Department of
Social Work

Student Handbook for the Master of Social Work Degree Program 2016-17

University of Memphis
School of Urban Affairs and Public Policy
Department of Social Work
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Memphis, TN 38152

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The University of Memphis is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The TBR is the governing board for this system, which comprises six universities, 13 community colleges and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Student Handbook

for the

Master of Social Work

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THE UNIVERSITY OF MEMPHIS MISSION

The University of Memphis is a learner-centered metropolitan research university providing high quality educational experiences while pursuing new knowledge through research, artistic expression, and interdisciplinary and engaged scholarship. A doctoral degree-granting urban research university, The University of Memphis is committed to excellence in undergraduate, graduate, and professional education; in the discovery and dissemination of knowledge; in service to the metropolitan community, the state, and the nation; and in preparation of a diverse student population for successful careers and meaningful participation in a global society. The University of Memphis remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

THE COLLEGE OF ARTS AND SCIENCES MISSION

The Department of Social Work at the University of Memphis is housed in the School of Urban Affairs and Public Policy, which is part of the College of Arts and Sciences. The College of Arts and Sciences is the largest college in the University of Memphis, comprising 24 academic units, the ROTC, and multiple research centers, including two Centers of Excellence. Providing over a quarter-million credit hours of instruction annually, the College of Arts and Sciences offers a comprehensive liberal arts curriculum to equip its students in pursuing rich personal and professional lives. It is dedicated to providing educational opportunities that broaden student knowledge within the major areas of human study, in-depth understanding of at least one area of inquiry, and the skills and abilities necessary for a lifetime of learning, career success, and participatory citizenship. The College provides quality undergraduate and graduate education by training students to think critically about their course of study, themselves, and the world around them. Through programs of basic and applied research, the College's faculty and students increase knowledge and address the complex issues, local and global, facing all citizens.

SCHOOL OF URBAN AFFAIRS AND PUBLIC POLICY MISSION

The School of Urban Affairs and Public Policy's (SUAPP) academic programs and research centers prepare individuals to assume community leadership roles, provide assistance with issues confronting communities, and emphasize community-oriented, multidisciplinary research within a global perspective. SUAPP at the University of Memphis links existing units within the College of Arts and Sciences to create alliances that focus on urban and regional problems and creates an interdisciplinary body of knowledge. SUAPP contains four academic units (Criminology and Criminal Justice, City and Regional Planning, Public Administration, and Social Work) and offers a wide range of graduate and undergraduate degree programs for both full-time and part-time students. Through engaged scholarship, place-based initiatives, and research units, both faculty and students provide research, outreach, and service activities to our local and regional community. The major focus areas that comprise SUAPP are community-based action research and civic engagement and leadership.

DEPARTMENT OF SOCIAL WORK MISSION

The Department of Social Work seeks to be a leader in social work education by: preparing students with cutting-edge social work skills necessary to practice in complex settings; creating knowledge through research and engaged scholarship; reducing poverty, inequality, and social and economic injustice through evidence based practices; and addressing the needs of the Mid-South within a global perspective.

COMMITMENT TO DIVERSITY AND SOCIAL JUSTICE

A primary focus of the Master of Social Work program is to enhance human wellbeing and help to 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. This mission is consistent with the values of the social work profession in that all aspects of the program are committed to enhancing service to vulnerable populations while promoting social justice. The program is committed to developing student knowledge, values, and skills essential to competent social work practice, the importance of human relationships, the dignity and worth of all persons and integrity throughout all aspects of professional practice.

MASTER OF SOCIAL WORK PROGRAM MISSION

The mission of the Master of Social Work program is to educate advanced professional social workers for practice with at-risk populations. The Master of Social Work program is dedicated to (a) educating social workers with knowledge, values, and skills for evidence-based practice, (b) advancing the knowledge base of the social work profession and (c) providing regional leadership in the development and implementation of policies, programs, and services for at-risk populations.

MASTER OF SOCIAL WORK PROGRAM GOALS

Stemming from the mission statements of the Department of Social Work and the Master of Social Work Program, nine (9) program goals have been developed.

Goal 1: The program will produce graduates grounded in the liberal arts and a person-in-environment framework with advanced knowledge, values, and skills to practice in a critical, reflective manner.

Goal 2: The program will produce graduates with an advanced professional foundation with an emphasis on the ability to implement evidence-based methods to promote well-being in at-risk populations.

Goal 3: The program will produce graduates with a professional foundation with a generalist practice perspective emphasizing critical thinking in relationship to practice with diverse individuals, families, groups, organizations, and communities.

Goal 4: The program will produce graduates with advanced knowledge, values, and skills for practice intended to serve at-risk clients and communities in rural and urban environments.

Goal 5: The program will produce graduates with a professional foundation with a generalist perspective that includes practice with both rural and urban, at-risk populations to recognize, support, and build on strengths.

Goal 6: The program will produce graduates who have developed an array of competencies useful for working with clients and constituencies at all levels of prevention and intervention.

Goal 7: The program will produce graduates who possess a professional foundation consisting of a generalist practice perspective for practice in public, publicly-supported, and nonprofit settings.

Goal 8: The program will produce graduates who possess a professional foundation with a generalist perspective that includes leadership at multiple levels of service delivery.

Goal 9: The program will produce graduates who possess advanced knowledge, values, and skills to provide leadership with, and on behalf of clients and constituencies promoting human rights and social and economic justice.

ADMISSIONS

ADMISSIONS PROCESS

The Department of Social Work only accepts applicants for admission to the program once per year. Applicants for Advanced Standing are accepted for Summer semester. Applicants for Full-Time and Extended-Study are accepted for Fall semester. Admission into the MSW program is a two-step process. All documents from each step are required for the application to be considered complete.

First, applicants must apply to the University of Memphis Graduate School following the steps outlined on the Graduate School homepage (http://www.memphis.edu/gradschool/). Please review the website as it contains information about deadlines, forms and additional information. Graduate School applications include:

1. A complete application. The application can be found on the Graduate School homepage (http://www.memphis.edu/gradschool/).
2. A non-refundable application fee ($35 domestic, $60 international)
3. Official Transcripts from ALL universities attended.
4. Official Graduate Record Exam (GRE) score (TOEFL if applicable) or Praxis Core Academic Skills for Educators Writing Test

Second, applicants must send the following supporting documents directly to the University of Memphis, Department of Social Work, through the following link: https://app.decisiondesk.com/clients/memphissw/apply

1. A completed social work application. The application can be found on the Department website: http://www.memphis.edu/socialwork/graduate/deadlines.php
2. Three professional references. References are submitted in the departmental application in Decision Desk.
    a. At least one reference must be from a former faculty member
    b. Two of the three references must be from sources familiar with your volunteer, internship, or paid work experience
    c. Your reference may also include a letter if he/she chooses.
3. A complete professional goals statement. Please prepare your professional goal statement using two points below (no more than two pages each). The content and writing style will provide important information about you and your understanding of the goals and values of the social work profession. In your statement be sure to address the following:
    a. Choose and describe a current social problem. How can social workers address this problem? What are the ethical considerations that must be kept in mind in addressing this issue?
    b. What significant life experiences or circumstances have influenced the development of your interest in social work? What are your social work related career goals? If you have trained or worked in another field, why are you considering changing your career?
4. A resume listing all of the employment and job responsibilities you have held in the past ten years, beginning with the most recent.

REQUIREMENTS FOR ADMISSION

A faculty committee of no less than two members will determine admission to the Master of Social Work program. Admission will require two votes in favor of the candidate from members of the committee. In the case of a split vote, a third review will be completed. The following is necessary for application:

1. A baccalaureate degree from an accredited college or university.
2. Generally a grade point average of at least 3.0 or better (A=4.0) for the final 60 semester hours or 90 quarter hours of undergraduate study is necessary for consideration.
3. Submission of GRE test scores or Praxis Core Academic Skills for Educators writing test; admission is competitive.
4. Experience in a Social Work related field as a paid employee, volunteer or researcher is desirable.
5. A professional goal statement.
6. A professional resume.
7. Three professional references.
    a. At least one must be from a former faculty member

b. Two of the three must be from sources familiar with your volunteer, internship, or paid work experience

REQUIREMENTS FOR ADMISSION TO ADVANCED STANDING

In addition to meeting all of the requirements above, students applying to the advanced standing program must also meet the following requirements:

1. A baccalaureate degree in social work from a program accredited by the Council on Social Work Education (CSWE) within five years of application to the MSW program. This requirement may be waived if the applicant is a Licensed Baccalaureate Social Worker (LBSW).
2. A minimum undergraduate GPA of 3.0.
3. A minimum GPA in 3.3 in social work courses.

READMISSION

Once accepted into a degree program, a student is expected to enroll every semester thereafter (excluding summer sessions) and make satisfactory progress toward the degree. A student who does not enroll for one semester must apply for readmission. Submission of an application for readmission does not ensure acceptance. An application for readmission may be rejected or additional requirements may be imposed on the student.

ADMISSION OF INTERNATIONAL STUDENTS

The University of Memphis believes that the presence of international students on campus enriches the educational environment for all. The University is authorized under Federal law to enroll non-immigrant alien students on the "F-1" student visa.

International applicants should review the requirements for admission on the University of Memphis Graduate School homepage (http://academics.memphis.edu/gradschool/gradpr1.htm).

RESIDENCY CLASSIFICATION

All determinations concerning the classification of students as in-state or out-of-state for fee purposes are made in the Admissions Office. The determinations are based on regulations and guidelines of the Tennessee Board of Regents. If, for any reason, there is a question about a student's state residency classification for fee payment purposes, the student is responsible for requesting a

review of his/her residency status before classes begin. Requests for review should be made to the Admissions Office.

FINANCIAL AID

TUITION AND FEES

Information on current tuition and fees can be obtained from the University of Memphis Bursar's Office website (http://bf.memphis.edu/finance/bursar/).

Graduate students may be eligible for a variety of financial aid options. Students should complete the Free Application for Federal Student Aid (FAFSA). For general financial aid information for graduate students, including Assistantships, Fellowships, Work Study Programs, Awards and Scholarships, students should inquire at the Student Financial Aid office (www.memphis.edu/FinancialAid/). Students are encouraged to investigate opportunities for student aid offered by the University of Memphis, including loans, scholarships and assistantship opportunities.

FEDERAL AID

Limited federal assistance, in the form of Stafford Loans, is available. Contact the Office of Student Aid at (901) 678-2303 for more information.

Some students may seek aid through VA benefits or Title IV funds. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has withdrawn or dropped a course. The instructor will report the last known date of attendance as the "unofficial withdrawal date." Students who stopped attending will be assigned a grade of "F" in courses from which they have not withdrawn according to the policies of the university.

FUNDING YOUR MSW

There are many opportunities available for funding your MSW. The department maintains a list of current opportunities on the website. The list may be found here: http://www.memphis.edu/socialwork/graduate/funding.php.

