b><u>Summer</u></b> _____792 (4cr) 24 hours/week

**OYR Students**

Foundation Year

- In the Foundation Year students are required to take the OYR Professional Seminar 601 with Foundations of Social Work Practice I, 520.
- The following semester, students take Foundations of Social Work Practice II, 521.



### Advanced Year

- In the Advanced Year students have a choice of Field Instruction courses:

#### **EITHER**

796 Field Instruction III OYR (Fall) **30 hours per week** and  
797 Field Instruction IV OYR (Spring) **30 hours per week**

#### **OR**

790 Field Instruction III (Fall) **21 hours per week**  
791 Field Instruction IV **21 hours per week**  
and 792 Summer **24 hours per week**

### **Human Resource Management Certificate**

Advanced year **M.S.W.** students are eligible to enroll in the Human Resources Management Certificate program offered by the School of Business and can earn this 15 credit certificate by taking only nine additional credits beyond their **M.S.W.** The Advanced year required social work course **SWK 722** Organizational Context for Professional Practice will be credited by the School of Business toward the certificate. **HRM 765** Developing World Class Human Resources, a business course, will be credited by the School of Social Work toward the **M.S.W.** in lieu of a social work elective. After completing their **M.S.W.**, students enroll in the nine remaining credits for the certificate. Advanced year **M.S.W.** students interested in this option, will need to register for **HRM 765** in the Fall semester.

Available in Garden City only

### **M.S.W. PROGRAM PLANNING WORKSHEET**

#### **Required Courses**

SWK 500 Issues in Social Welfare I  
SWK 500 ROLE – Required On-Line Learning Experience  
SWK 501 Issues in Social Welfare II (prerequisite 500)  
SWK 510 Human Behavior Theory for Social Work Practice I  
SWK 510-100 Recitation Social Work Orientation on Moodle  
SWK 511 Human Behavior Theory for Social Work Practice II (prerequisite 510)  
SWK 520 Foundations of Social Work Practice I (corequisite 690, 693 OR 601)

SWK 521 Foundations of Social Work Practice II (prerequisite 520; corequisite 691 OR 694)  
SWK 542 Oppression, Diversity & the Struggle for Human Rights  
SWK 557 Social Work Research I  
SWK 601 OYR Professional Seminar (corequisite 520)\*\*  
SWK 710 Social Work Assessment and Diagnosis (prerequisite 511 and 521) -- 710: **is the “In-Residence” course at the Garden City Campus.**  
SWK 722 Organizational Context for Professional Practice (prerequisite 501 and 521)  
SWK 758 Social Work Research II (prerequisite 557, 521)  
SWK 780 Adv. Social Work Practice with Individuals in Family Contexts (prerequisite 521; corequisite Any Advanced Field)  
SWK 782 Adv. Social Work Practice with Groups (prerequisite 521; corequisite Any Advanced Field)

### **Field Instruction Courses**

SWK 690 Field Instruction I (corequisite 520) **21 hours per week**  
SWK 691 Field Instruction II (corequisite 521, prerequisite 520; corequisite 521) **21 hours per week**  
SWK 693 Field Instruction I **Extended** (corequisite 520) **14 hours per week**  
SWK 694 Field Instruction II **Extended** (prerequisite 520; corequisite 521) **14 hours per week**  
SWK 778 Field Instruction III **Extended** (prerequisite 521; corequisite Any Advanced Practice) **14 hrs/wk**  
SWK 779 Field Instruction IV **Extended** (prerequisite 778 OR 790; corequisite Any Adv. Practice) **14hrs/wk**  
SWK 790 Field Instruction III (prerequisite 521; corequisite Any Advanced Practice) **21 hours per week**  
SWK 791 Field Instruction IV (prerequisite 521; corequisite Any Advanced Practice) **21 hours per week**  
SWK 792 Field Instruction V (prerequisite 791, corequisite Any Advanced Practice) **24 hours per week**  
SWK 796 Field Instruction III OYR (prerequisite 601 & 521, corequisite Any Advanced Practice) **30 hrs/wk**  
SWK 797 Field Instruction IV OYR (prerequisite 796, corequisite Any Advanced Practice) **30 hours per wk**

### **Integrative Elective Course List**

SWK 706 – Social Work Practice in Health Care (prerequisite 521)  
SWK 729 – Selected Issues in Social Work Practice with Older Adults (prerequisite 521)  
SWK 736 – Contemporary Social Work: An Integrative Approach (prerequisite 521)  
SWK 737 – Affirmative Social Work Practice with LGBT Persons (prerequisite 521)

SWK 752 – Stress, Crisis, Trauma and Coping (prerequisite 521)  
 SWK 788 – Social Work Practice with Immigrants and Refugees (prerequisite 521)

**Elective Courses**

SWK 717 Evidence Based Practice with Serious Mental Illness: Paths to Recovery (prerequisite 521)  
 SWK 721 Practice in End of Life Care (prerequisite 521)  
 SWK 727 Social Work Practice in the Prevention and Treatment of Substance Abuse (prerequisite 521)  
 SWK 728 Social Work with Children and Adolescents (prerequisite 521)  
 SWK 738 Law and Social Welfare (prerequisites 500, 510 & 520 or consent of the Instructor)  
 SWK 741 Child Abuse and Neglect (prerequisite 500, 510 & 520 or consent of the Instructor)  
 SWK 742 The Practice of Social Work Supervision (prerequisite 521)  
 SWK 747 Advanced Social Work Practice with Couples (prerequisite 521)  
 SWK 748 Legislative Activities and Community Process (prerequisite 521)  
 SWK 749 Advocacy with Children and Families (prerequisite 521)  
 SWK 751 Advanced Social Work Practice with Community and Community Organizations (prerequisite 521)  
 SWK 753 Core Concepts in Child and Adolescent Trauma

**COURSE OFFERINGS CHECKLIST**

<b>COURSE</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
500	X	X	
501		X	X
510	X	X	
511		X	X
520	X	X <b>Garden City &amp; NY only</b>	
521		X	X <b>Garden City &amp; NY only</b>
542	X		X
557		X	X
601 (OYR only)	X		
690	X (21 hours/week)	X (21 hours/week)	

691		X (21 hours/week)	X (24 hours/week)
693 Extended	X (14 hours/week)		
694 Extended		X (14 hours/week)	
710	X Garden City only	X Garden City only	X Garden City only
722		<b>X</b>	
736	X	X	X
758	X		X
778 Extended	X (14 hours/week)		
779 Extended		X (14 hours/week)	
780	X	X	
782	X	X	
689			X OYR (15 hrs/week)
790	X (21 hrs/wk or OYR 15 hrs/wk)		
791		X (21 hrs/wk or OYR 15 hrs/wk)	
792 (OYR & CAGS only)			X (24 hrs/wk or OYR 15 hrs/wk)
796 (OYR only)	X (30 hours/week)		
797 (OYR only)		X (30 hours/week)	

See course offerings to plan your semester.

