

Student Guide To The Master's In Social Work Degree Program, 2006-2007*

0.31 University of Michigan Nondiscrimination Policy Notice

Regents of the University

David A. Brandon, Ann Arbor
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Rebecca McGowan, Ann Arbor
Andrea Fischer Newman, Ann Arbor
Andrew C. Richner, Grosse Pointe Park
S. Martin Taylor, Grosse Pointe Farms
Katherine E. White, Ann Arbor
Mary Sue Coleman, ex officio

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. The University policy of non-discrimination based on sex includes protection for gender identity and gender expression.

Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

0.32 Presidential Policy Statement on Sexual Orientation, Codified in Standard Practice Guide

The University of Michigan believes that educational and employment decisions should be based on individual's abilities and qualifications and should not be based on irrelevant factors or personal characteristics which have no connection with academic abilities or job performance. Among the traditional factors which are generally "irrelevant" are race, sex, religion, and national origin. It is the policy of the University of Michigan that an individual's sexual orientation be treated in the same manner. Such a policy insures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. To get help, to obtain further information, or to file complaints, please contact one of these offices: University Affirmative Action Office, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281 (734)763-0235; School of Social Work Affirmative Action Coordinator, Associate Dean for Educational Programs, Siri Jayaratne, or the Office of Lesbian, Gay, Bisexual, and Transgender Affairs, 3200 Michigan Union, (734)763-4186. www.umich.edu/~inqueery

0.33 Students with Disabilities

The University of Michigan complies with federal and state laws which affect qualified persons with disabilities. It is the policy and practice of the School of Social Work to provide equitable educational opportunities for students with documented disabilities in all programs and activities, including internships or field placements. Students with disabilities who require academic adjustments are encouraged to contact their instructors at the beginning of the semester to discuss their specific needs. The University's Office of Services for Students with Disabilities (SSD) provides assistance regarding academic, economic, social, and recreational activities to students who have documented disabilities. Specific services available through SSD include counseling, assistance with classroom accommodations, volunteer readers and notetakers, sign language and oral interpreters, peer tutors, accessible transportation, orientation and registration assistance, special scholarships, tape recorders and talking calculators, and aids for reading and studying, such as Braille and large print materials, adaptive computer technology, and telecommunication devices for the deaf. Staff in SSD also serve as intermediaries and advocates for students with disabilities. To find out more about services, or to volunteer as a reader, notetaker, or tutor, contact Services for Students with Disabilities, G664 Haven Hall, Ann Arbor, MI 48109-1045, (734) 763-3000 (Voice/TYY/TDD) www.umich.edu/~sswd/ Students with disabilities may also contact Warren Clark at the School of Social Work (734-647-9433).

0.34 Campus Safety Statement

Each year, the University of Michigan prepares an "Annual Security Report" and publishes it in the Campus Safety Handbook. The report, which is issued each October 1, contains detailed information on campus safety and security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs. The report also includes statistics concerning crimes on campus. If you would like to receive a complete copy, visit the University of Michigan Department of Public Safety website at www.umich.edu/~safety/ or call (734) 763-3434.

0.4 University Policies Affecting Students

All Students are expected to become familiar with these policies and abide by the rules and regulations explicated in these policy statements. The relevant documents are found at:
www.studentpolicies.dsa.umich.edu

- Statement of Students Rights and Responsibilities
- Student Rights and Student Records
- Information Regarding Religious-Academic Conflicts
- Policy on Alcohol and Other Drugs
- Sexual Assault Policy
- Policy on Sexual Harassment by Faculty and Staff
- Statement on Freedom of Speech and Artistic Expression
- Smoking on University Premises
- Scheduled Use of Designated Outdoor Common Areas
- Dance Party Policy Overview
- University Policy Against Hazing
- Parking Permits and Options

- Information Technology Policies and Guidelines

0.5 Academic Calendar

See the following Web Site:

www.ssw.umich.edu/AcademicCalendar/

0.6 Information for Students Regarding Religious Holidays and Academic Conflicts

Information for Students Regarding Religious Holidays and Academic Conflicts

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the drop/add deadline of the given term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the School, or the Ombudsperson. Final appeals will be resolved by the Provost.

2006 Holidays

Rosh Hashanah*	September 22 - 24
Ramadhan*	September 24 - October 23
Yom Kippur*	October 1 -2
Sukkot*	October 6 - 8
Shemini Atzeret**	October 13 - 14
Diwali	October 21 - 24
Id al-Fitr*	October 24
Id al-Adha **	December 31

2007 Holidays

Feast of the Epiphany	January 6
Eastern Orthodox Christmas (Julian Calendar)	January 7
Sankranti	January 14
Chinese New Year & Tet	February 18
Eastern Orthodox Beginning of Lent	February 19
Ash Wednesday	February 21
Passover (Pesach)*	April 2-10
Good Friday	April 6
Eastern Orthodox Good Friday	April 6
Baisakhi	April 13
Ascension Day	May 17
Shavuot	May 21-23
Eastern Orthodox Ascension Day	June 1

*Jewish and Islamic holy days begin at sundown of the previous day and end at sundown of the last date given

**Certain Hindu, Islamic, and Buddhist holidays are calculated on a lunar calendar and are approximate.

**0.7 School of Social Work
Administrative Roles 2006-2007**

Dean		P.
Allen-Meares		
Associate Dean for Educational Programs		M. Ruffolo
Associate Dean for Faculty and Academic Affairs		S. Jayaratne
Associate Dean for Research		R. Taylor
Assistant Dean, Student Services		T. Colenback
Director of Administration, Finance, and Operations		C. Terhune
Director, Office of Field Instruction		E. Voshel
Assistant Director, Office of Student Services		M. Woods
Director of Doctoral Program		L. Gutierrez
Executive Director of Development, Alumni and External Relations	J. Tropman	
SSW Library Director, Interim Head		J. Nason-Davis
Special Program Advisors:		
Michigan School Social Work Approval	M. Woolley	
Specialist in Aging Certificate	B. Ingersoll-Dayton	
Certificate in Jewish Communal Service	R. Axelrod	
Social Work in the Workplace Specialization	L. Root	
MSW/JD Program		K. Staller
MSW/MPH Program in Health Behavior/Health Education	L. Chatters	
MSW/MUP Program		B. Checkoway
MSW/MBA Program		D. Vinokur
MSW/MPP Program		S. Danziger
MSW/MSI		D. Fitch
Post-MSW Certificate in Management		J. Tropman
Post Master's Certificate Infants/Children at Risk		S. McDonough
Exemption Consultants:		
500		L Hollingsworth
502		A. Grogan-Kaylor
and		
521		D.Tucker
522		T. Powell
530		L. Gant
560		S. Danziger
Affirmative Action Officer		D. Vinokur
Sexual Harassment Officer		S. Jayaratne
Dunkle		M. Ruffolo/R.
Grievance Officer		Letha
Chadiha		
Senate Assembly Representatives		B. Seabury/J.
Tropman		
Instructional Staff Grievance Officer/Ombud		B. Checkoway
Alternate Instructional Staff Grievance Officer		S. Danziger
Liaison to U of M Office of Services for Students with Disabilities (SSD)	W. Clark	

0.8 Introduction

The School of Social Work is located in the School of Social Work Building, 1080 South University, on the University of Michigan's central campus. Faculty offices, classrooms, the Comprehensive Information Resource Center (CIRC), Social Work Library, Computing Center Public Microcomputer Cluster, Media Lab, clinical laboratories, and administrative offices are located in the building. Student organizations also office space and student mailboxes are located On the first floor of the School of Social Work Building

Faculty and staff are available to assist you with your program, and there are several publications prepared by various groups on campus that can be useful. Registration and orientation materials, provided to entering students, contain essential information for your consideration and use.

This Student Guide is designed to help you become acquainted with the School of Social Work. It contains information about the basic administrative structure of the School as well as the facilities available, general School policies, student rights and responsibilities, and contact persons regarding particular matters.

The School of Social Work is a large MSW program and the class sizes in the School typically range from 10-35 students. While the School offers a rich and diverse curriculum and courses, students will not always get their first choices in courses and field placements. These aspects of the School are governed primarily by the availability of faculty and space.

THE SCHOOL OF SOCIAL WORK HOLDS TWO COMMENCEMENT EXERCISES--MAY AND DECEMBER. STUDENTS GRADUATING IN AUGUST MAY PICK EITHER THE MAY OR DECEMBER COMMENCEMENT EXERCISES.

This Student Guide lists all degree requirements for students entering during the 2005-2006 academic year. Therefore, this guide should be consulted regularly about requirements and other School policies and procedures. It is a valuable resource.

Additional details about the requirements for Field Instruction are contained in the Manual for Field Instruction. This is another valuable resource that students should keep and consult.
<http://www.ssw.umich.edu/ofl>

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1.00 FACULTY ROLES AND SCHOOL OFFICES

The goal of the School of Social Work is to prepare students to become competent and responsible professional practitioners and educators in a changing society. Faculty provide technical assistance to public and voluntary service organizations and lend their expertise to professional and scientific associations. Most faculty members also serve as academic advisors; some are liaisons to agency field placements.

Students are encouraged to meet with faculty members-most of them post regular office hours and all have voicemail for their office phones. If you wish to deliver materials to a faculty member outside regular office hours, you can put them in a campus envelope addressed to the instructor, and deposit it in the mail slot outside the first floor mailroom, across from the Registrar's Office (Room 1772 SSWB). The University has an email system that enables you to reach faculty quickly.

1.01 Faculty Advisor and Faculty Liaison

Each student is assigned an advisor at Fall orientation prior to registration in the School. While we attempt to keep you with the same advisor throughout your program, advisor changes may occur. Your faculty advisor is responsible for counseling regarding course selection, planning an educational program, and helping to ensure that requirements are met for the MSW degree. The faculty advisor is available for consultation to plan course selections and assist with any academic problems. You are encouraged to meet with your advisor whenever you feel that it may be helpful.

FINAL RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS IS THE STUDENT'S

A faculty member is assigned as liaison to the agency in which you are placed for field instruction, and is responsible for communicating with you and your field instructor regarding your performance in the agency as well as reviewing the suitability of your assignments. The faculty liaison receives and approves the written educational plan developed by the field instructor and student. Your liaison is expected to visit and consult with you and your field instructor no later than the midpoint of each semester of field instruction. Subsequent visits depend upon the arrangements worked out with the field instructor and the student's progress. The field instruction grade will be determined by your faculty liaison after consultation with the field instructor. Further details about the faculty liaison's role are provided in the Manual for Field Instruction.

1.02 The Dean of the School

The Dean of the School is Professor Paula Allen-Meares, Norma Radin Collegiate Professor of Social Work and Professor of Education. The Dean works closely with administrative personnel and faculty members in the management of the School's activities. Her responsibilities include jurisdiction over such areas as budget preparation, allocation of funds, and personnel matters.

1.03 The Associate Dean for Educational Programs

The Associate Dean for Educational Programs, Professor Mary Ruffolo has overall responsibility for all curricular activities related to the MSW, Ph.D., and Continuing Education Programs.

Primary responsibilities relevant to students include developing and monitoring the MSW curriculum and offerings in collaboration with the Curriculum Committee and the Doctoral Office, overseeing registration procedures, hiring and evaluating Adjunct Faculty in collaboration with the Adjunct Advisory Committee, developing teaching assignments, and overseeing the Office of Field Instruction and the Office of Student Services.

The Associate Dean for Educational Programs develops, gathers, analyzes, and maintains data related to such activities as the Exit and Alumni Surveys, as well as Teaching Evaluations.

The Associate Dean for Educational Programs is responsible for addressing student issues such as: a) concerns and problems related to course offerings and closed course petitions; b) academic difficulty and probation; c) grievances and academic misconduct.

1.04 The Associate Dean for Faculty and Academic Affairs

The Associate Dean for Faculty and Academic Affairs, Professor Siri Jayaratne, has overall responsibility for activities related to faculty, students, and administrative functions within the School and the University.

Primary responsibilities relevant to students include overseeing workload distributions among faculty and overseeing charges and coordination of activities between and among the various committees. The Associate Dean for Faculty and Academic Affairs coordinates faculty workload and summer appointments, as well as other faculty concerns and is the School's Sexual Harassment and Affirmative Action Officer. In this role, the Associate Dean is responsible for monitoring the School's compliance with the University's policies concerning affirmative action, sexual harassment, and non-discrimination. Any member of the School community who has experienced or witnessed harassment or discrimination is encouraged to discuss such instances with the Associate Dean for Faculty and Academic Affairs.

1.05 The Office of Field Instruction

Elizabeth H. Voshel, MSW, LMSW, ACSW,
Assistant Clinical Professor/Director of Field Instruction

Staff:

G. Warren Clark, MSW, LMSW, Field Educator/Field Liaison
Oliva Alban Kuester, MSW, LMSW Field Educator/Field Liaison
Stacy Peterson, MSW, Field Educator/Field Liaison
Leigh Robertson, MSW, LMSW, ACSW, Field Educator/Field Liaison
Bill Vanderwill, MSW, LMSW, ACSW, Field Educator/Field Liaison
Ziehyun Huh, MA, Administrative Coordinator

The office is located in the School of Social Work off the Commons area in room 1704 SSWB. Questions can be directed to the Administrative Coordinator: 734-763-5441 (FAX: 734-763-4885) or E-mail: ssw.ofi@umich. Web site: www.ssw@umich.edu/ofi.

The Director of the Office of Field Instruction is responsible for the administration and management of the Office of Field Instruction. This includes developing, facilitating, and monitoring all aspects of the student's field placement experience as well as providing oversight and supervision for all field related functions of the School. In addition, the Director collaborates with field agencies/field instructors developing placement sites and providing training. The Director supervises and oversees the work of the Field Educators, who are assigned a cohort of agencies to work with based on geography and practice area interest and experience. Students are assigned to a Field Educator who will work with them to facilitate their field placement. Field Educators also teach the Foundation Field Seminar and function as the field liaison monitoring the student's placement progress after they are placed.

1.06 The Office of the Registrar

The School's Registrar, Verna Bell, is in Room 1772 SSWB. The Registrar is responsible for student records, registration, maintenance of graduates' records, and submission of recommendations for graduation. The office produces and disseminates registration information each term and assists with related questions, including dropping and adding classes, disenrollment, transfer credit, special studies, and closed courses. Each term's course offering schedule is maintained by this office.

1.07 The Office of Student Services & the Assistant Dean for Student Services

The Assistant Dean of Student Services, Tim Colenback, has overall responsibility for the School's recruitment and admissions program, financial aid allocation, and student services. Michelle Woods is the Office's Assistant Director, and Erin Pena is the Student Services Coordinator. They are available to help students who may experience non-academic problems affecting their educational progress in the School and to help students function at an optimum level through connections with internal and/or University and community supportive services. If you have any concerns about financial aid, your enrollment status, or about availability of other services you may need, contact the Office of Student Services (located in Room 1748 SSWB) and, if needed, make an appointment to see the Assistant Dean, the Assistant Director or the Student Services Coordinator. The Assistant Director of Student Services is also the School's Freedom of Information Officer responsible for providing students with access to their records. (See Section 4.05)

If you are interested in having a second year student as a mentor, please contact the Office of Student Services. Mentoring services are subject to availability.

1.08 Services and Facilities in the School of Social Work

1.081 The Comprehensive Information Resource Center and Social Work Library

The Comprehensive Information Resource Center (CIRC) is at the core of the School of Social Work Building. The CIRC bridges social work with information resources and information technology, blending the talents of information professionals from library science and social work. Here, resources are combined in a place to facilitate interdisciplinary collaboration, integrated learning, and exploration. In collaboration with the School of Social Work and Information Technology Central Services (ITCS) the Social Work Library, manages the CIRC, which includes the Social Work Library and the ITCS Social Work Computing Site and computer classroom. Resources within these facilities include two group study rooms, comfortable study spaces, 44 full-featured workstations, 4 computers to access library resources, a 31-workstation high-tech classroom, 8 email workstations, and an onsite print collection of approximately 41,000 volumes.

Social Work Library: www.ssw.umich.edu/library

The Social Work Library is one of 19 libraries in the University system (there are 5 independent libraries on campus, as well), a system that ranks eighth for the size of its research collections (over 7 million volumes). The Social Work Library specializes in materials needed for research and teaching on social work practice and administration, social welfare services, child welfare, gerontology, psychotherapy, and social policy, as well as other related subjects. Special collections include course reserve material, course syllabi, and social agency job placement information. In addition to print resources, numerous electronic and digital resources are available and can be accessed via the Social Work Library's web page.

1.082 Technology in the Teaching Facilities

Classrooms: Five classrooms and two seminar rooms in the School Social Work Building have integrated multimedia systems that allow for the projection of videos and computer presentations. The instructor desk is the focal point of the technology and has a built-in VCR and computer connected to the room's projection and sound system. A touchscreen controller on the desktop allows faculty to operate easily all of the room lighting and media components. All other classrooms have portable media available when needed.

Computer Classroom: Located within the CIRC, the computer classroom has 30 student workstations that are integrated with the instructor desk computer and projection system. Clinical Research Suite: Students and researchers use the clinical suite to collect data on treatment and interviewing, and to demonstrate, observe, practice, and evaluate interviewing techniques. The suite includes an interview room connected to an observation room with a one-way mirror and cameras and recording equipment to facilitate video-capture of the interview sessions.

1.083 Audiovisual Services

The Audiovisual Services Office provides media support for SSW classes, conferences, and workshops. This office also provides training for utilization of classroom technology and loan equipment. Available equipment includes VHS playback systems, overhead projectors, audio cassette players, and recorders. Consultation and referrals services are available for services not provided. The office maintains a videotape library of instructional material. Students should consult with course instructors about access to these resources and services. The office may be reached by email at ssw.av@umich.edu.

1.084 Employment Services

The Office of Student Services maintains a Job File in the SSW Library of positions available in social work and related areas. Job openings are posted bi-weekly. The Office of Student Services offers career counseling workshops. Sample resumes, cover letters, and job resource materials are also available, and are located in the Social Work Library. The University's Career Center (See Section 2.00) provides career counseling and services such as establishing a credential file containing references which can be sent to prospective employers. Visit www.ssw.umich.edu/employment for employment and career services resources.

1.09 Using Computers at the University of Michigan and Information Technology Central Services (ITCS)

Information Technology Central Services (ITCS - www.itcs.umich.edu) provides academic and administrative computing services for the University, including managing and operating the central computing, networking, and telecommunication systems and providing leadership in innovative application of information technology in higher education. Here is an overview of the services that pertain to students.

1.091 Uniqname

Your computing ID at UM is called a uniqname (pronounced "unique name"). Your uniqname, and its accompanying UMICH password, provide proof of identity to access many computing systems, including course registration, and services on campus, including the computers at Campus Computing Sites. Uniqnames are assigned at or before new student orientation. You will receive more information about this in your orientation packet.

1.0910 ATCS: Adaptive Technology Computing Site

Information Technology Central Services, Shapiro Library, and Office of Services for Students with Disabilities jointly provide an Adaptive Technology Computing Site (ATCS) for use by students, faculty, and staff with disabilities. The site was designed by the Herman Miller Furniture Company in conjunction with members of the UM Barrier Free Computer Users Group. It comprises 12 fully ergonomic workstations and associated adaptive computer technology. The ATCS is located in Room B126 (basement level) Shapiro Undergraduate Library on Central Campus. The ATCS is open daily from 8:00 a.m. to 5:00 p.m. An ergonomic workstation has also been recently added to the School of Social Work Library. Please visit www.umich.edu/~sites/info/atcs/ or see Library staff for more information.

