

# **Student Guide to the Master's of Social Work Degree Program 2018–2019\***

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# **Volume I**

# **Academic and Professional Policies**

## Chapter 1 Academic Calendar

### 1.01.00: Academic Calendar

The School of Social Work (SSW) academic calendar contains important deadlines and events, such as class and field instruction begin and end dates, semester days off, and course preregistration periods. The School of Social Work academic calendar may differ slightly from the university's academic calendar, especially in the spring/summer term. For the official SSW academic calendar, please visit:

<https://ssw.umich.edu/events/academic-calendar>

### 1.01.01: University and School Policies Regarding Religious Holidays and Academic Conflicts

#### [U-M Guidance to Students Regarding Conflicts Between the Academic and Religious Calendars](#)

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 associate dean for educational programs in the SSW, the dean of the SSW, or the ombudsperson. Final appeals will be resolved by the provost.

Please refer to the following website for the university listing of this policy:

[https://www.provost.umich.edu/calendar/religious\\_holidays18-19.html](https://www.provost.umich.edu/calendar/religious_holidays18-19.html)

## Chapter 2 Course Registration Policies

### 1.02.00: Entry to Closed School of Social Work Courses

Petition forms to enter a closed social work course are available **only** on the School of Social Work website at <https://ssw.umich.edu/assets/course-enrollment-petition> shortly before registration for the appropriate term begins. The form must be completed and submitted online.

Individual faculty members cannot admit students to their closed courses. Instead, the MSW program director makes all decisions regarding petitions to enter closed courses. This provides all students with fair access to closed courses.

When reviewing petitions for closed courses, the MSW program director considers primarily whether a student must enroll in a course in order to meet graduation requirements for the given term. Other major considerations include accommodating required three-day field placements and enrollment in a dual-degree and/or certificate/specialization program. Instructor preference is not considered grounds for entry into a closed course.

Sometimes closed courses reopen through the normal drop/add process. Students should check Wolverine Access for the open/closed status of courses. If a course section reopens, students enter on a first-come first-served basis by adding the course via Wolverine Access.

### 1.02.01: Withdrawing from All Classes in a Given Term

Withdrawing from all classes, including field instruction and independent study, in a given term cannot be done via Wolverine Access. If, after completing registration, a student is no longer able or no longer intending to remain enrolled, the student must complete the following steps to disenroll:

1. Contact the assistant dean for student services or associate director for student services and discuss withdrawal and financial aid implications.  
<https://ssw.umich.edu/r/student-services-contacts>
2. Complete the intent to withdraw form located at <https://ssw.umich.edu/r/withdrawal-intent-form> and deliver the intent letter to the SSW registrar with the initials of the assistant dean or associate director.

If the student withdraws/disenrolls prior to the first day of university classes, then no letter is necessary; the student simply needs to contact the university Office of the Registrar and the School of Social Work registrar; no letter is necessary.

*Note:* Students may not withdraw or disenroll from a term without approval from the associate dean for educational programs if there are fewer than 30 calendar days left until the end of the term or after the term is completed (see [Retrospective Withdrawal Requests, volume 1, section 2.03](#)).

Students are still required to pay the registration fee and are subject to a disenrollment fee if withdrawal takes place once university classes have begun.

For more detail on disenrollment/term withdrawal and fee implications, go to <http://ro.umich.edu> .

### 1.02.02: Dropping Fewer Than All Courses in the Current Term

Prior to the drop/add deadline, a student may drop a course via the class schedule in Wolverine Access.

Students are expected to make any and all adjustments to their course schedules, including dropping a course by the term's drop/add deadline and by the last date the class meets (i.e. a mini-course may end before the term drop/add deadline). Any request after the deadline is considered an exception, for which approvals must be sought.

A student may request to drop a course or courses (fewer than all for the term) anytime after the drop/add deadline and by no later than the last date the class meets. Any late drop request after the drop/add deadline for a course that has already started, if approved, will result in a W (withdrawal) on the student's transcript and may have fee implications.

The request to late-drop is initiated by the student via Wolverine Access. The student is expected to consult with the academic advisor prior to initiating a late drop request. The late request will be routed to the course instructor for action and then to the SSW registrar. The SSW registrar will consult with the academic advisor if necessary and, if there are fewer than 30 calendar days left until the end of the term, with the MSW program director. Grounds for granting late drop exceptions include special circumstances such as a debilitating physical, mental, or family crisis, which must be documented in the form of a *Retroactive Withdrawal Request* (see [volume 1, section 2.03](#)).

## Withdrawals from Mini-Courses

Because mini-courses begin and end at different times throughout the term, students may withdraw from them without penalty up to and including on the first day a mini-course meets.

For more detail on drop/add deadlines and fee implications, go to <http://www.ro.umich.edu>

## 1.02.03: Policy and Procedures for Retroactive Withdrawals

A retroactive withdrawal is defined as a request to withdraw from a course after the last day the class meets or a full term after the last day of classes for the term. The last day of a class is the last possible date that a student may request a course withdrawal. It is the student's responsibility to adhere to any published deadlines of the School of Social Work. At no point after the term has ended will a class be removed from the student record. It will remain on the record with a grade of W if the withdrawal is approved.

### Retroactive Withdrawal Requests

The School of Social Work generally discourages retroactive changes, and considers exceptions to this rule only when a student (a) makes a compelling case that withdrawal is appropriate and (b) provides documentation supporting the case.

Requests for retroactive withdrawals should be submitted in a timely manner. In general, such requests will only be considered within twelve (12) months from the end of the term/class.

Requests for changes must:

1. Provide evidence that the student was unable to complete the term. Non-attendance and/or failure to complete assignments would be expected in such instance of (but not limited to) a debilitating physical, mental, or family crisis.
2. Apply to all classes unless a physical or mental health problem prevented the student from finishing a particular class, or if the student never attends classes and forgets to disenroll for the entire term.
3. Explain why a written intent to withdraw statement was not submitted during the term.
4. Address any financial implications or other consequences of the change (such as MET/MESP, Veteran's Benefits, financial aid, and athletic eligibility).

For a retroactive withdrawal request to be considered, students must provide the following documentation:

- (a) an attendance record or other verification from the instructor indicating the student did not complete the course;
- (b) a statement from the instructor in support of the request for retroactive withdrawal (The committee may be in possession of information that the instructor has not seen.);
- (c) physician's documentation concerning relevant physical or mental circumstances;
- (d) documentation of other extenuating circumstances (obituary or other evidence of family emergency); and
- (e) a statement from the academic advisor or the Office of the Registrar that withdrawal from this course



will not affect other classes on the student's transcript (e.g. prerequisites or repetitions).

Students must submit a retroactive withdrawal request which must be approved and signed by the associate dean for educational programs, processed through the SSW registrar's office and submitted to the university registrar.

## 1.02.04: Policy on Auditing a Course

Students choosing to audit a course must enroll under audit status. 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 a 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.

Students are expected to inform the instructor of their audit status. It is expected that an 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.

## Chapter 3 Course Exemption Policies

### 1.03.00: Exemption Policies and Procedures for Foundation Courses

MSW students are encouraged to pursue exemptions for foundation courses if they have already covered the material and demonstrated the relevant competencies in course work completed within the past six years with grades of B or better. (See details below.) If course work was completed prior to the last six years and covered major components of a course, a student should meet with the assigned academic advisor to request a course substitution, which must be approved by the MSW program director and would not reduce the number of credits required to graduate. The exemption process is web-based and student-initiated.

The following foundation courses are eligible for exemptions:

- SW 504\* Diversity and Social Justice in Social Work
- SW 511\*\* Interpersonal Practice Skills Laboratory
- SW 512† Macro Practice Skills Laboratory
- SW 515/531 Foundation Field Instruction/Foundation Field Instruction Seminar
- SW 521 Interpersonal Practice with Individuals, Families and Small Groups
- SW 522 Basic Social Work Research
- SW 530 Introduction to Social Welfare Policy and Services
- SW 560 Introduction to Community Organization, Management and Policy/Evaluation Practice

\* Exemptions from SW 504 are very rare and approved only under extraordinary circumstances

\*\* Interpersonal practice concentrators

† Community organization, management of human services or social policy and evaluation concentrators

#### Exemption Criteria

- Exemptions from foundation courses will be granted when students have prior undergraduate or graduate course work comparable to the content of a foundation course. Students need to have completed at least two relevant courses to be eligible for an exemption from a foundation course
- The courses utilized for exemption review must have been completed within the six years prior to enrollment in the MSW program with a grade of B or better.
- Courses that are graded by narrative evaluation will also be considered for exemption review. When completing the exemption request form, if the course was not graded, but included a narrative evaluation, please indicate the grade as “narrative” in the appropriate box.
- Courses graded pass/fail, satisfactory/unsatisfactory, or on similar evaluative scales cannot be utilized for exemption review unless they are to support exemption from field instruction (SW 515/531).
- Prior work experience is not a basis for exemptions. However, significant prior work experience may be grounds for a course substitution.

Receiving an exemption from a foundation course does not lower the number of credit hours needed for graduation. Students receiving exemptions will still need to complete 60 graduate credit hours (45 if eligible for advanced standing). Receiving exemptions will increase the amount of elective credits that a student can complete in the program.

#### Advanced Standing Students

Advanced standing students typically only pursue an exemption from SW 560. Advanced-standing students do not need to pursue exemption approval for the following courses: SW 511 or SW 512, SW 515/531, SW 521, SW 522 and SW 530.

#### Students Renouncing Advanced Standing Status

Advanced-standing-eligible students who renounce advanced standing status are automatically exempted from the foundation courses which are not required for advanced standing students (SW 511 or SW 512, SW 515/531, SW 521, SW 522 and SW 530) with the following exceptions: Detroit Clinical Scholars and Integrated Health scholars are not exempt from SW 511 and SW 521; additionally, New Leaders in African-Centered Social Work scholars with a macro concentration are automatically exempt from SW 560 and do not need to pursue exemption approval from this course.

Visit this link to access the exemption request form: <https://ssw.umich.edu/assets/exemption-request/>

## Chapter 4 Transfer Credit Policies

### 1.04.00: Policy for Accepting Graduate Transfer Credit

Students who have completed approved graduate education related to social work in another institution or another unit of the University of Michigan may be allowed to transfer this credit providing that the following are true:

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 were completed at the University of Michigan. Students in the Joint Doctoral Program in Social Work and Social Science typically will complete 8 of their advanced hours through their doctoral program.
4. No more than 7 credit hours of field instruction were transferred as field credit toward the MSW degree, 3 credit hours of which will be Foundation Field Instruction. This may be adjusted for students in the MSW/PhD joint program who typically count 8 their advanced hours from their doctoral program.
5. Transfer credits were not used toward another degree unless the student pursues a dual degree.
6. The credits were earned within four years of the expected MSW graduation date.
7. A grade of B or better was achieved. Courses that were graded by narrative evaluation will also be considered for transfer credit. Courses graded as pass/fail, satisfactory/unsatisfactory, or on other evaluative scales will not be eligible for transfer credit consideration unless it is transferring for field instruction credit. An exception may be made in accepting courses graded as satisfactory/unsatisfactory for students in the MSW/PhD joint program if a transfer is from the PhD program to the MSW program to meet the 60 credit hours required for the MSW. This exception may also hold true in other dual-degree programs.

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

### 1.04.01: Guidelines for Transfer Hours

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

1. Up to 30 hours of graduate credit for social work courses completed in another CSWE-accredited graduate school of social work may be transferred for students coming from a degree-seeking program and up to 15 hours for students coming from a non-degree seeking program.
2. No more than 9 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.
5. The student's total credit hours, including the transfer credit, must meet the distribution

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requirements for the professional foundation areas (i.e., Methods, 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 potential transfer credit be sent to the School of Social Work at the time of admission or when the course to be transferred is completed. For those courses taken prior to enrollment in the SSW, the potential transfer credits will be reviewed by the MSW program director in the SSW prior to fall enrollment. Students will be notified before registering for the Fall term how the potential transfer credits would count in the MSW program.

If students seek to take courses to transfer once enrolled in the SSW, they should discuss potential transfer credits with their faculty advisors who will submit a request to grant such credit to the school's registrar via the *Transfer of Credit Request* form found at <https://ssw.umich.edu/r/transfer-credit-request>

See also [volume 1, section 20.01](#) *Transfer of Credit Policy for Field Instruction*.

## Chapter 5 Non-Candidate for Degree (NCFD) Policy

### 1.05.00: Policy on Non-Candidate for Degree (NCFD) courses taken prior to enrollment in the MSW Program

Upon enrollment in the master's degree program, a total of 15 hours of social work courses taken as a non-degree student at the University of Michigan will automatically be applied to degree requirements, provided grades of B or better were earned, 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 credit hours of non-degree social work courses meet these provisions, only 15 hours may be applied to the degree requirements. The specific hours to be applied will be determined at the student's initial registration conference. After satisfactory completion of one full-time term in residence, the student's academic advisor may petition the MSW program director for application of further credits.

Exchange students will only be admitted from institutions with which the School of Social Work has an official partnership. All exchange students must be recommended and approved to attend the University of Michigan by their home institution before applying. Admitted NCFD exchange students will only be admitted for one term and must return to their home institution upon completion of that term. All tuition and mandatory student fees will be waived for these students in accordance with the memorandum of understanding between the University of Michigan and the home institution.

## Chapter 6 Transcripts and Grades

### 1.06.00: Obtaining a Transcript/Record of Academic Work

Current and many former students with a unickname and university/Kerberos password can order transcripts online through <https://wolverineaccess.umich.edu> . From the Student Business page, choose Order Transcript. An electronic (PDF) transcript order allows for attachments to be uploaded and sent along with the transcript. Rush processing and expedited delivery options are also available. The order online option is not available to those students who have attachments which must accompany a paper transcript, or to those students who last attended the University of Michigan prior to fall 1993. Additional information, including other means of ordering transcripts, may be obtained by contacting the university's Office of the Registrar, (734) 763-9066, <http://www.ro.umich.edu/transcript>

Students can view their term grades via Wolverine Access at <https://wolverineaccess.umich.edu>

## Chapter 7 Grades in Academic Courses and in Field Instruction

### 1.07.00: Grades in Academic Courses and in Field Instruction

Letter grades from A through E are given for class performance. Grades of A are given for exceptional individual performance and mastery of the material. The use of A+, A, and A– distinguishes degrees of superior mastery. 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. Due to the brief length of time a mini-course meets, partial attendance will likely result in a grade of E.

The grading system for all field instruction courses consists of S (satisfactory), M (marginal), and U (unsatisfactory). S is used when the quality of performance is acceptable and credit is granted for the course. M is used when the quality of performance is less than satisfactory, but short of failing. U is used when the quality of performance is inadequate and no credit is granted.

Field faculty are responsible for grading field instruction performance. Students are expected to adhere to the National Association of Social Workers (NASW) Code of Ethics, to meet the School of Social Work Technical Standards, to follow field site 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.

The student's final grade for field instruction is based on the following sources and documents:

1. The student's final evaluation on the online Educational Agreement form. Grades for field instruction are S, M, and U. Grades will take into consideration a number of factors that include the points earned on the practice behavior ratings. An incomplete online Educational Agreement will affect the student's grade.
  - a. SW 515 Foundation Field Instruction Grading Scale: See the SW 515 Course Syllabus
  - b. SW 691 Advanced Field Instruction Grading Scale: See the SW 691 Course Syllabus
2. The field instructor's end of placement written narrative regarding the student's performance.
3. Records, reports, logs, and other written materials produced by the student.
4. Verbal assessments of specific aspects of the student's performance provided by the field instructor and/or secondary field instructor during the site visit and other times, as well as input from other fieldwork personnel involved in field instruction.
5. Grades are also determined by evaluating the student's professional behavior in the field setting. Students are required to:
  - a. Maintain appropriate professional behaviors such as attendance, time management, meeting deadlines, professional appearance, and professional demeanor at all times.
  - b. Maintain open relationships with their field instructor(s), their field faculty, colleagues, client groups, the community, the School of Social Work, and learn to give and receive constructive feedback.
  - c. Exhibit personal responsibility, accountability and the ability to collaborate, and follow through on commitments.
  - d. Demonstrate active listening, professional communication (oral and written) that is timely, responsible, expressed in a sensitive manner and exhibits self-awareness and self-correction.
6. For information on what scores qualify as passing for your minor, please see the SW 691 Advanced Field Instruction course syllabus. Minor scores are not included in the total term score.
7. The final evaluation should be shared with the student so that a discussion can ensue regarding identified strengths and areas for improvement as the student moves forward towards graduation.

All students must receive satisfactory (S) grades for the 12 required Advanced Field Instruction credits. Students who do not meet this requirement (students who receive a marginal (M) grade in Advanced field instruction) must complete additional field instruction work. The number of credits/hours that will need to be repeated depend on the circumstances involved. Students with a 3-credit exemption from Foundation Field Instruction (SW 515 and 531) will have the exemption revoked if a grade below S is received after the completion of the first advanced term of field instruction.



Students who have completed an M grade, complete additional hours of fieldwork in a subsequent term, and receive a grade of S for this work in this term will be eligible to have the previous M grade changed to a grade of MS. *Note:* A grade of MS stays on your academic record permanently.

For students requiring 15 total field instruction credits, no more than 3 credits of marginal (M) grade in Foundation Field Instruction (SW 515 and 531) will count toward the MSW degree. Students who receive an (M) grade in SW 515 will be placed on academic probation. If the student receives an M in Foundation field instruction, the student may enroll in Advanced field instruction in the following term. The student does not have to repeat the hours or the credits. The student must work closely with their faculty advisor and field faculty to develop a plan for removal of probationary status.

No student may receive credit for an unsatisfactory (U) grade in field instruction. Receiving a grade of U will require that the student repeat the course.

Students should also be aware that once the term is completed and the grade has been issued, adjustment to registration for SW 515 or SW 691 cannot be changed.

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

## 1.07.01: Grades for Special Circumstances

**Incomplete (I):** Used when illness or other compelling reasons prevent completion of work, and there is a definite, written plan and date for completion of course or field work approved by the instructor/field faculty. A grade of 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 becomes 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 or track. 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 precedence over the two-term policy. A change in grade will not be accepted after two terms for any reason other than clerical error. Requests for any exceptions to this policy must be initiated by the student prior to the end of the first term subsequent to the term in which the I was earned and submitted to the MSW program director for consideration and possible approval.

*Note:* A grade of I stays on a student's academic record permanently. Even if the student makes up the course or field work according to the guidelines stated above, the grade for the course will appear on the academic record as, for example, IB+ or IS. If the I is not made up in the approved time frame the grade is changed to an IPL (incomplete permanent lapse) and is final.

**Extension (Y):** Used when the work exceeds the semester's time. A grade of Y is typically issued when lack of completion is due to structural factors, such as placement into a fieldwork site that would not allow for completion within the normal semester timeframe. A Y can be issued whether lack of completion is due to late placement or placement in a fieldwork site that requires work beyond the end of the semester. A Y is **not** used when work is incomplete due to illness, lack of submission of paperwork by deadlines, or other factors related to the student. See I grading above.

**Withdrawal (W):** Shown on student transcripts for all courses dropped after the drop/add deadline. A student may petition to withdraw from a course anytime after the drop/add deadline and by no later than the last date the class meets. If withdrawing results in the student's moving from full-time to part-time status, there may be financial aid implications. Please contact the Office of Student Services.

**No Report (NR):** 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. Should a student never attend a mini-course in which enrolled, the student will receive a grade of NR (no report). Partial attendance without dropping the mini-course may result in a grade of U or E, which carries no credit and indicates failure. Grades of NR are typically issued for field instruction when the reason a grade cannot be issued is due to factors related to field faculty or field

instructor and not due to any problem on the part of the student. NR grades are rare and sometimes temporary.

## 1.07.02: Policy on Four-Point Grade System

The University of Michigan School of Social Work master's program is on a 4.3 grade point system with a maximum term and cumulative GPA of 4.0.

The breakdown of the 4.3 scale is as follows:

4.3 = A+

4.0 = A

3.7 = A-

3.3 = B+

3.0 = B

2.7 = B-

2.3 = C+

2.0 = C

1.7 = C-

1.3 = D+

1.0 = D

0.7 = D-

0.0 = E

Students can calculate their grade point average (GPA) by dividing the Michigan honor points (MHP) by the Michigan semester hours (MSH) on their transcript. Students can access their grades via Wolverine Access at <https://wolverineaccess.umich.edu/>

## Chapter 8 Class Attendance

### 1.08.00: Policy on Class Attendance

Students are expected to attend all of their scheduled classes. Attendance policies are left to the discretion of instructors. Instructors should give notice of their attendance policies in writing early in the term.

Excessive absences, as determined by the instructor, may result in a reduction in grade or a failing grade, and will be brought to the attention of the student and the academic advisor by the course instructor.

While attendance is not always a part of a course grade, due to the nature of many course assignments, in-class skill building activities and group projects, if a student fails to attend most class sessions, the student may be asked by the course instructor to withdraw from the course.

## 1.09.00: Changing Practice Method Concentration or Practice Areas Prior to the First Term of Enrollment

Occasionally, admitted students want to change their concentration or practice area prior to beginning the first term. Such students may request the change by emailing the Office of Student Services at [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu) including an explanation of the desired change. Students should confirm that their desired practice method concentration or practice area change will not conflict with the conditions required of any grant or scholarship offered by the School of Social Work.

## 1.09.01: Changing Concentration or Practice Area After Enrollment in the MSW Program

Occasionally, students may wish to switch their chosen practice method concentrations or practice areas after beginning the MSW program. It is in a student's best interest to make any changes in concentration or practice area prior to the field placement assignment. In general, note that:

1. Changing concentration or practice area after the second term of advanced field instruction may result in lengthening the duration of the program since students must complete at least eight (8) credit hours of SW 691 "Advanced Field Instruction" in the chosen concentration and practice area.
2. Advanced-standing students who change concentration or practice area after the second term of SW 691 "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 concentration or practice area after the second term of SW 691 "Advanced Field Instruction".

After the first term of advanced field instruction, students may change the practice method concentration or practice area under the following circumstances:

1. There is room available in the required courses
2. An appropriate field placement can be secured to accommodate concentration or practice area changes
3. A plan that demonstrates that all requirements can be met is completed
4. Permission of the assistant dean for field instruction is obtained
5. Permission of the academic adviser is obtained
6. Permission of the field faculty is obtained

To change a practice method concentration, practice area, or both, and complete degree requirements within four terms, the deadlines below should be observed.

### **16-Month Students**

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

### **20-Month Students**

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

### **Advanced-Standing Students**

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  
Consult with academic adviser and field faculty

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The forms necessary for changing a concentration are located at <https://ssw.umich.edu/r/change-in-dual-concentration-and-or-minor>

Students should also confirm that their concentration or practice area changes will not conflict with the conditions required of any grant or scholarship offered by the School of Social Work.

## Changing Concentrations and Enrollment in SW 511 or SW 512

A student who changes the practice method concentration after receiving approval will be required to enroll in the practice skills laboratory foundation course corresponding to the new concentration, SW 511 if interpersonal practice (IP) or SW 512 if macro (CO, MHS, SPE). If enrolled in the non-corresponding practice skills laboratory, this must be corrected prior to the start of the term in which the student is enrolled in the course and up through the second class. Following the second class, a change to the course is not required. If students have already completed the lab course under the previous concentration, a change is not required.

## 1.10.00: Changing Curriculum Schedule

Occasionally, admitted students want to change their curriculum schedules (e.g. advanced standing, 16 months, 20 months, Masters International Volunteer Program, MicroMasters track, etc.) prior to beginning their first term. Such students may request the change by emailing the Office of Student Services at [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu) including an explanation of the desired change. Students should also confirm that their curriculum schedule change will not conflict with the conditions required of any grant or scholarship offered by the School of Social Work.

Admitted students with advanced-standing status wanting to change their curriculum schedule to 16 months or 20 months, must submit a *Decline/Renounce Advanced Standing Status* form to the Office of Student Services at [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu). Upon receipt of a signed *Decline/Renounce Advanced Standing Status* form, the decision is irrevocable. The *Decline/Renounce Advanced Standing Status* form can be found at <https://ssw.umich.edu/r/decline-renounce-advanced-standing>

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. The form can be found at <https://ssw.umich.edu/r/out-of-sequence-petition>

### Changing Full-time or Extended Degree Enrollment Status

Admitted students who find that circumstances necessitate a change in their enrollment status ( *example*: from extended degree curriculum schedule to the full-time program or from the full-time program to the extended degree curriculum schedule) prior to the beginning of the first term must submit a request to the Office of Student Services at [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu) for review and approval. The request must include the reasons for the desired change in status. These requests will be reviewed and are approved on a space-available basis. Refer to [volume 2, section 15.08 Extended Degree Program](#) for further information.

### Enrolling in Additional Term Option

The Additional Term(s) Option curriculum schedule is an option available to all full-time students who would benefit from spreading the 60 semester hours required in the MSW program over five or six semesters. The option is also available to students with advanced standing status who spread the required 45 credits over four or five terms and Jewish Communal Leadership Program (JCLP) students who spread their required 75 credits over six or seven semesters. The additional terms of enrollment allow students to enroll in fewer courses in a given term. Students using the additional term option may feel less pressure and have more time to concentrate on their coursework. Students planning an extra term option often will delay their date of graduation. Students must develop an academic plan with their advisor. The Additional Term(s) Option plan must be approved by the MSW Program Director, Assistant Dean of Student Services and the student's advisor and field educator.

To read additional details and enroll in this option, please find the *Additional Term Option* form at <https://ssw.umich.edu/r/additional-term-option>

### Definitions of Full-Time Status & Part-Time Status

**Full time:** Enrollment in a minimum of nine (9) credit hours per term

**Part time:** Enrollment in fewer than nine (9) credit hours per term

## Chapter 11 Policy for Class Assignments that Involve Collection Efforts with SW Students, Staff, or Faculty, or Use of Administrative Data

### 1.11.00: Policy for Class Assignments that Involve Collection Efforts with SW Students, Staff, or Faculty, or Use of Administrative Data

If students in a course or class-assigned student group are interested in conducting a survey, focus group or other type of data collection that involves SSW students, staff or faculty members, it is important that the students seek appropriate approval from the relevant stakeholders. Please adhere to the following guidelines:

1. For all projects that involve data collection within the school, the relevant stakeholders must be contacted for consultation about the project prior to initiating data collection. The students are encouraged to prepare a brief summary of the project and a timeline for data collection. This will avoid duplication of effort and will minimize the risk of contamination. The stakeholders may include the assistant dean for field instruction, the assistant dean for student services, the Curriculum Committee, the Doctoral Office, the Office of Global Activities, the Diversity, Equity, and Inclusion Office, or others, based on the focus of the evaluation effort.
2. The students, after the stakeholder consultation meeting, must submit the brief summary of the project and a timeline for data collection to the associate dean for educational programs. The associate dean for educational programs will review the materials and may recommend modifications in the survey focus and/or the timeline for data collection based on prior studies or current projects already underway. Depending on the number of survey requests, the associate dean for educational programs may request that an omnibus survey be used to minimize over-sampling the same group.
3. The students must determine if the data collected and findings will be shared with anyone other than the instructor and class members. If the students wish to share the findings outside of the classroom in any format, then an Institutional Review Board (IRB) process must be completed. Students and course instructors will submit an IRB proposal. (Note: This process entails a review that may take up to a month to complete. Feedback is provided accordingly.)

The SSW community supports student efforts to engage in evaluation and these guidelines are designed to assist students in following appropriate evaluation processes.

## Chapter 12 Student Code of Academic and Professional Conduct

### 1.12.00: 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 academic and professional activities by students.

In addition, students are expected to meet the School of Social Work Technical Standards as outlined at <https://ssw.umich.edu/r/technical-standards> .

Should concerns arise regarding a student's academic and/or professional conduct, a Professional Review meeting shall be called to discuss the issue(s). Such meetings typically involve the student, the MSW program director, the assistant dean for student services, the assistant dean for field instruction, as well as the student's academic advisor and field faculty. The goal of the professional review meeting is to develop a corrective plan of action.

#### 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. Such violations include, but are not limited to, the following offenses:

- Cheating
- Plagiarism
- Property Conversion
- Aiding and Abetting Dishonesty
- Inappropriate Use of Computers and Other Facilities
- Unacceptable Collaboration
- Impairment
- Failure to Maintain Standards of Care
- Falsification of Data, Records or Official Documents

#### Professional Misconduct

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

Students are expected to adhere to the National Association of Social Workers Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English> ), which is hereby incorporated under these policies and procedures and to the policies and procedures of the student's fieldwork site. It is the responsibility of the student to become acquainted with the code and relevant fieldwork site documents.

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

- Criminal Activity
- Harassment
- Sexual Harassment
- Discrimination
- Inappropriate Relationships
- Retaliation
- Making False Accusations
- Violation of University Policies

### 1.12.01: 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 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 offered to the Admissions Office.
9. Altering answers on an assignment that has already been graded and then submitting the work for re-grading.

## 1.12.02: Plagiarism

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:

1. 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 acknowledgment 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 <https://www.lib.umich.edu/academic-integrity> .

## 1.12.03: Property Conversion

Any taking or destruction of the property of the School, the University, or its faculty, students, or staff 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.

