

**UNIVERSITY OF MISSOURI-ST. LOUIS  
COLLEGE OF ARTS AND SCIENCES**

**SCHOOL OF SOCIAL WORK**

**GRADUATE STUDENT HANDBOOK**

**2007 - 2008**

**Welcome to the University of Missouri-St. Louis  
School of Social Work**

The administration, faculty, and staff of the School of Social Work here at the University of Missouri-St. Louis are pleased that you have selected our social work master's program. As a metropolitan institution with a land-grant heritage, the University of Missouri-St. Louis is strongly committed to teaching, research and public service. The University of Missouri-St. Louis plays a leadership role in advancing knowledge through its basic and applied research initiatives and programs. The University provides quality and affordable education at the baccalaureate, master's, doctoral, and professional degree levels. At the same time, it contributes to economic development throughout the St. Louis metropolitan region and the state of Missouri. As a School of Social Work in a metropolitan research, teaching, and service university, we have a special mission to work in partnership with other social work programs (public and private) in the region and state, and to collaborate with human service organizations and agencies throughout the state to improve the quality of life for all residents.

We in the School of Social Work are strongly committed to providing accessible, affordable, and high quality BSW and MSW degree programs, accredited by the Council on Social Work Education to a diverse body of students. We are also committed to carrying out research and scholarship of the highest quality and significance, and to providing community service activities that serve to enhance the work and well-being of the people of the St. Louis metropolitan region, the state of Missouri, and the nation.

As you begin your graduate study with the School, we would like to provide you with this handbook which contains information that is needed to survive in the program. The handbook is a guideline of the most relevant policies, regulations and procedures that will affect your life as a graduate student in the School and at the University of Missouri-St. Louis. It is our hope that the handbook, along with other materials that you may have received from the Graduate School and other university sources, will help answer any of the questions that you may have. Please remember though that University, College, and School policies are continually changing and evolving and, as such, it will be wise to check relevant web sites and handouts on a regular basis. Please consult the appendix for helpful URLs.

Again, we are pleased that you have chosen to join our School and we welcome you to the MSW program.

Regards,

Lois H. Pierce, Ph.D.  
Director

## **SCHOOL OF SOCIAL WORK**

### **MISSION OF THE UNIVERSITY OF MISSOURI-ST. LOUIS**

The University of Missouri-St. Louis is the land-grant research institution committed to meeting the diverse needs in the state's largest metropolitan community. It educates traditional and nontraditional students in undergraduate, graduate, and professional programs so that they may provide leadership in health professions, liberal and fine arts, science and technology, and metropolitan affairs such as business, education, and public policy. University research advances knowledge in all areas, and through outreach and public service, assists in solving, in particular, problems of the St. Louis region.

Academic programs are enriched through advanced technologies and partnerships that link UM-St. Louis to institutions and businesses locally, regionally, nationally, and internationally. Its special commitment to partnership provides UM-St. Louis with a leadership role among public educational and cultural institutions in improving the region's quality of life, while its relations with two- and four-year colleges and universities in the St. Louis region promote seamless educational opportunities.

The School of Social Work supports the overall mission of the University of Missouri-St. Louis through its undergraduate and graduate programs in social work education, research, and service.

### **MISSION OF THE COLLEGE OF ARTS AND SCIENCES**

The College of Arts and Sciences is the largest academic unit on the UM-St. Louis campus and plays a central role in executing each of the university's three missions: teaching, research, and service. The College is responsible for achieving the university's goal "that all baccalaureate graduates...should have a sound intellectual foundation in the liberal arts and sciences." Toward this end, the College offers baccalaureate degrees in each of its 18 academic departments, master's degrees in 11 units, and doctoral degrees in 8. Beyond this, it provides the general education for all pre-professional students with a particular emphasis on writing.

In addition to transmitting existing knowledge, the College produces new knowledge. College faculties, for example, conduct an array of basic and applied research and, within the fine arts, develop and execute creative works. The total number of grants and published journal articles indicate that about 80% of the research at the university is generated in the College. The products of the College's research both enhance the university's teaching and contribute to society's well being.

The College is also an important leader in applying the university's land-grant mission to the urban/metropolitan community of St. Louis. It conducts applied research on urban and metropolitan issues, provides a wide range of noncredit programs in all academic disciplines, and extends credit programs and courses to those unable to come to campus during normal teaching times. In executing its service roles, the College works closely with the university's continuing education-outreach division and with the University of Missouri System's cooperative extension.

### **MISSION OF THE SCHOOL OF SOCIAL WORK**

The mission of the School of Social Work is to engage faculty and students in professional social work education, research and service responsive to local, regional, national and international issues. Based on social science knowledge and incorporating social justice principles, it aims to educate traditional and non-traditional students, advance understanding, and apply knowledge for positive social change in the region, nation and world.

The School's mission and goals are closely linked to those of UM-St. Louis, a land-grant comprehensive research university committed to meeting the diverse needs in the state's largest metropolitan geographical area.

Generalist practice is the basic conceptual approach for the BSW degree and forms the foundation for the MSW degree. Building on a liberal arts background, the social work curriculum develops knowledge and skills to understand complex social issues and the ability to assess and intervene directly and indirectly at the individual, family, group, organizational, community, and/or policy levels. In each phase, students are taught to think critically and analyze and evaluate their social work practice.

