

MSW Student Handbook

Academic Year 2022-2023



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# Welcometo the School of Social Work at Michigan State University

**Our Mission**

The MSU School of Social Work MSW Program is dedicated to educating students for ethical, competent, responsive, and innovative advanced social work, concentrating on clinical practice or organization and community leadership, and based on a strong generalist foundation. Our MSW students have the opportunity to focus on specific populations and settings. With attention to critical thinking, policy, and research, students work with diverse client systems, advocate for change, and evaluate social work practice. The MSW Program embodies the University’s land grant mission of access by providing program options for students statewide.

For some of you, this is a continuation of your undergraduate education. Others are returning to graduate education after years of professional social work practice. Still others are changing careers.

Regardless of where you come from, you are embarking on an adventure that we hope will challenge you professionally and personally. This is your time to dig deep into areas of interest, but also to explore new ideas and perhaps discover different career paths from what you currently envision. Keep an open mind. Ask lots of questions. Push the edge of your comfort zone. Enjoy!

As a student in our MSW program you will develop the knowledge, skills, and value base needed to become effective members of the professional social work community.

Our faculty bring a wide range of expertise to the classroom. Our field instructors, many of whom are graduates of our program, are dedicated to helping you integrate coursework with practice at both the micro- and macro-levels. Our Graduate Advisors, who are themselves MSWs, and the rest of the MSW Program Team are here to help guide you through the program.

In short, you are joining a vibrant community that is dedicated to teaching, research, and outreach in fulfilment of our program mission. We encourage each of you to reach out to faculty you do not meet in the classroom and take full advantage of certificate and scholar programs, students groups, study abroad, and the many other opportunities available to all of our students through the School of Social Work and Michigan State University.

We look forward to applauding you at graduation.

# Introduction

Social work is an ethics-based profession. Appropriate use of self is the foundation upon which we build our professional skills at every level of education: BASW, MSW, and PhD. We hope that the material presented in this handbook helps you learn more about the MSW Program and the expectations that faculty, staff, and the practice/research community place upon social work students.

By its very nature, several sections of a student handbook describe policies and procedures for responding to difficulties that students may encounter during their graduate education. However, the great majority of graduate students either do not experience academic difficulty or such matters are handled in a non-adversarial approach through joint problem solving. We endeavor to acknowledge our students’ strengths and potential throughout their experiences in graduate school. However, graduate students are ultimately responsible for their educational experience and we encourage active engagement in learning.

This MSW Student Handbook provides information about the School of Social Work, the MSW curriculum, and College of Social Science and University policies that affect all students. In addition to the Handbook, students should become familiar with other documents that contain information pertinent to their MSW student career. Familiarity with the contents of this Handbook is crucial for successfully completing your degree program. It describes resources available to you, your responsibilities as a Social Work graduate student at Michigan State University, and academic policies and procedures at the School and University levels.

As a member of the School of Social Work, you are joining a diverse community of people who are dedicated to the social work profession and work to uphold the profession’s Code of Ethics. You will have many opportunities for learning. In addition to course work and field placements, you can participate in a variety of student organizations and activities in the School, the College of Social Science, and the University. These include groups such as the Graduate Student Advisory Committee (GradSAC), the Student Organization for Latino/a Social Workers (OLASW), Phi Alpha National Honor Society, the Council of Graduate Students (COGS), and others. The school also hosts a variety of celebrations, workshops, and activities throughout the academic year.

The entire School community is pleased that you have chosen our MSW Program. We look forward to getting to know you and working with you as you progress through your academic program and we hope you will continue to have a connection with the School long after graduation.

# Contact Information

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# Program Overview

Michigan State University (MSU) is a public land-grant university considered to be one of the best research-intensive (Carnegie Classification R1) globally engaged universities in the world. MSU is also the nation’s pioneer land-grant institution, preceding the Morrill Act by seven years. The MSU School of Social Work is located in the College of Social Science, the largest and among the most diverse of the 18 colleges at MSU, with more than 6,300 undergraduate and graduate students studying the social, behavioral, and economic sciences. It offers 14 degree programs and 5 research centers and institutes.

The School consists of a CSWE-accredited Undergraduate (BASW) Program, a CSWE-accredited Graduate (MSW) Program, and a PhD Program in Social Work, which is a member of GADE, the Group for the Advancement of Doctoral Education.

The Master’s Program at the Michigan State University School of Social Work provides students with the knowledge, skills, and value base needed to become effective members of the professional social work community. Through integrated coursework and field experience, students within the School of Social Work receive the education and training necessary to become highly skilled social work practitioners who will enrich the lives of those they serve and the communities in which they practice.

School alumni are found throughout the state of Michigan, the nation, and the world. They are practitioners, administrators, educators, researchers, and leaders in social work and other systems.

## PROGRAM GOALS AND OBJECTIVES

These are the goals and objectives of the MSU School of Social Work MSW Program:

* **Teaching**
	+ To provide advanced generalist and specialized social work curricula for MSW students with a variety of options statewide that teach critical and analytical thinking and prepare them with the knowledge, skills, and values needed for ethical advanced social work practice in diverse clinical or organization and community settings
	+ To provide classroom, field, and virtual settings in which students apply what they are learning to analyze assessment data and select appropriate intervention strategies for diverse client populations within multiple system levels
	+ To provide classroom, field, and virtual settings in which students engage and intervene with multiple systems and diverse client populations at an advanced level and advocate for social and economic justice in the context of changing social and practice environments
	+ To provide opportunities for students to develop appreciation for and experience within settings of diversity and difference toward realizing a broader sense of the world beyond themselves
	+ To provide opportunities for students to develop an understanding of the impact of policy on practice and the well-being of the most vulnerable in society and the social worker’s role regarding policy in their practice settings
* **Research**
	+ To provide opportunities for students to use research to advance practice and to use practice experience to inform research and build knowledge, including using research and evaluation to improve their own practice and assess their practice environments
	+ To pursue conducting and disseminating high quality research that improves the well-being of the most vulnerable in society through knowledge development for the creation of theory, knowledge development for evidence-informed practice, and program evaluation
* **Outreach and Service**
	+ To provide expanded access to quality graduate social work education through program options and a variety of program timelines
	+ To engage in outreach and service at the program, college, university, community, state, national, and global levels through continuing education and professional development, committee involvement and leadership, service collaborations with agencies, and community and organizational capacity building

## PROGRAM DESCRIPTION

### Plans of Study

The MSU School of Social Work MSW Program offers students two plans of study: regular and advanced standing.

***Regular MSW Program:*** Students enrolled in a regular MSW Program can select part-time or full-time enrollment status. The part-time option requires completion of the MSW Program on a three-year plan of study, while full-time students complete the program in two academic years. The regular program begins in the fall semester.

***Advanced Standing MSW Program:*** The advanced standing MSW Program is open to applicants who have graduated from a CSWE accredited social work baccalaureate program within the last six years and have a minimum undergraduate GPA of 3.25. The full-time advanced standing option allows for completion of requirements within one calendar year and the part-time program allows for two calendar years. Advanced standing students start in the summer semester.

### Curriculum

The MSW curriculum has two major sections: generalist practice and advanced specialized practice, both with field placement requirements.

***Generalist practice curriculum:*** Courses in the generalist practice curriculum provide the grounding for all professional social work practice, regardless of setting, specialization, or professional role.

***Specialized Practice Curriculum:*** Building on the foundation knowledge and skills acquired in the generalist core courses, these courses are at an advanced-level designed to prepare students for professional social work practice in either [Clinical Social Work Practice](https://socialwork.msu.edu/sites/default/files/MSW/ClinicalSocialWorkatMSU.pdf) or [Organization and Community Leadership](https://socialwork.msu.edu/documents/MSW/OCLatMSU.pdf) (OCL). The Clinical Practice area prepares students to practice advanced skills in a variety of settings that focus on individuals, families, and small groups. The OCL area prepares students to practice with advanced skills in policy making, community organizing, program planning, program implementation, and program evaluation.

### Field Education

Students in the regular MSW program complete a total of 960 field hours over four semesters. Advanced Standing students have a total of 500 field hours over two semesters. Detailed information about field placements is found in the [Field Education Manual available on the School’s website](http://socialwork.msu.edu/sites/default/files/Field-Education/Documents/Field-Education-Manual.docx).

## [PROGRAM OPTIONS](https://socialwork.msu.edu/Programs/MSW/Program-Options)

The identical curriculum is made available to students through a variety of face-to-face as well as hybrid options that use a combination of face-to-face, videoconferencing, and online coursework. Students apply to the option that best fits their needs. These options embody Michigan State University’s land grant mission which emphasizes access to education to residents across the state. The School of Social Work MSW Program and all of the program options are fully accredited by the Council on Social Work Education (CSWE).

These program options include:

* East Lansing: full or part time on Michigan State University main campus, traditional weekly face-to-face classes with some online options, [Regular](https://socialwork.msu.edu/Programs/MSW/East-Lansing-Regular-Program) or [Advanced Standing](https://socialwork.msu.edu/Programs/MSW/East-Lansing-Advanced-Standing-Program)
* Flint: full or part-time at Mott Community College campus in Flint, evening classes only, [Regular](https://socialwork.msu.edu/programs/MSW/prospective-students/program-options/flint-regular.html) or [Advanced Standing](https://socialwork.msu.edu/programs/MSW/prospective-students/program-options/flint-advanced-standing.html)
* Statewide Blended: [Regular](https://socialwork.msu.edu/programs/MSW/prospective-students/program-options/statewide-blended-regular.html) part-time or [Advanced Standing](https://socialwork.msu.edu/Programs/MSW/Statewide-Blended-Advanced-Standing-Program) full- or part-time, online with monthly Saturday synchronous Zoom sessions
* [Weekend](https://socialwork.msu.edu/Programs/MSW/Weekend-Regular-Program): part-time Regular only, blended online learning with one weekend face-to-face each month near the East Lansing campus

Table 1 summarizes the characteristics of each program option with regard to availability of regular vs advanced standing program, full-time vs part-time schedule, and areas of specialized practice.

Table 1: Characteristics of Program Options

| Program Option | Regular MSW | Advanced Standing | Area of Specialized Practice |
| --- | --- | --- | --- |
| Full-time | Part-time | Full-time | Part-time | Clinical | OCLa |
| East Lansing |  |  |  |  |  |  |
| Flint |  |  |  |  |  |  |
| Statewide Blended |  |  |  |  |  |  |
| Weekend |  |  |  |  |  |  |

aOCL = Organization and Community Leadership (NOTE: Flint and Statewide Blended students take the OCL practice courses with the Weekend program which requires one weekend a month face-to-face near the East Lansing campus

### Geographic Eligibility

Students wishing to enroll in the Statewide Blended must live more than 30 miles from the East Lansing campus. For both the Statewide Blended and Weekend program options, if students live out of state, they must live within 50 miles of the Michigan border.

## OTHER LEARNING OPPORTUNITIES

### Certificate Programs

The School of Social Work offers [Certificate Programs](https://socialwork.msu.edu/Programs/MSW/Certificate-Programs) to further prepare students for practice in specific fields. Although requirements vary across programs, to achieve a certificate students typically must complete specific courses focused on the area of specialty, a specialized field placement, and in some cases a specialized field liaison group. The School of Social Work Certificates include:

* Chance at Childhood
* Child Welfare
* Clinical Social Work with Families
* Combat Veterans
* Evidence Based Trauma Treatment
* Health and Aging in Social Work
* School Social Work

Students apply for Certificate Programs once they have been accepted into the MSW Program. Acceptance into Certificate Programs is not guaranteed and may be limited due to field education or course size constraints. Information about the Certificate Programs is available on the MSW Program website and interested students are encouraged to contact Certificate Coordinators for more information.

### Advocacy Scholars Program

The School of Social Work offers an Advocacy Scholars Program for students interested in specialized training in advocacy. Students complete a field placement in an agency with an advocacy focus, receive mentoring around career development in advocacy, take focused advanced coursework, and interact with leaders in the field working in a variety of social programs and government positions. This program is open to students in any of our MSW program options.

Students apply for the Advocacy Scholars Program once they have been accepted into the MSW program. [Information about the Advocacy Scholars Program is available on the MSW Program website](https://socialwork.msu.edu/Programs/MSW/Advocacy-Scholars-Program).

### Research Scholars Program

The School of Social Work Research Scholars Program provides support for MSW students interested in gaining experience working on a faculty-led research project. Students work up to 10 hours a week during the academic year on a research project with a faculty. This program is open to students in any of our MSW program options. Applications for the Research Scholars Program open each fall.

### Dual Degree Options

The School of Social Work offers two dual degree options. The College of Social Science requires a formal MOU for these dual degree options that is reviewed and approved at the program, College, and Graduate School levels. Students interested in pursuing dual enrollment must apply to and be admitted to each of the programs separately then work with their program advisors to put together a plan of study.

***Master of Social Work and Juris Doctor (MSW/JD):***This option may be of interest to students who wish to combine social work with law. Students must apply separately to the School of Social Work MSW Program and the MSU College of Law JD Program, and be accepted into both programs. The plan of study involves a full-time commitment for 4 years and students must be able to attend face-to-face classes in East Lansing. [Information about admissions to the MSU College of Law can be found on the College of Law website](http://law.msu.edu/admissions/index.html).

