



W UNIVERSITY *of* WASHINGTON | TACOMA
Master of Social Work
Program Manual

For Students Entering Autumn 2009 & Winter 2010

Please Keep This Manual For Your Records

University of Washington Tacoma
Social Work Program
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Checklist of things to do as you begin...

Here is an important checklist of things to do for students entering the Master of Social Work Program at the University of Washington Tacoma.

Read, keep and refer to this manual, registration guides, and the UW Tacoma Student Catalog:

Almost everything that you need to know to earn your degree can be found in this manual along with quarterly registration information and the UW Tacoma catalog. Every effort has been made to provide you with current and accurate information in this manual, however changes do occur. We will communicate changes to you as they occur and we encourage you to do everything possible to stay informed. If there are questions, please contact your Program or Faculty Adviser.

Attend New Student Orientation

Get your Student Identification (ID) Card:

You will need to bring a form of picture identification as well as your student identification number to the Enrollment Services Office in GWP-102 in order to have an ID card issued. All students will have their picture taken for their ID cards. The first issued card is available to you at no charge. For lost cards a replacement fee is charged.

Seek Advising:

For registration and degree planning questions, please contact the MSW Program Adviser at 253.692.5820. Students are also assigned a Faculty Adviser after the beginning of autumn quarter. Faculty Advisers assist with program and career planning. See the “Student Advising” section for more details.

Open a UW e-mail account and subscribe to the appropriate UW Tacoma mailing lists:

All students are required to set-up a UW Net ID, which gives them access to a free UW e-mail account. All Social Work students are required to maintain a UW email account, be subscribed to the official MSW listserv, and check their email at least twice each week. (Note: All MSW students are automatically subscribed to the UW Tacoma MSW listserv at the start of Autumn Quarter.) Important notices about courses as well as scholarship and job opportunities are frequently sent out via e-mail. If you do not check it on a weekly basis, you will be out of the loop and in danger of missing very important information. See the “Computing, Web Page, and Electronic Communications” section.

Practicum Fee:

MSW students will be assessed a \$50 course fee for each of the first two sections when enrolling in T SOCW 524 (Foundation Practicum) or T SOCW 525 (Advanced Practicum). Students who are inadvertently charged for more than two sections of T SOCW 524 or T SOCW 525 should contact Terri Simonsen or Tom Diehm for further assistance.

Check the status of your financial aid:

Students may check the status of their financial aid via MyUW. See the “Financial Assistance” section for details.

Become familiar with the online UW Tacoma Student Catalog:

Course descriptions, campus resources, and university policies can be found in the UW Tacoma Catalog, available online at www.tacoma.washington.edu/catalog.

**Visit the Teaching and Learning Center (TLC)—Keystone Building,
Room 202, 253.692.4417:**

The TLC provides academic support to students, faculty and staff, with a variety of resources and services. TLC consultants will read and respond to your writing, offer suggestions based on their own experiences as writers, and inspire you to think of new ideas and writing strategies. If you need to discuss assignments, start a paper, brainstorm ideas, organize material, revise rough drafts, overcome writer's block, learn how to cite, review grammar, polish punctuation, or gain confidence as a writer, visit the CTLT. In addition to writing, CTLT also provides assistance with math and science, public speaking, reading, and study skills.

❑ Computer Labs—Walsh Gardner Building, Room WG-108, 253-692-5611 & Cherry Parkes, Room CP-005, 253.692.4415:

UW Tacoma Computer Labs are resources for the students, faculty, and staff. As a student, you will have access to computers and computing resources (software, printers, scanners, and other equipment), which can be used to write papers, build spreadsheets, conduct research, explore the world through the Internet, or publish your work. Computer Services also offers free Computer Technology Workshops to UW Tacoma students throughout the year. Check www.tacoma.washington.edu/at/training/student/index2.cfm for more information.

❑ Safety and Security Services—Dougan, Room 180, 253.692.4888 emergency reporting or 253.692.4416 or #333 to reach office:

UW Tacoma Safety and Security Services are staffed with campus security officers who are certified through the Western Association of Campus Law Enforcement Administration. The office provides security patrols for the campus, enforces state and University regulations and laws, investigates crimes committed on campus, coordinates the Campus Safety Escort Program, and provides other safety-related services. Lost and found items can be turned in to or claimed from this office as well. For free escort service, dial #300 from a campus phone. This service operates Mondays – Thursdays from 5:00 to 10:30 p.m., expect holidays, breaks and summer quarter.

❑ Copy Center—Mattress Factory Building, Room MAT 053, 253.692.5787:

Services available to students include copying/printing, cutting, binding, collating, and covers. Simple services, such as one-sided, copy-ready duplicating, require 15-20 minutes. Requests of 100 copies or more require a minimum of 24 hours.