1.092 Basic Computing Services

Students, faculty, and staff with regular appointments on the Ann Arbor campus are provided with a Basic Computing Package at no charge. The package includes email, access to login machines, the Online Campus Directory, laser printing in the Campus Computing Sites, MichNet dial-in access, file storage, access to ITCS consultants, and Internet access. Additional services may be purchased from ITCS.
<http://www.itd.umich.edu/your-account/bcp.intro.html>

1.093 ITCS Accounts Office

The ITCS Accounts Office can assist with computing accounts, subscriptions, usernames, passwords, and billing inquiries regarding ITCS services (including dial-in and UM Online). Location: Michigan Union (Basement level, in the Union Computing Site).

Temporary Location (through Summer 2005): Angell Hall Computing Site

Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday.

Phone: 734-764-8000.

FAX: 734-647-4278.

Email: itcs.accounts@umich.edu.

Web site: www.itcs.umich.edu/accounts

1.094 Help When People Need It

Solve problems and learn more about computing with ITCS's online Help Desk, www.itcs.umich.edu/help/

1.095 Telephone Consulting - Call 4-HELP

If you're working at home, in an office, or in a Computing Site where a consultant is not available and you need help with accessing or using the ITCS Basic Computing Package, dial 764-HELP (on campus, dial 4-4357).

This telephone help line is staffed by consultants who can answer a wide variety of Basic Computing Package questions. They can also direct you to additional information about the Campus Computing Sites. [computing](http://www.itd.umich.edu/computing)

1.096 ITCS Workshops and Online Training

ITCS offers a wide selection of computer workshops to help people learn to use computers. Most of the classes are free to students and a number of them may be very relevant to your studies at the School of Social Work. <http://www.itd.umich.edu/education>

1.097 Purchasing Your Own Computer Through UM

The UM Computer Showcase provides hardware and software sales and consulting to University of Michigan students, faculty, and staff. The UM Computer Showcase sells computers, printers, software, Ethernet cards, modems, and other computer products at not-for-profit, academic pricing. The Showcase also provides product consultation and links to vendors so you can purchase directly from them. Some used equipment is also available through the Showcase, as well as options for financing. As soon as you register for classes during Summer Orientation, you will be eligible to purchase items at the Showcase. Price lists, information on

what type of computer is right for you, and how to place an order are available at the Showcase and on the Web.

UM Computer Showcase

Location: Michigan Union, Ground Level

Hours: 10:00 a.m.-5:00 p.m., Monday - Friday

1.098 Campus Computing Sites and Facilities

Fourteen Campus Computing Sites are coordinated by ITCS for all UM students, faculty, and staff to use. The sites vary in size from 15 to 300 computers, totaling over 1,400 computers in all. These computers are loaded with the standard ITCS software set that includes Microsoft Office 2000, Netscape, and a wide variety of other software packages for communications, data analysis, database management, graphics, graphing, desktop publishing, and more. See the Sites website for further information and a complete listing of all the Campus Computing Sites. For current hours call 74-SITES (747-4837) or visit www.umich.edu/~sites/

Below is a list with short descriptions of 3 of the 14 computing sites on campus, which may have services of interest to social work students:

School of Education Computing Site and New Media Center: www.umich.edu/~sites/info/seb/

The School of Education computing site is located in Room 3010 on the 3rd floor of the School of Education Building (SEB), adjacent to the School of Social Work Building. The SEB has an array of computing facilities available for use. The site contains 27 Mac OS and 30 Windows NT workstations.

1.099 Media Union

The Media Union brings together information resources, information technology, production studios, and the combined talents of information professionals from across campus units to serve the University community. It is intended as an all-campus resource and a place to facilitate interdisciplinary collaboration, integrative learning and exploration. www.umich.edu/~sites/info/media/ and www.ummumich.edu/

The Media Union provides University students, faculty and staff with 24-hour access to most services seven days a week during the academic year. For general information as well as news and events, call the Media Union at 93-MEDIA.

The Media Union includes:

- traditional and digital libraries;
- computer training rooms;
- an advanced visualization laboratory;
- a virtual reality laboratory;
- video and audio performance studios;
- lab space for special projects;
- an exhibition gallery;
- a teleconference suite; and
- over 500 workstations.

1.10 Use of McGregor Commons

The McGregor Commons is located on level one at the entryway to the School of Social Work Building and is for general SSW/International Institute (II) affiliate use. Priority is given to SSW/II educational events. SSW/II students or student organizations requesting the use of this space for educational events must reserve the commons at least two days in advance of the event. All requests are subject to the SSW Dean's approval. For reservations and setup, contact ssw.rooms@umich.edu or SSW Facilities at (734) 647-8416

2.00 STUDENT SERVICES AT THE UNIVERSITY

All academic counseling is handled by the student's faculty advisor. However, the School and the University are sensitive to the fact that students may need special academic and social support services. The Office of Student Services has information on available services at the School and on campus.

Sweetland Writing Center

1139 Angell Hall

(734) 764-0429, Fax: (734) 763-9128

www.lsa.umich.edu/swc/

Email: swcinfo@umich.edu

(Writing Workshop, Peer Tutoring, Writing Courses, Writing Resources, Online Writing and Learning Service (OWL))

2.01 Referral Sources and Support Services

Campus Information Center

www.umich.edu/~info

Career Center

www.cpp.umich.edu

Center for the Education of Women (CEW), The

www.umich.edu/~cew

Counseling and Psychological Services

www.umich.edu/~caps

English Language Institute (ELI)

www.lsa.umich.edu/eli

Financial Aid, University's Office of (OFA)

www.finaid.umich.edu

Human Resources and Affirmative Action

www.umich.edu/~hraa

International Center

www.umich.edu/~icenter

Lesbian, Gay, Bisexual, and Transgender Affairs

www.umich.edu/~inqueery

Multi-Ethnic Student Affairs (MESA)

www.umich.edu/~mesamss

Registrar, Office of the University

www.umich.edu/~regoff

Residency Classification Guidelines (University Registrar's Office)

www.umich.edu/~regoff/resreg.html

Services for Students with Disabilities, Office of

www.umich.edu/~sswd

Sexual Assault Prevention and Awareness Center (SAPAC)

www.umich.edu/~sapac

Student Conflict Resolution, Office of

www.umich.edu/~oscr

Student Legal Services

www.studentlegalservices.dsa.umich.edu

Transcript and Certification (University Registrar's Office)

www.umich.edu/~regoff

Trotter House, William Monroe (Multicultural Center)

www.umich.edu/~mesamss/trotter

Veterans' Benefits (University Registrar's Office)

www.umich.edu/~regoff

University Center for Child and Family
www.umuccf.org
UM Online Directory
<http://directory.umich.edu>

Work/Life Resource Center, The
www.umich.edu/~hrra/worklife

3.00 SCHOOL POLICIES GOVERNING ACADEMIC MATTERS

3.01 Class Attendance

Students are expected to attend all of their classes. Instructors will give notice of their attendance policies early in the term. Excessive absences may result in a reduction in grade or a failing grade, and will be brought to the attention of the student and the faculty advisor by the course instructor.

3.02 Grades in Academic Courses and in Field Instruction

Grades in Academic Courses and in Field Instruction

Letter grades from "A" through "E" are given for class performance. "A" grades are given for exceptional individual performance and mastery of the material. The use of "A+", "A", and "A-" distinguish the degree of superiority. "B" grades are given to students who demonstrate mastery of the material. "B+" is used for students who perform just above the mastery level but not in an exceptional manner. "B-" is used for students just below the mastery level. "C" grades are given when mastery of the material is minimal. A "C-" is the lowest grade which carries credit. "D" grades indicate deficiency and carry no credit. "E" grades indicate failure and carry no credit.

The grading system for all Field Instruction courses consists of S (satisfactory), M (marginal), and U (unsatisfactory). Faculty liaisons are responsible for grading. Students are expected to adhere to the Social Work Code of Ethics (See Section 4.07), to follow agency policies and procedures, and to conduct themselves in a professional manner. Failure to meet these expectations may be reflected in field instruction grades and/or other action taken by the School (4.032, Academic Misconduct).

S: performance quality in Field Instruction is acceptable and credit is granted for the course. The student has demonstrated through performance in fieldwork at least 80% proficiency in all of the skills and skill levels identified in the appropriate course statement and specified in the Educational Agreement.

M: performance quality in Field Instruction is less than satisfactory but short of failing. The student has demonstrated through performance in fieldwork 60% to 79% proficiency in all of the skills and skill levels identified in the appropriate course statement as well as those specified in the Educational Agreement. See the Field Instruction Manual - Consequences of Marginal and Unsatisfactory Grades

U: performance quality in Field Instruction is inadequate and no credit is granted. The student has failed through performance in fieldwork to demonstrate at least 60% proficiency in all of the skills and skill levels identified in the appropriate course statement and specified in the educational agreement.

All students must receive satisfactory (S) grades for the 12 required Advanced Field Instruction credits. Students who do not meet this requirement must complete additional field instruction work. Students with 3 credit exemptions from Foundation Field Instruction (SW 515/531) will have the exemption revoked if a grade below S is received after the completion of the first advanced term of Field Instruction.

For students requiring 15 total Field Instruction credits, no more than 3 credits of marginal (M) grade in Foundation Field Instruction (SW 515/531) will count toward the MSW degree. Students who receive an (M) grade in SW515 will be placed on academic probation.

No student may receive credit for a unsatisfactory (U) grade.

A student who is unable to meet minimum standards in field work may be terminated from the placement at any time.

I: (Incomplete) is used when illness or other compelling reasons prevent completion of work, and there is a definite plan and date for completion of course or field work approved by the Instructor/Liaison. An "I" may also be issued when a student fails to submit required field paperwork by the published deadline. Any "I" grade remaining on a student's record more than two terms after the conclusion of the term in which the grade was awarded reverts to a permanent incomplete, and credit can be earned only by retaking the course. This limit includes the Spring/Summer term and applies regardless of the student's subsequent enrollment. However, if at the time the instructor agreed to the "I", an earlier date of submission and/or completion of final work was agreed upon then this date takes precedent over the two-term policy. A change in grade will not be accepted after two terms for any reason other than clerical error. Any exceptions to this policy must be approved by the Associate Dean for Educational Programs.

Note: A grade of "I" stays on your academic record permanently. If you make up the course or field work according to the guidelines stated above, your grade for the course will appear on your academic record as, for example, IB+ or IS.

Y: is used when the work exceeds the semester's time limit rather than when the student is unable to complete work designed to be finished within the semester.

"Y's" are typically issued when lack of completion is due to structural factors, such as placement into an agency that would not allow for completion within the normal semester time frame. A "Y" can be issued whether lack of completion is due to late placement or placement in an agency that is designed to require work beyond the end of the semester. "Y's" are **not** used when work is not completed due to illness, lack of submission of paperwork by deadlines or other factors related to the student. See "I" grading above.

W: is shown on student transcripts for all courses dropped after the drop/add deadline. Students withdrawing from

courses for health-related reasons may petition the Associate Dean for Educational Programs to have those courses with a "W" designation removed permanently from the transcript.

NR: (No Report) is only used when a student listed on the grade report has not been attending the class or when the instructor is unable to submit a grade due to factors related to the instructor.

"NR's" are typically issued for field when the reason a grade cannot be issued is due to factors related to Liaison or Field Instructor and not due to any problem on the part of the student. "NR's" are rare and are expected to be changed as soon as it is clear that any one of the above grades is appropriate.

3.03 Grading Scale

The University of Michigan, School of Social Work, Masters Program is on a 9.0 grading scale, which translates as follows:

A+	9.0	B+	6.0	C+	3.0	D	0
A	8.0	B	5.0	C	2.0	E	0
A-	7.0	B-	4.0	C-	1.0		

Students can access their grades via Wolverine Access <http://wolverineaccess.umich.edu>.

3.042 Basis for Grading in Field Instruction

Grades are based on the student's performance in Field Instruction. The faculty liaison arrives at a determination of a grade through examination of the following information sources and documents:

- a. Records, reports, logs, and other written material produced by the student.
- b. The field instructor's written evaluation of the student's performance.
- c. Reference to the relevant practice method and practice area course statements in the Field Instruction Manual.
- d. Reference to the educational agreement.
- e. Verbal assessments of specific aspects of the student's performance provided by the field instructor.

3.05 Registration and Web-Based Student Services

Students register for classes and are expected to keep their address(es) up-to-date via the web service called Wolverine Access, wolverineaccess.umich.edu/. Initial registration into the first Fall term occurs during the Fall orientation and registration period. Early Registration for the Winter term occurs in November; early registration for the Spring/Summer and Fall terms is in late March or early April. This time period allows students to know their time commitments prior to the beginning of the term, and to be sure they are fulfilling degree requirements in a timely manner. Please consult with your advisor prior to registering each term.

Students can view their class schedules, grades, account information, degree progress, advisor (once assigned), apply for graduation, and order transcripts via Wolverine Access. The service also provides information on things to do in Ann Arbor, local weather forecasts, and UM events.

Access to Wolverine Access requires both a username and umich (kerberos) password.

3.06 Entry to Closed Courses

Petition forms to enter a closed course are available **only** on the Social work web site (<http://www.ssw.umich.edu/registrar/forms.html>), each term at some point shortly before registration for the appropriate term begins. The form is completed and submitted on-line. Decisions are made by the Associate Dean for Educational Programs. Individual faculty members cannot admit students to their closed courses. This provides all students with fair access to closed courses. The primary consideration in approving petitions to enter closed classes is when the student must enroll in that particular class in order to meet graduation requirements. Other major considerations include required 3-day field placements, enrollment in a dual degree and/or certificate/specialization program. Sometimes openings do occur in closed courses through the normal drop/add process. Students should check Wolverine Access for the open/closed status of classes. When a class re-opens students enter on a first-come basis by adding the course via Wolverine Access.

3.07 Transcripts/Grades

Copies of student transcripts are not available through the School of Social Work. Transcripts can be ordered from the University Office of the Registrar through Wolverine Access, or call (734) 763-9066 or 764-1575. Students can view their term grades via Wolverine Access

3.071 Withdrawing From All Classes in a Given Term

Withdrawing from all classes in a given term for which a student is enrolled (this includes field instruction and special studies enrollment) cannot be done by the student via Wolverine Access.

If, after completing registration, a student is not able or not intending to remain in school the student must complete the following steps to disenroll: The student must contact the Assistant Dean for Student Services or the Assistant Director for Student Services in the Office of Student Services (OSS), and put the intent to withdraw in writing and bring it to the School Registrar. If this enrollment is prior to the first day of University classes, a student may withdraw by contacting both the University Registrar's Office and the School of Social Work. Students are subject to the \$80 registration fee and a \$50 disenrollment fee, if withdrawal takes place once University classes have begun. For more detail on disenrollment/term withdrawal and fee implications, go to <http://www.umich.edu/~regoff>. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE REGENTS OF THE UNIVERSITY.

3.072 Auditing Courses

If a student chooses to audit a course they must enroll as such. Regular tuition and fees apply, and the course will appear on the transcript with the notation VI (Visit). No other letter grade is awarded and no academic credit is earned. If the student does not complete the course to the satisfaction of the instructor, the course will be entered in the record with the notation "E" or "ED" (unofficial drop), unless the student has withdrawn officially.

In such cases the student is expected to inform the instructor of their status as an auditor. It is expected that the auditing student will attend all classes. The instructor and the student must agree on any additional expectations for the class in terms of assignments and/or other activities.

3.08 The Master's of Social Work Degree Requirements

In order to graduate the student must fulfill the following requirements:

1. Maintain good academic standing. That is, a grade average of "B" must be achieved and overall performance must be satisfactory in classroom-based and field instruction courses.
2. MSW degree students must complete all requirements for the degree within four (4) years of first enrollment as a degree candidate in the University of Michigan School of Social Work. If that time limit is exceeded, the student, with the approval of the faculty advisor, must petition the Associate Dean for Educational Programs for an extension, giving reasons for the request, justifying the contemporary relevance of any work taken more than six years prior to the expected degree date, and submitting a plan for the completion of the remaining work. The student may be required to take additional examinations or an additional amount of coursework or both.
3. Enroll for a minimum of two terms in full-time residence (nine or more credits in courses per term, including Field Instruction).
4. Satisfactorily complete 60 credit hours, unless Advanced Standing has been granted, in which case credits may be reduced to 45 hours. The distribution of required courses varies according to the choice of Practice Method and Practice Area concentration.

Note that under no circumstances can a student complete the SW program with less than 30 University of Michigan, School of Social Work credit hours. In rare cases a student may have a maximum of 30 graduate social work credits that are eligible for transfer from another accredited graduate social work school. For additional information on transfer credits refer to the appropriate section in this Guide.

In order for the Office of the Registrar to evaluate whether a student has met the requirements for the MSW degree, the student is required to submit a degree/diploma application. The application is submitted on-line through Wolverine Access and must be submitted before any degree can be awarded.

Submission of the degree/diploma application (done on-line via Wolverine Access) by the following dates will permit the Registrar to audit the student's graduation requirements prior to the end of the drop/add period for the final term in which the student expects to be enrolled. This audit is designed to avoid last-minute problems in meeting graduation requirements. The deadline dates are:

- " for December graduation, by August 1;
- " for May graduation, by November 1;
- " for August graduation, by March 15 (by February 1 if you wish your name to appear in the University May Commencement Program Publication, as there is no August publication.)

Degree/diploma applications submitted after these dates may effect students' early registration appointment times for up-coming terms, may result in a late audit of degree requirements and if a problem arises at a late date, may delay the award of the degree, and can delay the receipt of the diploma. It is the student's responsibility to submit a degree/diploma application.

3.09 Commencement Exercises

The School of Social Work holds two commencement exercises for our MSW students. These graduation ceremonies are held at the end of the Fall and Winter Terms in accordance with University policy. All students completing their requirements for graduation at the end of Spring/Summer Term are invited to participate in either the preceding May or following December commencement exercises of the School of Social Work and the University of Michigan.

There is no commencement exercise in August.

By holding the School of Social Work ceremonies at the same time as the University-wide exercises, students and their families have the opportunity to participate in ceremonies and related activities on campus.

By participating in either the May or December ceremonies, students have an opportunity to celebrate their achievements with their fellow students, families, and friends.

A graduation planning task group is formed at the beginning of the Winter and Fall semesters as a sub-group of the School's Student Services/Graduation Committee. The graduation planning task groups are comprised of student volunteers, a staff member(s) from the Office of Student Services, and one of the faculty members of the Student Services/Graduation Committee. Student membership to the Committee is solicited and appointed through the Social Work Student Union. Details are provided to degree candidates several months before graduation.