GRADUATE ASSISTANTSHIPS

Each year the Department of Social Work awards a small number of graduate assistantships. Serving as a graduate assistant provides a stipend for the academic year plus a partial waiver of tuition and fees. The Department has the option of awarding either part-time or full-time graduate

assistantships. Part-time assistantships waive at least $5000 in tuition and fees and provide half of the stipend. Both types of assistantships require the student to be enrolled as a full-time student.

Social work graduate assistantships require weekly service to the Department of 10-20 hours. This service normally takes the form of aiding one or more faculty members with their research or teaching responsibilities. Appointments of graduate assistants are made on an annual basis but may be renewed by the Department for one additional year, depending on performance.

A graduate assistant is expected to make satisfactory progress toward the completion of her/his degree. To do this, a graduate assistant must enroll for a minimum of twelve hours of course work per semester and must maintain a minimum grade point average of 3.0 at all times. Failure to maintain a grade point average of 3.0 disqualifies a student from holding a future graduate assistantship.

GRADUATE PROGRAM REQUIREMENTS

Students in the full-time and extended-study programs are required to complete a minimum of sixty (60) semester hours: Thirty (30) hours are taken in the generalist curriculum, twenty-four (24) hours are required in the specialization curriculum, and six (6) hours are required as electives.

Students in the advanced standing curriculum are required to complete a minimum of thirty-seven (37) semester hours: Seven (7) hours are required in the generalist curriculum, twenty-four (24) hours are required in the specialization curriculum, and six (6) hours are required as electives.

To accommodate a wide range of student needs, the MSW program of study offers options for full-time (4 semesters of study; 60 credit hours) and extended study (6 to 8 semesters of study; 60 credit hours). The program also offers a thesis option. Regardless of progression through the program, the educational components of each sequencing option are the same. The spec curriculum is generally full-time (2 semesters), although students may choose to extend (3 to 5 semesters). All MSW students follow the same learning expectations for field education and meet the same requirements for graduation. Courses are offered in the traditional classroom settings, on-line and in a hybrid format (combination of traditional classroom and on-line).

A- Thesis Option

a. 30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours), 24 semester hours of concentration-level coursework (18 semester hours) and field (6 semester hours), and a minimum of 6 semester hours of SWRK 7996 (Thesis).
b. All courses in the 30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours) are required and must be taken with a passing grade before concentration-level coursework, elective semester hours, independent study semester hours, or thesis hours may be undertaken.
c. 12 hours of concentration-level coursework and 12 hours of concentration-level field and field seminar are required courses.

d. The 6 semester hours of SWRK 7996 replace 2 electives and must be taken in two consecutive semesters.
e. A passing score on the capstone Comprehensive Examination. The comprehensive examination for the Master of Social Work program consists of three components: 1) an evaluation of the student's ability to meet MSW program competencies in field placement; 2) a student self-assessment of her/his ability to meet all MSW program competencies; and 3) completion of a social work licensure practice examination with a score of 75 or higher.

B- Non-Thesis Option

a. 30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours), 18 semester hours of concentration-level coursework (18 semester hours), field (6 semester hours), and field seminar (6 semester hours).
b. All courses in the 30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours) are required and must be taken with a passing grade before concentration-level coursework, elective semester hours, or independent study semester hours may be undertaken.
c. 12 hours of concentration-level coursework, 6 hours of concentration-level field, and 6 hours of concentration-level field seminar are required courses.
d. 6 semester hours of electives or independent study must be taken with the non-thesis option.
e. A passing score on the capstone Comprehensive Examination. The comprehensive examination for the Master of Social Work program consists of three components: 1) an evaluation of the student's ability to meet MSW program competencies in field placement; 2) a student self-assessment of her/his ability to meet all MSW program competencies; and 3) completion of a social work licensure practice examination with a score of 75 or higher.

GENERALIST CURRICULUM

The generalist curriculum provides evidence-based knowledge, behaviors and skills for social work practice with individuals, families, groups, organizations and communities. The specialization curriculum allows students to extend the basic knowledge gained in the foundation to a more focused advanced evidence-based practice with families and children. Both the generalist and specialization portions of the program emphasize evidence-based practice and critical thinking skills.

Students must follow a structured program of study that includes all of the following generalist courses (30 credit hours):

- 7001 Social Work Practice Skills (3)
- 7002 Individuals and Families (3)
- 7003 Groups (3)

- 7005 Psychopathology (3)
- 7021 SW Across the Lifespan (3)
- 7022 Communities & Organizations (3)
- 7025 Scientific Methods (3)
- 7030 Social Welfare Policy (3)
- 7051 Field Placement I (3)
- 7052 Field Placement II (3)

Advanced Standing students take the following generalist curriculum during the summer before their specialization year:

- 7005 Psychopathology (3)
- 7025 Scientific Methods (3)
- 7050 Advanced Standing Field (1)

SPECIALIZATION CURRICULUM

The MSW program at the University of Memphis offers two specializations: 1) *Advanced Practice with Children and Families* and 2) *Advanced Practice with Adults and Families*. The goal of the specializations is to advance the generalist content in a manner that prepares students to utilize evidence-based, ethically-informed social work practices to help either children/youth or adults and families promote, restore, and maintain social functioning. The knowledge, skills, and competencies acquired by students in the specialization are designed to produce advanced social work practitioners who have the skills for ethically-informed social work practice including advanced assessment, relationship building/enhancement, application of goal-oriented and evidence-based interventions, evaluation of practice, and lifelong professional development.

Upon successful completion of all generalist courses, students move to the specailization curriculum, which includes all the following courses (30 credit hours).

Advanced Practice with Children, Youth, and Families

- 7016 Adv. Individual Child/Youth (3)
- 7017 Adv. Family Child/Youth (3)
- 7032 Adv. Community Child/Youth (3)
- 7026 Evaluative Research (3)
- 7053 Field Placement III (3)
- 7054 Field Placement IV (3)
- 7055 Integrative Field Seminar I (3)
- 7056 Integrative Field Seminar II (3)
- Two Electives (3 credits each for a total of 6 credits)

Advanced Practice with Adults and Families

- 7018 Adv. Individual Adults (3)

- 7019 Adv. Families Adults (3)
- 7033 Adv. Community Adults (3)
- 7026 Evaluative Research (3)
- 7053 Field Placement III (3)
- 7054 Field Placement IV (3)
- 7055 Integrative Field Seminar I (3)
- 7056 Integrative Field Seminar II (3)
- Two Electives (3 credits each for a total of 6 credits)

ELECTIVES

The following electives are approved for the Master of Social Work program. Students seeking to take courses which do not appear on this list should seek approval from their advisor and the coordinator of the MSW program. Electives offered in social work must be taken after the generalist coursework is completed. Electives in other departments may be taken earlier, although it is recommended that students hold their electives until the second year.

Electives Offered in Social Work:

SWRK 6060: Social Work Integrated Health
SWRK 6061: Substance Abuse Treatment
SWRK 6934: Child Welfare Policy/Services
SWRK 6935: Child Welfare II
SWRK 6937: School Social Work
SWRK 7006: Dual Diagnosis
SWRK 7010: Violence and the Family
SWRK 7011: Mental Health and Disabilities
SWRK 7013: Treatment of Trauma
SWRK 7014: Brief Interventions
SWRK 7031: Rural and Urban Poverty
SWRK 7060 – SWRK 7065: Special Topics
SWRK 7070: Independent Study
SWRK 7996: Thesis

Electives Offered in Other Departments:

The Department reviewed the University of Memphis Graduate Catalog and has noted that the following courses may be of interest to social work students seeking to fill elective requirements. The decision of whether or not to offer these courses in a given semester is made in the academic unit in which the course is housed. The Department of Social Work has no control over whether or not these courses are offered. Academic units outside of social work may offer other courses aside from the ones on this list that are pertinent to social work. Students wishing to take courses not on this list should seek prior approval from their academic adviser and the MSW program coordinator.

ANTH 6551: Culture/Sex/Childbirth
ANTH 7075: Methods in Anthropology
ANTH 7255: Applied Anthropology & Development
CJUS 7460: Race, Ethnicity, Gender and Criminal Justice
CJUS 7542: Victimology: Causation, Prevention, and Intervention
COMM 7014: Public Health Communication
COUN 6913: Medical and Psychosocial Aspects of Rehabilitation
COUN 6901: Principles and Techniques of Rehabilitation Counseling
COUN 7723: Human Sexuality
COUN 7751: Gender Issues in Counseling
COUN 7752: Counseling GLBT
EDPR 7581: Behavior Analysis/Case Design
EDPR 8561: Qualitative Methods in Education
PADM 7602: Public Budgeting and Finance Administration
PADM 7603: Public and Nonprofit Contracts
PADM 7605: Human Resources Administration
PADM 7641: Theory and Practice of Non-Profit Administration
PADM 7642: Resource Development in Non-Profit Organizations
PADM 7643: Nonprofit Administration & Philanthropy
PADM 7663: Issues in Public Policy & Mgmt
PLAN 7000: Intro to Planning
PLAN 7002: Principles & Theory
PLAN 7204: Urban Revitalization Planning
PLAN 7206: Housing
PUBH 7130: Social Determinants of Health
PUBH 7131: Social and Behavioral Policy Development
PUBH 7161: Adv Psychosocial Theory Health
PUBH 7333: Addictive Behaviors
PUBH 7334: Community Based Participatory Research Methods
PUBH 7338: Critical Issues in Global Health
PUBH 7340: Behavioral Intervention Develop
SOCI 7410: Sociology of Gender
SOCI 7421: Racial and Social Inequality
SPED 7514: Intro to ABA
SPED 7516: Advanced ABA
SPED 7517: Functional Behavioral Analysis
WMST 7320: Women & Multi-Cultural Experience

GRADUATE CERTIFICATE PROGRAMS

The University of Memphis offers several Graduate Certificate programs in fields related to social work. Students who are interested in receiving a Graduate Certificate are encouraged to discuss with their advisors and to use their electives to pursue the certificate. Some of the certificate programs available include:

Graduate Nonprofit Management and Leadership

The Graduate Nonprofit Management and Leadership Certificate are administered by the Division of Public and Nonprofit Administration. These certificates prepare students for leadership in the nonprofit sector. Through coursework and an internship, students gain information about nonprofit leadership and management, resource development, and program evaluation. MSW students, with approval of their advisor, may be able to use elective credits, field placement, and/or the required program evaluation course to complete program requirements for one of these certificates. MSW students interested in pursuing these certificates should speak with their advisor during the first year of the MSW program and contact the director of the Division of Public and Nonprofit Administration, 123 McCord Hall, 901-678-4395.

Local Government Management

The Graduate Certificate in Local Government Management is administered by the Division of Public and Nonprofit Administration. This certificate program prepares students to face urban and regional challenges around local government operations; conflict management and negotiation; budgeting processes and financial management; ethics and accountability; personnel and risk management; politics and policy making; and civic engagement and volunteer involvement. The Certificate requires fifteen (15) credit hours. MSW students may use their nine (9) elective hours towards completion of the 15 required hours. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate, 122 McCord Hall, 901-678-4720.