❑ University Book Store (UBS), 1754 Pacific Avenue, 253.692.5784:

The University Book Store in Tacoma serves the needs of UW Tacoma students and the general public. The bookstore is stocked to handle all of your school supply needs, including textbooks, paper, notebooks, pens, pencils, software, Husky paraphernalia, and much, much more. The Tacoma UBS has textbook buy-back each quarter during finals week. For more information on the buy-back program, please talk to one of the helpful sales persons in the bookstore. UW Tacoma students are also eligible to receive a patronage refund from UBS. For more information visit www.bookstore.washington.edu.

❑ Take a campus tour:

If you have not already taken a campus tour, please contact Enrollment Services at 253.692.4400 for upcoming tour dates.

❑ Visit the UW Tacoma Social Work web site: www.tacoma.washington.edu/social for additional information on program news, policies and events.

MSW Program

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University Calendar for 2009 – 2012

This is a general calendar for the next three years. In addition, this information is available online via MyUW.

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2009	September 30	December 11	December 14-18	
Winter Quarter 2010	January 4	March 12	March 15-19	
Spring Quarter 2010	March 29	June 4	June 7-11	June 11, Tacoma
Summer Quarter 2010	June 21	August 20		
Term A	June 21	July 21		
Term B	July 22	August 20		

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2010	September 29	December 10	December 13-17	
Winter Quarter 2011	January 3	March 11	March 14-18	
Spring Quarter 2011	March 28	June 3	June 6-10	June 10, Tacoma
Summer Quarter 2011	June 20	August 19		
A-term	June 20	July 20		
B-term	July 21	August 19		

	Instruction Begins*	Instruction Ends*	Final Examination Week	Commencement
Autumn Quarter 2011	September 28	December 9	December 12-16	
Winter Quarter 2012	January 3	March 9	March 12-16	
Spring Quarter 2012	March 26	June 1	June 4-8	June 8, Tacoma
Summer Quarter 2012	June 18	August 17		
A-term	June 18	July 18		
B-term	July 19	August 17		

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Social Work Program Staff

Visit tacoma.washington.edu/social/about/advisory_council.cfm for a list of current members.

Welcome Letter From the Dean and Director

We are pleased to welcome you to the University of Washington School of Social Work MSW Program in Tacoma. The School of Social Work is working collaboratively with the faculty of the Social Work Program at the University of Washington (UW) and the UW

Tacoma Chancellor and Dean to provide the same quality of educational experience that exists in all School of Social Work program options. We are pleased to be engaged in this endeavor and to provide an opportunity for students in the south Puget Sound region to earn an MSW degree without having to travel to the Seattle campus.

You join a dynamic community that seeks to promote social and economic

justice, especially for disadvantaged and oppressed populations, and to enhance the quality of life for all. The program strives to prepare the next generation of skilled and visionary social work leaders to challenge injustice and promote a more humane society.

You are preparing to enter the profession of social work at a time of tremendous challenge. Social workers are needed now more than ever if we are to solve pressing and complex problems in global society. Disparities in health and wealth continue to increase dramatically. Demographic shifts create new constellations of service and benefit needs. We increasingly face the fear of terrorism and challenges to our civil liberties.

You join a school where the faculty and staff are strongly committed to preparing you for the complex practice world of the 21st century. Our curriculum provides you with ways to link your daily efforts to meet the diversity of human need, through

Edwina Uehara, Ph.D.
Dean
School of Social Work
UW Seattle

interventions with individuals, families with the longer term goals of empowerment and social and economic justice through macro-level interventions with groups, organizations, and communities.

Each of us has a responsibility to contribute to creating a community that supports all its members...a community in which open communication, collaboration, compassion, respect, and caring bind us together. At the School of Social Work, you will find a community that celebrates the strengths and richness of diversity, practicing social justice in each interaction.

We invite you to make the most of every opportunity as a member of this community to acquire the knowledge, skills, values, and the will to make the world a better place by being an effective and competent social worker. We are delighted that you have chosen to pursue social work at the University of Washington Tacoma

Rich Furman, Ph.D.
Director
Social Work Program
UW Tacoma

Introduction

We hope your experience in the MSW Program will be stimulating and rewarding. It is hoped that our scheduling will provide access to graduate study for persons who may have otherwise been unable to pursue professional preparation for a career in social work. The Program recognizes the often difficult academic, work, and personal schedules of evening students and appreciates their diverse contributions to the MSW Program and to the University of Washington Tacoma.

The MSW curriculum, in keeping with the mission of the School, has been designed to prepare you for professional social work practice in the Children, Youth and Families area of concentration. Required courses aim to assist students with the integration of social work knowledge and skills, and to strengthen the link between classroom and practicum instruction.

It is important to recognize that professional social work education is regulated through an accreditation process governed by the Council on Social Work Education (CSWE). The School's curriculum follows the CSWE's Educational Policy Standards, which is available in the Resources section on the Social Work Program website: www.tacoma.washington.edu/social.

Please read and study the curriculum description and requirements of the MSW

Program carefully. Because of the complexity of the program, careful reading can help you better understand its structure and sequencing.

The Social Work Program Director is Rich Furman, 253.692.4848, WCG 203 A. Please feel free to contact him about questions or concerns.