4.00 STUDENT RIGHTS AND RESPONSIBILITIES

4.01 University Policies Affecting Students

All Students are expected to become familiar with the University's policies and procedures affecting them. Students are also responsible for complying with these policies, including, but not limited to:

1. Policies governing student behavior, including the Statement of Student Rights and Responsibilities, which may be found at www.studentpolicies.dsa.umich.edu
2. Policies governing graduate student behavior, which may be found at: <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/APPB.html>
3. Policies governing research activities, which may be found at <http://spg.umich.edu/section/303/>
4. Policies governing use of information technology, which may be found at <http://www.umich.edu/~policies/>
5. Policies governing faculty-student relationships and employee-student relationships, which may be found at <http://spg.umich.edu/pdf/601.22.pdf>

4.02 Academic Standing and Discipline

4.021 Conditions Placing Students on Academic Probation

A student is automatically placed on academic probation when she/he fails to maintain good academic standing. Failure to maintain good academic standing is defined as: (1) having less than a B average, or (2) having accumulated 9 credit hours of incomplete grades, or (3) having a grade of U in Field Instruction, or (4) having a grade of marginal in Advanced Field Instruction (691). In cases of initial automatic academic probation the student is informed by letter of the basis for the probation and that a plan must be worked out by the student and her/his advisor to remove the probation status. The plan is forwarded to the Associate Dean for Educational Programs for approval. The plan must include specific dates for assessing the student's progress during the semester. If the plan requires notification of certain instructors (e.g., the need to finish an incomplete by a certain date, or do extra work to improve a grade), the Associate Dean notifies the instructors. The approved plan is placed in the student's record, with copies forwarded to both the student and the advisor. If the plan is not approved, the student's status would be reviewed by the Academic Concerns Committee. As appropriate, the advisor shall consult with the Office of Student Services regarding special services which the student may need.

4.022 Academic Difficulty Procedures

The Academic Concerns Committee reviews students in academic difficulty and has the authority to disenroll students or allow them to continue in a probationary status. The following situations are subject to review by the Academic Concerns Committee:

- a. students who fail to file a plan or do not have approved plans to remove their probationary status.
- b. Students who receive U grades for any portion of field instruction or a grade of marginal for advanced field instruction.
- c. Students who fail to maintain good academic standing for two consecutive terms of enrollment.

If the Academic Concerns Committee recommends dismissal from the School and the only method of returning to School is reapplication, the student must submit a written request for review of the dismissal decision within two weeks of being notified of the Committee's dismissal recommendation. The Executive Committee will then meet to consider the case, within two weeks. At such a meeting the student is permitted to present his or her position fully and freely. The student also may be accompanied by his or her faculty advisor, or another Social Work faculty member chosen by the student, and that faculty member may speak on the student's behalf.

Students who do not adhere to the Social Work Code of Ethics (See Section 4.09), do not follow agency policy and procedures, or do not conduct themselves in a professional manner in their field instruction or in the classroom may also be reviewed for academic or professional misconduct (See Section 4.03.).

4.023 Registration for Subsequent Terms for Students on Academic Probation

Before the date for early registration for the subsequent term, the student's advisor is required to submit a brief report to the Associate Dean for Educational Programs indicating the progress accomplished. If satisfactory progress has been achieved, the student may be permitted to register, with the approval of the advisor. If the plan has not been followed as approved, the student may not be allowed to register early. Students who remain on academic probation for a second term may not be permitted to take part in early registration for the subsequent term. If early registration occurs, these students may not be permitted to attend class pending review by the Academic Concerns Committee.

4.024 Failure to Remove Probationary Status

When the student fails to remove the probationary status, the Academic Concerns Committee will hold a hearing that may include the student's advisor or another faculty member of her/his choice, the student, the Assistant Dean for Student Services, and others who may have information relevant to the student's progress. **Student members of the Academic Concerns Committee will not participate in academic difficulty matters.** The committee decides whether to continue the probationary status or to disenroll the student.

If it is decided to continue probationary status, the committee specifies a plan of action with an explicit timetable which must be communicated to all the parties involved including the various instructors. The advisor is responsible for implementing the plan, and informs the Associate Dean for Educational Programs regarding its implementation. It is expected that the relevant instructors will not undertake any independent action without prior consultation with the faculty advisor and the Associate Dean.

4.03 Student Code of Academic and Professional Conduct

Introduction

Social work students are held to the highest standards of academic and professional conduct. This Code of Academic and Professional Conduct applies to all students enrolled in the School of Social Work; including full-time and part-time students; students in extended programs, post-MSW students, non-degree students, extension services students enrolled in Social Work courses, or any other person in a special admissions status in the School. This policy covers both on-campus and off-campus activities by students.

4.031 Definitions of Unacceptable Academic Behavior

Generally, unacceptable academic behavior refers to actions or behaviors that are contrary to maintaining the highest standards in course work, client interactions, participation in field assignments, research, or any other element of the School's curriculum and programs. The following actions are examples of unacceptable academic behavior. Such violations include, but are not limited to, the following offenses:

4.0310 Falsification of Data, Records or Official Documents

Dishonesty in reporting results, including fabrication of data, improper adjustment of results, gross negligence in collecting and analyzing data, and selective reporting or omission of conflicting data for deceptive purposes.

Altering documents affecting academic records

Misrepresentation of academic status

Forging a signature of authorization or falsifying information on an official University document, such as a grade report, clinical record, letter of recommendation or reference, letter of permission, petition or any document designed to meet or exempt a student from an established School or University academic regulation.

4.0311 Cheating

Cheating is an act of fraud or deception by which the offender gains or attempts to gain undeserved benefit. Examples of cheating include, but are not limited to the following:

1. Lying about the performance of academic work; obtaining a copy of an examination before it is available officially, or learning an examination question before it is available officially;
2. Lying about circumstances presented as an excuse from examinations or other academic work;
3. Submitting the work one has done for one class or project to another class or project without obtaining the informed permission of the second instructor;
4. Misappropriating another student's work;
5. Allowing another person to do all or part of one's work and to submit the work under one's own name;
6. Receiving and rendering unauthorized assistance on an examination or other paper offered for credit; using unauthorized notes, study aids, and/or information from another person on an examination or paper;
7. Misrepresenting financial affairs or the status of family relationships for the purpose of securing financial aid, residency, or some other benefit from the University;
8. Misrepresenting any information required by or offered to the Admissions Office;
9. Altering a graded work after it has been returned and then submitting the work for re-grading

4.0312 Plagiarism

1. Plagiarism is representing someone else's ideas, words, statements or works as one's own without proper acknowledgment or citation. Examples of plagiarism, include, but are not limited to: Using or otherwise taking credit for someone else's work or ideas.

2. Using the language of another without full and proper quotation or source citation.
3. Implicitly presenting the appropriated words or ideas of another as one's own.
4. Using Internet source material, in whole or in part, without careful and specific reference to the source.
5. Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge or in common public use.
6. Self-plagiarism, that is, reusing one's own work without acknowledgement that the text appears elsewhere (e.g. in a paper for another current or previous class).

Plagiarism, **like other forms of cheating and misconduct**, is taken very seriously at the University of Michigan and is grounds for expulsion from the University. It is your responsibility to familiarize yourself with the information presented at the following website: www.lib.umich.edu/handouts/plagiar.pdf

4.0313 Property Conversion

Any taking or destruction of the property of the School, the University, or its faculty, students, or staff and includes, but is not limited to:

1. Stealing or destroying notes, books, papers, audio and video tapes of other students, faculty, or staff;
2. Vandalizing, hiding, or otherwise misappropriating library books;
3. Stealing or destroying other school property.

4.0314 Aiding and Abetting Dishonesty

Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by this code, law, or the NASW Code of Ethics.

4.0315 Inappropriate Use of Computers and Other Facilities

Violating the University's "Conditions of Use Policy", which defines proper and ethical use of computers and is incorporated under these policies and procedures.

4.0316 Unacceptable Collaboration

Collaboration is unacceptable when a student works with others on a project, then submits a work to be graded with the explicit or implicit representation that the work is the student's own independent work. Using answers, solutions or ideas that are the result of collaboration without citing the fact of collaboration is also improper.

4.0317 Impairment

Participation in an academic or professional activity while impaired by alcohol, chemical or illegal substance dependency or abuse.

4.0318 Failure to Maintain Standards of Care

Inattention to client care responsibilities, failure to prepare adequately for client interactions, failure to observe professional standards of care and treatment, violation of standard operating procedures.

4.0319 Inappropriate Use of Computers and Other Facilities

Violating the University's "Conditions of Use Policy", which defines proper and ethical use of computers and is incorporated under these policies and procedures.

4.032 Definitions of Unacceptable Professional Misconduct

Generally, unacceptable professional misconduct refers to behavior that calls into question a student's ability or fitness to become or practice as a professional social worker.

Students are expected to adhere to the National Association of Social Workers Code of Ethics (www.socialworkers.org/pubs/code/default.asp) which is hereby incorporated under these policies and procedures and to the policies and procedures of the student's field instruction agency. It is the responsibility of the student to become acquainted with the aforementioned Code and relevant field instruction agency documents.

The following actions are examples of unacceptable professional misconduct. Such violations include, but are not limited to, the following major offenses:

4.0320 Criminal Activity

Involvement in criminal activity that calls into question the individual's character and fitness to practice as a professional social worker.

4.0321 Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working, living or learning environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects the individual's full participation in School or University activities or programs.

Harassing conduct includes, but is not limited to, name calling, slurs, negative stereotyping, threatening/intimidating/hostile acts, and written or graphic material that defames or shows hostility or aversion to an individual or group.

4.0322 Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, living environment, or participation in a School or University activity; or
2. Submission or rejection of such conduct by an individual is used as the basis for or a factor in a decision affecting that individual's education, employment, living environment, or participation in a School or University activity;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in a School or University activity.

4.0323 Discrimination

It is a violation to unlawfully discriminate against another because of a person's race, sex (including gender identity and gender expression), color, religion, creed, national origin or ancestry, age, marital status, disability, sexual orientation, height and weight, or Vietnam era veteran status. Social work students are

4.0324 Inappropriate Relationships

Engaging in inappropriate conduct or relationships, including those of a romantic or sexual nature, with faculty members, staff members, or clients. Inappropriate conduct or relationships do have the potential to pose risk to the participants or third parties; create conflicts of interests; or lead to unfair advantage or disadvantage to the participants or third parties. Students are expected to comply with the University's policies on appropriate relationships with faculty and staff members.(See Section 4.01-5)

4.0325 Retaliation

Engaging in harmful behavior toward another for reporting violations of this Code or participating in the hearing or appeals process outlined herein.

4.0326 Making False Accusations

Making an accusation that another student has violated this Code when you know or reasonably should know that the accusation is false. It is also a violation to knowingly undermine or sabotage another student's or faculty member's academic work, research, or professional opportunities. It is also a violation to accuse a faculty or staff member of improper conduct when you know or reasonably should know that the accusation is false.

4.0327 Violation of University Policies

Violating University policies governing student conduct, as provided in Section 4.01 of this Policy.

4.033 Sanctions for Violations of The Code of Academic and Professional Conduct

The School of Social Work and the University community view academic or professional misconduct as extremely serious and as constituting grounds for sanctions including suspension or dismissal under appropriate procedures.

It is also recognized that the unacceptable behaviors described above are often indications of the student's need for assistance. Each incident and each individual involved is unique and all mitigating circumstances should be considered with each infraction.

Academic Misconduct

Nothing in this policy prevents a faculty member from assigning grades or course work that he/she determines to be appropriate as a result of an evaluation of a student's performance. When a faculty member determines that a student has engaged in academic misconduct, the faculty member may either file a charge of misconduct under this policy or exercise his/her authority with regard to assessing the student's performance in that course, such as assigning a failing grade, issuing an incomplete, or assigning additional course work for evaluation. Any student that feels that his/her performance was evaluated unfairly may appeal the grade or file a grievance (See Section 4.07)

Faculty members are required to inform the Associate Dean for Educational Programs of all cases of academic misconduct that they resolve independently.

Students who are found responsible for academic misconduct are subject to disciplinary action up to and including dismissal from the School of Social Work, revocation of degree, or any other sanction deemed appropriate to address the violation. Examples of possible sanctions include:

1. Failing grade for an exam or assignment;
2. Failing grade for the course;
3. Restitution;
4. Educational Project;
5. Remediation or Service Project;
6. Suspension; or
7. Withholding of degree.
8. Rescinding of degree

Professional Misconduct

Nothing in this policy prevents the School from employing temporary measures that are necessary to protect the safety or health of individuals or to maintain conditions compatible with the educational process. Similarly, this policy does not prevent the School from taking necessary administrative actions such as hold credits and library fines, as appropriate. Students who are found responsible for professional misconduct are subject to disciplinary action up to and including dismissal from the School of Social Work, revocation of degree or any other sanction deemed appropriate to address the violation. Examples of possible sanctions include:

1. Oral or written disciplinary warning or reprimand;
2. Requiring counseling as a condition of return to a program, course of study, or enrollment;
3. Noting misconduct on a student's transcript;
4. Requiring that a course or practicum experience be repeated;
5. Requiring that additional coursework, research, or written assignment be completed;
6. Restitution;
7. Community service;

8. Suspension
9. Expulsion
10. Withholding of degree;
11. Rescinding of degree

4.034 Jurisdiction

Jurisdiction under these policies and procedures is as follows:

A. Jurisdiction over students enrolled in the Doctoral Program lies with the Horace H. Rackham School of Graduate Studies for charges related to academic misconduct. For charges related to professional misconduct during the course of studies leading to the MSW degree or charges not covered by the Rackham academic integrity policy, jurisdiction lies with the School of Social Work.

B. Jurisdiction over students who are or have been enrolled in social work courses as cognates from other schools and colleges within the University lies with those respective units. For students enrolled in dual degree programs between the School of Social Work and another School or College at the University of

Michigan jurisdiction lies with the unit(s) in which the alleged misconduct occurred.

C. In the event there is dispute or lack of clarity about which school or college shall take jurisdiction, the Dean of the School of Social Work, in consultation with the General Counsel's Office and the head of any other interested unit, will decide which procedures to employ.

4.035 Procedures for Processing Alleged Infractions of the Code of Academic and Professional Conduct

4.0351 Definitions

1. **Associate Dean for Educational Programs ("Associate Dean"):** is responsible for implementation of this Policy. The Associate Dean may delegate his/her duties to another administrator. The Associate Dean or his/her delegate, is responsible for representing the School at any hearing.
2. **Committee:** The Academic Concerns Committee shall hear matters related to academic and professional misconduct. The Associate Dean will not be present at misconduct hearings. All faculty and student members of the Academic Concerns Committee have voting privileges.
3. **Respondent:** The Respondent is the student who is charged with violating the Student Code of Academic and Professional Conduct. The respondent has the following rights:
 - a. The right to review all evidence considered by the Academic Concerns Committee.
 - b. The right to appear before and present evidence and witnesses to the Academic Concerns Committee
 - c. The right to object to the participation of a member of the Academic Concerns Committee on the grounds that the person may be biased or unable to be fair or objective.
 - d. The right to be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the student. If the student so requests, the Academic Concerns Committee may ask a member of the faculty to serve as an advisor to the student.
 - e. Compliance by all participants in the proceedings with established policies regarding the confidentiality and retention of student records.

4.0352 Reporting Suspected Infractions and Preliminary Procedures

1. Filing of a Charge. Any person may report an infraction of the Student Code of Academic and Professional Conduct to the Associate Dean, providing details of the suspected academic or professional conduct by a student. The charge or request for investigation must be signed and dated by the person making the allegation.
2. The Associate Dean or his/her delegate will make a preliminary investigation into the allegations. This inquiry may include discussion with all parties involved and such consultation with other persons as the Associate Dean may deem appropriate. As part of this investigation, the Associate Dean may discuss the charge with the student and the student's advisor.
3. The Associate Dean will dispose of the charge in one of the following ways:
 - a. Refer the matter to the School Ombuds for informal resolution. The Associate Dean will notify the Respondent in writing of the allegations of misconduct made against him/her and that the matter is being referred to the School Ombuds. If the Ombuds determines that the matter cannot be resolved informally, the matter will be referred to the Ad Hoc Committee.
 - b. Refer the matter to the Ad Hoc Committee for resolution. The Associate Dean will notify the Respondent in writing of the allegations made against him/her, the specific misconduct violations, that the matter is being referred to the Academic Concerns Committee; the members of the Academic Concerns Committee; the students right to object to the a member of the Academic Concerns Committee. This notice must also include a copy of this policy.
 - c. Dismiss the charge.
 - d. If the student admits responsibility for the misconduct, the Associate Dean may enter into an agreement with the student regarding appropriate sanctions. A sanctioning agreement or behavioral contract voluntarily entered into by the student is not appealable.

4.0353 The Hearing

1. The Chair of the Academic Concerns Committee will promptly notify the Respondent, in writing, of the time and place of the hearing, **the names of the members who will hear the complaint**, and to notify the Respondent of his/her rights and responsibilities with regard to the Hearing, as provided in this Policy.
2. The Hearing must be scheduled to take place within 21 business days one month from the date that the Associate Dean referred the matter to the Academic Concerns Committee.
3. No later than 7 business days before the Hearing, the Respondent must submit to the Chair: (a) any written response to be considered by the Academic Concerns Committee; (b) the names of any witnesses; (c) copies of any documents to be presented; (d) the name of any advisor and whether that advisor is an attorney, and (e) **whether the Respondent objects to any member of the Academic Concerns Committee participating in the hearing.**
4. **If the Respondent objects to any members participation in the hearing, the Associate Dean or her/his delegate will decide whether or not to remove a member from the hearing. The decision of the Associate Dean regarding the composition of the panel is final and may not be appealed.**
5. No later than 3 business days before the Hearing, the Chair of the Academic Concerns Committee must provide the Respondent and the Associate Dean copies of all documents submitted to the Academic Concerns Committee for consideration, including the initial written charge; the names of all witnesses; the names of any advisors and whether the advisors are attorneys.
6. The Respondent will have an opportunity to appear before the Academic Concerns Committee and present his or her case. The Respondent may review all documents considered by the Academic Concerns Committee, question all adverse witnesses, offer documentation, and present witnesses.
7. The hearing will be closed to the public and will be recorded by electronic means. All recordings of the hearing will be controlled by the School of Social Work. No court reporters, stenographers, videographers or similar professionals are permitted without the prior consent of the School of Social Work. The Respondent may request a copy of the recording.
8. The Chair of the Committee will preside over the hearing. The Committee is not bound by legal rules of evidence and may limit testimony based on redundancy or lack of relevancy.
9. The Committee may elect to invite University Counsel to attend the hearing. University Counsel may advise the Committee but may not otherwise participate in the hearing.
10. If the student fails or declines to appear at the hearing, the Committee may proceed to hear the case and make findings and recommendations without the student's participation.
11. The initial complainant may be asked to attend the hearing as a witness.
12. The Committee will deliberate in private and such deliberations will not be recorded. The vote of the majority of the members of the Committee will determine whether the respondent is found responsible or not responsible for the alleged violation and will determine the appropriate sanctions. A finding that the respondent is responsible for an alleged violation will be made in the sound discretion of the Committee based on the totality of the evidence presented.
13. The Committee will prepare a final written report containing its factual findings, determination as to the respondent's responsibility for misconduct, and sanctions, if warranted. The Committee must submit its report to the Respondent and the Associate Dean within 5 business days of the Hearing.