Disability Studies

The Interdisciplinary Graduate Certificate in Disability Studies is administered by the Department of Counseling, Educational Psychology, and Research in the College of Education. The certificate prepares students to work in fields of practice with people with disabilities. It requires twelve (12) credit hours including two courses in rehabilitation counseling and one in disability law. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate, 119 Patterson Hall, 901-678-4021.

Women's Studies

The Graduate Certificate in Women's Studies is administered by the College of Arts and Sciences. The purpose of the certificate is to develop interdisciplinary understandings of the social, political, and cultural roles of gender and to synthesize theoretical approaches to gender and race across the social sciences and humanities. The Certificate in Women's Studies requires twelve (12) credit hours. Some of these hours may count as electives for MSW students. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate, 107 Scates Hall, 901-678-3550.

School Social Work Licensure

The School Social Work Licensure is administered by the Department of Social Work. MSW students will meet all requirements for Tennessee School Social Work Licensure through the completion of three courses: SWRK 7007: School Social Work, SWRK 7016: Advanced Individual Practice Children/Youth, and SPED 7517: Functional Analysis/Treatment of Problem Behavior. MSW students may use elective hours towards their School Social Work Licensure. Additionally, students seeking School Social Work Licensure will be required to complete their specialization year field placement in a school setting. MSW students must apply and be accepted into the Teacher Education Program. The following scores on the Pre-Professional Skills Test (PPST) are required: Reading 174, Math 173, and Writing 173. The PPST is waived if students achieve the following GRE scores: 143 verbal (350 Old GRE), 138 quantitative (350 Old GRE), 3.5 writing. Students interested in pursuing the School Social Work License should speak with their advisor early in their MSW program and contact Dr. Susan Elswick, selswick@memphis.edu.

DUAL DEGREE PROGRAMS

Students who are interested in pursuing other dual degree options should consult with the MSW program coordinator and their assigned adviser. It is recommended that students who are interested in pursuing this option start planning at the point of admission to the MSW program if possible. The MSW program offers the following dual degree options:

Social work has two dual degree programs that are currently recognized by the University of Memphis Graduate School. These are the Master of Social Work/Master of Public Health (MSW/MPH) and the Master of Social Work/ Master of Science in Instructional Curriculum and Leadership with a specialization in special education and an emphasis in applied behavioral analysis. Requirements for these two dual degrees are as follows:

Dual MSW-MPH

A program of study leading to both a Master of Social Work (MSW) and a Master of Public Health (MPH) is offered. Students must meet the following requirements.

A. *Program Admission*
   Admission to the dual program will require separate admission to each program. Students are admitted to each program separately and must meet ALL admissions criteria for each degree. Completion of one degree is not contingent upon completion of both.

B. *Program Requirements*
   Students may earn up to a maximum of twelve hours of dual credit. The following courses will qualify for both the MSW and the MPH.
   a. PUBH 7132 may be substituted for SWRK 7026.
   b. PUBH 7985 may be substituted for either SWRK 7053 or SWRK 7054.
   c. Electives in either of the two programs may be shared.

Dual MSW-MS

A program of study leading to both a Master of Social Work (MSW) and a Master of Science in Special Education/Applied Behavior Analysis (MS) is offered. Students must meet the following requirements.

A. *Program Admission*
   Admission to the dual program will require separate admission to each program. Students are admitted to each program separately and must meet ALL admissions criteria for each degree. Completion of one degree is not contingent upon completion of both.

B. *Program Requirements*
   Students may earn up to a maximum of twelve hours of dual credit. The following courses will qualify for both the MSW and the MS.
   a. EDPR 7521 may be substituted for SWRK 7025.
   b. SPED 7519 may be repeated and may be substituted for SWRK 7053 or SWRK 7054.
   c. Electives in either of the two programs may be shared.

Other Dual Degree Options

Students interested in pursuing other dual degree options not listed above should consult with the MSW program coordinator. Other dual degree options may be approved at the discretion of both the MSW program coordinator and the graduate program coordinator assigned to the other program. Students seeking dual degrees must be admitted to both graduate programs and develop a program of study that leads to the successful completion of the program requirements for both degrees. Up to fifteen credit hours may be shared between the two programs (provided that the student meets all degree requirements for both programs).

FULL TIME PROGRAM (60 credit hours)

Students may elect to complete the MSW program on a full time basis in four semesters (two years). Students who plan to complete the program full time should register for fifteen hours per semester and follow the schedule below. There is the option to take elective or specialization courses in the summer between year one and year two to spread out the requirements.

Table 1: MSW Program of Study, Full-Time 2-year option with specialization in Advanced Practice with Children, Youth, and Families

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7003	Groups	3
7002	Individuals and Families	3	7005	Psychopathology	3
7021	SW Across the Lifespan	3	7022	Organizations and Communities	3
7030	Social Welfare Policy/Services	3	7025	Scientific Methods	3
7051	Field Placement I	3	7052	Field Placement II	3

* If students have successfully completed all their generalist coursework, they may take elective or specialization courses in the summer between year 1 and 2.

Year 2 Specialization: Advanced Practice with Children, Youth, and Families

FALL			SPRING		
7016	Adv. Individual Child/Youth	3	7017	Adv. Family Child/Youth	3
7026	Evaluative Research	3	7032	Adv. Community Child/Youth	3
Elective	Elective	3	Elective	Elective	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Field Seminar I	3	7056	Integrative Field Seminar II	3

Table 2: MSW Program of Study, Full-Time 2-year option with specialization in Advanced Practice with Adults and Families

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7003	Groups	3
7002	Individuals and Families	3	7005	Psychopathology	3
7021	SW Across the Lifespan	3	7022	Organizations and Communities	3
7030	Social Welfare Policy/Services	3	7025	Scientific Methods	3
7051	Field Placement I	3	7052	Field Placement II	3

* If students have successfully completed all their generalist coursework, they may take elective courses in the summer between year 1 and 2.

Year 2 Specialization: Advanced Practice with Adults and Families

FALL			SPRING		
7018	Adv. Individual Adults	3	7019	Adv. Family Adults	3
7033	Adv. Community Child/Youth	3	7026	Evaluative Research	3
Elective	Elective	3	Elective	Elective	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Field Seminar I	3	7056	Integrative Field Seminar II	3

EXTENDED STUDY PROGRAM (60 CREDIT HOURS)

Students who are not able to take fifteen hours per semester may extend the program to three or four years. The extended study option may include either six or nine hours per semester. A sample three year plan of student progression is presented below. Generalist courses must be completed before specialization courses and prerequisite requirements must be followed. Students in the extended study program must work closely with the assigned advisor.

Table 3: 3 year plan, Advanced Practice with Children, Youth, and Families

MSW Program of Study, Extended Study or Distance Education

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7002	Individuals and Families	3
7021	SW Across the Lifespan	3	7025	Scientific Methods	3
SUMMER					
7003	Groups	3	7022	Communities and Organizations	3

Year 2 Generalist/Specialization

FALL			SPRING		
7030	Social Welfare Policy	3	7005	Psychopathology	3
7051	Field Placement I	3	7052	Field Placement II	3
Elective	Elective	3	Elective	Elective	3
Summer					
7016	Adv. Individual Child/Youth	3	7017	Adv. Family Child/Youth	3

Year 3 Specialization, Advanced Practice with Children, Youth, & Families

FALL			SPRING		
7026	Evaluative Research	3	7032	Adv. Community Child/Youth	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

Table 4: 4 year plan, Advanced Practice with Children, Youth, and Families

MSW Program of Study, Extended Study or Distance Education

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7002	Individuals and Families	3
7021	SW Across the Lifespan	3	7025	Scientific Methods	3
SUMMER					
7003	Groups	3	7022	Communities and Organizations	3

Year 2 Generalist & Electives

FALL			SPRING		
7030	Social Welfare Policy	3	7005	Psychopathology	3
7051	Field Placement I	3	7052	Field Placement II	3
Summer					
Elective	Elective	3	Elective	Elective	3

Year 3 Specialization, Advanced Practice with Children, Youth, & Families

FALL			SPRING		
7016	Adv. Individual Child/Youth	3	7017	Adv. Family Child/Youth	3
7026	Evaluative Research	3	7032	Adv. Community Child/Youth	3

Year 4 Specialization, Advanced Practice with Children, Youth, & Families

Fall			Spring		
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

Table 5: 3 year plan, Advanced Practice with Adults and Families

MSW Program of Study, Extended Study or Distance Education

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7002	Individuals and Families	3
7021	SW Across the Lifespan	3	7025	Scientific Methods	3
SUMMER					
7003	Groups	3	7022	Communities and Organizations	3

Year 2 Generalist/Specialization

FALL			SPRING		
7030	Social Welfare Policy	3	7005	Psychopathology	3
7051	Field Placement I	3	7052	Field Placement II	3
Summer					
Elective	Elective	3	Elective	Elective	3

Year 3 Specialization, Advanced Practice with Adults and Families

FALL			SPRING		
7018	Adv. Individual Adults		7026	Evaluative Research	3
7033	Adv. Community Adults	3	7019	Adv. Family Adults	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

Table 6: 4 year plan, Advanced Practice with Adults and Families

MSW Program of Study, Extended Study or Distance Education

Year 1 Generalist

FALL			SPRING		
7001	Social Work Practice Skills	3	7002	Individuals and Families	3
7021	SW Across the Lifespan	3	7025	Scientific Methods	3
SUMMER					
7003	Groups	3	7022	Communities and Organizations	3

Year 2 Generalist & Electives

FALL			SPRING		
7030	Social Welfare Policy	3	7005	Psychopathology	3
7051	Field Placement I	3	7052	Field Placement II	3
Summer					
Elective	Elective	3	Elective	Elective	3

Year 3 Specialization, Advanced Practice with Adults & Families

FALL			SPRING		
7018	Adv. Individual Adults	3	7019	Adv. Family Adults	3
7033	Adv. Community Adults	3	7026	Evaluative Research	3

Year 4 Specialization, Advanced Practice with Adults and Families

Fall			Spring		
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

ADVANCED STANDING PROGRAM

The University of Memphis offers an advanced standing program for students who have completed a Bachelor of Arts in Social Work (BA) or Bachelor of Social Work (BSW) from a Council on Social Work Education (CSWE) accredited program within five years of applying to the MSW program with a minimum GPA of 3.0 overall and 3.3 in social work courses. The five year rule may be waived if the applicant is a Licensed Baccalaureate Social Worker (LBSW). In addition to the above requirements, applicants must show graduate level proficiency in writing on either the Graduate Record Exam (GRE) or the Praxis Core Academic Skills for Educators Writing Exam.

