



## Fall 2014 Advanced Standing Course Planning Webinar Notes (by slide number)

1. Hello, welcome to the University of Michigan School of Social Work Advanced Standing Course Planning Webinar.
2. My name is Tim Colenback. I am Assistant Dean for Student Services and I will be the host for this session. This session will cover some of the important information regarding course planning for Advanced Standing students.
3. **Housekeeping**
  - As with all of our webinars, we encourage you to submit questions in writing by utilizing the question box.
  - We will answer all questions publicly so everyone can view them. If you would like to have your questions answered privately, type private at the beginning of the question and the answer will go only to you.
  - A recording of this webinar, the PowerPoint and script notes will be posted on our website at [ssw.umich.edu/programs/msw/admitted-students/course-planning](http://ssw.umich.edu/programs/msw/admitted-students/course-planning)

### 4. **MSW Advanced Standing Curriculum**

There are three different Advanced Standing statuses:

- Advanced Standing Status
- Tentative Advanced Standing Status
- Possible Advanced Standing Status

Advanced Standing status is a final determination denoting that a student has been approved for Advanced Standing in the MSW program. Tentative Advanced Standing status is given to students who will likely be eligible for Advanced Standing status, but have yet to submit and/or have their final transcripts reviewed for the final GPA calculation. As long as their final GPA over the final 60 semester hours remains at or above 3.5 GPA, these students will achieve Advanced Standing status. Possible Advanced Standing status is given to student who may be able to achieve a 3.5 GPA or better based on the final GPA calculation, but were below a 3.5 GPA when the calculation was made at the time of application. If a student with Possible Advanced Standing status achieves a final GPA over the final 60 semester hours at or above 3.5 GPA, they will achieve Advanced Standing status. We encourage students with Tentative or Possible Advanced Standing status to enroll in courses for the Fall Term as if they will achieve Advanced Standing status. If you have questions regarding your status, please feel free to contact the Office of Student Services at 734/936-0961.

## 5. **Advanced Standing Program Requirements**

- a. Two foundation courses are required for Advanced Standing students unless they are exempted from the courses. The two courses are SW 502, a macro Human Behavior in the Social Environment (HBSE) course and SW 560 a macro methods course. Many Advanced Standing students will be exempted from either or both of these courses. Exemptions are provided to students who have covered the course content of a foundation course in the past six years in courses where they received “B” or better grades.
- b. Each student in Advanced Standing is required to complete 684 hours of field work which translates into 12 credit hours. Most Advanced Standing students enroll in four credit hours of fieldwork in each term: Fall, Winter and Spring/Summer. Advanced Standing students completing a placement in a public school setting often enroll in six credit hours in Fall and Winter terms and do not enroll in field work during the Spring/Summer term. Students in public school settings are required, however, to continue working in their field site until the end of the public school year.
- c. Each student is required to complete six credit hours of advanced coursework in their Practice Method Concentration. Please consult your Course Planning Worksheet to identify which courses will meet your Practice Method Concentration requirement.
- d. Each student is required to complete nine credit hours of advanced coursework in their Practice Area. Please consult your Course Planning Worksheet to identify which courses will meet your Practice Area requirement.
- e. Each student is required to complete the advanced Evaluation course SW 683.
- f. Each student is required to complete nine credit hours of electives.
- g. The total number of credit hours required to complete the Advanced Standing MSW degree is 45.

## 6. **Advanced Standing students are automatically out of the following foundation courses/field work:**

- a. SW 500
- b. SW 515
- c. SW 521
- d. SW 522
- e. SW 530
- f. SW 531

Advanced Standing students must enroll in SW 502 and SW 560 unless they are granted an exemption.

## 7. **Exemptions**

Exemptions for SW 502 and/or SW 560 are often provided to Advanced Standing students.

- Exemptions are based on coursework completed in past six years with “B” or better grades.
- Transcripts are automatically reviewed through the Office of Student Services (OSS) for exemptions.
- Exemptions do not reduce credit hour requirements, but do allow for students to replace the foundation course with an elective course
- Exemption decisions are e-mailed to your umich.edu e-mail address prior to your registration appointment time.

- Exemption decisions may be appealed. If you believe you should be eligible for an exemption from SW 502 and/or SW560 and you do not receive an exemption, please contact OSS at 734/936-0961.
- Although most students do accept exemptions due to the rich elective course offerings in the MSW program, you do not have to accept an exemption even if it is provided.