4.036 Appeals

4.0361 Appeal Procedures

1. The Respondent or the Associate Dean for Educational Programs may appeal the Committee's report. Within 10 business days after receiving the final report, the respondent or Associate Dean may submit a written appeal to the Executive Committee. The following are the only grounds for an appeal:

- a. There were violations of established policies and procedures resulting in an inappropriate determination;
- b. The sanctions are inappropriate in relation to the violation;
- c. There is new evidence that was not reasonably available at the time of the hearing that should be considered.

The Executive Committee may decline to consider any appeal that does not fall within one these categories of error.

2. When an appeal is filed, the Dean will determine if the sanctions imposed by the Committee will stay in effect during the appeal process. The decision of the Dean is final.

3. The respondent may ask to appear before the Executive Committee regarding the appeal. It is within the discretion of the Executive Committee on whether to hear from the respondent. The Executive Committee will convene as soon as practical to review the merits of the appeal. The Executive Committee, however, will promptly notify the respondent, Chair of the Committee and Associate Dean of when it will meet to consider the appeal.

- a. In reviewing the appeal, the Executive Committee may request that individuals be present to present information relevant to the appeal

- b. If the respondent is asked to appear, he or she may be accompanied by an advisor, who may be an attorney. The advisor may not participate directly in the proceeding, but may only advise the respondent.

- c. The appeal will be closed to the public and will be recorded. The Executive Committee will deliberate in private and such deliberations will not be recorded.

- d. The Executive Committee will issue its determination in writing to the respondent, the Chair of the Committee and the Associate Dean within 10 business days of the meeting to review the appeal. The decision of the Executive Committee is final.

4. The appeals process is not designed to provide for another hearing. The appeals process is designed to provide for a review of possible errors. If the appeal does not fall within one of the categories of error, the Executive Committee may decline to review the appeal and the Determination of the Committee will be final.

4.037 Confidentiality and File Retention Policy

All records and information provided as part of the procedures must be treated in a confidential manner and may only be shared in a matter that is consistent with the School's and the University's student records policies.

All documents and testimony recorded and reviewed in the hearing of the Committee and all materials related to appeals will be forwarded to the Associate Dean for Educational Programs for filing and will be considered a part of the student's academic file.

4.038 Waiver of Deadlines

All deadlines may be waived, at the discretion of either the Associate Dean, the Chair of the Committee, or the Executive Committee, as provided in this policy. Requests for extensions or waiver of deadlines would be submitted to the appropriate person, depending on the stage of the process. In addition, the Associate Dean, the Chair of the Committee or the Executive Committee may on their own initiative alter deadlines when it is in the best interest of all parties appropriate to do so., within their discretion. For example, deadlines may be adjusted during the summer in order to adjust for various scheduling changes.

4.04 Student Rights at the School of Social Work

Students may serve on all standing committees of the School with the exception of the Executive Committee and the Institutional Review Board (which provides technical review of research and training proposals). This participation is on a 50% student/50% faculty basis, plus an additional faculty member who serves as chairperson and votes in case of a tie. The Faculty Search Committee may include one student enrolled in the Masters degree program and one student enrolled in the Doctoral degree program. The Social Work Student Union appoints and coordinates master students membership on School Committees and the Doctoral Student Organization appoints and coordinates doctoral student membership on School committees.

Course evaluations are completed by students in all courses offered by the School each term. In addition, the Governing Faculty has approved in principle the desirability of early term feedback as a method of furthering the free flow of ideas in the School community. Faculty members are encouraged to implement an evaluation between the fourth and eighth class sessions to gain a better understanding of how the class is going so that adjustments can be made, where necessary, to improve the educational experience. Evaluations of advisors, liaisons, and the field instruction experience are also routinely requested from students and shortly before graduation students evaluate the curriculum overall. Students can view course evaluations by accessing "Advice on Line" <http://www.umich.edu/~msa/advice> this website is sponsored by the MSA (Michigan Student Assembly).

4.041 School of Social Work Statement of Student Rights

In accordance with the recommendation of the Council on Social Work Education, the School has developed and approved the following statement of student rights:

1. The right to be free of prejudiced or capricious academic evaluations.
2. The right of students to organize in their own interests as students.
3. The right to have representation and participation on standing committees of the School.
4. The right of students, individually or in association with other individuals, to engage freely in off-campus activities, exercising their rights as citizens of community, state, and nation. Students shall not claim to represent the School of Social Work or the University formally unless authorization has been obtained.
5. The right to establish and issue publications free of any censorship or other pressure aimed at controlling editorial policy, with the free selection and removal of editorial staff reserved solely to the organizations sponsoring those publications. Such publications must not claim to represent the School of Social Work or the University unless authorization has been obtained.
6. The right of students and recognized student organizations to use School of Social Work meeting facilities provided the meeting facilities are used for the purpose contracted, subject only to such regulations as are required for scheduling meeting times and places.
7. The right of students and recognized student organizations to invite and hear speakers of their choice on subjects of their choice. Students and student organizations who extend invitations to speakers must not claim to represent the School of Social Work or the University unless authorization has been obtained.
8. The right to petition through proper channels for changes in curriculum, professional practicum, faculty advisor, and grades, and to petition through channels in cases of grievance.
9. The rights of students who are participating in research or scholarly endeavors under faculty direction as part of their formal academic program to receive appropriate recognition for their contribution to the process.
10. The right of equal opportunity to enjoy these rights without regard to race, sex (including gender race, sex (including gender identity and gender expression), color, religion, creed, national origin or ancestry, age, marital status, disability, sexual orientation, height and weight, or Vietnam era veteran status. or any other legally protected status.
11. Enumeration of certain rights herein shall not be construed as to nullify or limit any other rights possessed by students; on the other hand, exercise of these rights falls within more general University-wide Regental policies.

4.05 Student Records

Student records are regarded as confidential and are maintained by the School primarily to benefit students in their educational and professional advancement. Students have access to their educational records through the Office of Student Services according to the following policies and procedures governing student records.

4.051 Policies and Procedures Governing Student Records

Student and alumni records are maintained by the School of Social Work, in compliance with the federal Family Educational Rights and Privacy Act of 1974. With specific and limited exceptions, noted below, the following principles shall serve as guidelines:

- a. The School will maintain identifiable records or parts thereof only for that period reasonably necessary to serve a basic official function; and while so maintained, such information will not be shared beyond those implementing its original purposes.
- b. Information contained in the records will be available to sources outside the University only when authorized by the student or authorized by law.
- d. Students shall have reasonable access to their records insofar as that access does not violate the rights of others, in keeping with the University's policy on "Student Rights and Student Records."
- d. Data maintained solely for research purposes should not be identifiable as to person.

4.052 Procedure for Access to Student Records

Any student who is or has been enrolled in the School of Social Work who desires to obtain access to his or her educational record should go to the Office of Student Services and sign a "Request Form for Access to Students' Records." At this time, the student should also arrange an appointment with the Freedom of Information Officer (Assistant Director of the Office of Student Services). The right to access includes the right to obtain copies of records at a cost to the student. If the student is requesting copies of specific items from their educational file rather than requesting access to review their entire educational file, an appointment is generally not necessary.

4.053 Public Information

Certain data from student and alumni records shall be deemed to be public information which may be disclosed freely, except if the student indicates in writing to the University Registrar a specific prohibition for the release of such information. Such public information consists of name, home and local address, telephone number, school, class level, major field, dates of attendance, date of actual or anticipated graduation, degree(s) conferred, honors and awards received, participation in recognized activities, and previous school(s) attended.

4.061 Financial Aid Policies

All departmental financial aid decisions are made by the Office of Student Services based on priorities established by the School of Social Work Governing Faculty and on the requirements of a particular grant or scholarship. Financial Aid from the School of Social Work is typically limited to full-time students who are citizens or permanent residents of the United States. For financial aid purposes, full-time refers to a degree student registered for 12 or more credit hours per term.

Information is disseminated regularly to students by the Office of Student Services regarding the application process and deadlines for application. It is the students' responsibility to utilize this information and ensure that all required materials are submitted to the appropriate offices in accordance with any stated deadlines. Students must reapply for financial aid for their second year of study which begins in either Spring/Summer or the Fall. A separate financial aid application is required for the Spring/Summer Term for those students whose curriculum schedule includes Spring/Summer enrollment. Typically, the deadline for continuing students to apply for financial aid for Spring/Summer Term is January 31. The Fall Term financial aid deadline for continuing students is typically April 30.

Financial aid funding for the MSW Program is typically limited to four terms. NOTE: Students pursuing dual degree programs cannot receive financial aid awards from both schools/departments simultaneously. The School of Social Work provides a maximum of three terms of financial aid for dual degree students. Advanced Standing students may be limited to two terms of School of Social Work grants/scholarships, if enrolled in a dual degree program. Each school has separate financial aid application procedures, eligibility criteria, and award allocations; therefore, it is important that you plan your dual degree enrollment well in advance of deadlines for financial aid and keep both schools' financial aid offices informed of your enrollment plans.

4.062 Financial Aid Appeal Process

- a. A student who feels an error has been made or policy misapplied in a particular case brings the matter to the attention of the Assistant Dean of Student Services through a written request for a revision of the financial aid award or decision. Students are notified of this revision process with the general financial aid information each academic year.
- b. If a student is dissatisfied with the determination regarding a revision request, the matter may be brought before the Associate Dean for Educational Programs for further consideration. The Associate Dean will consult with the Recruitment, Admissions, and Financial Aid Committee regarding any policy matters that cannot be resolved by the Associate Dean. It is anticipated that only on a rare occasion will the Associate Dean need to consult with the faculty/student committee for advice.
- c. Should the student believe that he or she has been treated in an arbitrary, capricious, or discriminatory manner with regard to financial aid decisions, the student may take the matter to the Dean.

4.07 Student Grievances**4.071 Hearing Panel**

The Academic Concerns Committee hears student grievances under the following policies and procedures. Within two weeks of receipt of a written intent to grieve, the Committee Chair will acknowledge receipt of the grievance and clarify. The Committee shall be authorized to act by majority vote of a quorum of four or more members.

4.072 Jurisdiction

The procedures herein prescribed shall be available to the student members of the School of Social Work or former students within one month their graduation or disenrollment. Grievances shall be filed in a timely manner however, generally within one month of the situation prompting the grievance. When longer periods have passed, the grievant may be asked to sufficiently explain the latency of the complaint prior to the Committee accepting jurisdiction. These procedures shall be available with respect to complaints including, but not limited to, those that allege (a) a violation of rules and regulations of the School of Social Work; (b) unfair, unreasonable, or otherwise improper rules or regulations of the School of Social Work; (c) discriminatory or capricious grading practices or Field Instruction evaluations.

It is recognized that there may be complaints with regard to institutional administrative relations rather than specific individual grievances. The Committee shall not have jurisdiction over these matters. Such cases may include: (a) matters concerning relations between the School administration and community agencies; (b) matters concerning relations between the School and the University administration; (c) matters concerning relations between the School and other departments within the University complex.

4.073 Procedures

The Committee shall be authorized to consider and take appropriate action with respect to any matter properly submitted to it. Grievances shall be made by written communication addressed to the Chairperson of the Committee. The communication shall recite all other administrative remedies pursued by the grieving party with respect to the complaint and shall indicate the specific nature of the grievance and the remedy sought. Such complaint may be returned to the grieving party for further specification or clarification. If the grievance has not been filed in a timeline consistent with guidelines, the grievant should explain the reasons for the delay. Written statements submitted to the Committee shall become part of the Committee record. These procedures do not preclude informal exploration by the student with the Chairperson or member of the Committee as to matters which may fall within the jurisdiction of the Committee.

Upon receiving a grievance, the Committee shall make an initial determination based upon such investigation as deemed appropriate, whether (a) the complainant has not exhausted all other appropriate and viable remedies within the School (e.g., through the other party, the adviser, the Dean's office); (b) the subject matter of the complaint falls outside the jurisdictional scope of these procedures as hereinafter defined; or (c) the complaint is patently frivolous or plainly lacking in merit. The Committee shall decline to assume jurisdiction if it concludes that one of these conditions exists.

If the Committee concludes that it should take jurisdiction, written notice to this effect shall be given to the aggrieved, the party or parties against whom the grievance is filed, and the Dean's office. Except for necessary communications between the Committee, the principal parties to the grievance, and the Dean's office, all written documents submitted and testimony taken by the Committee shall be retained as confidential materials. Such records shall, however, be available to principal parties of the grievance.

4.074 Powers

A variety of procedures and courses of action shall be available to the Committee in any matter over which it has taken jurisdiction. The Committee shall have the right to obtain from administrators, the aggrieved, and the party or parties grieved against information or data deemed relevant to the complaint. Procedures shall include: (a) informal mediatory efforts; (b) informal or formal, but normally private, hearings during which the aggrieved and the party or parties grieved against will have the opportunity to present their positions; and (c) the making of findings and recommendations, advisory in nature, on the merits of the protest of complaint. In addition, the Committee shall be authorized to bring the matter to the further attention of the Dean if in its judgment such action is warranted.

4.075 Records

All records of closed cases shall be retained in a separate file in the Dean's office and shall be opened only upon authorization of the Committee; such records shall be destroyed after three years from the date of closure. No notation regarding the grievance shall be made in the student's regular record nor in the faculty employment records except as shall be authorized by the Dean as necessary to carry out the recommendations of the Committee.

4.08 The Social Worker's Code of Ethics

Social work students are expected to conduct themselves in all aspects of their school activities in a manner consistent with the Code of Ethics of the National Association of Social Work. Students who do not adhere to the Code of Ethics may be deemed to have engaged in academic misconduct and can be reviewed by an academic misconduct hearing panel (See Section 4.03.).

NASW Code of Ethics

www.socialworkers.org/pubs/code/default.asp

NASW Code of Ethics

Overview

Approved by the 1996 NASW Delegate Assembly
and
Revised by the 1999 NASW Delegate Assembly

The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. This Code includes four sections. The first Section, "Preamble," summarizes the social work profession's mission and core values. The second section, "Purpose of the NASW Code of Ethics," provides an overview of the Code's main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice. The third section, "Ethical Principles," presents broad ethical principles, based on social work's core values, that inform social work practice. The final section, "Ethical Standards," includes specific ethical standards to guide social workers' conduct and to provide a basis for adjudication.

If you believe a social work member of NASW is in violation of this Code of Ethics, one of your options is to file a complaint with NASW. Contact your state Chapter for instructions.

<http://www.naswdc.org>

4.09 Ethical Conduct in the University Environment

4.092 Harassment and Discrimination

It is University of Michigan policy to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment by a student, staff member, or faculty member is a barrier to fulfilling the University's scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

The University of Michigan strives to create a community of and for learners. To do so requires an environment of trust and openness. Discrimination is unacceptable. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail if the University is to fulfill its purpose. At the University of Michigan and the School of Social Work it is "unacceptable to discriminate, harass, or abuse any person because of his or her race, religion, ethnic group, creed, sex, age, ancestry, marital status, sexual orientation, or physical handicap." The statements at the beginning of this Guide, on Affirmative Action, Sexual Orientation, and Students with Disabilities summarize the University's commitments in these areas. The University offices that handle complaints of discrimination University policies and complaint procedures related to sexual harassment and other forms of discriminatory harassment are found in the University's Policies Affecting Students, see: www.umich.edu/~oscr

Students are encouraged to seek assistance and report complaints to the University offices listed in the policy statements, or to contact the School of Social Work's Affirmative Action Coordinator (Associate Dean Siri Jayaratne or the School of Social Work's Sexual Harassment Officers (Ruth Dunkle or Associate Dean Mary Ruffolo.

4.093 Faculty-Student Relations

The School subscribes to the policies regarding student-faculty relations found in Chapter 11 of the University of Michigan Standard Practice Guide. University's Faculty Handbook, which can be found at [http://spgwww.provost.umich.edu/ Section 601.22](http://spgwww.provost.umich.edu/Section601.22).

faculty/handbook/11/. Faculty are expected to be available for consultation with students, to respect the civil and institutional rights of students, to deal equitably and fairly with them in academic matters, to support students in their own development within the University community, and to set a high example in professional conduct both with respect to personal and corporate responsibilities and with respect to modes of dealing with ethical issues. Faculty are also expected to understand and comply with provisions made for participation by students in campus decision-making both

University-wide and within the subordinate units. (Social work students are encouraged to participate in several student-faculty committees that make policy recommendations to the School's Governing Faculty. The Social Work Student Union coordinates student participation on these committees.)

The School of Social Work's Faculty Handbook also speaks to student-faculty relationships. Faculty are expected to be aware that their positions of authority, their identity as experts and as role models, and the general deference with which students relate to them can give a faculty member great power and influence over students. Thus, relationships with students outside the academic context must be treated with special caution, care, and professional integrity.

Financial transactions between faculty and students are discouraged. Any financial transactions between faculty and social work students must be approved by the Dean.

Faculty members shall not accept students in the School of Social Work as social work clients.

The University's policy on sexual harassment applies to faculty-student relationships. The relationship between faculty and adult students, however complex it may be, is ultimately and structurally asymmetrical. Like any professional relationship, it rests upon a special form of trust and reciprocal respect. Sexual relationships between faculty members and students risk diminishing or even voiding this trust and respect to the detriment of all. Moreover, the asymmetry of this relationship means that any sexual relationship between a faculty member and a student is potentially exploitive and should be avoided.

<http://spg.umich.edu/pdf/601.22.pdf>

5.00 ISSUES RELATED TO STUDENT LIFE

5.01 Study Time and Funds for Books Needed as a Student

Like other graduate courses at the University of Michigan, graduate social work courses require considerable study time, including reading, note-taking, studying for examinations, writing papers, and completing other assignments. It is assumed that, on average, each hour of class time will be accompanied by two or three hours of time spent outside of class. Thus for students taking 15 credits of classroom courses a minimum of 45-60 hours of time must be available each week for class time and out-of-class preparation. Students taking 12 credits of classroom courses and 4 credits of field instruction should have available a minimum of 36-48 hours for class time and preparation plus 16 hours for their field instruction. Full-time students with major family and/or employment responsibilities will need to budget their time very carefully to meet their course responsibilities. Alternatively, they may need to utilize the Extended Degree or Fifth Term Curriculum Options. (See Section 6.0175).

Although most required reading materials are available on reserve at the Social Work Library, many students find it more efficient to purchase textbooks and coursepacks for assigned reading-it is common for books and coursepacks to cost \$75 or more per course. Thus, full-time students should plan on costs of at least \$550 per term for books and supplies.

5.02 Student Organizations

Students at the School are served by several student organizations. Their representatives meet periodically with the Deans to discuss issues of concern to students. The central student organization is the Social Work Student Union. Students are also served by numerous organizations such as the Association of Black Social Work Students, Student Organization of Latina/o Social Workers, the Coalition of Asian and Pacific Islander Social Work Students, Social Work International, Rainbow Network, Sigma Phi Omega (Gerontological Social Work Honor Society), Social Welfare Action Alliance, School Social Work Group, Feminist Toolshed, SSW Disaster Relief Group, and the Doctoral Student Organization. These and other student organizations regularly announce their activities and invite students to participate.