With a solid liberal arts and generalist foundation, students undertake advanced practice in the MSW concentration. Concentration level curricula are guided by the systems and strengths perspectives aimed at empowerment and capacity-building of at-risk populations. Students develop advanced knowledge and skills in family practice, gerontology or social work leadership and management. The choice of these particular concentrations was based on several years of background study, which included analyses of (a) the St. Louis region's needs; (b) existing St. Louis area social work programs; (c) advice from field instructors and the Program's Advisory Board; (d) an internal scan of UM-St. Louis curricular and faculty strengths; and (e) student interest.

Finally, the School of Social Work's mission is enhanced through significant partnerships and cooperative relationships with area educational institutions, human service organizations, policy makers, citizen action groups, and business organizations. Further, student learning is enriched through the growing use of shared educational resources, and information and distance learning technologies that are generated in collaboration with other public and private social work programs in the metropolitan region and the state.

## **GOALS OF THE DEPARTMENT AND THE MASTER OF SOCIAL WORK PROGRAM**

**The goals of the M.S.W. program of the University of Missouri- St. Louis are to:**

- 1. Prepare professional social workers to engage in ethical professional practice and meet the needs of at-risk populations in the metropolitan environment of St. Louis and the State of Missouri.** Students are educated to effectively and ethically intervene – at individual, family, group, organization, community, and policy levels. Students gain understanding of social problems and social issues, and how to build capacity and provide resources and opportunities, especially to populations affected by poverty, violence, and/or discrimination. Based on generalist and problem solving perspectives, student learning also includes understanding social issues from local, national, and global perspectives.
- 2. Prepare social work students with a commitment to public or non-profit service in one of three advanced practice concentrations: a) Family practice; b) Gerontology; and c) Social Work Leadership and Management.** The School educates graduate level social work students for advanced practice in working with children, older adults, and families, and leading community organizations. Students obtain professional knowledge and skills for graduate social work positions, and are prepared to move into leadership positions, where they will be prepared to promote social change and economic and social justice.
- 3. Provide a professional social work education to a diverse body of students, many of whom are non-traditional and place-bound students who desire a public university education in social work in St. Louis.** Students are offered flexible educational opportunities, including course schedules and practicum placements that acknowledge their traditional or non-traditional student status. Diversity is embraced, as faculty and staff work with students individually, in groups, and in classes to maximize learning and professional development.
- 4. Prepare graduate level professional social workers with an appreciation for and ability to pursue life-long learning.** The promotion of life-long learning – including continuing professional education, on-going assessment of practice skills, critical analysis of economic and

social structures and policies, and possible doctoral education – occurs through coursework, faculty mentoring, and continuing education programs offered by the School.

5. **Provide educational opportunities and diverse learning environments in partnership with public and private graduate social work and related programs.** Students have opportunities to earn certificates in specialized areas, to participate in a university consortium for field education program among all St. Louis social work schools, to engage in special learning experiences (e.g., practicum placements for students interested in aging), to interact with students elsewhere in the state through distance learning, to access the shared library resources of the majority of institutions of higher education in the state, to participate in courses in other departments and institutions, and to participate in scholarly and professional conferences and other learning opportunities.
6. **Contribute to solving local, regional, and global problems and to promoting social change through teaching, research, and service.** The graduate faculty of the School of Social Work has expertise in social work education, research and scientific inquiry, micro and macro practice, and policy development. In their work, they focus on excellence in teaching, productive research agendas, and service to local, national, and international organizations. Furthermore, faculty and staff work closely with colleagues and institutions in St. Louis and elsewhere to maximize their capabilities and impact in teaching, research, and service.

**These goals are consistent with the land-grant public service mission of the University, the MSW feasibility study, and the educational mission statement of CSWE.**

## **PROGRAM DESCRIPTION**

The Master of Social Work (MSW) Program in the School of Social Work at University of Missouri-St. Louis is designed to prepare students to be competent professional social work practitioners. Graduates will have the knowledge, skills and values for direct social work practice with individuals, families, or older adults, or the knowledge skills and values to effectively manage and lead non-profit and public human service agencies. Social justice principles will guide graduates in their practice at all levels of intervention particularly with persons who are oppressed because of their color, ethnicity, gender, age, sexual orientation or physical or mental ability.

The MSW must be completed in four years. Full-time students will be able to complete the program in two years. Part-time students can complete the program in four years.

The MSW program requires 60 hours of graduate coursework. However, a student who has earned a Bachelor of Social Work (BSW) within the past five years or who has taken graduate coursework, comparable to that required for our program, in another social work program or another department at UM – St. Louis or another university may receive credit toward the 60-hour requirement or, by passing a test-out exam, have content waived.

The MSW has two levels of study. In the first year, students complete 30 graduate credit hours of coursework, identified as *foundation* content. In the second year of study, students complete another 30 credit hours of coursework in their *concentrations*.

The three *concentrations* offered in the MSW program at UM-St. Louis are:

- Family Practice
- Social Work Leadership and Management
- Gerontology

Full time students complete practica in their first and second years of study, although students entering with a BSW are exempted from the first-year practicum. The foundation year practicum requires

approximately two and one half days per week in an agency for one semester. The concentration year practicums require the equivalent of three days per week for two semesters. The MSW program curriculum at UM-St. Louis was developed in accordance with the guidelines outlined in the Educational Policy and Accreditation Standards developed by the Council on Social Work Education.