It is important to note that all UW Tacoma students must participate in the registration process via MyUW and are responsible for all deadlines. Program support staff are available to assist you as well. During the day, please telephone 253.692.5820, if you need an appointment or have questions.

Additional information in the manual includes sections on advising, registration, grading, financial assistance, other related academic information, graduation requirements, and a checklist to track your degree progress; computer access; a resource guide summary with items such as campus resources and ways to be involved at UW Tacoma; standards of student conduct and grievance procedures; and the Curriculum Policy Statement from the Council on Social Work Education.

Additional advising is available through your Faculty Adviser, Practicum Coordinator and the MSW Program Adviser.

Mission and Goals

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- *education of effective social work leaders, practitioners and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;*
- *research that engenders understanding of complex social problems, illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and*
- *public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.*

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving social problems.

MSW Curriculum Goals

The MSW curriculum has been developed to enhance both breadth and depth in professional education and to respond to changing social work practice needs. The curriculum reflects the faculty's commitment to a set of core MSW Curriculum values and principles.

The School's curriculum is framed by a set of core values, which flow directly from its mission. Primary among these is the

School's commitment to social justice. Corollary values include commitments to multiculturalism, to social change, and to collaboration and empowerment. Further, the School is dedicated to bringing these commitments to life in its curriculum through pedagogical strategies that recognize the essential synergy between knowledge and action, and that provide opportunities for generative learning.

The MSW Program has two over-arching goals:

- To prepare students for generalist practice including basic knowledge and skills for understanding and solving complex social problems within the values of professional social work.
- To prepare students for advanced professional practice in an area of concentration in a way that fosters social work leadership, effective social interventions, a commitment to a just and human diverse society, and a commitment to public service.

The MSW curriculum is organized around these core principles and builds upon the Curriculum Objectives.

MSW Program

Curriculum Objectives

Foundation Curriculum

The MSW Foundation curriculum provides a foundation year educational experience that builds on an undergraduate, liberal arts degree and prepares students to enter into a concentrated area of social work practice. Through successful completion of the foundation curriculum, graduates of the UW Tacoma MSW Program will be able to complete the following objectives, which specify the knowledge and skills required for accomplishing our program goal of preparing students for generalist practice:

1. Understand the values and ethics of the social work profession and practice accordingly, including mindful use of self and ongoing development of professional skills and knowledge.
2. Understand the forms and mechanisms of discrimination, and apply strategies of advocacy and social change that advance social and economic justice and are non-discriminatory and respectful of client and community diversity.
3. Understand and interpret the history of social welfare and its contemporary structures and issues.
4. Apply the knowledge and skills of a generalist perspective to practice with systems of all sizes.
5. Acquire and critically apply theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and (or) the interactions among individuals and between individuals, and families, groups, organizations, and communities.
6. Articulate the role of policy in framing social work practice, understand the impact of major social welfare policies on those who are served by social workers, workers themselves, agencies, and welfare systems, and be able to advocate for just, effective, and humane policies and policy implementation processes.
7. Understand and critically analyze current systems of social service organization and delivery and be able both to practice within them and to seek necessary organizational change
8. Engender the empowerment of diverse and disadvantaged individuals, groups, and communities through effective, culturally and linguistically appropriate assessment, treatment/intervention and outcomes evaluation
9. Make well-reasoned and well-informed judgments based on professional values and ethics, critical self-reflection, evidence, and the appropriate use of supervision and consultation
10. Apply critical thinking skills within the context of professional social work practice, including the ability to critically evaluate major practice frameworks, research evidence, and their own practice.
11. Contribute to the profession's knowledge base and practice through disciplined inquiry, dissemination, and institutionalization of evidence-based practice and policy models.

Concentration Objectives

The MSW advanced curriculum builds on, broadens, and deepens the generalist foundation and prepares students for competent and effective social work practice in an area of concentration. Graduates will accomplish the following objectives, which flow from our goal of preparing students for advanced professional practice:

1. Demonstrate a commitment to the promotion of social justice, through their own work and that of the larger social work profession, and apply principles of multiculturalism and empowerment to social change efforts in their practice.
2. Demonstrate the knowledge and skills required to assess the differential needs of diverse constituents, plan and implement evidence-based interventions in collaboration with constituents, and critically evaluate, monitor, and continuously refine their practice using appropriate research and evaluation methods.
3. Articulate the theories, knowledge of human behavior, and research evidence that inform their practice, apply these mindfully in their work with diverse constituents, and be committed to maintaining the currency of their practice knowledge through life-long learning.
4. Demonstrate knowledge and skills in critical analysis of the sociopolitical factors that shape policy and services formation in their area of practice or setting, in analyzing and influencing existing policies and services and in advocating for change in policies, services, and practices locally, nationally, and globally.
5. Demonstrate professional values, skills, and behavior through a self-reflective understanding of and adherence to the NASW Code of Ethics and other relevant professional standards.
6. Achieve a level of competency such that, with self-monitoring and use of informed consultation, they can practice autonomously in their area of concentration.