5.03 Insurance Coverage for Students

5.031 Health Insurance

Each year, many University of Michigan students find themselves without adequate health insurance. The Accident and Illness Insurance Plan administered by Chickering Claims Administrators, Inc., and underwritten by Aetna Life Insurance Company, offers coverage to help meet hospital, surgical and medical costs which students, spouses/domestic partners and their dependent children may incur. If you do not have adequate health insurance coverage for the treatment of sickness and injuries, or if your eligibility for continued coverage under a current policy will terminate during this academic year, we strongly encourage you to consider enrolling in this plan. A separate plan is also available for international students through the International Center. International students should contact the International Center directly for information and forms.

Application forms for the next academic year are available in late July and are mailed directly to incoming students. Further information may be found at the following address:

University Health Service
Managed Care/Student Health Insurance Office: (734) 764-5182 or toll-free (866) 368-0002

<http://www.uhs.umich.edu/insurbill/insurancestud.html>

Additionally, Basic Dental Services/Benefits are available to Ann Arbor students, their spouses/domestic partners and dependent children at the University Dental School through the M-DENT Dental Plan.

Further information is available at:

<http://www.dent.umich.edu/M-Dent/faqs>
(734) 763-6933 or toll-free (888) 707-2500

5.032 Automobile Insurance

Students enrolled at the School who have automobiles should be aware of the following insurance matters:

- 1) Michigan is a no-fault insurance state
- 2) Car insurance policies issued out of state may assume the principal use of the auto will be in the home state
- 3) Some field placement agencies require that the student use their own car for agency business with reimbursement for mileage
- 4) If you should be required to use your own car for agency business, it may be advisable to increase your insurance coverage
- 5) You should be sure that your insurance coverage includes use of the car on agency business
- 6) You should check with your insurance carrier relative to these and other contingencies before using your automobile to carry out agency business.

Students with automobiles registered out of state should pay particular attention to the Michigan no-fault auto insurance laws. Simply stated, no-fault means that, with some exceptions, each person who is involved in an auto accident is responsible for his or her own property losses. Before coming to the University you should find out several things relative to your insurance coverage: 1) The insurance rates in Michigan may be more reasonable than those of your home state, so if your auto insurance is purchased through a national carrier, you might be able to save on insurance premiums; 2) If you have student status, your home insurance policy will usually cover your activities even though you will be in Michigan for one or two years; however, you should be sure that your insurance carrier follows this policy; 3) You should check with your insurance agent to find out what impact Michigan's no-fault auto insurance law has on your current insurance policy. The School of Social Work cannot be responsible for your adequate insurance coverage.

In field work, students are sometimes asked to use their cars for agency business (e.g., transporting clients, making home visits, attending case conferences, court hearings or organizational meetings). Before responding to such requests, the student should ask whether or not the agency has car insurance to cover these activities. If the answer is no, students should check with their insurance agent to determine whether their current insurance policy covers such endeavors. In no case should students undertake agency business in their personal vehicles without adequate insurance coverage. If the carrier recommends that you have additional insurance, the agency should reimburse you for the amount of the additional coverage.

Michigan requires that all drivers carry liability insurance with a minimum coverage of \$20,000 per person, \$40,000 per accident. If you are transporting clients, you will want to carry substantially more than the minimum requirement. You should check with your insurance carrier as to the appropriate amount you should carry given your use of the car on agency business.

Under the Michigan no-fault automobile insurance law, collision coverage takes on added meaning. If you do not have collision insurance (insurance coverage on damages to your car) you can only recover a maximum of \$400 for property loss to your car, even if you were not at fault in the accident. In other words, if another driver negligently causes damages to your car, perhaps to the extent that it is total loss, you are nevertheless limited to a recovery of \$400 in any subsequent law suit, unless you have collision insurance. This limitation holds whether you are on personal or agency business.

5.033 Malpractice and Liability Insurance

Malpractice insurance protects and covers the student in cases of professional negligence or misconduct which results in mental or physical injury to a client. It is focused on the student's professional interactions.

Regular liability insurance covers one for personal negligence or misconduct which results in injury to another (e.g., business (agency) insurance which covers the individual or agency for injuries occurring as a result of the failure to meet reasonable standards of care and conduct.

Social work interns are covered for malpractice under the University of Michigan policy, but there is no University general liability insurance policy that covers students placed at agencies to fulfill field instruction requirements. If the agency does not provide general liability insurance for student interns, it is the student's responsibility to obtain this insurance, if desired. The latter includes automobile liability insurance coverage for the use of the student's vehicle to transport clients (see preceding Section 5.032 on Automobile Insurance).

5.04 Guidelines on Personal Safety

Due to violent incidents against social workers, the School attempts to inform students of safety issues and prepare them to handle potentially dangerous situations. Training in personal safety is provided to all new students early in the first term of enrollment. Also, agency safety guidelines and information on student health care safety preparation appear in the Field Instruction Manual. Because safety issues relate to field work, campus life, and many other settings, general information about risk assessment and reduction is also provided in the Field Instruction Manual (see "Guidelines on Personal Safety"). This information can be used to assess environmental risk levels, determine if a client or another individual could be dangerous, make decisions about managing risky situations, or protect oneself or clients.

5.05 Licensing and Certification for Social Workers

Licensing as a Social Worker in the State of Michigan

The State of Michigan passed a licensing law for social work which took effect in Summer 2005. The Office of Student Services will provide information regarding licensing in the State of Michigan to all MSW students during the 2006-2007 academic year.

For complete information on licensing in the State of Michigan, contact:

Michigan Department of Community Health

Board of Social Workers
P.O. Box 30670
Lansing, MI 48909
(517) 335-0918 (prompts 1-1-1)

bhpinfo@michigan.gov
www.michigan.gov/healthlicense

Association of Social Work Boards (ASWB)

The Association of Social Work Boards (ASWB) is the association of boards that regulate social work. ASWB develops and maintains the social work licensing examination used across the country, and is a central resource for information on the legal regulation of social work. Through the association, social work boards can share information and work together. ASWB is also available to help individual social workers and social work students with questions they may have about licensing and the social work examinations.

The purpose of licensing and certification in social work is to assist the public through identification of standards for the safe professional practice of social work. Each jurisdiction defines by law what is required for each level of social work licensure.

National Association of Social Workers (NASW)

NASW's Credentialing Center establishes and promotes credentials, specialty certifications and continuing education approval programs required for excellence in the practice of social work. NASW credentials and certifications provide recognition to those social workers who have meet national standards for higher levels of specialized knowledge, skills and experience. The Continuing Education Program equips social workers with a valuable resource for meeting the CE requirements for licensure renewal.

NASW currently offers the following:

Credentials:

- " Academy of Certified Social Workers (ACSW)
- " Qualified Clinical Social Worker (QCSW)
- " Diplomate in Clinical Social Work (DCSW)

Speciality Certifications:

- " Certified Advanced Children, Youth, and Family Social Worker (C-ACYFSW)
- " Certified Children, Youth, and Family Social Worker (C-CYFSW)
- " Certified Social Worker in Health Care (C-SWHC)
- " Certified Clinical Alcohol, Tobacco, and Other Drugs Social Worker (C-CATODSW)
- " Certified Advanced Social Work Case Manager (C-ASWCM)
- " Certified Social Work Case Manager (C-SWCM)
- " Certified School Social Work Specialist (C-SSWS)

For more information, visit the NASW website at:
<http://www.naswdc.org/credentials/default.asp>

5.06 Related Issues to Your Career as a Social Worker

Students should keep a copy of course outlines indefinitely, as occasionally a copy of this may be requested by licensing agencies for proof of course content. Although the School of Social Work provides general course descriptions when necessary, it does not typically have course outlines available.

Students should keep a copy of course outlines indefinitely, as occasionally a copy of this may be requested by licensing agencies for proof of course content. Course outlines, syllabi, and course descriptions are available dating back to Fall 2001 on the SSW web site at www.ssw.umich.edu/classes. Students can contact the School's Registrar for general course descriptions when none are available via the web site.

5.07 Lockers

The SSWB has 36 coin-operated lockers for daily student use on the lower level of the building. They are located at the base of the stairs on the lower level near the Social Work Library.

**NO LOCKS ARE TO BE PUT ON THE LOCKERS.
ANY LOCKS FOUND ON LOCKERS WILL BE REMOVED.**

To keep the number of keys that are lost or misplaced to a minimum, all keys must be returned to lockers at the end of each term. On the first day of classes for the next term, students will again have access to lockers. A reminder email message will be sent to all students near the end of the term.

The Office of Student Services has reserved two lockers for the use of students with disabilities on a term-by-term basis. If you have a disability and are unable to locate a suitable locker, please stop by the Office of Student Services, 1748 SSWB, to request the use of one of these lockers.

Lost keys should be reported via email to ssw.facilities@umich.edu, or in person at 1688 SSWB.

5.08 Services for Students with Disabilities

Warren Clark, Field Educator, of the Office of Field Instruction is the School's liaison to the Office of Services for Students with Disabilities. The Office of Field Instruction has prepared the following information about the library and related resources for students with disabilities. He welcomes comments about these or other services available for students with disabilities; feel free to contact him at Email address clarkw@umich.edu, or (734 647-9433).

Office of Services for Students with Disabilities

Students need to register with SSD to obtain services and to access some of the library facilities. As necessary, SSD can place equipment in particular libraries. Following are equipment and services offered through SSD. Additional information can be found on the SSD website www.umich.edu/~sswd/ssd/

Services for all students with disabilities. Advocacy and referral, limited scholarships, newsletters, volunteer notetakers, carbonized note paper, free photocopying of class notes, free course notes service for some classes, assisted early registration for eligible students, and individualized service and accommodation forms to professors.

Services for students with learning disabilities, attention deficit hyperactivity disorder, and acquired brain injury. Volunteer readers, volunteer tutors, referral for psychoeducational assessments, selected course book loans for taping, Franklin Spelling Aces, free cassette tapes, APH 4-track recorders.

Services for students mobility impairments. Access map of campus, accessible campus bus service, advocacy for removal of physical barriers, library retrieval service.

Services for blind or visually impaired students. Orientation to campus facilities, library retrieval service, volunteer readers, selected course book loans for taping, tactile map of campus, accessible campus bus service, free enlargement of some course materials, talking calculators, Perkins Brailers, free cassette tapes, conversion of printed materials to Etext, APH 4-track recorders.

Services for deaf and hard of hearing students. Sign language and oral interpreters, notetakers, short-term loan of FM amplification system, captioning of videos, Computer Assisted Real-Time Captioning, telecommunications device for the deaf (TDD/TTY).

Services for students with other disabilities. Appropriate services are provided for students with chronic health conditions or psychological disabilities.

Adaptive Technology Computing Site. IBM and Macintosh computers, Kurzweil voice input, Oscar scanner and Arkenstone reader, speech synthesizer and software, large screen monitors, closed circuit television, refreshable Braille display, Braille printer.

Library reading rooms. Closed circuit televisions, APH 4-track recorders, Braille dictionary, Braille and print typewriters, Perkins Braille.

6.00 YOUR MSW PROGRAM: GUIDELINES FOR COURSE PLANNING

The MSW program at the University of Michigan prepares you for advanced practice in social work. The curriculum provides you with considerable choice in formulating your educational plans within the general graduation requirements (See Section 4.02). In approaching the planning process, some of you may have very specific objectives in mind while others may be uncertain about the direction you should take. The curriculum, in general, accommodates both types of students quite well. In both instances, however, you are encouraged to reexamine your educational objectives and interests in light of the experience you will gain in the School. The curriculum, within certain bounds, allows you to change directions without significant loss of time (See Section 6.01). To a large extent, the decisions about your educational plans and the directions you wish to take are yours. Your faculty advisor can give you suggestions and directions, but ultimately you are called upon to make the final decisions. It is important to note when making decisions that financial aid is generally limited to four terms of study.

6.01 Key Course Planning Decisions

It is best to approach the course planning process by thinking of the key educational decisions that you must make. These decisions determine which courses you will take.

6.011 Dual Concentration

The first decision to make is in which Practice Method and which Practice Area you wish to concentrate. This first decision was made when you submitted an application. These two choices will, to a large extent, dictate the courses you take and your field instruction experience.

6.0111 Selecting a Practice Method Concentration

You can concentrate in Interpersonal Practice, Community Organization, Management of Human Services, or Social Policy & Evaluation. The choice of the Practice Method determines the set of practice methods courses from which you will be selecting specific courses, as well as the methods content of your advanced Field Instruction. However, all students will have experience in foundation Field Instruction both at the micro (Interpersonal Practice) and macro (Community Organization, Management of Human Services, and Social Policy & Evaluation) levels of practice, reflecting a generalist orientation.

6.0112 Selecting a Practice Area Concentration

You can concentrate in Aging in Families and Society, Children & Youth in Families and Society, Community and Social Systems, Health, or Mental Health. The choice of Practice Area determines: a) the methods

courses you are required to complete in your Practice Area, b) the Human Behavior and Social Environment (HBSE) courses you are required to complete, and c) the Social Welfare Policies and Services (SWPS)

courses you are required to complete. Most students will complete the entire Field Instruction experience.

6.012 Changing Areas of Concentration

6.0121 Changing Areas of Concentration Prior to the First Term of Enrollment

Occasionally, an admitted student wants to change concentration areas prior to enrolling for the first term as an MSW student. Written permission from the Assistant Dean of Student Services is required and may be secured by submitting a written explanation of the desired change. Students receiving training grant stipends or fellowships should confirm that a change will not conflict with the conditions stated in the original award letter.

6.0122 Changing Areas of Concentration After Enrollment in the MSW Program

Occasionally, a student may wish to switch chosen concentrations after beginning the MSW program. It is in the student's best interest to make any changes in concentrations prior to being assigned to a field placement. In general, note that:

1. Changing concentrations after the second term of Advanced Field Instruction may result in lengthening the duration of the program since students must complete at least 8 credit hours of Advanced Field Instruction (SW691) in the chosen dual concentrations.
2. Advanced Standing Students who change concentrations after the second term of Advanced Field Instruction will, in all probability, need to enroll for an additional term of study.
3. Students who elect a minor method, specialization, or certificate program will, in all probability, need to enroll for an additional term of study if they change concentrations after the second term of Advanced Field Instruction.
4. Financial assistance is generally awarded to eligible students for no more than four terms, and therefore, may not be available to students who elect to lengthen their course of study to accommodate changes in concentrations.

After the first term of Advanced Field Instruction, you may switch the Practice Method or Practice Area concentration under the following circumstances:

1. There is room available in the required courses
2. An appropriate field placement can be secured to accommodate concentration changes
3. A plan is completed demonstrating that all requirements can be met
4. Permission of the Director of Field Instruction is obtained
5. Permission of the Advisor is obtained
6. Permission of the Faculty Liaison is obtained

If you wish to change either one or both parts of your dual concentration, you must meet the deadlines below in order to complete degree requirements within four terms.

16-month students

Must submit all necessary forms by the end of the second term of study (April 1)

20-month students

Must submit all necessary forms by the end of the second term of study (April 1)

Advanced Standing Students

Must submit all necessary forms by the end of the first term of study (December 1)

Out-of-sequence Students

May not be able to change concentrations without extending the program of study.

The forms necessary for changing your concentration are located in rooms 1704, 1748 and 1772 SSWB, and at www.ssw.umich.edu/registrar/forms.html

Students receiving training grant stipends/fellowships should confirm that a transfer will not conflict with the conditions stated in the original award letter.

6.013 Minor Method Option

In addition to their Practice Method concentration, students also have the option of selecting a second Practice Method as a minor method. It is possible to concentrate in one macro Practice Method and have a minor in another (e.g., concentrate in Management of Human Services and minor in Social Policy & Evaluation). There is no option for a minor in a Practice Area. The requirements for a minor in Interpersonal Practice, Community Organization, Management of Human Services, or Social Policy & Evaluation consist of (a) two methods courses in the selected method and (b) completion of 171 hours of advanced field work providing service related to the minor method concentration (See Section 6.03. of this Guide). This requires careful planning and utilizes six of your elective credits hours.

Minor method requirements:

- a. Interpersonal Practice
Two of the following courses:
SW623 (Interpersonal Practice with Families)
SW624 (Interpersonal Practice with Groups)
SW625 (Interpersonal Practice with Children & Youth)
SW628 (Interpersonal Practice with Adult Individuals)
and 25% of SW691 (Advanced Field Instruction)

- b. Community Organization
Two of the following courses:
SW650 (Community Development)
SW651 (Planning for Organizational and Community Change)
SW652 (Organizing for Social and Political Action)
SW654 (Concepts and Techniques of Community Participation)
SW657 (Multicultural, Multilingual Organizing)
SW658 (Women and Community Organization)
SW660 (Managing Projects and Organizational Change)
SW663 (Grantgetting, Contracting and Fund Raising)
SW674 (Community-Based Policy Advocacy)
and 25% of SW691 (Advanced Field Instruction)

- c. Management of Human Services
Two of the following courses:
SW651 (Planning for Organizational and Community Change)
SW660 (Managing Projects and Organizational Change)
SW661 (Budgeting and Fiscal Management)
SW662 (Management of Information Systems in Human Service Agencies)
SW663 (Grantgetting, Contracting and Fund Raising)
SW664 (Management of Human Resources)
SW665 (Executive Leadership and Organizational Governance)
and 25% of SW691 (Advanced Field Instruction)

- d. Social Policy & Evaluation
SW673 (Statistics in Policy Analysis and Evaluation)
and one of the following:
SW670 (Analytic Methods for Social Policy Practice)
SW671 (Social Policy Development and Enactment)
SW674 (Community-Based Policy Advocacy)
SW685 (Methods of Program Evaluation)
and 25% of SW691 (Advanced Field Instruction)

Students who want to elect a minor method should do so prior to beginning Field Instruction, which is necessary to ensure that the Field Instruction site can provide appropriate learning opportunities for both the concentration and minor method.

It is possible to change the elective minor method or to add an optional minor. Following registration the approval of the Director of the Office of Field Instruction is required in order to ensure that the office of Field Instruction is aware of any changes that need to be accommodated by the field agency. In addition, the approval of the faculty advisor is required to ensure that it is possible to meet the course requirements for the new minor method option. Once Field Instruction has begun, faculty liaison approval is also needed to ensure that the Field Instruction site can provide appropriate learning opportunities in the new minor method. Students desiring to eliminate their choice of the minor method entirely should also follow these procedures. The necessary forms for changing, deleting, or adding a minor are located in rooms 1704, 1748, and 1772 SSWB, and on the web at www.ssw.umich.edu/registrar/forms.html

Having made the decisions about your Practice Method concentration and the optional minor method, you must then fulfill the course requirements and options which we identified above in each of the Practice Method concentrations see also Section 6.02. of this Guide.

6.014 Advanced Standing Option for Eligible Students

Certain students have been notified that they are eligible for Advanced Standing. Students qualify for advanced standing status if they:

- a. Graduated from an accredited BSW program;
- b. Maintained a GPA of 3.5 or the equivalent in the final two years of undergraduate study;
- c. Completed the undergraduate degree within six years of expected completion of the MSW degree.

Students who are granted Advanced Standing have the number of hours required to receive the MSW degree reduced from 60 to 45 credits. The specific 15 credit hours of the ordinary graduation requirements that are eliminated for these students are detailed in Section 6.064 Advanced Standing Students' First Term Course Selection.

The advantage of Advanced Standing is that it may shorten the time necessary to complete all requirements for the degree to three terms of full-time enrollment but this will require careful planning.