Table 7: 37 Hour Advanced Standing Full Time MSW Curriculum, Advanced Practice with Children, Youth, and Families

Year 1 Summer Generalist

SUMMER					
7025	Scientific Methods	3	7005	Psychopathology	3
7050	Field Placement	1			

Year 1 Specialization Advanced Practice with Children, Youth, and Families

FALL			SPRING		
7016	Adv. Individual Child/Youth	3	7017	Adv. Family Child/Youth	3
7026	Evaluative Research	3	7032	Adv. Community Child/Youth	3
Elective	Elective	3	Elective	Elective	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Field Seminar I	3	7056	Integrative Field Seminar II	3

Table 8: 37 Hour Advanced Standing Full Time MSW Curriculum, Advanced Practice with Adults and Families

Year 1 Summer Generalist

SUMMER					
7025	Scientific Methods	3	7005	Psychopathology	3
7050	Field Placement	1			

Year 1 Specialization: Advanced Practice with Adults and Families

FALL			SPRING		
7018	Adv. Individual Adults	3	7019	Adv. Family Adults	3
7033	Adv. Community Adults	3	7026	Evaluative Research	3
Elective	Elective	3	Elective	Elective	3
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Field Seminar I	3	7056	Integrative Field Seminar II	3

ADVANCED STANDING PART TIME CURRICULUM

Table 9: 37 Hour Advanced Standing Extended Study MSW Curriculum, Advanced Practice with Children, Youth, and Families

Year 1 Summer Generalist

SUMMER					
7025	Scientific Methods	3	7005	Psychopathology	3
7050	Field Placement	1			
Specialization Year 1: Advanced Practice with Children, Youth, and Families					
Fall			**Spring**		
7016	Adv. Individual Child/Youth	3	7017	Adv. Family Child/Youth	3
7026	Evaluative Research	3	7032	Adv. Community Child/Youth	3
Summer 2					
Elective	Elective	3	Elective	Elective	3
Specialization Year 2: Advanced Practice with Children, Youth, and Families					
Fall			**Spring**		
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

Table 10: 37 Hour Advanced Standing Extended Study MSW Curriculum, Advanced Practice with Adults and Families

Year 1 Summer Generalist

SUMMER					
7025	Scientific Methods	3	7005	Psychopathology	3
7050	Field Placement	1			

Specialization Year 1: Advanced Practice with Adults and Families

Fall			Spring		
7018	Adv. Individual Adults	3	7019	Adv. Family Adults	3
7033	Adv. Community Adults	3	7026	Evaluative Research	3
Summer 2					
Elective	Elective	3	Elective	Elective	3

Specialization Year 2: Advanced Practice with Children, Youth, and Families

Fall			Spring		
7053	Field Placement III	3	7054	Field Placement IV	3
7055	Integrative Seminar I	3	7056	Integrative Seminar II	3

FIELD PRACTICE

Field placement is an important component of the Master of Social Work program and is designed to integrate academic learning with "real world" social work experience. An internship placement provides opportunities for the student to apply concepts and skills learned in the classroom in a real-world work setting and to build a work history of relevant experience that will assist the student in beginning her/his social work career.

The purpose of the internship is to provide students with the opportunity to test, through practical experience, the knowledge and skills acquired in academic courses. The experience also allows students to identify areas in which they need additional educational experience. Students learn role behavior and techniques necessary to function effectively as social workers at both the foundation (generalist) level and the advanced (specialization) level. The experience provides further value by helping students to decide what kind of position they wish to pursue after graduation. Internships primarily are to provide a learning experience for the student. Secondarily, internships provide a valuable community service by contributing to the organizations where students are placed by offering assistance on valued projects and bringing new ideas to practitioners.

FIELD PLACEMENT PROCESS

At the University of Memphis, the field internship consists of six different courses: Two courses for the foundation (generalist) level, SWRK 7051 and SWRK 7052; and four courses for the advanced (specialization) level, SWRK 7053, SWRK 7054, SWRK 7055, and SWRK 7056. For the foundation placement (SWRK 7051 and 7052), students will be assigned to an agency in the community by the MSW Director of Field Placement. For the specialization placement SWRK 7053 and 7054), students will have more voice in selecting the agency to which they are assigned, but the assignment ultimately will be made by the MSW Director of Field Placement. SWRK 7055 and SWRK 7056 are the field seminars that accompany specialization year field. Advanced standing students take a one-credit hour generalist level field course (SWRK 7050) before entering the specialization year of field placement.

Each field course is worth 3 credit hours (with the exception of SWRK 7050: Advanced Standing Field), but the actual hours of placement in the agency will vary from one semester to the next. The student will be engaged in 16 hours per week of field during the first year and 20 hours per week of field during the second year.

Grades for field placement will be assigned by the MSW Director of Field Placement but will be based largely on the evaluation of the field instructor at the agency to which the student is assigned for placement. As a part of the field experience, students will meet in seminars several times during the semester. The student's participation in the seminars is intended to foster the learning experience involved in doing field placement and will be a factor in the student's grade.

PROFESSIONAL LIABILITY INSURANCE

All students enrolled in field placement are responsible for procuring liability insurance (with a minimum coverage of 1,000,000/5,000,000) prior to the beginning of field placement. Prior to

beginning placement, the student must join the National Association of Social Workers (NASW) and then purchase coverage through the National Association of Social Workers Assurance Services. Further information can be found on their website: http://www.naswassurance.org/malpractice/professional-liability-individuals/

INDEPENDENT STUDY/DIRECTED RESEARCH PROJECT

An independent study/directed research project is not required for the Master of Social Work program. Students who would like to complete a research project or independent study should plan to do so during the specialization year and should follow all procedures in this manual.

An independent study or directed research project is a three-credit course which replaces one elective. Independent studies and research projects should be arranged prior to the semester that the student wants to complete the project. Working with a faculty member, the student should write a brief proposal detailing the subject of the independent study/project and the final product(s) that will be produced. Once the proposal is approved, the student may be given clearance to register for the course.

THESIS

A thesis is not required for completion of the Master of Social Work Program. Students electing to complete a thesis must have a GPA of 3.3 or higher at the completion of 30 credit hours. A Master's thesis is completed during the specialization year.

A thesis is a two-semester commitment. Although completed during the specialization year, it is strongly recommended that students planning a thesis discuss their intent with the advisor during the first year. Students seeking to complete a thesis will register for six hours of SWRK 7996 replacing two electives. Prior to registering for the first thesis course, the student must form a committee of three faculty members. The chair of the thesis committee must be a full-time faculty member in the Department of Social Work and a full member of the graduate faculty. Affiliate or adjunct faculty may serve as members of the thesis committee, but no more than one affiliate or adjunct faculty member may serve on the thesis committee. Two of the three committee members must be social work faculty. A list of graduate faculty members may be obtained from the University of Memphis Graduate School's website (http://www.memphis.edu/gradschool/faculty_staff/graduate_faculty/gradfaculty.php).

A thesis proposal should be completed prior to registering for the first thesis credit. Most social work thesis proposals will require review by the University's Institutional Review Board (IRB). The student should work closely with the chair of his/her committee to clarify whether IRB review is needed. It is strongly recommended that the student begin the IRB review process prior to enrolling in the first course. Information about IRB review can be found on the University of Memphis Human Subjects Research website (http://irb.memphis.edu/).

Students completing a thesis must follow all Graduate School policies. It is the student's responsibility to carefully check deadlines for graduation, follow guidelines for formatting, and ensure that all required forms are submitted to the Graduate School on time. Information about Graduate School

policies may be found on University of Memphis Graduate School website (http://www.memphis.edu/gradschool/resources/forms_index.php).

POLICIES & PROCEDURES

ADVISING

Advising is an essential component of the MSW program. During the summer prior to enrollment in the program, the MSW program coordinator or MSW admissions coordinator advise all incoming students. In August, new students are assigned an adviser who follows them throughout the program. The academic advisor is a full-time member of the MSW faculty. Major responsibilities of the academic advisor are as follows:

- Assist students in assessing their aptitude and suitability for a career in social work practice;
- Provide students with specific information about courses and program requirements;
- Provide the students with permits to register for courses;
- Advise on course planning in relation to the program's course requirements and the student's educational needs;
- Consult with students as they prepare for field placement;
- Assist students in evaluating their progress and performance in the program;
- Advise students who experience class and field performance difficulties or other issues related to their professional education; and
- Serve as a mentor to students as they enter the profession of social work.

Advisors will provide students with a program of study worksheet which includes a tentative schedule of courses that they intend to take during their MSW program. This tentative program of study may be reviewed and revised as needed. Students may also find recommended programs of study in the student handbook above and on the program website: http://www.memphis.edu/socialwork/graduate/program-study-plans.php

It is the student's responsibility to schedule an appointment with the advisor each semester that he/she is in the program. If a student decides to change his/her program of study, it is the student's responsibility to notify the advisor.

ADDING AND DROPPING COURSES

Courses may be added or dropped after initial registration for a limited time only. Refer to the Student Calendar at http://www.memphis.edu/registrar/calendars/ for appropriate deadlines. Courses may be added late only upon approval of the instructor and the director of graduate studies in the student's college.

Courses may be dropped after the drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late drops must be approved by the director of

graduate studies in the student's college. Students enrolled on a non-degree basis must obtain the approval of the Vice Provost for Graduate Studies or designee in order to withdraw from a course. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has dropped a course.

TRANSFER CREDITS

Up to twenty-four hours of transfer credits may be used to meet the requirements of the Master of Social Work program. A student seeking to transfer courses must provide his/her advisor with 1) a transcript demonstrating that the course was completed with a grade of B or better and 2) a syllabus from the semester during which the course was taken. Only graduate level courses can be approved for transfer credit.

Transfer credits that are to be used to replace required generalist courses in practice, SW Across the Lifespan, psychopathology or field must be from an accredited or candidacy Master of Social Work program. Transfer credits used to replace generalist policy (SWRK 7030) or research (SWRK 7025) can be from social or behavioral science courses outside of social work. Students seeking to replace required courses with transfer courses must provide written product(s) which demonstrate that **all** required competencies for the replaced course have been met. If the student has kept papers, projects, assignments, or final exams from the class, these may be used as the written products. Students who cannot bring in class assignments may write a summary statement detailing how each course competency was completed in the prior course.

Transfer credits that are used to replace elective hours can be taken in social work or any field of study related to social work. The student's advisor and the MSW program coordinator will review and approve the student's request for transfer of elective hours.

All transfer credits must come from an accredited college or university. Transfer credit cannot be given for continuing education, work experience, or life experience.

CREDIT BY EXAM

Students who believe that they have completed course content in prior graduate or undergraduate courses may seek credit by exam. Credit by exam will only be given for the following courses: SWRK 7001, SWRK 7002, SWRK 7003, SWRK 7005, SWRK 7021, SWRK 7022, SWRK 7025, and SWRK 7030. No more than nine credit hours may be granted by exam. Students who want credit by exam are responsible for obtaining the appropriate graduate school form and obtaining the signatures of their advisor, director of the MSW program, and chair of the social work department.

Testing out of a social work course is a two-step process. Students must 1.) Complete the final exam for the course with a grade of 80% or better and 2.) Write a summary statement explaining how every course competency has been met through prior coursework. Internship experience can be

described in prior coursework but not work experience. Credit by exam is not given for life experience or for prior paid work experience.