***Master of Social Work and Master of Public Health:***The MSU College of Human Medicine (CHM) offers a fully online Master’s in Public Health (MPH) Program. This option may be of interest to students who wish to combine social work with public health. Information about applying to the MPH program can be found at the [MPH degree website](https://mph.msu.edu/master-of-public-health-home). Students must apply separately to the School of Social Work MSW Program and the MSU College of Human Medicine MPH Program and be accepted into both programs. The plan of study varies by individual student.

### Independent Study Courses

Independent study courses will only be approved when students have academic interests that cannot be pursued within the context of established courses. An independent study must be proposed in writing by the student, accepted for supervision by a faculty member, and approved by the student’s Graduate Advisor and the MSW Program Director at the beginning of the semester. The student must complete the University’s [Application for Independent Study](http://www.reg.msu.edu/read/pdf/indestudyapp.pdf) with the supervising faculty member and submit it to the graduate office. Independent study for the MSW degree can only be done to fulfill elective credits. Once approved students will register for the appropriate section of SW 890. Students interested in pursuing an independent study should contact their advisor to determine if it is appropriate and complete the required paperwork.



# Program Components and Degree Requirements

## PROGRAM ORIENTATION

All students are required to attend a face-to-face orientation on the East Lansing MSU Campus. This is typically held in mid-August over the course of two days and includes information about the program; resources and opportunities available through the School, the College, and the University; a chance to interact with peers and faculty; and time in small groups with graduate advisors and field coordinators to learn more about the nuts and bolts of the program and ask questions. The exact dates of orientation will be shared in welcome materials once students are admitted to the program.

## ADVISING

The MSW Program uses a model of dedicated advising faculty. All Graduate Advisors have MSW degrees from CSWE-accredited schools and have come from the professional practice communities. Each Graduate Advisor is knowledgeable about curriculum planning and the University’s administrative structure, procedures, and resources, and experienced in working with diverse groups.

Students are introduced to their Graduate Advisor first through their letter of welcome once they accept admission into the MSW Program, then again at orientation. Students are encouraged to meet with their advisor as needed about any academic issues or questions they may have in order to secure a smooth transition into the program and maintain success throughout their educational journey.

The student’s advisor is available to discuss course selection, certificate programs, School and MSU policies and procedures, and concerns about course work and issues affecting academic performance, and professional development.

In addition, the School has an MSW Student Supports Coordinator who facilitates a variety of career development events and works with Graduate Advisors to provide additional supports and mentoring as needed.

Advising in a professional school is an important activity that not only clarifies how to complete academic program requirements but also provides students with a forum to discuss a variety of professional topics such as career opportunities and career goals and aspirations.

## COURSEWORK

In the regular MSW Program, students must complete a total of 57 credit hours in coursework: 27 credits for required generalist core courses, 5 credits for advanced core courses, 19 credits in the area of specialized practice, and 6 elective credits. To count toward the MSW degree, electives must be taken at a 400 level or above.

Advanced standing students take 36 credits of coursework: 13 credits for advanced core courses, 19 credits in an area of specialized practice and 6 elective credits. To count towards the MSW degree, elective courses must be taken at a 400 level or above.

### Course Requirements

Students must have sufficient flexibility in their personal and professional lives to commit to taking classes (with course loads usually exceeding the University’s minimum credits for full- and part-time status) and being in field placement (with schedules of at least 16 hours per week each semester during regular business hours). The School of Social Work cannot grant academic credit for life or previous work experience in lieu of any course or field education.

The two tables below contain information on the courses required for completion of the MSW Program at Michigan State University. A more detailed listing of each course, its title, and its number of credit hours follows each table.

The enumeration and scheduling of all required coursework by plan of study and program option is detailed in [Appendix 5: Course Grids](#_Appendix_5:_Course).

[Detailed descriptions of the individual courses are available in a searchable database on the Office of the Registrar website](https://reg.msu.edu/Courses/search.aspx).

Table 2: Courses and Credit Hours Required for Degree Completion—Regular MSW

| **Required Courses—Regular MSW** | **Credit hours** |
| --- | --- |
| Core Courses* Generalist Core SW Concepts: SW 810, SW 811, SW 820
* SW Research Methods: SW 829
* SW Practice Methods: SW 840, SW 841
* SW Field Instruction: SW 894A, SW 894B
 | 25 |
| Advanced core courses (all areas of specialized practice): SW 830, SW 832, SW 822 | 7 |
| Advanced courses in areas of specialized practice* Clinical Practice: SW 843, SW 845, SW 850, SW 851
* Clinical Practice Field Instruction: SW 894D, SW 894E

—OR—* Organization and Community Leadership: SW 844, SW 865, SW 866
* OCL Field Instruction: SW 894G, SW 894I
* Additional electives
 | 19 |
| Electives | 6 |
| **TOTAL** | **57** |

Core Social Work courses (25 credits):

* SW 810 Theories of Groups, Organizations, and Communities in Social Work (3 credits)
* SW 811 Social Work Perspectives in Human Development (3 credits)
* SW 820 Social Welfare Policy and Services (3 credits)
* SW 829 Social Work Research Methods I (2 credits)
* SW 840 Generalist Social Work Practice Methods I (3 credits)
* SW 841 Generalist Social Work Practice Methods II (3 credits)
* SW 894A Social Work Field Instruction: Graduate Generalist Practice I (4 credits)
* SW 894B Social Work Field Instruction: Graduate Generalist Practice II (4 credits)

Advanced core courses across all areas of specialized practice (7 credits):

* SW 822 Topics in Policy Practice and Advocacy (3 credits)
* SW 830 Social Work Research Methods II (2 credits)
* SW 832 Evaluating Social Work Programs and Practice (2 credits)

Advanced courses in the Clinical area of practice (19 credits):

* SW 843 Clinical Assessment and Diagnosis (2 credits)
* SW 845 Administrative Skills for Social Work Practice (3 credits)
* SW 850 Clinical Social Work Practice I (3 credits)
* SW 851 Clinical Social Work Practice II (3 credits)
* SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
* SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

Advanced courses in the Organization and Community Leadership area of practice (19 credits):

* SW 844 Essential Theories in Organizations and Communities Social Work Practice (2 credits)
* SW 865 Social Work Leadership in Organizations and Communities I (3 credits)
* SW 866 Social Work Leadership in Organizations and Communities II (3 credits)
* SW 894G Social Work Field Instruction: Organization and Community Leadership I (4 credits)
* SW 894I Social Work Field Instruction: Organization and Community Leadership II (4 credits)
* Additional 3 credits of electives; check with your assigned Advisor for the list of approved electives

Table 3: Courses and Credit Hours Required for Degree Completion—Advanced standing MSW

| **Required Courses—Advanced standing MSW** | **Credit hours** |
| --- | --- |
| Advanced core courses (all areas of specialized practice): SW 822, SW 830, SW 832 | 7 |
| Advanced courses in area of specialized practice* Clinical Practice: SW 843, SW 845, SW 850, SW 851
* Clinical Practice Field Instruction: SW 894D, SW 894E

—OR—* Organization and Community Leadership: SW 844, SW 865, SW 866
* OCL Field Instruction: SW 894G, SW 894I
* Additional electives
 | 19 |
| Electives | 10 |
| **TOTAL** | **36** |

Advanced core courses across all areas of specialized practice (7 credits):

* SW 822 Topics in Policy Practice and Advocacy (3 credits)
* SW 830 Social Work Research Methods II (2 credits)
* SW 832 Evaluating Social Work Programs and Practice (2 credits)

Advanced courses in the Clinical area of practice (19 credits):

* SW 843 Clinical Assessment and Diagnosis (2 credits)
* SW 845 Administrative Skills for Social Work Practice (3 credits)
* SW 850 Clinical Social Work Practice I (3 credits)
* SW 851 Clinical Social Work Practice II (3 credits)
* SW 894D Social Work Field Instruction: Clinical Practice I (4 credits)
* SW 894E Social Work Field Instruction: Clinical Practice II (4 credits)

Advanced courses in the Organization and Community Leadership area of practice (19 credits):

* SW 844 Essential Theories in Organizations and Communities Social Work Practice (2 credits)
* SW 865 Social Work Leadership in Organizations and Communities I (3 credits)
* SW 866 Social Work Leadership in Organizations and Communities II (3 credits)
* SW 894G Social Work Field Instruction: Organization and Community Leadership I (4 credits)
* SW 894I Social Work Field Instruction: Organization and Community Leadership II (4 credits)
* Additional 3 credits of electives; check with your assigned Advisor for the list of approved electives

## FIELD EDUCATION

All MSW students have a field education requirement. Students in the regular MSW Program complete a total of 960 field hours and advanced standing students complete a total of 500 field hours. Most students participate in field for sixteen hours per week each semester during the normal workday (8 am–5 pm Monday through Friday). Other placement options can be considered to accommodate education abroad or other opportunities.

The Field Education Program has its own dedicated faculty, separate from MSW Program leadership. All field team faculty members are fully licensed social workers with MSW degrees from CSWE-accredited schools and have come from the professional practice communities. Each student is assigned a Field Coordinator who is knowledgeable about the geographic or subject area they are assigned to and are experienced in working with diverse groups.

[Detailed information about field placements is found in the Field Education Manual, which is available on the School’s website](http://socialwork.msu.edu/sites/default/files/Field-Education/Documents/Field-Education-Manual.docx).

## TIME LIMIT FOR COMPLETION OF DEGREE PROGRAM

The time limit for completion of the MSW degree is six calendar years from the date of enrollment in the first course included for degree certification. Graduate students are responsible for monitoring their progress towards completion of degree requirements. Students are encouraged to consult with their Graduate Advisor for clarification.

Drops and withdrawals do not stop the clock for time to degree.

## CERTIFICATION FOR GRADUATION

The MSW Program Office, the College of Social Science, and the Registrar’s Office review the student’s academic record to determine whether the courses necessary for the MSW Program have been completed or will be completed the next semester and that the student’s grade point average is sufficient to graduate. Certification is based on the assumption that the student will earn a minimum of 3.0 in all outstanding classes and that all Incomplete (I) or Deferred (DF) grades will be cleared. If the student does not meet the program or degree requirements, certification will be rescinded and a degree will not be conferred. Students apply for graduation for the semester they anticipate completing degree requirement. Degree conferrals are typically complete 6-8 weeks after grades are submitted for that semester.



# Academic Standards

Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors. Students in the MSW Program must maintain acceptable academic standing in coursework and successful performance in their field placement and liaison group throughout the program.

The standard established by the College of Social Science is that “the accumulation of grades below 3.0 (including N grades in the P–N grading system) in more than two courses of three or more credits each removes the student from the degree program; this policy does not apply to courses below the 400 level unless the courses are required for the student’s program” ([Academic Programs](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=129#s4000)). The School of Social Work has specific requirements for certain classes, including field placement as outlined in the [Academic Performance](#_Academic_Performance) section of the manual. Additionally, students must maintain an overall GPA of 3.0 or higher to maintain acceptable academic standing.

A student who fails to meet the standards set by the University, College, or School will not be permitted to continue their enrollment and appropriate action will be taken by the College or School. This process is outlined in the [Academic Standing and Student Review (ASSR)](#_ACADEMIC_STANDING_AND) section of this manual.

To support successful completion of the MSW program, MSW Graduate Advisors are available to discuss course selection, certificate programs, School and MSU policies and procedures, and concerns about course work and issues affecting academic performance and professional development.

Grades are only one measure of academic standing. Academic standards also include consideration of the rate of progress toward completion of the degree, the student’s suitability for practicing in the field, and ability to meet CSWE competencies in practice. Standards are evaluated by the ethical principles and standards outlined in the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English) and field policies and procedures outlined in the [Field Manual](http://socialwork.msu.edu/sites/default/files/Field-Education/Documents/Field-Education-Manual.docx).



# Academic Performance

## GRADING

Grading in each course is based on evaluation by the instructor of a student’s academic performance. Students are informed of all course requirements and grading criteria at the beginning of each course by the instructor. Grading criteria for each course are included in the course syllabus. The pass-no pass system is only available for field education courses. Students are directed to consult with the course instructor first if questions arise about grading.

### Grade Criteria

Numbered grades represent categories of performance as follows:

Table 4 Grades and Descriptions

| **Grade** | **Description** |
| --- | --- |
| 4.0 | Excellent |
| 3.5 | Good |
| 3.0 | Passable |
| 2.5 | Low |
| 2.0 | Lowest |
| 1.5-0.0 | No credit given |
| I | Incomplete |
| DF | Deferred |
| CR-NC | Credit-No Credit |
| P-N | Pass-No Grade |

### Incomplete Grades

When special or unusual circumstances occur, the instructor can postpone assignment of the student’s final grade in a course by submitting an I-Incomplete in lieu of a grade. Incomplete grades received in courses that are a prerequisite for other courses must be removed prior to the student’s enrollment in subsequent courses.

Incomplete (I) grades are given only when **all** of the following are true:

* The student has successfully completed at least 85% of the term of instruction but is unable to complete the class work and/or take the final examination because of illness or other compelling reasons.
* The student has done satisfactory work in the course.
* In the instructor's judgment, the student can complete the required work without repeating the course.

Provided these conditions are met, the instructor files a Report of I-Incomplete at the time course grades are due. This specifies what the student must do and by when it must be done to remove the I-Incomplete grade. The student and instructor must complete, sign, and submit the [University Agreement for Completion of (I) Incomplete form](https://reg.msu.edu/read/pdf/I_Agreement.pdf) to graduate office staff where it will be retained for at least one year.