**All foundation courses must be taken before starting any advanced courses. All field instruction courses require a corequisite of a practice class.**

SWK 710 is required in the advanced year of the program and must be taken in Garden City.

All students in the advanced year complete a Concentration in Advanced Contemporary Direct Practice. SWK 710, 722, 758, 780, 782, and field instruction are concentration courses. All students in the advanced year are required to take 780 and 782 corequisite with field instruction.

## **LEAVES OF ABSENCES**

### **Requirements for a Personal Leave of Absence**

Graduate students in good academic standing requesting a personal leave should submit a written request to the associate dean for academic affairs. The request must include the reason for the personal leave and the expected date of return to school. A maximum of one year leave is permitted. Students who are approved for a personal leave of absence are blocked from registering for classes. When the student returns and is ready to register, the block is lifted. A written request to return following a leave is required. In order to retain earned credits, the student must return to school within five years of the course(s) completed. A student must be in good academic standing, defined as having a cumulative GPA of at least 3.0, in order to be eligible to request a personal leave of absence.

### **Requirements for a Medical Leave of Absence (MLOA)**

The Office of Academic Services sets deadlines each semester for requests for MLOAs. Please check the academic calendar for semester-specific deadlines.

Submit all letters to the Office of Academic Services.

1. Student shall request leave in writing and state reason why request is being made.
2. Student shall submit letter from a licensed health care provider which contains:
  - a. Diagnosis;
  - b. The duration of treatment prior to request;
  - c. Plans for treatment during period of leave (if appropriate); and
  - d. A positive recommendation that the leave is necessary for medical reasons.
3. Adelphi University retains the right to obtain supplemental medical information.
4. All requests and documentation must be made during the first 10 weeks of the semester for which the leave is requested.
5. Requests for medical leaves will not be considered after the end of the 10<sup>th</sup> week of the semester. If appropriate, the grade of incomplete may be issued. Emergency situations occurring after the 10<sup>th</sup> week will be dealt with on a case by case basis.
6. If a medical leave is approved all current and future courses for which the student is registered will be dropped. The student will not be able to register until cleared by

her/his health care provider and be readmitted to the University. See below for details.

### **Requirements to Return from Medical Leave of Absence**

Submit all letters to the Office of Academic Services.

1. Student must request readmission.
2. Student must submit letter from a licensed health care provider.
  - a. If possible the letter should be from the same provider who recommended the leave.
  - b. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.
  - c. The letter must contain:
    - i. treatment that has taken place during the leave;
    - ii. if needed, treatment plans after return from leave;
    - iii. any recommended restrictions (i.e., reduced credit load);
    - iv. statement that student is medically able to return to school; and
    - v. recommendation regarding student's ability to return as a student and to function successfully while attending school.
3. Adelphi University retains the right to obtain supplemental medical information.
4. Upon readmission copies of the medical documentation for the leave and the return will be filed with the Adelphi Health Services Center.

## **FILING FOR GRADUATION**

### **GRADUATION APPLICATION FORM**

All students are required to file a graduation application form at the beginning of the last year of their program. (See the University Registrar Web site for specific dates.) The graduation application form can be obtained online at [adelphi.edu/registrar/graduation.php](http://adelphi.edu/registrar/graduation.php). Students must file this form online in order to receive a degree.

*Note: If a student's date of graduation changes, the student must file a new graduation application form for the new graduation date.*

### **CLEARANCE FOR GRADUATION**

All students must complete the following in order to be cleared for graduation:

1. Complete all required courses, including all hours in field placement. Students who extend their field cannot graduate until their hours are completed;
2. Make up all incompletes;
3. Obtain a final grade-point average of 3.0 or above; and
4. Complete online child abuse and maltreatment certification (see below).

### **CHILD ABUSE AND MALTREATMENT CERTIFICATE OF COMPLETION**

Graduate students can take the course online through the link on their SWK 520 course outline. The course is free to current students enrolled in SWK 520. After taking the course, print out a certificate of completion and follow the instructions on the SWK 50 Course Outline. DO NOT send the child abuse certificate directly to New York State.

## **NETWORK OF STUDENT RESOURCES**

### **CUSTOMER SERVICES**

The IT Help Desk (Customer Services) provides a point of contact for students, faculty, administration, and staff who have computer and related technology questions, problems, or work requests. The Help Desk will attempt to resolve reported issues and assist the user in maximizing his/her use of applications and/or equipment. The Help Desk can be reached at 516 877-3340.

### **STUDENT ACCESS OFFICE**

Student Access Office (SAO), formerly the Office of Disability Support Services, ensures equal access to all of Adelphi University's programs, services and facilities for students with

documented disabilities. Through assistance, advocacy and reasonable accommodations, the office provides an accessible and supportive campus environment to all Adelphi students. If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the Student Access Office (SAO) at [516-877-3806](tel:516-877-3806) or send an email to [sao@adelphi.edu](mailto:sao@adelphi.edu). The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services.

## **LEARNING CENTER**

The Learning Center provides a wide array of services geared toward enhancing students' academic performance at Adelphi University. The center's resources are available to all students enrolled on any Adelphi University campus (undergraduate and graduate). The Learning Center staff is comprised of peer tutors. These are students who have excelled in the classes in which they will assist other students. Tutors are usually recommended by the professors teaching the courses.

Excellent communication skills, devotion, and personal charisma are among the qualifications required for employment. The Learning Center can be reached by calling 516 877-3200.

## **STUDENT COUNSELING CENTER**

The Student Counseling Center (SCC) helps all students with problems or concerns that may interfere with their academic and personal goals. Counselors are available by calling the Student Counseling Center at (516) 877-3646 or by visiting the Center in the University Center, Room 310.

## **WRITING CENTER**

The Writing Center is the hub of writing-related activity at Adelphi University. The primary purpose of the Writing Center is to help students learn to use writing more effectively in all aspects of college life. The Writing Center is designed for any student, of any ability, who wants to improve his or her writing process. The Writing Center can be reached at 516 8773296.

## **WHAT CAN THE WRITING CENTER DO FOR YOU?**

When you come in, you decide with the tutor what aspect of your writing you want to focus on. Topics you might discuss include:



- Writing with clarity;
- Developing a sophisticated argument;
- Deepening your analyses;
- Deciding on organization and structure;
- Improving sentence-level style;
- Understanding rhetorical techniques; • Incorporating and citing sources; and
- Grammar problems.