WORK/LIFE EXPERIENCE

The University of Memphis Master of Social Work program does NOT give credit for prior life experience or for prior work experience. In addition, credit may not be given for continuing education hours. This University of Memphis MSW program follows this policy strictly to be in compliance with Council on Social Work Education (CSWE) accreditation standards.

GRADING SYSTEM

The grades that may be awarded are as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or F." Grades used to postpone or suspend course completion include "I" (incomplete), "IP" (in progress), and "W" (withdrawn).

PLUS/MINUS GRADING SCALE

Grade	Quality Points	Grade	Quality Points
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.84	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00

Grades of IP, S, and U do not carry any quality points and are not included in computing GPA.

Students must maintain a GPA of 3.0 throughout the program. Students who earn a grade of C+ or lower in a class may choose to retake the course one time to improve their grade.

A grade of D+ or lower will not count toward graduation. Regardless of whether the student plans to retake the course, a grade of D+, D, or F will result in an automatic referral to the program retention committee during the following semester.

INCOMPLETE

The grade "I" (incomplete) may be assigned at the instructor's discretion in any course in which the student is unable to complete the work due to extraordinary events beyond the individual's control. The "I" may not be used to extend the term for students who complete the course with an unsatisfactory grade. The "I" grade indicates that you have not completed the course for some

unavoidable reason that is acceptable to the instructor. Graduate students have ninety (90) days from the end of the semester in which to complete the work.

Unless the student completes the requirements for removal of the "I" within the allotted number of days from the end of the semester or summer term in which it was received (see University Calendar), the "I" will automatically change to an "F," regardless of whether or not the student is enrolled. The instructor may grant a 45-day extension if sufficient extenuating circumstances exist. At the end of the 45-day extension period, the "I" grade will automatically revert to an "F" if the student has not completed the requirements. The student will be certified for graduation when all requirements are met, including the removal of all "I" grades. For students who have an "I" in the semester in which they expect to graduate, the certification process and graduation will automatically be deferred to the next term.

GRADE APPEALS

The appeal procedure provides any graduate student at The University of Memphis with a clearly defined avenue for appealing the assignment of a course grade that the student believes was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. **In all cases the complaining student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing.**

The student must institute the appeal process within thirty (30) class days following the University deadline for posting grades in the system. If the instructor, chair, or dean fails to respond to the student's complaint within the time limits, the Graduate Grade Appeals Committee shall act on the student's complaint. The procedure is terminated if the student and the instructor agree on the grade. If neither the student nor the instructor appeals a decision within the appropriate time limit, the disposition of the complaint made in the previous step shall be final.

A written record of all decisions shall be kept with the file at all steps in the process. Copies of all correspondence and records shall be retained in the office in which the complaint is finally resolved. The original documents shall be forwarded to the Graduate School for filing.

All parties must carefully adhere to the following procedure, observing the deadlines.

Step 1: *Time Limitation:* Early enough to meet the deadline in Step 2.

The student shall first consult with the instructor in an effort to provide a satisfactory resolution of the complaint. In the event the student cannot schedule a meeting with the instructor, the student may contact the department chair, who shall schedule the meeting between the student and the instructor. If for any reason the instructor is not available, proceed to Step 2. If agreement is reached between the student and instructor, the appeal process ends.

Step 2: *Time Limitation:* Thirty (30) class days from the University deadline for posting grades in the system.

If the complaint is not resolved in Step 1, the student must complete a Graduate Grade Appeal Form (available in PDF format on the Graduate School's homepage, in the departmental office, or in the Graduate School). This form, accompanied by a written statement detailing the factual basis of the complaint along with the instructor's written rebuttal, shall be taken by the student to the chair of the department in which the course was taken. The written complaint must be received by the chair within thirty (30) class days from the University deadline for posting grades in the system. The department chair shall then address the complaint in consultation with the instructor and the student within fifteen (15) class days of the date of submission of the written complaint. If the instructor is unavailable, the chair should proceed with the appeal. The department chair may utilize any resources available to resolve the grade conflict. The chair must provide a written rationale for any decision made, which shall become part of the file.

If the department chair was the instructor of the course involved in the complaint, or if for any reason the chair disqualifies him/herself, the student may proceed to Step 3.

The chair is empowered to change the grade if he/she finds that the original grade was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. The chair shall notify both the student and the instructor in writing of the action taken. Either the student or the instructor may appeal the chair's decision within five (5) class days by filing a written request for a hearing before the dean of the college.

Step 3: *Time limitation:* Within five (5) class days after the fifteen class-day period above.

If the complaint cannot be resolved at the level of Step 2 within the prescribed fifteen (15) class days, the student or the instructor has five (5) class days to request in writing (with a copy to the Graduate School) that the chair forward the complaint to the dean of the college. The chair shall provide the dean with the Graduate Grade Appeal Form, the chair's written rebuttal, a copy of all correspondence and decisions, along with other records pertaining to the complaint.

The dean may utilize any resources available to resolve the grade conflict within fifteen (15) class days. If the dean finds that the request lacks merit, he or she shall notify the student, the instructor, and the chair in writing; the grade shall remain as recorded. The dean is empowered to change the grade if he/she finds that the original grade was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. Otherwise the grade shall remain as recorded. The dean must provide a written rationale for any decision made, which shall become part of the file.

Either the student or the instructor may appeal the dean's decision within five (5) class days by filing a written request for a hearing before the Graduate Grade Appeals Committee with the Vice Provost for Graduate Studies or designee. This request must be accompanied by the Graduate Grade Appeal Form, a copy of all correspondence, including the dean's written recommendation, and other records pertaining to the complaint.

Step 4: *Time limitation:* Within five (5) class days after the fifteen (15) class-day period above.

The written request for a hearing before the Graduate Grade Appeals Committee should state the factual basis for the appeal of the results of Step 3. All supporting documents, including the Graduate Grade Appeal Form, should be included at the time of submission.

The Vice Provost for Graduate Studies shall forward the request to the chair of the Graduate Grade Appeals Committee. The chair shall subsequently distribute copies of the request to the members of the committee for consideration. If the Committee finds the student's or the instructor's request merits a hearing, the Committee shall notify the student, the instructor, the chair, and the college dean of the date, time, and the location of the hearing. If the Committee finds that the request does not merit a hearing, the student, the instructor, the chair, and the dean shall be so notified in writing.

The Graduate Grade Appeals Committee may utilize any available resources to resolve the conflict within fifteen (15) class days. To hold a hearing, the seven (7) members of the committee (or appropriate alternates) must be present. The instructor and student will present their cases at the hearing in each other’s presence. If a majority of the Committee agrees that the grade should be changed because it was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance, the Committee shall notify the Vice Provost for Graduate Studies, who shall be empowered to change the grade without the consent of the instructor, the chair, or the college dean. Otherwise, the grade shall remain as recorded. The decision of the Committee shall be communicated to all parties in writing. The decision of the Graduate Grade Appeals Committee shall be final.

The Graduate Grade Appeals Committee shall be composed of a chair, six members, and six alternates constituted as follows:

A chair designated by the Vice Provost for Graduate Studies and selected from the graduate faculty; a graduate faculty member and alternate designated by the Vice Provost for Graduate Studies; two graduate faculty members and two alternates elected by the University Council for Graduate Studies; three students and three alternates selected by the Vice Provost for Graduate Studies.

The appeals procedure is not complete until all appropriate records are forwarded to the Graduate School Office. At this time, the Vice Provost for Graduate Studies shall notify the Office of the Registrar of any grade change. A copy of the Graduate Grade Appeals Form shall become a part of the student's file. A permanent record of all grade appeals reviewed by the Grade Appeals Committee shall be maintained in the Graduate School.

Although the primary responsibility of the committee is to review appeals, the committee shall report any obvious discriminatory or capricious conduct on the part of either the student or the instructor to the Vice Provost for Graduate Studies for consideration and action.

PRIVACY RIGHTS OF STUDENTS

The University complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published each semester in the Schedule of Classes. A copy of the Act and The University of Memphis Procedures pertaining to FERPA may be reviewed in the offices of the Registrar or University Counsel.

RETENTION

All students are required to maintain a cumulative GPA of at least 3.00. Should the student's cumulative GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the chair, the coordinator of graduate studies in the student's college, and the Assistant Vice Provost for Graduate Studies, this period may be extended one additional semester.

No more than 6 hours of "C-," "C" or "C+" will be applied toward meeting Master of Social Work degree requirements. "D+," "D," and "F" will not be applied towards the Master of Social Work degree requirements.

All students who fall below a GPA of 3.0 for one semester, and all students who earn a grade of "D+," "D," or "F" will be automatically referred to meet with the program retention committee the following semester.

REPETITION OF COURSES

A graduate student may repeat a course to earn a higher grade only if the earned grade was a "U" or lower than a "B" (3.0). **No course may be repeated more than once to improve the grade.** Only the grade earned in the second attempt will be included in the computation of the cumulative grade point average. A maximum of two courses may be repeated during the student's total graduate career to improve a grade. Students should always check with their advisors before enrolling in a course a second time. Students must repeat failed courses immediately upon readmission into the program.

TERMINATION OF ENROLLMENT

Students can be dismissed from the program for various infractions that constitute ethical breaches as well as for poor academic performance. These behaviors / choices can lead to disciplinary action, up to and including dismissal from the program. The following behaviors present some of the most important of these infractions but it is not, in itself, exhaustive:

1. Documented behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers.
2. Documented problems in behavior or performance, which raise questions from the faculty or field instructor about the student's suitability for professional social work. The following list is not exhaustive:
    a. Forced or coerced sexual behavior.
    b. Sexual activity with clients including, but not limited to, kissing, fondling, or sexual intercourse.
    c. Physical actions directed at clients, students, faculty, or staff, such as hitting, spanking, or slapping.
    d. Physical or emotional threats directed toward clients, students, faculty, or staff.
    e. Acceptance of gifts or money from clients that are not considered standard payment for services received on behalf of the student's agency or field setting; students shall not ask for nor expect gifts from clients.
    f. Illegal or unethical behavior that limits or takes away clients' rights or results in financial, material, or emotional loss for clients or gain for social work students.
    g. Sexual harassment.
3. Plagiarism, cheating, or any other form of academic dishonesty or disruption.
4. Failure of student to maintain a 3.0 GPA beyond one semester of academic probation.
5. Failure to follow policies and rules as outlined in the MSW Student Manual or the MSW Field Manual.
6. Completion of any course with the grade of "D+," "D," or "F."
7. Completion of more than 6 hours of coursework with a grade of "C-," "C" or "C+".