Curriculum Description and Requirements

The **UW Tacoma 3-Year MSW Program** is a part-time, evening program of study combining classroom work and practicum. Practicum may include days, evenings and sometimes weekends. (*Note: Evening and weekend practicum placements are limited.*) The Professional Foundation curriculum is completed in the first two years with the first advanced Children, Youth and Families course in the Spring Quarter of the second year. The program in the third year provides in-depth preparation in the knowledge and skills for the Children, Youth and Families Advanced Concentration curriculum.

The **UW Tacoma MSW Advanced Standing Program** is an 18-month (six quarter) evening, part-time program of study combining classroom and practicum work. Practicum may include days, evenings and sometimes weekends. (*Note: Evening and weekend practicum placements are limited.*)

The concentration in both the 3-Year and Advanced Standing MSW Programs provides advanced content in Children, Youth and Families social work practice models and methods, applied research and social policy. Students are expected to follow the curriculum design shown in the “Model Program of Study” shown on the pages ahead. The School of Social Work and the Program reserve the right to change the MSW curriculum.

Professional Foundation Curriculum – 3 Year MSW Program

Professional Foundation courses provide instruction in the knowledge and skills required for effective, accountable beginning social work practice with individuals, families, groups, organizations and communities. They also socialize students to the profession, its values, ethics and history. The Foundation encompasses six required areas of course content. ***All Foundation courses must be completed in order to begin the advanced curriculum.***

Required Courses in the Professional Foundation

The practice sequence is designed to prepare students for beginning social work with client systems of various sizes and types.

Social Work Practice

Social Work Practice I - Introduction to Social Work Practice (T SOCW 510): This is the first course in a two-quarter sequence providing foundation knowledge and skills

for direct practice with individuals, families and groups. It is designed as a foundation for subsequent practice courses and for the Foundation Practicum. This course assists students in achieving mastery of interviewing and relationship building skills, knowledge of cross-cultural communication and practice issues, and of social work values and ethics. Beginning level skills in assessment are developed. The course provides an overview of the history of professional social work, and an introduction to several primary practice frameworks.

Social Work Practice II - Intermediate Direct Services Practice (T SOCW 511):

The second of the two-quarter course sequence, this course focuses on mastery in assessment and goal setting and beginning expertise in intervention selection, planning, and evaluation with micro systems (e.g. individuals, couples, families and small groups), with primary focus on individuals and families. The course also focuses on

intervention emphasizing review of the empirical foundation of approaches to direct services; appropriate evaluation strategies and approaches to monitoring the implementation of interventions with individuals and families. By the end of the course it is expected that students understand and apply the basic principles of professional relationships to direct social work practice; demonstrate skill in conceptualizing and writing assessments; understand basic interventions in work with individuals, families and groups; understand how culture, class, gender, race, sexual orientation, and life experiences of clients and social work professionals affect the provision of direct social work services; be skilled in conceptualizing social work practice; and have made linkages between classroom and practicum learning.

Social Work Practice III – Community and Organizational Practice (T SOCW 512):

This third course in the practice sequence prepares students for entry-level macro social work practice. The purpose of this course is to prepare students to work more effectively within complex political, organizational and community social service settings. It seeks to educate and develop informed practitioners capable of successful practice in organizational, community and policy contexts. Community organization is rooted in the reform tradition of professional social work and values, such as self-determination, empowerment and social justice. The course will highlight both historic and contemporary compatibility of social work values with community organization and political action.

Social Work Practice V - Foundation

Practice Skills (T SOCW 514): This requirement is met by choosing one of the following courses:

Assessment of Mental Disorders in Children
Assessment of Mental Disorders in Adults

The course choices seek to enhance the foundation curriculum with the teaching of

practice skills (micro, mezzo and/or macro) associated with key contemporary themes in social work.

Students **cannot substitute courses for T SOCW 514.**

Human Behavior and the Social Environment

Human Behavior and the Social

Environment I (HB&SE) (T SOCW 502):

This is the first of two interrelated courses. Focusing on the person-in-environment, this course explores behavior as a function of biological, cognitive psychological, cultural, and social processes across the life span. It stresses multi-cultural aspects of human development as opposed to conventional mono-cultural models. Active group participation will involve the examination of diverse ethnic and cultural environmental backgrounds at different developmental stages.

Human Behavior and the Social

Environment II (HB&SE) (T SOCW 503):

This course focuses on small groups, organizations, community and society from a social systems perspective as socializing forces and as targets of change.

Social Policy

Social Policy and Economic Security (T

SOCW 501): Offered in the first quarter of the foundation year, this course is designed to familiarize students with the American welfare state and its political, legal and economic context, as well as its historical, cultural and philosophical underpinnings. Social policies are explored in relation to specific societal problems of poverty, inequality, unemployment, limited access to health care and homelessness. Society's remedies to such income distribution problems are its economic security programs that attempt to redistribute income and wealth. Public assistance (e.g., "welfare")

and social insurance (e.g., Social Security) policies and programs are examined and analyzed. The effects of class, race and gender on both problem population configuration and on program remedies are addressed.