## **ADMISSION**

Admission to the MSW program is based on measures of academic preparation. To apply, applicants must submit the following materials: (a) a Graduate School application, (b) a School of Social Work application, (c) official transcripts from all colleges and/or universities attended, (d) a personal statement of educational and career goals and two additional written essays following guidelines provided in the social work application, (e) three letters of recommendation, one from a professor in the applicant's undergraduate major field of study, one from a work or volunteer supervisor, and a third from another professional source not related to, or a friend of, the applicant, (f) a statement regarding the applicant's mental health and past criminal activity, (g) a signed copy of the Code of Ethics indicating the student agrees to follow professional social work ethics (h) in the case of international applicants for whom English is not the native language, TOEFL scores, and (i) a nonrefundable application fee \$35 for permanent residents of the United States and a \$40 fee for nonresident/international applicants. These requirements are explained in more detail in the following sections.

Applicants for admission to the Master of Social Work program must apply for admission to the university's Graduate School and simultaneously to the School of Social Work. Only applicants who have earned at least a baccalaureate degree from a regionally accredited institution of higher education in the United States or abroad will be admitted. Admission to the master's program in social work requires that applicants be jointly admitted by the Graduate School and by the School of Social Work.

### **Admission Requirements**

The faculty of the School of Social Work within the guidelines, policies, and regulations of the Graduate School, has established the following requirements for the admission to the master's program in social work. The evaluation of application materials and decisions regarding the admission of applicants to the master's program are the responsibilities of the faculty and are implemented through an Admissions Committee. Members of this committee review and monitor admission policies, criteria, procedures, and practices in the baccalaureate [BSW] and master's [MSW] programs.

Applicants to the Master of Social Work degree program must meet the following specific requirements:

Applicants must have earned a baccalaureate degree or in the case of international applicants, the equivalent of a baccalaureate degree, from a regionally accredited institution of higher education. The University's Graduate School and its Office of International Student Services inform the School of Social Work that an applicant has met this requirement.

1. An applicant's baccalaureate degree must show evidence of a liberal arts education and should include substantial content or coursework in traditional liberal arts areas including content in humanities (e.g., art history and art appreciation, literature, philosophy and logic, music, theater), social and behavioral sciences (e.g., anthropology, history, communication, political science, psychology, sociology) physical and natural sciences (e.g., astronomy, atmospheric science, biology, chemistry, physics, geology), and mathematics [e.g., mathematics, statistics, computer science). In addition, an applicant is required to have content in human biology and to have successfully completed a course in introductory statistics. An applicant who does not have adequate liberal arts content or a statistics course must acquire such prior to matriculating in the program.
2. Applicants must meet all the general admission requirements of the University of Missouri-St. Louis' Graduate School and the School of Social Work. Any student who receives graduate credit

for a course at UM-St. Louis must have been admitted to the Graduate School in one of the categories specified for admission: "Regular, " "Restricted, " or "Provisional." The Graduate School requires that a student admitted to a graduate program as a "Regular" student (unconditional admission status) have both a cumulative undergraduate grade point average and a major field grade point average of at least 2.75 on a 4.00 scale. The School of Social Work also requires the same cumulative grade point average for regular or unconditional admission to the Master of Social Work program.

3. International students whose native language is not English must take the Test of English as a Foreign Language [TOEFL] examination and score 550 or above or the equivalent, depending on the TOEFL form.
4. Applicants must submit three letters of reference from persons who can address the applicant's academic ability and potential for graduate education and professional social work practice. At least one letter should be from a professor in the applicant's undergraduate major field of study, one from a work or volunteer supervisor, and a third from another professional source not related to, or a friend of, the applicant who can describe the applicant's potential for professional practice.
5. Applicants must submit written statements responding to three specific essays that focus on: (1) their career goals, (2) life experiences which have contributed to a commitment to the profession of social work, and (3) thoughts on the issues of oppression and discrimination in society. Instructions for writing these essays are provided to each applicant as a part of the application packet. Focus should reflect both strong content and good writing mechanics.
6. Applicants are required to sign a statement regarding mental health and past criminal activity. These are not reasons to preclude an applicant from admission, however, they do allow the program to be sensitive to the unique needs and barriers some applicants may encounter as they progress through the program, particularly in the field placement experience.

### **Regular Program Option**

The School of Social Work's Admissions Committee evaluates applicants for admission to the MSW program. The Committee's evaluation or assessment protocol involves an analysis and weighting of all admission materials. Specifically, all applicants to the program are assigned a numerical score on several admission variables: baccalaureate degree; cumulative grade point average; letters of reference or recommendations; written personal statement requiring responses to three specific essay questions; liberal arts education; human biology content, introductory statistics course, work and volunteer experience, and faculty assessment and judgment. An applicant's score serves as the basis for ranking applicants. Admission decisions are made in accord with the Committee's evaluation and ranking system until available program slots are filled.

In instances where the admissibility of an applicant is not clear-cut (i.e., in those cases where several applicants have marginal academic credentials but other strong assets), the applicant will be seen in a personal interview by the Admissions Committee. Based on an individual applicant's interview, the Committee makes a decision to admit or deny admission. The decision of the Admissions Committee is final. It is worthwhile noting, that in making admission decisions, the Committee strives to build a socially and culturally diverse student body.

When all admissions decisions have been made by the School and approved by the Graduate School, that School's Office of Graduate Admission informs applicants, generally by mail, of the School's decisions.