The disadvantage of Advanced Standing is that you may not be able to make maximum use of the richness in course selections if you are only enrolled for three terms. Advanced Standing students must follow the same rules of entry into closed courses as other students.. Advanced Standing students begin Advanced Field Instruction (SW691) in the Fall term and continue in classes and field for the following Winter and Spring/Summer terms. Students are in field instruction for two days/week for the three terms. Advanced Standing students placed in public school settings are in placement three days/week during the Fall and Winter term. Graduation normally occurs at the end of the Spring/Summer Term. For further information on Field Instruction, please see the Manual for Field Instruction.

Because of these and a number of related issues, it is recommended that you think carefully about accepting Advanced Standing status, and discuss the issues with your advisor during the orientation/registration process.

If you choose to decline your Advanced Standing status, you must complete a form through the Office of Student Services prior to registration or indicate this in writing to the School's Registrar early in your first term of enrollment.

6.015 Specialization and Certification Options

6.0151 The Specialist in Aging Certificate Program

The Specialist in Aging Certificate Program offers students the opportunity to develop individualized programs of interdisciplinary graduate study for academic credit in gerontology. The program draws upon the resources and course offerings of Literature, Science, and the Arts, and the Schools of Public Health, Social Work, and Nursing, as well as other academic units.

The Specialist in Aging Certificate granted by the School of Social Work is awarded upon successful completion of academic course requirements and approved field instruction. Course requirements for the Specialist in Aging Certificate may be completed by completing courses during the regular University Fall, Winter, and Spring/Summer terms.

Students interested in the Certificate Program may pick up materials in the Office of Student Services or the Registrar's Office (1772 SSWB). For further information contact Professor Berit Ingersoll-Dayton at bid@umich.edu

6.0152 Social Work in the Public Schools

Students interested in school social work should consult with the faculty member who provides advising about the practice of social work in schools and certification requirements for such practice during their first term. Since requirements vary from state to state, and these are not all covered by the usual MSW program, it is necessary to plan the academic program of each prospective school social worker individually, early in the MSW program. At that time further information about requirements for temporary approval as a school social worker in the state of Michigan can be discussed.

The requirements of the University of Michigan as per the Michigan State Department of Education, for a recommendation for temporary approval as a school social worker in Michigan are:

1. MSW from the University of Michigan.
2. Field Instruction which includes direct practice with families and children.
3. SW612-Mental Health and Mental Disorders of Children and Youth or equivalent at graduate or undergraduate level.
4. SW614-Uses and Implications of Psychological Testing in Social Work or the equivalent at graduate or undergraduate level.
5. SW642-Social Work in Educational Settings or the equivalent from another graduate course at a School of Social Work in Michigan.

Prior to graduation (last term) students who have met the approval requirements for the State of Michigan should request a letter stating they are eligible for a recommendation for approval from the School's special advisor in this area.

Contact for Social Work in the Public Schools is Professor Michael Woolley (woolleym@umich.edu) 764-763-1540.

6.0153 Social Work in the Workplace

Social Work in the Workplace includes employee assistance programs, human resources management, employee benefits systems, training and retraining programs, and affirmative action programs. Students can develop expertise in this area, although there is not a formal certificate in this program.

The School offers a core course, Social Work and the Workplace, which provides a basic overview of the field. Students are also encouraged to draw upon the resources and course offerings in other University units, the School of Public Health and the School of Business.

Students interested in Social Work in the Workplace are normally placed in a field instruction agency which provides relevant experiences. For example, an interpersonal practice student might seek mental health and/or substance abuse experiences with connections to workplace programs. A community organization student might work in a community agency involved in expanding employment opportunities.

For further information contact Professor Larry Root at lroot@umich.edu

6.0154 Certificate in Jewish Communal Service and Judaic Studies

The Certificate in Jewish Communal Service and Judaic Studies, coordinated by the Sol Drachler Program in Jewish Communal Leadership, prepares students for leadership careers in Jewish communal settings such as Jewish federations, community centers, family services, homes for the aged, and community development organizations in the United States and abroad.

Students are awarded the Certificate in Jewish Communal Service and Judaic Studies upon completion of the 60-credit MSW degree (including a specially tailored field instruction program and three designated social work courses) and 18 credits of graduate-level coursework in Judaic Studies. One of three designated social work courses may be "double counted" toward fulfilling both the MSW and certificate requirements.

Students are expected to enroll on a full-time basis and complete the program in five semesters. Like other programs, it is open to all students, regardless of race, creed, religion, or national origin. Acceptance into the program requires completion of a separate application form obtained from the Sol Drachler Program in Jewish Communal Leadership website at <http://www.ssw.umich.edu/drachler/>, and an interview with members of the Supervising Committee or their designees. Where circumstances require, out-of-town applicants may be interviewed in or near their home communities.

Admission criteria include (a) demonstrated leadership capacity, (b) outstanding intellectual ability, (c) a commitment to Social Work and Jewish communal service, and (d) the potential for creative contributions to the field. Applicants are expected to demonstrate proficiency in the equivalent of one year of college-level Hebrew or Yiddish. This requirement is designed to articulate the increasing frequency of interaction between North and South American, Israeli, and Eastern European Jewish communal service institutions and their client populations.

For further information please contact Professor Robin Axelrod at raxelrod@umich.edu or drachler@umich.edu. You may also consult the Drachler website: <http://www.ssw.umich.edu/drachler/>

6.0155 Nonprofit and Public Management (NPM) Center

The NPM Center is a collaboration of the University of Michigan Schools of Business, Public Policy, and Social Work. Its mission is to advance and promote understanding of the contributions of nonprofit and public organizations, and the challenges of leading them successfully. Its educational mission is to build the University of Michigan's capacity to offer sophisticated and comprehensive educational opportunities for professional graduate school students who seek to understand the role and management of nonprofit and public organizations. Toward this goal, NPM offers action learning programs for students and presents expert speakers, workshops, career development panels and other events to enrich students' education and training. Each term, the Center's website lists all graduate courses across campus that pertain to nonprofit and public management topics.

NPM's research mission is to create a stimulating and supportive environment for faculty and graduate students with interests and expertise in the nonprofit and public sectors, through such vehicles as seminars, speakers, and conferences. The Center also provides stipends to selected students serving summer internships at public-serving organizations, and to doctoral students engaged in research related to nonprofit and public management.

NPM's administrative office is located in Room 2757 SSWB. Please check the Center's website for information on events, stipends, job opportunities, courses, internships, faculty expertise areas, and research.

Students wishing to receive NPM announcements and further information should send an e-mail to nonprofit@umich.edu.

Nonprofit and Public Management (NPM) Center

website: <http://www.umich.edu/~nonprofit>

Contact Information: Email: nonprofit@umich.edu Phone: (734) 763-4214

NPM is directed and was co-founded by Diane Kaplan Vinokur, Associate Professor of Social Work.

Ashley Zwick, Managing Director

Charlene Fluder, Program Coordinator

6.0157 Certificate in Women's Studies

The Program in Women's Studies offers a graduate Certificate program through the Rackham Graduate School that can be elected by students in the School of Social Work with careful planning. The Certificate would deepen students' knowledge of gender, theorizing about gender (and how gender intersects with other socially constructed group memberships (e.g., race, ethnicity, age, sexual orientation, ability status), and the application of gender and feminist analysis to other topics. The Certificate requires 15 hours of courses.

Nine hours must be taken from Women's Studies core courses, including:

Three credits: WS530: Theories of Feminism (or designated alternative), and

WS890, Advanced Research Project,

Plus one from the following:

WS601 Feminist Scholarship in the humanities

WS602 Feminist Scholarship in the Social Sciences

WS603 Feminist Scholarship on Women of Color

WS604 Approaches to Feminist Practice

WS605 Interdisciplinary Approaches to Women's Health

Plus

Six credits in cognates (approved by Women's Studies to contain sufficient analysis and content consistent with Women's Studies guidelines).

Students matriculated in masters programs in the School of Social Work can double count 7 hours of credits towards the Certificate and towards their MSW, and will need to take an additional 8 or 9 hours of credits beyond the 60 required for the MSW.

Some MSW students who have completed the Certificate have been able to take the additional 9 hours during their 16 or 20 month program, by carrying more than 15-16 hours during several terms. This usually requires beginning work on the Certificate during the first term, with careful advising. More frequently, students who have elected to complete the Certificate have extended their schedule a term and completed the MSW and the Certificate in five terms. WS890 is handled like an independent study, and can involve research on a research project focused on women, library research on a topic of interest to the student, or an applied project focused on women, conducted in conjunction with a professional field placement or other community-based setting.

For more information visit: www.lsa.umich.edu/women/grad/Graduate.Certificate.Program.htm

6.016 Dual Degree Program Options

6.0161 Dual Degree Credit

Regularly admitted students in the School of Social Work may pursue a dual degree in another program at the University of Michigan at the same time, provided they have been admitted to that program. For example, in addition to their work toward a master's degree in Social Work, students may simultaneously work toward a master's degree in Public Health, Urban Planning, Public Policy, Business Administration, Information Science, or Law.

Each dual degree program allows students to utilize some credit hours of course work taken in the other program toward the MSW degree. The number of credit hours completed in the other program which can be utilized for the MSW degree varies by dual degree program. Course credit hours completed in another unit and used toward the MSW degree must have content that applies directly to the student's program of study in social work and meet the following conditions:

- 1) the student has earned a grade of "B" or better in any course being counted;
- 2) the student earns a minimum of 30 hours of credit within the University of Michigan School of Social Work;
- 3) the student's total credit hours, including the credit hours taken in the other program and counted toward the MSW, must meet the distribution requirements for the foundation curriculum areas (i.e., methods, human behavior in the social environment, social welfare policies and services, research, and field instruction);
- 4) all requirements for the degree are satisfied, including the completion of all the credits to be counted within the required four-year limit.

Students in any dual degree program must be admitted to both programs, and during their course of study register in both the School of Social Work and in the other School or College (e.g., Horace H. Rackham School of Graduate Studies, Business School, School of Public Health, etc.). Students must keep both programs informed of their enrollment plans each term.

Once a student has enrolled in the School of Social Work and subsequently chooses to drop the dual degree, pursuing only one of the degrees independently, he/she must inform the School of Social Work Registrar in writing at the earliest date possible.

Any student who has enrolled in the School of Social Work and is not pursuing a dual degree and would like to must also inform the School of Social Work Registrar in writing at the earliest date possible.

The MSW degree under no circumstances will be awarded prior to award of the other degree unless a minimum of 60 credit hours (45 for advanced standing) is recorded under the Social Work program on the student's transcript and all other MSW degree requirements have been met.

6.0162 Dual Degree in Social Work and Business Administration

The Schools of Social Work and Business offer a dual degree program enabling students to pursue concurrent work in social work and business administration leading to the MSW and MBA degrees.

The program is arranged so that all requirements for both degrees are completed in two and one-half years of enrollment. The degrees are awarded simultaneously.

This combined degree program is not open to students who have already earned either the MBA or MSW degrees. Students registered in the first year of either program may apply.

Students admitted to this dual degree program must satisfy the following requirements:

- 1) The MBA 57 credit hour degree program including:
 - " 45 Business Administration Credits, made up of
 - :
 - " *Roughly 30 credit hour MBA core (no credit is awarded for Business Administration core courses successfully waived: credit must be earned with Business electives);*
 - " *Roughly 15 elective hours in Business Administration;*
 - " *MBA Communication Requirement.*
 - "
 - " Up to 12 credit hours of transferable electives from the School of Social Work.

- 2) The MSW 60 credit hour degree program including:
 - " 42 credit hours of required course work, of which 15 are Field Instruction;
 - " 2 elective hours in Social Work;
 - " 16 hours of transferable credit hours from the School of Business Administration.

The total credit hours for the dual degree must be at least 89.

Dual degree students are required to take the complete sequence of first-year courses in one school during year one of the program, and the complete sequence of first year courses in the other school during year two of the program. The final requirements for each school will be completed in year three.

The 89 graduate hours of the dual program comprise two and one-half academic years consisting of the six 14-16 hour semesters, including Spring/Summer term. The Spring/Summer term must follow the first year in the School of Social Work. In the preferred sequence, students will take the MBA core courses in the second year and the final business electives in the Fall term of year three. No course work completed prior to admission in either of the two programs may be counted toward the MBA requirements of the dual program.

Applicants interested in the MBA/MSW combined program must file separate applications to each school and be admitted by both schools. Applicants must indicate on both applications that they are applying for this specific dual degree program (please make sure the correct box is checked on the MBA application). The application fee can be paid to either of the two schools. Please include a note regarding the disposition of the fee to the school not receiving the fee. Each school will apply its own deferred admission standards to students who elect to take the first year in the other school.

All applicants must take the GMAT for admission to the Business School.

Students interested in the Dual Degree Program in Social Work and Business Administration should review the Stephen M. Ross School of Business website regarding the MBA program, and then consult with or make an appointment with SSW Professor Diane Kaplan Vinokur (dkv@umich.edu).

6.0163 Dual Degree in Social Work and Public Health (Health Behavior and Health Education)

The goal of the MSW/MPH program in Social Work and Public Health (Health Behavior and Health Education) is to provide academic training and practical experience to improve public health social workers' effectiveness in a variety of settings, agencies and arenas including health care, state and local departments of public health and social services, workplace environments, health-focused non-profit agencies, school and universities and in advocacy and policy. The purpose of this training is to develop understanding of the intersection of public health and social work. The specific objectives of the program are:

1. To provide an opportunity for dual degree students to acquire the skills and competencies necessary to work with health care professionals in meeting the health care and social support needs of various "at-risk" populations in our society, such as the elderly, persons with AIDS, pregnant women, persons who use alcohol, tobacco and other substances, and persons with developmental disabilities.
2. To provide specialized training for public health social workers in the development, management, implementation, and evaluation of health promotion/disease prevention, and health intervention programs in public health and social service agencies and organizations.

This dual degree program is a 93-credit-hour program but is based upon 120 credit hours: the 60 credit hour minimum requirements for the MSW program, and the 60 credit hour MPH in the Department of Health Behavior and Health Education. This is consistent with Rackham Graduate School guidelines and existing dual degree programs. The total requirements of each of the programs when pursuing the dual degree is as follows:

1. 46 credits hours in the School of Social Work, including a 15-hour social work field instruction experience to fulfill degree requirements. Completion of foundation courses, and both areas and methods concentrations are required. The Social work research requirements are fulfilled by required MPH Methodological Core course. Elective courses are limited in this program and are dependent on the student's previous academic coursework.
2. The 47 credits required in the School of Public Health curriculum is organized in two core areas. Students must complete the Methodological Core consisting of an approved course in both Biostatistics and Epidemiology. Students must also satisfy requirements for Breadth, Integration and the Capstone (BIC) in public health. The Breadth requirement is satisfied by completion of approved courses in the areas of (a) Health Administration, Planning and Policy Analysis, (b) Physical, Chemical and Biological Aspects of Health, and (c) Social and Behavioral Aspects of Health. These core courses are designed to give students knowledge in the social, economic, and cultural determinants of health status and the ways in which these factors affect health behavior and access to health care. The Integration Requirement is designed to integrate areas of knowledge that are basic to public health. This requirement is satisfied by completion of HBHE 600: Psychosocial Factors in Health-Related Behaviors. The Capstone Requirement is completed in the final term of study in the program. Students participate in a specialized "course", HBHE 699: Health Behavior and Health Education Capstone, under the guidance and supervision of their departmental faculty advisor. In addition to the Methodological Core and the Breadth, Integration and Capstone Requirements, each student in the dual degree program with HBHE must complete the required Department course HBHE 651: Program Development in Health Education (in addition to requirements for HBHE 600 and HBHE 699 noted above). Each student is also required to elect at least one course from the Analytic Methods area. The dual degree requires that a minimum of 24 of the 47 required public health credits be taken in the Department of Health Behavior and Health Education.

The curriculum has been structured to ensure that all requirements of both programs will be met fully. The 93 graduate hours of the dual degree program comprise two and one-half academic years plus two summers for field experiences.

Prospective students interested in the combined MPH/MSW program will be required to meet each School's entry requirements and standards of admission, and be admitted by both schools.

Students wishing additional information on this program should contact Professor Linda Chatters.

6.0164 Dual Degree Program in Social Work and Public Policy

The School of Social Work and the Gerald R. Ford School of Public Policy offer a dual degree program enabling students to pursue concurrent work in Social Work and Public Policy leading to the MSW and MPP degrees.

Applying to both schools is necessary. Each program makes an admission decision independently of the other. If both programs approve admission, the applicant is considered a dual-degree student. Overall administration of the degree from the Ford School of Public Policy is by the Horace H. Rackham School of Graduate Studies.

The MSW/MPP is a 90-credit-hour program designed for completion in two and one-half years (6 Terms). Students take 43 credit hours in Social Work, 36 credit hours in Public Policy, and 11 credit hours from double-counted or jointly accepted courses, including electives taken in other schools.

In Social Work, students can select as their Practice Methods concentration any method, although most dual degree students choose either Community Organization, Management of Human Services, or Social Policy & Evaluation. Students can elect any of the Practice Area concentrations for their dual concentration requirement.

In Public Policy, students take core courses in calculus, statistics, micro-economics, political environment of policy analysis, public management, values and ethics, program evaluation, and advanced analytic methods and may concentrate in a variety of public policy areas, including social welfare and policies, or public management. They also participate as group members in an integrated policy exercise.

In the final term of the program, each student proposes and completes an independent research and/or practice project related to his or her educational and career objectives. Two faculty members, one from Social Work and the other from Public Policy, jointly supervise and evaluate this project.

Field experience is an important part of the program, providing opportunities to integrate knowledge and practice in diverse policy settings.

Students spend time working under the supervision of experienced practitioners. Field placements include government agencies, nonprofit and volunteer organizations, and urban neighborhood groups.

Field placements also may be arranged in a policy setting in Lansing or in Washington, DC, during the spring/summer term.

Students wishing additional information on this program should contact Professor Sandra Danziger at sandrakd@umich.edu

<http://www.fordschool.umich.edu/curriculum/msw.html>

6.0165 Dual Degree Program in Social Work and Law

The School of Social Work and Law School jointly offer a dual degree program that enables qualified students to pursue concurrent work in social work and law, leading to the Masters of Social Work (MSW) and Juris Doctor (JD) degree. The goal of this program is to provide students with the knowledge and skills to practice in the nexus of law and social work whether it be in community organization and development, social welfare administration and policy, or in problem solving at the interpersonal level.

Students applying for the dual degree program must file separate applications and be admitted to each School. Social Work students must complete 60 credit hours including foundation, and concentration requirements, but 15 hours of credit taken at the Law School can be used to meet requirements, where appropriate, and elective options. The program is arranged so that all requirements for both degrees can be completed within three years and four months of enrollment.

Generally, students must complete the foundation requirements in one of the respective schools before enrolling for classes in the other. As an example, students may complete the first year of Law School and then enroll in social work courses, or the alternative, complete two terms in the School of Social Work before taking classes in the Law School.

Students must work very closely with their advisors in curricular planning for the dual degree program. It is imperative that such planning occur from the time of initial enrollment if not before. For further information, contact Professor Karen Staller kstaller@umich.edu in the School of Social Work, or Charlotte Johnson, Director of Academic Services in the School of Law at (734) 615-0019.