***Removing Incomplete Grades:***All required work must be completed and a grade must be reported to the Office of the Registrar no later than the middle of the student’s next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. A student who does not register for MSU classes subsequent to the receipt of an I-Incomplete has one calendar year to complete the required work.

***Failure to complete:*** Failure to complete the required work by the due date will result in a grade of I/0.0 (or I/N for field courses). It is the student’s responsibility to complete the course work and submit it to the instructor, allowing adequate time for the instructor to grade the work and submit the grade to the Registrar by the stated deadline. A student who does not register for MSU classes subsequent to the receipt of an I‑Incomplete has one calendar year to complete the required work; after one year, the I-Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record. The course may be completed only by re-enrollment.

***Extensions:*** An extension of time for completion of the required work can be approved by the College offering the course only by means of an administrative action documenting physician-certified illness or other extraordinary circumstances. An extension of time is a formal agreement between the instructor and the student. After an extension of time has been filed, the work must be done by the deadline determined by the instructor or the I-Incomplete will be changed to I/0.0 or I/N depending on the grading system under which the student was enrolled.

### Repeating a Course

The University policy on repeating courses is:

...a graduate student who received a grade of 2.0 or, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received.

The School of Social Work’s policy is that a maximum of six credit hour courses can be repeated. Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in computing grade-point averages; however, all entries remain a part of the student's permanent academic record.

Any course repeated for credit must be taken on the same grading system under which the course was taken the first time.

### Grade Point Average and Passing Grades in Social Work Courses

University policy for a graduate degree states that a student must maintain a cumulative GPA of 3.0 or above. In addition, the School of Social Work MSW Program requires that a student achieve a P-Pass in field education (SW 893B, SW 894A, SW 894B, SW 894D, SW 894E, SW 894G, SW 894I) and a 3.0 in practice methods courses (SW 840, SW 841, SW 894A, SW 850, SW 851, SW 865, SW 866). A student who earns a final grade below 3.0 in any of these classes may be required to register for the class again, re-take it, and earn a 3.0 or better. In addition, the MSW Program Director or designee will call for an [Academic Standing and Student Review](#_ACADEMIC_STANDING_AND) (ASSR) meeting. An ASSR will also be held if a student earns a grade below 3.0 in any two classes or their overall GPA falls below a 3.0. See the section on ASSRs for further information.

Credit is not awarded by the University for grades below 2.0 in graduate courses.



# Student Conduct

## ACADEMIC INTEGRITY

Michigan State University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity. Academic integrity is the foundation of university success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career.

[The Academic Integrity at MSU flyer defines several types of academic misconduct](https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf). See also section 1.00 under [General Student Regulations in the Spartan Life Student Handbook](http://splife.studentlife.msu.edu/regulations/general-student-regulations). Another good resource for MSU policies regarding academic honesty and integrity can be found through the [Office of the University Ombudsperson](https://ombud.msu.edu/).

Misconduct constitutes grounds for disciplinary action, including dismissal from the program. Within the School of Social Work, issues of academic misconduct are addressed through the Academic Standing and Student Review (ASSR).

### Academic Misconduct

Academic misconduct is defined by the University as any one of the following: academic dishonesty, violations of professional standards, and falsification of academic or admission records.

Academic dishonesty at Michigan State University is defined by the [General Student Regulations](http://splife.studentlife.msu.edu/regulations/general-student-regulations) as conduct that violates the fundamental principles of truth, honesty, and integrity. In addition to plagiarism, the following conduct is specifically cited:

* claiming or submitting the academic work of another as one’s own
* procuring, providing, accepting or using any materials containing questions or answers to any examination or assignment without proper authorization
* completing or attempting to complete any assignment or examination for another individual without proper authorization
* allowing any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization
* altering, tampering with, appropriating, destroying or otherwise interfering with the research, resources, or other academic work of another person
* fabricating or falsifying data or results

[Detailed information specifically about plagiarism can be found on the Office of the University Ombudsperson website.](https://ombud.msu.edu/resources-self-help/academic-integrity)

Additional resources can also be found through the [Office of Student Support and Accountability](https://ossa.msu.edu/academic-integrity-resources-students).

Academic dishonesty in professional education is not tolerated. Not only are such behaviors against Michigan State University principles related to academic integrity, but they violate the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English).

### Procedures Concerning Allegations of Misconduct

If a faculty member suspects a student of academic misconduct, they will first meet with the student to discuss the situation. They may also consult with other faculty or administrators in the School and the [University Ombudsperson](https://ombud.msu.edu/). If the faculty member determines that the student violated standards of academic integrity, the following will happen:

* The student will receive a penalty grade in the course, defined as a grade based on a charge of academic misconduct. This grade may be, but is not limited to, a failing grade on an assignment or in the course.
* The instructor will complete an [Academic Dishonesty Report](https://msu-advocate.symplicity.com/public_report/index.php/pid786385) through the Registrar’s office and will notify the student’s Graduate Advisor.
* The student will be expected to attend an Academic Standing and Student Review (ASSR) within the School of Social Work. This review may result in the student being required to retake the course or being dismissed from the program.

Students with any questions related to plagiarism or other examples of academic misconduct are encouraged to talk with instructors or Graduate Advisors.

## PROFESSIONAL INTEGRITY

Professional integrity involves conducting oneself in a manner that aligns with the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English) in courses, graduate assistantships and all other contexts in which the student is engaged in an MSU-related function or role, or is representing MSU.

### Professional and Ethical Behavior

The [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)applies to all social workers and social work students and as such sets expectations for students’ professional and ethical behavior while in the MSW Program. Students are expected to read the [Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)and be familiar with and prepared to abide by the ethical principles and standards described.

Professional and ethical behavior in the University context applies not only to work with clients, but to interactions, relationships, or communications with fellow students, faculty, staff, field liaisons and instructors, and all others within the University or with whom students have contact in their role as an MSU MSW student. This includes interactions, relationships, or communications in person or via the use of technology.

Students are expected to treat their MSU colleagues with respect and avoid unwarranted negative criticism in verbal, written, and electronic communications. This includes demeaning comments that refer to level of competence or individual attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

The College of Social Science also has a [Community Code of Conduct](https://socialscience.msu.edu/_assets/pdfs/Community-Code-of-Conduct.pdf) that all faculty, staff, and students are expected to follow.

### Discrimination, Relationship Violence and Sexual Misconduct

Discrimination, sexual harassment and other forms of sexual misconduct will not be tolerated. [This link will take you to MSU policies and procedures for handling concerns about Relationship Violence and Sexual Misconduct and the University’s Anti-Discrimination and Disability and Reasonable Accommodation Policies](https://civilrights.msu.edu/policies/index.html).

## FALSE INFORMATION

Fraud and misrepresentation include, but are not limited to:

* False statements in applications for financial aid
* Identifying oneself as a student in the School of Social Work without being officially registered and/or paying fees
* Falsifying degrees or professional credentials to clients or agencies
* Falsifying University class-hour commitments or schedules to any employer or field agency
* False statements in application materials

See also [section 5.00 under General Student Regulations in the Spartan Life Student Handbook](http://splife.studentlife.msu.edu/regulations/general-student-regulations).

Such conduct constitutes grounds for disciplinary action including dismissal from the School of Social Work.

## ADJUDICATION

Adjudication of cases of violation of academic or professional integrity, academic dishonesty, violations of professional standards, and falsification of admissions and academic records follows the steps described in [Article 5 of the Graduate Students Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities) document found online.



# Academic Policies and Procedures

## ACADEMIC POLICIES

### Registration

Students are encouraged to consult with their Graduate Advisor if they have questions about program requirements and registration. The School guarantees a seat for all required courses but cannot guarantee that each student will get into the specific preferred section. For this reason, students need to enroll as soon as possible and follow the University schedule for enrollment (April for fall classes; October for spring and summer classes). Students may only enroll in sections designated for their program option.

Registration and course enrollment processes are a University function, managed by the Office of the Registrar. Students must have an active MSU NetID and password to enroll and cannot access the enrollment system until their assigned day/time or after. Information about appointment access is on [STUINFO](https://stuinfo.msu.edu/Menu.Asp). [Links to general regulations regarding enrollment and detailed registration procedures can be found on the Office of the Registrar website](https://reg.msu.edu/ROInfo/Enrollment.aspx).

### Overrides

There is no guarantee that an override will be granted when the section for a course is at its maximum capacity. Students should submit an override request using the online form available [here](https://socialwork.msu.edu/programs/BASW/override-request-form.html). Overrides in other departments or programs must be sought through the office of the Graduate Program Director in those departments.

### Dropping Courses

Students drop courses for a variety of reasons. Students can drop from individual courses for any reason only up through the middle of the semester with no grade reported. After the middle of the semester, students must notify their Graduate advisor and request a late drop through the office of the College of Social Science Associate Dean for Graduate Studies. Late drops are only allowed for documented reasons of catastrophic impact. No drops stop the clock for time to degree.

### Withdrawals

Students withdraw from the program temporarily for a variety of reasons. A withdrawal allows students to drop all courses through the end of the 12th week of classes. After that time, voluntary withdrawal is not permitted. Withdrawals are initiated through the office of the College of Social Science Associate Dean for Graduate Studies. No withdrawals stop the clock for time to degree.

***Medical Leave/Withdrawal:*** A medical leave is a complete withdraw from enrollment in a semester as a result of a medical condition causing a catastrophic impact on a student’s ability to remain enrolled. for documented medical reasons. Students are required to meet first with their Graduate Advisor for guidance about the process and implications for further progress through the program. The advisor will then connect the student with the office of the College of Social Science Associate Dean for Graduate Studies to begin the process. More information is available through the [Office of Student Support and Accountability](https://ossa.msu.edu/medical-leave).

### Readmission to the Program

Students whose enrollment is interrupted for three or more consecutive terms (including summer) or whose last enrollment ended with withdrawal or dismissal must apply for readmission through a form available through the [Registrar’s office](https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx).

***Submission timing:***

* [Domestic students](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=331) must submit their application at least two months prior to the first day of registration for the semester in which the student expects to resume studies.
* [For international students](https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx), readmission is only available for spring and fall semesters. Due to the time needed for the readmission decision, preparation of immigration documents, and to obtain a new visa stamp in your passport if necessary, it is critical the application is submitted at least four months prior to the beginning of the term the student expects to resume studies. Therefore, it is suggested to apply by September 1 for spring semester and April 1st for fall semester. Once your readmission is approved, you will receive an email from the Office of the Registrar with further instructions.

The MSW Program Director, in consultation with the Assistant MSW Program Director and Graduate Advisor (as well as Field Coordinator and Director of Field Education if needed), will determine whether or not the student will be readmitted.

Students dismissed from the program due to academic dishonesty or professional misconduct or who would not be able to meet the time to degree requirement will not be readmitted.

Students wishing to return from a medical leave must first complete the medical leave review process. If approved for return and the student has been away from MSU for more than 3 consecutive semesters, they must apply for readmission as described above.

### Waiver of Courses Because of Prior Course Work

If an MSW student feels they have completed courses elsewhere that could be deemed equivalent to required courses in the MSU MSW Program, they must provide their Graduate Advisor a request for a course waiver along with the relevant course outlines/syllabi and official transcripts showing grades received. The request will be reviewed by the MSW Program Director in consultation with other appropriate faculty to determine if the course is equivalent in content and credits. If a course is waived, the student will still need to complete the required number of credits for the program.

### Transfer Credits

A student who has completed graduate social work courses at other schools of social work accredited by CSWE can request to have credit for these courses evaluated by the School for transfer and application toward the two-year regular MSW degree requirements once they are admitted to the program. Transfer credits are not accepted into the Advanced Standing Program. A maximum of 26 credits of graduate level work in another CSWE accredited program may be applied to the credit requirements under the regular MSW degree. Credits that have already been used to satisfy the requirements of another degree cannot be transferred. The Graduate Advisor, Assistant MSW Program Director, and MSW Program Director in consultation with other appropriate faculty will evaluate all requests for transfer credit whether for incoming transfer students or students currently enrolled in the MSW program who take courses at other universities. Non-social work graduate courses from other departments at MSU or from other universities can be considered for transfer credit as electives.

Transfer credit will only be given for courses in which the student has received a grade of 3.0 or higher. The only exception to this policy is when courses are taken through the MSU College of Law. For those courses, transfer credit will be given when the student received a grade of 2.0 or higher. The School of Social Work cannot grant academic credit for life experience or previous work experience in lieu of any course or field instruction. Transfer credits must have been taken within the six-year time limit for graduation.

## DEPARTMENTAL STUDENT RECORDS

### Application Materials

All application materials of matriculated students, except official transcripts and School and University applications, will be kept in an application file accessible to the student's advisor, the MSW Program Director, and Director of the School. It will be destroyed upon graduation. Application materials of non-matriculated students will be kept for one academic year and then will be destroyed. Students have the right to view their own application materials except for any letters of recommendation that have been designated as confidential. To view this file, the student needs to make an appointment with the graduate program support staff.

### Academic File

The student's academic file will be available to the MSW Program Director, the Assistant MSW Program Director, Graduate Advisors, and graduate program support staff. In special circumstances, when additional confidentiality is required, academic folders will be kept in the director's office. Students have the right to view this file. To view this file, the student needs to make an appointment with the graduate program support staff.