## Advanced Standing Program Option

To avoid redundancy and/or repetition of social work content, the School provides an advanced standing (AS) option in the MSW program to qualified applicants. As noted previously, eligibility requirements for this option require that an applicant have:

- a baccalaureate degree in social work awarded by a program accredited by the Council on Social Work Education within five years prior to admission to the master's program;
- a cumulative undergraduate grade point average and a social work major grade point average of 3.00 or better on a 4.00-point scale;
- a grade of B (not B-) or better in equivalent undergraduate social work courses for which advanced standing in the master's program is requested; and
- has been admitted to the Graduate School and the MSW program in the "Regular Student" (unconditional) admissions category. Eligibility for advanced standing is determined by the MSW program director and/or the advanced concentration coordinators prior to an applicant's initial enrollment in the master's program.

Advanced standing credits may be awarded up to a maximum of 24 hours for the courses listed in Table 1. Students not eligible for advanced standing can avoid content redundancy by successfully passing place-out or wavier examinations [see below] for some foundation courses. Successful passage of a place out or waiver examination eliminates a course but not the credit hours and, as a result, a student must enroll for an equivalent number of credit hours in some other graduate course in or out of the MSW program. Foundation social work practice courses and field instruction courses are not subject to waivers.

Table 1. Baccalaureate Social Work Courses Eligible for Advanced Standing Credit\*\*

BSW Course /Title	MSW Course Equivalent	Credit
SW 3150--Human Behavior/Social Environment	SW 5500	3
SW 3400--Social Policy and Social Services	SW 5200	3
SW 3200--Practice w/Individuals & Groups	SW 5100	3
SW 3300--Practice w/Organizations & Com.	SW 5300	3
SW 4100— Diversity, Social Justice & Social Practice	SW 5700	3
SW 3500--Research Design in Social Work	SW 5410	3
SW 4800/4850--Field Experience I and 2	SW 5800	6
	Possible AS Credits	<u>24</u>

\*\*Only those baccalaureate social work courses [as shown in Table 1 or their equivalents] that received a final course grade of B or better are eligible for waivers of credit in the advanced standing [AS] program. Courses and credits hours earned at another CSWE accredited graduate program in social work may be accepted for graduate credit at the University of Missouri-St. Louis. Such acceptance, however, must be in accordance with established policies and procedures of the advanced standing [AS] program and the Graduate School. Requests of this nature will be reviewed on a case-by-case basis.

In compliance with Council on Social Work Education's [CSWE] Accreditation Standard 5.2, the University of Missouri-St. Louis' Undergraduate, Graduate and Professional Catalog/Bulletin contains the following statement: **“academic credit cannot be given for life experience and previous work experience, in whole or in part, in lieu of field practicum or foundation year courses”**. Thus, the School of Social Work will not under any circumstances, grant academic credit to any MSW program student for life

experience and/or previous work experience, in whole or in part, in place of the field practicum or of other courses in the master's program professional foundation curriculum.

## **TRANSFER OF CREDIT POLICY**

According to the University's Graduate School, the final two-thirds of the courses in a master's degree program must be completed in residence at the University (see the 2009-2010 UM-St. Louis Bulletin, [http://www.umsl.edu/~webdev/bulletin/grad\\_study.html](http://www.umsl.edu/~webdev/bulletin/grad_study.html)). In view of this policy, the School of Social Work can accept up to 20 hours of graduate credit from another regionally accredited college or university (exceptions to the one-third limit may be granted by the Dean of the Graduate School). However, through an allowable process of combining course/credit transfers and courses waivers, the School may be able to accept a full first year (30 semester credit hours or the equivalent) from another graduate program in social work that is accredited by the Council on Social Work Education. Accepting first year coursework from any other graduate program in social work assumes, of course, that the coursework is comparable to and consistent with coursework in the MSW program's professional foundation curriculum. Transfer credit may be granted only for regular graduate courses for which a grade of A or B, or the equivalent is achieved. Graduate degree credit may be allowed for graduate institutes and workshops only if they are offered by an accredited public college or university. All graduate institute and workshop credit is considered transfer credit by the Graduate School and only three hours of transfer credit in this category is permitted.

A student who does not possess a baccalaureate degree in social work but who has had previous undergraduate coursework in social work from a CSWE accredited program, may be given a waiver from some of the professional foundation courses i.e., Social Policy and Services (SW 5200), Research Methods and Analysis 1 (SW 4400), Social Work and Human Service Organizations (SW 4250), Diversity and Social Justice (SW 4100), and Foundations of Human Behavior in the Social Environment (SW 4200) and allowed to take elective courses instead. Students must received a grade of B or higher in all prior courses in social work in order to qualify for waiver or exemption credit.

A student from a non-accredited undergraduate social work program and a student who has taken comparable (or similar) coursework in other baccalaureate or master's degree programs may be exempted or waived from some of the courses in the professional foundation curriculum by passing a series of proficiency examinations. To be eligible to take a particular proficiency examination, a student must have received a grade of B or higher in a similar course. Receiving satisfactory and/ or passing grades on proficiency examinations does not reduce the total number of semester credit hours needed to complete the Master of Social Work degree program. It does, however, give a student an opportunity to take additional elective course work as part of his or her program of study.

In any event, course waivers i.e., possession of a baccalaureate degree in social work from a CSWE accredited program, passing of proficiency examinations, transfer of credits, or some combination therein, with or without stipulations, are made on a case-by-case basis. Decisions about course waivers are based upon a number of important factors including (a) date(s) when previous academic work was completed [note: courses used as a basis for waiver requests cannot exceed the Graduate School's six-year rule], (b) currency of the course(s) serving as the basis of the waiver, (c) the student's professional experience and/or training since the completion of coursework, and (d) the student's career goals and objectives.