Concerns about unethical behavior or poor academic performance will be addressed by the MSW program retention committee. If the unethical behavior or poor academic performance occurs in a course other than field placement, the program retention committee will consist of: 1) the student's advisor, 2) the classroom instructor, and 3) one additional faculty member. If the unethical behavior or poor academic performance occurs in field placement, the program retention committee will consist of: 1) the student's advisor, 2) the MSW field coordinator, and 3) the field liaison. If unethical behavior occurs in regard to a student organization event, the program retention committee will consist of: 1) the student's advisor, 2) the faculty liaison to the student organization, and 3) another faculty member. If the same person holds two or more of the roles identified above, the MSW Chair will assign additional faculty members to sit on the committee so that the program retention committee will always have three faculty members.

The program retention committee will review oral and written reports of the student's unethical behavior or poor academic performance. The student will be given the opportunity to address the committee. The committee will deliberate and decide the appropriate course of action. Courses of

action could include placing the student on academic probation, asking the student to take a temporary leave of absence or dismissing the student. If a decision is made to dismiss, the student will be given a letter explaining the rationale behind the decision.

Students who wish to appeal the decision to terminate must first write a letter of appeal to the MSW program coordinator. If the dispute is not resolved by the MSW program coordinator, students appeal to the Department Chair. If the dispute is not resolved by the chair, students must follow the Graduate School procedures outlined in the Graduate Catalog and in the section below.
Students who wish to appeal the decision to terminate must follow the Graduate School procedures outlined below.

GRADUATE SCHOOL TERMINATION PROCEDURES

Any action that results in a student being terminated may be appealed under the following procedures. These actions may include a second failure on comprehensive examinations, a second semester on academic probation, or an action of a program retention committee. Appeals are to be presented and hearings on appeals convened only during periods in which the academic units of the University are in session. All parties concerned must receive copies of:

1. The requests for a hearing;
2. Notices of the time and location of the hearing; and
3. Disposition of the hearing request in each step of the appeal procedure.

As soon as notice is received that the appeal is continuing, copies of all correspondence and other records pertaining to the complaint must be forwarded to all concerned.

Step 1

A. Time Limitation: Thirty (30) class days following the semester in which the termination was received.

The student must submit a written request to the department chair for a hearing to appeal termination from the program. The request should state the factual basis for the appeal.

B. Time Limitation: Fifteen (15) class days following receipt of the complaint.

In consultation with the student and appropriate departmental committee, the department chair will render a decision on the appeal. The student and departmental committee will be notified in writing of the department chair's decision and reasons supporting the decision.

Step 2[1]

A. Time Limitation: Five (5) class days following the announcement of the decision by the chair.

[1] In the case of programs that are not represented on a college council, Step 2 will be omitted and the appeal will be forwarded to the dean of the department involved.

The student or the departmental committee may appeal the decision made in Step 1 by filing, with the director of graduate studies in the student's college, a written request for a hearing before the college council for graduate studies. The request should state the factual basis for the appeal of the chair's decision and include a copy of the chair's decision.

B. Time Limitation: Fifteen (15) class days following the receipt of the written request.

The college council for graduate studies will notify the student, departmental committee, and chair of the date, time, and location of the retention appeals hearing. If the college council agrees that the student should be reinstated, the council shall be empowered to reinstate the student. The student, departmental committee, and chair will be notified in writing of the college council's decision and reasons supporting the decision.

Step 3

A. Time Limitation: Five (5) class days after the announcement of the decision by the college council.

If the complaint cannot be resolved at the level of Step 2, the student or the departmental committee may request in writing that the director of graduate studies in the student's college forward the complaint to the dean of the appropriate college with a copy of the college council's decision.

B. Time Limitation: Fifteen (15) class days following the written request for appeal.

The college dean may utilize any resources available to resolve the conflict. The chair, the director of graduate studies in the student's college, the departmental committee, and the student will be notified in writing of the dean's decision.

Step 4

A. Time Limitation: Five (5) class days following the announcement of a decision by the college dean.

If the complaint cannot be resolved at the level of Step 3, the student or the departmental committee may appeal the decision by filing, with the Vice Provost for Graduate Studies, a request for a hearing before the University Council for Graduate Studies. The written request for a hearing must state the factual basis for the appeal and include a copy of the dean's decision.

If the University Council for Graduate Studies finds that the appeal does not merit a hearing, all concerned parties shall be notified by the Vice Provost for Graduate Studies.

B. Time Limitation: Fifteen (15) class days following the receipt of the written appeal.

If the University Council for Graduate Studies finds that the appeal merits a hearing, it will notify the college dean, the director of graduate studies in the student's college, the department chair, the departmental committee, and the student of the date, time, and location of the retention appeals hearing. Any available resources may be used by the University Council to resolve the conflict. If the University Council agrees that the student should be reinstated, it shall be empowered to reinstate

the student. The Vice Provost for Graduate Studies will notify in writing all concerned parties and the student of the decision and reasons supporting the decision.

The decision of the University Council for Graduate Studies shall be final.

WITHDRAWAL FROM THE GRADUATE SCHOOL

A graduate student may withdraw from the University after the specified drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late withdrawals must be approved by the Director of Graduate Studies in the student's college and submitted to the Graduate School.

Students enrolled on a non-degree basis must obtain the approval of the Vice Provost for Graduate Programs or approved designee. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has withdrawn.

TIME LIMIT FOR COMPLETION OF DEGREE

All degree requirements for the Master of Social Work must be completed within 8 years of initial enrollment. Students seeking an extension of the time limit should petition in writing to the Coordinator of the MSW program and Department Chair. The time limit may be extended for one semester if the student can show a reasonable plan for completing the degree requirements.

GRADUATION

Students in their last semester of Master of Social Work program must follow all Graduate School Policies and Procedures to apply for graduation. The intent to graduate form is due early in the semester that the student plans to complete the program. The Master's Degree Candidacy form is due several weeks before the end of the semester. It is the student's responsibility to read and be familiar with the policies and procedures for graduation. Policies and procedures may be found on the Graduate School's website:
http://www.memphis.edu/gradschool/current_students/graduation_information/graduation.php

NON-DEGREE SEEKING STUDENTS

Students who have been admitted to the Graduate School as non-degree seeking may take courses in the Department of Social Work with permission of the instructor and MSW program coordinator. Non-degree seeking students without a Master of Social Work degree may take generalist courses. Non-degree seeking students who have a prior MSW degree may take generalist, specialization, or

elective courses. In special circumstances other non-degree seeking students who hold another graduate degree may be given permission to take specialization and/or elective courses at the discretion of the MSW program coordinator. No more than nine (9) credit hours may be completed as non-degree seeking. Non-degree seeking students must follow all guidelines for prerequisites. Permission to enter a course as a non-degree seeking student will be given if space is available. Students admitted to the MSW program will be given priority over non-degree seeking students.

GRADUATE STUDENTS FROM OTHER ACADEMIC UNITS

Graduate students from other academic units can be given permission to take social work courses by permission of the instructor. Students from other academic units should follow guidelines for prerequisites. Permission to enter the course will be given if space is available. Students in the MSW program will be given priority over students from other academic units.

ACADEMIC MISCONDUCT

Graduate students at the University of Memphis are expected to observe the regulations and policies that govern the behavior of students as members of this academic community. These regulations and policies are published in the Student Handbook. In particular, graduate students should become familiar with the University's policies on plagiarism in its various forms. Furthermore, term papers may not be used to meet the requirements of more than one course unless approved in advance by both instructors.

The University of Memphis Code of Student Conduct defines academic misconduct as all acts of cheating, plagiarism, forgery, and falsification.

The term “cheating” includes, but is not limited to:

- Using any unauthorized assistance in taking quizzes or tests;
- Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- Acquiring tests or other academic material before such material is revealed or distributed by the instructor;
- Misrepresenting papers, reports, assignments or other materials as the product of a student’s sole independent effort;
- Failing to abide by the instructions of the proctor concerning test-taking procedures;
- Influencing, or attempting to influence, any University employee to change a student’s grade or evaluation; and
- Any forgery, alteration, unauthorized possession, or misuse of University documents.

The term **plagiarism** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgement. It also

includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Academic misconduct also includes furnishing false information to a University official, faculty member, or office; or the forgery, alteration, or misuse of any University document, record, or instrument of identification. The Academic Discipline Committee, a standing University committee appointed by the President, addresses allegations of academic misconduct.

PROFESSIONAL CONDUCT

Students enrolled in The University of Memphis Master of Social Work program must conduct themselves in a professionally ethical manner toward clients, students, faculty, and staff. Professional conduct is expected at all times.

The NASW Code of Ethics and The University of Memphis Student Code of Conduct serve as guidelines and standards for professional conduct both on and off-campus. Any act that would constitute unethical practice, professional misconduct, or violations of the law, whether committed in College-related activities or not, is grounds for disciplinary action, up to and including dismissal from the program.

The University of Memphis, Department of Social Work, through its various faculties and appropriate committees, reserves the discretionary right to dismiss any student from the College for failure to maintain appropriate personal conduct or professional standards and ethics. Please refer to the following documents for more information: NASW Code of Ethics, (http://www.socialworkers.org/pubs/code/default.asp), and University of Memphis Student Code of Conduct, (http://www.memphis.edu/studentconduct/pdfs/csrr.pdf).

DISABILITIES, SEXUAL HARASSMENT AND EQUAL OPPORTUNITY

Students with disabilities are encouraged to notify Disability Resources for Students for reasonable accommodations.

Harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience and well-being of students, faculty and staff. Incidents involving sexual harassment or racial harassment have no place within the University. In both obvious and subtle ways, even a suggestion of sexual or racial harassment is destructive to individual students, faculty, staff and the academic community as a whole. When through fear or reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the University's ability to carry out its mission is undermined.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons

of the same University status. The University will not tolerate such harassment between or among members of the University that creates an unacceptable work or educational environment.

Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. The University may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

The University of Memphis, a Tennessee Board of Regents institution, offers equal opportunity to all persons without regard to race, religion, sex, creed, color, national origin or disability. The University does not discriminate on these bases in recruitment and admission of students or in the operation of its programs and activities, as specified by federal laws and regulations. Designated coordinators for University compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are the Vice President for Student Affairs and the Equal Opportunity Compliance Officer. Information in this document will be provided in alternate format upon request. The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.

STUDENTS WITH MISDEMEANOR OR FELONY RECORDS

A misdemeanor or felony conviction may impact your internship and employment prospects, because many agencies and employers request criminal records of their prospective interns and hires. In addition, a conviction may impact your ability to secure liability insurance as an intern/professional as well as licensure upon graduation from an accredited social work program. Below are the identified practices of the NASW, liability companies, and the Tennessee Board of Social Workers:

NASW – A conviction does not prevent a student from being able to apply and be accepted into the NASW.

Liability Insurance - Will consider liability insurance for a student or professional with a felony/misdemeanor conviction on a case by case basis. They do not guarantee approval.

TN Board of Social Workers – A student with a conviction must provide a letter of explanation and documents form jurisdiction with disposition indicated. The board will review and consider each application on a case by case basis.