The typical MSW student’s academic file includes the following information:

* admissions application and academic transcripts
* administrative actions forms
* plans of study
* field education information such as placement application and confirmation forms, learning agreement, and field instructor’s assessment reports
* other information pertaining to the student’s academic progress, e.g., leave of absence requests, awards, and fellowship forms

### Student Personnel Records

MSW students may be hired through the graduate assistantship process or on an hourly basis. Their employment is covered by the [Student Employment Manual](https://www.hr.msu.edu/policies-procedures/student-handbook/index.html). State and federal law provide guidelines for handling personnel records. Specific information about [hiring international students](https://www.hr.msu.edu/policies-procedures/student-handbook/hiring_international_students.html) can also be found in the Student Employment Manual.

Students have the right to access their personnel file as often as twice a year. Students have a right to have a copy of all or part of their personnel record, with costs incurred in copying assessed to the student. Students have the right to place a written response to any evaluation contained in their personnel record.

All personnel records are maintained by the School business manager. Students need to make an appointment if they wish to view these files.

## RELEASE OF INFORMATION ABOUT STUDENTS

### University Policy

Absent a need to know, the University generally does not release student information to third parties, including parents, without the student's written permission. There are limited exceptions to these operating guidelines (such as health and safety emergencies), depending on the circumstances of a particular case. [The Office of the Registrar](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx) provides detailed information regarding the University’s policies on student records.

The release and disclosure of student records maintained by the University is, in large measure, governed by state and federal laws and by University policy. The Family Educational Rights and Privacy Act (FERPA) restricts the School and individual faculty members from releasing information concerning a student's academic record.

### School of Social Work Policy

The School of Social Work adheres to the University’s policies pertaining to access to and release of student academic records.

Students who want the School and/or individual faculty members to provide letters of reference or recommendation that include details from the student’s academic record, such as a grade in a course, must complete, sign, and return a release of information authorization to the graduate support office. This form will then be filed in the student’s permanent academic record. It can be amended and/or terminated at any time. It is recommended that the individual faculty member keep a copy of the FERPA release for their own records. [Pertinent FERPA forms and links to other relevant information can be found on the Registrar's website](https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx).

## GRADUATION

**Certification for G**r**aduation**

Students enrolled on a full-time basis in the MSW Program must complete University residency requirements by completing a minimum of six credits for two consecutive semesters. Part-time students complete the residency requirement in the year advanced practice methods and fieldwork courses are completed. Advanced standing MSW students are required to complete all the requirements for the program in twelve continuous months from the time of entry into the program.

Graduate office support staff review the student’s academic record to determine whether the courses necessary for the MSW Program have been completed or will be completed the next semester and that the student’s grade point average is sufficient to graduate. Certification is based on the assumption that the student will earn a minimum of 3.0 in all outstanding classes and that all Incomplete (I) grades will be cleared. If the student does not meet the program or degree requirements, certification will be rescinded and a degree will not be conferred.

### Graduation Ceremonies

The University holds [commencement ceremonies](https://commencement.msu.edu/) at the Breslin Center in May and December. Graduate students from all disciplines participate in this event. It is a traditional graduation ceremony open to all graduate students who are graduating from MSU that semester. Students finishing their requirements during the summer may participate in the May or December ceremonies.



# Conflict Resolution

## STUDENT ACADEMIC GRIEVANCE PROCEDURES

Academic grievance procedures are used for graduate students to resolve a dispute with an instructor, grieve a grade given in a course, or to grieve other violations of student rights as outlined in the [Graduate Student Rights and Responsibilities (GSRR)](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities).

The general procedures for conducting a hearing for students are outlined in [Article 5 of the Graduate Student Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities) and through [the Office of the University Ombudsperson](https://ombud.msu.edu/resources-self-help/for-graduate-students/request-grievance-hearing). The School of Social Work, the College, and the University take student grievances seriously and have a number of processes in place to address complaints.

Students are encouraged to start this process with informal resolution through discussion with instructors and, if necessary, the relevant administrator/s within the School of Social Work. Students are encouraged to review relevant University policies or procedures. If this informal process does not resolve the situation or the student strongly believes, and has evidence to substantiate, unfair treatment or treatment that diminishes the student’s rights, the student can begin more formal grievance procedures.

In most formal grade appeals, the student has the burden of proof that the instructor used what the Student Rights and Responsibilities document calls “inappropriate or irrelevant factors” in determining the final course grade, instead of a “good faith” judgment of performance. Such factors might include race, sex, or personal animosity. Grounds for a viable grade grievance do not include disappointment with a grade, hard work that was not rewarded, nor an instructor's very high standards.

In accordance with the GSRR, the School of Social Work MSW Program has established Hearing Board procedures for adjudicating graduate student academic grievances and complaints. [The School-level hearing procedures for graduate student academic grievances can be found on the School website](https://socialwork.msu.edu/programs/MSW/School-of-Social-Work-Graduate-Student-Hearing-Procedures.docx). The student also may consult with the University Ombudsperson at any stage of the dispute.

Appeals must be justifiable. Either party can appeal. An appeal is a review of the record for procedural and due process issues. It is not a fresh hearing or an opportunity for introduction of new issues. Appeal of a School decision is made to the College of Social Science. The parties are directed to consult the MSU publication, [Graduate Students Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) for further information concerning grievance procedures.

## ACADEMIC STANDING AND STUDENT REVIEW (ASSR)

Graduate students have the right to be notified in writing in a timely manner if their progress or performance is unsatisfactory or their status in the program is determined to be in jeopardy. Graduate Advisors are notified after each semester of any students with grades below a 3.0 or an overall GPA below a 3.0 and they determine the appropriate next step in consultation with the MSW Program Assistant Director, the MSW Program Director, and the College of Social Science.

Definition

The ASSR is not a student complaint or grievance procedure. If a student believes that a grade(s) has been assigned unfairly or their student rights have been violated, the student may initiate an informal complaint or formal grievance as covered in the [student academic grievance section](#_STUDENT_ACADEMIC_GRIEVANCE) above.

The ASSR is initiated by faculty or the MSW Program Director on behalf of a student whose academic problems are threatening their status as a student in the School.

An ASSR is initiated in a number of circumstances including, but not limited to:

* when a student’s cumulative GPA falls below a 3.0,
* when a student earns an N (not pass) in field education and/or a grade below a 3.0 in a practice course,
* when a student earns a second grade below a 3.0 in any course,
* when an advanced standing student earns any grade below a 3.0,
* when there are allegations of academic dishonesty or unethical conduct made by any student or faculty member.

### ASSR Process

Typically, the ASSR meeting will be called by the MSW Program Director or designee based on information provided by faculty, Graduate Advisors, or Field Office staff. The MSW Program Director or designee will schedule and chair the ASSR meeting and the Graduate Advisor will attend. The classroom instructor may attend as well. A Field Review may be held either prior to or in conjunction with an ASSR if the situation involves field education. [See Field Manual for more information about Field Review policies and procedures.](http://socialwork.msu.edu/sites/default/files/Field-Education/Documents/Field-Education-Manual.docx)

The student is expected to attend and may bring a support person who must be someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding and is not allowed to participate verbally. If the student refuses to attend the ASSR or does not respond to communication about the ASSR, the meeting will still be held.

The process is designed to be informal and non-adversarial. It is an opportunity to review what happened and discuss options. After exploring the situation the participants will make recommendations.

Recommendations may range from regular interaction moving forward with the Graduate Advisor to retaking the course to dismissal from the program. The recommendation will be formulated in a written letter sent to the student via their MSU email.

All documentation related to ASSR proceedings will be kept in a confidential file accessible only by the Graduate Advisor, the MSW Assistant Director, and MSW Program Director. It will not be used in a reference letter or any other similar document. The student can write an addendum which will be kept with the report and recommendation. It is the responsibility of the student to acknowledge receipt and understanding of the recommendations made at the ASSR. Failure to follow those recommendations is cause for dismissal.

The student may appeal the reason for the ASSR (e.g., a grade, an allegation of academic dishonesty), the outcome of the ASSR, or both. (See more information about grievance and appeals processes above in this [Conflict Resolution](#_Conflict__Resolution) section).

## NON-ACADEMIC REVIEW (NAR) AND INFORMAL ADMINISTRATIVE REVIEW

An NAR is initiated when academic or field education faculty members believe that a particular student has violated standards for professional and ethical behavior or otherwise does not demonstrate the qualities necessary to become a social work practitioner. In that event, a non-academic review will be called to discuss relevant behaviors and make a determination about the student’s standing in the program.

Reasons for an NAR may include, but are not limited to:

* failure to meet acceptable standards of professional conduct and ethics, personal integrity, interpersonal skills, or deportment required for professional practice
* inappropriate or disruptive behavior toward peers, faculty, or staff at school or field education
* criminal activity defined as charges and rulings of civil adjudication and/or criminal convictions while enrolled in the MSW program
* return from a medical leave or other withdrawal

The School reserves the right to suspend or dismiss any student whose criminal offense and conviction or civil adjudication is of a nature that is contrary to the NASW Code of Ethics, and/or when the conviction/adjudication prohibits the student from securing a field placement.

### NAR Process

A non-academic review meeting will be called by the MSW Program Director or designee. The meeting will be attended by the student, MSW Program Director and/or Assistant MSW Program Director, Graduate Advisor, and other faculty as appropriate. A Field Review may be held either prior to or in conjunction with an NAR if the situation involves field education. [See Field Manual for more information about Field Review policies and procedures.](http://socialwork.msu.edu/sites/default/files/Field-Education/Documents/Field-Education-Manual.docx) The student is expected to attend and may bring a support person who must be someone from the University community, i.e. a faculty member or another student. The support person will not have an active role in this proceeding and is not allowed to participate verbally. If the student refuses to attend the NAR or does not respond to communication about the NAR, the meeting will still be held.

The student will be asked to speak about the concerns and to provide any evidence that would dispute the information that was provided to the MSW Program Director. The MSW Program Director will make a determination about whether the student will be removed from candidacy and dismissed from the MSW Program, or if other action will be taken.

## INFORMAL ADMINISTRATIVE REVIEW

On occasion, the MSW Program Director, MSW Assistant Program Director, or Graduate Advisor will call a meeting with a student, faculty, and administrators to resolve a specific student problem without invoking the formal ASSR or NAR process. These meetings are designed to promote informal resolution of issues. If the meeting does not produce a resolution or if the student does not meet the conditions set forth in the meeting, a more formal meeting will be called.

## UNIVERSITY OMBUDSPERSON

The [Office of the University Ombudsperson](https://ombud.msu.edu/) was established to assist students in resolving conflicts or disputes within the University. They also help staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, they also identify MSU policies that might need revision, and refer them to the appropriate academic governance committee.

These duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocates for any individual or group on campus; instead, they are advocates for fairness. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson’s Office is to provide a confidential forum where different options may be considered.

An Ombudsperson will also assist students who want to file formal complaints and grievances, which is often the final step in a student’s effort to resolve a dispute. There are systems in place at MSU to receive and hear a student’s formal grievance. Which system is used depends on the nature and location of the grievance. Although it is not required, a consultation with a University Ombudsperson is strongly recommended before entering a formal complaint or grievance in the appropriate system.

The University Ombudsperson does not provide legal service, represent students or instructors at academic grievance or disciplinary hearings, or mediate disputes between or among faculty or between faculty and administrators.

The [Office of the University Ombudsperson](https://ombud.msu.edu/) is a good source for links to policies and procedures related to problems, complaints, grievances, and academic integrity.



# Student Involvement in the School of Social Work

## STUDENT PARTICIPATION IN GOVERNANCE

We hope that students will participate in the governance and life of the school and the program. Students participate in the governance of the school through GradSAC. This committee elects two student members to represent the views of their constituencies at School meetings and meetings of standing committees, to consult with the School’s faculty, and to meet regularly with the Director of the School. Names of students selected as student representatives to the School meetings are given to the Director of the School’s secretary at the beginning of each semester. These student representatives can suggest items for the agenda of School meetings by notification to the Director of the School’s secretary by Monday noon of the week of the School meeting.

## STUDENT GROUPS

Michigan State University has [many student-run Registered Student Organizations](https://studentlife.msu.edu/rso-s/index.html) (RSO) on campus. They include professional organizations, clubs with a cause, political organizations, and many more. RSOs cover a wide range of topics and interest areas, including but not limited to: Greek fraternities and sororities, academic, business, environmental, international, political, racial/ethnic, national origin, religious, women’s interests, health, and sports and leisure as well as the intersections of these with minority/protected groups.

The [Council of Graduate Students](https://cogs.msu.edu/) (COGS) is the authorized student government on campus representing all graduate/professional students at Michigan State University. Their mission is to promote the academic, social and economic goals of graduate and professional students. COGS accomplishes its mission through advocacy, innovative programming, and collaboration with other student organizations and the academic and administrative units of the University.