## **Foundation Content**

In the first year of graduate study, the curriculum emphasis is on generalist social work practice. Students take courses, which provide a common base of knowledge across all practice settings and populations. Students gain the basic knowledge and skills to intervene with individuals, families, groups, organizations and communities and are able to apply this generalist perspective to advanced social work practice.

Upon completion of these 30 foundation credit hours, students will have the core knowledge, skills, and values of the profession to move into an area of specialization based on their career interests. Students cannot proceed to their concentration choice without having successfully completed most foundation courses. Full-time students will complete the foundation in one year; part-time students will complete the foundation coursework in two years.

It is anticipated that students who successfully complete the foundation courses will have gained and will be able to demonstrate (in observable ways) a measurable degree of achievement of the following objectives:

#### Foundation Objectives

1. Students will possess knowledge of: (a) The historical development and antecedents of the social work profession, (b) the major social and social welfare policies of the 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> centuries, (c) the human services, activities, and programs that have been developed and implemented to serve at-risk individuals, families, groups, organizations, and communities, (d) institutionalized oppression of some people because of their race/ethnicity, culture, gender, creed, religion, age, sexual orientation, and mental and/or physical disability.
2. Students will possess the knowledge and skills to effectively fight against human oppression, discrimination, and social inequity and to formulate and foster social change initiatives at the individual, family, group, organizational, and community levels.
3. Students will understand theories of human behavior across the life span and the person-in-environment perspective.
4. Students will be able to integrate and synthesize into social work practice an understanding of the effect of bio-psycho-social and political-economic variables on human behavior.
5. Students will demonstrate knowledge and a strong commitment to the values and ethics of the social work profession and an understanding of the relationship between personal beliefs and values, professional values and ethics, and professional social work practice.
6. Students will understand and be able to conduct scientific inquiry and evaluate their own professional practice and/or the professional practice of others.
7. Students will possess knowledge of and skills for a generalist social work perspective including theory and practice skills that prepare them for individual, group, family, organizational, community, and policy interventions.

#### Concentration Options

At the time that students complete the Admissions packet they are asked to identify their career interests as they apply to the three concentrations offered in the MSW program. Each concentration requires completion of 30 hours of coursework, including 12 hours of advanced field practicum.

#### ***Family Practice Concentration***

Students wishing to work primarily with individuals and families will elect the Family Practice Concentration. Upon graduation, the new MSW will have the knowledge and skills to work in child welfare agencies, family service agencies, mental health clinics, health-care organizations, family violence service agencies, substance abuse prevention and treatment programs or correctional organizations, and other agencies serving individuals and families.

The following tables summarize the Family Practice concentration curriculum for full-time and part-time students.

<b>Family Practice Concentration</b> <b>Full-Time Students</b>	
<b>Year 1</b>	<b>Year 2</b>
<p><b>Fall</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> <li>• SW5500 Foundations of Human Behavior in the Social Environment (3)</li> <li>• SW 5350 Social Work &amp; Human Service Organizations (3)</li> <li>• SW5100 Generalist Social Work Practice(3)</li> <li>• SW5300 Community Practice and Social Change (3)</li> </ul>	<p><b>Fall</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6160 Advanced Interventive Strategies Across the Life Span (3)</li> <li>• SW6200 Family Policy (3)</li> <li>• SW6800 Graduate Field Practicum II (3) 300 hours/22 hrs/week: 3 days</li> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• Elective (3)</li> </ul>
<p><b>Winter</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5410 Research Methods &amp; Analysis I (3)</li> <li>• SW5200 Social Policy and Social Services (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I (4)</li> <li>• Elective (3)</li> </ul>	<p><b>Winter</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6150 Theory and Practice with Families (3)</li> <li>• SW6400 Practice and Program Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III (3) 300 hours/22/wk: 3 days</li> <li>• Elective (6)</li> </ul>
Summer: Optional 3-6 credit hours	

<b>Family Practice Concentration</b> <b>Part-Time Students</b>			
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5350 Social Work &amp; Human Service Organizations (3)</li> <li>• SW5100 Generalist Social Work Practice (3)</li> </ul>	<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5500 Foundations of Human Behavior in the Social Environment (3)</li> <li>• SW5300 Community Practice &amp; Social Change (3)</li> </ul>	<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6160 Advanced Interventive Strategies Across the Life Span (3)</li> <li>• Elective(3)</li> </ul>	<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6800 Graduate Field Practicum II (3)</li> <li>• Elective (3)</li> </ul>
<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5200 Social Policy and Social Services (3)</li> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> <li>• SW5410 Research Methods &amp; Analysis I (3)</li> </ul>	<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I (4)</li> </ul>	<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6200 Family Policy (3)</li> <li>• Elective (3)</li> <li>• SW6150 Theory and Practice with Families (3)</li> </ul>	<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6400 Practice and Program Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III (3)</li> <li>• Elective (3)</li> </ul>
Summer: Optional 3-6 credit hours			

It is anticipated that students who successfully complete the concentration will have gained and be able to demonstrate the following:

1. Knowledge of the development of social welfare programs for individuals and families.
2. Knowledge and understanding of family policy and services, especially how to assess and improve these policies and services to better serve at-risk individuals and families.
3. Advanced knowledge of human behavior and ability to apply these theories when assessing and intervening with individuals and families within their communities.