## 1.12.04: 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.

## 1.12.05: 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.

Learn more about responsible use of technology resources by visiting <http://documentation.its.umich.edu/>

## 1.12.06: 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.

## 1.12.07: Impairment

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

## 1.12.08: Failure to Maintain Standards of Care

Not attending to client care responsibilities, failing to prepare adequately for client interactions, failing to observe professional standards of care and treatment, and violating standard operating procedures.

## 1.12.09: 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.

## 1.12.10: Criminal Activity

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

## 1.12.11: Harassment & Bullying

Harassing: conduct directed toward a person that includes repeated or continuing unconsented contact that would cause a reasonable individual to suffer substantial emotional distress and that actually causes the person to suffer substantial emotional distress. Harassing does not include constitutionally protected activity or conduct that serves a legitimate purpose.

Bullying: any written, verbal, or physical act, or any electronic communication, directed toward a person that is intended to cause or that a reasonable person would know is likely to cause, and that actually causes, physical harm or substantial emotional distress and thereby adversely affects the ability of another person to participate in or benefit from the University's educational programs or activities. Bullying does not include constitutionally protected activity or conduct that serves a legitimate purpose.

## 1.12.12: Sexual Harassment

Requesting sexual favors or making any kind of verbal or physical advancement 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.

## 1.12.13: Discrimination

It is a violation to discriminate against another because of a person's age, class, color, culture, creed, disability and ability, employment status, ethnicity, gender, gender identity and expression, height, immigration status, marital status, national origin or ancestry, physical appearance, political ideology, race, religion/spirituality, sex, sexual orientation, tribal sovereign status, veteran status, and weight. Social work students are expected to comply with all applicable laws and University policies prohibiting discrimination.

## 1.12.14: 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 interest; 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.

## 1.12.15: Retaliation

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

## 1.12.16: 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.

## 1.12.17: Violation of University Policies

Violating University policies governing student conduct.

## Chapter 13 The Social Worker's Code of Ethics

### 1.13.00: Adoption of the NASW Social Worker's Code of Ethics for Professional Conduct

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 (NASW). Students who do not adhere to the Code of Ethics may be asked to attend a professional review meeting.

#### **NASW Code of Ethics Overview**

*Approved by the 1996 NASW Delegate Assembly and revised by the 2017 NASW Delegate Assembly.*

The NASW Code of Ethics is intended to serve as a guide to the 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.

A student who believes a social work member of NASW is in violation of this code of ethics can file a complaint with NASW. See instructions at <https://www.socialworkers.org/About/Ethics/Professional-Review/File-Request-for-Professional-Review>

*View the NASW Code of Ethics by visiting <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>*

*See also NASW practice standards and guidelines at <https://www.socialworkers.org/practice/practice-standards-guidelines>*

## Chapter 14 Definitions of Academic and Professional Conduct

### 1.14.00: 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 that the student needs assistance. Each incident and each individual involved is unique, and all mitigating circumstances should be considered with each infraction.

### 1.14.01: Academic Misconduct

Nothing in this policy prevents a faculty member from assigning grades or course work that are determined 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 who feels that an unfair performance evaluation was conducted may appeal the grade or file a grievance (see [volume 1, chapter 17 Student Grievances](#)).

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
7. Withholding of degree
8. Rescinding of degree

### 1.14.02: 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 redress 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

## 1.14.03: Jurisdiction

Jurisdiction under these policies and procedures is as follows:

- A. Jurisdiction over students enrolled in the Joint Doctoral Program in Social Work and Social Science 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 from other schools and colleges within the university, who are or have been enrolled in social work courses as cognates, lies with the students' 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 a 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 Office of General Counsel and the head of any other interested unit, will decide which procedures to employ.

## 1.14.04: Procedures for Processing Alleged Infractions of the Code of Academic and Professional Conduct

1. **Associate Dean for Educational Programs ("Associate Dean"):** The Associate Dean is responsible for implementation of this Policy and may delegate the duties to another administrator. The Associate Dean or the 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 committee composed of a faculty chair, two faculty members, and two students. Student members will not participate in meetings or hearings concerning the academic difficulty of other students. The Associate Dean will not be present at misconduct hearings. All faculty and students 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.

## Reporting Suspected Infractions and Preliminary Procedures

1. 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 misconduct 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 a delegate will make a preliminary investigation into the allegations. This investigation may include discussion with all parties involved and consultation with other appropriate persons. The Associate Dean or the delegate may discuss the charge with the student and the student's advisor.
3. The Associate Dean will dispose 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 that allegations of misconduct have been 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, then it will be referred to the Academic Concerns Committee.
  - b. Refer the matter to the Academic Concerns Committee for resolution. The Associate Dean will notify the respondent in writing of the allegations made against the student and the specific misconduct violations. The Associate Dean will also inform the student that the matter has been referred to the Academic Concerns Committee. Committee member names will be provided in the notice, and the student will be informed of the right to object to any 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.

## 1.14.05: 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 rights and responsibilities with regard to the Hearing, as provided in this Policy.



2. The hearing must be scheduled within 21 business days from the date that the Associate Dean referred the matter to the Academic Concerns Committee.
3. No later than seven 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 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 three 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/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 and 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 five business days of the hearing.

## 1.14.06: Appeal Procedures

1. Within ten 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 and should be considered.

*Note: The Executive Committee may decline to consider any appeal that does not fall within one of 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 at the discretion of the Executive Committee as to whether or not they will hear from the respondent. The Executive Committee will convene as soon as it is practical to review the merits of the appeal and will promptly notify the respondent, Chair of the Committee and Associate Dean regarding the date they have scheduled 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, the respondent 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.

## **1.14.07: Confidentiality and File Retention Policy Related to Academic Concerns and Professional Misconduct Procedures**

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 Academic Concerns 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.

## **1.14.08: Policy on Waiver of Deadlines for Review and Appeal Process**

All deadlines related to review and appeal process 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

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deadlines will 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 to do so within their discretion. For example, deadlines may be adjusted during the summer in order to adjust for various scheduling changes.

## Chapter 15 Academic Standing and Academic Difficulty

### 1.15.00: Policy on Conditions Placing Students on Academic Probation

Students are automatically placed on academic probation when they fail to maintain good academic standing. Failure to maintain good academic standing is defined as:

- (1) having less than a B average (below an overall 3.0 GPA)
- (2) having accumulated 9 credit hours of incomplete grades,
- (3) having a grade of U in field instruction,
- (4) having a grade of M in SW 515 "Foundation Field Instruction" or SW 691 "Advanced Field Instruction".

In cases of initial automatic academic probation, the student is informed by letter. The letter details the reasons for the probation and notifies the student of the responsibility to develop an academic plan with the academic advisor in order 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 MSW program director 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 any special services the student may need.

### 1.15.01: 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 grades of U for any portion of field instruction or a grade of M 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 within two weeks to consider the case. At this meeting, the student's position is permitted to be presented fully and freely. The student may make the presentation and may be accompanied by the academic advisor or another School of Social Work faculty member chosen by the student. The accompanying faculty member may speak on the student's behalf.

Students who do not adhere to the National Association of Social Worker's Code of Ethics, do not meet the School of Social Work Technical Standards, do not follow fieldwork site 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.

### 1.15.02: Registration for Subsequent Terms for Students on Academic Probation

Before the date for early registration for the subsequent term, the student's academic advisor is required to submit a brief report to the associate dean for educational programs indicating the student's progress. If the student's progress is satisfactory, the student will be permitted to register with the approval of the academic advisor. If the approved plan has not been followed, the student will not be allowed to register early. Students who remain on academic probation for a second term are also not permitted to take part in early registration for the subsequent term. If students in either of these situations do participate in early registration, they will not be permitted to attend class until the matter is reviewed by the Academic Concerns Committee.

## **1.15.03: Failure to Remove Probationary Status**

If a student fails to resolve probationary status, the Academic Concerns Committee will hold a hearing that may include the student's academic advisor or another faculty member of the student's choice, the student, the assistant dean for student services, the MSW program director, and others who may have information relevant to the student's progress. The committee decides whether to continue the probationary status or to disenroll the student.

If the committee decides to continue probationary status, it will specify a plan of action with an explicit timetable that must be communicated to all the parties involved, including the various instructors. The academic 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 academic advisor and the associate dean.

## Chapter 16 Student Rights and Student Records at the School of Social Work

### 1.16.00: Students Rights and Student Records at the School of Social Work

#### Committee Participation

Students may serve on all standing committees of the School with the exception of the Executive Committee, the Academic Concerns Committee, and the Institutional Review Board (which provides technical review of research and training proposals). 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 master's degree program and one student enrolled in the doctoral degree program. The Social Work Student Union appoints and coordinates master's student membership on school committees, and the Doctoral Student Organization appoints and coordinates doctoral student membership on school committees.

#### Evaluations

Course evaluations are completed by students in all courses offered by the school each term. Students also complete routine evaluations of advisors, field faculty, and the field instruction experience. Additionally, students complete foundation year and exit surveys that address the overall curriculum objectives.

#### 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.

### 1.16.01: 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 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, field instruction, 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 age, class, color, culture, creed, disability and ability, employment status, ethnicity, gender, gender identity and expression, height, immigration status, marital status, national origin or ancestry, physical appearance, political ideology, race, religion/spirituality, sex, sexual orientation, tribal sovereign status, veteran status, and weight.
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.

## 1.16.02: 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.
- c. 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.

## 1.16.03: Procedure for Access to Student Records

Any current or former student in the School of Social Work can obtain access to the respective educational record at the Office of Student Services by written request. Address written requests to Michelle Woods, the Freedom of Information officer, at [micwoods@umich.edu](mailto:micwoods@umich.edu). The right to access includes the right to obtain copies of records at a cost to the student. An appointment is not necessary if you are requesting copies of records. However, an appointment may be necessary for students and alumni to sit and review materials in person.

## 1.16.04: Public Information

Certain data from student and alumni records is deemed as public information and may be disclosed freely, unless 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.

## 1.16.05: Student Room Reservation and Donation Collection Policy

### [Reservations for School of Social Work Student Organizations and CASC Student Organizations](#)

School of Social Work organizations as well as student organizations run by students pursuing the CASC minor may utilize space in the School of Social Work during open building hours. In order to use space these organizations

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must be registered as Sponsored Student Organizations (SSO) or Volunteer Student Organizations (VSO) with the Center for Campus Involvement and registered with the Office of Student Services in the School of Social Work. To make a request, students will need to login to the SSW Reservation System **at least two weeks prior to the event, requests cannot be placed no more than one month at a time**. The following information will be required:

- Purpose of the reservation
- Date and time that the room is needed
- Number of people attending
- AV needs
- Any other information that is pertinent to the room reservation.

Reservations will be assigned in order to allow the largest number of students to utilize the space as possible. **Please email [studentroomrequests@umich.edu](mailto:studentroomrequests@umich.edu) at the earliest date possible if you need to cancel your reservation.**

If you reconfigure the room, please return it to its original layout by the end of your reservation time. Please also be sure to clean up any food or waste generated by the group.

\*For school-wide events please provide a detailed description so that they can be included on the SSW events calendar.

## [Student Use of the Educational Conference Center \(ECC, Room 1840\)](#)

The use of the ECC is limited to SSW-registered student organizations or SSW Student Union events only. In order to hold events in the space, students must meet the following criteria:

All student events held in the ECC must have an affiliation with the SSW, be part of the core curriculum and mission of the SSW, and be sponsored by a department, faculty, or staff member. Request on behalf of third-party groups may be denied.

An event can be sponsored in one of a few ways:

- Student organization events must have a sponsoring staff member from the Office of Student Services present for the duration of the event.
- Curriculum- or course-related events must be reserved by your sponsoring instructor. The instructor must be present for the duration of the event.
- Field placement events must be reserved by the sponsoring field instructor. The field instructor must be present for the duration of the event.

Events must have an attendance of 35 or greater. If attendance is below 35, the event may be moved to an available classroom.

Event times must begin and end during normal hours of building operation. If the event ends in the evening, *the program must end 30 minutes before the building closes to allow guests to leave.*

## [Reservations for Individual Usage](#)

MSW and undergraduate students completing the CASC minor may reserve rooms **B742 and B710** in the School of Social Work during open building hours. To make a request, students will need to login to the SSW Reservation System **at least one week prior to the event, but not more than one month before the event**. The following information will be required:

- Purpose of the reservation
- Date and time that the room is needed
- Number of people attending
- Preferred Room (B742 or B710)
- AV needs
- Any other information that is pertinent to the room reservation.



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Reservations will be assigned in order to allow the largest number of students to utilize the space as possible. During peak times, room reservations may be limited to three-hour intervals. Please email [studentroomrequests@umich.edu](mailto:studentroomrequests@umich.edu) at the earliest date possible if you need to cancel your reservation.

The SSW Reservation System is located at: <https://ssw.umich.edu/assets/ssw-reservations>  
SSW open building hours can be found at: <https://ssw.umich.edu/contact>

## Using B742 & B710 Without a Reservation

MSW and CASC minor students may use rooms B742 & B710 on a first come, first served basis when they are not reserved. To gain access to these rooms go to the atrium level Information desk. Students are asked to share the room and limit usage to a maximum of two hours. The room must be vacated if a student or group has reserved the room.

## Reservations for Field Placement-Related Activities

Request for usage of space in the School of Social Work related to student field placements must be made by the student's field educator. To make a request, field educators should use the SSW Reservation System. If assistance is needed, facilities can be reached at [ssw.rooms@umich.edu](mailto:ssw.rooms@umich.edu).

*Please note: space in the School of Social Work may not be reserved to provide social work services to clients or to provide meeting space for field agency business.*

## Reservations for Faculty or Class-Related Purposes

Faculty may utilize space in the School of Social Work. Room reservations for faculty research projects or class events must be made by the faculty member teaching the course. To make a request, faculty should use the SSW Reservation System. If assistance is needed, facilities can be reached at [ssw.rooms@umich.edu](mailto:ssw.rooms@umich.edu).

## Donation Collection

MSW, Doctoral, CASC minor students, School of Social Work student organizations, and CASC minor student organizations may run donation drives in the School of Social Work. Drives must be approved by the Office of Student Services and a maximum of two collection drives may be held simultaneously in the School. Donations drives may include the collection of books, clothing, food, personal care items, etc. Collection bins will be kept in McGregor Commons and items for the drives must be collected frequently by the sponsoring student or organization.

To schedule a donation drive, to login to the SSW Reservation System **at least two weeks prior to the first day of the drive**. The request should include the following information:

- Purpose of the drive
- Sponsoring student/organizations 'contact information
- Duration of the drive
- Items to be collected
- Intended purposes for donated items
- Any other information that is pertinent to the request

*Please note: The School of Social Work does not provide boxes or other materials for donation collection.*

## Bake Sales

Due to food safety laws and in accordance with OSEH, only commercial prepared, individually prepackaged items may be sold at a bake sale. No home-prepared items are permitted. No bulk foods should be prepackaged for sale.

Please note: Proper food service precautions such as the use of gloves should be observed.

## Chapter 17 Student Grievances

### 1.17.00: Process Governing Student Grievances

The School of Social Work wishes to resolve all student grievances. The Student Grievances Process shall be followed when concerns or issues arise regarding a course or instructor. The Student Grievances Process is a sequential four-step course of action: (a) students shall meet with the instructor to attempt to resolve the matter; (b) should the matter remain unresolved, students shall seek out their faculty advisor for guidance and potential mediation; (c) should further problems still exist, students shall consult with the MSW Director; (d) only in extenuating circumstances or when students have followed the aforementioned process and the matter remains unresolved should student grievances be heard by the Associate Dean for Educational Programs and/or the Academic Concerns Committee.

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 that the Committee shall be authorized to act by vote.

#### Jurisdiction

The procedures herein prescribed shall be available to students currently enrolled in the School of Social Work or former students within one month of their graduation or disenrollment. Grievances shall be filed in a timely manner - 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 fieldwork sites; (b) matters concerning relations between the School and the University administration; (c) matters concerning relations between the School and other departments within the University system.

### 1.17.01: Procedures Governing Student Grievances

Grievances shall be made by written communication addressed to the Associate Dean for Educational Programs who will then pass along the grievance to the Academic Concerns Committee, or directly to the Chairperson of the Committee. The letter should indicate the specific nature of the grievance, list all other administrative remedies pursued by the grieving party with respect to the complaint, and the solution the aggrieved is seeking. The 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 will become part of the Committee record. These procedures do not preclude informal exploration by the student with the Chairperson or member of the Committee regarding matters which may fall within the jurisdiction of the Committee.

Upon receiving a grievance, the Academic Concerns 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 Associate 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 frivolous or lacking in merit. The Academic Concerns Committee will decline to assume jurisdiction if it concludes that one of these conditions exists.

If the Academic Concerns 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 Associate Dean's office. Except for necessary communications between the Committee, the principal parties to the grievance, and the Associate 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.

## **1.17.02: Powers of the Academic Concerns Committee**

A variety of procedures and courses of action shall be available to the Academic Concerns 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 relevant to the complaint. Procedures shall include: (a) informal mediatory efforts; (b) informal or formal, usually private, hearings during which the aggrieved and the party or parties grieved against will have the opportunity to present their positions; (c) advisory findings and recommendations on the merits of the protest of complaint are provided to the Associate Dean; and (d) the Associate Dean makes the final determination and implements any final actions. In addition, the Committee is authorized to bring the matter to the attention of the Dean.

## **1.17.03: Records Related to Academic Concerns Committee Processes**

All records of closed cases shall be retained in a separate file in the Associate 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 unless authorized by the Dean in order to carry out the recommendations of the Committee.

## Chapter 18 Financial Aid Policies

### 1.18.00: Financial Aid Policies

Financial aid decisions are made by the Office of Student Services; the Recruitment, Admissions, Student Services, and Financial Aid (RASSFA) Committee; the Alumni Board of Governors; and/or the Office of Global Activities (OGA) based on priorities established by the School of Social Work governing faculty and the requirements of a particular grant or scholarship.

Information is disseminated regularly to students by the Office of Student Services regarding the application process and deadlines for application. It is the student's responsibility to utilize this information and ensure that all required materials are submitted to the appropriate offices in accordance with any stated deadlines.

#### **Dual-Degree Students:**

Students pursuing a dual degree program typically cannot receive financial aid awards from both schools/departments for the same term. The School of Social Work typically provides a maximum of three terms of financial aid for dual degree students. Each school has separate financial aid application procedures, eligibility criteria, and award allocations; therefore, it is important that students plan their dual degree enrollment well in advance of deadlines for financial aid and keep both schools' financial aid offices informed of enrollment plans.

#### **Additional Term(s) Option:**

Financial assistance may be available for students approved for the additional term option to defray the extra cost of tuition paid by students selecting this curriculum schedule. The additional aid is provided to ensure students will have additional tuition charges covered beyond the cost of four full terms of enrollment for students required to complete 60 credit hours and beyond three terms of enrollment for advanced standing eligible students (beyond five terms for students enrolling in JCLP).

### 1.18.01: Financial Aid Appeal Process

- a. A student who feels an error has been made or policy misapplied in a particular case can bring the matter to the attention of the assistant dean for student services through a written request for a revision of the financial aid award or decision. Students are notified of this revision process 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 may consult with the Recruitment, Admissions, Student Services, and Financial Aid (RASSFA) Committee regarding policy matters, as necessary.
- c. Students who believe that they have been treated in an arbitrary, capricious, or discriminatory manner with regard to financial aid decisions, the student may contact the Office of the Dean.
- d. **All appeals must be submitted prior to the end of the term during which the financial aid decision was implemented.**

## Chapter 19 Policies Related to Students with Disabilities

### 1.19.00: Policies Related to 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 accommodations 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. Supportive services available through SSD include assistance with classroom accommodations, volunteer readers and note takers, sign language and oral interpreters, accessible transportation, orientation and registration assistance, special scholarships, and aids for reading and studying, such as Braille and large print materials, assistive technology, and telecommunication devices for the deaf and hard of hearing. SSD coordinators also serve as intermediaries and advocates for students with disabilities.

To register or find out more about services, contact Services for Students with Disabilities, G664 Haven Hall, Ann Arbor, MI 48109-1045, (734) 763-3000 or visit <http://ssd.umich.edu>

Students with disabilities may also contact Nyshourn Price in the Office of Student Services at (734) 764-3309 / [ndp@umich.edu](mailto:ndp@umich.edu) or Mary Eldredge in the Office of Field Instruction at (734) 647-9433 / [hedgem@umich.edu](mailto:hedgem@umich.edu) for field related questions.

## Chapter 20 Specific Field Instruction Policies

### 1.20.00: Exemption from Foundation Field Instruction for BSW without Advanced Standing

Students with BSW from a CSWE-accredited program, who did not receive advanced standing status, may apply for an exemption from a portion of the requirements for field instruction. A maximum of 3 credits of field instruction, representing SW 515 "Foundation Field Instruction" and SW 531 "Foundation Field Instruction Seminar", may be filled by such an exemption, thereby reducing the required field instruction credit hours to 12 credits and increasing electives by 3 credits. The School of Social Work will consider field coursework that was graded by letter, narrative evaluation, or by pass/fail, satisfactory/unsatisfactory or other evaluative scales.

### 1.20.01: Transfer Credit Policy for Field Instruction

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 SW 691 "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.

Field credit will be eligible for possible transfer within the following guidelines, regardless of the number of clock hours required of the specific program/school:

For social work programs that require 2 terms of foundation field:  
3 credits of foundation and 3 credits of elective may be transferred

For social work programs that require 2 terms of foundation field but only one term is completed:  
3 credits of foundation may be transferred with no additional elective credit given

For social work programs requiring 1 term of foundation field:  
3 credits of foundation may be transferred with no additional elective credit

A student with designated advanced field credit in addition to foundation may receive 3 foundation credits, with advanced credit not to exceed 4 (per established policy), and possibly additional elective credit (if at least 2 terms of field were completed)

All students must complete a minimum of 8 credits of advanced field instruction at the University of Michigan.

Students should request that transcripts of transfer credit be sent to the school at the time of admission or when the course to be transferred is completed. The transfer of credit request is located at <https://ssw.umich.edu/r/transfer-credit-request>

## Chapter 21 University Policies

### 1.21.00: 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 individuals' 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 ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. (SPG 601.06)

To get help, obtain further information, or file a complaint, please contact one of the following offices:

Office of Institutional Equity, 2072 Administrative Services Building, 1009 Greene Street, Ann Arbor, Michigan 48109-1281, (734) 763-0235, <http://hr.umich.edu/oie> ; School of Social Work associate dean for educational programs; or the Spectrum Center, 1443 Washtenaw Ave., (734) 763-4186, <http://spectrumcenter.umich.edu>

### 1.21.01: University of Michigan Nondiscrimination Policy Notice

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, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.

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, (<https://hr.umich.edu/working-u-m/workplace-improvement/office-institutional-equity> ). For other University of Michigan information call (734) 764-1817.

### 1.21.02: 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: <http://www.studentpolicies.dsa.umich.edu>

- Statement of Student Rights and Responsibilities
- Student Rights and Student Records
- Information for Students Regarding Religious Holidays and Academic Conflicts
- Alcohol and Other Drug Policy for Students, Faculty and Staff
- Emergency Mental Health Withdrawal and Readmission
- The Policy and Procedures on Student Sexual and Gender-Based Misconduct And Other Forms of Interpersonal Violence
- Faculty-Student Relationships
- Employee-Student Relationships Policy
- Sexual Harassment Policy
- Freedom of Speech and Speakers on Campus
- Smoking on University Premises
- Scheduled Use of the Designated Outdoor Common Areas
- Dance and Party Policy Overview
- University Policy Against Hazing
- Parking Permits and Options
- Information Technology Policies at the University of Michigan



- Permission to use Information in Video/DVD and/or Audio Cassettes for School of Social Work Instructional Course Assignments Form (volume 2, chapter 4, section 1 of the SSW Faculty Handbook)
- Permission for Class Assignments that Involve Data Collection Efforts with Social Work Students, Faculty, or Staff (see [volume 1, chapter 11](#))

## 1.21.03: Campus Safety Statement

All SSW students are encouraged to register for U-M Emergency Alerts, a mass, urgent notification system. In the event of an active and major emergency the university can notify students, faculty and staff via text messages (SMS), voice message, email, etc. To register visit <http://www.dpss.umich.edu/emergency-management/alert/>

The University of Michigan Division of Public Safety and Security (DPSS) offers information and services regarding interpersonal violence reporting, hate crime information, and active shooter safety guidelines. To learn more about these services or report an incident, visit <http://www.dpss.umich.edu/>

### **Weather Emergency:**

In the event of a weather emergency during building hours, Students should find shelter in the nearest restroom, windowless offices, or proceed to the Curtis Center (room B660) in the lower level. Building Occupants should avoid using the elevator even if it is in service as a power failure may occur in transit. Maps to the nearest weather emergency shelters are indicated on the emergency maps located at each stairwell, entrance, and classroom. At the beginning of each semester instructors will review the emergency plan for each classroom where classes are held.

### **Building Evacuation:**

In the case of fire or building mechanical failure the occupants may be asked to evacuate the building and proceed to a designated staging area. Staff members wearing orange emergency vests will be on hand to assist with a orderly evacuation. Maps to the nearest emergency exit are indicated on the emergency maps located at each stairwell, entrance, and classroom. At the beginning of each semester instructors will review the emergency plan for each classroom where classes are held.

### **School Closures:**

From time to time the University of Michigan may be forced to close for any number of reasons. The most common instances are due to inclement weather, health epidemic, or building mechanical failure. Updates can also be found on the following radio stations: WUOM 91.7 FM, WWJ 950 AM or WJR 760 AM.

In the event that the building is closed (loss of power, for example) students can call the Building Emergency Update line (734) 764-SSWB (734-764-7792) or updates or check the school website: <https://ssw.umich.edu/>

### **Campus Safety Statement:**

Each year, the University of Michigan prepares and publishes an "Annual Security Report and Annual Fire Safety Report". The report, which is issued October 1, contains detailed information on campus safety and security policies, procedures, and programs, including: crime statistics, emergency notifications and services, emergency telephone numbers, sexual assault policy, stalking laws, sexual harassment policy, alcohol and drug policies, dealing with workplace violence and threats, on- and off-campus support services, safe transportation after dark, safety and risk reduction tips, and relevant university programs. If you would like to receive a complete copy of the report, visit the DPSS website at <http://www.dpss.umich.edu/> or call (734) 763-3434 for Administration Offices or (734) 763-1131 for Non Emergencies.

## 1.21.04: University Policies Related to Harassment and Discrimination

It is University of Michigan policy to maintain an academic and work environment free of sexual or other harassment for students, faculty, and staff. 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. 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.



# University of Michigan School of Social Work MSW Student Guide

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. The university offices that handle complaints of discrimination and complaint procedures related to sexual harassment and other forms of discriminatory harassment are found in the University's Policies Affecting Students at <http://www.studentpolicies.dsa.umich.edu/>.

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 Joe Himle) or the School of Social Work's Sexual Harassment Officers (Associate Dean Mary Ruffolo or Associate Dean Joe Himle).

## 1.21.05: University Policies Addressing 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://spg.umich.edu/policy/601.22>

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. 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.

## Chapter 22 Laptop Requirement Policy

### 1.22.00: Laptop Requirement Policy

The School of Social Work (SSW) requires all Master of Social Work (MSW) students to obtain a personal laptop computer. Laptops are used in some classes, in group projects outside of class, and can serve your other information processing needs. The SSW utilizes virtual lab technology that all students can access anytime, anywhere, making a laptop essential.

The SSW and U-M are both PC- and Mac-friendly and specific device configuration recommendations are below. A recent version of a modern operating system should allow students to access all necessary software and systems. Students should also consider their own needs when purchasing a laptop. The SSW does not provide support for student-owned laptops.

#### Computer Purchasing Recommendations

##### Windows laptop/notebook:

- Dual core 2.4 GHz minimum processor
- Minimum of 8 GB RAM
- 256 GB minimum SSD or 500 GB minimum hard drive
- 2.4/5 GHz dual-band 802.11n (or better) Wi-Fi
- Windows 10
- At least one year of extended warranty suggested

##### Macintosh laptop/notebook:

- Dual core 1.6 GHz minimum processor
- Minimum of 8 GB RAM
- 256 GB minimum SSD or 500 GB minimum hard drive
- 2.4/5 GHz dual-band 802.11n (or better) Wi-Fi
- Mac OS Sierra (or newer)
- At least one year of extended AppleCare warranty suggested

One source for purchasing a laptop is through the University of Michigan Computer Showcase ( <http://computershowcase.umich.edu/> ). The U-M Computer Showcase is on campus and offers academic pricing on a selection of computers and software. The U-M Computer Showcase Support & Repair centers ( <http://its.umich.edu/computing/computers-software/tech-repair> ) offer no- and low-cost services for computers purchased in the Showcase and elsewhere.

#### Frequently Used Software

Due to the nature of assignments in the SSW, students would benefit from having Microsoft Office (or a similar software package) on their computer. Additionally, some professors may require that students purchase SPSS for their personal computers. The University of Michigan Computer Showcase offers software to students for free or an affordable cost:

- Microsoft Office 365 Education free to U-M Students ( <http://computershowcase.umich.edu/software/> )
- SPSS can be purchased for \$42 ( <http://computershowcase.umich.edu/item.php?cat=72&id=4352> )

**Please note:** Tablets will not meet the laptop requirement as they are unable to run SPSS.

Contact the Office of Student Services (734) 936-0961 or <https://ssw.umich.edu/r/student-services-contacts> with questions or concerns regarding this policy.