STUDENT AND PROFESSIONAL ORGANIZATIONS

GRADUATE ORGANIZATION OF SOCIAL WORKERS (GO SW)

The Graduate Organization of Social Workers (GO SW) provides students with opportunities to get involved with important social issues, and to foster communication and interaction between students, faculty, and administrators in the Department of Social Work. The GO SW coordinates fund raising events, organizes volunteer activities, hosts special events with guest speakers, and sponsors social activities of interest to students.

Why should you join? GO SW provides opportunities for:

- **Networking** – GO SW increases the exchange of information among students, faculty, administrators and community service providers
- **Development** – GO SW provides a number of opportunities to engage in professional development activities (service to community and fundraising events), leadership development (opportunities to be involved in the planning, coordination and implementation of various projects), exposure to individuals in the field (guest speakers, site visits)
- **Fun** – GO SW provides activities that celebrate our successes as an organization as well as form relationships among new students who are interested in learning more about social work

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 142,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

The NASW offers the option for students to join at a reduced rate and offers specific supports to members through an online Student Center and a student starter toolkit for student members. To learn more about NASW and join, go to https://www.socialworkers.org/

STATE LICENSURE

Upon graduation, the student should contact the State of Tennessee Board of Social Workers [(615) 532-3202] or https://www.tn.gov/health/topic/sw-board to request information about licensure.

COMMUNICATION

E-MAIL ACCOUNT

An e-mail account is available free of charge to University of Memphis students. This UM account **will be the official contact** used for all Department of Social Work correspondence. If you elect to use another e-mail service, you must obtain an account through the university and forward your mail to your personal account. Much correspondence is conveyed to students via e-mail so the account should be checked frequently.

OTHER COMMUNICATION

Students are asked to ensure that the Department office has a current e-mail address, mailing address and telephone number. The success of our degree program depends partly on our ability to foster ties to our students, alumni and the larger community. Students can update their contact information by informing the Department of Social Work administrative assistant, in writing, of any changes.

CAMPUS SERVICES

ACADEMIC CALENDARS

Academic year calendars mark the major activity dates (class start/end dates, exam dates, and commencement) of each term and its parts. Each Academic Year begins with the Fall term and ends at the conclusion of the Summer term.

Students wanting registration, add/drop, fee payment, dates and deadlines for a particular, immediate term should review the Dates & Deadlines Calendar for that term. For academic calendars, see http://www.memphis.edu/registrar/calendars/index.php

PARKING SERVICES

Parking services is located at 120 Zach Curlin Parking Garage and can be contacted at (901) 678-2212. Parking services offers general permit parking, priority permit parking, and visitor parking. See http://bf.memphis.edu/parking/ for more information.

ID CARDS

The University of Memphis issues each student, faculty and staff member an identification card that bears their name and image. This permanent identification card is used as the primary campus-wide method of determining privileges and accesses. Students must be currently enrolled and a photo identification (such as driver's license or passport) is required to have an identification card made.

The University Identification card remains the property of The University of Memphis and should be surrendered upon the request of a University official. Students, faculty or staff members may possess only **ONE** University identification card at any time.

There is no charge for the initial student ID card. There is a $10 fee charged to replace a lost or stolen card. Pay the replacement fee at the Customer Service Windows adjacent to 115 Wilder Tower. Take your receipt to the Campus Card Office, 500 Wilder Tower to obtain your replacement card. Photo identification is required to obtain a new or replacement card.

TIGER FUND$

A Tiger Fund$ account is a money management system activated by your University ID card that is available to all students, faculty, and staff. Once you have made a deposit into your personal Tiger Fund$ account, you simply present your University ID card to pay for meals at campus dining

locations or to purchase books, supplies, and personal items at the University Store. You can also use your card in copier machines and for services at the Health Center and the Bursar's Office.

Deposits to your Tiger Fund$ account can be made by cash, check, or credit card (Visa, MasterCard, Discover, American Express) at the Bursar's Office (Customer Service Windows, 1st floor, Wilder Tower) or through Blackboard Card Management Centers located in the McWherter Library, the Law Library, the Tiger Copy & Graphics Center, the Learning Resource Center, and the Speech and Hearing Center. Excess funds from financial aid/scholarships can also be deposited to your Tiger Fund$ account by completing an Authorization to Transfer Financial Aid/Scholarships to Tiger Fund$ form in the Bursar's Office, 115 Wilder Tower.

LIBRARIES

The University Libraries include the McWherter Library and four branch libraries: Audiology & Speech Language Pathology, Chemistry, Mathematics, and Music. Most social work books, journals, and resources are located in McWherter Library or available electronically. For information about library policies and services pertaining to graduate students, see http://www.memphis.edu/libraries/

COMPUTER LABS

Computer labs and iPrint kiosks are available to University of Memphis students in many locations across campus. The closest computer labs to social work are located in McWherter Library and Manning Hall. The closest iPrint kiosk is in McWherter Library. For a map of all computer labs available on campus, go to http://trl.memphis.edu/computerlabs.php

POLICE SERVICES

Police Services is dedicated to making The University of Memphis a safe place to learn and work. The emergency number is (901) 678-HELP (4357). For non-emergency calls, the number is (901) 678-3848.

Also, Police Services offers the Tiger Patrol Escort Program from 6:00 pm to 2:00 am. To request an escort, call 678-HOME (4663).

STUDENT HEALTH SERVICES

Student Health Services is located on the main campus at 3770 Desoto Avenue, south of McWherter Library. Student Health Services treats short-term acute illnesses and injuries and includes a family planning clinic. For more information about Student Health Services, visit http://saweb.memphis.edu/health/General_Information/info.htm

COUNSELING CENTER

The Counseling Center provides free counseling, wellness, and psychiatric services for University of Memphis students. All services are confidential and most are free of charge for enrolled students. The Counseling Center is open Monday – Thursday 8:00 am – 7:00 pm and Friday 8:00 am – 4:30 pm. The Counseling Center can be contacted at 901.678.2068 or counseling@memphis.edu

EDUCATIONAL SUPPORT PROGRAM (ESP)

The ESP provides academic assistance for classes that students are currently taking at the U of M. ESP free services are available to graduate and undergraduate students. ESP services include five on-campus learning centers, weekly study sessions, tutors, seminars, and on-line tutoring. To get more information, see http://www.memphis.edu/esp/

DISABILITY RESOURCES FOR STUDENTS

Disability Resources for Students provides, arranges, and coordinates academic accommodations and support services to qualified students with disabilities to enable them to fully access the educational opportunities at The University of Memphis. To establish eligibility for disability accommodations and services, students are required to register with the Office and provide current medical or psycho-educational documentation of the disability from a professional who is appropriately qualified to diagnose the particular disability.

Disability information is strictly confidential, is not released without written consent, and does not appear on transcripts or any permanent record of the University.

Students must follow established university procedures for obtaining accommodations and services. Specific accommodations and services are determined on an individual basis and are based on documented functional limitations resulting from the disability. Services available include orientation to disability services, assessment of disability-related needs, academic accommodation plans each semester, test accommodations, books on tape, note-takers, readers, scribes, interpreters, Braille, enlarged print, loan of adaptive aids and special equipment, adaptive computer lab, guidance and counseling, adapted campus housing, accessible parking, and limited campus shuttle service.

Since some services require advance notice, applicants are requested to provide sufficient notice to Disability Resources for Students of anticipated needs and expected date of enrollment. For more detailed information, please contact the Director of Disability Resources for Students at 678-2880 or check out their website: http://www.memphis.edu/drs/

MINORITY AFFAIRS

The Office of Minority Affairs houses such registered student organizations as the Black Student Association, Black Scholars Unlimited, the Hispanic Student Association, NAACP, and the Minority Association of Pre-Health Students. The office provides a venue where student groups as well as individuals can go to study, use office equipment, and interact with their peers and the office staff. In addition, the office deals with academic, social, and personal concerns that the students may need to address.

The Office of Minority Affairs also serves as a resource for students, providing information on scholarships, internships, employment opportunities, and community resources available to them. The office also works in conjunction with various other campus departments as well as community agencies to provide students with services that may assist them in academic and professional endeavors.

For more information, call 678-2054.

SAFEZONE PROGRAM

The SafeZone Program at the U of M exists to support gay, lesbian, bisexual, transgender, intersexed, and questioning U of M students, faculty and staff, to improve the overall U of M campus environment and to educate the entire campus community on concerns relating to GLBTIQ issues. The University of Memphis' commitment to diversity and civility undergirds the SafeZone Program's efforts to support the GLBTIQ community on campus. SafeZone certification is available to all University of Memphis staff, faculty, and student allies. For more information, visit www.memphis.edu/safezone or call 901-678-2068.

INTERNATIONAL STUDENTS OFFICE

The Center for International Programs and Services (CIPS) advises international students, faculty, staff, visiting scholars, and researchers regarding federal regulations from the Department of Homeland Security, and Immigration and Customs Enforcement; health insurance matters; and employment issues. In addition, the Center prepares federal documents necessary for internationals in certain visa categories, as well as meeting the SEVIS requirements set by the U.S. Department of Homeland Security.

The Center produces the federally mandated orientation for F-1 and J-1 visa holders new to campus. CIPS also frequently provides this information for in-country dependent family members of students, faculty, and researchers on campus, as well as to international applicants to the University and area colleges and University staff.

The Center for International Programs and Services advises the International Students Association and several other international student clubs. Annual events include International Night, International Education Week, Diwali, and India Fest among various other cultural events. For more information, please visit Brister 102, call 678-4271, or visit the website at: http://cipsweb.memphis.edu.

CAREER CENTER

Career Services works with students during all phases of the career development process. Services include individual career planning, resume critiquing, mock interviewing, internship preparation, and job search preparation. Career services also seeks to build strong partnerships with the university and Memphis community at-large. Visit Career Services at 400 Wilder Tower or see http://www.memphis.edu/careerservices/

ADULT AND COMMUTER STUDENT SERVICES

Adult and Commuter Student Services fosters an atmosphere where students who are juggling college along with work and family responsibilities can gather and interact in a supportive environment where they can truly connect with other adult and commuter students.

The mission of the Adult and Commuter Student Services office is to provide a supportive environment for non-traditional and commuter students that promotes intellectual, social and academic growth and development through services and programs that foster lifelong learning.

Adult and Commuter Student Services offers information about child care, off-campus housing, scholarships, and many other topics. More information can be gained here: http://www.memphis.edu/acss/

VETERANS RESOURCE CENTER

The Veterans Resource Center is located in 110 Panhellenic Bldg. The Veterans Resource Center offers monthly seminars, Memphis VA Medical Center Outreach, counseling services, and referrals to campus and community services. Contact them at (901) 678-4269 or veterans@memphis.edu. More information can be gained here: http://www.memphis.edu/veterans/

GRADUATE CATALOG COURSE DESCRIPTIONS

In addition to the courses below, the department may offer the following Special Topics courses:
SWRK 7060-65. Special Topics in Social Work. (1-3). Topics are varied and announced in the class schedule; may be repeated with different topics. PREREQUISITE: SWRK 7021, SWRK 7022, SWRK 7002, SWRK 7003.