4. Advanced theoretical knowledge and practice skills that allow use of multiple modalities with diverse populations.
5. Advanced understanding and application of social work values and ethics in practice and research with individuals and families.
6. Advanced skills in understanding and conducting scientific social work research to evaluate one's own practice with children and families and programs serving them.

Students interested in developing expertise in working with women may elect to pursue the Graduate Certificate in Women's Studies offered at UM-St. Louis in addition to their social work concentration. Students wishing to work with older adults--either in direct practice or in an administrative capacity may elect to pursue the Graduate Certificate in Gerontology, although the Gerontology Concentration is usually more appropriate, and students interested in leadership roles in agencies may pursue a certificate in Non-Profit Management and Leadership.

### **Social Work Leadership and Management**

Students wishing to work in human service agencies and organizations as program planners, policy-makers, supervisors, administrators, or community development specialists may elect the Social Work Leadership and Management concentration

The following tables summarize the concentration for full- and part-time students.

<b>Social Work Leadership and Management Concentration</b>	
<i>Full-Time Students</i>	
<b>Year 1</b>	<b>Year 2</b>
<b>Fall</b> (15 credit hours)	<b>Fall</b> (15 credit hours)
<ul style="list-style-type: none"> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> <li>• SW5500 Foundations of Human Behavior in the Social Environment(3)</li> <li>• SW5100 Generalist Social Work Practice(3)</li> <li>• SW5350 Social Work and Human Service Organizations (3)</li> <li>• SW5300 Community Practice &amp; Social Change (3)</li> </ul>	<ul style="list-style-type: none"> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• SW4940 Leadership and Management in Non-Profit Organizations (3)</li> <li>• SW6250 Social and Economic Development Policy (3)</li> <li>• SW6800 Graduate Field Practicum II (3) 300 hours/22 hrs/week: 3 days</li> <li>• Elective (3)</li> </ul>
<b>Winter</b> (15 credit hours)	<b>Winter</b> (15 credit hours)
<ul style="list-style-type: none"> <li>• SW5200 Social Policy and Social Services (3)</li> <li>• SW5410 Research Methods &amp; Analysis I (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I (4)</li> <li>• Elective (3)</li> </ul>	<ul style="list-style-type: none"> <li>• SW4911, 4912, 4913 (A,B,C) Management Issues in Non-Profit Organizations (1 credit each= 3 credit hours)</li> <li>• SW6400 Practice and Program Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III (3) 300 hours/22hr/wk: 3 days</li> <li>• Elective (6)</li> </ul>
Summer: Optional 3-6 credit hours	

<b>Social Work Leadership and Management Concentration</b>			
<b>Part-Time Students</b>			
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<p><b>Fall</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> <li>• SW5100 Generalist Social work Practice (3)</li> <li>• SW5300 Community Practice &amp; Social Change (3)</li> </ul>	<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5500 Foundations of Human Behavior in the Social Environment (3)</li> <li>• SW5350 Social Work and Human Service Organizations (3)</li> </ul>	<p><b>Fall</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6250 Social and Economic Development Policy (3)</li> <li>• Elective (3)</li> </ul>	<p><b>Fall</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW 6800 Graduate Field Practicum II (3)</li> <li>• SW4940 Leadership &amp; Management in Non-Profit Organizations (3)</li> <li>• Elective (3)</li> </ul>
<p><b>Winter</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5200 Social Policy and Social Services (3)</li> <li>• SW5410 Research Methods &amp; Analysis I (3)</li> </ul>	<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I(4)</li> </ul>	<p><b>Winter</b> (6 credit hours)</p> <ul style="list-style-type: none"> <li>• SW4911, 4912,4913 (A,B,C) Management Issues in Non-Profit Organizations(3)</li> <li>• Elective (3)</li> </ul>	<p><b>Winter</b> (9 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6400 Practice and Program Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III (3)</li> <li>• Elective (3)</li> </ul>
Summer: Optional 3-6 credit hours			

Students who successfully complete the requirements in the advanced concentration in Organizational and Community Development will have gained and be able to demonstrate the following:

1. Knowledge of historical development of organizational and community development policy.
2. Knowledge and understanding of organizational and community development policies and services in local, national, and global context.
3. Skills in analyzing and promoting organizational and community development aimed at improving life chances and promoting economic and social justice.
4. Advanced knowledge and skills in organizational management and leadership.
5. Advanced understanding and application of social work values and ethics in organizational and community development practice and research.
6. Advanced skills in understanding and conducting scientific social work research on organizational and community development practice.

MSW students pursuing this concentration have the opportunity to complete the Graduate Certificate in Non-profit Management and Leadership, which is an 18 credit hour program. In addition, students may also consider a joint MSW/MPPA (Master's in Policy Administration) degree.

## Gerontology Concentration

Students wishing to work with older adults—either in direct practice or in an administrative capacity—will elect the Gerontology concentration.

M.S.W. students can focus their attention on developing direct practice skills to work with the older adults and their families as professional case managers or develop administrative skills, allowing them to work as administrators of long-term care facilities, adult day care centers, respite programs, area agencies on aging, the Division of Health & Senior Services, and others.

The following tables summarize the Gerontology Concentration Curriculum for full-time and part-time students.