Social policy is society's major means of public resource allocation. Therefore, social policy is the key and major vehicle of positive social change. In this course, social work students come to see economic security policies as a major arena for advocacy and social change.

Diversity

Cultural Diversity and Social Justice (T SOCW 504): The purpose of this course is to provide the theoretical, historical, empirical and experiential knowledge base related to social group differences, privilege, oppression, social justice, and empowerment. The course provides a forum for students to: (a) critically examine their social identities and positionalities embedded in race, ethnic, gender, sexual orientation, age, class, ability status, religion and national origin; (b) dialogue with others about on how these cultural beliefs, assumptions and value systems affect their work with people of diverse backgrounds; and (c) develop perspectives and approaches to working with and across differences. These learning objectives aim to help students develop critical self-reflection, multicultural values and ethics, and build knowledge, awareness and competencies in a variety of ways they can act against oppression and promote diversity and justice. CR/NC only

Research

Foundation of Social Welfare Research (T SOCW 505): This course provides an overview of the research processes and methods used in social work, with a focus on consuming and performing practice-related research and evaluating one's practice. Emphasis is on critical

understanding of empirical literature; development of useful and appropriate questions about social work practice and strategies and techniques for doing research; and applying findings to practice.

Practicum

Introduction to Practicum (T SOCW 523):

This is the first course in the practicum sequence for masters-level students. The purpose of this one credit course is to orient students to the Foundation Practicum and to prepare students for the development and implementation of their practicum educational contract and other required practicum activities. CR/NC only

The Professional Foundation Practicum (T SOCW 524):

The Foundation Practicum incorporates content acquired in all areas of the curriculum. In a selected community agency, the student is provided the opportunity to apply social work knowledge under the supervision of an experienced social worker. Emphasis is placed on developing the perspectives and skills needed for practice with individuals, families, groups, organizations and communities. In addition, the development of culturally competent practice and planned social change skills are an integral part of the Foundation Practicum and are seen as critical for the effective delivery of social services.

The Practicum Coordinator interviews each student and reviews a questionnaire completed by the student which pertains to student areas of interest as well as previous experience in social work. They then select a placement for each student, which meets curriculum and accreditation requirements.

The Foundation Practicum usually is begun the summer after the first academic year and completed in three quarters. A total of nine credits and 360 hours are required for the Foundation Practicum (including *T SOCW 523*). One credit is equal to 40 clock hours in the agency. CR/NC only

NOTE: If you are employed full-time, it may be necessary to reduce or make changes in your work schedule or other commitments to complete the Foundation Practicum requirements of the Program.

Practicum Course Fee

At the time of registration a \$50.00 course fee will be assessed for each of the first two T SOCW 524 Foundation Practicum sections added to your schedule. The fee goes toward costs associated with administering student practicums. *The practicum course fee is subject to change.*

The Advanced Curriculum: Children, Youth and Families Concentration – Advanced Standing and 3-Year MSW Program

The mission of the Children, Youth and Families Concentration is to prepare MSW level practitioners to design, deliver, evaluate, and advocate for services focused on promotion of healthy development for children and families. The Concentration reflects the School's long-standing commitment to child and family services. The CYF curriculum prepares students for practice in a number of different fields of service and intervention methods including juvenile justice; school social work; early intervention, prevention and family support services; advocacy; child and adolescent mental health; work with families who have a member with a developmental disability; services for aging populations; child welfare and intensive family preservation services. Throughout the Concentration curriculum, special attention is given to children and families whose daily lives are challenged by the effects of poverty and oppression, and whose primary recourse for help is through publicly funded services. All concentration curriculum must be completed in the UW Tacoma MSW Program.

Required Courses:

Child and Family Policy and Services (T SOCW 531): This course examines selected areas of child and family services policy in terms of historical antecedents, expressed values, practice implications and potential for policy reform. Representative topical areas include: foster care; family preservation and support; residential services; services to prevent and ameliorate child maltreatment.

Children, Youth and Families Practice I (T SOCW 532): This is the first practice course in the Children, Youth and Families Concentration. The emphasis is on family and community centered assessment and intervention within an ecological framework. Specific attention is given to family and community violence, substance abuse, and mental health. Core practice frameworks encompass brief interventions,

family systems interventions, collaborative service delivery, and family support and preservation. Students will begin work on a capstone paper or project during this course. *It is expected that students will remain with the same instructor during the T SOCW 532/533 sequence.*

Children, Youth and Families Practice II (T SOCW 533): The course builds on CYF Practice I. The focus is on the application of the values, knowledge, and skills emphasized within the practice frameworks of brief interventions, family systems interventions, collaborative service delivery, and family support and preservation. Classroom sessions provide opportunities for active learning of relevant interventions. Students will complete a capstone paper or project at the end of this course. *It is expected that students will remain with the same instructor during the T SOCW 532/533 sequence.*

Advanced Research for CYF Practice (T SOCW 535): This course promotes the practical application of research concepts and skills to social work practice in CYF settings. Emphasis will be on evaluating service effectiveness including the effectiveness of possible applications of students' intervention proposals developed in T SOCW 505, Practice II, and in certain Concentration courses.