Note: The Writing Center is not a proofreading service. Writing Center staff can help you learn to proofread and revise your own essay, but they will not simply edit your paper for you.

### **WHO SHOULD USE THE WRITING CENTER?**

In a word, everyone. The Writing Center is a free service available to any Adelphi undergraduate or graduate student. They see writers of all levels—from those who have great difficulty even getting started to those grappling with the most sophisticated arguments. They can help with essay assignments in all subjects, lab reports, or any other written project on which you find yourself working.

### **HOW DOES THE WRITING CENTER WORK?**

- You can sign up for an appointment by registering at the Writing Center online or by coming to the Center.
- You may also schedule a standing weekly or bi-weekly appointment for a whole term. Tutoring sessions are generally 45 minutes.
- While a full draft is best, you can bring in an outline or even just a set of notes, and Writing Center tutors will help you move to the next stage in your writing process.
- If you wish to cancel or reschedule an appointment, please call the Writing Center or cancel on WC online. Anyone who fails to cancel an appointment in advance will receive a “no show” notification. Students who receive two “no shows” will be denied Writing Center privileges for the remainder of that semester.

### **OTHER SERVICES**

The Writing Center also offers other services, which include:

- a computer lab and printer;
- a library of reference books, composition handbooks, and other handouts; and
- periodic writing workshops.

## **CAREER PREPARATION**

The Center for Career and Professor Development is a comprehensive career center serving the students and alumni of all schools within Adelphi University. The Center's services and resources are available to all undergraduate and graduate students, and alumni. The Center offers career counseling, help with preparing a résumé and credential file, a career resource library and jobs listings (online and book form), workshops and seminars, and on-campus recruiting events and job fairs. The Center, located in the Nexus Building, Second Floor and information about its programs and hours that is open can be found at [careercenter.adelphi.edu](http://careercenter.adelphi.edu).

The School of Social Work is a cosponsor of the annual master's level Social Work Job Fair, held each April in Manhattan. This event attracts over 100 agencies, each seeking to hire M.S.W. graduates. Email notifications of this event will be posted after spring break.

## **LMSW EXAM**

New York State was among the first states to regulate the social work profession, enacting its certification law in 1962. In September 2004, that law was replaced by a new statute that created two licensed social work titles in New York State, the licensed master social worker (LMSW) and the licensed clinical social worker (LCSW).

Upon completion of the M.S.W., Adelphi graduates are eligible to apply for licensure as a licensed master social worker (LMSW). The School offers Licensing Preparatory Prep. For more information about the licensing exam and prep, see:

<http://socialwork.adelphi.edu/academics/graduate-degrees/lmsw-licensing-information/>

## **FINANCIAL AID**

Graduate students are eligible for loans through Student Financial Services. All students are required to complete the FAFSA form online at [fafsa.ed.gov](http://fafsa.ed.gov). The Adelphi University federal school code is 002666.

In addition to the financial aid packages available through the University Student Financial Services, the School of Social Work has a limited amount of financial aid available to graduate social work students. This aid is primarily in the form of:

- Scholarships (merit and memorial);
- Graduate assistantships; • Agency tuition remission; and
- Merit Scholarships.

## **MERIT SCHOLARSHIPS**

Merit scholarships are available for incoming students in the M.S.W. program. Scholarships may be awarded to students who demonstrate academic excellence, a strong commitment to the field of social work through community involvement, internships or social work employment, and who demonstrate financial need by virtue of eligibility for subsidized loans. This award is granted in the form of tuition remission and will be applied to your Adelphi student account. This scholarship is not renewable nor may it be combined with any other University scholarship. Tuition remission awards are made for up to \$10,000 and are not renewable. .

Applications for the merit scholarship is available from the office of the Director of Outreach, Enrollment and professional advisement in the School of Social Work. Applications will be accepted throughout the year while funds are available.

Contact: Director of Outreach, Enrollment and Professional Advisement, at (516) 877-4384.

## **MEMORIAL SCHOLARSHIPS**

Scholarship funds are invaluable to the students who receive them. But scholarships are also an opportunity for alumni and friends who care about Adelphi. They offer members of the University community a way to share their belief in the power of education and ensure that talented, deserving students who hope to complete their education at Adelphi can do so.

Students attending the School of Social Work may apply for available scholarships each spring. Scholarship offerings may vary from year to year dependent upon the funding that is available. Memorial scholarships are awarded in the spring semester.

Information on available awards is disseminated via email to students in January or February of each academic year. Interested applicants should contact the Director of Outreach, Enrollment and Professional Advisement, at (516) 877-4384, for more information.

## **ELIZABETH A. DOHERTY MEMORIAL SCHOLARSHIP**

Kathleen J. Esposito, the sister of the late alumna and adjunct faculty member, Elizabeth A. Doherty, established a memorial scholarship in 2001, its mission consistent with Ms. Doherty's lifetime commitment to social work, counseling, and assistance to those in need. Only students who demonstrate a commitment to women's issues and demonstrate a talent for overcoming adversity are eligible. To qualify, applicants must be studying for the M.S.W. degree and be in financial need.

### **DR. BARBARA ESP SCHOLARSHIP**

The Dr. Barbara Esp Educational Scholarship was established in 2010 to honor her dedication to and leadership in evaluation and educational research. The scholarship celebrates her excellence in education and dedication to helping others. Candidates must be a resident of New York State and pursuing a graduate degree in social work at Adelphi University.

### **PATRICIA BELDOCH HOCHFELDER MEMORIAL SCHOLARSHIP**

Gene Hochfelder established the Patricia Beldoch Hochfelder Memorial Scholarship in 1986 in memory of his late wife Patricia, a social work alumna. The scholarship is available to full time, minority B.S.W. or M.S.W. students who have a strong academic record and demonstrated financial need. Applicants must show evidence of their commitment to social work values of fairness and social justice.

### **HENRY WILLIAM NIEBUHR SCHOLARSHIP**

The Henry William Niebuhr Scholarship is awarded to a B.S.W. or M.S.W. student who is concentrating in the area of substance abuse counseling; and who has financial need. To qualify, the student must also be in good academic standing.

### **RITA PAPRIN MEMORIAL SCHOLARSHIP**

Maurice Paprin and the family and friends of the late Rita Paprin, an alumna of the School of Social Work, established the Rita Paprin Memorial Scholarship in 1983. The scholarship is available to B.S.W., M.S.W., and D.S.W. students who have demonstrated experience with, and commitment to, changing social policy.