# **Volume II**

# **MSW Curriculum**

## Chapter 1 SSW Mission

### 2.01.00: School of Social Work

#### **U-M MSW Program Mission**

Advancing the social work profession's vision and values, the University of Michigan School of Social Work seeks to develop a more equitable, caring, and socially just society. Such a society meets basic human needs, eliminates social and economic inequities, and empowers individuals, their communities, and institutions to reach their aspirations and potential. Drawing on an interdisciplinary faculty within a public university seated in a region of enormous need and promise, the School is dedicated to education, research, and service that fosters progressive change at local, national, and global levels.

#### **U-M MSW Program Goals**

1. The School will provide an excellent education to students and practitioners in the knowledge and skills needed for contemporary and evolving social work practice.
2. The School will create and disseminate knowledge about individual, community, and organizational concerns; social issues; social policy; and practice interventions, within a tradition of multi-disciplinary and multi-professional research.
3. The School will engage in service to the community, the profession, and society through collaboration and leadership.

In considering social work as a profession, applicants should also consider the primary mission of the social work profession, spelled out in the National Association of Social Work's Code of Ethics:

*The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to and address problems in living.*

The School of Social Work admits students into the MSW program (accredited by CSWE) through three primary program tracks: 16-month, 20-month, and 12-month advanced standing. These tracks are designed to provide flexibility for students to engage in full-time study. In addition, for a limited number of students, the School offers an extended degree, or a fifth term option (fourth term for advanced standing-eligible students).

Students can concentrate in one of four Practice Method areas (Community Organization, Interpersonal Practice, Management of Human Services, Social Policy and Evaluation) and one of five Practice Areas (Aging in Families and Society, Children and Youth in Families and Society, Community and Social Systems, Health, Mental Health).

Education is not restricted to the formal classroom environment. Most classes range in size from 10 to 35 and offer students an opportunity to learn from each other as well as the instructor. Informal "brown bag" seminars, independent studies, community lecturers and workshops run by leaders of local and national stature greatly expand students' educational opportunities, both within the School and throughout the University.

## Chapter 2 MSW Degree Requirements

### 2.02.00: 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" (GPA 3.0) 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 and/or an additional amount of coursework.
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 concentration and Practice Area.

Note that under no circumstances can a student complete the MSW program with fewer 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, students can 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 online through Wolverine Access and must be submitted before any degree can be awarded.

It is the Office of the Registrar's responsibility to confirm that your academic record reflects that your degree requirements have been met. This does not necessarily include informing you if they are not as that responsibility lies with you, the student. However, as a courtesy the Registrar does reach out to you when potential problems in meeting requirements are evident. This contact is almost always via the student's University of Michigan e-mail account.

Submission of the degree/diploma application (done online via Wolverine Access) by the following dates will permit the Registrar, as a courtesy to the student, to perform an audit of 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. Meeting these deadlines will also help to ensure inclusion in the University Commencement Program publication. The deadline dates are as follows:

- December graduation: August 1;
- May graduation: November 1;
- August graduation: February 15

Degree/diploma applications submitted after these dates may affect student's early registration appointment times for upcoming 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; to be aware of what their degree requirements are, and to fulfill them in a timely manner. The appropriate Course Planning Worksheet and this Student Guide are the resources the student should utilize for this purpose. They may be found at <https://ssw.umich.edu/msw-student-guide>.

## Chapter 3 Foundation Requirements

### 2.03.00: Foundation Course Content

The foundation curriculum is designed to provide students with an introduction to the core competencies in order to engage in effective strengths-based, socially-just generalist social work practice, and to prepare students for the advanced practice method concentration curriculum. The foundation curriculum provides students with an introduction to the fundamentals of social policy formulation and program implementation, direct practice methods at multiple system levels (i.e., individual, family, group, organization, and community), social work and social science research, theories of human behavior in the social environment, and concurrent field work experience.

### 2.03.01: Foundation Curricular Objectives: CSWE Core Competencies & Practice Behaviors

The School has adopted the Council on Social Work Education (CSWE) core competencies as its foundation curricular objectives. Each competency has a set of corresponding practice behaviors, which are intended to operationalize the competencies. The competencies and practice behaviors are introduced in the foundation curriculum. The competencies and practice behaviors can be found at [www.cswe.org/Accreditation/Standards-and-Policies](http://www.cswe.org/Accreditation/Standards-and-Policies)

## Chapter 4 Practice Method Concentrations and Practice Areas in the Advanced Curriculum

### 2.04.00: Practice Method Concentrations and Practice Areas in the Advanced Curriculum

The School has based its advanced practice method concentrations on the idea that rapidly changing policies, emerging evidence-based practices, and dramatic changes in service delivery patterns and structures require a graduate to be well-grounded in the methodologies of change in order to be prepared for professional social work practice. The advanced curriculum builds on the generalist foundation curriculum and provides students the choice of concentrating on one of four practice method concentrations: **community organization**, **interpersonal practice**, **management of human services**, and **social policy and evaluation**.

The practice method concentrations are derived from different approaches to implementing change at micro, mezzo, and macro levels of intervention. Each practice method has a unique set of skills and knowledge. Advanced practice in a practice method concentration broadens and deepens foundation knowledge and skills, and enhances the specialized skills needed for students to select and implement interventions within their chosen scope of practice.

All students in the School are required to complete a practice method concentration. A student's choice of the practice method concentration determines their advanced program of study.

The program's advanced curriculum is also driven by contextually-specific knowledge in the student's choice of one of five designated practice areas (**aging, children and youth, communities and social systems, health, or mental health**). The School's practice areas are contexts and domains of practice, as well as populations served. Supplementing the practice method concentration with content in a practice area allows students to gain specific knowledge about their desired domain of practice, while concurrently developing the advanced practice behaviors for their practice method concentration. The practice area courses also provide the opportunity for students to be exposed to and collaborate with students in other practice method concentrations around a shared area of interest, emulating the different social work roles of a real-world practice setting.

## Chapter 5 Advanced Curriculum Objectives

### 2.05.00: Advanced Curriculum Objectives & Practice Behaviors

The MSW program defines its advanced curricular educational objectives according to the Council on Social Work Education's definition of specialized practice in Educational Policy M2.1:

*"Specialized practice builds on generalist practice adapting and extending the Social Work Competencies for practice with a specific population, problem area, method of intervention, perspective or approach to practice. Specialized practice augments and extends social work knowledge, values and skills to engage, assess, intervene, and evaluate within an area of specialization. Specialized practitioners advocate with and on behalf of clients and constituencies in their area of specialized practice. Specialized practitioners synthesize and employ a board range of interdisciplinary and multidisciplinary knowledge and skills based on scientific inquiry and best practices, and consistent with social work values. Specialized practitioners engage in and conduct research to inform and improve practice, policy and service delivery."*



## Chapter 6 Practice Method Concentration

### 2.06.00: Practice Method Concentration

All students select a concentration from one of the four Practice Method Concentrations:

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

Students are required to complete 6 credit hours of advanced course work in their Practice Method Concentration to meet graduation requirements.

### 2.06.01: Practice Methods Concentration in Community Organization

Community organization promotes social action and change at the community level, and the development of cohesion among formal and informal organizations and individuals. It involves helping people to improve their capacities to perform various community roles, articulate needs and mobilize resources.

Students concentrating in Community Organization complete five required methods courses including the three foundation courses (unless exempted): Interpersonal Practice with Individuals, Families and Small Groups (SW 521); Management, Community Organization and Policy Practice (SW 560); and the Macro Practice Skills Laboratory course (SW 512).

#### *Methods Requirements for Community Organization:*

The variety of methods courses offered permits students to focus on specific domains of activities within the practice of community organization.

Students must also complete two courses from the following list (each course is worth 3 credits):

- SW 650 Community Development
- SW 651 Planning for Organizational and Community Change
- SW 652 Organizing for Social and Political Action
- SW 654 Concepts and Techniques of Community Participation
- SW 657 Multicultural, Multilingual Organizing
- SW 658 Women and Community Organization
- SW 674 Community-Based Policy Advocacy

Additional methods courses may be enrolled in to meet elective credit requirements.

#### *Human Behavior in the Social Environment Requirement for Community Organization:*

Human Behavior in the Social Environment Requirement for Community Organization:

All students will meet the HBSE requirement for Community Organization by completing Diversity and Social Justice in Social Work (SW 504). Additional advanced HBSE courses may be enrolled in to meet elective requirements.

Note: The same course used to fulfill a Practice Method Concentration cannot also be used to fulfill a minor method requirement. Additionally if a course in the practice method category is used as a substitution for another degree required course (which is rare) that course cannot also be used to fulfill the Practice Method Concentration

requirement or that of the optional minor.

## 2.06.02: Practice Methods Concentration in Interpersonal Practice

This Practice Method addresses the restoration, maintenance and promotion of social functioning. The objectives of this method relate to adult individuals, children or small groups, and focus on the transactional relationship between persons and their social environment. The basic objective of the concentration is to offer students a well-integrated program of classroom and field instruction experiences that prepares them for professional social work.

Students concentrating in Interpersonal Practice are required to complete five methods courses, including the three foundation methods courses (unless exempted): Interpersonal Practice with Individuals, Families and Small Groups (SW 521), Management, Community Organization and Policy Practice (SW 560), and the Interpersonal Practice Skills Laboratory course (SW 511).

The variety of methods courses offered permits students to focus on individuals, families, children, groups, or some combination of these.

Students must also complete two courses from the following list (each course is worth 3 credits):

SW 623 Interpersonal Practice with Families

SW 624 Interpersonal Practice with Groups

SW 625 Interpersonal Practice with Children and Youth

SW 628 Interpersonal Practice with Adult Individuals

Additional methods courses may be enrolled in to meet elective credit requirements.

*Human Behavior in the Social Environment Requirement for Interpersonal Practice:*

All students will meet the HBSE requirement for Interpersonal Practice by completing Diversity and Social Justice in Social Work (SW 504). Additional advanced HBSE courses may be enrolled in to meet elective requirements.

Note: The same course used to fulfill a Practice Method Concentration cannot also be used to fulfill a minor method requirement. Additionally if a course in the practice method category is used as a substitution for another degree required course (which is rare) that course cannot also be used to fulfill the Practice Method Concentration requirement or that of the optional minor.

## 2.06.03: Practice Methods Concentration of Management of Human Services

Students who concentrate in Management prepare for the management and direction of human service organizations to achieve goals as efficiently and effectively as possible within the framework of social work values. The concentration develops skills and/or knowledge in managing environmental relationships, program planning and development, information systems, fiscal management and evaluation, and organizational development.

Students concentrating in Management in Human Services complete five required methods courses including the three foundation methods courses (unless exempted): Interpersonal Practice with Individuals, Families and Small Groups (SW 521); Management, Community Organization and Policy Practice (SW 560); and the Macro Practice Skills Laboratory course (SW 512).

*Methods Requirements for Management of Human Services:*

The variety of methods courses offered permits students to focus on specific domains of activities within the practice of management.

Students must then complete two courses from the following list (each course is worth 3 credits):

- SW 651 Planning for Organizational and Community Change
- SW 660 Managing Projects and Organizational Change
- SW 661 Budgeting and Fiscal Management
- SW 662 Management of Information Systems in Human Service Agencies
- SW 663 Grantgetting, Contracting and Fund Raising
- SW 664 Management of Human Resources
- SW 665 Executive Leadership and Organizational Governance

Additional methods courses may be enrolled in to meet elective credit requirements.

*Human Behavior in the Social Environment Requirement for Management in Human Services:*

All students will meet the HBSE requirement for Management of Human Services by completing Diversity and Social Justice (SW 504). Additional advanced HBSE courses may be enrolled in to meet elective requirements.

Note: The same course used to fulfill a Practice Method Concentration cannot also be used to fulfill a minor method requirement. Additionally if a course in the practice method category is used as a substitution for another degree required course (which is rare) that course cannot also be used to fulfill the Practice Method Concentration requirement or that of the optional minor.

## 2.06.04: Practice Methods Concentration in Social Policy and Evaluation

Students concentrating in Social Policy and Evaluation prepare to analyze, develop and implement social policy into operational plans for achieving social goals. The concentration also prepares students for assessing, analyzing and evaluating policies and programs.

Students concentrating in Social Policy and Evaluation complete five required methods courses including the three foundation methods courses (unless exempted): Interpersonal Practice with Individuals, Families and Small Groups (SW 521); Management, Community Organization and Policy Practice (SW 560); and the Macro Practice Skills Laboratory course (SW 512). Social Policy and Evaluation students must also complete the advanced course Statistics in Policy Analysis and Evaluation (SW 673).

*Methods Requirements for Policy and Evaluation*

Additionally, students complete one course from the list below (each course is worth 3 credits):

- SW 670 Analytic Methods for Social Policy Practice
- SW 671 Social Policy Development and Enactment
- SW 674 Community-Based Policy Advocacy
- SW 685 Methods of Program Evaluation

Additional methods courses may be enrolled in to meet elective credit requirements.

*Human Behavior in the Social Environment Requirement for Policy & Evaluation:*

All students will meet the HBSE requirement for Social Policy & Evaluation by completing Diversity and Social Justice in Social Work (SW 504). Additional advanced HBSE courses may be enrolled in to meet elective requirements.

# University of Michigan School of Social Work MSW Student Guide

Note: The same course used to fulfill a Practice Method Concentration cannot also be used to fulfill a minor method requirement. Additionally if a course in the practice method category is used as a substitution for another degree required course (which is rare) that course cannot also be used to fulfill the Practice Method Concentration requirement or that of the optional minor.

## Chapter 7 Practice Areas

### 2.07.00: Practice Areas

All students must select a Practice Area from one of the five Practice Areas:

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

Students complete nine credit hours of coursework in their Practice Area to meet graduation requirements. In addition, all students must complete the required SW 683 Evaluation course.

### 2.07.01: Aging in Families and Society

This Practice Area prepares students to work in settings that serve older people and their families, including hospitals and outpatient clinics, senior centers, nursing homes, and planning and advocacy settings and organizations.

Practicing in this field involves working with individuals, families, groups and communities on issues such as care giving, retirement, coping with aging, social isolation and depression, substance abuse, death and/or bereavement.

Students in the Aging in Families and Society practice area are required to complete the following courses (each course is worth 3 credits):

- SW 616 Adulthood and Aging;
- SW 644 Policies and Services for the Elderly;
- SW 694 Social Work with the Elderly.

### 2.07.02: Children and Youth in Families and Society

This Practice Area prepares students to work in settings that serve children and adolescents and their families, including working in schools, recreational programs, family service fieldwork sites, juvenile justice systems, neighborhood organizations, prenatal clinics and/or family planning programs.

Practicing in this field involves working with individuals, families, groups and communities to provide education and interventions for prenatal care, infant and child development, adoption, foster care and family preservation services, child abuse and neglect, violence, substance abuse, family support, teen pregnancy and/or youth employment.

Students in the Children and Youth in Families and Society practice area are required to complete the courses listed below (each course is worth 3 credits):

- SW 633 Children and Youth Services and Social Policies;
- SW 696 Social Work Practice with Children and Youth

Additionally, students in the Children and Youth in Families and Society practice area are required to complete one of the following two courses (each course is worth 3 credits): SW 601 Adolescent Development and Behavior or SW 605 Infant and Child Development and Behavior Community and Social Systems.

### 2.07.03: Community and Social Systems

This Practice Area prepares students to work in settings that include grassroots, neighborhood and faith-based organizations; federal and state legislative and political bodies and offices; local and international community development operations; and educational and socialization organizations.

Practicing in this field involves working with individuals, families, groups, organizations and communities to influence laws, legislation and policies.

Students in the Community and Social Systems practice area are required to complete the following courses (each course is worth 3 credits):

SW 647 Policies and Services for Social Participation and Community Well-being;

SW 697 Social Work Practice with Community and Social Systems.

Additionally, students in the Community and Social Systems practice area are required to complete one of the following courses (each course is worth 3 credits): SW 611 Social Change Theories or SW 620 Contemporary Cultures in the United States.

## 2.07.04: Health

This Practice Area prepares students to work in health care systems and settings, including public health and health promotion programs, as well as in primary care and long-term care settings, hospitals, health-related governmental agencies, community-based health services and health advocacy groups.

Practicing in this field involves working with individuals, families, groups, organizations and communities on issues such as health promotion and disease prevention, health promotion in the workplace, health education, treatment and rehabilitation, building community partners and social support, and/or health reform promotion.

Students in the Health practice area are required to complete the following courses (each course is worth 3 credits):

SW 613 Behavioral, Psychosocial and Ecological Aspects of Health and Disease;

SW 634 Health Care Policies and Services;

SW 699 Social Work Practice in Health Promotion and Disease Prevention.

## 2.07.05: Mental Health

This Practice Area prepares students to work in settings such as in-patient psychiatric settings, residential facilities, and community mental health and psychosocial rehabilitation programs.

Practicing in mental health settings involves working with individuals, families, groups and communities on issues related to the prevention and treatment of mental disorders, rehabilitation of individuals with severe and persistent mental disorders, substance abuse, and/or victims and perpetrators of violence.

Students in the Mental Health practice area are required to complete the following courses (each course is worth 3 credits):

SW 636 Mental Health Policies and Services;

SW 698 Social Work Practice in Mental Health.

Additionally, students in the Mental Health practice area are required to complete one of the following courses (each course is worth 3 credits): SW 606 Mental Health and Mental Disorders of Adults and Elderly or SW 612 Mental

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Health and Mental Disorders of Children and Youth.

## Chapter 8 Field Instruction

### 2.08.00: Field Instruction

A student must earn 15 hours of field instruction credits in which 12 of the 15 hours must be Advanced Field Instruction credits (SW 691) in order to graduate. At least 8 hours of advanced field instruction credits must be in the student's practice method concentration and practice area. These hours of advanced field instruction credits may be used toward the student's minor or specialization (25% or 171 clock hours). Note: Foundation Field Instruction (SW 515 and 531) cannot be substituted for the student's minor or specialization field instruction credit requirements. Advanced standing students only need 12 hours of field instruction credits to graduate.

The field instruction program is structured according to students' curriculum schedule. Please visit <https://ssw.umich.edu/programs/msw/program-length> for more information.

### 2.08.01: Field Credit Requirements

The Master of Social Work (MSW) degree is earned through satisfactory performance in 60 credits of course work. Field Instruction constitutes 15 of the 60 credits, with 3 credits earned at the foundation level (SW 515 and 531), in which students register for 2 credits of SW 515 and 1 credit of SW 531 -Foundation Field Seminar and 12 credits earned at the advanced level (SW 691) unless the student has been granted an exemption. Students must complete a total of 912 hours of fieldwork unless advanced standing status has been approved. If students are granted advanced standing status, they must complete 684 hours of fieldwork. The field placement offers an opportunity for students to add depth and breadth to their previous experience and is also a time to explore a new area of field study. The field placement is an integral part of the MSW program and has strict standards from the Council on Social Work Education (CSWE) that must be adhered to. The School of Social Work does not grant fieldwork credit for current or past work experience or life experience.

Each credit of foundation field instruction equals 114 clock hours, and 2 credits or 228 on-site clock hours of foundation field instruction are required. Each advanced field instruction credit equals 57 clock hours, and 684 on-site clock hours are required. The number of days per week that a student logs in the field placement setting is based on the number of credits registered for and is figured based on a 15 week term. Each student needs to enroll for a minimum of 16 hours of fieldwork per week for each term of enrollment.

One fieldwork day is considered to be that which the fieldwork setting defines as such, typically 7 or 8 hours. Students placed in settings such as public schools, where a typical work day might be less than 6-7 hours, should be especially careful in developing a fieldwork schedule to ensure that the required number of fieldwork hours is completed per term. All students are reminded that financial aid from the School of Social Work is typically only available to full-time students.

### 2.08.02: Distinction Between Foundation and Advanced Field

#### Field Credit Structure

*Foundation Field Instruction* SW515 = 2 credits total required. Each credit is 114 hours per credit so  $2 \times 114 = 228$  total hours foundation field. This must be taken concurrently with SW531 which is a 1 credit seminar that meets for a total of 7 sessions for 2 hours each.

Advanced field SW691 = 12 credits total required. Each credit is 57 hours per credit so  $57 \times 12 = 684$  total hours advanced field.

Grand total required = 912 hours (unless Advanced Standing status is granted or student is exempt from SW515 & SW531. In this case, the Grand Total of hours required is 684).

#### *Field Goals*

*Foundation Field Instruction* (SW515 and SW531): Students attains generalist perspective and fundamental skills



through exposure to multiple roles and practice approaches while being introduced to the required social work competencies.

*Advanced Field Instruction (SW691):* Student deepens knowledge, skills and proficiency in the social work competencies of their chosen practice method concentration and practice area.

## Skill Level

*Foundation Field Instruction (SW515 and SW531):* Beginning competency.

*Advanced Field Instruction (SW691):* Level of mastery.

## Field Assignments

*Foundation Field Instruction (SW515 and SW531):* Assignments are based on the course statements for SW515 and SW531. Fieldwork assignments are in both micro (IP) *and* macro (MHS, CO, SP&E) methods.

*Advanced Field Instruction (SW691):* Advanced field assignments are based on the SW691 Course Statement that pertains to the student's practice method concentration and practice area. Assignments are in student's practice method concentration, Interpersonal Practice, Management of Human Services, Community Organization, or Social Policy & Evaluation. At least 80% of assignments should involve practice in student's practice method concentration and practice area.

## Elective Minor Method

*Foundation Field Instruction (SW515 and SW531):* Neither classroom nor field instruction in the minor occurs during the foundation term.

*Advanced Field Instruction (SW691):* Minor method assignments = 3 of 12 advanced credits, or 171 total clock hours. Minor field-based assignments must be designated on the student's Educational Agreement.

## 2.08.03: Doctoral Degree (Pre-MSW) Field Schedules and Requirements

Students entering the Doctoral Program without the MSW (professional degree) enroll simultaneously in the School of Social Work and the Doctoral Program. They must complete all required coursework and satisfy requirements for field instruction. In consultation with their faculty advisor, the doctoral student may elect to substitute the research internship (or departmental equivalent) for up to 8 credits of field.

All Pre-MSW Doctoral students are scheduled to start field placement in the Winter term. The field application deadline for the Winter term placement start is in October. All students must enroll in SW515 (2 credits) and SW531 (1 credits) and SW691 (4 required credits) for a minimum of 7 field credits. Doctoral students can substitute up to 8 of the 15 required field placement credits with their research practicum. Should a Doctoral student decide to start field in the Fall term, they must consult with the Director of Field Instruction who will assist them in completing the required Out of Sequence Petition. The Out of Sequence petition can be found under MySSW on the School of Social Work website. Students are also required to seek consultation from the SSW Doctoral Office regarding their schedule and commitments.

### Winter -Spring-Summer Term Field Placement Schedule and Credits

SW515: 2 credits foundation field = 228 hours or 2 days per week in the field setting-Winter term.

SW531: 1 credit Foundation Field Seminar (meets biweekly for 2 hours) required concurrent with SW515-Winter term.

SW691: 4 credits advanced field = 228 hours or 2 days per week-Spring/Summer Term

## Chapter 9 Research and Evaluation Requirements

### 2.09.00: Research and Evaluation

Research and Evaluation courses provide foundation and advanced content on the basis of scientific thinking and the systematic acquisition of knowledge and its application to social work practice. Courses focus on a scientific, analytical approach to knowledge building and emphasize practice that is consistent with the ethical standards of science and the social work profession. Students develop skills to evaluate their own practice and programs, and develop critical appreciation and use of research and program evaluation conducted by others.

All students are required to complete the foundation research course, Basic Social Work Research (SW 522), unless granted advanced standing status or/and an exemption. In addition, all students are required to complete the advanced research course, Evaluation in Social Work (SW 683). This course builds on basic research knowledge as a method of assessing social work practice in strengthening clients, communities and social programs, and the systems that serve them. Students will learn to assess and apply evaluation methods from various perspectives, including scientific, ethical, multicultural and social justice perspectives.

## Chapter 10 Electives

### 2.10.00: Electives

All students complete a minimum of 9 credits of electives. Students can complete any course in the School of Social Work or graduate courses elsewhere at the University of Michigan to meet elective course requirements.

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 (see Section 10.03 for the Policy regarding undergraduate language courses) of interest to the student and must be approved by the advisor. These credits will be counted as elective credit.

The U-M SSW also offers intensive skill-based mini-courses. The course numbers are either SW 790: Advanced Topics in Interpersonal Practice; SW 796: Advanced Topics in Micro and Macro Social Work; or SW 799: Advanced Topics in Macro Social Work. The SW 790 courses present advanced topics in interpersonal practice. The topic may include emerging Practice Methods, advanced application of methods covered in other required courses, and applications of methods in specific populations. The SW 796 courses present advanced topics in both micro and macro social work practice. The topics may include emerging cross-cutting practice methods, advanced application of methods covered in other required methods courses, and applications of methods in specific populations. The SW 799 courses present advanced topics in macro social work. The topics may include emerging macro practice issues and advanced application of specific methods. Mini-courses may only be used as electives and may not be used, in any combination, to replace a required, 3 credit course

The sections being offered for Fall 2018 can be found at <https://ssw.umich.edu/courses/fall-2018/20192>

### 2.10.01: Independent 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, an independent study may be completed. 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. An Independent Studies recording form must be completed and is available at <https://ssw.umich.edu/my-ssw/class-related-forms>

An independent study course may be counted as an elective. Occasionally, an independent study course can substitute for a required course. Such substitution requires an explanation as to why the required course cannot be completed and the approval of the instructor, the advisor and the exemption consultant, if necessary. The MSW Director has the final approval on substitutions for required courses. Students may register for no more than six (6) credits of independent study coursework per term, and for a maximum of twelve (12) independent study credits overall to meet degree requirements.

It is assumed that each credit hour will require 2-3 hours of time spent on the independent study course per week.

### 2.10.02: Courses from Other Departments

The School encourages students to complete 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 website at <https://ssw.umich.edu/courses/other>. Information about courses can also be obtained from the departments where they are offered.

Students who plan to take courses from another University unit to substitute for a required social work course must get the written approval of their faculty advisor on a Substitution Form and the approval of the MSW Director.

Students must then file that form with the Social Work Registrar (room 1772 SSWB). This form is available at <https://ssw.umich.edu/my-ssw/class-related-forms>

*Note: Students can usually register for these courses when registering for social work courses.*

## 2.10.03: Language Courses

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

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.

- a. 1 credit hour of an undergraduate language course which does not award graduate credit is equal to 0.5 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.

In order for graduate credit to be granted for an undergraduate language course, a request for graduate credit form needs to be signed and approved by the student's faculty advisor. The form can be found at <https://ssw.umich.edu/my-ssw/class-related-forms> and needs to be submitted to the SSW Registrar. Credit will not be granted until the subsequent term provided that at least the minimum grade has been earned.

## Chapter 11 Curricular Integrative Themes and Intensive Focus on Privilege, Oppression, Diversity, and Social Justice

### 2.11.00: Curricular Integrative Themes

The Governing Faculty of the School of Social Work has mandated that all courses and field instruction in the School's curriculum should address four themes:

- Multiculturalism and diversity. Among the dimensions of diversity addressed in the curriculum are ability, age, class, ethnicity, family structure, gender (including gender identity and gender expression), marital status, national origin, race, religion and sexual orientation

- Social justice and social change

- Promotion, prevention, treatment and rehabilitation

- A knowledge base of behavioral and social science research

The NASW professional code of ethics provides a foundation for identifying the responsibilities the School and its graduates have to clients, client systems, employing organizations, the profession and society. Each course in the curriculum and field instruction addresses relevant ethical issues.

The School's foundation and advanced curricular objectives reflect the faculty's conviction that the School must:

- Innovate and enter into emerging arenas for social work practice

- Foster social change through research and knowledge development

- Expand and improve collaboration with other instructional and research units and social welfare agencies

- Consolidate resources to enhance educational quality

## Chapter 12 Minor Method Option

### 2.12.00: 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 Practice Method and have a minor in another (e.g., concentrate in Management of Human Services and minor in Social Policy and 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 and 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. This requires careful planning and utilizes six of the student's elective credits hours.

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 or drop an optional minor. Prior to the first day of classes for a new MSW student, requests to change the minor can be made by emailing the Office of Student Services (<https://ssw.umich.edu/offices/student-services>). After the first day of classes (in the first term of enrollment), all requests to add or drop the minor must be made by completing a Request for Change in Concentration and/or Minor Form and submitting it to the School of Social Work Registrar's Office. Following the beginning of coursework in the MSW program, minor changes require approval from a student's faculty advisor, field faculty (if in field) and the Director of Field Instruction (if in field). Approval of the Director of Field Instruction and the student's field faculty is required in order to ensure that the Office of Field Instruction is aware of any changes that need to be accommodated by the fieldwork site. 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. Students wishing to drop a minor are not required to obtain signatures from the faculty advisor, field faculty, or the Director of Field Instruction. The *Request for Change in Concentration and/or Minor Form* can be found at: <https://ssw.umich.edu/my-ssw/class-related-forms>. Having made the decisions about a Practice Method concentration and the optional minor method, a student must then fulfill the course requirements and options which are identified above in each of the Practice Method concentrations.

Note: The same course used to fulfill a minor method cannot also be used to fulfill a Practice Method Concentration requirement. Example: A Community Organization concentrator with a Management of Human Services minor cannot use SW 651 to fulfill both requirements. Additionally, if a course in the minor method category is used as a substitution for another degree required course (which is rare) that course cannot also be used to fulfill the minor.