Social Welfare Research (T SOCW 597): This course is designed specifically for advanced standing MSW students or equivalent, introducing a range of methods for informing evidence-based social work practice. Emphasis is placed on critical appraisal of the literature, development of research questions, and strategies and techniques for conducting practice relevant research.

Advanced Standing Integrative Seminar (T SOCW 598): This course integrates the domains of social work practice, research,

policy, cultural diversity, and human behavior and the social environment.

Concentration Practicum. Please see description below under *Advanced Practicum T SOCW 525*

Selectives

To complete the Concentration, students must choose at least three approved Selectives. The following CYF Selectives may be offered:

****UW Tacoma MSW Program students will usually have a choice among 3-5 of the options listed below.***

Adult Interpersonal Violence
Chemical Dependency
Child Welfare and Permanency Planning
Crisis Intervention in Mental Health
Group Interventions with Children, Youth and Families.
Gerontological Social Work: Health and Mental Health in Older Adults
Multicultural Theory and Practice
School Social Work
*Social Work in Healthcare Settings***
Spirituality and Social Work
Supervision and Leadership
*Social Work with Military and Veteran Populations***

***Presently under development*

K-12 School Social Work Certification: Social Workers who practice social work in public school settings must be certified by the Office of the Superintendent of Public Instruction. You may complete some of the necessary requirements for this certification while in the MSW Program (ie. T SOCW

536 School Social Work Selective. For more information refer to:

<http://depts.washington.edu/ssweb/k12/>

Advanced Practicum T SOCW 525

The Advanced Practicum, which is an integral part of the advanced curricula is determined by the UW Tacoma Program Practicum Coordinator in collaboration with the student and is based on an in-depth interview with each student. Placement must meet curriculum and accreditation requirements.

The Advanced Practicum may not begin until all foundation requirements are completed. Students complete the 720 required hours of the Advanced Practicum over four quarters (16 – 20 hours per week). Five credits is equal to 20 hours per week for the duration of the quarter.

NOTE: If you are employed full-time, it will be necessary to reduce or make changes in your work schedule or other commitments to complete the Practicum requirements of the Program.

Practicum Course Fee

At the time of registration a \$50.00 course fee will be assessed for each of the first two T SOCW 524 Foundation Practicum sections added to your schedule. The fee goes toward costs associated with administering student practicums. *The practicum course fee is subject to change.*

Electives and Independent Study

Although electives do not count toward graduation, some will be offered on the Tacoma campus to provide students an

opportunity to broaden their program of study. Electives vary from year to year. Currently, one elective course has been

developed and others will be added based on faculty expertise and student interest.

T SOCW 580 Aging and American Society (3 credits) Covers physical and psychological processes of aging. Includes social aspects of aging related to family roles, cultural, social support and use of health and social services. Reviews home and community based services and how those services may need to change in the 21st century. Prerequisite: permission of instructor.

Independent Study

Independent study are elective courses that are set up between individual students and faculty. At this time, they include *T SOCW 599*.

T SOCW 599 Readings in Social Work (1-5 variable credits) Student-originated, individually contracted projects on topics of interest in social welfare/ social work not covered by other Social Work Program offerings.

The Readings in Social Work Independent Study course requires that students adhere to the following instructions for submitting a contract plan for approval.

Instructions for Approval Process:

1. Determine area of interest for your independent study.
2. Contact Social Work Program faculty member to discuss scope of T SOCW 599 proposal **at least six weeks prior** to the start of the following quarter.
3. If the Social Work Program faculty agrees to sponsor your T SOCW

599, then you may begin working on your formal written proposal.

4. Submit formal written proposal to faculty sponsor for approval.
5. If approved, faculty sponsor will send an email to the Program Adviser.
6. Student completes Course Summary and Contract Plan form available online. Attach proposal or fill out form as appropriate.
7. Once form is complete with faculty sponsor and student signatures, provide a copy of the form to the Program Adviser.
8. After step #7, an entry code will be made available to the student for registration purposes. (Allow 24 hrs for entry code.) A copy will be returned to the student with an entry code. The original form will be returned to the faculty sponsor until the grade is issued.
9. Faculty sponsor must return original Course Summary and Contract Plan form with attached proposal to the Program Adviser complete with final grade and faculty signature after the quarter has ended. The original form and proposal will be placed in the student's permanent file.

These instructions and the Course Summary and Contract Plan are available online at http://www.tacoma.washington.edu/social/advising/msw/independent_study.cfm.