**School of Social Work Groups:**

* **Graduate Student Advisory Committee** (GradSAC)—their purpose is to provide a greater sense of community with MSW students across programs and ensure that all graduate social work students have opportunities to actively participate in School activities, informal meetings, and social events. They have created a Facebook group for all MSW students from all program options around the state; students are able to connect for social support and to discuss questions and events and opportunities for mutual academic support. GradSAC also gives students opportunities to socialize with peers at informal meetings and social events. It is open to all graduate students. Students attend meetings either in-person or through the use of Zoom cloud-based meeting.
* **Student Organization of Latino Social Workers** (SOLASW)—a student-run organization for Latino Social Work students and their allies at the BSW, MSW, and PhD level. Students participate in service activities that benefit Latino communities, fundraising, educational mentoring supports, and professional activities such as attending Latino focused conferences. SOLASW also provides support and mentoring to Latino students at MSU.
* **Association of Black Social Workers** (ABSW) student chapter—this group provides social and academic support for black students in the MSU School of Social Work. Activities include mentorship and professional support and members attended the ABSW annual conference. ABSW membership is open to black social workers only.
* **Phi Alpha National Honor Society**—its purpose is to provide a closer bond among social work students at all academic levels and promote humanitarian goals and ideals; it seeks to foster high standards of education of social work through the recognition and promotion of scholastic excellence and fellowship among social work students. Students obtain invitation into the chapter through high academic achievements ranking them in the top 35% of their class.

## Participating in committees and other school projects

Each year the School sends a Student Participation Database survey to BASW, MSW, and PhD students so that students can indicate their interest in participating in various standing and ad hoc committees or other opportunities that may arise in the life of the school. It helps us get a sense of the type of projects students are interested in and potential limits on your availability. An email with a link to the survey goes out to the student body each Fall.

## MSU EMAIL ADDRESS

The University provides each student with a free email account at the time they are admitted to MSU. The School and the University use these accounts to communicate with students. It is imperative that all social work students access their MSU email account on a regular basis to receive information about school events, course offerings, course schedule changes, job and volunteer opportunities, and other important information. It is also critical that students do not allow their mailboxes to become full, or any emails sent will be returned.

Important links include:

* [Instructions on how to activate MSU NetID and email](https://netid.msu.edu/student/index.html)
* [Guidelines and policies regarding MSU student email communications](https://tech.msu.edu/about/guidelines-policies/student-email-communications/) including:
	+ [Acceptable Use Policy & Resources](https://tech.msu.edu/about/guidelines-policies/#aup)
	+ [Appropriate Use of Email Services & Resources](https://tech.msu.edu/about/guidelines-policies/#email)
	+ [Cloud Computing Guidelines & Resources](https://tech.msu.edu/about/guidelines-policies/#cloud)
	+ [Copyright Information & Resources (DMCA, HEOA)](https://tech.msu.edu/about/guidelines-policies/#copyright)
	+ [Institutional Data Policy & Resources](https://tech.msu.edu/about/guidelines-policies/#data)
	+ [Student Computer Requirement](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=135)
	+ [Web Accessibility Policy & Guidelines](https://tech.msu.edu/about/guidelines-policies/#accessibility)
* [Login page for MSU email](https://mail.msu.edu/locator.php)

## MSW STUDENT LISTSERV

The School has a listserv for our MSW students: mswlist@list.msu.edu. There are also listservs for each program option. These listservs provide a venue for disseminating information about School events, reminders, and discussions of relevant topics. You will be subscribed to the program lists prior to the start of your first year. A reminder: When you want to respond to the person who sent the message to the listserv, do not use the reply function, because this sends the reply to the entire list. Use the forward function and type in the sender’s email address.



# Financial Aid

## TYPES OF FINANCIAL AID

Financial assistance is available to students in many forms, including:

* Scholarships and grants
* Student and parent loans
* Work-Study
* Education savings plans
* Education tax credits
* Veterans' benefits
* Resident assistantships
* Graduate fellowships and assistantships
* Tuition reduction plans
* Tuition reimbursement

Assistance might be awarded by the federal or state government, the University, or private sources such as employers and community organizations. Families may also consider home equity loans as a source of educational funding.

The [FAFSA (Free Application for Federal Student Aid)](https://finaid.msu.edu/apply.asp) is required for many forms of aid. It is recommended that all students apply as soon as possible each year. [Here are some tips for completing your FAFSA](https://finaid.msu.edu/tips.asp).

Additional information about financial resources is found on the [MSW Program website](https://socialwork.msu.edu/Students/Financial-Resources). This includes information about:

* Employment
* Loans
* Scholarships
* Loan Repayment
* Residence Education and Housing Services
* Graduate Student Travel Funding

## FEDERAL DIRECT STAFFORD LOANS

Most students who file the [FAFSA](https://finaid.msu.edu/apply.asp) will qualify for the Direct Stafford Loan, either subsidized or unsubsidized. The loan amount will vary depending on the student’s academic level and need. Interest does not accrue on a subsidized loan until the student graduates, leaves school, or drops below half-time enrollment. Interest does accrue on an unsubsidized loan while the student is in school, but payment of the interest may be deferred until payment of the principal begins, or the student may choose to pay while in school. Additional information can be found at the [Office of Financial Aid website](https://finaid.msu.edu/stafford.asp).

## MSU LOANS

The Office of Financial Aid website has information about short term loans available at MSU. Sources include: MSU, ASMSU, and COGS.

The Associated Students of Michigan State University (ASMSU) offers up to $100 per semester.

The [MSU Office of Financial Aid](https://finaid.msu.edu/stafford.asp) provides low interest rate short-term loans. Loans are usually granted in amounts of $300 or less to registered students who can demonstrate the ability to repay within 60 days. Short-term loan applications are available at the Office of Financial Aid. The normal processing time is two working days.

## PERKINS LOANS

Perkins Loans are available to some high-need students. Students who qualify based on their enrollment on data gathered on the [FAFSA](https://finaid.msu.edu/apply.asp) will be offered the Perkins Loan. The Perkins Promissory Note will also be mailed to these students and must be returned to MSU before the loan can be disbursed. The principal and interest are deferred while the student is in school.



# Appendix 1: General Reference

University policies included in the following documents override all inconsistent provisions of the particular departmental handbooks:

* [**Academic Programs Catalog**](https://reg.msu.edu/AcademicPrograms/) lists academic programs, policies and related information; together with Course Descriptions, they comprise the Michigan State University catalog. This provides an abundance of information and is worth your time to browse through it.
* [**Graduate Students Rights and Responsibilities**](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) (GSRR) is a major compilation of policies located within Part II of the Spartan Life: Student Handbook and Resource Guide. It specifically addresses student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. [A pdf file of the GSSR can be downloaded from this link](https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf).
* **Graduate Employees Union (GEU) Contract:** Teaching as a TA is subject to the rights and regulations negotiated by the (GEU). The current contract and additional information can be found [GEU website](http://geuatmsu.org/about/geu-contract/).
* [**Student Employment Manual**](https://www.hr.msu.edu/policies-procedures/student-handbook/index.html)**:** Found on the MSU Human Resources website, this provides information related to hiring and working with student employees not covered by the GEU contract. [General information about student employment is found on this webpage](https://hr.msu.edu/employment/student-employees/index.html).
* [**Guidelines for Graduate Student Advising and Mentoring Relationships**](https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf%20)was developed to highlight that effective faculty mentoring of graduate students and postdocs about research and scholarly integrity is of fundamental importance for ensuring quality research and scholarship in all disciplines
* [**Guidelines for Integrity in Research and Creative Activities**](https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf) was developed to emphasize that quality research/scholarship is conducted with integrity.



# Appendix 2: Work Related Policies

## UNIVERSITY POLICIES

### Office of Institutional Equity (OIE)

The MSU Office of Institutional Equity (OIE) reviews all concerns at the University related to two MSU policies: the Anti-Discrimination Policy and the Policy on Relationship Violence and Sexual Misconduct. In addition, OIE reviews reasonable accommodation appeals under MSU's Disability and Reasonable Accommodation Policy. [Links to detailed information about these is found on the OIE Policies web page](https://oie.msu.edu/policies/index.html).

* [**Anti-Discrimination Policy (ADP)**](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html) outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, University community members are prohibited from engaging in acts which discriminate against or harass any University community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
* [**Policy on Relationship Violence and Sexual Misconduct (RVSM)**](https://oie.msu.edu/policies/rvsm.html)prohibits University community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM also describes the process for reporting violations of the policy, outlines the process used to investigate and adjudicate alleged violations of policy, and identifies resources available to members of the University community who experience relationship violence, stalking, or sexual misconduct. [A pdf file of the full policy can be found at this link](https://civilrights.msu.edu/_assets/documents/RVSM%20and%20Title%20IX%20Policy.pdf). The RVSM is an expansion of MSU’s original sexual harassment policy (first issued 1992) and is revised annually. All employees, including graduate assistants and research assistants, are required to complete online Relationship Violence and Sexual Misconduct (RVSM) training every two years.
[MSU's Office for Civil Rights and Title IX website](https://civilrights.msu.edu) includes information on local and national resources available to reporters, claimants, and respondents; reference guides; news; campus initiatives, and the University's Title IX program mid-year and annual reports.
* [**Disability and Reasonable Accommodation Policy**](https://oie.msu.edu/policies/disability-and-reasonable-accommodation-policy.html)prohibits discrimination and harassment against a qualified individual with a disability. The Policy describes the process for seeking reasonable accommodations to ensure equal employment opportunities and equal access to University programs, services, and facilities.
* [**Policy on Religious Observance:**](https://inclusion.msu.edu/hiring/Observances/index.html) It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith.

### Human Resources (HR)

MSU Human Resources (HR) offers high-quality services, processes, programs and information to support faculty and staff. The HR website assembles and maintains current lists and versions of MSU policies related to employment. [Links to detailed information is found on their University-wide Policies and Procedures web page](https://www.hr.msu.edu/policies-procedures/university-wide/).

* [Alcohol & Controlled Substances](https://www.hr.msu.edu/policies-procedures/university-wide/Alchohol-Controlled-Substances.html)
* [Anti-Discrimination](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
* [Board of Trustees Ordinances](https://trustees.msu.edu/ordinances/) (links to Board of Trustees)
* [Bullard Plawecki Employee Right-to-Know Act](http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-397-of-1978.pdf)
* [Conducting Youth Programs on Campus: Minimum Operational Requirements](https://www.hr.msu.edu/policies-procedures/university-wide/youth_program_operation.html)
* [Conflict of Interest in Employment](https://www.hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html)
* [Contractor Criminal Background Check Requirements Policy](https://upl.msu.edu/procurement/supplier-resources/criminal-background-check/index.html) (links to University Services)
* [Drug-Free Workplace](https://www.hr.msu.edu/policies-procedures/university-wide/drug-free_workplace.html)
* [Firearms](https://www.hr.msu.edu/policies-procedures/university-wide/firearm_policy.html)
* [Paid Medical Leave Act Policy](https://www.hr.msu.edu/policies-procedures/university-wide/paid-medical-leave-act.html)
* [Personnel File Guidance](https://www.hr.msu.edu/policies-procedures/university-wide/personnel_file.html)
* [Project Pay](https://www.hr.msu.edu/policies-procedures/university-wide/project_pay.html)
* [Policy on Low Speed & Assembled Vehicles](https://www.hr.msu.edu/policies-procedures/university-wide/low-speed_assembled_vehicles.html)
* [Social Security Number Privacy](https://www.hr.msu.edu/policies-procedures/university-wide/ssn_privacy.html)
* [Tolerance & Civility](https://www.hr.msu.edu/policies-procedures/university-wide/tolerance_civility.html)
* [University Events & Venues: Criminal Background Check Requirements](https://www.hr.msu.edu/policies-procedures/university-wide/background_checks.html)
* [University Reporting Protocols: Child Abuse, Sexual Assault, & Child Pornography](https://www.hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html)

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## STATE OF MICHIGAN POLICIES

* [**Michigan Elliott-Larsen Civil Rights Act**](https://www.michigan.gov/documents/act_453_elliott_larsen_8772_7.pdf) prohibits discrimination on the basis of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in employment, housing, education, and access to public accommodations.
* [**Michigan Persons with Disabilities Civil Rights Act**](https://www.michigan.gov/documents/PWDCRA10-05_115444_7.pdf) prohibits discrimination against persons with disabilities and prohibits discrimination based on genetic information that is unrelated to individual's ability to perform the duties of a particular job or position.

## FEDERAL POLICIES

* [**Age Discrimination Act of 1975**](https://www.dol.gov/agencies/oasam/regulatory/statutes/age-discrimination-act) prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
* [**Americans with Disabilities Act of 1990**](https://www.ada.gov/pubs/adastatute08.htm) prohibits discrimination against individuals with disabilities in employment, public services, public accommodations, and telecommunications.
* [**Sections 503 and 504 of the Rehabilitation Act of 1973**](https://www.ada.gov/cguide.htm#anchor65610) prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance and requires the facilitation of the employment of individuals with disabilities.
* [**Title IV of the Higher Education Reauthorization Act**](https://www.govinfo.gov/content/pkg/PLAW-110publ315/html/PLAW-110publ315.htm) authorizes programs that provide student financial aid.
* **Titles** [**VI**](https://www.justice.gov/crt/fcs/TitleVI) **and** [**VII**](https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964) **of the Civil Rights Act of 1964** prohibits discrimination in the provision of services and employment on the basis of race, color, religion, national origin or gender.
* [**Title IX of the Education Amendments of 1972**](https://www.justice.gov/crt/title-ix-education-amendments-1972) prohibits discrimination against students and employees on the basis of gender; MSU employs a dedicated Title IX Coordinator with additional staff.