#### 8. Substitutions

Students can replace a foundation course requirement or an advanced course requirement with the permission of the Associate Dean (in the summer prior to enrollment) or with the permission of their advisor and the Associate Dean (following the beginning of the program). Substitution for a foundation course would typically require completing an advanced course in the same part of the curriculum. For example, a student would typically need to substitute an advanced Human Behavior in the Social Environment course for SW 502 and an advanced macro methods course (Management of Human Services, Social Policy and Evaluation or Community Organization course) for the SW 560 course.

Students sometimes substitute a required course by utilizing mini courses or even a course outside of the School of Social Work.

#### 9. **Practice Method and Practice Area Options**

##### **Practice Methods:**

- Community Organization
- Interpersonal Practice
- Management of Human Services
- Social Policy and Evaluation

##### **Practice Areas:**

- Aging in Families and Society
- Children and Youth in Families and Society
- Community and Social Systems
- Health
- Mental Health

Each student selects a Practice Method and a Practice Area at the time of application. If you would like to change one of your selections or have questions regarding the concentrations, please contact OSS at 734/936-0961.

#### 10. Course Planning Worksheets

- a. Course planning worksheets for all of the curriculum schedules and the concentration combinations can be found at [archive.ssw.umich.edu/studentguide/course-planning-worksheets/](http://archive.ssw.umich.edu/studentguide/course-planning-worksheets/)
- b. All students should become very familiar with the course planning worksheet for their schedule and concentration combination.
- c. Note that the worksheets set out a schedule for a student with no exemptions.
- d. Most Advanced Standing students replace exempted courses (SW 502 and/or SW 560) with electives in the Fall Term.

## **11. Advanced Course Requirements**

### **Practice Methods Requirements**

- Two Courses are Required
- Interpersonal Practice
  - Two of: 623, 624, 625, 628
- Community Organization
  - Two of 650, 651, 652, 654, 657, 658, 674
  - It is recommended CO students enroll in 650, 651 or 652 as their first advanced CO course.

## **12. Advanced Course Requirements**

### **Practice Methods Requirements (continued)**

- Management of Human Services
  - Two of 651, 660, 661, 662, 663, 664, 665
- Social Policy and Evaluation
  - 673 and one of: 670, 671, 674, 685

## **13. Advanced Course Requirements**

### **Practice Area Requirements**

- Three Courses
  - a. Aging in Families and Society: 616, 644, 694
  - b. Children and Youth in Families and Society: 633 and 696 and either 601 or 605
  - c. Community and Social Systems: 647 and 697 and either 611 or 620

## **14. Practice Area Requirements (continued)**

- d. Health: 613 and 634 and 699
- e. Mental Health: 636 and 698 and either 606 or 612

## **15. Additional Advanced Course Requirements**

- Evaluation -All students must complete an evaluation course: SW 683
- Field Instruction –All Advanced Standing students must complete 12 credit hours (684 clock hours) of Advanced Field Instruction (SW 691)
- Electives –All students must complete nine credit hours of electives (more if exempted from any foundation courses)

## **16. We are offering SW 504 Diversity and Social Justice in Social Work**

- SW 504 is a foundation course designed to increase students awareness, knowledge, and understanding of issues related to diversity, human rights, social and economic justice. The topics of this course include developing a framework for 1) engaging diversity and differences in social work practice and 2) advancing human rights and social and economic justice.
- SW 504 will substitute for SW 502

- Submit a [Course Substitution Form](#) to the SSW Registrar's Office to use SW 504 in place of SW 502.

## 17. Elective credit options

There are many options for utilizing elective credits while in the MSW program. It is important for Advanced Standing students to think about these options now as they will begin utilizing electives in the Fall Term. Options for utilizing electives include:

- [Minor Method](#). Students minoring must enroll in two advanced method courses in their minor method. This will utilize six elective credit hours. Additionally, students selecting a minor must complete three credits of their advanced fieldwork in their minor method.
- [Specialization or Certification](#). Several specializations and certifications are offered by the SSW including child welfare, school social work, global social work, and aging. Specializations and certifications typically require the use of nine credit hours of elective credit.
- More courses related to your practice method or practice area. Some students elect to complete more than the minimum required credits in their practice area and/or method.
- Courses unrelated to your practice method or practice area. Other students broaden their experience by enrolling in courses in Practice Areas and/or Methods outside of their concentration.
- Mini courses (One credit courses, SW 790 and SW 799). Mini courses are very popular. The SW 790 sections are typically one credit hour Interpersonal Practice courses and SW 799 sections are typically one credit hour courses related to Management of Human Services, Community Organization (CO) or Social Policy and Evaluation. Mini courses typically meet for 15 total hours spread over two to five sessions.
- Electives in the SSW: Three credit hour courses (usually 700 level, but include some 600 level courses). The School offers several 700 level courses and some 600 level courses that are free standing electives which do not meet concentration or specialization requirements in the program.
- Doctoral Courses (800 level courses). Some doctoral courses are open to MSW students with permission of the instructor.
- [Special Studies](#). The School offers students the opportunity to receive credits for independent work via the special studies option. Students set up a learning agreement with a faculty member to complete special studies. Students may enroll in a maximum of eight credits of special studies in a given term or a total of 16 credits while in the program.
- Courses outside SSW. Students may enroll in courses in other University of Michigan schools, colleges or departments. Three sites provide information on relevant courses external to the School:
  - [http://ssw.umich.edu/courses/other?sort=number\\_asc&uterm=2010&ll=10](http://ssw.umich.edu/courses/other?sort=number_asc&uterm=2010&ll=10)
  - [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)
  - [nonprofit.umich.edu/](http://nonprofit.umich.edu/)
- Additional Field Instruction. Students may add up to six credit hours above the minimum advanced field requirement to cover elective credit hours. Each student is required to complete 684 hours of advanced fieldwork (12 credit hours). For each 57 hours of additional fieldwork completed above the 684 hours, a student can receive one credit toward their elective credit requirements.

### 18. Changing Program Selections

Occasionally students want to change a curriculum choice. Prior to the beginning of the program students may request changes by sending an e-mail to [ssw.oss@umich.edu](mailto:ssw.oss@umich.edu). Students may request a change of:

- a. Practice Method
- b. Practice Area
- c. Add/Delete Practice Method Minor
- d. Curriculum Schedule (16 month, 20 month, Advanced Standing)

Please provide a rationale for your request in the e-mail you send.

### 19. Registration Tips

- a. Registration is through: [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)
- b. Be sure to park courses in your backpack via [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu) prior to your registration appointment time
- c. When searching for field (SW 691) be sure to include independent studies

### 20. Registration Tips (continued)

- d. Review the [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu) tutorial
- e. To access the [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu) registration tutorial:
  - iv. Sign in to Student Business utilizing your unickname and password on [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)
  - v. Click on "Self Services Help"
  - vi. Click on "Student Business"
  - vii. Click on "Student Center Academics and Enrollment" (you will find this link under the heading "Student Academics"
  - viii. Remember we do not use the waitlist function in the School of Social Work!

### 21. Registration Tips (continued)

- f. Be sure to include the units (usually 4) when registering for field work (SW 691)
- g. Utilize the Petition to Enter a Closed Course  
[https://www.ssw.umich.edu/secure\\_forms/closed\\_course.html](https://www.ssw.umich.edu/secure_forms/closed_course.html) if you would like to gain entry to a closed course (we do not use the "waitlist" function on [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu))

### 22. Registration Tips (continued)

- h. Thoroughly read the information including the MSW courses listings and "[outside classes](#)" on the site: [ssw.umich.edu/courses](http://ssw.umich.edu/courses)
- i. [Class Descriptions](#) – this link has information on all courses approved by the SSW faculty. Some courses may not be available in a given term.

- j. [Winter 2014 Class Schedule](#)– read through this link to understand which courses are offered in a typical Winter Term. The schedule for Winter 2015 will be similar, but not available until Fall 2014.
- k. [Fall 2014 Class Schedule](#) – this is the schedule for Fall 2014. Some of the information available here is not included in the course listings on [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)
- l. [Spring/Summer 2014 Class Schedule](#) - read through this link to understand which courses are offered in a typical Spring/Summer Term. The schedule for Spring/Summer 2015 will be similar, but not available until Winter Term 2015.

## 23. Registration Tips (continued)

- m. [Outside Classes](#) – this is a listing of courses in other units of the University which may be of interest to MSW students.
- n. [Student Guides and Course Planning Worksheets](#) – this page has information of importance for incoming students. The 2014-2015 Student Guide will be available later in the summer. [Course Planning Worksheets](#) are available now.
- o. [Class-Related Forms](#) – this page has links to several important forms including the special studies recording form, permission of instructor form and the Petition to Enter Closed Courses form.

## 24. Individual In-person or Phone Course Planning

If you are interested in an individual advising session be sure to call OSS at 734/936-0961 and schedule an appointment with Assistant Dean Tim Colenback.

## 25. Summer Homework

Be sure to review all of the information on the Admitted Student Information webpage:

[ssw.umich.edu/admissions/msw/admitted-students](http://ssw.umich.edu/admissions/msw/admitted-students)

Check back frequently as new information may be added throughout the summer.

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