#### **Minor Methods Requirements:**

##### **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)

##### **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)
- SW674 (Community-Based Policy Advocacy)
- and 25% of SW691 (Advanced Field Instruction)

## **Management in 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)

## 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)

## Chapter 13 Dual Degree Options

### 2.13.00: Dual Degree Program Options

This section will have information on the following:

- Dual Degree Credit
- Dual Degree in Social Work and Business Administration
- Dual Degree in Social Work and Public Health
- A Student Initiated Combined Master's Program in Social Work and Public Policy
- Dual Degree Program in Social Work and Law
- Dual Degree Program in Social Work and Information Science
- A Student Initiated Combined Master's Program in Social Work and Urban and Regional Planning
- Other Student Initiated Combined Master's Programs with Social Work and Other Units

### 2.13.01: 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, 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. At some point during their course of study, students must 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.

A student enrolled in the School of Social Work who opts to drop the dual degree and pursue only one of the degrees independently 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.

A student in the MSW program who desires to pursue an additional degree as a dual degree student must seek and receive approval as such prior to their final term in the MSW program. Approval must include matriculation admission status in the additional program. The student must also provide written notification to the School of Social Work



Registrar unless the student entered their first term as a dual degree student during the admitting process. Students are also limited to the pursuit of no more than two degree programs or one degree and one certificate program. Any exception that may have a limited chance of approval must go through the Associate Dean for Educational Programs. Such an exception will without exception include no more than double counting of any course credit accepted toward the two programs.

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

## 2.13.02: Dual Degree in Social Work and Business Administration

The Schools of Social Work and Business offer a dual degree program, which enables 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 Katie Doyle ([doylekg@umich.edu](mailto:doylekg@umich.edu)).

## 2.13.03: 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, fieldwork sites and arenas. These include health care, state and local departments of public health and social services, workplace environments, health-focused non-profit fieldwork sites, school and universities, and advocacy and policy. The purpose of this training is to develop an understanding of the intersection of public health and social work. The specific objectives of the program are as follows:

- A. 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.
- B. 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 fieldwork sites 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 are 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.
2. The 47 credits required in the School of Public Health curriculum, including a 3-6 credit hour reduction for field instruction.

Details regarding specific curricular requirements for the Dual Degree in Social Work and Public health, is available on the course planning work sheets located at <https://ssw.umich.edu/assets/course-planning-worksheets/>

The MSW-MPH Dual Degree 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 who are accepted into the MSW-MPH Dual Degree Program cannot complete a Special Program option.

## 2.13.04: 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 Social Work advisor 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, students can contact Professor Karen Staller ([kstaller@umich.edu](mailto:kstaller@umich.edu)) in the School of Social Work, or Bayrex Marti, Assistant Dean for Student Life in the School of Law at (734) 764-0516 or at [bayrex@umich.edu](mailto:bayrex@umich.edu).

## 2.13.05: 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 and distribution course requirements:

- SI 501 Contextual Inquiry and Project Management (3 Hours)
- SI 502 Networked Computing: Storage, Communication and Processing (3 Hours)
- SI elective to meet management distribution requirement (3 Hours)
- SI elective to meet methods distribution requirement (3 Hours)

The remaining 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 12 advanced credits of SSW field instruction.

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

- SW 504 Diversity and Social Justice in Social Work (3 Hours)
- SW 511 or SW 512 Interpersonal Practice or Macro Practice Skills Laboratory (3 Hours)
- SW 521 Interpersonal Practice with Individuals, Families, and Small Groups (3 Hours)

- SW 522 Basic Social Work Research (3 Hours)
- SW 530 Introduction to Social Welfare Policy and Services (3 Hours)
- SW 560 Management, Community Organization, and Policy Practice (3 Hours)

Additionally, students must complete 18 credits of advanced SSW courses and 15 field instruction credits.

For additional information on this program, students can contact the SSW Associate Dean's Office.

## 2.13.06: A Student-Initiated Combined Master's Program in Social Work and Public Policy

The School of Social Work and the Gerald R. Ford School of Public Policy offer a student initiated combined master's 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, including 15 credits for field placement, at least 33 credit hours in Public Policy, and at least 18 credit hours from double-counted or jointly accepted courses, including electives taken in other schools.

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

In Public Policy, students take core courses in calculus, statistics, micro-economics, the politics of public policy, 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 education policies. They also participate as group members in an Integrated Policy Exercise.

A 10-week summer internship in a policy-related position 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. Policy internship placements include government agencies, nonprofit and volunteer organizations, and urban neighborhood groups.

For additional information on this program, students can contact Professor Corey Sampsel, MSHE at [sampselc@umich.edu](mailto:sampselc@umich.edu).

More information available at: <http://fordschool.umich.edu/mpp-mpa/dual-degrees#programs>

## 2.13.07: A Student-Initiated Combined Master's Program in Social Work and Urban & Regional Planning (MSW/MUP)

The School of Social Work and the Taubman College of Architecture and Urban Planning facilitate this dual degree program, which enables students to pursue concurrent work in the School of Social Work and in Urban Regional Planning program through the Rackham School of Graduate Studies. This course of study leads 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 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:

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

Dual degree students normally 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, although some students take courses concurrently in both schools. 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 or 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, one of which can count as Urban Planning credits if taken after admission.

Enrollment in the program involves two separate units. 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 as follows: 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 successfully completed one or two terms of coursework in each program.

For additional information on this program contact Professor Barry Checkoway at [barrych@umich.edu](mailto:barrych@umich.edu) or the Urban and Regional Planning Program, (734) 764-1298, or visit <http://taubmancollege.umich.edu/urbanplanning>.

## 2.13.08: 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.

## Chapter 14 Specializations, Certifications, and Special Program Options

### 2.14.00: Specializations, Certifications, and Special Program Options

This chapter contains information on the following:

- The Center for Social Impact
- Certificate in Child Welfare
- Certificates in LGBTQ and Women's Studies
- Certificate in Global Social Work
- Child Welfare Scholarship Program
- Community-Based Initiative Program (CBI)
- Detroit Clinical Scholarship Program
- Geriatric Scholarship Program
- Global Activities Scholars Program (GASP)
- Management of Human Services Certificate
- Integrated Health Scholarship Program
- Jewish Communal Leadership Program (JCLP)
- Masters International Volunteer Program
- National Community Scholars Program
- New Leaders in African-Centered Social Work Scholars Program
- Peace Corps Coverdell Fellows Program
- Social Work in the Public Schools
- Specialist in Aging Certificate Program
- U-M certificate programs

### 2.14.01: The Center for Social Impact

The Center for Social Impact provides students with practical opportunities and a pathway to social impact leadership. Its mission is to prepare and inspire leaders to tackle complex social challenges, and its action-based programs offer students multidisciplinary and cross-sector opportunities to deliver social impact.

In partnership with the Nonprofit and Public Management Initiative, graduate students in the schools of public policy, business, and social work can collaborate with mission-driven organizations across sectors to develop innovative solutions to pressing social challenges. The Center for Social Impact, in partnership with the Nonprofit and Public Management Initiative, awards competitive grants for nonprofit and public management summer internships (not field placements) to graduate students and the Center's Board Fellowship Program places qualified students on the governing boards of nonprofit organizations in Southeast Michigan. The program prepares graduate students for mission-driven leadership, and provides students with project management and executive skills and the ability to contribute the success of the board and the nonprofit organization. The Center for Social Impact hosts a Social Impact Summit which brings in national speakers and engages interdisciplinary teams in a real world Social Impact Challenge.

The Center also hosts events to promote collaboration and inspire dialogue that accelerates social innovation on campus and in the community. Expert speakers, workshops, career development panels and other events support students' education and training, and public events enrich the community. Additionally, each year, the Center's website lists all graduate courses across campus that pertains to nonprofit and public management, social impact, innovation and entrepreneurship, and related topics.

The Center's administrative office is located in the Executive Residence of the Stephen M. Ross School of Business, Room ER2602. To receive announcements and further information, contact [socialimpact@umich.edu](mailto:socialimpact@umich.edu), or sign up for



the newsletter on the website.

Center for Social Impact website: <http://socialimpact.umich.edu/>

Contact Information:

Name: Matthew Kelterborn, Program Director

Email: [socialimpact@umich.edu](mailto:socialimpact@umich.edu)

Phone: (734) 763-4214

## 2.14.02: Certificate in Child Welfare

A certificate in child welfare will reflect the state-of-the art knowledge and skills essential for practice in child welfare and will provide knowledge, skills and professional expertise that are easily transferrable to other fields of practice today. It will reflect instruction from expert faculty and a focused curriculum on social work practice in child welfare.

The requirements for the certificate in child welfare are as follows:

1. Certificate students may be on 16-month, 20-month, advanced-standing, or extended-degree curriculum schedules.
2. Certificate students may choose any of the methods concentrations: Interpersonal practice, Management of human services, Community organization, or Social policy and evaluation.
3. Certificate students choose a practice area concentration in Children and Youth in Families and Society, but with their advisor's permission, may substitute SW 612 for SW 601 or 605.
4. Certificate students must take the specially developed seminars that focus on child welfare assessment and treatment as well as an integrative capstone course linking macro to micro social work practice in child welfare. These seminars are:
  - SW 730 "Social Work Practice in Child Welfare and Child Maltreatment (6 credits; 2 terms)
  - SW 739 "Integrative Seminar in Child Welfare (3 credits)
5. Certificate students will do their internships in field placements that offer opportunities for cutting-edge practice in child welfare. Agencies include, but are not limited to the University of Michigan Family Assessment Clinic, Department of Human Services Central Office and County Offices, the Guidance Center, Children's Advocacy Centers, University Health Systems Child Protection Team.

For further information, please go to:

<https://ssw.umich.edu/r/certificate-in-child-welfare>

Students interested in the certificate in child welfare should submit the online application:

<https://ssw.umich.edu/r/certificate-in-child-welfare-application>

## 2.14.03: Certificates in LGBTQ and Women's Studies

The University of Michigan Women's Studies Department offers two graduate certificate program options through the Rackham Graduate School that can be elected by students in the School of Social Work with careful planning.

**General information relevant for both certificate programs:**

Each certificate consists of graduate coursework totaling 15 credit hours. Students matriculated in master's programs in the School of Social Work can double count at least 7 hours of credits towards the Certificate and towards their MSW, but will need to take an additional 8 or 9 hours of credits beyond the 60 required for the MSW. Several Social Work courses meet the WS criteria and others can be adapted with certain instructors.

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 required in most terms by Social Work over several terms. This usually requires beginning work on the Certificate during the first term with careful advising. The logistics are easier for students in the 20 month sequence because graduate Women's Studies courses are generally not available during the spring/summer term. Some students who have elected to complete the Certificate have extended their schedule a term and completed the MSW and the Certificate in five terms.

WS 890 (for the Graduate Certificate in Women's Studies) and WS 892 (for the Lesbian, Gay, Bisexual, Transgender and Queer Studies Certificate) are handled like an independent study. They are independently designed by the student, working closely with an advisor. Thus, work towards this project can occur during the spring/summer when other relevant courses for the Certificates may not be available.

An application process must be completed through Women's Studies with an application fee through the Rackham Graduate School. Students must enroll through Rackham Graduate School for one of their terms, but this does not change the mix of courses elected in that term. Beth Glover Reed ([bgr@umich.edu](mailto:bgr@umich.edu)) is the faculty member within the School of Social Work most knowledgeable about this process, and is available to assist students to navigate through the process as is the graduate advisor within Women's Studies. For more information visit <http://lsa.umich.edu/women>

## [More specific information about the Graduate Certificate in Lesbian, Gay, Bisexual, Transgender, and Queer Studies](#)

This Certificate aims to:

- Provide an interdisciplinary analysis of the function of sexuality, and particularly sexual identity, in the construction of individuals, as a form of minority discourse, as a signifier of cultural representations, and as a site of power
- Examine the processes by which sexual desires, identities, and practices are produced, represented, regulated, and resisted in the U.S. and globally, both in the past and in the present
- Address sexuality in a way that consistently demonstrates its interconnections to gender, race, ethnicity, and class

Coursework for the Certificate in Lesbian, Gay, Bisexual, Transgender, and Queer Studies involves one core course, Introduction to LGBTQ Studies; one additional course in Women's Studies on sexuality; and two courses, including one outside the discipline, on sexuality or LGBTQ topics. It culminates in an advanced research project designed to incorporate a LGBTQ perspective.

Specifically, 9 hours of credits must be taken from Women's Studies Core courses, including:

- WS 531 (3 credits): Introduction to LGBTQ Studies
- WS 892 (3 credits): Advanced Research
- One Women's Studies course on sexuality (3 credits)
- Two electives on sexuality or LGBTQ topics (6 credits); one elective should fall outside the primary discipline

For the 892 course, Every student will carry out a culminating research project from an LGBTQ perspective. The project can be a dissertation chapter, a prelim, a master's thesis, an independent study focused on a research or applied project, or a component of a professional practicum. The final version, submitted to the Chair of the LGBTQ Advisory Committee, should include a framing statement written by the student and a statement from the faculty advisor. Applied projects should also include an exploration of professional practices from an LGBTQ perspective. The deadline for these documents is November 1 for Fall term graduates and March 1 for Winter term graduates. More details are on the Women's Studies website.

## [More specific information about the Graduate Certificate in Women's Studies](#)

This certificate aims to provide

- Analyses of contemporary feminist theoretical frameworks and methodologies, and their implications for academic disciplines and professional practices
- An inclusive approach that examines the intersection of gender and other social identities and categories of analysis



- An opportunity to broaden and enrich analytical skills in one or more disciplines while drawing on the interdisciplinary perspectives of Women's Studies
- A challenge to the traditional separation of academic theory from political and professional practice.

Coursework for the Certificate in Women's Studies (established in 1982) involves core courses in feminist theory and methodology and advanced courses on women and gender in the discipline. It culminates in an advanced research project designed to incorporate a feminist perspective.

Specifically, 9 hours of credits must be taken from Women's Studies core courses, including:

- WS 530 Theories of Feminism (or designated alternative) (3 credits) and
- WS 890 Advanced Research Project (3 credits, handled like an independent study)

Plus one from the following:

- WS 601 (3 credits) Approaches to Feminist Scholarship in the Humanities
- WS 602 (3 credits) Approaches to Feminist Scholarship in the Social Sciences
- WS 603 (3 credits) Feminist Scholarship on Women of Color
- WS 604 (3 credits) Feminist Practice
- WS 606 (3 credits) Transnational and Multicultural Feminisms

Plus: 6 credits in cognates (approved by Women's Studies to contain sufficient analysis and content consistent with Women's Studies guidelines).

For the 890 course, every student will carry out a culminating scholarly project that integrates a feminist perspective with the discipline/program. The final version, submitted to the Women's Studies Graduate Office, should include a student framing statement and faculty advisor statement. In the submission to Women's Studies, applied projects should also include an exploration of professional practices from a feminist perspective. The deadline for these documents is November 1 for Fall term graduates and March 1 for Winter term graduates. More details are on the Women's Studies website. (<https://lsa.umich.edu/women>)

## 2.14.04: Certificate in Global Social Work

The Certificate in Global Social Work offers students the opportunity to engage in specialized interdisciplinary graduate study for social work practice in the global arena. The program draws upon the resources and course offerings in the School of Social Work as well as those of LSA, and the Schools of Public Health, Law, and Public Policy, as well as other academic units.

The Certificate in Global Social Work granted by the School of Social Work is awarded upon successful completion of academic course requirements, an approved globally focused field placement, and the language proficiency requirement. Course and field requirements for the Certificate in Global Social Work must be completed during the regular University Fall, Winter, and Spring/Summer terms. The requirements for the certificate cannot be met through activities or coursework completed before enrollment in the School of Social Work or after receipt of the MSW degree.

For further information please visit <https://ssw.umich.edu/offices/global-activities/certificate-in-global-social-work> or contact the Office of Global Activities at (734) 936-1964 or [ssw.oga@umich.edu](mailto:ssw.oga@umich.edu).

Current MSW students interested in the Certificate in Global Social Work should submit the online application: <https://ssw.umich.edu/assets/certificate-programs/index.php?page=global>

## 2.14.05: Child Welfare Scholarship Program

Child Welfare Scholarships are awarded to as many as 15 students who are committed to becoming child welfare specialists. Child Welfare Scholars will concentrate in children and youth, take 9 hours of special child welfare courses, and complete their internships in field placements that offer opportunities for cutting-edge practice in child

welfare. Agencies include Washtenaw County Catholic Social Services - Family Assessment Clinic, the University of Michigan Child Protection Team, the Detroit Center of Family Advocacy, Michigan Department of Human Services, and the Guidance Center.

Child Welfare Scholars must enroll in the 16-month curriculum schedule and select the children and youth in families and society practice area.

For more information about the Child Welfare Scholarship Program, please visit <https://ssw.umich.edu/programs/msw/financial-aid/child-welfare-scholarship-program> or contact the Office of Student Services at (734) 936-0961 or <https://ssw.umich.edu/offices/student-services>

## 2.14.06: Community-Based Initiative Program

The purpose of the Community-Based Initiative program is to train and support new generations of social workers dedicated to transformative community based work in urban cities, neighborhoods, and communities. This is done through courses, projects, and field placements in Detroit, and Dearborn communities, institutions and organizations. CBI strongly encourages accepted students to participate in international, comparative community practice experiences and travel to the extent possible while in the program.

The mission of the Community-Based Initiative is to work together with the diverse communities of Detroit and Dearborn to strengthen MSW student learning and practice while addressing community identified priorities and needs.

Students accepting CBI positions will complete their internships from a select list of SSW-approved CBI field placements that offer opportunities for community practice in community-based agencies, institutions and organizations. With the exception of the Detroit Initiative placement, all CBI placements must be located in Detroit (which includes Highland Park and Hamtramck) and Dearborn - particularly but not exclusively directly adjacent to the municipal boundaries of the city of Detroit.

Admitted students who accept the CBI position must enroll in the 16-month curriculum (which includes enrollment in the following spring/summer term), complete the Community and Social Systems concentration requirements, complete (usually Winter term) CBI sections of SW 647 and SW 697, attend the CBI Orientation and Integrative Seminars during Fall terms, and complete community-based field placement in Detroit (includes Highland Park, Hamtramck, and Dearborn directly adjacent to Detroit's boundary). Applicants must select from any of the three following practice method concentrations: Community Organization, Management of Human Services, or Social Policy and Evaluation. **Neither an IP method concentration nor minor are available in CBI.**

See special course planning worksheet for scheduling classes: <http://ssw.umich.edu/assets/course-planning-worksheets/>

For further information about the Community Based Initiative please visit <https://ssw.umich.edu/programs/msw/financial-aid/community-based-initiative-program> or contact the Office of Student Services at (734) 936-0961.

## 2.14.07: Detroit Clinical Scholarship Program

The University of Michigan School of Social Work is pleased to offer the Detroit Clinical Scholars Program. This scholarship program prepares MSW students to work with underserved racial and ethnic minority children, adolescents, and transitional age youth living with physical and behavioral health conditions. The SSW, in collaboration with the Detroit/Wayne County Mental Health Authority, will provide a specialized inter-professional behavioral health education and training program.

The Detroit Clinical Scholars Program addresses a critical need for more mental and behavioral health clinicians serving racial and ethnic minority children, adolescents and/or transitional age youth living in underserved, urban

areas. Detroit Clinical Scholars will be uniquely prepared for positions in integrated behavioral health and primary care, mental health and behavioral health settings, hospitals, health departments, health agencies, schools, or nonprofit agencies.

Detroit Clinical Scholars concentrate in Interpersonal Practice and select the 16-month program. Scholars complete the following specialized coursework:

- an interdisciplinary team-based clinical decision-making course
- mini-courses on engagement and retention of racial and ethnic minority youth and families in behavioral health and primary care settings, an evidence-based practice
- course in working with in working with racial and ethnic minority transitional age youth living with behavioral health conditions and their families, and an course focusing on Latino youth and their families
- a specialized course on integrated behavioral health and primary care practice focusing on children, adolescents and transitional age youth and an integrated behavioral health and health policy course
- additional courses in substance abuse practice with racial and ethnic minority youth and families and interpersonal practice
- an integrative capstone seminar while in your field internship

The scholars also involves participate in the interdisciplinary psychotherapy training program in evidence-based practices offered at the Detroit/Wayne County Mental Health Authority in collaboration with the U-M SSW each term while in their field internship.

Each Clinical Scholar will complete a field placement in a mental or behavioral health agency in Detroit or a surrounding community that serves racial and ethnic minority children, adolescents and/or transitional age youth living with health and behavioral health problems.

For more information about the Detroit Clinical Scholars Program contact the Office of Student Services at (734) 936-0961 or [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu).

## 2.14.08: Geriatric Scholarship Program

The Geriatric Scholarship Program aims to address the need for geriatric social workers by creating more aging-rich placements and increasing the number of students in the field of health care and social work for older people. Scholars enroll in the 16-month curriculum, select the aging in families and society practice area, and participate in all post-Scholarship evaluation activities, including job search/placement surveys.

See special course planning worksheet for scheduling classes:

<http://ssw.umich.edu/assets/course-planning-worksheets/>

For more information about the Geriatric Scholarship Program, please visit the following web site:  
<https://ssw.umich.edu/programs/msw/financial-aid/geriatric-scholarship-program..>

## 2.14.09: Global Activities Scholars Program (GASP)

The Global Activities Scholars Program is a unique opportunity for students interested in working with individuals, communities, and organizations in a global context as part of their MSW field placement requirements. The purpose of the program is to provide students committed to global social work practice an opportunity to live in a foreign country while completing a part of their field placement requirements.

The Global Activities Scholars Program is open to students in all practice method concentrations and practice areas except for students who select the Interpersonal Practice and Mental Health combination. Placements for Interpersonal Practice and Social Policy and Evaluation are limited. Students in the program must enroll in the Out-of-Sequence 16-month curriculum schedule.

Please refer to the Special Course Planning Worksheet for scheduling classes at <https://ssw.umich.edu/assets/course-planning-worksheets/>

For further information please visit <https://ssw.umich.edu/offices/global-activities/scholars-program> or contact the Office of Global Activities at 734-936-1964 or [ssw.oga@umich.edu](mailto:ssw.oga@umich.edu).

## 2.14.10: Management of Human Services Certificate

The Management of Human Services Certificate is nationally recognized and offered in partnership with the Network for Social Work Management. The certificate is awarded based on successful completion of the MSW program with either a major or minor in management of human services.

The requirements of the management of human services certificate are the following:

1. Certificate students may be on 16-month, 20-month, advanced-standing, or extended-degree curriculum schedules
2. Certificate students must choose management of human services as a concentration, or have a management of human services minor
3. Certificate students may choose any practice area: Aging in Families and Society, Children and Youth in Family and Society, Community and Social Systems, Health, or Mental Health
4. Six credits of advanced courses in management
5. Students must become a member of the Network for Social Work Management

For further information, please go to:

<https://ssw.umich.edu/r/management-of-human-services-certificate>

Students with either a management concentration or minor will be eligible to receive the certificate upon completion of an exit audit session. You will receive an email approximately one month prior to graduation to sign up for an audit session. If you have questions about your eligibility, the process of receiving the certificate, or anything else regarding the certificate feel free to contact us at [mlc.team@umich.edu](mailto:mlc.team@umich.edu).

## 2.14.11: Integrated Health Scholarship Program

The Integrated Health Scholarship Program seeks to promote the integration of physical health, mental health, and behavioral health services to provide effective, collaborative, culturally competent and coordinated models of healthcare delivery for individuals, families and communities.

As integrated healthcare models expand in primary care, specialty care and mental health care settings, there is increased need for social workers who are trained to provide collaborative, team-based behavioral and mental health services which are integrated with physical care.

The Integrated Health Scholarship Program will prepare students to work within and promote collaborative care models that attend to physical, emotional, and behavioral health issues across a wide range of care settings. As an Integrated Health Scholarship recipient, students will develop skills for social work practice in a variety of settings including integrated health care settings, including hospitals and hospices, long-term care facilities, adult residential settings, outpatient mental health clinics and community-based nonprofit health agencies.

Upon completion, participants will be prepared for employment in medical, psychiatric, mental health, and/or behavioral health settings, as well as in newly emerging integrative health settings that serve diverse populations confronting physical, emotional, and/or behavioral health problems.

## Objectives of the Integrated Health Scholarship Program

- Introduce the direct practice of integrated health, mental health, and behavioral health.
- Develop skills in patient and family engagement, assessment, intervention planning and implementation, practice evaluation, and social work research.
- Develop competencies in engaging and supporting individuals and families confronting a range of chronic and acute health, mental health, and behavioral health (e.g., substance use) conditions.
- Address issues of diversity, inequality, and social justice as they relate to health policies, access to service and service utilization, and health outcomes.
- Advance understanding of health outcomes, service delivery, and policies within the context of organizational, institutional, and societal structures.
- Apply theories of human behavior and the social environment to the development, implementation, and evaluation of integrated health promotion, disease prevention, treatment, and rehabilitation programs, services, and policies.
- Develop interprofessional collaboration and team skills

As a defined Integrated Health Scholarship Program cohort, students are involved in the following curriculum components:

- Advanced clinical skills development for integrative health care settings
- Coursework that integrates physical, mental, and behavioral health issues across the life course

Each participant must:

- Enroll as a full-time MSW student in the 16-month curriculum
- Select the interpersonal practice method concentration
- Choose the health or mental health practice area
- Agree to a field placement focused on integrated healthcare, a community-based primary care setting or other identified appropriate integrated health settings.

Application:

For more information search "Integrated Health Scholarship Program" on the School of Social Work web site.

## 2.14.12: Jewish Communal Leadership Program

A collaborative effort of the University of Michigan School of Social Work and the Frankel Center for Judaic Studies, the Jewish Communal Leadership Program (JCLP) offers a distinctive educational opportunity for individuals committed to helping Jewish communities meet 21st-century challenges while also addressing broader social concerns.

The program is open to applicants of all backgrounds interested in approaching social justice and leadership through a Jewish lens.

The Jewish Communal Leadership Program combines a master's in social work, a certificate in Jewish communal leadership from the Frankel Center for Judaic Studies (<https://lsa.umich.edu/judaic>), and supervised field work in a range of regional, national, and international change-making agencies.

JCLP students will be equipped to bring innovative contributions to a wide range of organizations, from local Jewish federations and service organizations, to the emerging sector of Jewish organizations advancing social change and service initiatives, to nonsectarian efforts engaging the varied communities that make up our multicultural society.

JCLP students must enroll in the 20-month program. The JCLP curriculum includes a field placement during the spring/summer term. Most JCLP students choose a practice method in either community organization or management of human services and the community and social systems practice area. In consultation with the JCLP director, students may select varied practice method concentrations (including interpersonal practice) and practice

areas. Many students also pursue practice method minors.

JCLP students earn:

- Master's of social work (MSW) degree, consisting of at least:
  - 45 graduate-level academic credits (including any Judaic Studies graduate-level credits)
  - 15 credits of professional field placement experience in nonprofit settings. Most JCLP students will pursue these placements in the fall/winter terms (2 days a week) during the first year of the program, and during spring/summer term (4 or 5 days a week) after the first year of the program. At least one of these placements must be with an agency identified with the Jewish community. For non-IP students, the spring/summer field placement may be at regional, national, or international site.
- Certificate in Jewish Communal Leadership, consisting of:
  - A total of 15 credits of Judaic Studies courses. JCLP students may enroll in undergraduate Judaic Studies courses, but at least six Judaic Studies credits must be at the graduate level. Students lacking a substantial background in Judaic Studies will be required to take Judaic Studies 205/505 or Judaic Studies 601.
- Four-semester Proseminar in Jewish Communal Leadership
- Co-curricular group activities, including team-building, program planning, attendance at the annual Jewish Federation of North America General Assembly, regional site visits and ongoing interaction with local Jewish communities and agencies are a required part of the program. Second-year students create, coordinate, and facilitate an annual JCLP Communal Conversation program.

For more information and course planning worksheets, see <https://ssw.umich.edu/offices/jewish-communal-leadership-program>

## 2.14.13: Masters International Volunteer Program

The U-M SSW Masters International Volunteer Program (MI) allows students to incorporate 27 months of Peace Corps service into their MSW program. The MI program is open to students in all practice method concentrations and practice areas.

Students must be U.S. citizens due to Peace Corps requirements.

Students interested in the Masters International Volunteer Program must first be accepted to the U-M SSW before applying to the Peace Corps. Applicants must ultimately be accepted both to the U-M SSW and the Peace Corps.

MSW program students must select the 20-month curriculum schedule. Students in the MI program will first complete one year of coursework on campus (including a field placement). Afterward they will serve overseas in the Peace Corps for 27 months. Students will then return to campus to complete their last year or semester of coursework depending on their curriculum schedule. Generally, students cannot extend their Peace Corps assignment to a third year (any exception must be approved by the MSW Director).

Please refer to the Special Course Planning Worksheet for scheduling classes at <https://ssw.umich.edu/assets/course-planning-worksheets/>

For further information please visit <https://ssw.umich.edu/peacecorps/masters-international> or contact [ssw.peacecorps@umich.edu](mailto:ssw.peacecorps@umich.edu)

## 2.14.14: National Community Scholarship Program

The purpose of the National Community Scholars program is to prepare professionals for enabling young people and adult allies to create community change.