### **JOSEPH JOHN PARNICKY, PH.D. SCHOLARSHIP**

This award is available to graduate students with demonstrated financial need, enrolled in the graduate social work program at Adelphi. Applicants must submit an essay describing their interest in developing programs for people with developmental disabilities and/or developing programs for people who are mentally ill.

### **DEAN'S SCHOLARSHIP**

Each year the Dean of the School of Social Work recognizes one student from each campus who describes in an essay what they have done in their internship, workplace and/or community that demonstrates excellence in practice and their commitment to social work values. Students must demonstrate involvement in community/school organizations, committees, and/or volunteer work; have a letter of recommendation from a social work

professor and be in good academic standing. This award is available to students who have earned a minimum of 12 credits in the graduate program.

## **GRADUATE ASSISTANTSHIPS**

Full-time professors in the School of Social Work seeking graduate assistants are usually looking for masters or doctoral students who have research experience and can do literature searches, data entry, and/or statistical analysis. Administrators in the School of Social Work are also seeking Graduate Assistants to do tutoring, new student outreach, managing social media sites, etc.

Compensation is in the form of tuition remission. One credit of remission is awarded for 30 hours of work over the course of a semester. Most assistantships are 3 credits and require 90 hours of work which is the equivalent of 6 hours per week for the semester. To apply for a graduate assistantship, drop off your résumé to the Budget Coordinator/Office Manager in the School of Social Work (Room 205, Social Work Building, Garden City campus) with a note explaining your interest in being a either an administrative or research graduate assistant. Your résumé will then be forwarded to interested professors and/or administrators.

Contact: Budget Coordinator, (516) 877-4383, Room 205.

## **AGENCY TUITION REMISSION**

Students employed in social work agencies affiliated with the School of Social Work's Field Education program may be eligible for agency tuition remission. To qualify, the student's agency must designate accrued tuition remission credits to the employee consistent with the University's policy for agency tuition remission.

Contact: Patricia Durecko, Budget Coordinator, (516) 877-4383, Room 205.

## **STUDENT LIFE**

### **GRADUATE SOCIAL WORK STUDENT ASSOCIATION**

All graduate social work students in the master's program are members of the Graduate Social Work Student Association (GSWSA). Students are encouraged to become active participants in the educational process. The association's goal is to facilitate the educational pursuits of student members by working to achieve quality learning. Opportunity exists within this process for practical experience in leadership roles, advocacy, and organization within the framework of established University policy.

The GSWSA provides an organization through which students can coordinate their interests and act cooperatively and assertively on behalf of all social work students. It exists to

facilitate maximum student involvement in the planning and evaluation of class and field curricula, and acts as a liaison between students, the faculty, and the administration. In addition, it organizes and presents programs to enhance the overall learning experience. The GSWSA welcomes your ideas, questions, and participation regarding all areas of your educational experience. All programs sponsored by the Graduate Social Work Student Association are announced via email. Ms. Schanica Pickens is the Director of Student Engagement and Academic Success is a liaison with the GSWSA and can be reached via email: [spickens@adelphi.edu](mailto:spickens@adelphi.edu)

## **SCHOOL COMMITTEES**

Students have the opportunity to serve on School of Social Work academic committees. The following committees welcome active student participation and are listed below.

### **ACADEMIC STANDARDS COMMITTEE:**

Has the responsibility for acting as consultant to faculty field liaisons and academic advisers with respect to student progress, as well as maintenance of educational standards. It reviews students for probationary status and possible termination of studies, and makes recommendations for action to the dean.

### **ADMISSIONS COMMITTEE:**

Responsible for reviewing graduate applications and recommending admissions policies to the faculty.

### **CURRICULUM COMMITTEE:**

Develops policies for curricula at the undergraduate and graduate levels. It reviews all innovations and changes in curricula and makes recommendations to the faculty for final decisions.

### **FIELD EDUCATION COMMITTEE:**

Monitors and develops field education curricula and recommends policies for field instruction to the faculty of the School of Social Work.

### **SCHOLARSHIP COMMITTEE:**

Recommends policies and guidelines for distribution of school scholarships. The Scholarship Committee reviews all applications for scholarships and, with the authority delegated to it by the dean, awards student grants that are based on specified criteria.

### **SEARCH COMMITTEE:**

Responsible for recruiting and interviewing potential full-time faculty for the School of Social Work and making recommendations to the dean.

### **SEQUENCE COMMITTEE:**

Responsible for reviewing all courses in their respective areas, refining course objectives and contents in relationship to the mission of the School and overall School curricula, and for preparing and suggesting to the Curriculum Committee new courses for consideration by the faculty. The sequences are:

- Human Behavior and Social Environment;
- Social Research;
- Social Welfare Policy and Organization;
- Social Work Practice; and
- Field Education.

In addition, ad hoc committees are established to address specific needs not subsumed under existing committee areas.

For further information about any of these committees, or to volunteer to participate on a School committee should contact Dr. Laura Quiros, the Associate Dean of Academic Affairs and Director of the MSW Program in the School of Social Work, Room 221 or 516-877-4439 or via email [lquiros@adelphi.edu](mailto:lquiros@adelphi.edu).

Given the fact that a large percentage of our students are part-time, it is often difficult to insure that all the voices of the students are heard by representatives to the various committees. The number of students serving on committees varies from year to year depending upon student availability and interest. Student engagement at the extension centers programs occurs as well. At all these sites, —town meetings are held twice a year to insure that students concerns are heard and addressed. They are led by the Associate Dean for Off Campus Programs and Administration, the Associate Dean for Academic Affairs, or the Dean. Attendance continues to be strong and responses to students concerns are addressed at that time or on follow-up through e-mail or in person. Town Hall meetings will be held during each residency period led by the Director of the Hybrid MSW Program and the Associate Dean for Academic Affairs, and/or the Dean. This will afford students enrolled in the hybrid program an opportunity to ensure that students concerns are heard and addressed in the same manner as our campus based programs.

We also have Student Experience Committee which is comprised of students representing the BSW, MSW, and Ph.D. program at all four sites, two members of the faculty, and School of Social Work administration and/or staff. The Committee meets monthly to examine and discuss issues that impact students as they proceed through their educational experience at Adelphi such as the school's climate, pedagogy and inclusiveness. The committee also functions as an advisory board to bring issues raised and solutions to the attention of faculty and administrators.

Students enrolled in the Hybrid program may participate in all activities, programs and committees, including the Student Experience Committee, as campus based students, should they wish to do so. In the event that participation is prohibitive due to geographic distance from the campus, and they would like to participate, they may participate via google hangout, chat or other virtual link.