6.0166 Dual Degree Program in Social Work and Information Science (MSW/MSI)

The MSW/MSI Dual Degree Program at the University of Michigan is offered by the School of Social Work (SSW) and the School of Information (SI). The two-and-one-half-year program leads to the simultaneous award of both the MSW and MSI degrees. Applicants must meet both Schools' admission requirements.

The goal of the MSW/MSI Dual Degree Program is to provide academic training and practical experience to improve social workers' effectiveness when dealing with information issues and to extend the reach of information specialists in furthering the public good.

The dual-degree program requires 90 credits. Students may concentrate in any macro method and any practice area in Social Work. In Information, students follow a self-tailored program. The foundation requirements for both programs are distinct and serve as prerequisites for advanced coursework, therefore all dual-degree students are required to complete all foundation courses in both disciplines.

The MSI portion of this dual degree requires 39 SI credits, including 12 credits in foundation courses:

- SI 501 The Use of Information (3)
- SI 502 Choice and Learning (3)
- SI 503 Search and Retrieval (3)
- SI 504 Social Systems and Collections (3)

The remaining 27 MSI credits will be selected by the student in conjunction with a faculty advisor. SI's requirement of six practical engagement credits is met as part of the 15 credits of SSW field instruction.

The MSW portion of this dual degree requires 51 SSW credits, including 18 credits of foundation courses:

- SW500 Human Differences, Social Relationships, Well-being, and Change (3)
 - SW502 Organizational, Community, and Societal Structures and Processes (3)
 - SW521 Interpersonal Practice with Individuals, Families, and Small Groups (3)
 - SW522 Basic Social Work Research (3)
 - SW530 Introduction to Social Welfare Policy and Services (3)
 - SW560 Management, Community Organization, and Policy Practice (3)
- Additionally, students must complete 18 credits of advanced SSW courses and 15 field instruction credits.

Students wishing additional information on this program should contact Professor Dale Fitch at dale@umich.edu

6.0167 A Student Initiated Combined Master's Program in Social Work and Urban and Regional Planning (MSW/MUP)

The School of Social Work and the Taubman College of Architecture and Urban Planning facilitate this dual degree program enabling students to pursue concurrent work in the School of Social Work and in Urban Regional Planning through the Rackham School of Graduate Studies leading to the MSW and MUP degrees, with an emphasis on Community-Based Planning. The 90-hour program requires six terms over two and one-half to three years.

This program provides knowledge to organize and plan programs, services, and resources responsive to social values and human needs at the community level. It develops skills to:

- " Organize groups for community action
- " Plan programs at the community level
- " Develop community-based resources and services
- " Activate people to participate in the planning decisions that affect their lives

Students must apply to and be admitted to each degree program. Such applications and admission need not occur simultaneously. Students admitted to this dual degree program are required to earn credit in each school as follows:

- a. 42 credit hours in the School of Social Work,
- b. 31 credit hours in the College of Architecture and Urban Planning,
- c. 17 credit hours from double counted or jointly accepted courses.

Dual degree students are required to take a complete sequence of courses in one school during the first year of the program, and a complete sequence of courses in the other school during the second year of the program. The remaining requirements for each school will be completed in the final semester. Each school will apply its own deferred admission standards to students who elect to take the first year in the other school.

The 90 graduate hours of the dual degree program comprise two and one-half academic years consisting of six terms, including one Spring/Summer term following the first year in the School of Social Work. In the preferred sequence, the student will take Urban Planning courses in the second year and the remaining Urban Planning and Social Work courses in the final fall term. No coursework completed prior to admission may be counted toward the requirements of the joint program. Urban Planning requires a statistics and an economics course prior to admission, one of which can count as Urban Planning credits if taken after admission.

Enrollment in the program involves two separate units and it is the responsibility of the student to follow the procedures of both units. Because the MUP is awarded by the Rackham School of Graduate Studies, Rackham policies and procedures concerning student initiated dual and combined degree programs must be followed. Key aspects of those policies and procedures, which appear in detail in Volume I of the Rackham Student Handbook are: Permission for enrollment in a student initiated dual degree program is given in each specific case by the Graduate School on the recommendation of the two departments or programs involved. Students must petition Rackham for the double-counting of particular courses on the Student Initiated Dual Degree Course Election Form (form 6010). The petition for a Student Initiated Combined Degree Program should be submitted after the student has been admitted to both programs and has completed successfully one or two terms of coursework in each program.

For additional information on this program contact Professor Barry Checkoway at barrych@umich.edu or the Urban and Regional Planning Program, (734) 764-1298, or visit www.caup.umich.edu/urp/index.html

6.0168 Other Student Initiated Combined Master's Programs with Social Work and Other Units

Occasionally an MSW student is interested in combining the study of social work with another master's degree offered at the University of Michigan for which the School of Social Work does not have a formal dual degree program. Such interests may be accommodated with careful advanced planning. Students who are interested should contact the School of Social Work Office of Student Services, Room 1748 SSWB.

6.017 Options in Scheduling Your Terms (60 Semester Hour Program)

6.0171 Alternative Curriculum Schedules

Upon admission to the School of Social Work, you have six major choices in selecting a curriculum schedule to meet your needs:

- 1) a 16-month curriculum schedule which begins in September, includes the Spring/Summer term, and has a December graduation date;
- 2) a 20-month curriculum schedule which begins in September, excludes the Spring/Summer term, and has an April graduation date.
- 3) an extended degree program in which up to 30 semester hours may be completed on a part time basis.
- 4) a Fifth Term Option which allows students to spread the 60 semester hours over an additional term of enrollment. Because the first two options require you to enroll on a full-time basis and to have few other obligations, those with special needs or obligations can extend their course schedule to five rather than four terms, as indicated below (see Section 6.0175). Please note that financial aid is generally limited to four terms of study.
- 5) Advanced Standing students follow a 12 month schedule, which begins in September, includes the Spring/Summer term, with a graduation date in August.
- 6) DHS * part time program which allows employees of the Department of Human Services Agency to complete the program on a part time basis within 4 years.

It is strongly advised that students follow the appropriate Course Planning Worksheet (CPW) at: <http://www.ssw.umich.edu/studentGuide/2006/WorkSheetsSelect.html>. Out-of-sequence students should attempt to follow the 16-month CPW as much as possible. Not completing required courses in the designated terms may result in considerable difficulties in course planning.

* Formally (FIA) Family Independence Agency

6.0172 The 16 Month Curriculum Schedule

This schedule is designed for students who will benefit from completing their course requirements through full-time enrollment in four consecutive terms, including the Spring/Summer. Students entering in the Fall term will graduate at the end of the subsequent Fall term. Please see Course Planning Worksheets.

Of particular importance is the Field Instruction schedule, which starts in the Winter term for two days (3-credit hours), continues in the Spring/Summer term for four days (8-credit hours), and concludes in the Fall term for two days (4-credit hours). Field Instruction takes place in one agency.

The advantage of such a course schedule is the early graduation date and the intensive Field Instruction experience in the Spring/Summer term. The disadvantage of such a schedule is the lack of a break during the Spring/Summer term and the inability to work or to attend to special family or personal obligations during that period. In addition, for certain Field Instruction experiences such as school social work, the Spring/Summer is normally unavailable. Students typically may elect only one field placement in the 16-month curriculum schedule.

6.0173 The 20 Month Curriculum Schedule

This schedule is designed for full-time students who will benefit from a Spring/Summer break in their coursework. Students entering in the Fall term will graduate 20 months later at the end of the Winter term (January through April). In this schedule, Field Instruction is scheduled for two days each term (3 credit hours in the first Winter term and 4 credit hours in each of the 3 subsequent terms). Please see the Course Planning worksheets.

The advantage of such a schedule is to permit students to take a break during the Spring/Summer term, and pause between the first and second year of their coursework. In this schedule, the intensity of the Field Instruction experience is distributed more evenly. The disadvantage of such a schedule is the extended time needed for graduation and the elimination of certain placement options which may require a continuous three-term Field Instruction experience or four days of field in the Spring/Summer term (e.g. some hospital and outpatient psychiatric settings and family agencies).

Twenty-month students have the option of choosing one or two placements in the same Practice Area. Students who elect one placement remain in that placement for four terms; those who elect two placements have one during their first and second terms, and the second placement during their third and fourth terms. The advantages of electing one placement for both years is that students obtain more in-depth experiences at one agency and are much better positioned to achieve some mastery in practice skills; the main disadvantage is experiencing only one particular agency. The advantage of selecting two placements is that students obtain exposure to two agencies; one disadvantage is the decreased availability of some placement options, such as those in health care, psychiatric, family, and other settings that tend to accept interns for a minimum of three terms.

6.0174 Extended Degree Program

The Extended Degree Program allows students to complete the Master of Social Work degree requirements through a combination of part- and full-time enrollment. The program increases access to the MSW degree for qualified students who cannot enroll full-time initially. Students applying for admission to the Extended Degree Program must meet the same admission criteria set for all students admitted to the Master's of Social Work Degree Program. Students taking courses as non-degree students are not considered to be enrolled in the Extended Degree Program.

All applicants must submit a brief statement describing why they desire to be admitted to the Extended Degree Program and their plans for completion of degree requirements. Only a limited number of students are admitted to the Extended Degree Program each year.

Students admitted to the Extended Degree Program must complete all degree requirements within 4 years of their first term of enrollment in the Extended Degree Program. Extended Degree Program students are permitted to earn a total of one-half (30) of the total credit hours (60) required for the MSW degree on a part-time basis prior to assuming full-time status on the Ann Arbor campus. Once a student has acquired full-time status, they must remain full-time students-any exception must be approved by the Associate Dean for Educational Programs. Full-time enrollment is defined as 9 credit hours or more per term on-campus/Ann Arbor which may include Field Instruction courses. All courses used toward the MSW degree must be completed within a six-year time period. Students must inform the School Registrar in writing well in advance of registration into the term they plan to begin full-time enrollment.

Students are required to enroll in Field Instruction after acquiring 15 credit hours of coursework and must spend 2-3 terms fulfilling their Field Instruction requirements. Students can earn Field Instruction credit prior to enrolling full-time only if they take at least one methods course concurrent with their field placement. When students begin field work they should expect to follow one of two plans:

PLAN A: For students beginning Field Instruction in the Fall Term. Students are in placement for 2 days/week in the Fall Term, 2 days/week in the Winter Term, and 4 days/week in the Spring/Summer Term.

PLAN B: For students beginning Field Instruction in the Winter Term. Students are in placement for 2 days/week in the Winter Term, 4 days week in the Spring/Summer Term, and 2 days/week in the Fall Term.

PLAN C: For students who prefer enrollment according to the 20-month schedule. Students are enrolled in field for 2 days/week in the Fall and Winter Terms, take the Spring/summer Term off, and enroll in field for 2 days/week the following Fall and Winter Terms.

Extended Degree students with an exemption from one term of the Field Instruction requirements must follow either PLAN A or PLAN B. They cannot enroll in the 20-month curriculum (PLAN C). Students do not apply for an exemption from a portion of the Field Instruction requirements until after admission to the MSW degree program.

Once admitted to the Extended Degree Program, students are expected to be enrolled continuously for each term in the academic year. If, after initial enrollment in the Program, a student is unable to enroll for two or more consecutive terms, then withdrawal from the Program is required. To re-enroll, the student must complete and submit a reapplication form to the School's Office of Student Services at least six weeks prior to the term the student wishes to re-enroll. Extended Degree students are expected to keep the Office of the Registrar informed of their enrollment plans each term.

6.0175 Fifth Term Option

The fifth term is an option available to all students who wish to take a somewhat reduced load of coursework. Typically, this means that the student takes one course less each term, or several fewer courses in a given term.

The advantage of such a schedule is that it enables students to take fewer courses each term, yet not disrupt their educational progress. Such students will feel less pressured and will have more time to concentrate on their coursework. A significant disadvantage of the fifth term option is the need to pay tuition for an additional term. Typically financial assistance is not available for a fifth term of study.

6.0176 Michigan Department of Human Services Welfare Specialist Program

The Child Welfare Specialists Program is available to current Michigan Department of Human Services employees who have been admitted directly into this special program. These students concentrate in the Practice Area of Children & Youth in Families and Society, but may opt to concentrate in any of the Practice Methods. In addition, they take advanced courses in child welfare

Students enroll in 4-7 credit hours per term, and complete the MSW Program in four years (12 terms). If you have any questions about this program contact Professor Kathleen Faller at (734) 998-9700 or at kcfaller@umich.edu.

6.0177 Choice of Schedule and Changes

Upon admission, students will be required to indicate which schedule they plan to elect since it determines their Field Instruction assignment. After enrollment, students wishing to change to a different schedule must submit an "Out of Sequence" petition to the Office of Field Instruction. Such petitions may be granted only if the Field Instruction requirements and course requirements can be met and are deemed educationally sound.

6.0178 Out-of-Sequence Plans for Field Instruction

Under some unusual circumstances students may find it necessary to alter their Field Instruction sequence from either the 16-month or the 20-month schedule. Students wishing an out-of-sequence schedule must access a petition form at www.ssw.umich.edu/ofl/forms-students.html.

Students cannot start Field Instruction during the Spring/Summer Term. Any student who changes their curriculum schedule for Field Instruction such that it does not follow either the 16- or 20-month schedule must submit an Out-of-Sequence Petition, indicating the reasons for the requested change. Such a petition must be signed by the faculty advisor and faculty liaison and presented to the Director of Field Instruction for approval. The signature of the Director of Field Instruction is required to ensure that this office is aware of any changes that will need to be accommodated by the placement agency. Out-of-Sequence Petition forms are available at www.ssw.umich.edu/ofl/forms-students.html and must be submitted at the earliest date possible.

Approval of the out-of-sequence plan should be determined before the beginning of the Winter term so necessary adjustments in the second term program may be made.

6.02 Distribution Requirements

The following chart presents the credit distribution requirements for the MSW degree for the academic year organized by Practice Method and Practice Area concentrations.

Foundation

All students are required to take these Foundation courses unless they are exempt.

- Human Differences, Social Relationships, Well-Being , and Change Through the Life Course (SW500) (3 hrs)
- Organizational, Community, and Societal Structures (SW502) (3 hrs)
- Interpersonal Practice with Individuals, Families and Small Groups (SW521) (3 hrs)
- Basic Social Work Research (SW522) (3 hrs)
- Introduction to Social Welfare Policy & Services (SW530) (3 hrs)
- Management, Community Organization and Policy Practice (SW560) (3 hrs)
- Foundation Field Instruction and Field Seminar (SW515/531) (3 hrs)

Total 21-credit hours

Practice Methods Concentration

Methods (two courses)	6
Total 6-credit hours	

Practice Area Concentration

Methods	3
Human Behavior in the Social Environment	3
Social Welfare Policy & Services	3
Total 9-credit hours	

Evaluation	3
Total 3-credit hours	

Advanced Field Instruction	12
Total 12-credit hours	

Electives	9
Total 9-credits	

Grand Total	60 credits
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6.03 Foundation Requirements

All students are required to take the generalist foundation courses (18 credit hours) and field instruction (3 credit hours). The foundation course requirements are:

- SW500 Human Differences, Social Relationships, Well-Being, and Change Through the Life Course (3 credit hours)
- SW502 Organizational, Community, and Societal Structures (3 credit hours)
- SW521 Interpersonal Practice with Individuals, Families and Small Groups (3 credit hours)
- SW522 Basic Social Work Research (3 credit hours)
- SW530 Social Welfare Policy & Services (3 credit hours)
- SW560 Management, Community Organization and Policy Practice (3 credit hours)
- SW515/531 Foundation Field Instruction & Field Seminar (3 credit hours)

NOTE: All students must enroll in both SW515 (Field Instruction, 2 credit hours) and SW531 (Field Seminar, 1 credit hour) in the same term.

Typically, Advanced Standing students are exempt from SW521, SW522, SW530 and either SW500 or SW502 depending on prior coursework. Advanced standing students may be exempt from both SW500 and SW502 as well as SW560 depending on prior coursework. In addition, advanced standing students are exempt from Foundation Field Instruction (SW515/531) (3 credit hours).

Regardless of exemptions, Advanced Standing students must take 45 credit hours in order to receive their MSW.

Any student may be exempted from a foundation course based upon prior coursework. All students seeking such exemptions must be approved by the appropriate exemption consultant. (See Section 5.04.). No exemptions are granted on the basis of work experience.

6.031 Practice Methods Concentration in Interpersonal Practice

Interpersonal Practice involves those practice skills aimed at the prevention, restoration, maintenance and enhancement of social functioning of individuals, families, and primary association; and groups, their immediate social environment, and the transactional relations between person(s) and environment.

Methods Requirements for Interpersonal Practice

The methods courses are organized by foundation and advanced skill levels. The variety of methods courses offered permit you to focus your interest on individuals, families, children, groups, or some combination of these.

You must choose two advanced methods courses from the list below:

SW623 Interpersonal Practice with Families
SW624 Interpersonal Practice with Groups
SW625 Interpersonal Practice with Children and Youth
SW628 Interpersonal Practice with Adult Individuals

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Interpersonal Practice

All students will meet the HBSE requirement for Interpersonal Practice by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives

6.032 Practice Methods Concentration in Community Organization

Community Organization is oriented toward planning and organizing for social change at the community level in order to mobilize resources and improve the provision of services to community groups and neighborhoods.

Methods Requirements for Community Organization

The methods courses are organized by foundation and advanced skill levels. The variety of methods courses offered permit you to focus your interest on specific domains of activities within the practice of community organization.

You must choose two advanced methods courses from the list below:

SW650 Community Development
SW651 Planning for Organizational and Community Change
SW652 Organizing for Social and Political Action
SW654 Concepts and Techniques of Community Participation
SW657 Multicultural, Multilingual Organizing
SW658 Women and Community Organization
SW660 Managing Projects and Organizational Change
SW663 Grantgetting, Contracting and Fund Raising
SW674 (Community-Based Policy Advocacy)

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Community Organization

All students will meet the HBSE requirement for Community Organization by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

6.033 Practice Methods Concentration in Management of Human Services

Management of human services trains students to administer, improve, and enhance the service delivery in the human services within the framework of social work values.

Methods Requirements for Management of Human Services

The methods courses are organized by foundation, to platform and advanced skill levels. The variety of methods courses offered permit you to focus your interest on specific domains of activities within the practice of management.

You must choose two advanced methods courses from the list below:

- SW651 Planning for Organizational and Community Change
- SW660 Managing Projects and Organizational Change
- SW661 Budgeting and Fiscal Management
- SW662 Management of Information Systems in Human Service Agencies
- SW663 Grantgetting, Contracting and Fund Raising
- SW664 Management of Human Resources
- SW665 Executive Leadership and Organizational Governance

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Management of Human Services

All students will meet the HBSE requirement for Management of Human Services taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

6.034 Practice Methods Concentration in Policy & Evaluation

Social policy is concerned with the analysis, development, and implementation of social policy into operational plans for achieving social welfare goals. Evaluation concentrates on skills in research methods and on techniques needed for the assessment, monitoring and evaluation of social welfare practice or for the assessment of the performance of human service organizations, policies and programs.

Methods Requirements for Policy & Evaluation

The methods courses are organized by foundation and advanced skill levels.