National Community Scholars will gain skills to organize groups for social action, plan programs at the local level, advocate for socially just policies, and develop community-based services.

The National Community Scholars Program summer field placement is coordinated by the Michigan Youth and



Community Program, which places students with experienced practitioners who promote youth participation and community change. Unique field opportunities for scholars are usually available in one of the following areas:

- Mississippi Delta, an area rich with diversity and history known for its unique role in the civil rights movement.
- Central Appalachia, an area in the mountains and coalfields of eastern Kentucky known for its strong cultural and activist traditions.
- San Francisco Bay Area, a culturally diverse urban area with a dense concentration of community youth organizations.
- Chicago, where we collaborate with community groups strengthening social justice in neighborhoods and areawide.

Applicants must be enrolled in the 16-month curriculum schedule and select the Community and Social Systems practice area concentration.

Please refer to the Special Course Planning Worksheet for scheduling classes at <http://ssw.umich.edu/assets/course-planning-worksheets/>

For more information about this program please contact Dr. Barry Checkoway, [barrych@umich.edu](mailto:barrych@umich.edu) or the Office of Student Services at <https://ssw.umich.edu/programs/msw>

## 2.14.15: The New Leaders in African-Centered Social Work Scholars Program

The New Leaders in African-Centered Social Work (NLACSW) scholars program enhances practice preparation by engaging students in culturally-specific and affirmative curricular and training experiences for service to African Americans. The program is open to any student interested in culturally-responsive social work practice in and with African American communities.

Students in the New Leaders program must enroll in the 16-month program and may participate in any concentration method or practice area. Students will designate 5 elective credits for the following courses:

1. SW 659 – Culturally-responsive Practice in African American Communities: Prevention and Intervention Strategies with Racial Microaggressions (1 credit). An integrative proseminar on engagement and examination of racial microaggressions in practice.
2. SW 713 – Advanced Topics in Social Work: An African-Centered Approach to Practice (3 credits). A specialized course on African and African American history and culture that encompasses affirmative experiences of resistance and contribution and their application to practice.
3. SW 759 – Capstone Seminar (1 credit). A capstone experience that allows students to complete a project through reflection on course, field, and NLACSW scholar experiences that emphasizes how these experiences will impact their career.

Students will complete their regular field instruction requirements in an agency or organization with a consumer base of a Black/African American majority.

As a New Leaders scholar, students will participate in a monthly Support and Consultation Session that provides an opportunity to share their experiences in the program and to build knowledge and gain support among peers, staff, faculty, and community partners.

## 2.14.16: Peace Corp Coverdell Fellows Program

The University of Michigan School of Social Work (U-M SSW) in conjunction with the Peace Corps is pleased to announce the availability of a Coverdell Fellows Program. The Coverdell Fellows Program provides Returned Peace Corps Volunteers the opportunity to earn a master of social work at the University of Michigan through our Community-Based Initiative program. Qualified incoming Returned Peace Corps Volunteers will be selected each year to be Coverdell Fellows and participate in the Community-Based Initiative.

Qualified Returned Peace Corps Volunteers are:

- Returned Peace Corps Volunteers who have satisfactorily completed their Peace Corps service
- Returned Peace Corps Response (PCR) Volunteers who serve at least one 12-month tour or a combination of shorter tours that amount to at least 12 months
- Global Health Service Partnership (GHSP) who serve at least one 12-month tour or a combination of shorter tours that amount to at least 12 months

Coverdell Fellows in the U-M SSW are a part of the school's Community-Based Initiative (CBI) program. The purpose of the Community-Based Initiative in Detroit is to train and support a new generation of social workers dedicated to community and social change in urban cities, neighborhoods, and communities. This is done through coursework and field placements based in Detroit and surrounding areas including Highland Park, Hamtramck, and Dearborn. Upon graduation, CBI scholars work as community organizers, policymakers, program planners, organization managers and administrators, evaluators, and foundation staff within Michigan, the US, and internationally.

For more information, please go to:

<https://ssw.umich.edu/peacecorps/coverdell-fellows-program>

If you have questions please contact (734) 936-1964 or [sswpeacecorpsfellows@umich.edu](mailto:sswpeacecorpsfellows@umich.edu)

## 2.14.17: Social Work in the Public Schools

During the first term of enrollment, students interested in school social work should consult with the appropriate faculty advisor and/or Beth Sherman at [shermanb@umich.edu](mailto:shermanb@umich.edu) about the practice of social work in schools and certification requirements for such practice. 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 and early in the MSW program. The appropriate faculty advisor can provide more information about requirements for temporary approval as a school social worker in the state of Michigan.

The requirements for the School Social Worker Specialization, per the State of Michigan Department of Education for a recommendation for temporary approval as a school social worker in Michigan, are as follows:

1. MSW from the University of Michigan.
2. 500 field hours of direct social work practice with children/youth/families.
3. SW 612 - Mental Health and Mental Disorders of Children and Youth.
4. SW 629 - School Social Worker Interventions.
5. SW 642 - School Social Worker Policy and Services.

Students who complete these requirements, will receive their School Social Worker Specialization, at the time of graduation.

The faculty contact for the School Social Worker Specialization is Professor Beth Sherman at [shermanb@umich.edu](mailto:shermanb@umich.edu) or (734) 763-6276.

Form 310 Recommendation for Temporary Approval Request Form, <https://ssw.umich.edu/assets/temporary-approval-request/> . This form is used to request a letter of recommendation for temporary approval as a school social worker in Michigan.

## 2.14.18: The Specialist in Aging Certificate



# University of Michigan School of Social Work MSW Student Guide

The Specialist in Aging Certificate 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 Social Work, Public Health, Law, 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 practice. Course requirements for the Specialist in Aging Certificate may be met by completing courses during the regular University Fall, Winter, and Spring/Summer terms.

For further information please go to:

<https://ssw.umich.edu/programs/msw/specialization-and-certification-programs/specialist-in-aging>

Students interested in the Specialist in Aging Certificate may pick up materials in the Office of Student Services or the Registrar's Office (1772 SSWB).

Students interested in the Specialist in Aging Certificate should submit the online application:

<https://ssw.umich.edu/programs/msw/specialization-and-certification-programs/specialist-in-aging>

## 2.14.19: U-M Certificate Programs

The university offers a variety of certificate programs. Browse the wide array of certificate programs at

<http://rackham.umich.edu/programs-of-study#certificate>

Rackham also offers a DEI Professional Development certificate:

<http://www.rackham.umich.edu/students/pad/dei-certificate>

## Chapter 15 Options for Scheduling Terms

### 2.15.00: Advanced Standing Option for Eligible Students

Students are notified if they are eligible for advanced standing. Students qualify for advanced standing status if they:

- a. Graduated from a CSWE- or CASWE-accredited BSW program;
- b. Maintained a GPA of 3.5 or above in the equivalent of the final two years of undergraduate study (approximately the last 60–75 semester hours) as calculated by the school's Office of Student Services;
- c. Completed the BSW 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 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. Advanced-standing students must follow the same rules of entry into closed courses as other students. The advanced standing course planning worksheet indicates the typical course schedule by term. Graduation normally occurs at the end of the spring/summer term.

Twelve of the required 45 credits must be completed in field instruction. Advanced-standing students begin Advanced Field Instruction (SW 691) in the fall term and continue in classes and field for the following winter and spring/summer terms. Advanced-standing students are typically in field instruction for two days per week for the three terms; however, if students are placed in public school settings they often enroll in field placement for three days per week during the fall and winter terms.

Students who deviate from the standard advanced standing curriculum schedule in field instruction must complete an *Out-of-Sequence Petition* found under the MySSW section of the School of Social Work web site. Students' field schedules are designed to be congruent with academic coursework.

#### Advanced Standing Curriculum Schedule (684 Field Hours)\*

Term 1 (Fall) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

Term 2 (Winter) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

Term 3 (Spring/Summer) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

\*Above is the standard schedule. Scholarships and certain field placements may require different credits per term, but the total number of credits required to graduate is the same.

The minor method can be completed in 12 hours a week during one of the terms; or in 6 hours a week for two terms; or in 4 hours a week for three terms, totaling 171 hours.

If a student chooses to decline the advanced standing status, they must complete a form through the Office of Student Services (if prior to registration) or indicate this in writing to the SSW registrar early in the first term of enrollment. Upon receipt of this signed agreement, the decision is irrevocable.

Advanced-standing students may not transfer in coursework on the foundation level which is equivalent to the following courses: SW 511/512, 521, 522, 530, and 515/531; advanced-standing students already have their MSW program reduced by 15 foundation-level credits.

### 2.15.01: Choice of Schedule and Changes

A curriculum schedule must be selected at the time of MSW application. This selection indicates the schedule that the student plans to follow, which determines terms of enrollment and field instruction.

Regardless of the curriculum schedule, all students must enroll for at least two consecutive terms where enrollment is expected for the relevant curriculum schedule. If, after initial enrollment in the MSW Program, a student is unable to enroll for two or more consecutive terms, then withdrawal from the Program is required (any exception must be approved by the Associate Dean for Educational Programs). To re-enroll, the student must complete and submit a reapplication form to the School's Office of Student Services and a field plan to the Office of Field Instruction at least six weeks prior to the term in which the student wishes to re-enroll. Students are expected to keep the Office of the Registrar informed of their enrollment plans each term.

For curriculum schedule change policy, review [volume 1, chapter 11 Changing Curriculum Schedule](#).

## 2.15.02: 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. Course Planning Worksheets are located at <https://ssw.umich.edu/assets/course-planning-worksheets>

The advantage of such a course schedule is that students graduate early and have an intensive Field Instruction experience in the spring/summer term. The disadvantage of such a schedule is that students do not get a break from fieldwork and classes during the spring/summer term. In addition, for certain Field Instruction experiences such as school social work, the spring/summer is normally unavailable.

All students in the 16-month curriculum schedule complete field requirements in one field setting. Students in the 16-month curriculum schedule enroll in classes only during the Fall term, and in classes and Foundation Field Instruction (SW515) and Foundation Field Seminar (SW531) during the Winter term. The Field Seminar convenes for a total of 14 hours (for two hours, usually biweekly).

### 16-month curriculum schedule (912 Field Hours)

Term 1 (Fall) - Classes only; 0 field credits.

Term 2 (Winter) - Classes and 2 field days per week + biweekly field seminar = 3 credits (2 of SW515, 1 of SW531) (228 hours)

Term 3 (Spring/Summer) - Classes and 4 field days per week = 8 credits of SW691 (456 hours)

Term 4 (Fall) - Classes and 2 field days per week = 4 credits of 691 (228 hours)

\*Above is the standard schedule. Scholarships and certain field placements may require different credits per term, but the total number of credits required to graduate is the same.

If the student plans to deviate from the standard curriculum schedule and it is not because of a previously identified scholarship or field placement exception, an *Out-of-Sequence Petition*, found under the MySSW section of <https://ssw.umich.edu>, must be filled out and returned to the Office of Field Instruction.

The minor method can be completed logging 12 hours per week during one of the advanced field instruction terms; or in 6 hours per week for two terms; totaling 171 hours on assignments in elective minor method. The minor cannot be completed in foundation fieldwork.

Additional information can be found at <https://ssw.umich.edu/programs/msw/program-length>.

## 2.15.03: 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 second winter term (January through April). In this schedule, Field Instruction is scheduled for two days a week each term (3 credit hours including the field seminar, which convenes usually biweekly for 2 hours, in the first fall term and 4 credit hours in each of the three subsequent terms). Course Planning Worksheets are located at <https://ssw.umich.edu/assets/course-planning-worksheets>.

The advantage of such a schedule is that students have a break from fieldwork and classes during the spring/summer term. 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 fieldwork sites).

Twenty-month students have the option of choosing one or two field placements. 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 fieldwork site and are much better positioned to achieve some mastery in practice skills. The main disadvantage is that students experience only one particular fieldwork site. The advantage of selecting two placements is that students obtain exposure to two fieldwork sites. Another 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 continuous terms.

Twenty-month students who elect one placement must consult with their field instructor and their field faculty to ensure that the field site can offer advanced learning opportunities that exhibit increased breadth, depth, and complexity in assignments, and are able to offer increased levels of independent practice if they elect to remain in the same placement. All field placements must be approved by the field faculty member assigned to the student.

Twenty-month students are required to complete the *Continuing Placement Request Application* in February of their first year to inform the Office of Field Instruction regarding their second placement decision.

#### 20-month curriculum schedule (912 Field Hours)\*

Term 1 (Fall) - Classes and 2 field days per week + biweekly field seminar = 3 credits (2 of SW515, 1 of SW531) (228 hours)

Term 2 (Winter) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

Term 3 (Fall) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

Term 4 (Winter) - Classes and 2 field days per week = 4 credits of SW691 (228 hours)

\*Above is the standard schedule. Scholarships and certain field placements may require different credits per term, but the total number of credits required to graduate is the same.

The minor method cannot be completed in foundation field instruction. It can be completed logging 12 hours per week during one of the terms; or logging 6 hours per week for two of the terms; or logging 4 hours per week for three of the terms, totaling 171 hours on assignments in elective minor method.

Additional information can be found at <https://ssw.umich.edu/programs/msw/program-length>.

## 2.15.04: Masters International Volunteer Program 20-Month Curriculum Schedule

This schedule is designed for full-time students enrolled in the Masters International Volunteer Program (MI). The MI program allows students in all practice method concentrations and practice areas to incorporate 27 months of Peace Corps service into their MSW program over the course of four years. MSW applicants must apply to the U-M School of Social Work first and upon acceptance can apply to the Peace Corps. Masters International Volunteer Program students are not guaranteed acceptance into Peace Corps.

Students enter in the fall term and take academic coursework for two semesters. Upon completion of the winter term, students depart for 27 months of Peace Corps service. Students remain on detached study while serving in the Peace Corps. After 27 months of service students return to campus to finish two semesters of coursework. Students

typically graduate at the conclusion of the winter term. In total, students are enrolled in the program for approximately 47 months, depending on the exact departure and close of service dates set by Peace Corps.

In this schedule, Field Instruction is scheduled for two days a week each term while students are on campus (3 credit hours including the field seminar in the first fall term and 4 credit hours in each of the 3 subsequent terms). Course Planning Worksheets are located at <http://ssw.umich.edu/assets/course-planning-worksheets/>. Additional information on the Masters International Volunteer Program curriculum schedule is available at: <https://ssw.umich.edu/peacecorps/masters-international>

Twenty-month MI students have the option of one or two field placements. Students will have one field placement during their first year of academic work. After completion of Peace Corps, students will have a second field placement or may have the option to return to their first field placement.

## 2.15.05: Masters International Volunteer Program Advanced Standing Curriculum Schedule

This schedule is designed for full-time students enrolled in the Masters International Volunteer Program (MI) who are eligible for the Advanced Standing degree program (Please see Section 15.00 for eligibility requirements for the Advanced Standing schedule). The Masters International Volunteer Program allows students in all practice method concentrations and practice areas to incorporate 27 months of Peace Corps service into their MSW program over the course of four years. MSW applicants must apply to the U-M School of Social Work first and upon acceptance can apply to the Peace Corps. Masters International Volunteer Program students are not guaranteed acceptance into Peace Corps.

Students enter in the fall term and take academic coursework for two semesters. Upon completion of the winter term, students depart for 27 months of Peace Corps service. Students remain on detached study while serving in the Peace Corps. After 27 months of service, students return to campus to finish one semester of coursework. Students typically graduate at the conclusion of the winter term, depending on the exact departure and close of service dates set by Peace Corps.

In this schedule, Field Instruction is scheduled for three days a week during the first two semesters prior to departure for Peace Corps (6 credit hours in the fall and winter terms of their first academic year). Students are not enrolled in field instruction during their last semester on campus following Peace Corps service. Course Planning Worksheets are located at <http://ssw.umich.edu/assets/course-planning-worksheets/>. Additional information on the Masters International Volunteer Program curriculum schedule is available at: <https://ssw.umich.edu/peacecorps/masters-international>.

## 2.15.06: MicroMasters Curriculum Schedules (Pilot)

These schedules are designed for students enrolled in the UM-SSW MicroMasters pilot program. Prospective students with three or more years of human services experience, verified by resume review, are eligible to apply. Applicants must meet the same admissions requirements as those set for the MSW program to be considered for admission. In addition, students must successfully complete the UM-SSW MicroMasters certificate provided on the edX platform and successfully complete the comprehensive examination prior to enrollment.

Students enter in the fall term and take academic coursework for three or six consecutive semesters, according to the selection of one of two full-time options or a part-time option. Following full-time course schedules, students are concurrently enrolled in field education each of the three terms; with the the part-time option, students concurrently enroll in field education each fall and winter term only. To arrange field placements, students must contact the Office of Field Instruction at the time of admission, especially those seeking to enter employment-based field placements. Refer to [volume 3, section 5.01 \*Employment-Based Field Placements Policy\*](#), for more information.

Students typically graduate at the end of the first or second spring/summer term. In total, students are enrolled in the program for approximately 12 or 24 months.

Refer to the curriculum schedules located at <https://ssw.umich.edu/r/MicroMasters-curriculum-schedules> for

additional details.

## 2.15.07: Additional Term Option

The Additional Term(s) Option curriculum schedule is an option available to all full-time students who would benefit from spreading the 60 semester hours required in the MSW program over five or six semesters. The option is also available to students with advanced standing status who spread the required 45 credits over four or five terms and Jewish Communal Leadership Program (JCLP) students who spread their required 75 credits over six or seven semesters. The additional terms of enrollment allow students to enroll in fewer courses in a given term. Students using the additional term option may feel less pressure and have more time to concentrate on their coursework. Students planning an extra term option often will delay their date of graduation. Students must develop an academic plan with their advisor. The Additional Term(s) Option plan must be approved by the MSW Program Director, Assistant Dean of Student Services and the student's advisor and field educator.

To read additional details and enroll in this option, please find the *Additional Term Option* form at <https://ssw.umich.edu/r/additional-term-option>

## 2.15.08: 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 enrolled in 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 four 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 students acquire 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. Well in advance of registration, students must inform the School Registrar (in writing) of the term in which 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 two to four terms fulfilling their Field Instruction requirements. Students can earn Field Instruction credit prior to enrolling full-time only if they enrolled in 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:** Students beginning Field Instruction in the fall term. Students are in placement for two days per week in the fall term, two days per week in the winter term, and four days per week in the spring/summer term.

**PLAN B:** Students beginning Field Instruction in the winter term. Students are in placement for two days per week in the winter term, four days per week in the spring/summer term, and two days per week in the fall term.

**PLAN C:** Students who prefer enrollment according to the 20-month schedule. Students are enrolled in field for two days per week in the fall and winter terms, do not enroll in the spring/summer term, and enroll in field for two days per 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 in which 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.

## 2.15.09: Out-of-Sequence Plans for Field Instruction

Under some 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 <https://ssw.umich.edu/my-ssw/field-instruction-forms/incoming-students/special-placement-deadlines> .

Students cannot start Field Instruction during the Spring/Summer Term. Any student who changes his/her 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 field faculty and approved by the Director of Field Instruction. 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 field placement. Petition forms must be submitted at the earliest date possible.

*NOTE: 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.*







## 3.01.00: Office of Field Instruction Mission Statement

To serve as both a representative of the University of Michigan School of Social Work and its students as well as function as an advocate for the interests of the community-based fieldwork sites where students are placed. Our intent is to establish and maintain continuous and viable representative links between the School and its surrounding communities where quality student learning, training, and service to said communities can occur. Equally important, our goal is to highlight the integral role of the student in utilizing University resources to complement the educational, financial, and social development of the community.

Office of Field Instruction Guiding Principles:

1. Prepare and educate graduate students to engage social work core values, ethics and skills.
2. To provide individualized educational support and guidance.
3. To hold students accountable to course requirements and technical standards of the profession in order to promote and protect the clients and communities we serve.

## 3.01.00: The Council on Social Work Education (CSWE) and Field Instruction

All policies and procedures followed in the Office of Field Instruction are in accordance with the University of Michigan School of Social Work's accrediting body, the Council on Social Work Education (CSWE) (<http://www.cswe.org>)

According to CSWE, field education is the signature pedagogy for social work.

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program.

The criteria for field education are as follows:

1. Field education is associated with an academic program at an accredited institution of higher learning.
2. Field education is structured around a classroom or academic experience, with articulated learning objectives/competencies.
3. The college or university exercises oversight over the internship program and provides educational credit.
4. The field education experience is supervised by social work program personnel; there is an agreement between the program and the field site as well as a learning contract between the student and the site.
5. The Social Work Field Education program is meant to be solely educational and provide training to prepare the professional social worker. It is not meant to supplant or replace existing employees of social work within the field education program site.
6. The field placement is meant to provide an educational and training opportunity to the social worker and is not meant to provide any immediate advantage to the employer or the field site.

<https://www.cswe.org/getattachment/Accreditation/2014-02-25AnnouncementreDOLandField-EF.pdf.aspx>

## 3.01.01: Goals of Field Education

The primary purpose of field instruction is to provide students with educational opportunities that lead to competent practice that complement MSW curricular objectives. It is critically important for students to be able to apply theoretical concepts, empirically supported knowledge, and the values and ethics of our profession learned in the classroom to a real world setting where social work practice is taking place. The provision of generalist practice opportunities for all students in both macro and micro practice methods are mandatory in the field instruction

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courses.

Upon graduating from the School of Social work, graduates should be able to apply knowledge, concepts and skills introduced through their field education experience to their professional activities. Graduates should continue to build on the competency-based foundation continually throughout their careers.

For more information on the specific competencies U-M SSW graduate students are expected to learn through field and courses, please see the CSWE website ([https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS\\_Web\\_FINAL.pdf.aspx](https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx))

## Chapter 2 Educational and Professional Mandates

### 3.02.00: Ethics & Values

All students and field instructors in the social work program have the responsibility to be familiar with the National Association of Social Workers (NASW) Code of Ethics. It is expected that all students, field instructors, and faculty will abide by the Code. A link to the current Code can be found on the NASW website: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

The development of ethical standards should be an integral part of each student's Educational Agreement and incorporated into supervision sessions. Students are to learn the intrinsic principles of the Code and have opportunities to operationalize these principles in their field placement.

### 3.02.01: Disability and the Americans with Disabilities Act (ADA)

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 field instruction. All field placement options are required to follow the The American With Disabilities Act (ADA): <https://www.ada.gov/>

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. Staff in SSD serve as intermediaries and advocates for students with disabilities. Any student seeking accommodations is encouraged to contact the Office of Services for Students with Disabilities (<https://ssd.umich.edu/>) at the beginning of the term, G664 Haven Hall, Ann Arbor, MI 48109-1045, (734) 763-3000 (Voice/TYY/TDD).

The Office of Field Instruction strongly encourages students with a disability to contact the Office of Field Instruction before applying to field in order to discuss any special considerations that students may have to negotiate field.

### 3.02.02: Student Release of Information and Student Understanding of Field Expectations Agreement

Each student signs the following when they submit their online placement request forms.

#### Release of Information

As a part of the field placement assignment process, the OFI will need to share student placement materials and other relevant information with potential field sites and field instructors. This includes discussions with the prospective field instructor, sending a copy of the student's goal statement, resume, student agreement, and prior placement evaluations if applicable/requested. These materials enhance the matching process which generally benefits the student and the field instructor. Without a written release, the Office of Field Instruction is unable to provide the field site with the information required to make a determination regarding the student's field placement. This release also covers all collaboration between the field site and the Office of Field Instruction/School of Social Work after the placement has been confirmed.

I hereby give my permission to the Office of Field Instruction, School of Social Work at the University of Michigan, to release any and all information included in my application for field placement to potential field sites and field instructors for the purposes of arranging field placement(s). This release extends to several field sites when necessary for confirmation of a mutually agreeable placement site. This release does not apply to my application materials to the School of Social Work, personal references, or transcripts. My signature on this agreement indicates that I have read and understand this agreement and represents that I meet and agree to all criteria listed above.

I have read this Participation Agreement and I understand and agree with it.

#### Student Understanding of Field Expectations Agreement

Each student signs the following when they submit their online placement request forms.

I understand and agree, in accordance with the curriculum requirements outlined in the School of Social Work Student Guide that in order to complete the social work program in which I am enrolled, I will be required to complete a field placement. Students will have placement opportunities that match their method and area of concentration, along with their minor, if applicable.

I understand that if I do not have transportation or access to transportation that my field placement options will be limited. Field locations are as far west as Grand Rapids, as far north as Saginaw, as far east as Detroit and as far south as Toledo and I am aware that there are limited public transportation options within and between Washtenaw and other counties. I also understand that a majority of field placements are going to be a minimum of a 30-40 minute commute one-way and some longer. I understand that I am responsible for my own transportation and that the University of Michigan and/or the School of Social Work is not responsible for my travel to and from my field placement.

I understand that as a condition of my field placement, I am required at my own expense, to consent to, complete and pass any or all field site required background checks such as criminal, child-elder abuse, driving record, sex offender, substance use testing etc. I understand that my background check results may influence my placement options and my future ability to become licensed.

I understand and will comply with all regulations related to the Health Insurance Portability and Accountability Act (HIPAA) as enacted by the field site where I am placed.

If I am an interpersonal practice student, I understand that "clinical" placements are defined in a multitude of ways and few field sites offer training in learning how to do long term psychotherapy.

I understand that the field placement process is competitive and that I may not get a field placement option on my list. I understand and will accept a field placement that may not be with the population or setting I have selected. I understand I may complete interviews at several field sites before getting an offer. If more than 3 field placement sites do not make an offer, I may need to meet with the Assistant Dean for Field Education and/or the Academic Concerns Committee to discuss.

I understand and agree that while I am in field placement, I am not covered by workman's compensation for any accident/injury that may occur during my time at the field site doing field placement related business. I understand that I, or my medical insurance plan, are responsible for all expenses incurred while I am working in my field placement and that the University of Michigan and the University of Michigan School of Social Work assume no responsibility or liability for any injury I might sustain. Therefore, I specifically release the University of Michigan, its schools, departments, agencies, officers, directors, and employees from any such responsibility or liability.

Any student seeking accommodations is encouraged to contact the Office of Services for Students with Disabilities at the beginning of the term (<https://ssd.umich.edu/>). This office assists students in negotiating disability-related barriers to the pursuit of their education.

I understand and agree to this Student Understanding of Field Expectations Agreement.

### 3.02.03: Background Checks

The U-M SSW has had a long-standing commitment to assist individuals with criminal conviction histories so that they can pursue their MSW. We understand that some of you may have had contact with the legal system in your past that may have been the inspiration that has led you to the field of social work. However, the State of Michigan has set forth exclusionary criteria for criminal conviction histories of both felonies and misdemeanors for professionals working in certain settings with specific populations. This includes workers in hospital settings, adult foster care, work involving children, and psychiatric settings which balance the protection of individuals who are part of a vulnerable population with the ability of individuals with lived experiences to be able to add to the workforce.

If you do have this type of history, we would encourage you to inform the Office of Field Instruction before you start interviewing for field placements so that we can find a field placement that works for you. Even if you've had something expunged from your record, sometimes background checks still show this history. Please let our office know so we can assist you in navigating your placement selections. Please know we will not share this information with field placements sites without your permission.

The following question appears on the field placement application:

Have you ever been convicted of a misdemeanor or felony including alcohol or drug-related driving offenses?

Driving convictions such as operating while intoxicated, operating in the presence of drugs, operating without a license, etc., are generally misdemeanors or felonies and should be included. Please provide a short explanation which includes the date(s) of occurrence, what happened, and the outcome.

The criminal history record check is a process whereby the student completes a set of forms that are sent to the State of Michigan and reviewed for previous criminal activities and convictions that would prevent the student from working with a specified group of people. Information obtained through a criminal history record check includes registered home address, driving status, aliases, criminal history (including drug possession arrests), and personal protection orders.

ALL public school MSW students should be aware that they will be required to complete and pass a criminal background check. The fee for this service is the responsibility of the MSW student and is typically about \$70.00, but fees may vary. MSW students should be prepared to provide 3 references during this process.

## 3.02.04: Substance Use Screening Policy

Many field sites require drug screenings for all employees and as a prerequisite for acceptance in a field placement.

In most cases, it will be clear on the field site's web page that substance/drug screening (or criminal background checks, or certain immunizations, etc.) are a requirement of the placement. Upon interviewing for placement and conditional acceptance, students may be asked to participate in a substance/drug screening, which if they pass, leads to an official offer of field placement.

Should a student refuse to participate in a substance/drug screening, the field site has the opportunity to decline to host the student for field placement.

If the student fails the substance/drug screen, the student needs to contact the Assistant Dean of Field Instruction. The Assistant Dean of Field Instruction will consult with the MSW Director and the Office of Student Services, and will refer the student for a professional-level substance use assessment. Upon completion of the recommendations provided by the professional assessment, the student once again be referred for field placement. The length of this process may necessitate adding an additional term.

Should the student fail a second substance/drug screening for field placement, they will be referred to the Academic Concerns Committee, which could result in being disenrolled from the School of Social Work. All students need to be aware that they are required to follow all School and University rules and regulations governing student conduct.

## 3.02.05: Immunizations/Vaccination Recommendations

There are established federal guidelines regarding occupational health and safety in health care (OSHA). These guidelines are established to protect the working public and to help employees take proper precautions to enhance their well-being. Certain immunizations are recommended for anyone who plans to interact with clients in many community-based settings. Clients may not have access to or utilize the health care options. Therefore, it is advisable for students to obtain the most up-to-date set of immunizations before field begins.