## **PROFESSIONAL ORGANIZATIONS**

### **NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)**

With chapters in all 50 states, the National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. The association's primary functions include: creating and maintaining professional standards for social work practice, advancing sound public policies and programs, and providing such membership services as group insurance coverage and subscriptions to NASW News and the Journal of Social Work. NASW also administers its own certification process, the ACSW exam, permitting admission to the Academy of Certified Social Workers, a nationally recognized status.

The NY State Chapter of NASW Web site, [naswnys.org](http://naswnys.org), provides information on each of its divisions, including the Nassau Division and the Suffolk Division. The director of the Hudson Valley Division is Marybeth Gladitsch ([HUDSONVALLEY@NASWNYS.ORG](mailto:HUDSONVALLEY@NASWNYS.ORG)).

The NYC Chapter of NASW can be contacted by telephone at (212) 668-0050 or online at [naswnyc.org](http://naswnyc.org). Applications for membership in the NASW are available in the Student Lounge, Room 206, Garden City, and at our off-site campuses.

### **NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS**

The National Association of Black Social Workers (NABSW) was established in 1968 and advocates to address important social issues that affect the health and welfare of the black community. The organization has many chapters throughout the United States and the Caribbean in addition to several affiliate groups in Africa. The Nassau/Suffolk chapter holds meetings of its Executive Committee at the School of Social Work's Garden City campus. The chapter can be reached by mail at P.O. Box 624, Hempstead, NY 11550.

### **NATIONAL ASSOCIATION OF PUERTO RICAN/HISPANIC SOCIAL WORKERS**

The mission of the National Association of Puerto Rican/Hispanic Social Workers (NAPRHSW) is to organize social workers and other human service professionals to strengthen, develop, and improve the resources and services that meet the needs of Puerto Rican/Hispanic families. The association provides scholarships to deserving students attending colleges/universities affiliated with NAPRHSW on their way to becoming social workers. The NAPRHSW also sponsors workshops, including hosting guest speakers at their general meetings. The association can be reached by mail at NAPRHSW, P.O. Box 651, Brentwood, NY 11717, or at (631) 864-1536.



## **CRITERIA FOR EVALUATION OF ACADEMIC AND PROFESSIONAL PERFORMANCE INCLUDING POLICIES AND PROCEDURES FOR GRIEVANCE**

All students in the School of Social are expected to comply with School and University academic and non-academic policies and requirements as they prepare for professional social work practice. These policies articulate the criteria by which student academic and professional performance is evaluated as well as the policies and procedures for grievance that may apply.

Students are responsible to be familiar with these policies and procedures as they progress through the program. Additional policies pertaining to evaluation of academic and professional performance are located in the Adelphi University [Graduate Bulletin](#) and the [School of Social Work Field Education Manual](#).

### **Informing Students of Criteria:**

Students are informed of the criteria for evaluating academic and professional performance in multiple ways. Beginning with orientation and continuing throughout the students' engagement in the program, criteria for evaluating student academic and professional performance in the classroom, in field, and in the community are reviewed, distributed, and discussed. In addition to presentation of materials at orientation, all students receive an email at the start of each term with links to University Bulletin, the MSW Student Handbook and the MSW Field Education Manual. Students are assigned to Academic Advisors and Faculty Field Liaisons who are also obligated to inform students of the criteria for evaluating their academic and professional performance.

The following sections describe University-level criteria for academic and professional performance, followed by the MSW program-level criteria for academic and professional performance in the classroom, school community, and field instruction settings. Policies and procedures for grievance are addressed throughout.

### **UNIVERSITY LEVEL**

Expectations for academic and professional performance are addressed in University policies and procedures that inform criteria at the MSW program-level as well. Students must function in accord with the [policies and procedures of the University](#). These policies include (but are not limited to):

#### **ADELPHI UNIVERSITY CODE OF CONDUCT**

Upon enrollment in Adelphi University all students are expected to abide by the University's Code of Conduct. "Academic integrity occupies the very center of the educational enterprise. Adelphi University encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the University community are expected to exercise honesty and integrity in their academic work and interactions with members of the University community. Each member of the University community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be

tolerated, and persons who breach academic integrity will be sanctioned in accordance with the section entitled [Academic Honesty at Adelphi](#).” From the [Adelphi University Code of Conduct](#).

## **THE ADELPHI UNIVERSITY CODE OF ACADEMIC HONESTY**

“The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University’s Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals.” [The Code of Academic Honesty](#) prohibits behavior that can broadly be described as lying, cheating, or stealing. Violations of the Code of Academic Honesty will include, but not be limited to, the following:

1. Fabricating data or citations;
2. Collaborating in areas not approved by the professor;
3. Unauthorized multiple submission of one’s own work;
4. Sabotage of others' work, including library vandalism or manipulation;
5. Plagiarism\*;
6. The creation of unfair advantage;
7. The facilitation of dishonesty;
8. Tampering with or falsifying records;
9. Cheating; and
10. Other forms of academic dishonesty.

### **\*PLAGIARISM**

Plagiarism occurs when one does not give credit to another author’s ideas. This includes lifting paragraphs from a book or the Internet, using someone else’s papers, and failing to acknowledge the ideas of another person. Plagiarism and other forms of academic dishonesty are serious offenses. Penalties can range from failure for the assignment or course, to dismissal from the program.

## **POLICIES FOR SUSPECTED ACADEMIC DISHONESTY**

Suspected academic dishonesty will be treated seriously, and will launch a series of actions by classroom faculty, faculty adviser or faculty field liaison, and the associate dean for academic affairs. Consistent with University policy, the School of Social Work will decide whether the suspected dishonesty is of an egregious or non-egregious nature. Egregious dishonesty may include—but is not limited to—cheating on an exam, buying a paper, or stealing a portion or all

of someone else's paper. All second offenses are treated as egregious, regardless of the type of dishonesty.

Students who plagiarize may not realize they are engaging in plagiarism. Students are encouraged to take advantage of the library's and the School of Social Work's resources, the Writing Center, tutoring, uploading drafts to Turnitin (which instructors can set up on course websites), instructor office hours, and other resources for avoiding plagiarism.

Examples of classroom instructors' options for enforcing these standards include but are not limited to giving reduced or failing grades for an assignment or entire course, assignment of additional work, referring the student to supports such as the Writing Center, Student Counseling Center, their faculty advisor, or (if applicable) Office of Student Access, or requiring an apology or some other effort to repair a disrupted classroom process. Under the doctrine of academic freedom as operationalized in University policy, instructors have sole authority over students' grades. Instructors also have discretion not to allow a student to attend class. Instructors have the authority to "fail-withdraw" a student.

