



**Fall 2014 16 Month Schedule Course Planning Webinar Notes
(by slide number)**

1. Hello, welcome to the University of Michigan School of Social Work 16 Month Schedule 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 16 Month schedule 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.
 - The PowerPoint and script notes for this webinar will be posted on our website at sww.umich.edu/programs/msw/admitted-students/course-planning.
 - A recording of this webinar will be posted on our website at sww.umich.edu/programs/msw/admitted-students/course-planning
4. 16 Month Program Requirements
 - a. 18 credit hours of foundation courses are required for 16 Month students unless they are exempted from course(s). Many MSW students will be exempted from some foundation 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 the 16 Month program is required to complete 912 hours of field work which translates into 15 credit hours including two credits of foundation fieldwork (SW 515), a one credit hour foundation field seminar (SW 531). Additionally, each 16 Month student is required to complete 12 credit hours of advanced fieldwork (SW 691). Most 16 Month students will enroll in foundation fieldwork and the foundation field seminar in Winter Term 2015. Most 16 Month students will enroll in eight credit hours of advanced field in Spring/Summer Term 2015 and complete fieldwork by enrolling in four credit hours of advanced fieldwork in Fall Term 2015. Some 16 Month students will complete their fieldwork in a different sequence and will need to complete an Out-of-Sequence petition.
 - c. Each student is required to complete six credit hours of advanced coursework in their Practice Method. Please consult your Course Planning Worksheet to identify which courses will meet your Practice Method 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 16 Month MSW degree is 60.
5. 16 Month students are required to complete the following foundation courses/field work unless exempted:
- a. Foundation Courses:
 - i. SW 500
 - ii. SW 502
 - iii. SW 521
 - iv. SW 522
 - v. SW 530
 - vi. SW 560
 - b. Foundation Fieldwork:
 - i. SW 515 (two credits or units)
 - ii. SW 531 (one credit or unit)

6. Exemptions

Exemptions for foundation coursework are offered to many 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 a foundation course 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.

7. 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) 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.

8. 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 concentration and a Practice Area in which to apply their method at the time of application. If you would like to change one of your selections or have questions, please contact OSS at 734/936-0961.

9. Course Planning Worksheets

- a. Course planning worksheets for all of the curriculum schedules and the concentration combinations can be found at ssw.umich.edu/studentguide
- 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 16 Month students replace exempted courses typically completed in the fall term with SW 522 (a foundation course required in winter term), or advanced required or elective coursework where pre-requisites have been met.
- e. Occasionally it is necessary to complete an advanced course simultaneously with a pre-requisite course (e.g., enrolling in both a foundation interpersonal practice SW 521 and one of the advanced interpersonal practice courses: SW 623, SW 624, SW 625 or SW 628).

10. 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.

11. 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

12. 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

13. Practice Area Requirements (continued)

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

14. Additional Advanced Course Requirements

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

15. We have a special option in fall 2014 for students selecting Community Organization as their practice method.

- We want you to be aware of an exciting option for your fall registration. We are offering SW 513, section 005 Community Organization Laboratory which will be integrated with a special section of the foundation course, Introduction to Community Organization, Management and Policy/Evaluation Practice, SW560, section 002. Together these two classes will provide enhanced preparation for community organizing.
- If you are interested in this opportunity, you should submit a [Course Enrollment Petition](#) to request permission to register for 560, section 002. If the SW 560 Petition is approved you will also receive permission for SW 513, section 005.
- Please note that completing SW 560 section 002 and SW 513 section 005 will meet the foundation requirements of SW 560 and SW 502. A [Substitution Form](#) will need to be submitted to the School Registrar to use SW 513 section 005 in place of SW 502.

16. We have a special option in fall 2014 for students selecting Interpersonal Practice as their practice method and Children and Youth in Families in Society as their practice area.

- We want you to be aware of an exciting option for your fall registration. We are offering SW 513, section 006 Children and Youth Skills Laboratory which will be integrated with a special section of the foundation interpersonal practice class, SW521, section 002. Together these two classes will provide enhanced preparation for interpersonal practice in children and youth settings.
- If you are interested in this opportunity, you should submit a Course Enrollment Petition to request permission to register for 521, section 002. If the SW 521 Petition is approved you will also receive permission for SW 513, section 006.
- Please note that completing SW 521 section 002 and SW 513 section 006 will meet the foundation requirements of SW 521 and SW 500. A Substitution Form will need to be submitted to the School Registrar to use SW 513 section 006 in place of SW 500.

17. We have a special option in fall 2014 for students selecting Interpersonal Practice as their practice method and Mental Health as their practice area.