Some sites will require students to present documentation verifying that they have received particular immunizations before they begin the field placement. The guidelines are interpreted very differently in each field setting, so students are required to find out from the field site which immunizations are required during the interview process. If

immunizations are required, students need to find out from the field instructor whether they can obtain the immunizations at the field site and/or whether the site will cover the costs.

The Office of Field Instruction will inform students what medical forms are required by individual field sites. It is the student's responsibility to complete the form including required signatures and give it to the field site for review and disposition. The field site is responsible to evaluating the forms and instructing the student should additional information be required.

A variety of immunizations are available through University Health Service, 207 Fletcher Street, (734) 764-8320. Please consult the website for a list of available services: <https://www.uhs.umich.edu/>

## 3.02.06: Malpractice and Liability Insurance

Social work students are covered for malpractice under the University of Michigan's policy, but not general 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 with client systems. Students pay for this coverage in their fees when they register for field instruction courses. Coverage applies to all enrolled students while acting within the scope of University sponsored activities including course-related activity to complete their degrees. The University's self-insurance program is permanently funded, non-cancelable, and provides limits in excess of \$1,000,000 each occurrence and \$3,000,000 annual aggregate.

General liability insurance covers one for personal negligence or misconduct which results in injury to another. Examples are auto insurance, homeowners insurance, or business (agency) insurance, which covers the individual or field site for injuries occurring as a result of the failure to meet reasonable standards of care and conduct. If the field site does not provide general liability insurance for students, it is the student's responsibility to obtain this insurance, if desired. Questions regarding this policy should be directed to the University of Michigan Risk Management Services, (734) 764-2200, or <http://www.finance.umich.edu/risk-management>

## 3.02.07: Vehicle Insurance: Use of Student Owned Vehicles For Field Site Business

In some field placements, students may be required to use their personally owned vehicle for transportation purposes. Some field sites will have vehicles for field business for students to utilize. Given this, all students are required to have a valid driver's license, indicate that they can operate a motor vehicle without restriction, carry current vehicle insurance, and agree to be in compliance with the laws of the State of Michigan while on field business.

If a student is to utilize their personally owned vehicle for field placement activities (including the transportation of clients), it is the field placement's responsibility to inform the student of these expectations prior to acceptance into the placement and also to evaluate the student's ability to perform the required tasks. This includes, but is not limited to, ensuring that the student's vehicle is in good, safe, working condition.

The School of Social Work is not responsible for student vehicle insurance coverage.

Students should check with their insurance carrier relative to these and other contingencies before using their personally owned vehicle to carry out field-related business:

- The student should ask whether or not the field site has a vehicle or vehicle insurance to cover these activities. We encourage field sites to reimburse for travel expenses.
- Michigan is a no-fault insurance state. Students coming into the state with vehicles 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 their own property losses.
- Car insurance policies issued out-of-state may assume that the principal use of the vehicle will be in the home state. Students should check with their insurance carrier about their coverage. In no case should the students



undertake field-related business in their personally owned vehicles without adequate insurance coverage.

- Michigan requires that all drivers carry liability insurance. If students are transporting clients, students will want to carry substantially more than the minimum requirement. We recommend that students check with their insurance carrier as to the appropriate amount they should carry given their use of their vehicle for field placement business.

## 3.02.08: Mandatory Reporting and Duty to Warn Laws

The State of Michigan has laws which cover the mandatory reporting of child or elder abuse, and the duty to warn if a client is harmful to him/herself or others. Field instructors are responsible for educating all students with regard to these laws as they pertain to the field site. Students are not allowed to be the primary mandated reporter while functioning as a student in a field placement. This role is reserved for the field site field instructor who is responsible for ensuring that all field placement policies, regulations, laws, and ethical obligations are followed. The student can assist and should have exposure to situations that involve mandatory reporting and duty to warn.

## 3.02.09: The Health Insurance Portability and Accountability Act (HIPAA)

In response to federal guidelines regarding occupational health and safety in health care settings, many fieldwork sites will require that the student (regardless of their dual concentration) participate in training with regard to the Health Insurance Portability and Accountability Act (HIPAA) which was enacted by the U.S. Congress in 1996. Students are required by law to abide by the HIPAA regulations and can be held personally accountability and/or responsible should they violate the law. Fieldwork sites will provide site specific information about their individual requirements during their orientation.

The following information was developed by the University of Michigan Health System Compliance Office:

### I. WHAT IS HIPAA?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a Federal law that, in part, established standard requirements for transmitting identifiable patient health information among providers and health/insurance plans within the health care industry to improve efficiency and effectiveness of the health care system while protecting patient privacy.

### II. WHY HIPAA MATTERS TO ALL HEALTH CARE PROVIDERS?

Beginning in 2009, new rules were adopted which made modifications to existing HIPAA requirements. For health care providers important changes to be aware of include: 1) all HIPAA violations are now presumed to be a "Breach", requiring written notice to the individuals affected, the Federal government, and even the media in some cases; 2) criminal penalties were expanded to individuals (meaning individuals can go to jail for violating HIPAA); and 3) the maximum civil penalties for HIPAA violations increased from \$25,000 to \$1,500,000. In other words, beginning in 2009, the Federal government's enforcement of HIPAA has drastically increased so it is important that you understand some basics to protect your patients *and to protect yourself*.

### III. WHAT INFORMATION IS PROTECTED UNDER HIPAA?

Protected Health Information (PHI) is individually identifiable health information about a patient created or received by entities that are subject to HIPAA. The entities are called "Covered Entities" and are primarily health care providers and health plans. PHI includes information:

- Sent or stored in any form (written, verbal or electronic);
- That identifies the patient or can be used to identify the patient;
- That is about a patient's past, present and/or future treatment and payment of services.

PHI includes any health information that can lead to the identity of the individual or the contents of the information can be used to make a reasonable assumption as to the individual's identity.

PHI includes **one or more** of the following identifiers:

- Names
- Address including zip codes
- All dates

- Telephone & Fax Numbers
- Email Addresses
- Social Security Numbers
- Medical Record Numbers
- Health Plan Numbers
- Driver License Numbers
- Vehicle Identification Numbers
- Account Numbers
- Biometric identifies
- Full Face Photos
- Any Other Unique Identifying Number or Characteristic, or Code

### **Take Away For Students:**

If your clinical experience requires a written summary or other type of written documentation (e.g., a written summary for submission to your professor), do not use any of the above patient identifiers.) Instead, think of other mechanisms to keep track of patient(s) with whom you've interacted. For example, "Patient #1, Week 1 (Week of September 15, 2014)". If you cannot completely avoid the use of any of the above identifiers, then use the absolute minimum necessary (e.g., patient initials only, rather than name or patient age rather than date of birth, etc.)

## **IV. WHAT ARE THE TYPES OF DISCLOSURES OF PHI?**

A major purpose of HIPAA is to define and limit the circumstances in which an individual's protected health information (PHI) may be used or disclosed by a covered entity.

There are 3 types of disclosures:

- A. No authorization required;
- B. No authorization required, but must give opportunity to object; and
- C. Authorization required.

### **A. When Can Phi Be Disclosed Without Patient Authorizations?**

No authorization is required to make the following disclosures:

1. To the patient
2. To use for treatment, payment or healthcare operation:
  - Treatment includes the various activities related to patient care.
  - Payment includes the various activities related to paying for or getting paid for health care services rendered.
  - Health Care Operations generally refers to day-to-day activities of a covered entity, such as planning, management, training, improving quality, providing services and education.
3. Certain disclosures required by law, such as public health reporting of disease, child abuse, etc.

### **B. No Authorization is Required, but an Opportunity to Object must be Provided**

In some cases, the patient must be offered an "opportunity to object" before discussing PHI with a patient's family or friend. For example, before discussing patient information in the presence of a family member or friend in an exam room or an inpatient room, the patient must be asked if it is okay to discuss the information in front of the patient's family member or friend that has accompanied the patient in the exam room.

### **Take Away For Students:**

If you don't feel comfortable asking the patient if it is okay to discuss information in front of their family or visitors or if you feel that the patient may feel pressured to let the family member or visitor stay, a proactive approach to the situation will help protect the patient's privacy. Take it upon yourself to ask the family/visitor to leave the room and come back in a bit. This will give you the opportunity to discuss highly sensitive information with the patient in private. If the patient does not mind the family or visitor being in the room during the conversation, more than likely, they will tell you it is not necessary for the person to leave.

### **C. Disclosures that Require an Authorization**

Written authorization is required from the patient for the following:

1. To access, use or disclose PHI for research (unless an Institutional Review Board approves a waiver of authorization)
2. To conduct certain fundraising activities
3. For marketing activities and sale of PHI

## **V. IMPORTANT THINGS TO BE AWARE OF WHEN DISCLOSING PHI**



Minimum Necessary. The amount of PHI used, shared, accessed or requested must be limited to only what is needed. Workers should access or use only the PHI necessary to carry out their job responsibilities.

The minimum necessary rule does not apply to disclosures of PHI when it is:

1. Being shared among health care providers for treatment;
2. Being shared with a patient about him/herself; and
3. Being shared pursuant to authorized uses or disclosures approved by the patient.

**Incidental Disclosures:** Some unauthorized disclosures of PHI are not completely avoidable. These are permitted under HIPAA and are called "Incidental Disclosures." An example of an incidental disclosure is when a visitor hears a patient's name called out in a waiting area or a hospital patient in a 2-bed room hears a physician speaking to the other patient. HIPAA requires reasonable safeguards to be taken to minimize incidental disclosures such as: speaking in soft tones when discussing PHI in open areas such as the recovery room and not discussing PHI in public areas.

***Take away for students:***

Even though "incidental disclosures" are permitted under HIPAA, it is very important that you are aware of your surroundings when discussing PHI. Ask yourself: "Who could potentially hear what I'm saying?" Then take reasonable steps to minimize any incidental disclosure.

## **VI. SECURING COMPUTERS AND MOBILE DEVICES**

It is essential to know, understand and comply with the electronic device policy at your internship. If you are allowed to use personal mobile devices steps must be taken to properly secure the patient data being stored on the device. The key to securing computers and mobile devices is encryption. Encryption is considered a safe harbor under HIPAA. Encryption is a higher level of protection than a password alone. If an electronic device is lost or stolen and it is encrypted then the PHI is considered protected and there is no HIPAA breach.

Other important considerations when storing PHI on mobile electronic devices is to store only minimum necessary information. Only store what you need to do your job. De-identify the data being stored. This is done by removing the patient identifies. Also, delete the PHI as soon as you are done with it. Lastly, know what information you have. You are responsible for protecting the PHI in your possession from inappropriate disclosures.

***Take Away for Student:***

It cannot be stressed enough that even though you are a student, you are expected to adhere to the same standards, rules and regulation as the entire workforce at the institution where you have been placed for your internship. The federal government has been giving a lot of attention to the issue of how computers and mobile devices are being used when PHI is involved. This is because a majority of HIPAA breaches result from lost or stolen electronic devices. Before using an electronic device, it is your responsibility to determine if such use is permitted and you must ensure that your device is properly encrypted. If you fail to do so and the device is lost or stolen, your internship may be jeopardized. Properly protecting PHI will properly protect you as well.

## **VII. SOCIAL MEDIA GUIDELINES AND PROFESSIONALISM**

Social Media is everywhere and seems to be used by everyone for sharing just about everything. However, as a student intern in a health care setting it is imperative to realize that limitations do apply to what can appropriately be shared via social media. It is important to have a good understanding of the institution's Social Media Guidelines, Code of Conduct and Policies where students are placed for internships. These regulations can and will impact the students' social media activity.

***Take Away for Students***

Even if you are conducting a social media activity from home, the Institution's policies on patient confidentiality, respecting co-workers, and handling proprietary information still need to be followed. So, for example, if you post any identifiable patient information on Facebook, this could be considered a breach under HIPAA. It doesn't matter if the information you post is limited. If the patient's family or coworkers could identify which patient to whom you are referring, this would be an inappropriate disclosure of PHI.

### **3.02.10: Faculty/Student Relationships Policy**

Students are required to abstain from engaging in inappropriate conduct or relationships, including those of a romantic or sexual nature, with faculty members/field instructors, staff members, or clients. Inappropriate conduct or

relationships have the potential to pose risk to the participants or third parties; create conflicts of interest; or lead to unfair advantage or disadvantage to the participants or third parties. Students and field instructors are expected to comply with the University's policies on appropriate relationships between faculty and staff members. Field instructors are considered "faculty in the field" and therefore are required to abide by this policy.

## **Purpose of the policy**

The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members and field instructors have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

Romantic and/or sexual relationships between a faculty member/field instructor and a student have the potential to pose risks to the faculty member/field instructor, the student, or third parties. For a variety of reasons, the University strongly discourages romantic and/or sexual relationships between faculty members/field instructors and students.

## **To whom does the policy apply?**

The policy applies to any University or University sanctioned teacher, mentor, or supervisor (field instructor) of students. This includes, but is not limited to, regular instructional faculty, clinical faculty, supplemental and research faculty, postdoctoral fellows, graduate student instructors, graduate student research assistants, preceptors, and graders.

To review the policy (Standard Practice Guide 601.22) and a set of Frequently Asked Questions, visit the Office of the Provost and Executive Vice President website: <http://www.provost.umich.edu/>

## **3.02.11: Guidelines for Ethical Use of Social Media**

In the age of technology and information, social media can be particularly helpful in building connections with colleagues and maintaining relationships with friends and family; however, as a result, the boundary between personal and professional matters has become increasingly blurry. Due to social work's professional standards and the obligation to follow the *National Association of Social Workers Code of Ethics*, social workers need to continually assess the ethical implications/complications of social media use, not only as practicing social workers but in the training of social work students.

Please see the Office of Field Instruction's information on Guidelines for Ethical Use of Social Media: <https://ssw.umich.edu/my-ssw/field-instruction-forms/current-students/social-media>

## **3.02.12: Concealed Weapons Permits: Implications for Field Placements**

By law, students have the right to have a concealed weapons permit. The University of Michigan (U-M) and the School of Social Work (SSW), Office of Field Instruction (OFI) do not have the ability or authority to regulate this in field placement; however, we highly discourage students from carrying concealed weapons while engaging in field-related activities.

A student is prohibited from carrying a concealed weapon to any field site that is located on University of Michigan property, according to the U-M Regents' Ordinance (<http://spg.umich.edu/policy/201.94>) and the U-M Statement of Student Rights and Responsibilities.

The School of Social Work/OFI cannot enforce these rules at its affiliated field sites. The student's ability to carry a weapon with a permit is then determined by law (some field sites may be no carry zones under Michigan law) or by policies developed by the individual field site. The student is expected to abide by the law and the field site's policy.

SSW/OFI encourages its field sites to develop guidelines/policies regarding concealed weapons permits related to social work student field placements. It is imperative that students are informed regarding field site guidelines and policies related to concealed weapons permits.

## **3.02.13: Internships, Department of Labor Regulations, and Social Work Education Guidelines**

In 2010 the U.S. Department of Labor (DOL) established regulations regarding internship programs in relation to the Fair Labor Standards Act (<https://www.dol.gov/whd/regs/compliance/hrg.htm>). Interns at several for-profit companies (Fox Searchlight Pictures, *Harper's Bazaar*, Warner Music Group, and Atlantic Records, to name a few) filed suit for unfair labor practices. A few courts have decided that the companies were out of compliance with Department of Labor regulations and needed to pay interns for their work.

The Council on Social Work Education (CSWE) is aware that this has raised concern among some social work programs. A number of programs have heard from field site supervisors (or agency human relations personnel) that, based on these cases, they cannot afford to allow social work interns because they would be required by law to pay them.

Field education, as articulated in the CSWE Educational Policy and Accreditation Standards, is clearly within the guidelines of the Department of Labor regulations for an educational internship and does not require payment.

Social work field education meets the following stipulations:

- Field education is associated with an academic program at an accredited institution of higher learning.
- Field education is structured around a classroom or academic experience, with articulated learning objectives/competencies.
- The college or university exercises oversight over the internship program and provides educational credit.
- The field education experience is supervised by social work program personnel; there is an agreement between the program and the field site as well as a learning contract between the student and the site.
- The Social Work Field Education program is meant to be solely educational and provide training to prepare the professional social worker. It is not meant to supplant or replace existing employees of social work within the field education program site.
- The field placement is meant to provide an educational and training opportunity to the social worker and is not meant to provide any immediate advantage to the employer or the field site.

Please note that these six criteria included in the DOL regulations must be well documented and defensible for unpaid internship positions. CSWE encourages all field coordinators and program directors to fully understand the Department of Labor fact sheet and share this information liberally with students and field site personnel.

(CSWE *Setting the Record Straight*, February 25, 2014)

## 3.02.14: Client Permission to Use Information in Recordings for School of Social Work Instructional Course Assignments

Often times, graduate level social work students are enrolled in practice classes while they are completing a field placement. Professors/instructors may give these students assignments that involve the participation of clients at the fieldwork site. In order for client's to participate, permission must be obtained and documented. This 3 page form indicates that voluntary permission has been officially obtained from client participants with the acknowledgement and signature of the supervisory field instructor and/or fieldwork site representative.

To be completed by the social work student/intern:

Course Title: SOCWK \_\_\_\_\_

Course Professor/Instructor's Name (to be completed by the social work student/intern): \_\_\_\_\_

Term Assignment to Be Completed (Circle One):    Fall                      Winter                      Spring/Summer

Year: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail (if available): \_\_\_\_\_

Date: \_\_\_\_\_

To be completed by Adult or Parent / Legal Guardian (Please Check One):

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\_\_\_\_\_ I am an Adult (over 18 and signing for myself)

\_\_\_\_\_ I am the Parent / Legal Guardian of a child under the age of 18 years

If permission is given by Parent / Legal Guardian, please complete the following:

Name of child: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone (if different from above): \_\_\_\_\_

E-mail (if available if different from above): \_\_\_\_\_

I give permission to \_\_\_\_\_ (name of intern), an MSW student intern at the University of Michigan School of Social Work, to release identifiable information about me (or if parent/ legal guardian - my child) captured in the agreed upon recorded format during a social work intervention including a counseling/therapy, group or family session held at \_\_\_\_\_ (INSERT FIELDWORK SITE'S NAME). I understand that this identifiable information will be shared only with the student intern's instructional course professor/instructor for the purposes of evaluating the MSW student intern's professional skill development. I have been told the recording will be kept in a secure location at the fieldwork site until it is submitted to the course instructor for review. I have also been told the course instructor will handle the materials as confidential and not accessible to others.

I understand that participation is voluntary. I am aware that the services provided by the MSW student intern will not change even if I decide not to sign this permission form. .

I have been informed that the MSW student intern will destroy the recording when the course assignment is graded at the end of the term on the following date: \_\_\_\_\_

I can decide at any time to withdraw my consent to have information shared with a course instructor. I also understand that the recording will not be shown to other members of the class without my signing an additional permission form.

This permission automatically expires in 160 days.

Signature of Client and/or Parent/Legal Guardian: \_\_\_\_\_

Assent of Minor (if over the age of 12 years) \_\_\_\_\_

Signature of Student Intern's Field Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

## **To Be Completed by the Fieldwork Site Representative and/or Field Instructor**

I am aware that \_\_\_\_\_ (name of SSW student), a MSW intern from the University of Michigan School of Social Work, as part of course assignment: (enter course number and term enrolled):

SOCWK \_\_\_\_\_ (ENTER COURSE NUMBER) in FALL/WINTER/SPRING-SUMMER term \_\_\_\_\_ (ENTER YEAR), may approach a client(s) to obtain written permission for a social work intervention in our fieldwork site to be recorded.

I have reviewed the permission form and the steps taken to protect the client's rights are consistent with the fieldwork site's policies/procedures.

I give my approval for the MSW student intern to seek voluntary, written permission from client(s) for this assignment

I confirm that the recording will be destroyed at the end of the term by the following date: \_\_\_\_\_.

Field Instructor and/or Fieldwork site Representative: \_\_\_\_\_

Fieldwork Site: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

## Chapter 3 Roles, Responsibilities and Field Site Requirements

### 3.03.00: Assistant Dean for Field Education

The Assistant Dean for Field Education (ADFE) works with students, field instructors, School of Social Work faculty, staff and community to execute the goals of the Office of Field Instruction. The ADFE is responsible for the administration and management of the Office of Field Instruction and reports to the Associate Dean for Educational Programs. The ADFE has the authority and responsibility for all facets of the field instruction program including development, facilitation, implementation, and monitoring of all policies, procedures, which includes providing oversight and supervision for all field-related functions in the School of Social Work.

The ADFE collaborates with field sites and field instructors in developing placement opportunities, providing training, and ensuring that standards are met.

The ADFE supervises and oversees the work of the field faculty in the School of Social Work Office of Field Instruction.

The ADFE collaborates with field coordinators, faculty and directors at other colleges and universities regarding the enrichment of field instruction.

The ADFE is responsible for all aspects of planning, policy/procedure development, placement problem-solving with students, collaboration with other SSW offices and faculty, and evaluation of all placement related activities. The ADFE works to ensure that field instruction objectives are met and classroom curriculum integrated with the field experience, and is responsible for all other matters related to the office as the Associate Dean or Dean may assign.

### 3.03.01: Field Faculty

A field faculty (also known as field liaison, field educator, field adviser, placer and seminar instructor) is one of the faculty members in the Office of Field Instruction. You may work with one or several of these individuals to find the placement that's right for you. These individuals also monitor your placement and forms throughout the MSW program.

Field faculty are the core team in the Office of Field Instruction. In this role, they are responsible for teaching, advising and mentoring graduate students. They place an assigned cohort and liaison/monitor those students. In most cases, the field faculty member who placed the student will also monitor the student in placement. Whenever possible, the student will also have the same field faculty for their Foundation Field Seminar course. This provides multiple vehicles for integration of classroom learning, student placement monitoring, relationship building, and problem solving. Field faculty are also responsible for administering all policies and procedures related to field instruction.

The field faculty responsibilities include:

1. Monitoring student learning. By virtue of several touch points throughout each term (in person site visits, phone calls, virtual meetings, group supervisions, emails, etc.), field faculty ensure your field assignments and tasks are in line with building a foundational social work skill set.
2. Reviewing and approving all student forms, including the Field Placement Application, Field Placement Verification form, Educational Agreement, and others when applicable. Field faculty ensure that the Educational Agreement is consistent with educational guidelines and recommend revisions when appropriate.
3. Assigning a course grade for field instruction courses that include: SW515, SW531 and SW691.
4. When appropriate and/or necessary, the field faculty assists the field instructor and/or student in the initiation and

development of a Performance Learning Plan for identified placement issues/concerns/problems.

4. Facilitating closure when placement is terminated and helping the student to secure a new placement.
5. Assisting in the ongoing monitoring and reviewing of field site's suitability. In this capacity, the field faculty are capable of monitoring field instructor performance closely. Annual evaluation instruments also help to inform the field faculty and Assistant Dean for Field Education (ADFE) with regard to student experiences in the placement setting.
6. Assisting in identification and development of new field sites in conjunction with the ADFE. Participates in training sessions for field instructors.

## 3.03.02: Field Instructor

A field instructor (also known as field supervisor; some are specifically called LMSW supervisor or task supervisor) is your supervisor at the field agency you're placed at. You may have one or two field instructors. These individuals supervise your activities, encourage your learning and evaluate your growth. Every term, one field instructor must be an LMSW and provide one hour per week of social work supervision.

The field instructor responsibilities include:

1. Conducts a structured and well-planned orientation to the field placement's programs, policies, resources, and sociopolitical context for the student.
2. Develops the Educational Agreement with the student, which outlines learning objectives, means for their attainment, and criteria for assessment of goal achievement.
3. Is accessible to the student and field faculty member for consultation, participates in conferences with the field faculty member and student on a routine basis and/or whenever problems arise, and keeps the field faculty member routinely informed regarding the student's progress and/or problems.
4. Holds regularly scheduled supervision conferences (a minimum of one hour per week per student in addition to preparation time), with the student utilizing a supervision agenda.
5. Provides the student continuing and clear feedback throughout the field placement. If a problem with a student develops, gives the student the opportunity to overcome the problem behaviorally, keeping in mind the distinction between educational supervision and employee related performance supervision. Document concerns, issues, or problems regarding student performance; to communicate concerns to the student and field faculty as they develop; and to suggest recommendations for improvement.
6. Monitors the student's hours.
7. Helps the student assess and reassess educational needs, i.e., what they know, what their learning needs are, and what their learning style is. Ensures that the student is not under or over utilized.
8. Teaches the student the skills and appropriate behaviors needed to accomplish tasks in the field placement.
9. Encourages and supports the student's integration of the values and ethics of the social work profession utilizing the NASW Code of Ethics as a guide.
10. Helps the student integrate theoretical knowledge and knowledge from previous experiences with present practice.
11. Is available and participates in site visits with the field faculty member and student.
12. Participates in a formal evaluation process via the Educational Agreement with the student and the field faculty member at the end of every term. This evaluation process informs the grade the field faculty will give the student.



## 3.03.03: Field Site Selection

The School of Social Work has established standards for selecting field sites. The ability of the School to provide sound, educationally-focused field experiences relies heavily on a partnership with the community and their vested interest in the training of students. The goal is to utilize field sites which agree not to discriminate based on the diversity dimensions (ability, age, class, color, culture, ethnicity, family structure, gender [including gender identity and gender expression], marital status, national origin, race, religion, sex, and sexual orientation). While the field site may gain some benefit from having a student, the primary motivation for hosting students should be to teach and mentor the next generation of social workers.

As required by federal and state law and by University of Michigan policy, field instruction sites, as a whole, must be accessible to students with disabilities. The as a whole requirement means that students with disabilities should have the same kinds of educational opportunities -- including field instruction in particular kinds of settings -- as students without disabilities. However, given the wide range of disabilities, it is possible that not every placement site will have the capability to accommodate every student. It may not be feasible, for example, for a site to accommodate students who use wheelchairs because of the site's location and existing architecture, but this same site could easily accommodate students with visual or hearing impairments. Every effort is made by the Office of Field Instruction to ensure equal access to field opportunities.

The selection of field sites is largely dependent on the field site's ability to accommodate the broad demands of a multifaceted curriculum, the range of target populations and experiences which it can offer, and its commitment to the training of social work practitioners.

## 3.03.04: Field Instructor Criteria and Credentials

The Council on Social Work Education (CSWE) mandates that all field instructors must possess a CSWE accredited Master of Social Work degree, and have completed at least two or more years of post-degree experience. In addition, the School of Social Work mandates that all field instructors be licensed as a LMSW (licensed master social worker) in good standing in the State of Michigan. This applies to all practice method concentrations because the State of Michigan requires a license for micro and macro practice. Field instructors with a LLMSW license will be considered as long as they are post-MSW by 2 years and on track to complete the requirements for the full LMSW license. Qualified field instructors should possess commitment, sound practice skills, ability to work with a secondary field instructor (if indicated), and an interest and competence in teaching.

When students are placed in other states, the field instructor must meet the CSWE standard and be licensed according to state requirements. When students are placed globally, they need to meet the CSWE requirement or the equivalencies established by the SSW Office of Global Activities which were created in concert with the Office of Field Instruction.

In cases where an MSW social worker is not available, the goal is to identify a human service professional that possesses the requisite skills and experiences and desires to function as the student's primary field instructor (task assignments, daily involvement, etc.) based on the student's practice method concentration and practice area. In settings where there is not a LMSW, the task, or primary non-LMSW field instructor provides the day-to-day assignment of projects and oversight/direction for students in addition to mentoring and supporting the student throughout their placement.

In these situations, the field site will be required to have a secondary LMSW field instructor who provides an hour per week supervision for the student to discuss the field placement experience, the student's assignments, and how their experience working in the placement relates to social work. The duties of the secondary LMSW field instructor include providing the student with regular supervision, cosigning the student's Educational Agreement, participation in the evaluation process and being available to meet with the field faculty, primary field instructor, and student during site visits and/or during problem solving. In field sites with more than one student, the LMSW often meets with the students in a group. This arrangement does meet the School's credentialing requirements.

All professionals providing field instruction are required to abide by the NASW Code of Ethics.



## 3.03.05: Student Supervision

Field instruction of students occurs through a variety of styles and methods, including shadowing, formal one-on-one time with the field instructor, group supervision, demonstration, coaching, and team meetings, etc. The choice of which activity best fits the student and the assignments is left to the field instructor and the student. However, the pattern of instruction must be thoughtful and minimum contact time per week must be established. The School requires a minimum of one hour of supervision per week; and recommends more.

Students are expected to take a proactive stance in regard to the use of instructional time. This can mean formulating questions and gathering/presenting any relevant written materials (such as case notes or reports or drafts) for field instruction conferences or meetings.

Students are required to utilize a supervision agenda to guide the student/field instructor reflection process. Students should prepare for their supervision by creating an agenda that reviews their cases and/or projects in the following areas:

- Administrative duties/functions
- Knowledge, skills and professional practice behaviors
- Reflective learning related to PODS (privilege, oppression, diversity, social justice)
- Professional and personal growth and development, skill development and the identification and development of key learning experiences

## 3.03.06: Student Orientation To The Field Site

The field site is responsible for field site-based orientation, which typically occurs during the first few weeks of field. In general, the orientation should consist of acquainting the student with the various services offered by the field site and the range and scope of possible assignments. Planning for these assignments should begin right after the orientation period, and specific initial assignments should be identified.