Instructors handle cases of academic dishonesty according to the established procedures of the MSW program, the School of Social Work, and Adelphi University. Generally, instructors will notify and attempt to meet with the student, apply course-specific sanctions (which are at their sole discretion), notify the student's Academic Advisor, and make a report to the Associate Dean for Academic Affairs/Director of the MSW Program. The Associate Dean for Academic Affairs office may apply additional sanctions based on the seriousness of the offense and previous incidents of academic dishonesty involving the student. The Associate Dean for Academic Affairs/ MSW Program Director may choose to refer the case to the School's Academic Standards Committee, procedures for which are described below.

Refer to: Adelphi University's [Policies and Guidelines on Academic Integrity](#) for additional information, procedures, forms, and resources.

## **POLICY AND PROCEDURE FOR GRIEVANCE – Findings on Academic Honesty**

*Students have a right to appeal findings about their academic honesty to the [University Committee for Academic Honesty](#).*

## **UNIVERSITY PROTOCOL FOR STUDENT COMPLAINTS CONCERNING THE ACTIONS OF MEMBERS OF THE FACULTY**

Members of the Adelphi faculty are expected to meet the highest standards of the academy (university?) in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students,

contractual agreements, the law, and expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

Issues related to charges of harassment are addressed by the [Anti-Discrimination, Harassment \(including Sexual Misconduct, Dating Violence, Domestic Violence, Stalking\) and Retaliation Policy](#). An [online reporting form](#) is available on the University's website and on the AU to Go application available for both android and iPhone devices.

Issues related to grades follow the procedures set forth in the Graduate Bulletin and in this handbook under *Grading Policy*, which can be found in the next section.

*Student complaints of bias-related incidents against University employees (including faculty) are to be filed with (Assistant Vice President and Dean of Student Affairs).(?)kessler@adelphi.edu or (516) 877-3151 or Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance), titleix@adelphi.edu or (516) 877-4819*

Other complaints not covered above, should be addressed as follows:

- Discuss with the faculty member concerned, if appropriate;
- If not appropriate or the student remains dissatisfied, the issue should be brought to the chair of the department (if there is a chair);
- If still dissatisfied, or if there is no chair, the issue should be brought to the assistant or associate dean of the school in which the faculty member belongs; and
- If still dissatisfied, the issue should be brought to the dean of the school in which the faculty member belongs.

If the issue remains unresolved, the student may request that the Office of Academic Services help resolve the matter. Contact **Debra Kyriacou**, *Executive Director of Academic Services* p – 516.877.3152, e – [kyriacou@adelphi.edu](mailto:kyriacou@adelphi.edu)

**Please review these and other Adelphi University policies, associated sanctions and policies and procedures for grievance by visiting the [University Resources, Operations and Policies](#) webpage.**

### **MSW PROGRAM CRITERIA FOR EVALUATION OF ACADEMIC AND PROFESSIONAL PERFORMANCE IN THE CLASSROOM AND FIELD**

The following sections outline various policies, procedures, and criteria for evaluation of academic performance as well as professional performance in the classroom, school of social work community, and field instruction settings. The policies and procedures for grievance are also described.

## **Academic Courses in the MSW Curriculum**

The MSW program's faculty has established academic and curricular standards for the courses leading to the MSW degree. These standards inform the criteria for evaluation of academic performance and are described in the MSW Student Handbook, the [Graduate Bulletin](#), as well as in all course syllabi and outline, which provide a course description, learning objectives, and the core competencies and practice behaviors associated with the course. In addition, the syllabi list any prerequisite, credit hours, required books, and course overview and assignments as well as information for conforming to the *Publication Manual of the American Psychological Association* in their written assignments.

Each course outline includes evaluation criteria related to student performance in that course including grading policy, educational accommodations, student attendance, student conduct, plagiarism, the use of electronic devices in classroom, and attendance requirements. Specific readings, class participation and attendance policies are also included. The consistency of providing this information on all course outlines establishes the School priority of informing all students of said performance expectations.

MSW students are expected to maintain a minimum cumulative grade-point average (GPA) of 3.0 in order to be in good academic standing.

## **GRADING POLICY**

MSW students receive letter grades for all courses taken with the exception of field instruction, which is graded Pass/Fail.

### **Academic Course Grades**

Criteria for evaluation of student's work are:

- Mastery of course content;
- Critical thinking;
- Organization of material;
- Writing ability;
- Integration and application of course content to social work; and ● Ability to conceptualize.

Academic courses are graded by letter:

- A (4.0) = 93 and above
- A- (3.7) = 90–92
- B+ (3.3) = 87–89

- B (3.0) = 83–86
- B- (2.7) = 80–82
- C+ (2.3) = 77–79
- C (2.0) = 73–76
- C- (1.7) = 70–72
- F (0.0) = 69 and below

The nominal definitions of letter grades are:

- A is awarded for excellent work
- B is awarded for good work
- C is awarded for marginal work
- F is awarded for failing work

### **Incomplete Grades**

The incomplete designation “I” may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances. To receive an incomplete grade, a contract must be completed by the instructor, stipulating the agreed-upon terms regarding completion of course requirements. Once the student completes these terms, the instructor submits a change of grade.

All incomplete grades require that the instructor complete an Incomplete Grade Contract in the CLASS system. The incomplete contract is electronically submitted to the associate dean for academic affairs for review and approval. Once electronically approved, the incomplete contract is forwarded via email to the student, the instructor, and the associate dean for academic affairs.

Incomplete grades can be given in a course at the discretion of the instructor. A contract is submitted by the instructor stipulating the terms under which the student must complete the work, including an agreed upon due date. The incomplete contract due date may not exceed a one year period. The incomplete will change to an F if the contract has not been completed.

Students who have received an incomplete in a prerequisite course, and are enrolled in the subsequent course, have until the second meeting of the subsequent course to remove the incomplete. If an incomplete in a prerequisite course is not removed by the second meeting, the student must withdraw from the course.

**NOTE:** Incomplete grades conferred to an extended student in field instruction are not subject to this policy

## **Field Instruction Course Grades**

Field instruction grades are conferred by the Faculty Field Liaison and are limited to a Grade of Pass, Fail, or Incomplete. Criteria for professional performance in field education are found in the MSW Field Education Manual.

## **POLICY AND PROCEDURE FOR GRIEVANCE - Grade Appeals**

Students who believe their grades are incorrect or unfair should:

- Discuss their course work with the instructor;
- Review with the course instructor the grading policies for the course;
- If still dissatisfied, disputes concerning grades should be brought to the chair of the department (if there is a chair);
- The chair may choose to discuss the matter with the instructor to try to resolve the issues;
- If still dissatisfied, or if there is no chair, students should bring their concerns to the assistant or associate dean of the school responsible for the course;
- The dean may choose to discuss the matter with the director, chair and/or the instructor to try to resolve the issues;
- If the issues remain unresolved, the student may request that the Office of Academic Services discuss the matter with the instructor; and
- The Associate Provost may choose to discuss the matter with the dean.