Model Program of Study – 3-Year MSW Program

First Year - Professional Foundation

AUTUMN	WINTER	SPRING	SUMMER
501(3) Social Policy and Economic Security 502(3) Human Behavior and Social Environment I 6	503(3) Human Behavior and Social Environment II 504(3) Cultural Diversity and Social Justice 6	510(3) Practice I: Introduction to Social Work Practice 514(3) Practice V - Foundation Practice Skills 6	511(3) Practice II: Intermediate Direct Service Practice 523(1) Introduction to Practicum 524(2) Foundation Practicum 6 <div style="text-align: right;">Subtotal 24</div>

Second Year - Professional Foundation and Advanced Children, Youth and Family (CYF) Concentration

AUTUMN	WINTER	SPRING	SUMMER
512(3) Practice III: Community & Organizational Practice 524(3) Foundation Practicum 6	505(3) Foundation of Social Welfare Research 524(3) Foundation Practicum 6	535 (3) Advanced Research for CYF Practice 536(3) CYF Selective 6	525 (3) Advanced Practicum 536 (3) CYF Selective 6 <div style="text-align: right;">Subtotal 24</div>

Third Year - Advanced Curriculum

Children, Youth and Families Concentration

AUTUMN	WINTER	SPRING	SUMMER
525(5) Advanced Practicum 531(3) Child and Family Policy and Services 532(3) Children, Youth and Family Practice I 11	525(5) Advanced Practicum 533(3) Children, Youth and Family Practice II 8	525(5) Advanced Practicum 536(3) CYF Selective 8	 <div style="text-align: right;">Subtotal <u>27</u> Total: 75 credits</div>

Model Program of Study – Advanced Standing Program

First Year

Children, Youth and Families Concentration

WINTER	SPRING	SUMMER
598 (5) Integrative Seminar 597 (2) Social Welfare Research 7	535 (3) Advanced Research for CYF Practice 536 (3) CYF Selective 6	525 (3) Advanced Practicum 536 (3) CYF Selective 6 <div style="text-align: right;">Subtotal 19</div>

Second Year

Children, Youth and Families Concentration

AUTUMN	WINTER	SPRING
525(5) Advanced Practicum 531(3) Child and Family Policy and Services 532(3) Children, Youth and Family Practice I 11	525 (5) Advanced Practicum 533 (3) Children, Youth and Family Practice II 8	525 (5) Advanced Practicum 536 (3) CYF Selective 8 <div style="text-align: right;">Subtotal <u>27</u> Total: 46 credits</div>

Student Advising

The UW Tacoma MSW Program faculty and administrative staff work together to ensure that students have access to information, and advising. Students are guided regarding the structure of the curriculum, course choices available, the process for individualizing learning, where to seek resolution to grievances

or conflicts, and resources to assist students who encounter significant difficulties in meeting one or more program requirements. These formal advising functions are provided by Faculty Advisers, the Practicum Coordinator, and the Program Adviser & Administrator.

Faculty Advisers

All students are randomly assigned an official faculty adviser with whom they should meet on a periodic basis. As students get to know faculty members better, they may request a change of adviser after gaining permission from their current and prospective faculty adviser. Requests should be routed through the Program Adviser and Administrator. In addition to the faculty adviser, students can turn to any faculty member regarding specific issues.

Such “informal advising” is common and highly encouraged. Faculty are best used when students need counseling on educational and professional career choices, balancing family and career, grappling with ethical and value dilemmas, and dealing with challenges in interactions with student peers, professional colleagues, and supervisors and especially in circumstances when students experience personal difficulties that are affecting their progress in the program.

Office of the Practicum

The Practicum Coordinator, in consultation with the Director of Practicum at the School of Social Work, is responsible for the management of the practicum program, advisement and approval of students for practicum placements, liaison and problem-solving with agencies if there are

difficulties in the placements, and assignment of grades for the practicum courses. The Program’s Practicum Coordinator is Tom Diehm. If you have practicum questions, please call 253.692.5823 or stop by WCG-203J.

Student Services

The MSW Program Adviser and other Social Work Program support staff can assist you with information on registration, course scheduling, graduation requirements and grade issues.

The Social Work Program Office suite is located in WCG 203. Office hours are presently 9:00 a.m. to 5:00 p.m. on Monday – Friday or by appointment between 5pm-6pm as needed. *Please note that office hours are subject to change.* The MSW Program Adviser maintains all student program records, student manuals, registration information, monitors satisfactory progress, acts as a liaison to the UW Graduate School and provides graduation information. If you have any questions regarding your records,

enrollment, or MSW Program or University requirements and/or procedures, call 253.692.5820.

A list of other student services, provided by the Office of Enrollment Services, is provided on the last page of this manual. Contact 253.692.4400 for more information.

Registration and Related Academic Information

Registration Procedures

Registration

To maintain graduate status, a student must be enrolled on a full-time, part-time or on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the MSW degree. Please refer to the *Leaves of Absence and Withdrawals* section for more information.

Prior to the University's quarterly registration period, students may access registration dates and information on MyUW.

UW Tacoma MSW students will be required to follow the curriculum template for their year of admission and register for required courses accordingly. Social Work Program students may register via MyUW at any point during their eligibility period. All students must register using web registration through MyUW.

WEB Registration: Web registration is available via Student Info - Personal Services on MyUW myuw.washington.edu For Web registration students use their UW NetID and password (i.e., their UW email account name and password) to access their MyUW page.

Students register for classes by using the 5-digit schedule line number. For some courses, the schedule line number and a 5-digit entry code are needed (i.e., Independent Study courses). Read the quarterly MyUW registration information for specific information regarding faculty, courses, times and access to courses with or without entry codes.