# Appendix 3: University Services/Resources

## GENERAL

* The [**Graduate School**](https://grad.msu.edu/graduate-student-life) provides resources and information for graduate and graduate professional students and postdocs including admissions information, academic resources, professional development, funding, and graduate student life (organizations, wellness, support, resources). This website is a hub for much of the technical and policy information needed to help you successfully navigate the program.
* [**Spartan Life: Student Handbook and Resource Guide**](http://splife.studentlife.msu.edu/) is a helpful resource guide to campus programs and services, and also includes rules, regulations, rights and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms. It is published annually by the Department of Student Life in the Division of Student Affairs and Services.
* [**Graduate Students Rights and Responsibilities**](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities) (GSRR) is a major compilation of policies located within Part II of the Spartan Life: Student Handbook and Resource Guide. It specifically addresses student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. [A pdf file of the GSSR can be downloaded from this link](https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf).
* [**Academic Programs Catalog**](https://reg.msu.edu/AcademicPrograms/) lists academic programs, policies and related information; together with Course Descriptions, they comprise the Michigan State University catalog. This provides an abundance of information and is worth your time to browse through it.
* [**Course Descriptions**](https://reg.msu.edu/Courses/Search.aspx) lists academic programs, policies and related information; together with Academic Programs Catalog, they comprise the Michigan State University catalog.
* [**Student Affairs and Services**](http://studentaffairs.msu.edu/index.html)website provides links for and information on a broad range of issues important to students.
* [**Office of Financial Aid**](http://www.finaid.msu.edu/) has information about sources of funding and processes as well as calculators. [Financial aid information specifically for international students](https://oiss.isp.msu.edu/grants/) is found on the OISS website.
* [**Office for International Students and Scholars**](https://oiss.isp.msu.edu/)provides support to Michigan State University’s international students, scholars and families including:
	+ Advising on and facilitating compliance with U.S. immigration regulations.
	+ Conducting orientations and other special programming that help international students and scholars integrate into and adjust to the academic, cultural and social life of MSU.
	+ Serving as a liaison with U.S. government agencies, foreign embassies, sponsors and educational foundations that support international students and scholars.
	+ Contributing to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions
* [**College of Social Science Office of Graduate Studies**](https://socialscience.msu.edu/graduate/index.html) is a central source of information and assistance for graduate students in all departments and schools in the College. Students should contact this office with questions concerning College and University programs, college requirements, academic policies and procedures, and for referrals to appropriate resources across the University. Additionally, students experiencing difficulties are encouraged to come to this office for assistance.
* [**Office of the University Ombudsperson**](https://ombud.msu.edu/) was established to assist students in resolving conflicts or disputes within the University. They also help staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, they also identify MSU policies that might need revision, and refer them to the appropriate academic governance committee. Their duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocates for any individual or group on campus; instead, they are advocates for fairness. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson’s Office is to provide a confidential forum where different options may be considered.

Members of the MSU community may contact the University Ombudsperson in person ([Room 129 of North Kedzie Hall](http://maps.msu.edu/interactive/index.php?location=nkh)), by e-mail (ombud@msu.edu), by phone (517-353-8830), or through the online [problem report form](https://ombud.msu.edu/schedule-appointment-contact/problem-concern-form).

* [**MSU Guidelines for Graduate Student Mentoring and Advising**](https://grad.msu.edu/sites/default/files/content/mentoring/MSU%20Guidelines%20for%20Graduate%20Student%20Mentoring%20and%20Advising.pdf) – created out of the Graduate School’s 2019 Strategic Plan, these Guidelines articulate the rights and responsibilities of those involved in mentoring relationships at MSU, including responsibilties for the University and the Graduate School.

## INTERNATIONAL STUDENTS

* [**Office for International Students and Scholars**](https://oiss.isp.msu.edu/) (OISS) provides support to Michigan State University’s international students, scholars and families including:
	+ Advising on and facilitating compliance with U.S. immigration regulations.
	+ Conducting orientations and other special programming that help international students and scholars integrate into and adjust to the academic, cultural and social life of MSU.
	+ Serving as a liaison with U.S. government agencies, foreign embassies, sponsors and educational foundations that support international students and scholars.
	+ Contributing to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions
* [**Financial aid** information specifically for international students](https://oiss.isp.msu.edu/grants/) is found on the OISS website.

## SAFETY

* [**Graduate School on Safety and Security**](https://grad.msu.edu/safety-and-security) lists M**SU Policies relating to personal and community safety and respect available** to support students in their work on and off campus:
	+ [MSU Statement on Tolerance and Civility](https://www.hr.msu.edu/policies-procedures/university-wide/tolerance_civility.html)
	+ [University Policy on Relationship Violence & Sexual Misconduct](https://civilrights.msu.edu/policies/rvsm.html)
	+ [MSU Anti-Discrimination Policy](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
	+ [University Policy on Alcohol & Controlled Substances](https://www.hr.msu.edu/policies-procedures/university-wide/Alchohol-Controlled-Substances.html)
	+ [University Policy on a Drug-Free Workplace](https://www.hr.msu.edu/policies-procedures/university-wide/drug-free_workplace.html)
	+ [Firearms Policy](https://www.hr.msu.edu/policies-procedures/university-wide/firearm_policy.html)
	+ [MSU Commitment](https://msu.edu/ourcommitment/)
* **Emergency Alert System of the MSU Police Department operates a** [timely warning emergency notification system](http://alert.msu.edu/) **through e-mail, text message and voice message to phones with campus safety warnings and information. The MSU campus also has an outdoor speaker system used to launch severe weather warning sirens and/or an audible message detailing actions to take. On the first Saturday of each month at 1:00 p.m., the severe weather warning sirens are tested and that includes a pre-siren and post-siren audible message to test the speakers**
* [**MSU Travel Clinic**](https://travelclinic.msu.edu/) promotes safe and healthy travel by providing counseling to travelers about appropriate vaccines and preventive medication. It supports students' international educational experiences by promoting safe and healthy travel.
* [**General MSU safety resources**](https://studentaffairs.msu.edu/health-wellness-safety/index.html) are found on the Student Affairs and Services website.
* **Active Shooter Situations:** Training is available through the [Graduate School](https://grad.msu.edu/), the [Council of Graduate Students (COGS)](https://cogs.msu.edu/), and other units of the university.
* [**MSU Safe Place**](http://safeplace.msu.edu/) addresses relationship violence and stalking; located on the MSU campus, it serves students, faculty, staff, their spouses/partners and non-affiliated members in the Greater Lansing area. They provide advocacy, emergency shelter, counseling, support groups, safety planning, information and referrals to survivors of violence and their minor children. All support services are free and confidential. Additionally, we work to increase awareness about relationship violence and stalking through community education, outreach efforts, expert witness training, professional trainings and consultation.
* [**Our Commitment**](https://msu.edu/ourcommitment/) is a dedicated website for fostering a culture of safety and respect regarding combatting sexual assault, improving patient care and safety, and protecting youths on campus. It has a three point focus:
	+ RESPECT: Advancing a Culture of Respect, Awareness, and Compassion
	+ PREVENT: Protecting Students and the Campus Community
	+ RESPOND: Building a Safer, More Responsive Campus

The website shares news and updates and resources, provides a place for comments and suggestions, and is a central location for the Healing Fund to support counseling and mental health services for the survivors of Larry Nassar.

## EDUCATIONAL

* [**Resource Center for Persons with Disabilities**](https://www.rcpd.msu.edu/) (RCPD) provides a broad range of programs and services to the MSU community for maximizing ability and opportunity for full participation by persons with disabilities. It is necessary to [identify and register a disability](http://www.rcpd.msu.edu/Services/Register) to receive individual needs assessments, services and accommodations from RCPD.
* [**Office of the Associate Provost for Graduate Education and Dean of the Graduate School**](https://www.google.com/url?client=internal-uds-cse&cx=017457587781802196523:w_mhaibhhcu&q=https://provost.msu.edu/provosts/graduateed.html&sa=U&ved=2ahUKEwjV56uBy6_jAhUBSa0KHV18D9YQFjAAegQIDBAB&usg=AOvVaw1WkS_uEatVHbTN6eUkAGz-)serves as an advocate for graduate education to the university and beyond and works to enhance the quality of graduate education at MSU in all its diverse dimensions.
* [**Writing Center**](http://writing.msu.edu/) provides one-on-one and group writing consultations, various writing-specific workshops, and writing groups for graduate students and faculty interested in using writing to engage students in active learning and thereby in improving the quality and range of their students’ literacy.
* [**Center for Service-Learning and Civic Engagement**](https://servicelearning.msu.edu/), in partnership with campus and community, advances community engaged learning at MSU and prepares students for lifelong civic and social responsibility in an increasingly diverse and complex global society.
* [**School of Social Work PhD Office**](https://socialwork.msu.edu/Contact/PhD-Program) located in 239 Baker Hall office is staffed by the graduate office support staff who provide information and help regarding registration, overrides, necessary forms, etc.

## CAREER COUNSELING

### School of Social Work

Students are encouraged to seek out faculty members to gain additional insights into careers as educators, researchers, policy analysts, administrators, etc. In addition, as faculty and staff learn of employment opportunities, students are notified through the student listserv and on the School bulletin boards.

### MSU Career Services Network

The MSU Career Services Network (CSN) is available to all MSU students. Here the student can meet with career service professionals located in college-based and centralized career centers across campus, access career trainings, and find many more resources. Detailed information about their services can be found on their website. CSN has locations all across campus. This link will give you a pdf map of all CSN locations.

## HEALTH

* [**Olin Health Center**](https://olin.msu.edu/)is the primary health care facility for MSU students and houses several departments including Counseling & Psychiatric Services (CAPS), the Office of the University Physician, some Health Promotion services, and Health Services. Health Services and related support services include primary care, allergy/immunizations, sports medicine, massage therapy, laboratory, radiology, pharmacy, and physical therapy. Students also have the option of receiving primary care services in the Neighborhood clinics located in Brody, Holden, Hubbard and McDonel halls. An appointment is necessary for most student health services at Olin and in the Neighborhoods.
* [**Counseling and Psychiatric Services**](https://caps.msu.edu/) (CAPS) is MSU’s newly integrated program combining the clinical services of the Counseling Center and the Psychiatry Clinic under one roof, providing counseling and therapeutic services for all students and consultation to faculty, residence life, and other stakeholders on campus to address students’ developmental and mental health needs; co-located with physical health services in Olin Hall, the CAPS program includes counselors embedded in the residence halls and other mental health professionals across campus to provide education, prevention services, and outreach programs to MSU’s diverse student population.

## SOCIAL

* [**Office of Graduate Student Life and Wellness**](https://grad.msu.edu/wellness) provides tools, resources, and programs for graduate students, including a dedicated graduate student lounge and a broad range of health and wellness programs. The Office is a cosponsor of programs to help academic women connect and support each other, and to provide networking opportunities for student parents.
* [**Lesbian, Bisexual, Gay, and Transgender Resource Center**](https://lbgtrc.msu.edu/) leads and collaborates on university-wide initiatives that prepare students to thrive in our diverse world, and enhances the campus climate and support services for students marginalized by their sexuality, gender identity, and/or gender expression.
* [**Student Veterans Resource Center**](http://veterans.msu.edu/) (SVRC) helps military personnel and their families quickly find and navigate information, resources, and professional staff that will support their success at MSU; MSU has earned gold status in the Veteran-Friendly School program created by the Michigan Veterans Affairs Agency.
* [**MOSAIC: the Multicultural Unity Center**](http://mosaic.msu.edu/) is a dedicated meeting space established as
* [**Office for International Students and Scholars**](http://oiss.isp.msu.edu/) provides a broad range of support to MSU’s international students, scholars, and families; serves as a liaison with US government agencies, foreign embassies, sponsors, and educational foundations that support international students and scholars; and contributes to the internationalization of MSU by providing opportunities for growth through cross-cultural interactions.
* [**Office of Cultural & Academic Transitions**](https://ocat.msu.edu/) (OCAT) supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration, and development of cultural identity by bringing together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions.
* [**Student Food Bank**](https://foodbank.msu.edu/) provides supplemental food and other necessities for students and their families who are in need of this type of support; it is the first food bank in the nation run by students, for students. It is staffed completely by students with two MSU staff advisors.
* **Student Emergency Assistance Fund** provides the [Office of Financial Aid](https://finaid.msu.edu/) with expendable resources to meet emergency need and to help ensure that students are able to continue their education while going through difficult times.
* [**Student Parent Resource Center**](http://studentparents.msu.edu/) provides support, resources, and campus and community connections for all student parents and their families—on and off campus through graduation and beyond—to help non-traditional students achieve their goals, create two-generation success, and establish long-term connections with the University. The Coordinator of the Center, an MSW, also teaches in the School as per-course faculty.
* [**Student Legal Services**](https://cogs.msu.edu/resources/services/legal-aid/) is a student government sponsored program that provides FREE legal services for all eligible Michigan State University students through a private law firm consisting of attorneys, legal interns, and support staff, and sponsored by the [Associated Students of Michigan State University](https://asmsu.msu.edu/) (ASMSU) and the [Council of Graduate Students](http://cogs.msu.edu/) (COGS).