If the Associate Dean for Academic Affairs, Dean, or Provost concludes that a grade was a result of arbitrary or capricious conduct on the part of the instructor, the student may be allowed to withdraw from the course. In the case of arbitrary or capricious conduct, the department or school may allow the substitution of another course to replace the course in question.

*All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor and then by the department chair and the appropriate dean before being submitted to the Registrar.*

## **ACADEMIC PROBATION POLICY**

Graduate students must maintain a B (3.0) cumulative grade-point average (GPA) in order to be in good academic standing.

Any graduate student with a GPA between 2.5 and 2.99 at the end of any semester (or its equivalent) in the School will be placed on probation. Students on probation are informed in writing from the School.

Any graduate student on probation who does not raise his or her GPA to 3.0 by the end of the probationary semester will be subject to dismissal from the program.

The probationary semester is defined as the equivalent of either one full-time semester or two part-time semesters. Full-time students placed on academic probation are strongly advised to move to part-time student status in order to focus on improving academic performance.

For all students on academic probation, an academic probation contract is generated that must be reviewed and signed by the student placed on probation. It is a requirement of continuing matriculation that students on academic probation meet with a designated administrator in the School's office of academic affairs to review the contract and develop an educational plan to attain good standing in the program.

Please note: For part-time students on academic probation, students must meet the terms of their first academic probation contract (first semester on probation) in order to advance to the second and final academic probation contract (final semester on probation). Failure to meet the terms of the first contract may result in dismissal from the program.

Any graduate student with a GPA below 2.5 at any point in his or her experience at the School will be subject to dismissal from the School.

### **POLICY AND PROCEDURE FOR GRIEVANCE – Academic Dismissal**

Any graduate student dismissed from the program for failure to maintain academic standards has the option to petition the School of Social Work Academic Standards Committee (ASC) for an exception to dismissal.

This option can be exercised on only one occasion. To appeal a dismissal due to low GPA, the student must submit documentation to support the appeal to the chair of the ASC. All material must be sent within two weeks after receipt of the letter of dismissal.

Note: Students on probation cannot take a leave of absence, withdraw from any class, or receive an incomplete in any course during the time they are on probation. Failure to comply with this will result in termination from the program.

### **EVALUATION OF PROFESSIONAL PERFORMANCE**

Students are responsible for knowing and following the Adelphi University Student Code of Conduct and the NASW Code of Ethics. Furthermore, it is the expectation that students demonstrate professional performance in all aspects of the MSW Program. Student's professional performance is evaluated by various stakeholders in the School including classroom faculty,



administrators, faculty field liaisons, field instructors, and their peers. To read the [Code of Ethics](#), please visit [NASW's webpage](#).

The following section describes the criteria for evaluation of professional performance in the field and professional communities. This is followed by a discussion of criteria for professional performance in the classroom.

### **Evaluation of Professional Performance in Field and Professional Community**

Criteria and processes for evaluation of professional performance in field instruction are described in the Field Education Manual, which lists and outlines performance criteria for each level of field instruction, MSW foundation and MSW advanced. In addition, the role of the field instructor is to assign the student generalist and advanced direct practice opportunities, provide individual supervision, and to make recommendations for a grade (Pass or Fail) to the students' faculty field liaison. The faculty field liaison/advisor's role is to monitor the field placement, promote integration of classroom learning with student social work practice, maintain contact with the agency and field instructor, provide consultation in designing field instruction assignments, collaborate with the student and field instructor to address difficulties that may emerge, to review the field instructor's evaluation and report an Incomplete, Pass or Fail grade for field instruction (See Adelphi University [MSW Field Education Manual](#)).

In cases where a student is not making progress, in the judgment of the field instructor, or is failing to meet professional performance criteria, a meeting is held with the student, field instructor, and faculty field liaison. If difficulties persist, the student will then meet with the faculty field liaison and the Director of Field Education (or designee). An outcome of this educational process is the development of an "educational contract" which outlines specific, measurable, achievable, and relevant goals for professional development. This contract includes agreed upon time frames for achieving specific goals as well as for monitoring and evaluating the student's performance. Should the student fail to adhere to the terms of the contract or achieve specific goals within the established time frame, the faculty field liaison will meet with the student and field instructor and then with the student and Director of Field Education (or designee). If an extension or revision to the educational contract is not appropriate, in the judgment of the Director of Field Education, the student will be referred to the School's Academic Standards Committee.

### **Professional Performance in the classroom:**

Academic and professional standards for classroom include, but are not limited to: performance as required to achieve course objectives and EPAS core competencies and associated practice behaviors; academic honesty (e.g., plagiarism and cheating, see Adelphi's [website on Academic Honesty](#)); course attendance, classroom comportment consistent with professional behaviors, e.g.,

constructive participation, not engaging in disruptive behavior, putting away electronic devices when requested, etc.

Students are expected to demonstrate professional behavior in the classroom setting. This is addressed in orientation, through advisement, and in course outlines as well as in communications with classroom faculty. For example students are told that they are expected to store any electronic devices, to limit side conversations, to respect the confidentiality of peers who may disclose personal or practice information, and to behave in a caring and respectful manner with other students and faculty.

Classroom instructors' have options for enforcing these standards, including but are not limited to giving reduced or failing grades for an assignment or entire course, assignment of additional work, referring the student to supports such as the Writing Center, Student Counseling Center, their faculty advisor, or (if applicable) Office of Student Access, or requiring an apology or some other effort to repair a disrupted classroom process. Under the doctrine of academic freedom as operationalized in University policy, instructors have sole authority over students' grades. Instructors also have discretion not to allow a student to attend class. Instructors have the authority to "fail-withdraw" a student.

Professional performance in the classroom is expected to be consistent with the conduct and values expressed in the NASW Code of Ethics, such as respect for the dignity and worth of individuals, treating each person in a caring and respectful manner, being mindful and respectful of individual differences, and commitment to the values of social justice and personal integrity.

## **ACADEMIC STANDARDS COMMITTEE (ASC) FOR MSW STUDENTS**

**\*\*\*It is important to note that the Academic Standards Committee reviews student compliance with the criteria, policies and procedures for both Academic and Professional Performance.**

The Academic Standards Committee (ASC) is composed of social work faculty and administrators charged with developing academic and professional standards as well as conducting panel meetings to review reports related to students' unethical and/or unprofessional behavior (professional performance) and recommending appropriate action to the dean.