SWRK 6937 - School of Social Work (3)
This course develops the knowledge and skills necessary for successful and competent social work in public schools; covering the varied roles and functions of school social workers in their practice with diverse groups of students, families, school personnel, and communities. Best practices in assessing, intervening, and evaluating social work practice across all system levels are emphasized. PREREQUISITE: admission to the MSW program or permission of the instructor

SWRK 7001 - Skills Prof Pract SWRK (3)
The course covers the profession's unique mission, values, roles and typically practice used in the conduct of social work practice. It further examines theories of practice and generalist roles and skills. The course is designed to prepare students for their initial field experience in Field Placement I. The course introduces students to the Practice Wheel as a primary model for serving children and families. PREREQUISITE: Admission to MSW program.

SWRK 7002 - Individuals and Families (3)
A required foundation course designed to prepare students to apply evidence-based interventions to social work practice with individuals and families. Foundation knowledge and skills are developed in the areas of theory, therapeutic alliance, risk assessment, case formulation, ethical decision-making, critical thinking and evidence-based practice. Particular emphasis is placed on social work practice with culturally diverse, vulnerable and high-risk populations. PREREQUISITE: Admission to MSW program.

SWRK 7003 - Groups (3)
A required foundation course designed to prepare students to apply evidence-based interventions to social work practice with groups. The course emphasizes mezzo practice skills/ roles, evidence-based theories, problem-solving processes, group dynamics, phases of group development, needed for group work with organizations and community groups. Issues inherent to diversity, at-risk populations and social justice are integrated. PREREQUISITE: SWRK 7001.

SWRK 7004 - Cognitive Behavioral Intervent (3)
The course is designed to prepare students to apply cognitive and behavioral theory and techniques to social work practice with single and multiple member systems. The course includes the history and evolution of evidence-based cognitive behavioral intervention approaches and includes integration of problem-solving processes that contribute to planned change. PREREQUISITE: SWRK 7002 and SWRK 7003.

SWRK 7005 - Assessmnt,Diag,Psychopath (3)
Provides students with current information about the assessment and diagnosis of mental disorders utilizing DSM classification system. Students will demonstrate an understanding of the etiology, prevention, assessment and treatment approaches for a number of commonly diagnosed mental health disorders. Students will identity individuals, social and systemic issues effecting individuals with a mental illness. PREREQUISITES: SWRK 7002, 7021, and 7022.

SWRK 7006 - Dual Diagnosis (3)
The course explores models for the treatment and rehabilitation of individuals with a psychiatric disability complicated by substance abuse issues. Students will demonstrate an understanding of stabilization, recover, and relapse prevention approaches to assist individuals experiencing a combination of chemical dependency and mental illness. Students will compare and contrast program models and treatment interventions. PREREQUISITE: SWRK 7002, SWRK 7021, and SWRK 7022.

SWRK 7010 - Violence and the Family (3)
An elective course designed to help students develop specialized knowledge and skills for working families who have experienced violence. Particular attention is given to safety planning, crisis intervention, the role of policy on direct practice, specific theories, multi-system interventions, collaborative service delivery and strengths based intervention models. An emphasis will be placed on diverse and at-risk families.

SWRK 7011 - Mental Health and Disabilities (3)
An elective course designed to integrate specialized knowledge and skills for practice with diverse children experiencing a range of health and mental health concerns. Recognizing that no single definition of child mental health adequately addresses the diverse families, this course seeks to provide practice frameworks that are culturally sensitive, collaborative, strength-promoting and empowering. PREREQUISITES: SWRK 7021, 7022, 7002, 7003, and 7005.

SWRK 7013 - Treatment of Trauma (3)
An elective course designed to broaden students ability to understand and treat persons exposed to traumatic events. The course examines roles, assessments and intervention strategies for social workers working with clients exposed to specific types of trauma; rape, war, natural disasters. Emphasis is placed on understanding biopsychosocial influences, psychopharmacology, incidence, course, treatment and evidence-based assessment and interventions skills.

SWRK 7014 - Brief Intervention (3)
An elective course designed to provide students with the knowledge and skills necessary to utilize brief interventions in social work practice. Theory and practice of planned short-term, and crisis interventions including an introduction to motivational interviewing and solution focused brief therapy are addressed. Learners are introduced to methods for improve treatment compliance and increase motivation for change with specific target populations.

SWRK 7016 - Adv. Individual Child/Youth (3)
The course covers advanced direct practice techniques with children and youth. Techniques include

cognitive behavioral therapy and other evidence based techniques. PREREQUISITES: SWRK 7001 & 7002

SWRK 7017 - Adv. Family Child/Youth (3)
The course covers prevention and intervention approaches with families of children and youth at an advanced level. Topics include wrap around models of care for children/ youth in mental health, disability, juvenile justice, child welfare, and family violence service systems and integration across systems of care. PREREQUISITES: SWRK 7002 & 7003

SWRK 7018 - Adv. Individual Adults (3)
The course covers advanced direct practice with adults. Treatment techniques include cognitive behavioral therapy, motivational interviewing, and other evidence based practices. PREREQUISITES: SWRK 7001 & 7002

SWRK 7019 - Adv. Family Adults (3)
The course covers prevention and intervention approaches with families at an advanced level. Topics include integrative and holistic models of care across a range of settings in adult mental health, substance abuse, disabilities, chronic conditions, long term care, violence, and criminal justice. PREREQUISITES: SWRK 7002 & 7003

SWRK 7021 - SW Across the Lifespan (3)
Course provides a multidimensional understanding of person and environment relationships. An ecological/ systems framework is paired with a developmental approach to provide an interactional understanding of human behavior. The course examines life span development from conception through older adulthood. Issues of human diversity (i.e. race, ethnicity, class, gender, sexual orientation) will be highlighted. PREREQUISITE: Admission to MSW program.

SWRK 7022 - Organizations and Communities (3)
A required foundation course designed to prepare students to apply evidence based interventions to social work practice with organizations and communities. The course emphasizes macro practice skills/ roles. The course stresses an eco-systems perspective and looks at social system malfunctions and inequities. The nature and dynamics of social service networks and social service network eco-systems perspective. PREREQUISITE: SWRK 7001.

SWRK 7025 - Scientific Methods (3)
A required foundation course designed to teach research methods and the elements of evidence based practice. The course focuses on social work practice-focused quantitative and qualitative research knowledge and skills including critical evaluation of empirical literature, basic research methodology including construct operationalization, study design, selection, development, implementation, measurement, specific instruments, data management and data analysis using statistical software. PREREQUISITE: Admission into the MSW program.

SWRK 7026 - Evaluative Research (3)
A required concentration course designed to teach students hard skills in ethical program evaluation; statistical analysis techniques; and research findings dissemination and application from the micro to

the macro levels and throughout diverse areas of practice. PREREQUISITE: SWRK 7025.

SWRK 7030 - Social Welfare Policy/Services (3)
Examines local, state, national and international policies affecting social work practice; exploring the historical process leading to current welfare policy. Using rational and non-rational theoretical perspectives, it presents policy and service domains and the values and philosophies underlying welfare provision. Students explore NASW policy positions, social welfare policy in other countries and comparative policy. PREREQUISITE: Admission to MSW program.

SWRK 7031 - Rural/Urban Poverty (3)
This course examines the development and analysis of specific policies that impact rural and urban centers with high concentrations of poverty. Emphasis will be placed on the interaction effects of federal policies regarding crime, education, employment and housing, and federal and state income maintenance programs for the poor. The strengths and weaknesses of various approaches to policy development and analysis will be discussed. PREREQUISITE: Admission to MSW program.

SWRK 7032 - Adv. Community Child/Youth (3)
The course covers advanced community practice with children and youth. It examines public policies impacting children and youth. It covers the basics of program administration including budgeting and policy implementation in preparation for administrative practice. PREREQUISITES: SWRK 7022 & 7030

SWRK 7033 - Adv. Community Adults (3)
The course covers advanced community practice with adults. Students learn policies and administrative practices to serve adults and older adults, explore policy and program implementation programs, learn administration and budgeting basics, understand community practice models, and become prepared to assume leadership positions in social service agencies and organizations. PREREQUISITES: SWRK 7022 & 7030

SWRK 7050 - Advanced Standing Field (1)
The advanced standing field course connects generalist curriculum learned in undergraduate social work to the masters-level curriculum at the advanced level. Assignments encourage self-assessment, increase empathy towards populations served, and expose students to core competencies. PREREQUISITE: Admission to the Advanced Standing MSW Program.

SWRK 7051 - Field Placement I (3)
This course provides opportunities for students to integrate what they are learning in the classroom with practical experience in an agency that provides social work services. The first course prepares students for work as generalist social workers, to help them learn to apply critical thinking skills, to increase their range of social work skills and techniques, to understand the importance of the value base and increase their self-understanding. PREREQUISITE: Admission to MSW program.

SWRK 7052 - Field Placement II (3)
The first year of field placement is intended to prepare students for work as generalist social workers, to help them learn to apply critical thinking skills, to increase their range of social work skills and techniques, to understand the importance of the value base and ethical framework of the profession

of social work, and to increase their self-understanding. Field Placement II builds on the learning foundation that was established in Field Placement I. PREREQUISITE: Field Placement I.

SWRK 7053 - Field Placement III (3)
The second year is directed toward an area of social work specialization and the development of advanced skills and practice, building on the first year of placement and providing opportunities for more complex application of social work theories, models, values, and ethics. Field Placement III builds on the learning foundation that was established in Field Placement I and II. PREREQUISITE: Field Placement I and II.

SWRK 7054 - Field Placement IV (3)
The second year is directed toward an area of social work specialization and the development of advanced skills and practice, building on the first year of placement and providing opportunities for more complex application of social work theories, models, values, and ethics. Field Placement IV builds on the learning foundation that was established in Field Placement I, II, and III. PREREQUISITE: Field Placement I, II, and III.

SWRK 7055 - Integrative Field Seminar I (3)
Course covers preparation for advanced social work practice and preparation for the social work licensure exam. PREREQUISITE: Field Placement II

SWRK 7056 - Integrative Field Seminar II (3)
Course covers preparation for advanced social work practice and preparation for the social work licensure exam. PREREQUISITE: Field Placement III

SWRK 7070 - Independent Study (3)
Provides an opportunity for directed advanced reading, an advanced field project, and/or research in special areas of social work. Provides in-depth learning opportunites not otherwise available in the regular curriculum. Independent study replaces one elective. PREREQUISITE: SWRK 7021, SWRK 7022, SWRK 7002, SWRK 7003.

SWRK 7996 - Thesis (1-6)
Thesis provides the opportunity for a student to complete an advanced independent research project during a two-semester sequence. Students will develop and apply research skills and produce a comprehensive paper that will contribute to knowledge in the social work profession. The Master's thesis is a two-semester (6 credit hours) commitment that will be completed during the concentration year. Thesis is not required for completion of the Master's of Social Work program. PREREQUISITE: Successful completion of all foundation coursework with a GPA of 3.3 or higher and approval of a thesis proposal by the thesis committee chair.