The reason for the field site orientation to field instruction is twofold. First, before the student engages with clients, field site staff, communities, etc., they should have some knowledge of professional roles and relationships, the ethics of the profession, and the nature of service delivery systems, as well as some acquaintance with various theories of human behavior. Second, students are expected to gain knowledge about the range and type of specific field site services, fieldwork site structure, and staff roles and responsibilities, as well as interagency and community relationships. A well-planned and organized orientation within the field site will not only provide information useful for student performance, but will benefit the field site by enhancing the potential for greater student productivity.

Examples of orientation activities include but are not limited to:

Field Site Documents and Demographics - Review: annual reports, policy manuals, special reports, grant applications, characteristics of the service population, relevant legislation, and census data on community.

Field Site Meetings and Conferences - Attend: staff, board, committee, department, and team meetings, City Council, County Commission meetings, Interagency meetings, consultations, professional conferences, and staff development sessions.

Community Visits - Neighborhood and community organizations, schools, police agencies, human services offices, accompany/shadow visits of staff, other departments within the fieldwork site, referral agencies and programs, and contract agencies.

Preparing for Direct Service - Shadow multiple experiences, assist in intake, assist with group work, begin client assessment, review case records, review project guidelines, learn about fieldwork site funding sources, review organizational charts, and receive supervision and feedback.

The field curriculum utilizes Bloom's Taxonomy of cognitive domains as a reference tool in the development of competent social work professionals. Field sites should become familiar with these stages of development as they relate to the identification and creation of field-based assignments that allow students to participate in a beginning-,

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middle-, and end-stage approach to their learning. The assigned field faculty member is always available for consultation to the fieldwork site regarding the identification and development of assignments."

## 3.04.00: Enrollment Requirements & Out-of-Sequence Field Plans

Students must enroll in field instruction during the terms in which field is conducted. Students are only covered by the University's liability insurance when officially enrolled. No academic credit will be given for field conducted during a term for which a student is not enrolled in field courses.

Under some circumstances, students may find it necessary to alter the number of field credits that are taking each term, or the terms in which they are taking field. If the student's field schedule is different than their Course Planning Worksheet, they need to contact the Office of Field Instruction to complete an Out of Sequence Petition.

The field site must also agree to the proposed schedule and be able to accommodate the student's request.

Some field placements require students to have an alternative field schedule, which may or may not include using elective credits to enroll in more field, in order to qualify for the field placement. In some cases, field placements require the student to begin field a term early, or use elective credits to complete more field per term. Your field faculty will help you navigate this requirement if you select an applicable field placement.

Students who need to enroll for 5 credits during the first term due to the requirements of the field site, should register for 2 credits of SW515 and 1 credit of SW531, and SW691 for 2 credits. If a student is registered for both foundation and advanced field, the Educational Agreement will automatically reflect this and display required advanced competencies.

## 3.04.01: Changing Practice Method Concentration and/or Practice Area After Enrollment

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 the field placement assignment. 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 (SW 691) in the chosen dual concentrations.
2. Advanced standing students who change concentrations after the second term of advanced field instruction will probably need to enroll for an additional term of study.
3. Students who elect a minor method, specialization, or certificate program will probably 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, students may switch the practice method concentration or practice area 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 Assistant Dean for Field Education is obtained
5. Permission of the faculty advisor is obtained
6. Permission of the field faculty is obtained

If a student wishes to change their practice method concentration, practice area, or both, they 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

20-month Students: Must submit all necessary forms by the end of the second term of study

Advanced Standing Students: Must submit all necessary forms by the end of the first term of study

Out-of-Sequence Students: May not be able to change concentrations without extending the program of study

The forms necessary for changing a concentration are located under Class-Related forms on the School of Social Work website. The form is called "Request for Change in Concentration and/or Minor".

Students should also confirm that their concentration change will not conflict with the conditions required of any grant or scholarship offered from the School of Social Work.

## 3.04.02: Minor Requirements

Students have the option of electing a minor in a different method. Students who wish to elect a minor method should do so prior to beginning field instruction to ensure they are assigned to a field site that provides learning opportunities for both the practice method concentration and minor methods. Students should discuss their plans for a minor with their assigned field faculty and faculty advisor.

Students must earn 12 hours of Advanced Field Instruction credits (SW691) in order to graduate and at least 8 hours of Advanced Field Instruction credits must be in the student's practice method concentration and practice area. Students who elect a minor spend 25% or 3 of 12 advanced field credits in field assignments in the minor practice method concentration. The minor constitutes 171 hours of the 684 required hours in advanced field instruction. A total of 912 field hours are required (except for advanced standing students who must complete 684 hours) and 171 of those hours can be devoted to a minor.

Field activities related to the minor cannot be completed in Foundation Field Instruction (SW515).

Minor field assignments must be documented on students' Educational Agreement and signed off on by the field instructor. Students are required to identify three suitable competencies that coincide with their chosen method concentration.

Hours for an optional minor method must be logged on Tab 3 End of Term on the Educational Agreement.

For information on what scores qualify as passing for your minor, please see the SW691 Advanced Field Instruction course syllabus. Minor scores are not included in the total term scores.

## Chapter 5 Field Absences and Employment-Based Policies and Procedures

### 3.05.00: Absences, Schedule Conflicts, & Emergency Policies

#### Classroom Schedule Conflicts

Class offerings throughout the four terms are organized to accommodate students' academic requirements. On occasion, the student or field site may find it necessary to schedule a field activity during class time. In this event, the student must obtain permission from their class instructor to miss the class. A single occasion may be acceptable to most instructors--a planned pattern of absences is not.

Field is also considered a class; therefore, a student should not skip field activities to study or complete classroom assignments without first discussing this with their field instructor.

#### Absences From Field Placement

Satisfactory attendance and communication around absences is a technical standard of any student in field instruction and is a standard for professional behavior. If a student is unable to attend field as scheduled (religious holidays, illness, injury, family emergency, etc.), the student must notify the field instructor in a timely and professional manner. This would also include collaboration with the field instructor to make-up the hours missed. Please be aware that a "no call show" absence is professionally unacceptable.

The details of making up hours is up to the field instructor and student. The ultimate requirement is that the student completes the necessary number of field hours per term.

There may be circumstances in which a student is absent for legitimate reasons for an extended period of time, and as a result the hours cannot be made up in the same term. In this case, the field instructor and Field Faculty can approve a plan for the student to make up hours the subsequent term. The student will be granted a grade of "I" until the hours are complete, and then it will be updated to "IS", "IM" or "IU", depending on the student's earned grade. To learn more about an issued "I" or "Incomplete" grade, see Volume 2 of the Student Guide.

Students and field instructors are encouraged to notify the Field Faculty immediately if there are issues surrounding the attendance of the student.

Students participate in field instruction on assigned days throughout the term, with the exception of University holidays and recesses which include Fall Study Break, Thanksgiving, Winter Break (December), Spring Recess (February), legal holidays, and other holidays officially observed by the field site.

When University recesses and holidays conflict with those of the field site, it is expected that the student will observe the schedule of the University. However, with certain clinical placements, the agency may require the student to be present during more lengthy breaks to assure appropriate care of clients. We encourage students to inquire about this during the interview process or at the start of your placement. It is also acceptable if the field site agrees, that the student may elect instead to observe field site recesses and holidays, provided the required number of field hours are fulfilled. Attendance at conferences or all-day professional meetings is permitted and count as field hours when the content pertains to the student's field assignments and the field instructor has given approval.

#### Severe Weather Policy

There will be times when severe weather, especially snow and ice, will make the student question whether it is safe to commute to field. Students are expected to make every reasonable effort to attend field in accordance with their schedule. At the same time, students are advised to use good judgment about the risks of travel.

If the University cancels classes but the field site is open (ie, hospitals) students are expected to attend field. Students must make their own judgement about the safety of coming in these situations. If they deem it unsafe, they need to provide adequate notification to their field instructor. Again, makeup arrangements are to be worked out between the field instructor and student.

#### Employment Conflicts

All students should be in field at least 16 hours per week for each term that they are enrolled in field instruction. Field

instruction terms should be consecutive. Many students have full-time or part-time employment while enrolled in the MSW program and request field schedules to accommodate their employment schedules. These requests generally cannot be honored by the School because students need to accommodate the field site's scheduling requirements in order to allow the student to participate fully in field.

Students who work full-time are strongly encouraged to either reduce their work hours to no more than 20 hours per week while they are enrolled in classes and 16 hours per week of field, or take longer to complete the MSW program than the standard four terms such as is offered in the extended degree program.

## Emergency Policy

1. If the School of Social Work/University of Michigan is closed due to an emergency, the student should follow the School's policies related to attendance and notification.
2. If the field site is closed due to an emergency, the student should follow the field site's policies related to attendance and notification.

## 3.05.01: Employment-Based Field Placements Policy

Employment-based field placements refer to a field placement that is arranged for a student at a site where the student also works. These types of field placements follow strict guidelines to ensure learning can take place. The achievement of learning, attainment of social work competencies, and overall educational objectives is the central focus involved in the consideration of an employment-based field placement proposal.

In addition, the Council on Social Work Education guidelines (EPAS 2.2.11 <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>) must be followed at all times.

## Requirements

If a student wishes to request a field placement in which they will be simultaneously employed, the following requirements must be met:

1. The field site must be approved by the Office of Field Instruction. All required paperwork, as well as a site visit, must be completed prior to the start date of the field placement.
2. The field instructor must be qualified and have an LMSW (see Volume 3, Chapter 3 Field Instructor Criteria and Credentialing Requirements and Field Instructor Selection).
3. The student's field placement must be in a different program than that in which they are employed.
4. The student's field instructor and employment supervisor must be different people.
5. The student's employment hours and field hours must be clearly defined and delineated.
6. The student must have been employed by the field site for minimum of 60-days prior to submitting an employment-based field placement proposal.
7. Students must log the same number of field hours in an employment-based field placement as in a non-employment-based field placement.
8. The focus of the field placement must be on meeting the student's learning and educational objectives. Learning opportunities need to exceed present job skills and knowledge.
9. Field credits will not be granted for previous professional work experience (Council on Social Work Education, EPAS 3.1.5: <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>).
10. Retroactive approvals for employment-based field placement proposals will not be granted.

Signatures indicate that all parties have read and understood all stated policies, and requirements.

Reasons for denial of an employment-based placement include:

Site is very small or are highly-specialized private practice settings

Site is owned and/or operated by student's relative (marriage or birth)

Student is in a position of authority (CEO, Director, President, etc) or is self-employed

Site has existed for less than one year and/or has not developed or implemented formal operating policies and procedures

Site is under investigation or has been sanctioned for fraudulent or unethical activities

## Proposal Process

Each proposal will be examined on its merits. Submitting the proposal does not guarantee approval of the request. If the proposal is not approved, the student will need to consider other field placement options. Approval of an employment-based placement proposal does not affect the total number of field credit hours a student must earn. If a student becomes employed after field placement begins, then this arrangement must be reported, reviewed, and approved by the field faculty and Assistant Dean of Field Education (ADFE).

Students are required to submit an "Employment Based Field Placement Schedule Documentation for Subsequent Term" form to their assigned field faculty each term which clearly delineates their field instruction and their employment schedules for the term. This form can be found under MySSW on the School of Social Work website.

In general, Advanced Standing students are not allowed to complete a placement at their current or previous place of employment. These proposals will be evaluated on a case-by-case basis.

Employment-based proposals that request a field placement in the same field site for both placements (20-month students) is highly unusual. Exceptions will be evaluated on individual merit as related to the School's expectations. A student may petition for an exemption to this policy in the case of employment at a large diverse field site that can demonstrate the ability to offer two distinct learning opportunities with two different field instructors, both of whom were not employment supervisors. These proposals will also be evaluated on a case-by-case basis.

The field site Director or Chief Executive Officer must sign off on all employment-based field site proposals. It is the field site's decision as to what type of compensation the student receives while in placement.

The planning process for an approval of an employment-based field placement proposal can take several months, students are strongly encouraged to complete these forms early. All field sites must complete the required paperwork including an Affiliation Agreement.

All proposals must be submitted for review and approval to the Assistant Dean for Field Education (ADFE) by the date the Field Placement Application is due.



## Chapter 6 Field Expenses and Financial Aid

### 3.06.00: Stipends, Supplemental Financial Aid, Work-Study Stipulations and Graduate Student Instructor (GSI) Policies

#### Field Site Stipends

Field sites are encouraged to provide stipends for students, who are typically undertaking extraordinary expenses to attend graduate school. If available, these stipends vary in amount and the decision to offer a stipend is completely dependent on the field site.

#### Field Travel Stipend for Designated Sites

##### *Introduction and Purpose*

In order to encourage students to travel to field sites outside of Washtenaw County, the Office of Field Instruction is able to offer a \$250/term travel stipend for sites that are outside a 30-mile radius of the School of Social Work.

Please note, this is a 30-mile radius or "as the crow flies". It is not 30-mile driving distance.

##### *Stipend Program Exceptions*

- Students who are enrolled in the SSW Scholarship Programs (Child Welfare, Clinical Scholars, Community Based Initiative in Detroit, Detroit Clinical, Geriatric, Global Activities, Integrated Health, National Community, New Leaders in African-Centered Social Work, Jewish Communal Leadership, National Placement Program, etc.) are not eligible for funding under this program.
- Funding is a predetermined amount provided for a set number of term(s) based on the standard curriculum tracks. Extending the field placement past the standard number of terms will NOT result in an increase or continuation of the stipend. Students completing less than 15 weeks of field at the specified fieldwork site in a given term will have the amount of the stipend prorated.
- If the student's field placement is terminated, a refund to University of Michigan School of Social Work (U-M SSW) may be required and processed by the U-M SSW Office of Student Services
- Final approval for funds is at the discretion of the Assistant Dean for Field Education.
- Funds for approved applicants are dispersed through the U-M SSW Office of Student Services (OSS) in conjunction with the University Office of Financial Aid.

##### *Stipend Program Procedures*

Funds will be distributed only when ALL of the following conditions are met. Students must:

- Complete the required field placement verification form. The form is not considered complete unless it is signed by the student's field instructor and received by the due date.
- The Office of Field Instruction will process the stipends 1-2 weeks after the field placement verification form is due. OFI will send an email to the student informing them that the process has been initiated.
- Funds distributed as a result of this policy are considered stipends. Students who are fully funded will need to have their financial aid budget expanded by the U-M Office of Financial Aid (OFA) or this stipend may reduce their loan eligibility.
- Students are required to contact the U-M SSW Office of Student Services to determine if a University Office of Financial Aid budget expansion is necessary. It is the student's responsibility to pursue a budget increase, if applicable.

#### Work Study Stipulations

Students who are eligible for work-study financial support cannot receive work-study moneys while assigned to a field placement. Work-study moneys/hours logged must be in addition to the hours logged/enrolled in field instruction credits.

#### Graduate Student Instructor (GSI) Field Policy

Students are not permitted to work as a graduate student instructor (GSI) for the same person who is their assigned field instructor in the same field site where they are placed. The role of a student learner must be separate from that of a student employee.

### 3.06.01: Field Expenses and Transportation Responsibilities



## Field Related Expenses

Students will have expenses related to fieldwork. These could include immunizations/vaccinations or tests that may be required by the fieldwork site, possibly criminal background checks, health insurance, liability insurance, gas, parking, or additional vehicle insurance if the student's personally-owned vehicle is used for fieldwork. Fieldwork sites are strongly encouraged to reimburse the student for expenses related to fieldwork. For example, if field placement staff is reimbursed for travel, it is encouraged that the student will benefit from the same fieldwork site policies. Such arrangements are strictly based upon negotiations between the fieldwork site and the student, usually during the placement interview.

## Transportation Responsibilities of the Student

Transportation to and from the field placement is the responsibility of the student. A large majority of the field sites offer services that are community-based and the majority of fieldwork sites require the use of a vehicle for fieldwork. This means that many field placements require students to have a car to perform field placement related tasks such as community outreach, home visits, community work, attending meetings, etc., so it is important that all students have a valid driver's license and access to a vehicle. **Not having a car will severely limit field placement options.** It is to the student's advantage to have a vehicle or be prepared to carpool to the extent that this is available. Students are encouraged to utilize the [ssw.marketplace@umich.edu](mailto:ssw.marketplace@umich.edu) to advertise for carpool availability. Many field opportunities are located in the larger urban areas (such as Detroit or Lansing) and students without cars may need to compromise their interests and preferences to be accommodated due to a lack of transportation.

Students with only occasional need for their own transportation for field activities might consider getting a Zipcar membership through U-M. Please see the Zipcar website under "For Universities".

## Chapter 7 Student Safety

### 3.07.00: General Guidelines

#### Safety Training Webinar

Many students arrive at their field placement with concerns about personal safety that can significantly impact their learning opportunities and their experiences. Due to increasing incidents of violence against social workers, the School strives to make students aware of safety issues and to prepare them to handle potentially dangerous situations. A safety orientation webinar is in under MySSW on the School of Social Work website, search "[Field Safety Webinar](#)".

Content includes raising personal awareness, history and common profiles, warning signs, intervention skills to de-escalate potentially violent client situations, prevention, intuition, and management of dangerous situations at home, on the street, while traveling, in public places, and in field. Because safety issues relate to field, campus life, and other settings, general information about risk assessment and reduction is important. 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.

#### The Goals of the Safety Webinar

- Provide content that is consistent with social work values and principles and congruent with the School's curriculum.
- Help students develop a framework and various options for responding to potential dangers.
- Raise student consciousness about potential violence and place such violence in a contextual frame so that students maintain empathy with clients.
- Place emphasis on preventing violence by providing students with knowledge of precautionary measures, including alertness to possible danger signals about the immediate environment and behavior of clients.
- Encourage students to assume responsibility for their own safety and to trust their feelings and intuition.

#### Guidelines for Risk Management

It is sometimes difficult to predict when dangerous incidents will occur. The factors most often considered to be predictors are: history of violent behavior, and abuse of drugs and/or alcohol. Aggressive behavior may be direct or indirect; determinants include fear, anger, over-stress, chemical alteration, need for attention or power, and paranoia. The important variable is the intent or perceived intent of the individual who appears to be dangerous. It is important to determine whether the behavior is a characteristic adaptive style or if it is reactive to a particular situation. However, the best protection in a threatened or actual assault is to follow one's intuition. Problem-solving skills are also transferable to risky situations: gather data, evaluate the information, decide on a course of action based on the evaluation, implement it, evaluate the outcome and adjust accordingly. This process may occur in an instant or over a longer period of time.

Several basic goals should be the focus of all risk management programs. They include the following:

- Protect the client, staff, and others in the environment
- Help the individual gain control with the least amount of pain and guilt
- Help the individual focus on the source of anger, fear, frustration, etc.
- Assist the individual to express these feelings verbally rather than in actions

Additional resources can be found here on the NASW website: <https://www.socialworkers.org/Practice/Social-Work-Safety>

### 3.07.01: Guidelines for Risk Reduction

Field sites are expected to provide students with specific orientation to field placement policies and procedures regarding risk management. If the field instructor does not provide this orientation, students must ask for it. Students should also learn about the fieldwork site's informal methods for assessing and handling risky situations.

Each situation is different, but the guidelines that follow may generally apply in the management of potentially

dangerous situations:

- Appreciate realistic limitations. Be reasonable about what is and is not possible. Know when to stay and leave. A sound preventive approach is to avoid seeing clients with reputations for unprovoked assaults or those in acute paranoid psychotic distress in an empty office without back-up staff or security available.
- Keep your work area as safe as possible, keeping it clear of items which could be harmful to anyone involved in a physical intervention. For example, keep objects, which can be used as weapons (e.g., ashtrays, sharp objects, and a hot cup of coffee) away from potentially aggressive clients.
- When possible, alert available staff members that assistance may be needed before entering.
- Act calmly. Keep the scream out of your voice. An emotional or aggressive response to a distraught individual is likely to reinforce that person's aggression. Remember, clients and others who are violent are often reacting to feelings of helplessness and loss of control. Therefore, you need to be in control of the situation.
- Take a non-threatening posture to avoid appearing confrontational, but take a protected posture as well. This usually means standing slightly sideways to the individual, at a safe distance away from sudden lunges, punches, and kicks, with arms and hands held near the upper body for possible quick self-protection. Avoid a stare-down by periodically breaking eye contact.
- Don't walk away from the individual who is escalating. Acknowledge the individual's feelings and attempt to talk them down. Encouraging the individual to sit down may sufficiently delay or divert the possibility of attack. Usually, a one-to-one situation with available staff at a distance works well. The most appropriate staff member to be with the individual is the one who has the best rapport with them, not necessarily the staff with the most authority or rank.
- Observe the progress of the aggression and the stages of escalation. Identify those actions on your part which serve to calm and those which serve to inflame the individual, and act accordingly.
- Avoid sudden movements or the issuance of strident commands, as these may only inflame the individual. Whenever possible, allow the individual to make behavioral choices. Directives or alternatives should be stated concretely and in terms of actions, which can be performed immediately.
- Be direct and state clearly and specifically the required or prohibited behavior.
- Allow the individual to choose between two acceptable behavioral alternatives.
- Do not touch the individual unless you are willing to restrain them; and only when you have been trained by the fieldwork site and always act in a manner consistent with all fieldwork site protocols.

### What to do if Injured During Field

- Follow fieldwork site procedures to manage the immediate situation and report the incident.
- Get any needed medical care, notify, and debrief with your field instructor.
- **IMMEDIATELY report the incident to your field faculty and the Director of Field Instruction in the Office of Field Instruction (734) 764-5331, the MSW Director (734) 764-5340 or the Associate Dean for Educational Programs (734) 763-5340.**

Recognize that an injury or threatening behavior is frightening and that you may respond emotionally to the stress. Seek help if needed.

## 3.07.02: Field Site Safety Orientation Recommendations

### Field Placement Safety Orientation Should Include

- Information about the prevalence of, or potential for, violence while in the field placement assignments.
- Orientation to the surrounding community and neighborhoods, or areas where the student may work, and discuss concerns that students may have regarding their work in a community-based setting.
- Opportunities for students to observe and shadow their field instructor on community-based visits.
- Opportunities to observe and mentor students on community-based visits.
- Resources such as safety training, pagers, cellular telephones, etc. to students for community-based visits if available to staff.
- Careful consideration of all assignments given to students and assess the assignments' potential for risk, as well as the student's ability to perform the assignment.
- Safety protocols, including building and office security, emergency procedures, management of violent clients, and training students in home visit safety procedure and working with high risk clients.
- Infectious disease control procedures and OSHA requirements.
- Discussion and evaluation regarding student's use of their personally-owned vehicle specifying that the vehicle is insured and in good working order when it is appropriate to transport clients on fieldwork business. The

transportation of clients in personally owned vehicles is highly discouraged due to liability concerns and insurance issues.

## Closing the Loop: Field Placement Issues

Fieldwork sites are encouraged to have policies and procedures regarding employee and student safety. These policies should be reviewed, prioritized, and reinforced on a regular basis.

Students need to be:

- Exposed to triaging client situations, peer review (where possible), and the importance of seeking consultation in potentially unsafe situations.
- Instructed about cases that are "at risk" and students should receive more intense supervision, consultation and monitoring with these cases.
- Debriefed after any incident.

## 3.07.03: Field Site Safety Requirements

Most field placements are under enormous pressure. Reduced budgets and clients with increasingly critical needs and histories of negative involvement with social services have resulted in increasing tensions in social work settings. As a result, social workers have experienced a variety of threatening situations, and some have been harmed. Social work students cannot be completely insulated from the realities of professional life, nor should they be. On the other hand, students frequently lack the experience and skills that help more seasoned practitioners assess danger and take appropriate precautions. The School recognizes its responsibility to help prepare students to handle potentially dangerous situations by providing students with content on safety training and classroom content on safety issues. The field instructor should provide each student with a copy of the fieldwork site specific policies and procedures related to safety as part of the student orientation to the field placement, and provide fieldwork site required training on safety issues and procedures and requirements related to immunizations and vaccinations. The field placement and each of its programs should have a well-rehearsed specific plan of action in which every member of the staff knows exactly what to do in case of danger. This plan of action should be rehearsed with students and reviewed on a regular basis. It is everyone's responsibility to concentrate on reducing risk in the fieldwork setting.

Though a student has the right to refuse a dangerous assignment, a common understanding about the kinds of assignments that are appropriately safe should be reached by the student, the field instructor, and the field faculty when appropriate. The student's field instructor should know, or be able to easily ascertain, the student's location during fieldwork hours at all times and should discuss on a regular basis any activities that require special planning with regard to safety. The following types of activities should be discussed with the field faculty member to determine if these activities are appropriate learning activities for students as these require an added element of preparation, support and possibly back-up:

- Community-based home visits
- Client transportation
- Treatment of client with a history of violence (particularly unsupervised or in areas where other staff are not present)
- Clients who require physical restraint

Students should be given the same consideration as employees regarding all aspects of safety within the fieldwork setting and assignments. For example, if staff are issued cell phones for community visits in case of emergencies, then students should be provided with similar accommodations in all circumstances. Fieldwork sites are reminded that students are in a learning role and that every precaution must be taken to ensure student safety. It is the responsibility of the fieldwork site to ensure that student's safety at all times during field placement hours.

**If a student is threatened or injured while in field instruction, or involved in an incident where their safety is compromised, the incident should be reported immediately to the field faculty member or the Director of Field Instruction in the Office of Field Instruction (734) 764-5331, MSW Director or the Office of the Associate Dean for Educational Programs (734)763-5340.**

## Chapter 8 Field Placement Policies and Procedures

### 3.08.00: Field Placement Application Process

The field placement experience offers students an opportunity to learn and get hands-on social work experience.

Students can explore the steps to the field placement application process under Incoming Field Students page on MySSW on the School of Social Work website. The steps include:

1. Preparing to Apply: understand the purpose of field education, understand the application process and understand the difference between an internship and a field placement.
2. Compose and Submit: review the goal statement guidelines, write goal statement, update resume, review the available field placement options and submit the field placement application.
3. Interview: research and prepare for your interview(s), understand how to navigate different interview formats, learn what you ask and what may be asked of you and learn what happens next.
4. Prepare to Start: prepare to start field by considering how to enter communities and organizations and communicate with your agency about logistics

### 3.08.01: Field Placement Calendar and Deadlines

Students can find their field placement application deadline by using the tool on the Incoming Field Students site under MySSW on the School of Social Work website.

Students can find further field due dates on the Field Due Dates page under MySSW on the School of Social Work website.

### 3.08.02: Referral for Interview at Field Site

Field faculty are assigned a cohort of field sites. They are responsible for referring students for interviews in their assigned group and they also monitor students in their field sites.

When a student expresses interest in field site through their field placement application, the field faculty review their materials (goal statement and resume) to evaluate if they meet the field site expectations. Then the assigned field faculty member contacts the field site to determine their interest/availability and the student's paperwork is sent electronically to the field site contact, who will review these materials with their staff and decide whether or not to offer the student an interview.

Some field sites require additional application procedures and/or letters of reference as part of the routine of applying for field placement. If needed, the field faculty will let the student know. Please note, student references that were provided for purposes of admission to the School of Social Work cannot be released for purposes involving field instruction. Students will need to re-contact their references and seek additional copies.

In addition, many sites will require a criminal history background check, drug screening, and/or particular immunizations.

The field site interviews only those students they feel best match their needs and ability to offer the type/kinds of student training that the student requires. All students must successfully interview and be selected for placement by the field site. Every effort will be made to assign students to field sites according to their expressed preferences. Students shouldn't be discouraged if they are not accepted for their first choice, as their assigned field faculty will work with them to secure a different placement.

## 3.08.03: Interviewing for Field Placement

The interview is an opportunity for the student to learn about the field placement and for field site to learn about the student. During the interview, field site personnel assess the student's level of interest, suitability for the general type of assignments they have in mind, and field schedules. The student can share their interests, their previous experiences, and discuss the skills they would like to acquire. The student should also ask questions to get an idea of the activities they will participate in to make sure they can meet their learning goals.

Field site interviews should be handled like a job interview, so students are reminded to wear appropriate professional attire. See the Interview section of the Incoming Field Student page under MySSW on the School of Social Work site.

If both the field site offers the student the placement, the student then decides whether they want to accept the placement. If they do, they will let their field faculty know and their placement is finalized. If the site or the student does not think it's the right fit, the student can let the field faculty know. The field faculty will send their materials to another site for interview referral.

## 3.08.04: Policy on Unsuccessful Field Placement Interviews

Students are required to have an successful interview in order to proceed with the field instruction courses (SW515, SW531 and SW691). Occasionally, a student is not accepted for field placement after the initial interview because the field site identifies the student has displayed inappropriate professional behavior. This can include, but is not limited to, arriving late for an interview or not calling/showing up for the interview, unprofessional behavior, dress, hygiene, or language during the interview; unsuitable affect during the interview, or exhibiting behavior deemed not acceptable/suitable to the field site.

If a student is not accepted for a field placement after two different interviews for reasons of perceived professional inappropriateness, the student will not be allowed to interview at another field setting until a meeting occurs between the student, the field faculty, the Assistant Dean for Field Education and others, if necessary. The purpose of the meeting will be to assess and address the problematic behaviors, assist the student in correcting them, and establish deadlines by which the student must be accepted by a field site.