The ASC has four roles:

1. Develops and recommends academic and professional standards for students in consultation with faculty;
2. Serves as a consultative committee to faculty field liaisons, classroom teachers, and academic advisers regarding professional conduct of students;

3. Conducts hearings and makes recommendations to the associate dean for academic affairs about M.S.W. students facing possible dismissal based on professional performance and conduct in field education or professional community; and
4. Serves as an appeal committee for M.S.W. students who challenge dismissal based on academic grades.

Reasons for referral to the ASC include, but are not limited to a report of unethical and/or professional behavior by the students, submitted by the field instructor, the faculty field liaison, a classroom instructor or other persons relevant to the student's educational program.

Breaches of professional ethics that may warrant a referral to ASC include, but are not limited to:

- Plagiarism and other academic dishonesty;
- Failure to maintain GPA as described under "Grading Policies" ;
- Absence from field without notification;
- Breach of confidentiality;
- Inappropriate relationships and/or boundary problems with clients, staff or other students;
- Failure to disclose a potential conflict or threat;
- Impairment due to alcohol or drug abuse; ● Threatening behavior to clients or others;
- Behaviors that violate the NASW Code of Ethics;
- Failure or at risk for failing to meet field instruction criteria as outlined in the Field Education Manual; and
- Any action, behavior or decision that reflects poor judgment, lack of insight, and/or limited decision-making skills.

## **POLICIES AND PROCEDURES FOR TERMINATING A STUDENT'S ENROLLMENT IN THE PROGRAM FOR REASONS OF ACADEMIC AND/OR PROFESSIONAL PERFORMANCE**

Students are expected to complete all academic and field requirements and comport with expectations for professional performance in the graduate program as they progress toward attainment of the Program's core competencies. There are times, however, when issues arise regarding student's academic and/or professional performance that warrant review of the student's continuing progress in the program. There is a commitment to fair gatekeeping policies and procedures that address concerns that may result in termination in the student's enrollment in the program.

### **Academic Standards Committee Process**

The faculty member or administrator who initiates an Academic Standards Committee (ASC) Review Panel shall make the request to the Chair of the ASC through written communication that summarizes the referral which describes the problem area to be addressed and includes relevant material. The student is notified of the nature of the concern or complaint at the beginning of the referral process. The faculty field liaison, the Director of Field Education, the faculty advisor, and/or the Chair of the ASC update the student as appropriate.

The Chair of the ASC determines the need to convene an ASC panel (in consultation with members of the ASC committee when needed).

The student is notified by the Chair in writing and discusses any questions about the process and is advised that he or she can bring a person to the panel to serve as an advocate. The advocate may be an Adelphi faculty member or student. The advocate may not be an attorney or family member.

The Chair of the ASC gathers all relevant materials. The student is given the opportunity to provide a written statement and include any additional materials that she or he believes are relevant to the matter.

Generally, within ten days following discussion with both the student and person who initiated the complaint, a letter indicating the date and time of the panel is sent by the Chair.

The ASC panel is formed (a chair and two faculty committee members). Each panel member should have no prior relationship with the student that may be perceived as a conflict of interest.

The ASC panel should provide an opportunity for all information and differing perspectives to be heard. Generally, the Chair makes introductions and reviews the policies and procedures. The faculty member or administrator who initiated the panel is given an opportunity to speak as well as other attendees who have relevant information. The student makes a statement as well as the advocate if present. The Chair and committee members are given an opportunity to ask questions reflecting upon what has been said by all parties. The ASC committee then meets privately to discuss all relevant information presented and reviewed with respect to the referral and to discuss possible outcomes.

A recommendation is arrived at after careful deliberation and by majority vote. The recommendation shall be communicated in writing to the Associate Dean for Academic Affairs and will include the rationale for the specific recommendation made. The recommendation may include, but is not limited to: no action; probation with conditions of remediation; withdrawal with option to request readmission following recommendation of remediation; or dismissal from the program.

The Associate Dean for Academic Affairs renders the decision which is sent to the student in writing via certified mail and copied to the Chair of the ASC and the person who initiated the panel, generally after ten days after the receipt of the recommendation.

## **POLICY AND PROCEDURES FOR GRIEVANCE**

### **Academic Standards Committee determination**

The student has the right to appeal the decision of the Associate Dean in writing to the Dean of the School of Social Work on the basis of significant and relevant new information or a procedural error in the panel process or an assertion that that the process was biased or unfair within five days upon receipt of the decision.

Once the request for an appeal is received by the Dean, a decision will be rendered on eligibility for appeal usually within ten days.

If grounds are not met, the request for an appeal will be denied with no further appeal options.

If the Dean believes that the appropriate grounds are present, he or she may either ask the original ASC panel to reconvene or ask the Chair of the ASC to form a new panel. The Dean may choose to uphold or reverse the decision with or without the convening of a panel depending on the merits.

All aspects of the process and decision shall be kept confidential except to those who have an educational need to know the outcome.

## **SCHOOL OF SOCIAL WORK AD-HOC GRADUATE GRIEVANCE REVIEW COMMITTEE**

Consistent with the University protocol (at the associate dean level of review), at the discretion of the associate dean for academic affairs of the School of Social Work, an MSW Graduate Grievance Review Committee may be convened on an ad-hoc basis in the event an MSW student chooses to file a grievance pertaining to an academic or non-academic matter in the School of Social Work. The associate dean for academic affairs receives and reviews the grievance first to determine the appropriate pathway for the complaint, guided by the Office of the Provost's University Protocol for Student Complaints (detailed above), the School's grievance review policy, and also in accordance with the AAUP Collective Bargaining Agreement where applicable.

If warranted, the associate dean for academic affairs may convene an ad-hoc grievance review committee consisting of the associate dean for academic affairs and two to three social work faculty members.

If the committee reviews a grievance and finds that the evidence is insufficient to make a recommendation or take action, a final decision is rendered and communicated to the student by the associate dean for academic affairs.

If the committee reviews a grievance and finds that the evidence supports making a recommendation or taking further action, the associate dean for academic affairs will attempt to resolve the matter further in consultation with the parties involved in the grievance.

If the situation cannot be resolved, the committee's recommendations shall be sent to the Dean, the highest administrative officer of the School, for further action.

**APPENDIX A:**

**NASW Code of Ethics**

See: <https://www.socialworkers.org/pubs/code/code.asp>

**APPENDIX B:**

**Adelphi Anti-Discrimination Harassment and Retaliation Policy**

See: <http://hr.adelphi.edu/files/2015/06/Anti-Discrimination-Harassment-and-Retaliation-Policy.pdf>