# Appendix 4: School of Social Work Resources

Check with the graduate office support staff for additional resources. Resources include:

* A lending library is available for current students that provide used textbooks for student use.*Please note that the availability of textbooks is limited and cannot be guaranteed.*
* The [Advising Help web page](https://socialwork.msu.edu/Programs/MSW/Advising-Help) was developed and updated by the Graduate Advisors to contain documents for the successful completion of the MSW program.
* The [Career Services Page](https://socialwork.msu.edu/students/career-services.html) provides tools and resources for updating your resume and preparing for job interviews.
* Our [online job board](https://socialwork.msu.edu/alumni/social-work-job-board.html) is a way to share employment opportunities with students and alumni who are searching for jobs
* MSU works with various organizations and agencies that seek to connect with students beyond field placement through informational interviews. Please contact the Student Support Coordinator if you are interested in connecting with an expert in a specific area of the social work field.
* Scholarships available through the school of social work are offered thanks to our wonderful partners aiming to provide financial support for our current students. Applications for scholarships usually open during the spring semester and are awarded at a later date.  Please see your Academic Advisor for more information.
* If there are any other resources you are interested in or resources you would like to have the school to include, please contact the Student Supports Coordinator.



# Appendix 5: Course Grids

Regular MSW Program

East Lansing

2 Year – Clinical Full Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services**SW 840** (3 crs) Generalist SW Prac Meth I**SW 894A** (4 crs) Fld Educ Grad Gen Prac I2 | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I**SW 841** (3 crs) Generalist SW Prac Meth II**SW 843**(2 crs) Clin Assessment Diagnosis**SW 894B** (4 crs) Fld Educ Grad Gen Prac II2 | **Electives**1 |
| **TWO** | **SW 830** (2 crs) SW Research Methods II **SW 845**(3 crs) Admin Skills for SW Practice**SW 850** (3 crs) Clin SW Pract I**SW 894D** (4 crs) Fld Educ Clin Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 832**(2 crs) Eval SW Programs and Practice**SW 851** (3 crs) Clin SW Prac II**SW 894E** (4 crs) Fld Educ Clin Prac II2 |   |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above) in addition to all required courses. These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

East Lansing

2 Year – OCL Full Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services**SW 840** (3 crs) Generalist SW Prac Meth I**SW 894A** (4 crs) Field Educ Grad Gen Prac I2 | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I**SW 841** (3 crs) Generalist SW Prac Meth II**SW 894B** (4 crs) Field Educ Grad Gen Prac II2 | **Electives**1 |
| **TWO** | **SW 830** (2 crs) SW Research Methods II **SW 844**(2 crs) Org & Comm Theories SW Prac**SW 865** (3 crs) SW Leadership in Orgs & Comm I**SW 894G** (4 crs) Field Educ Org & Comm Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 832**(2 crs) Eval SW Programs and Practice**SW 866** (3 crs) Org & Comm Leadership II**SW 894I** (4 crs) Field Educ Org & Comm Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

East Lansing

3 Year – Clinical Part Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services. | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I | **Electives**1 |
| **TWO** | **SW 830** (2 crs) SW Research Methods II**SW 840** (3 crs) Gen SW Prac Meth I**SW 894A** (4 crs) Fld Educ Grad Gen Prac I2 | **SW 832**(2 crs) Eval SW Programs and Practice**SW 841** (3 crs) Generalist SW Prac Meth II**SW 843** (2 crs) Clinical Assessment Diagnosis**SW 894B** (4 crs) Fld Educ Grad Gen Pract II2 | **Electives**1 |
| **THREE** | **SW 845** (3 crs) Admin Skills for SW Practice**SW 850** (3 crs) Clin SW Prac I**SW 894D** (4 crs) Fld Educ Clin Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 851** (3 crs) Clin SW Pract II**SW 894E** (4 crs) Fld Educ Clin Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above)in addition to all required courses. These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

East Lansing

3 Year – OCL Part Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I | **Electives**1 |
| **TWO** | **SW 830** (3 crs) SW Research Methods II**SW 840** (3 crs) Generalist SW Prac Meth I**SW 894A** (4 crs) Field Educ Grad Gen Prac I **2** | **SW 832**(2 crs) Eval SW Programs and Practice**SW 841** (3 crs) Generalist SW Prac Meth II**SW 894B** (4 crs) Field Educ Grad Gen Prac II2 | **Electives**1 |
| **THREE** | **SW 844** (2 crs) Org & Comm Theories SW Prac**SW 865** (3 crs) SW Leadership in Orgs & Comm I**SW 894G** 4 crs) Field Educ Org & Comm Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 866** (3 crs) SW Leadership in Orgs & Comm II**SW 894I** (4 crs) Field Educ Org & Comm Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

East Lansing

1 Year – Clinical Full Time

| **YEAR** | **SUMMER SEMESTER** | **FALL SEMESTER** | **SPRING SEMESTER** |
| --- | --- | --- | --- |
| **One** | **Electives**1**SW 843** (2 crs) Clinical Assessment & Diagnosis | **SW 830** (2 crs) SW Research Methods II**SW 845** (3 crs) Administrative Skills for SW Practice**SW 850** (3 crs) Clinical SW Practice I**SW 894D** (4 crs) SW Field Education Clinical Practice I2 | **SW 822** (3 crs) Topics in Policy Practice & Advocacy**SW 832** (2 crs) Evaluating SW Programs and Practice **SW 851** (3 crs) Clinical SW Practice II**SW 894E** (4 crs) SW Field Education Clinical Practice I2 |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

East Lansing

1 Year – OCL Full Time

| **YEAR** | **SUMMER SEMESTER** | **FALL SEMESTER** | **SPRING SEMESTER** |
| --- | --- | --- | --- |
| **One** | **Electives**1 | **SW 830** (2 crs) SW Research Methods II**SW 844** (2 crs) Essential Theories in Org and Comm SW Practice**SW 865** (3 crs) SW Leadership in Orgs and Comm I**SW 894G** (4 crs) SW Field Education Org & Comm Pract I2 | **SW 822** (3 crs) Topics in Policy Practice & Advocacy**SW 832** (2 crs) Evaluating SW Programs and Practice **SW 866** (3 crs) SW Leadership in Org and Comm Pract II**SW 894I** (4 crs) SW Field Education Org & Comm Pract II2 |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400 level or above) in addition to all required courses.  These courses may be completed during any semester. Please see Academic Advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

East Lansing

2 Year – Clinical Part Time

| **YEAR** | **SUMMER SEMESTER** | **FALL SEMESTER** | **SPRING SEMESTER** |
| --- | --- | --- | --- |
| **One** | **Electives**1 | **SW 830** (2 crs) SW Research Methods II**SW 845** (3 crs) Admin Skills for SW Practice | **SW 822** (3 crs) Topics in Policy Prac & Advocacy**SW 832** (2 crs) Eval SW Programs and Practice |
| **Two** | **SW 843** (2 crs) Clinical Assessment Diagnosis**Electives**1 | **SW 850** (3 crs) Clinical SW Practice I**SW 894D** (4 crs) Field Educ Clinical Practice I2 | **SW 851** (3 crs) Clinical SW Practice II**SW 894E** (4 crs) Field Educ Clinical Practice II2 |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course. Check CURRENT COURSE OFFERINGS on the SW school website (<www.socialwork.msu.edu>) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full time.

1Students must complete **ten (10) credit hours of electives** (400-level or above)in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

East Lansing

2 Year – OCL Part Time

| **YEAR** | **SUMMER SEMESTER** | **FALL SEMESTER** | **SPRING SEMESTER** |
| --- | --- | --- | --- |
| **One** | **Electives**1 | **SW 830** (2 crs) SW Research Methods II | **SW 822** (3 crs) Topics in Policy Practice & Advocacy**SW 832** (2 crs) Evaluating SW Programs and Practice  |
| **Two** | **Electives**1 | **SW 844** (2 crs) Essential Theories in Org and Comm SW Practice**SW 865** (3 crs) SW Leadership in Orgs and Comm I**SW 894G** (4 crs) SW Field Education Org & Comm Pract I2 | **SW 866** (3 crs) SW Leadership in Org and Comm Pract II**SW 894I** (4 crs) SW Field Education Org & Comm Pract II2 |

**NOTES:**Parentheses ( ) behind each course number equals the number of credits numbers for the course. Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](http://www.socialwork.msu.edu)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Flint

2 Year – Clinical Full Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services**SW 840** (3 crs) Generalist SW Prac Meth I**SW 894A** (4 crs) Fld Educ Grad Gen Prac I2 | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I**SW 841** (3 crs) Generalist SW Prac Meth II**SW 843**(2 crs) Clin Assessment Diagnosis**SW 894B** (4 crs) Fld Educ Grad Gen Prac II2 | **Electives** 1**SW830 (**2 crs) SW Research Methods II**SW 845**(3 crs) Admin Skills for SW Practice |
| **TWO** | **SW 832**(2 crs) Eval SW Programs and Practice**SW 850** (3 crs) Clin SW Pract I**SW 894D** (4 crs) Fld Educ Clin Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 851** (3 crs) Clin SW Prac II**SW 894E** (4 crs) Fld Educ Clin Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Flint

2 Year – OCL Full Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services**SW 840** (3 crs) Generalist SW Prac Meth I**SW 894A** (4 crs) Field Educ Grad Gen Prac I2 | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I**SW 841** (3 crs) Generalist SW Prac Meth II**SW 894B** (4 crs) Field Educ Grad Gen Prac II2 | **Electives** 1**SW830 (**2 crs) SW Research Methods II |
| **TWO** | **SW 832** (2 crs)   Eval SW Programs and Practice**SW 844**(2 crs) Org & Comm Theories SW Prac**SW 865** (3 crs) SW Leadership in Orgs & Comm I3**SW 894G** (4 crs) Field Educ Org & Comm Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 866** (3 crs) Org & Comm Leadership II3**SW 894I** (4 crs) Field Educ Org & Comm Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic Advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

3OCL practice courses are taken in a blended format with the Weekend program, with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

Regular MSW Program

Flint

3 Year – Clinical Part Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry Grps Organ & Commun in SW**SW 820** (3 crs) Soc Wel Pol & Services | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I | **Electives**1**SW 845** (3 crs) Admin Skills for SW Practice |
| **TWO** | **SW 840** (3 crs) Gen SW Prac Meth I**SW 894A** (4 crs) Fld Educ Grad Gen Prac I2 | **SW 841** (3 crs) Generalist SW Prac Meth II**SW 843** (2 crs) Clinical Assessment Diagnosis**SW 894B** (4 crs) Fld Educ Grad Gen Pract II2 | **Electives**1**SW 830** (2 crs) SW Research Methods II |
| **THREE** | **SW 832**(2 crs) Eval SW Programs and Practice**SW 850** (3 crs) Clin SW Prac I**SW 894D** (4 crs) Fld Educ Clin Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 851** (3 crs) Clin SW Pract II**SW 894E** (4 crs) Fld Educ Clin Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above)in addition to all required courses. These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Flint

3 Year – OCL Part Time

| **YEAR** | **FALL SEMESTER** | **SPRING SEMESTER** | **SUMMER SEMESTER** |
| --- | --- | --- | --- |
| **ONE** | **SW 810** (3 crs) Thry of Grps Orgs & Comm in SW**SW 820** (3 crs) Soc Wel Pol & Services | **SW 811** (3 crs) Perspectives in Human Devel**SW 829**(2 crs) SW Research Methods I | **Electives**1 |
| **TWO** | **SW 840** (3 crs) Gen SW Prac Meth I**SW 844** (2 crs) Org & Comm Theories SW Pr**SW 894A** (4 crs) Field Educ Grad GenPrac I2 | **SW 841** (3 crs) Generalist SW Prac Meth II**SW 894B** (4 crs) Field Educ Grad Gen Pract II2 | **Electives**1**SW 830** (2 crs) SW Research Methods II |
| **THREE** | **SW 832**(2 crs) Eval SW Programs and Practice**SW 865** (3 crs) SW Leadership in Orgs & Comm I3**SW 894G** (4 crs) Field Educ Org & Comm Prac I2 | **SW 822** (3 crs) Topics in Pol Prac & Advocacy**SW 866** (3 crs) SW Leadership in Orgs & Comm II3**SW 894I** (4 crs) Field Educ Org & Comm Prac II2 |  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

3OCL practice courses are taken in a blended format with the Weekend program, with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

Advanced Standing MSW Program

Flint

1 Year – Clinical Full Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 830**(2 crs) SW Research Methods II **SW 845**(3 crs) Administrative Skills for SW Practice   | **SW 832**(2 crs) Evaluating SW Programs and Practice  **SW 850**(3 crs) Clinical SW Practice I **SW 894D**(4 crs) SW Field Education Clinical Practice I2 | **SW 822**(3 crs) Topics in Policy Practice & Advocacy **SW 843**(2 crs) Clinical Assessment & Diagnosis (Summer One or Two; online only) **SW 851** (3 crs) Clinical SW Practice II **SW 894E** (4 crs) SW Field Education Clinical Practice I2 |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Flint

1 Year – OCL Full Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 830**(2 crs) SW Research Methods II   | **SW 832**(2 crs) Evaluating SW Programs and Practice  **SW 844**(2 crs) Essential Theories in Org and Comm SW Practice **SW 865**(3 crs) SW Leadership in Orgs and Comm I2 **SW 894G**(4 crs) SW Field Education Org & Comm Pract I3  | **SW 822**(3 crs) Topics in Policy Practice & Advocacy **SW 866** (3 crs) SW Leadership in Org and Comm Pract II2 **SW 894I** (4 crs) SW Field Education Org & Comm Pract II3  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400-level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2OCL practice courses are taken in a blended format with the Weekend program, with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