- We want you to be aware of an exciting option for your fall registration. We are offering SW 513, section 003 or 004 Interpersonal Practice Skills Laboratory which will be integrated with a special section of the foundation interpersonal practice class, SW521, section 010 or 011. Together these two classes will provide enhanced preparation for interpersonal practice in mental health settings.
 - If you are interested in this opportunity, you should submit a Course Enrollment Petition to request permission to register for 521, section 010 or 011. If the SW 521 Petition is approved you will also receive permission for SW 513, section 003 or 004.
 - Please note that completing SW 521 section 010 or 011 and SW 513 section 003 or 004 will meet the requirements of SW 521 and SW 612*. A Substitution Form will need to be submitted to the School Registrar to use SW 513 section 003 or 004 in place of SW 612.
 - Students enrolling in the Clinical Scholars Program or the Integrative Health Scholarship Program must select this option.
 - Clinical Scholars and Integrated Health Scholars should petition for SW 521 section 010.
- * Students pursuing the specialization in public school social work must still enroll in SW 612.

18. We are offering SW 504 Diversity and Social Justice in Social Work

- SW504 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.

19. Elective credit options

There are many options for utilizing elective credits while in the MSW program. It is important for students to think about these options. Options for utilizing electives include:

- a. 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.
- b. 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.
- c. Special Programs. Students enrolled in special programs (Child Welfare Scholarship Program, Clinical Scholars Program, Community-Based Initiative in Detroit, Geriatric Scholarship Program, Global Activities Scholarship Program, Integrative Health Scholars Program, Jewish Community Leadership Program, National Community Scholars Program) utilize electives to meet special program requirements.
- d. 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.
- e. 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.
- f. 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 or Social Policy and Evaluation. Mini courses typically meet for 15 total hours spread over two to five sessions. CO students are strongly encouraged to enroll in a CO focused mini course in fall and winter terms. This course is brand new and will be listed on the course schedule late in summer 2013.
- g. 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.
- h. Doctoral Courses (800 level courses). Some doctoral courses are open to MSW students with permission of the instructor.
- i. 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.
- j. Courses outside SSW. Students may enroll in courses in other schools, colleges or departments in the University of Michigan. Three sites provide information on relevant courses external to the School:
 - i. sww.umich.edu/courses/other
 - ii. wolverineaccess.umich.edu
 - iii. nonprofit.umich.edu/

- k. 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.

20. 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. 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.

21. Registration Tips

- a. Registration is through: wolverineaccess.umich.edu
- b. Be sure to park courses in your backpack via wolverineaccess.umich.edu prior to your registration appointment time.
- c. When searching for field (SW 515 or SW 691) be sure to include "independent studies".

22. Registration Tips (continued)

- d. Fall Term 2014 may be the best term to access a course outside of the School of Social Work. Why? You are typically not in field during the first fall term.
- e. If you decide to pursue this option, and you are an interpersonal practice concentrator, you should delay enrollment in SW 560 until Winter Term 2015 (if you do not have any exemptions).
- f. If you decide to pursue this option and you are a Community Organization, Management of Human Services, or Social Policy and Evaluation concentrator, you should delay enrollment into SW 521 until Winter Term (if you have no exemptions).

23. Registration Tips (continued)

- g. Review the wolverineaccess.umich.edu tutorial.
- h. To access the wolverineaccess.umich.edu registration tutorial:
 - i. Sign in to Student Business utilizing your username and password on wolverineaccess.umich.edu
 - ii. Click on "Self Services Help"
 - iii. Click on "Student Business"
 - iv. Click on "Student Center Academics and Enrollment" (you will find this link under the heading "Student Academics")
 - v. Remember we do not use the waitlist function in the School of Social Work!

24. Registration Tips (continued)

- i. Be sure to include the units (usually 2) when registering for field work (SW 515).
- j. Utilize the Petition to Enter a Closed Course (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).

25. Registration Tips (continued)

- k. Thoroughly read the information including the MSW courses listings and “outside course” listings at ssw.umich.edu/courses
 - i. [Complete U-M SSW Class Descriptions](#) – this link has information on all courses approved by the SSW faculty. Some courses may not be available in a given term.
 - ii. [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.
 - iii. [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
 - iv. [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.

26. Registration Tips (continued)

- v. [Outside Class Listing](#) – this is a listing of courses in other units of the University which may be of interest to MSW students.
- vi. [Student Guides and Course Planning Worksheets](#) – this page has information of importance for incoming students. The 2014 Student Guide will be available later in the summer. Course Planning Worksheets are available now.
- vii. [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.

27. 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 a student services specialist.

28. Summer Homework

Be sure to review all of the information on the Admitted Student Resources webpage at ssw.umich.edu/admissions/msw/admitted-students . Check back frequently as new information will be added throughout the summer.

A recording of this webinar, as well as the PowerPoint and script notes, will be posted on our website at ssw.umich.edu/programs/msw/admitted-students/course-planning.