If the third interview is also unsuccessful due to issues not related to placement availability, the student may be referred by the Associate Dean for Educational Programs to the Academic Concerns Committee which reviews students in academic difficulty. Outcomes of meetings at this level will be decided on a case-by-case basis but could result in dismissal from the program.

## 3.08.05: Global and National Field Placement Guidelines

The Office of Field Instruction (OFI) develops limited global and national field placements that correspond to the methods and practice areas of the curriculum, that are capable of providing advanced fieldwork practice experiences, and that reflect the richness and emerging trends of the social work profession. These field placements are approved by the Assistant Dean for Field Education to ensure that the Council on Social Work Education (CSWE) accreditation and field curriculum standards are met and that students receive professional level credentialed supervision (minimum 2 years post-MSW-- preferably licensed). Students seeking these experiences must be enrolled in the advanced standing or 16-month curriculum schedules and can expected to typically commit 5 days per week (8-10 advanced field instruction credits). Students must begin their local/domestic field placement in the fall and winter terms and complete the global or national placement during the spring-summer term.

Extensive course planning and scheduling is involved and students need to be aware that the majority of these placements are for those with a macro method (Community Organization, Social Policy & Evaluation, Management of Human Services). There are limited Interpersonal Practice (IP) sites due to the nature of IP learning, and the need to have breadth and depth treatment-related experiences.

Global and national placements have implications for the financial aid package and the curriculum schedule that is



chosen which is why the decision must be made **PRIOR** to registration for classes.

Students will be required to complete a rigorous application procedure (forms available in the Field Office), complete the required proposal form, meet all deadlines, and secure the required references. Students seeking a global experience are required to work closely with the Office of Global Affairs upon admission to the School and will be required to enroll in a mandatory one credit transition seminar that will meet before departure (winter term) and upon return (fall term).

Students must accept that all arrangements for funding, travel, lodging, food, and other living expenses related to the field placement are the responsibility of the student. We recommend that students begin research funding opportunities as soon as possible.

Special field schedules are required for those considering a global or national field placement:

#### Out-of-Sequence 16-month Curriculum Schedule

Must submit an Out-of-Sequence Petition that indicates the total number of field credits planned.

*Incoming Fall:* 2 credits (2 days/week) Foundation Field Instruction - SW515, 1 credit of Foundation Field Seminar - SW531. In a local/domestic field placement.

*Winter:* 4 credits (2 days/week) Advanced Field Instruction - SW691. In a local/domestic field placement.

*Spring/Summer:* National or global field placements occur during this term 8-10 credits (5 days/week) Advanced Field Instruction - SW691.

*Fall:* Not enrolled in field instruction. Classes only.

#### Advanced Standing Curriculum Schedule

Must submit an Out-of-Sequence Petition that indicates the total number of field credits planned.

*Incoming Fall:* 4 credits (2 days/week) Advanced Field Instruction - SW691. In a local field placement.

*Winter:* 4 credits (2 days/week) Advanced Field Instruction - SW691. In a local field placement.

*Spring/Summer:* Global option not available for Advanced Standing students. National field placements occur during this term 8-10 credits (5 days/week) Advanced Field Instruction - SW691. Advanced standing students need to be aware that they will need to enroll in a minimum of 8 credits of Advanced Field Instruction during the Spring/Summer Term, which means dedicating elective credits to field instruction.

20-Month Curriculum Schedule - Must switch to the 16-month track. Requires the approval of the Office of Admissions as this has implications for financial aid.

Students have the option of participating in a global or national experience as a independent studies enrollment but they will not receive field instruction course credit and they must follow all independent studies requirements and work with their academic advisor.

## 3.08.06: Application Process for Washington, D.C. Placements

The Office of Field Instruction has quality macro field placement experiences in the Washington, D.C. area. As the result of its commitment to building sustainable professional relationships with our alumni base in the Washington, D. C. area, OFI has established excellent placement opportunities for students in the Spring-Summer term. These placements provide advanced fieldwork practice experiences (SW691 only), and reflect emerging trends in the social work profession.

These field placements are approved by the Director of the SSW Office of Field Instruction (OFI) to ensure that:

- The Council on Social Work Education (CSWE) accreditation and field curriculum standards are met.
- Students receive professional-level, credentialed supervision by Licensed Masters Social Workers(LMSWs) (if the state requires licensure) or supervision by a social worker with a minimum of two years post-MSW experience.

Field placements in Washington, D.C. have been developed for students with macro practice method concentrations (community organization, management of human services, or social policy/evaluation). Students collaborate with the Director of Field Instruction and/or other OFI field faculty during the course of the placement which may include teleconferences, Skype communication, and possibly participation in a U-M Canvas site.

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Participating students must meet the following requirements:

1. Engage in extensive course planning with their academic advisor to ensure that course requirements can be met. Participating in an approved Washington DC field placement has implications for financial aid and the student's curriculum schedule. Students will need to decide to pursue a Washington, D.C. field placement before they register for incoming Fall term classes. (See the table below for specific curriculum guidelines.) Most Washington, D.C. field placements take place in the Spring/Summer term and require that the student enroll in 8-10 credits of SW691 and plan to log hours 4-5 days per week. Students must contact the Office of Student Services before submitting this application to ensure that their financial aid plan and curriculum/class obligations can be met.
2. Enroll in advanced field instruction (SW691) on the out-of-sequence 16-month curriculum schedule and start their field placement locally in the Fall and Winter terms. Spring/Summer terms are designated for the Washington, D.C. field experience. Students not selected for placement in Washington, D.C., will be required to remain at their Fall-Winter term assigned field placement for the remainder of their field hours.
3. Use the online placement listings and choose from a designated, approved list of Washington, D.C. area fieldwork sites. Students must meet the deadline for placement request submission (see below). Students should NOT contact these agencies independently. All communication will be handled by the OFI field faculty.
4. Students must have earned passing grades for all previous terms including a grade of Satisfactory for SW515 and SW531.
5. Students must have strong reference scores on their application form.
6. After applications are reviewed, students will be interviewed and informed of provisional acceptance by January.
7. Accept that all arrangements for travel, lodging, food, and other living expenses related to the Washington, D.C. field experience are the responsibility of the student. Some of the approved fieldwork sites offer stipends, but the amount varies and will most likely not cover all expenses.

All applications for National field placement must be submitted to the Director of Field Instruction by the October deadline. Deadlines are on the Application Form. To review the requirements, the application form, deadlines for applications, and approval process go to the OFI web site; Special Placement Information; National Field Placements \*(Washington, DC) on the School of Social Work web site.



## Chapter 9 Required Documentation, Evaluation and Grading

### 3.09.00: Field Placement Verification Form

Students are required to submit an online Field Placement Verification Form after their field placement is finalized and they have begun field. This form documents the final placement contact information, the days/hours the student will be dedicating to fieldwork, and confirms the number of credits the student is registered for.

The field instructor signs this form and then it is verified by the Office of Field Instruction.

This form must be submitted each term students are enrolled in field instruction. Should students fail to submit this form by the established deadline, their field hours may be suspended until the form is submitted. In addition, their grade for field instruction may be impacted as this form is considered a course assignment.

### 3.09.01: Educational Agreement: Overview

#### Goals

Field instruction strives to address and create opportunities for students to develop a working knowledge of the social work profession while integrating values and ethics. The goal is to encourage students to master their classroom learning and integrate this with their field-based professional practice behaviors/assignments under the guidance and supervision of their field instructor. Field-based learning differs from the classroom-based learning in that the experience is more directive, immediate, and personal. Field-based learning is an active, reflective process with a heavy emphasis on participation.

The Council on Social Work Education (CSWE) has established specific competencies for social work education. Students are required to develop assignments, specific to their fieldwork site, each term, to show how they will achieve proficiency in each competency. Fieldwork site assignments must be individualized using the identified practice behaviors as abilities toward which to strive. Practice behaviors are defined as a blend of activities, knowledge and skills. Because students will complete an Educational Agreement form every term, and assignments should be behaviorally-specific, measurable, and developmentally-focused. The field curriculum utilizes Bloom's taxonomy of cognitive development as a reference tool in the development of competent social work professionals. Students will become familiar with these stages of development as they relate to the identification and creation of field-based assignments that allow them to participate in a beginning-, middle-, and end-stage approach to their learning.

#### General Information

Students and field instructors are required to use the School's online Educational Agreement forms. These forms are accessed from the Office of Field Instruction's web site. The Educational Agreement is a course assignment. If the Educational Agreement is not submitted by the established deadline, the student's field hours may be suspended until it is submitted.

#### Social Work Competencies

Student's field performance is measured and evaluated utilizing a prescribed set of social work competencies relative to foundation or advanced practice which have been developed by the Council on Social Work Education (CSWE) and approved by the the School's Curriculum Committee. These competencies are found in the respective foundation- and advanced-level field instruction Educational Agreement forms.

#### Using the Educational Agreement

It is the responsibility of the student to initiate with their field instructor, the required Educational Agreement each term. On the agreement, students complete the required demographic data, specify their work schedules, the supervision time, other staff who will be working with the student, etc. Under each competency, students will identify specific culturally competent, professional practice focused, fieldwork site specific related assignments in conjunction with the field instructor which illustrate how the student plans to achieve the competency. These should include a professional focus, a personal focus, exhibit classroom knowledge/integration, and include a focus on privilege, oppression, diversity and social justice (PODS).

After the student and field instructor complete the online Educational Agreement form, they will submit it online to their Field Faculty for review and approval. The online Educational Agreement is utilized throughout the course of the field placement by the student and field instructor and is subsequently utilized as the evaluation tool at the end of the term.

The Educational Agreement online form is due at the beginning of each term the student is enrolled for an initial review. Any modifications should be consistent with the student's skills, competencies, practice behaviors, and interests; the School's requirements for field instruction; and the fieldwork site's expectations regarding fieldwork. At the end of the term, Field Faculty members are unable to determine a grade for the field instruction courses if all evaluative material is not submitted by the established deadline each term. These online forms remain part of the student's permanent academic record and are the primary documents used for licensing and other purposes to verify the student's fieldwork experiences after graduation with written student permission. Students will also have access to their online Educational Agreement post-graduation when using their UM Uniqname and password.

### Field Instruction Learning Process after Pre-Field Orientation

- A. The student and field instructor set up a meeting and start the orientation process to the fieldwork setting.
- B. The student, in concert with the field instructor, develops behaviorally specific fieldwork site assignments for each competency. Students are required to focus on developing the identified practice behaviors which are defined as a blend of activities, knowledge, and skill.
- C. The student sets up a weekly supervision meeting with their field instructor and establishes a supervision agenda template. The following are the suggested categories for the supervision agenda:
  - o Administrative issues
  - o Progress related to fieldwork site assignments
  - o Reflection on Privilege, Oppression, Diversity, and Social Justice issues (PODS)
  - o Reflection on personal and professional growth and development
  - o Identification and development of Key Learning Experience/Project Summaries.

### Submission Protocol for the Initial Review of the Educational Agreement Form

- A. The form must be completed each term and becomes contract for field placement.
- B. At the beginning of each term, the student and the field instructor complete the online form by the posted due date for review by the assigned Field Faculty member.
- C. Upon review of the online form, the Field Faculty will make comments and return these electronically to the student and field instructor.
- D. Students may be expected to revise their Educational Agreement based on Field Faculty feedback and recommendations.
- E. The Educational Agreement form becomes a part of the student's permanent record upon graduation and can be utilized, with the student's permission, by licensing boards and employers after graduation.

Students and field instructors should contact the OFI Project Coordinator or Field Faculty member if they have any questions about how to use the online Educational Agreement forms.

## **3.09.02: Foundation Educational Agreement**

Students enrolled in Foundation Field Instruction complete the online Foundation Field Instruction Educational Agreement Form. This form reflects the competencies for Foundation Field Instruction (SW515), which focuses on generalist practice. As such, students should be exposed to multiple social work roles and skills applicable to different problems, constituencies, settings, and multiple levels of practice. Therefore, assignments must include both micro and macro methods.

The field curriculum utilizes Bloom's taxonomy of cognitive development as a reference tool in the development of competent social work professionals. Students will become familiar with these stages of development as they relate to the identification and creation of field-based assignments that allow them to participate in a beginning, middle and end stage approach to their learning.

The Foundation Educational Agreement form is designed to assist students in gaining competency with generalist

level of practice focusing on the field competencies and developing proficiency in the established practice behaviors. The current CSWE competencies and practice behaviors: <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>

Students will identify in conjunction with their assigned field instructor, specific culturally competent professional practice focused, fieldwork site specific related assignments that are behaviorally-specific and measurable which will illustrate skill development that are designed to guide and help the student and field instructor focus on the acquisition of the overall competency. Students strive to become proficient in the practice behaviors for each competency.

While being educationally focused, student assignments must contribute to the actual work of the fieldwork site. Students are encouraged to share their course syllabi and identify where a course-based assignment could be completed in the field setting. The goal is for the student to have field-based learning opportunities which will assist them in deepening, extending, and applying *foundation level knowledge and skills*

### 3.09.03: Advanced Educational Agreement

Students enrolled in Advanced Field Instruction complete an Educational Agreement each term for their practice method concentration and practice area. This form reflects the competencies and practice behaviors for Advanced Field Instruction (SW691), and focuses on developing knowledge and skills in the student's chosen practice method concentration and practice area. Students are assigned a particular Educational Agreement form based on their practice method concentration (interpersonal practice, community organization, management of human services or social policy and evaluation). This will allow the student to develop specific field-based competencies related to their chosen practice method concentration that focus on their chosen practice area (aging, children and youth, health, mental health, and communities and social systems).

The Educational Agreement is based on the course statements for the practice method concentrations (interpersonal practice, management of human service, community organization or social policy/evaluation) and the practice areas (children & youth in families and society, aging, health, mental health or communities and social systems).

The field curriculum utilizes Bloom's taxonomy of cognitive development as a reference tool in the development of competent social work professionals. Students will become familiar with these stages of development as they relate to the identification and creation of field-based assignments that allow them to participate in a beginning, middle and end stage approach to their learning.

The Educational Agreement is designed to assist students in gaining competency at the advanced level of practice focusing on the competencies and developing proficiency in the established method-based practice behaviors. The current competencies and practice behaviors: [https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS\\_Web\\_FINAL.pdf.aspx](https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx)

Students, in conjunction with their assigned field instructor, will identify specific culturally-competent professional-practice-focused, fieldwork-site-specific related assignments that are behaviorally specific and measurable and illustrate advanced skill development. These fieldwork specific assignments are designed to guide and help the student and field instructor focus on the acquisition of the overall competency *at an advanced level*. Students strive to become proficient in the practice behaviors for each competency. While being educationally focused, student assignments must contribute to the actual work of the fieldwork site. Students are encouraged to share their course syllabi and identify where a course-based assignment could be completed in the field setting. The goal is for the student to have field-based learning opportunities which will assist them in deepening, extending, and applying *advanced level knowledge and skills*.

If the student is completing a minor, they can start working on it in Advanced Field. The student should select "I plan to work on my minor method" in Tab 1, Identifying Information. Then Tab 2, Assignments, will include areas to write assignments related to the student's minor. The field instructor will rate the minor assignments at the end of the term. The student will also list the number of hours they worked on their minor on Tab 3, End of Term.

## 3.09.04: Required Semester Contact with Field Faculty, Site Visits and Key Learning Experience/Project Summary

Required Field Faculty, student and field instructor communications and collaborations:

Field faculty will have at least one required contact with each assigned student during the semester and at least one required contact with the field instructor during the semester. This could occur during Field Connections meetings with field faculty and students, individual student meetings, phone or bluejeans contact with the field instructor, and/or during an agency site visit. Students and field instructors may also reach out to field faculty whenever needed. Additional communications and collaborations are also provided throughout the term as needed to support student learning goals and overall field instruction. Each student will have at least one agency site visit that includes a joint meeting with the student, field instructor and field faculty during the time they are in field.

The goal of these contacts is to evaluate the student's progress to date, discuss key learning experiences, identify and potential concerns and develop plans of action as needed. To prepare for these communications and collaborations, students and field instructors should discuss and reflect on:

How their field site operates, how they have acclimated to the setting, and sharing some of their successes and challenges.

- The field site assignments as related to developing proficiency with the corresponding practice behaviors.
- Their Key Learning Experience/Project Summary Worksheet
- How PODS issues have impacted their placement experience.
- The progress they have made with regard to their personal and professional growth and overall skill development.

Additional topics may include:

- Review several Supervision Agenda's used during the term
- How the WHAT? SO WHAT? NOW WHAT Reflection Tool is being utilized
- How critical thinking is being utilized in field practice
- Concerns or issues that have emerged during the term
- Ethical questions or challenges that may have been encountered
- How course work and field are being integrated
- Discussion on the use of social media
- PODS Reflections
- Review of self-care plan
- Review of the end of term evaluation

Key Learning Experience (KLE)/Project Summary: Please see the Key Learning Experience worksheet for information on how to write your KLE for each term: <https://ssw.umich.edu/sites/default/files/documents/ofl/field-key-learning-experience-project-worksheet-and-summary-assignment.pdf>

## 3.09.05: Educational Agreement: Evaluation Procedures

Evaluation is both an individual and a shared process and should be considered a springboard for growth. Interaction in each student-field instructor supervisory conference has evaluation components. At the end of every term, the Educational Agreement form serves as the evaluation tool whereby the field instructor will score the student on the student's level of competence with the practice behaviors. Positive learning requires constant feedback. Therefore, students should be kept informed as to how they are doing throughout the placement as opposed to receiving all feedback at the end of the term. The regular supervisory conference held with the student the field instructor(s) is a vehicle for feedback. While a formal written midterm evaluation is not required, all students and field instructors should engage in a formal conversation to verbally dialogue about the student's performance at the midpoint in each term. The field faculty member is always available to assist in the midterm discussion.

### End of the Term Evaluation Process Using the online Educational Agreement Form: Tab 3 End of Term

At the end of the term, the field instructor scoring the student on the practice behaviors related to the identified assignment and mastery of the corresponding competency, using the scoring system below. The final evaluation is a course assignment. If the final evaluation is not completed by the established deadline, the student may not qualify for a passing grade for the course. If the student is graduating, it may mean that the diploma will not be granted until a subsequent term.

### The Scoring System on the Educational Agreement Form

**Mastery (5):** Student demonstrates depth of understanding of social work as a discipline; ability to use knowledge fluently and poses appropriate questions for consultation; ability to anticipate challenges and problems before they arise; ability to deal with complex situations holistically and confidently; sound judgment over time; and the ability to take full responsibility for own work/tasks and seeks supervision as consultation appropriately.

**Advance Competence/Proficient (4):** Student demonstrates good working knowledge of practice and sees the "big" picture; awareness of appropriate questions to ask and able to access resources to address questions; ability to apply solutions and assess the effectiveness of approaches; capacity to cope with complex situations through deliberate analysis and planning; capacity to use own judgment and see actions in terms of longer range goals and ability to excel with minimal supervision for overall work/tasks.

**Competent/Skilled (3):** Student demonstrates a working knowledge of key aspects of practice; beginning understanding of questions to ask; limited ability to break down, examine information and recommend solutions; appreciation for the complexity of situations but only able to achieve partial resolution; beginning ability to use own judgment, and the need for continuous supervision for overall work/tasks.

**Beginning/Emerging Competence (2):** Student demonstrates capacity to build knowledge related to practice; limited understanding of what questions to ask; developing awareness of how problems and solutions are connected; little capacity to deal with complexity; minimal or "textbook" knowledge to inform judgment and the need for direct supervision for tasks and overall work.

**Did Not Demonstrate (1):** Student unable to demonstrate ability to ask relevant questions; unable to demonstrate the ability to build knowledge related to practice and unable to demonstrate awareness, knowledge, and skills.

**NA = No Opportunity (0):** Student did not have an opportunity to address this practice behavior and therefore proficiency could not be determined. If the scores on the Educational Agreement form show 3 or more "NA" scores (no opportunity), then the student will automatically receive a grade of Incomplete ("I") for the term. The field instructor will be required to explain why these scores were given in their narrative. This grade of Incomplete will be changed after the student has completed the assigned work or developed and created a new assignment and completed this.

### Tab 3 End of Term

The student and field instructor must complete The End of Term requirements on the online Educational Agreement form. Submission of the requirements provides an official record of the date submitted, the hours logged and the evaluation scores. If the student has both a primary and a secondary field instructor, both field instructors are required to evaluate the student using the online Educational Agreement.

If the student disagrees with the content of the evaluation, the student should feel free to write an addendum to the evaluation.

## 3.09.06: Field Instructor Narrative

***In the last term of placement***, field instructors are required to submit a written narrative. This final narrative should focus on summarizing the student's performance over the course of the placement related to how the field instructor perceives them as thinking and performing like a social worker. Students have worked to attain proficiency in competencies found on the online Educational Agreement. The six professional competence domains listed below (Bogo, Marion. (2010). *Achieving competence in social work through field education*. Toronto, CA: University of Toronto, Press, Inc.) have been established to assist the field instructor in writing the narrative which is a reflection on the student's overall performance as a developing professional. The bullets illustrate/describe the attributes for each domain. This feedback should, in the field instructor's own words and reflect their opinion about the student's capacity to use and/or transfer their knowledge, skills, abilities, attitudes, and values into action in the domains listed below:

### PROFESSIONAL COMPETENCY DOMAINS

1. *Personal Qualities*: The field instructor's perception of the student's
  - motivation
  - time management abilities
  - independence
  - energy
  - commitment
  - flexibility
  - adaptability
  - accountability
  
2. *Behavior in the Organization*: The field instructor's perception of the student's
  - recognize the importance of context
  - work in an organization with rules, procedures, and a hierarchy
  - carry out basic procedures of role
  - use strong communication skills (verbal and written)
  - entertain perspectives of others in a respectful manner ability
  
3. *Approach to Learning*: The field instructor's perception of the student's
  - engage in the learning process
  - initiate, seek out , and learn
  - generalize learning
  - create an approach using knowledge and skill
  - seek appropriate consultation
  - be self-directed
  
4. *Conceptualization of Practice*: The field instructor's perception of the student's
  - identify the values, principles and ideas that underlie judgments and actions
  - use analytical and critical thinking skills
  - use theories and approaches consistent with social work knowledge
  - make sound ethical decisions and has a clear understanding of the value base of social work
  
5. *Relational Abilities*: The field instructor's perception of the student's
  - exhibits appropriate empathy
  - connects, supports, collaborates as well as confronts and challenges appropriately
  - manages professional boundaries

6. *Quality of Relationships*: The field instructor's perception of the student's
- engage and form relationships with variety of personnel
  - build alliances
  - work with diverse populations
  - be receptive to and able to apply feedback
  - reflect on practice and exhibit self-awareness



## Chapter 10 Field Challenges, Leaving Field Placement, and Replacement Policies

### 3.10.00: Performance Learning Plan: Problem Resolution

The following steps should be followed with the goal of resolving problems in field placement. If the issues are not resolved, the Field Faculty member should be contacted and a performance learning plan initiated.

#### Steps in the Process

- The student should first talk to the field instructor(s) about concerns and problems concerning the field placement. A student may choose to obtain advice from the field faculty member before talking to the field instructor(s).

- Once the student has talked to the field instructor(s) and problems still remain unresolved, the student may request a meeting with the Field Faculty member and together they will develop a plan of action. The field faculty may consult with the Director of Field Instruction as needed.

- If a satisfactory solution is still not found, the field faculty member and the student may begin the process of terminating the field placement or initiating a performance learning plan with the goal of improving student performance in the field placement. This plan becomes a contract between the student, the fieldwork site, and the Office of Field Instruction in the School of Social Work. A performance review meeting will be held with the student, the field instructor, and the assigned field faculty member participating in order to develop the plan. The goal of the meeting is to identify the specific concerns/issues in behaviorally specific terms and to outline the tasks/actions that need to be accomplished in order for the student to be considered successful in placement.

Failure to accomplish the identified action steps could result in termination of the field placement which could mean receiving a grade of marginal or unsatisfactory for the field instruction course. Should the placement be terminated, consultation due to failure to meet the Performance Learning Plan, will be held with the Associate Dean for Educational Programs and could include referral to the Academic Concerns Committee for dispensation.

- If a student is experiencing problems related to the assigned field faculty member, they should first discuss the issues with that person where and when possible. If this does not resolve the problem, the Director of Field Instruction should be consulted and attempts will be made to mediate the problem. If this does not resolve the problem, the student can consult with the Associate Dean for Educational Programs.

- If there is a dispute over a grade in field instruction, the normal University procedures will be followed.

### 3.10.01: Leaving Field Placement, Replacement Protocol, and Grading

If a student leaves their field placement, it will fall into one of four categories. These categories require separate forms. The student will collaborate with the Office of Field Instruction to determine the category and complete the appropriate forms.

#### 1. Terminated from Field Placement

Termination from field occurs when a student is requested to leave the field placement due to student performance issues, ethical violations, or unprofessional conduct. The appropriate form is used to document that a student is terminated from their field placement. The student should complete this form after consulting with the Office of Field Instruction.

Students who are terminated from their field placement will receive a "U" for their field course(s) the term, and any field hours completed prior to termination during the term will not count toward field hours in future terms. The terminated student would be required to meet with the Student Concerns Team (which would include, the field faculty, the faculty advisor, the Assistant Dean of Field Education, the MSW Program Director, and a representative from the Office of Student Services). Once it is determined that it is appropriate for the student to re-enter field, the student would be placed in a new field placement at the start of the next term. The student is required to submit an Out of Sequence Petition and a new field placement application as soon as possible after termination.



## 2. Withdrawing from Field (Placement and Course)

Students who choose to leave their field placement during the term would be withdrawing from their field course. The appropriate form is to use document when a student is choosing to leave a field placement. The student must withdraw from or submit an add/drop slip for SW515 Foundation Field, SW531 Foundation Field Seminar and/or SW691 Advanced Field. The student must also submit an Out of Sequence Petition so the Office of Field Instruction can adjust their student record.

Students who choose to withdraw will receive "W" for the field course(s) the term (if after the drop/add deadline). If a student withdraws from field, field hours accumulated for the term prior to withdrawal will not count toward field hours in future terms. The student is responsible for submitting a add/drop request and/or request a withdraw with the SSW Office of Registrar. In order to be placed for next term, the student must submit an Out of Sequence Petition and a new field placement application as soon as possible. The student would work with the Office of Field Instruction to identify a new field placement that will begin at the start of the next term the student is enrolled.

## 3. Special Circumstances for Leaving Field Placement

The field faculty, in consultation with the Assistant Dean of Field Education, will determine whether any given instance falls into this category, but may include issues at the agency level affecting field instruction, student health or mental health concerns, etc...). The appropriate form is used to document when a student is leaving their field placement because of special circumstances. Depending on the circumstance, the student's hours may or may not count towards their next field placement. The student's grade will be dependent on their performance while at the field placement. The Office of Field Instruction will work to replace the student in the same term if possible.

The student must submit a field placement application as soon as possible so that the Office of Field Instruction can work to find a new field placement during the current term. If OFI is unable to find a new field placement in the current term, the student would receive a grade of "I" or "NR". OFI will update this grade once the student has completed the necessary field hours and documentation in their new placement.

## 4. End of Term Switching Field Placement

Student may choose to switch field placements at the end of a term. The appropriate form is used to document when a student is leaving their field placement at the end of a term to switch to a different field placement. The student's hours for the term will count. The student's grade will be dependent on the students' performance while at the field placement. Students must submit a field placement application as soon as possible so that the Office of Field Instruction can work to find a new field placement. The student will work with the Office of Field Instruction to identify a new placement beginning 30 days before the next term starts for the student to begin at the start next term.

### 3.10.02: Return to Field Placement Policy and Procedures

The relationship between the student and the field site is a critical component of the learning experience. Students who experience an unnatural break in their field placement may not be able to return to their initial fieldwork site and may need to be reviewed and reassigned where possible. In order to respond to the student's needs and ensure a smooth transition upon return, the student will be required to prepare an action plan.

If a student experiences an unnatural break in field placement for any reason, they are required to complete a "Return to Field Placement Action Plan." Should the field instructor, student and Field Faculty agree that the "break" was acceptable/approved, then an action plan does not need to be completed. The goal of the action plan is to ensure that the student is ready and able to fulfill the responsibilities and expectations associated with field instruction. This plan must be submitted at least three weeks prior to the posted start date of field instruction for the term.

The student's action plan will be reviewed and approved by the assigned Field Faculty member and must also have the approval of the Director of Field Instruction. This review will evaluate the student's proposed action plan, and if requested, any restrictions and/or accommodations that will involve the fieldwork site. If the fieldwork site is unable to provide the requested accommodation, and an equally effective accommodation is not available, the student will

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need to work with the Office of Field Instruction to obtain another field placement. Students are strongly encouraged to consult with the U-M Office of Services for Students with Disabilities if accommodations or restrictions are anticipated to be part of the student's action plan.

If a student has been under the care and/or supervision of a physician or other health care professional during the period of time he/she was unable to participate in field placement, a memo will be sent to the identified health care provider after the student has signed a release of information, requesting that the provider submit a healthcare release which indicates the student is ready and able to return to the field placement with or without accommodations.

If the release from the health care provider includes any restrictions or need for accommodations, then the statement must include the duration of the restrictions or need for accommodations, and the necessity for any follow up care that may impact the field placement. All documentation will be submitted to the Office of Field Instruction (OFI). If accommodations are indicated, then the information will be sent to the U-M Office of Services for Students with Disabilities for review. This office will advise OFI with regard to the implementation of the requested accommodations.