You must take SW673 Statistics in Policy Analysis and Evaluation and choose one advanced methods course from the list below:

- SW670 Analytic Methods for Social Policy Practice
- SW671 Social Policy Development and Enactment
- SW674 (Community-Based Policy Advocacy)
- SW685 Methods of Program Evaluation

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Policy & Evaluation

All students will meet the HBSE requirement for Social Policy & Evaluation by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

6.035 Practice Area Concentration

All students must select a Practice Area concentration from one of the Practice Areas: Aging in Families and Society, Children and Youth in Families and Society, Community and Social Systems, Health, and Mental Health. Students complete nine credit hours of course work in their Practice Area Concentration. This list of coursework, as well as the Evaluation course requirements, can be found in Section 6.036 "Intensive Focus on Privilege, Oppression, Diversity, and Social Justice"

6.036 Intensive Focus on Privilege, Oppression, Diversity, and Social Justice

The School of Social Work has in place a set of courses which have as an undergirding principle an intensive focus on privilege, oppression, diversity, and social justice. The major goal of this strategy is to emphasize particular kinds of knowledge about social justice and systems (and mechanisms) that create and support oppression and privilege, and to develop skills in disrupting these mechanisms. With this goal in mind, the sequence of courses within each Practice Area Concentration as well as the Evaluation course will address illustrative intersections among eight dimensions most commonly associated with privilege and oppression-cultural and ethnic differences, the social construction of race, economic class, disability status, sexual orientation, gender, religion, and age.

No one course is expected to address all intersections and issues, but by taking the sequence of courses, students will have significant exposure to relevant knowledge, skills, and practices.

The following courses are identified as "intensive focus" courses:

Aging: SW616, SW644, SW694

Children & Youth: SW601, SW605, SW633, SW696

Community & Social Systems: SW611, SW620, SW647, SW697

Health: SW613, SW634, SW699

Mental Health: SW606, SW612, SW636, SW698

Evaluation: SW683

6.037 Electives

All students complete a minimum of 9 credits of electives. You can take any course in the School of Social Work or graduate courses elsewhere at the University of Michigan.

In keeping with the multicultural mission of the School, students may apply up to 4 graduate-level language credits toward their MSW degree. The language under consideration must have relevance to the population of interest to the student, and must be approved by the advisor. These credits will be counted as elective credit.

6.038 Language Courses

Since virtually all beginning language courses are undergraduate courses, the following guidelines will apply:

- a. 1 credit hour of an undergraduate language course which does not award graduate credit is equal to .5 hours of graduate credit.
- b. 1 credit hour of a graduate language course is equal to 1 credit hour of graduate credit.
- c. In order to be counted toward the MSW degree, the student must earn a grade of B or better in an undergraduate course and C or better in a graduate course.
- d. Credit hours from language courses taken prior to entering the MSW program, may not be counted toward the MSW degree.

6.039 Field Instruction

A student must earn 12 hours of Advanced Field Instruction credits (SW691) in to graduate. At least 8 hours of Advanced Field Instruction credits must be in your dual concentration. These hours of Advanced Field Instruction credits may be used toward your minor or specialization if you have one (25% or 171 clock hours). Note: Foundation Field Instruction (SW515/531) cannot be substituted for your minor or specialization field instruction credit requirements.

Your Field Instruction program is structured according to your curriculum schedule (see section on Alternative Curriculum Schedules 6.0171).

16-month schedule:

Term	Days	Credit
I (Fall)	None	none
II (Winter)	2 (Th, F)	3
III (Spring/Summer)	4 (T - F)	8
IV (Fall)	2 (M, T)	4

NOTE: All 16-month students must enroll in the Field Seminar (SW531) in Term II

20-month schedule:

Term	Days	Credit
I (Fall)	2 (Th, F)	3
II (Winter)	2 (Th, F)	4
III (Fall)	2 (M, T)	4
IV (Winter)	2 (Th, F)	4

All 20-month students must enroll in the Field Seminar in Term I

The content and organization of the Field Instruction program is described in the Manual for Field Instruction.

6.04 Policies and Procedures Related to Course Planning

6.041 Foundation Courses

6.0411 Exemption Policies and Procedures

All classroom-based foundation courses (i.e., SW500, 502, 521, 522, 530, 560) are subject to uniform exemption policies. An exemption allows students to substitute any other graduate course for the foundation course before graduation, in consultation with the faculty advisor, and thereby increase the number of elective hours. Exemptions do not reduce the total number of hours required for graduation.

Exemptions from foundation courses will be granted when students have extensive prior comparable courses (i.e., two or more) covering essentially all of the content of a foundation course in either an undergraduate or graduate program. This coursework must have been completed within the most recent six years from the term of enrollment with a grade of "B" or better. Prior work experience is not a basis for waivers or exemptions. Please note that these credits are not counted as graduate credit and not counted toward the MSW degree.

Faculty advisors can recommend students for an exemption from a foundation course by completing an Exemption Request Form (available at www.ssw.umich.edu/registrar/), indicating prior comparable courses, when and where taken, and grade. Approval must then be received from the exemption consultant designated for each foundation course, except as noted below under individual courses. See Course Descriptions for complete descriptions of each course.

Exemption Consultants

SW500 Human Differences, Social Relationships, Well-Being, and Change through the Life Course

Professor Leslie Hollingsworth (lholling@umich.edu)

SW502 Organizational, Community, and Societal Structures and Processes

Prof Andrew Grogan-Kaylor (agrogan@umich.edu)
Professor David Tucker (celdjt@umich.edu)

SW521 Interpersonal Practice with Individuals, Families, and Small Groups

Professor Tom Powell (tpowell@umich.edu)

SW522 Basic Social Work Research

Professor Larry Gant (lmgant@umich.edu)

SW530 Social Welfare Policy & Services

Professor Sandra Danziger (sandrakd@umich.edu)

SW560 Management, Community Organization, and Policy Practice

Professor Diane Vinokur (dkv@umich.edu)

6.0412 Exemption from Foundation Field Instruction

Students with 8 credits of BSW field work may apply for exemption from a portion of the requirements for Field Instruction. A maximum of 3 credits of field instruction representing Foundation Field Instruction and Field Seminar (SW515/531) may be filled by such an exemption, thereby reducing to 12 the required Field Instruction hours and increasing electives by 3 credits. Information regarding the exemptions from Field Instruction is mailed to all newly admitted students as part of the orientation packet and is included in the Manual for Field Instruction.

6.0413 Exemption Policy Exceptions

These policies do not apply to students who have been granted Advanced Standing, who are not required to take SW521, 522, 530, and Foundation Field Instruction (SW515/531) (See Section 5.03) In addition, Advanced Standing students may be exempt from either 500 or 502, possibly both, and possibly 560, depending on prior coursework.

Advanced Standing students who believe they are eligible for exemptions from both SW500 and SW502, and SW560 should follow the above policies and procedures.

6.042 Courses from Other Departments

The School encourages students to take courses from other University units which contribute to their educational objectives. In some instances, such courses can substitute for required social work courses. Prior to registration each term the School provides a listing of courses of potential interest to Social Work students via the web site at www.ssw.umich.edu/classes. Information about courses can also be obtained from the departments where they are offered or students can contact faculty members knowledgeable about specific University departments. These include Professors Tropman and Vinokur for the School of Business Administration; Professors Schild and Chatters for the School of Public Health; Professor Gutierrez for the Psychology Department; Professor Corcoran for Political Science; Professor Reisch for the Gerald R. Ford School of Public Policy Studies; Professor Tucker for Sociology; Professor Staller for the Law School; Professor Checkoway for the Taubman College of Architecture and Urban Planning; and Professor Kossoudji for Economics. Also check with your advisor for additional information.

If you plan to take a course from another University unit to substitute for a required social work course, you must get the written approval of your advisor on a Substitution Form available at www.ssw.umich.edu/registrar/forms.html and file that form with the Social Work Registrar (room 1772 SSWB). Also note that you can usually register for these courses when you register for your social work courses.

6.043 Special Studies Courses

There are occasions when a student wishes to study a special topic for which no regular course is being offered. In this situation, a special studies course (i.e., independent study) may be taken. The student must first obtain the approval of a faculty member who is willing to sponsor and supervise the course. An explicit contract must be developed about the content of the course, the nature of the assignments, and the form of the evaluation, a Special Studies recording form must be completed and is available at www.ssw.umich.edu/registrar/forms.html

A special studies course may be counted as an elective. Occasionally, a special studies course can substitute for a required course. Such substitution requires an explanation as to why the required course cannot be taken and requires the approval of the instructor, the advisor and the Exemption Consultant for any required course for which there is a exemption consultant listed in the front of this Student Guide (see, Administrative Roles, page iii.) The Associate Dean for Educational Programs has the final approval on substitutions for required courses. Students may register for no more than two (2) special studies courses per term, and for a maximum of four (4) special studies courses in all to meet degree requirements. This restriction does not apply to special studies courses approved by the Associate Dean for Educational Programs and taught as a class with ten or more students.

6.044 Meeting the Biological Determinants of Human Behavior Admission Requirement

Students who were notified in their letter of admission that they did not meet the Biological Determinants of Human Behavior admission requirement must satisfy this requirement before the end of their first fall term in the MSW program, regardless of whether they are full-time or part-time students, in order to be permitted to enroll during the following Winter Term. Inquiries should be directed to the Office of Student Services.

6.045 Transfer Credit

Students who have completed some approved graduate education related to social work in another institution or another unit of the University of Michigan with a grade of B or better may be allowed to transfer this credit providing: 1) the maximum amount of transfer credit is 30 hours; 2) the student earns a minimum of 30 hours of credit in the University of Michigan School of Social Work; 3) at least 8 credit hours of Advanced Field Instruction must be completed at the University of Michigan; 4) no more than 7 credit hours of field instruction may be transferred as Field credit toward the MSW degree, 3 credit hours of which will be Foundation Field Instruction; 5) transfer credits must not have been used toward another degree unless the student pursues a dual degree, and the credits were earned within six (6) years of the expected MSW graduation.

Transfer credit will not be granted until the student has completed one full-time term of work satisfactorily. Grades earned in graduate courses for which transfer credit is granted are not included in grade point averages.

The specific number of hours that may be transferred is subject to the following guidelines.

1. Graduate credit for social work courses completed in another accredited graduate social work school may be recommended for transfer of credits for up to 30 hours if a student has been enrolled in a degree seeking program, and up to 15 hours if a student has not been in a degree seeking program.
2. No more than nine credit hours may be transferred after enrollment at the University of Michigan. All other course work must be completed prior to enrollment at the University of Michigan.
3. Graduate credit in cognate (non-social work) areas for courses taken in another unit at the University of Michigan or at another graduate program in an accredited institution may be recommended for transfer providing the content applies in a substantive way to the student's program of study.
4. The maximum number of cognate credit hours that may be recommended for transfer of credit will be limited to the number of exemption and elective credit hours available to the student. For students with no exemptions, the maximum number of such cognate credit hours that may be recommended for transfer is nine credit hours. For students with exemptions, additional credit hours may be recommended for transfer, not to exceed a maximum of 15 credit hours. Students admitted with Advanced Standing can transfer a maximum of 15 credit hours.
5. The student's total credit hours, including the transfer credit, must meet the distribution requirements for the professional foundation areas (i.e., Methods, Human Behavior and the Social Environment, Social Welfare Policy and Services, Research, and Field Instruction).
6. The transfer of credit for both Social Work and cognate courses must meet the provisions specified above.

Students should request that transcripts of credit be sent to the School at the time of application or when acquired. Students should discuss potential transfer credits with their faculty advisor who will submit a request to grant such credit to the School's Registrar via the Transfer of Credit request form (<http://www.ssw.umich.edu/registrar/forms.html>).

6.046 Transfer of Field Instruction Credits

Foundation Field Instruction credits transferred to the University of Michigan cannot exceed the credits earned at another institution for foundation field instruction. The maximum credits transferred for foundation field instruction cannot exceed 3 credit hours.

If a student has earned more than 3 credit hours for Foundation Field Instruction, the remaining credits may be eligible for transfer to the University of Michigan as elective credit. No credit may be awarded toward Advanced Field Instruction regardless of the number of clock hours if the transferred credit is identified as Foundation Field Instruction.

Field instruction credits transferred to the University of Michigan as Advanced Field Instruction from another institution must be designated as Advanced Field Instruction by the other institution. A student may transfer up to 4 credits of advanced field instruction and 3 credits of foundation field instruction to cover field requirements.

All students must complete a minimum of 8 credits of Advanced Field Instruction at the University of Michigan.

Students should request that transcripts of credit be sent to the School at the time of admission or when acquired. Students should make arrangements through their faculty advisors for a request to grant such credit via the Transfer of Credit request form (<http://www.ssw.umich.edu/registrar/forms.html>).

6.05 NON-CANDIDATE FOR DEGREE (NCFD) COURSES TAKEN PRIOR TO ENROLLMENT IN THE MSW PROGRAM

At the University of Michigan, a total of 15 hours of social work courses taken as a non-degree student will automatically be applied to degree requirements upon enrollment in the Master's Degree program, provided that the student earned a grade of "B" or better in each course, the courses were taken within six years of expected completion of the MSW, and the credits have not been used toward another degree. Even if more than 15 hours of Non-Degree Social Work courses meet these provisions, only 15 hours may be applied to the degree requirements, and the specific hours to be applied will be determined at the student's initial registration conference with the faculty advisor. After satisfactory completion of one full-time term in residence, the student's advisor may petition the Associate Dean for Educational Programs for application of further credits.

6.06 PLANNING YOUR COURSE SELECTIONS

6.061 Using Course Planning Worksheets

Course Planning Worksheets are available at <http://www.ssw.umich.edu/studentGuide/2006/WorkSheetSelect.html>. There are 60 different combinations of worksheets depending on your Curriculum Track (16 month, 20 month, Advanced Standing), your Practice Method (Interpersonal Practice, Management of Human Services, Community Organization, Policy & Evaluation), and your Practice Area (Community Social Systems, Aging, Mental Health, Health, Children & Youth). You should locate and carefully review the worksheet appropriate to your concentration and curriculum track. Each worksheet lists all course and credit requirements and describes the typical sequence in which courses are taken. It is an invaluable tool in helping you determine the credit hours and courses for which you must enroll in each term. It is particularly useful in keeping track of your progress toward your degree requirements in your dual concentration and your requirements in your elective minor.

Your faculty advisor will place a copy of the appropriate Course Planning Worksheet in your student file and review it with you when you meet each term to plan your program. It is important that you and your faculty advisor update the entries in the course planning worksheet in your file each term, including such things as courses you have been exempted from, courses you have transferred, etc. You should also make these entries on your copy of the appropriate Course Planning Worksheet so that you can monitor your own progress; the final responsibility for meeting the degree requirements appropriate to your dual concentration and elective minor is yours.

6.062 General Course Selection Considerations

How many courses or credit hours students should select each term depends on the personal circumstances of each student. In general, you should not take more credit hours than the maximum specified on the worksheet for each term. Any exception to the maximum must be approved by your advisor and by the Associate Dean for Educational Programs. We suggest that, at least in the first term which requires the greatest adjustment to the School, you take fewer courses until you can determine the optimal course load you can handle. There is a general tendency by students to take a full load of courses and even more, in order to "finish as quickly as possible." This is quite understandable when one considers all the costs and efforts associated with going to school. However, this is not always the wisest decision. Trying to take a full load of courses while handling other obligations may be detrimental to your educational progress, and provide you with a less-than-optimal and enjoyable educational experience.

In the Fall term, courses designed for first-year students are offered primarily Monday through Wednesday with agency-based instruction scheduled for Thursday and Friday for students in the 20-month plan. Second-year courses are offered on Wednesday, Thursday, and Friday and agency-based instruction on Monday/Tuesday during the Fall term. If your schedule permits, and you have met the prerequisites, first-year students could also enroll in some second-year courses. In addition, students sometimes enroll in graduate level courses offered by other departments, we encourage students with special interests to do, schedule permitting.

In the Winter term, courses for both first- and second-year students are offered on Monday through Wednesday with agency based instruction scheduled for Thursday and Friday for all students. In the Spring/Summer term, courses are generally offered on Monday and Tuesdays only. Agency-based field instruction occurs Tuesday through Friday

6.063 First Term Course Selection

In the Course Planning Worksheets we have tried to give you a guide to course planning for the first and subsequent terms. However, bear in mind that the guide is only that—a typical progression through the curriculum. Because your needs, circumstances, and, exemptions may require changes, your faculty advisor will be particularly helpful in assisting you to determine what is most appropriate for you. Furthermore, our curriculum is dynamic and in a continuous process of development and refinement. We will keep you informed about developments and changes and these too may alter your future decisions. Please visit this website often for the most recent information.

6.064 Advanced Standing Students' First Term Course Selection

Students who are eligible for Advanced Standing and who avail themselves of this option have their number of hours required for graduation reduced from 60 to 45 by the elimination of the following 15 credits of required coursework:

	SW500	Human Differences, Social Relationships, Well-Being and Change Through the Life Cycle	3
		OR	
	SW502	Organizational Community and Societal Structures and Processes	3
AND			
	SW530	Introduction to Social Welfare Policy and Services	3
	SW522	Basic Social Work Research	3
	SW521	Interpersonal Practice with Individuals, Families and Small Groups	3
	SW515/531	Foundation Field Instruction	3
		TOTAL	15

Like other students, those with advanced standing may qualify for exemptions from SW 500 and 502 with approval of the Exemption Consultant. (See Section 6.0411, Exemptions From Foundation Courses.) In addition, some students may be exempt from SW560 depending on prior coursework. These exemptions do not reduce the hours of credit required for graduation.

During their first term, advanced standing students typically will enroll for courses listed in the Course Planning Worksheet for Advanced Standing students in their respective concentrations. Below are illustrated a typical program for an Advanced Standing student concentrating in Interpersonal Practice (IP) or in one of the macro practice methods who has not received additional exemptions (i.e., from SW500, 502, or 560). This listing takes into account the Fall 2005 course offerings.

IP Students

Courses	Credits
SW560 Management, Community Organization and Policy Practice	3
SW500/SW502 HBSE Foundation Courses	3
Electives	6
SW691 Field Instruction	4
TOTAL	16

Macro Students

Courses	Credits
SW560 Management, Community Organization and Policy Practice	3
SW500/SW502 HBSE Foundation Courses	3
Electives	6
SW691 Field Instruction	4
TOTAL	16

An advanced standing student exempted from SW500, 502, or 560 could take an elective or an optional minor methods course instead.

6.065 Learning More About Courses

Brief descriptions of all courses in the curriculum can be found at

<http://www.ssw.umich.edu/classes/offerings>

Consulting these course descriptions will assist you in choosing among alternative courses that meet degree requirements, planning your electives, and deciding whether to apply for exemptions based on prior undergraduate or graduate courses. Information about courses that are planned to be offered in 2005-06 can be found at www.ssw.umich.edu/classes. Course syllabi for many courses offered in past semesters are also available at www.ssw.umich.edu/classes. The CIRC also has files of reading lists for courses given in recent terms-consulting those lists is also a good way to find out more about course content. The SSW Library also has files of reading lists for courses given in recent terms-consulting those lists is also a good way to find out more about course content.