3Students must complete a minimum of 250 hours of field including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Flint

2 Year – Clinical Part Time

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| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 830**(2 crs) SW Research Methods II **SW 845** (3 crs) Admin Skills for SW Practice  | **SW 832**(2 crs) Eval SW Programs and Practice  | **SW 822**(3 crs) Topics in Policy Prac & Advocacy **SW 843**(2 crs) Clinical Assessment Diagnosis  |
| **Two**  | **Electives**1 | **SW 850**(3 crs) Clinical SW Practice I **SW 894D** (4 crs) Field Educ Clinical Practice I2  | **SW 851** (3 crs) Clinical SW Practice II **SW 894E** (4 crs) Field Educ Clinical Practice II2  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Flint

2 Year – OCL Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 830**(2 crs) SW Research Methods II  | **SW 832**(2 crs) Evaluating SW Programs and Practice  **SW 844**(2 crs) Essential Theories in Org and Comm SW Practice  | **SW 822**(3 crs) Topics in Policy Practice & Advocacy  |
| **Two**  | **Electives**1 | **SW 865**(3 crs) SW Leadership in Orgs and Comm I2 **SW 894G**(4 crs) SW Field Education Org & Comm Pract I3  | **SW 866** (3 crs) SW Leadership in Org and Comm Pract II2 **SW 894I** (4 crs) SW Field Education Org & Comm Pract II3   |

NOTES: Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](http://www.socialwork.msu.edu/)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete ten (10) credit hours of general electives and three (3) credits of OCL concentration electives (400-level or above) in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2OCL practice courses are taken in a blended format with the Weekend program, with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

3Students must complete a minimum of 250 hours of field including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Statewide Blended

3 Year – Clinical Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **ONE**  | **Electives**1 **Summer Institute in mid-August**  | **SW 810** (3 crs) Theory Groups Organ & Communities in SW **SW 820** (3 crs) Social Welfare Polices & Services **Monthly Saturday Videoconference (Zoom)**  | **SW 811** (3 crs) Perspectives in Human Devel **SW 829**(2 crs) SW Research Methods I (Online) **Monthly Saturday Videoconference (Zoom)**  |
| **TWO**  | **Electives**1 **SW 830** (2 crs) SW Research Methods II **SW 845** (3 crs) Admin Skills for SW Practice **Summer Institute in August**  | **SW 840** (3 crs) Generalist SW Pract Meth I **SW 843** (2 crs) Clinical Assessment Diagnosis (online) **SW 894A** (4 crs) Field Educ Grad Generalist Pract I2 **Monthly Saturday Videoconference (Zoom)**  | **SW 841** (3 crs) Generalist SW Prac Meth II **SW 894B** (4 crs) Field Educ Grad Generalist Pract II2 **Monthly Saturday Videoconference (Zoom)**  |
| **THREE**  | **SW 822** (3 crs) Topics in Policy Pract & Advocacy **SW832** (2 crs) Eval SW Programs & Practice **Summer Institute in August**  | **SW 850** (3 crs) Clinical SW Pract I **SW 894D** (4 crs) Field Educ Clinical Pract I2 **Monthly Saturday Videoconference (Zoom)**  | **SW 851** (3 crs) Clinical SW Pract II **SW 894E** (4 crs) Field Educ Clinical Pract II2 **Monthly Saturday Videoconference (Zoom)**  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Statewide Blended

3 Year – OCL Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **ONE**  | **Electives**1 **Summer Institute in August**  | **SW 810** (3 crs) Theory Groups Organ & Communities in SW **SW 820** (3 crs) Social Welfare Polices & Services **Monthly Saturday Videoconference (Zoom)**  | **SW 811** (3 crs) Perspectives in Human Devel **SW 829**(2 crs) SW Research Methods I (Online) **Monthly Saturday Videoconference (Zoom)**  |
| **TWO**  | **Electives**1 **SW 830** (2 crs) SW Research Methods II **Summer Institute in August**  | **SW 840** (3 crs) Generalist SW Pract Meth I **SW 844** (2 crs) Org & Comm Theories SW Prac (online) **SW 894A** (4 crs) Field Educ Grad Generalist Pract I2 **Monthly Saturday Videoconference (Zoom)**  | **SW 841** (3 crs) Gen SW Pract Meth II **SW 894B** (4 crs) Field Educ Grad Generalist Pract II2 **Monthly Saturday Videoconference (Zoom)**  |
| **THREE**  | **SW 822 (**3 crs) Topics in Policy Pract & Advocacy **SW832** (2 crs) Eval SW Programs & Practice **Summer Institute in August**  | **SW 865** (3 crs) SW Leadership in Orgs & Comm I3 **SW 894G** (4 crs) Field Educ Org & Comm Pract I2 **Monthly Class Sessions**3  | **SW 866** (3 crs) SW Leadership in Orgs & Comm II3 **SW 894I** (4 crs) Field Educ Org & Comm Pract II2 **Monthly Class Sessions**3  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives** (400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic Advisor for list of OCL approved concentration courses.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

3OCL practice courses are taken in a blended format with the Weekend program with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

Advanced Standing MSW Program

Statewide Blended

1 Year – Clinical Full Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 843** (Session Two)(2 crs) Clinical Assessment Diagnosis (online) **Summer Institute in August**  | **SW 830** (2 crs) SW Research Methods II (online) **SW 845** (3 crs) Admin Skills for SW Practice (online) **SW 850** (3 crs) Clinical SW Practice I **SW 894D** (4 crs) Field Educ Clinical Practice I2 **Monthly Saturday Videoconference (Zoom)**  | **SW 822** (3 crs) Topics in Policy Prac & Advocacy (online) **SW 832** (2 crs) Eval SW Programs and Practice (online) **SW 851** (3 crs) Clinical SW Practice II **SW 894E** (4 crs) Field Educ Clinical Practice II2 **Monthly Saturday Videoconference (Zoom)**  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of electives** (400-level or above) in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Statewide Blended

1 Year – OCL Full Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **SW 844** (Session One) (2 crs) Org & Comm Theories SW Prac (online) **Summer Institute in August**  |   **SW 830** (2 crs) SW Research Methods II (online) **SW 865** (3 crs) SW Leadership in Orgs and Comm I2 **SW 894G** (4 crs) SW Field Education Org & Comm Pract I3 **Monthly Saturday Videoconference (Zoom)**  |  **SW 822** (3 crs) Topics in Policy Practice & Advocacy (online) **SW 832** (2 crs) Evaluating SW Programs and Practice (online) **SW 866** (3 crs) SW Leadership in Org and Comm Pract II2 **SW 894I** (4 crs) SW Field Education Org & Comm Pract II3 **Monthly Saturday Videoconference (Zoom)**  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of general electives and three (3) credits of OCL concentration electives** (400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2OCL practice courses are taken in a blended format with the Weekend program with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

3Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Statewide Blended

2 Year – Clinical Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **Summer Institute in August**  | **SW 830** (2 crs) SW Research Methods II (online) **SW 845** (3 crs) Admin Skills for SW Practice (online)  | **SW 822** (3 crs) Topics in Policy Prac & Advocacy (online) **SW 832** (2 crs) Eval SW Programs and Practice (online)  |
| **Two**  | **Electives**1 **SW 843** (2 crs) Clinical Assessment Diagnosis (online) **Summer Institute in mid**-**August**  | **SW 850** (3 crs) Clinical SW Practice I **SW 894D** (4 crs) Field Educ Clinical Practice I2 **Monthly Saturday Videoconference (Zoom)**  | **SW 851** (3 crs) Clinical SW Practice II **SW 894E** (4 crs) Field Educ Clinical Practice II2 **Monthly Saturday Videoconference (Zoom)**  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of electives** (400-level or above)in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Advanced Standing MSW Program

Statewide Blended

2 Year – OCL Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **One**  | **Electives**1 **Summer Institute in August**  |   **SW 830** (2 crs) SW Research Methods II  |  **SW 822** (3 crs) Topics in Policy Practice & Advocacy **SW 832** (2 crs) Evaluating SW Programs and Practice  |
| **Two**  |  **Electives**1 **SW 844** (Session One) (2 crs) Org & Comm Theories SW Prac (online) **Summer Institute in August**  |  **SW 865** (3 crs) SW Leadership in Orgs and Comm I2 **SW 894G** (4 crs) SW Field Education Org & Comm Pract I3 **Monthly class sessions**2  |  **SW 866** (3 crs) SW Leadership in Org and Comm Pract II2 **SW 894I** (4 crs) SW Field Education Org & Comm Pract II3 **Monthly class sessions**2  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website ([www.socialwork.msu.edu](https://socialwork.msu.edu/index.html)) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 36 credits and 500 field hours required for graduation.

A minimum of 5 credits of classes needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **ten (10) credit hours of general electives and three (3) credits of OCL concentration electives** (400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic advisor for list of OCL approved concentration courses.

2OCL practice courses are taken in a blended format with the Weekend program with 4 face-to-face classes each semester at the Henry Center in Lansing, MI.

3Students must complete a minimum of 250 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

Regular MSW Program

Weekend

3 Year – Clinical Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **ONE**  | **Weekend Kick-Off (late August)** **Electives**1  | **SW 810** (3 crs) Theory Groups Organ & Communities in SW **SW 820** (3 crs) Social Welfare Policy & Services **Monthly Saturday Classes**3  | **SW 811** (3 crs) Perspectives in Human Devel **SW 829**(2 crs) SW Research Methods I (Online) **SW 845** (3 crs) Admin Skills for SW Practice **Monthly Saturday Classes**3  |
| **TWO**  | **Electives**1 **SW 822** (3 crs) Topics in Pol Prac & Advocacy (Online) **SW 830** (2 crs) SW Research Methods II (Online)  | **SW 840** (3 crs) Generalist SW Practice Meth I **SW 894A** (4 crs) Field Educ Grad Generalist Pract I2 **Monthly Saturday Classes**3  | **SW 841** (3 crs) Generalist SW Prac Meth II **SW 894B** (4 crs) Field Educ Grad Generalist Pract II2 **Monthly Saturday Classes**3  |
| **THREE**  | **Electives**1 **SW832** (2 crs) Eval SW Programs & Practice (Online) **SW 843** (2 crs) Clinical Assessment Diagnosis (Online)  | **SW 850** (3 crs) Clinical SW Pract I **SW 894D** (4 crs) Field Educ Clinical Pract I2 **Monthly Saturday Classes**3  | **SW 851** (3 crs) Clinical SW Pract II **SW 894E** (4 crs) Field Educ Clinical Pract II2 **Monthly Saturday Classes**3  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of electives** (400-level or above)in addition to all required courses.  These courses may be completed during any semester.

2Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.

3Monthly classes take place face-to-face at the Henry Center in Lansing, MI.

Regular MSW Program

Weekend

3 Year – OCL Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR**  | **SUMMER SEMESTER**  | **FALL SEMESTER**  | **SPRING SEMESTER**  |
| **ONE**  | **Weekend Kick-Off (late August)** **Electives**1   | **SW 810** (3 crs) Theory Groups Organ & Communities in SW **SW 820** (3 crs) Social Welfare Policy & Services **Monthly Saturday Classes**2  | **SW 811** (3 crs) Perspectives in Human Devel **SW 829**(2 crs) SW Research Methods I (Online) **Monthly Saturday Classes**2  |
| **TWO**  | **Electives**1 **SW 822** (3 crs) Topics in Pol Prac & Advocacy (Online) **SW 830** (2 crs) SW Research Methods II (Online)  | **SW 840** (3 crs) Generalist SW Practice Meth I **SW 894A** (4 crs) Field Educ Grad Generalist Pract I3 **Monthly Saturday Classes**2  | **SW 841** (3 crs) Generalist SW Prac Meth II **SW 894B** (4 crs) Field Educ Grad Generalist Pract II3 **Monthly Saturday Classes**2  |
| **THREE**  | **SW832** (2 crs) Eval SW Programs & Practice (Online) **SW 844** (2 crs) Org & Comm Theories SW Prac (Online)  | **SW 865** (3 crs) SW Leadership in Orgs & Comm  I **SW 894G** (4 crs) Field Educ Org & Comm Pract I3 **Monthly Saturday Classes**2  | **SW 866** (3 crs) SW Leadership in Orgs & Comm II **SW 894I** (4 crs) Field Educ Org & Comm Pract II3 **Monthly Saturday Classes**2  |

**NOTES:** Parentheses ( ) behind each course number equals the number of credits numbers for the course; Check CURRENT COURSE OFFERINGS on the SW school website (www.socialwork.msu.edu) before registering and prior to class start for the correct course number, section number, instructor, class time and location.

A total of 57 credits and 960 field hours required for graduation.

A minimum of 5 credits needed per semester to qualify for financial aid for part-time status and 9 credits for full-time.

1Students must complete **six (6) credit hours of general electives** and **three (3) credits of OCL concentration electives (**400 level or above)in addition to all required courses.  These courses may be completed during any semester. Please see Academic Advisor for list of OCL approved concentration courses.

2Monthly Saturday classes take place face-to-face at Henry Center in Lansing, MI.

3Students must complete a minimum of 240 hours of field each semester including 10 hours of field integrative seminar. See Field Manual for more details.