<b>Gerontology Concentration</b>	
Full-time Students	
Year 1	Year 2
<p style="text-align: center;"><b>Fall</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> <li>• SW5500 Foundations of Human Behavior in the Social Environment (3)</li> <li>• SW5350 Social Work &amp; Human Service Organizations (3)</li> <li>• SW5100 Generalist Social Work Practice (3)</li> <li>• SW5300 Community Practice &amp; Social Change (3)</li> </ul>	<p style="text-align: center;"><b>Fall</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW6443 Health Care Policy (3)</li> <li>• SW6150 Theory &amp; Practice with Families (3)</li> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• SW6800 Graduate Field Practicum II (3) 300 hours/22 hrs/week: 3 days</li> <li>• Elective (3)</li> </ul>
<p style="text-align: center;"><b>Winter</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5200 Social Policy and Social Services (3)</li> <li>• SW5410 Research Methods &amp; Analysis I (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I (4)</li> <li>• Elective (3)</li> </ul>	<p style="text-align: center;"><b>Winter</b> (15 credit hours)</p> <ul style="list-style-type: none"> <li>• SW5620 Theory and Practice with the Older Adults (3)</li> <li>• SW6400 Program &amp; Practice Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III (3) 300 hours/22 hr/week: 3 days</li> <li>• Elective (6)</li> </ul>
Summer: Optional 3-6 Credits	

<b>Gerontology Concentration</b> <b>Part-Time Students</b>			
Year 1	Year 2	Year 3	Year 4
<b>Fall</b> ( 6 credit hours) <ul style="list-style-type: none"> <li>• SW5100 Generalist Social Work Practice (3)</li> <li>• SW5700 Diversity, Social Justice &amp; Social Practice (3)</li> </ul>	<b>Fall</b> (6 credit hours) <ul style="list-style-type: none"> <li>• SW5300 Community Practice &amp; Social Change (3)</li> <li>• SW5500 Foundations of Human Behavior in the Social Environment (3)</li> </ul>	<b>Fall</b> (9 credit hours) <ul style="list-style-type: none"> <li>• SW6150 Theory and Practice with Families (3)</li> <li>• SW6443 Health Care Policy (3)</li> <li>• Elective (3)</li> </ul>	<b>Fall</b> (6 credit hours) <ul style="list-style-type: none"> <li>• SW6800 Graduate Field Practicum II, 300 hours/22 hrs/week= 3 days (3)</li> </ul>
<b>Winter</b> (9 credit hours) <ul style="list-style-type: none"> <li>• SW5200 Social Policy &amp; Social Services (3)</li> <li>• SW5410 Research Method I (3)</li> <li>• SW5350 Social Work &amp; Human Service Organizations (3)</li> </ul>	<b>Winter</b> (9 credit hours) <ul style="list-style-type: none"> <li>• SW5450 Research Methods &amp; Analysis II (3)</li> <li>• SW5801 Graduate Field Practicum Seminar (2)</li> <li>• SW5800 Graduate Field Practicum I (4)</li> </ul>	<b>Winter</b> (6 credit hours) <ul style="list-style-type: none"> <li>• Elective (3)</li> <li>• SW5620 Theory and Practice with Older Adults (3)</li> </ul>	<b>Winter</b> (9 credit hours) <ul style="list-style-type: none"> <li>• SW6400 Practice and Program Evaluation (3)</li> <li>• SW6850 Graduate Field Practicum III, 300 hours/22 hrs/week = 3 days (3)</li> <li>• Elective (3)</li> </ul>
Summer: Optional 3-6 credit hours			

It is anticipated that students who successfully complete the concentration will have gained and be able to demonstrate the following:

1. Knowledge of the history of policy and services for older adults.
2. Knowledge of current social welfare policies and programs available to older adults.
3. Advanced knowledge of physical and social development of older adults, with special focus on at-risk populations.
4. Advanced practice skills in working with diverse groups of older adults and their families.
5. Advanced understanding and application of social work values and ethics in practice and research with older adults.
6. Advanced skills in understanding and conducting scientific social work research with older adults.

Students wishing to work with older adults -- either in direct practice or in an administrative capacity may also elect to pursue the Graduate Certificate in Gerontology. Students interested primarily in administering programs for older adults are encouraged to pursue a Graduate Certificate in Nonprofit Management and Leadership.

## ***Social Work Student Organization***

The Student Social Work Association (SSWA) is the campus organization that is officially recognized by the School as representing the collective interest of all social work students. It is also the established structural means by which students have opportunities to participate in the ongoing formulation and modification of School and/or programmatic policies, procedures, and practices -- especially those that affect their academic and professional development and well being.

A faculty advisor provides ongoing support and assistance to the SSWA. In addition to providing information, networking, and socialization opportunities for students, the SSWA participates in many community service projects. The SSWA meets regularly during the course of the academic year. Meeting notices are posted. Additionally, members of the SSWA are invited to serve on School committees (except the Personnel Committee).

## ***Policies Pertaining to Student Rights and Responsibilities***

Students enrolled in the University of Missouri-St. Louis and the School of Social Work should be aware of their obligations and rights as students. Students assume an obligation to behave in a manner that is compatible with the institution as an educational enterprise and with the National Association of Social Workers' Code of Ethics. Students also have the right of protection from actions of others that are prejudiced, unfair, arbitrary or capricious.

### **Student obligations**

The Code of Student Conduct is found in Section 200.010 of the University of Missouri Collected Rules and Regulations (CRR). A copy of the code may also be found in the Appendix of the UM-St. Louis Bulletin (<http://www.umsl.edu/~webdev/bulletin/student-conduct.html>). The Code clearly delineates conduct for which a student can be sanctioned or disciplined including cheating, plagiarism, forgery of documents, disruption of university activities, and actual or attempted theft of computer time. Procedures to be followed once a student has been accused of violating the Code of Student Conduct are found in Section 200.020 of the CCR and the Appendix of the Bulletin. The procedures for disciplinary action have been put in place to insure insofar as possible and practical that the requirements of procedural due process in student conduct proceedings will be fulfilled by the university.

### **UM- St. Louis and School of Social Work procedures for dismissal from the program**

The Code of Student Conduct clearly delineates conduct for which a student can be sanctioned or disciplined. In addition, sanctions may be imposed on any student in the School of Social Work who has been found to have violated the professional expectations and standards described in the National Association of Social Workers' Code of Ethics.

Special efforts are made in the School's two academic programs to identify problematic student performance as early as possible. In most instances, the review of a student's academic and/or professional performance begins in the classroom. If the instructor has concerns, these are shared with the student and the student's advisor. If the problem cannot be resolved at that level, the MSW program director will become involved and, finally, the School's Personnel and Policy Committee (PPC) may be asked to review a student's academic and/or professional performance. The Director of the School and at least two other tenured faculty constitute the permanent membership of the PPC. In those instances where the student's performance review is in regards to performance in the field practicum, the MSW practicum director and, if appropriate, the field liaison and field instructor will be invited to meet with the PPC. In this context, the field representatives may be asked to participate in the decision-making process.

An academic and/or professional performance review process may be initiated 1) when a student's grade point average (GPA) falls below a 3.0 on a 4.0 scale or 2) when a faculty advisor, other faculty member or practicum supervisor raises special concerns about a student's academic or professional performance. The Graduate School guidelines, which may be found in the Bulletin, state that a student must be placed on probation "if the transcript GPA, based on a minimum of three courses (9 credit hours), falls below 3.0" or if the program "regards the student's progress as unsatisfactory." If this happens, "a student will be placed on probation for one semester, during which time progress will be formally reviewed by the program. After one semester, a student will be removed from probation, continued on probation, or dismissed. A student may not continue on probation for more than one calendar year," (UM-St. Louis Bulletin) and in most cases will be dismissed from the program if their GPA has not reached 3.0 after two semesters on probation. Students will also be dismissed if they receive 2 F's in one semester. Any grade lower than a C- is recorded as an F. The Graduate School and/or the School of Social Work will notify students placed on probation and their advisors.

When there are questions about a student's ability to perform professionally as an MSW social worker, the student will be notified and asked to meet with his or her advisor and, if appropriate, the MSW program practicum director. If the problem is not resolved, the student may also be asked to meet with the PPC. In most cases a plan to remedy the problem will be developed and shared with the student, who will be allowed to respond to the plan. In some situations, the plan will include a suggestion that the student seek therapy for problems that may be affecting the student's ability to engage in professional social work behavior. The student may be asked to repeat practicum hours. If, after review by the PPC, the student has been unwilling or unable to complete the agreed upon plan, the student may be dismissed from the program.

### **Student Rights**

The University of Missouri provides equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them a student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination. These procedures may be found in Section 390.010 of the CCR and in the Appendix of the University of Missouri - St. Louis Bulletin.

If you believe that you have been graded unfairly, or have been discriminated against because of your race, color, religion, sex, sexual orientation, national origin, age or disability or Vietnam era veteran status, you have access to a student discrimination grievance procedure for resolving complaints or grievances. Sexual harassment is considered discrimination because of sex.

The grievance procedures are described in the Appendix of the Bulletin. To start a grade grievance, you must first discuss your grade with your professor. If you are unable to resolve the problem, you should next speak to the director of the program or that person's designee. For other grievances, the Student Affairs Office, the Graduate Dean or the Equal Opportunity or Affirmative Action Officer will be able to provide information about where to obtain information about procedures for initiating a complaint.

## HELPFUL URLs

### **University**

Graduate School: <http://www.umsi.edu/divisions/graduate/>  
314-516-5900, 425 Woods Hall

UM- St. Louis Bulletin: <http://www.umsi.edu/~webdev/bulletin/index1.html>

University Health Services: <http://www.umsi.edu/services/health>  
314-516-5671, 131 MSC

Counseling Services: <http://www.umsi.edu/services/counser>  
314-516-5711, 126 MSC

Student Code of Conduct, Disciplinary Matters, Financial Aid Appeals, Grade Appeals, Initiating Grievances: <http://www.umsi.edu/~webdev/bulletin/student-conduct.html>

Equal Opportunity Policies of UM-St. Louis: <http://www.umsi.edu/~webdev/bulletin/student-conduct.html>

Collected Rules and Regulations (CRR): <http://www.umsystem.edu/ums/departments/gc/rules/>

Non-profit Management & Leadership Program: <http://www.umsi.edu/divisions/graduate/ppa/npml/>  
314-516-6713, 911 Tower

Student Financial Aid: <http://www.umsi.edu/services/finaid/>  
314-516-5526, 327 MSC

### **Social Work**

National Association of Social Workers: [www.naswdc.org](http://www.naswdc.org)

National Association of Social Workers Code of Ethics: [www.naswdc.org/pubs/code/default.asp](http://www.naswdc.org/pubs/code/default.asp)

Council on Social Work Education: [www.cswe.org](http://www.cswe.org)