For registration problems and information (excluding practicum) please contact the

MSW Program Adviser. Students with disabilities are also asked to contact the Program Adviser for registration assistance if needed.

For problems with practicum courses and credits, please contact the Practicum Coordinator, Tom Diehm at 253.692.5823, tdiehm@u.washington.edu.

Use the Registration Guide online info for deadlines for Registration Periods I-IV, when tuition is due, holidays, final exam schedules and other important information. **It is your responsibility to adhere to the important deadline dates noted in the Registration Guide online.**

Registration Guide information is only available online on the UW Tacoma web site www.tacoma.washington.edu/enrollment/services/registration/reg_guide.cfm

If you are receiving Financial Aid, you should check with the Financial Aid staff in the Office of Enrollment Services to ensure you are registered for the appropriate amount of credits per quarter.

Adding and Dropping Courses

Adding and dropping of Social Work courses are done via Web Registration. The following is a summary of relevant times for adding and dropping courses during a quarter:

- **Week 1 of the quarter:** During the first week of the quarter, you may add and drop classes for any reason. No notation will be made on your transcript.

- **Week 2 - 7:** Any courses added or dropped after the first week of the quarter are subject to a \$20 late fee. If you drop *all* classes after the first week, you will be charged one-half of your quarterly tuition, based on the number of credits for which you were registered at the end of the first week. *After the second week, a notation of “W” will appear on your transcript along with a number representing the week in the quarter when the class is dropped.* Entry codes are required drop.
- **After Week 7:** No official withdrawal will be permitted after the seventh week of the quarter except under extremely unusual circumstances (see Registration Guide for greater detail). Drops from a course accomplished by another method are not official and can result in a grade of 0.0 for the course.

Unrestricted drops are permitted only during the first two weeks of each quarter. Each student will be permitted to drop one course between Week 3 and the end of Week 7 of any one quarter each year (Autumn-Summer Quarters).

Children in Class Policy

While we recognize that many students have childcare needs, we ask that you not bring children to class. Generally, children tend to be disruptive, and often times the subject matter being discussed is not appropriate for them to hear. If you find yourself in a situation where you have no choice but to bring a child or children with you, **you must seek permission from your course instructor prior to class.** If permission is granted, you are responsible for seeing that the child or children are not disruptive. Thank you.

Tuition Deadline

Once registered, a tuition statement will be available on MyUW by the first week of the quarter. Payment of tuition is due in full by Friday of the third week of the quarter. Tuition payment may be made at the UW Tacoma’s Cashier’s Window in MAT-354N or be mailed to PO Box 3981 Seattle, WA 98195 or in person on the Seattle campus, Student Accounts Office, 129 Schmitz Hall. Other payment options may exist. Check with Enrollment Services to find out the latest information. Please note that it is the student’s responsibility to make sure that the Registrar, the Social Work Program Office and the Financial Aid Office have received your updated address information. Address and phone number updates can be made via MyUW, however please notify the Social Work Program office separately of your changes so that we may update your student file appropriately.

Transfer Credits

Credits may only be transferred for Master's level work from other Council on Social Work Education (CSWE) accredited MSW programs after review of transcripts by the Director and after acceptance to the

UW Tacoma MSW Program. Restrictions apply. Contact the MSW Program Adviser for more information at 253.692.5820.

Exemption/Substitution Definitions

Exemption refers to allowing prior academic work in Foundation courses to count toward present degree requirements. Students with approved Foundation course exemptions do not register for additional credits.

Students who receive Exemptions need not make up these credits. For example, an exemption may be given when a student has transferred from another CSWE accredited MSW Program.

No course credit or exemptions are granted on the basis of life experience or previous employment.

Substitution refers to using one course in lieu of another. Substitutions are rare. Written approval from the MSW Program Director is required. *Note: All CYF Concentration coursework must be completed at UW Tacoma.*

Further questions may be directed to the MSW Program Adviser, Terri Simonsen, at 253-692-5822 or hermant@u.washington.edu.

Grading System

In reporting grades for graduate students, units that offer graduate degrees use the system described herein. Grades are entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and do not count toward residency, total credit count, or grade and credit requirements. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum GPA of 3.00 is required for graduation.

The University of Washington, Tacoma Social Work faculty have agreed to use the

following point range designated on the grading scale below for all MSW classes.

Numeric grade-point Equivalent	Letter grade	Points	Numeric grade-point Equivalent	Letter grade	Points
4.0	A	100-99	2.8	B-	81
3.9		98-97	2.7		80
3.8	A-	96-95	2.6		79
3.7		94-93	2.5		78
3.6		92-91	2.4	C+	77
3.5		90-89	2.3		76
3.4	B+	88-87	2.2		75
3.3		86	2.1		74
3.2		85	2.0	C	73
3.1		84	1.9		72
3.0	B	83	1.8		71
2.9		82	1.7		70
			1.6-0.0	E	69

Repeating Courses

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

The following letter grades also may be used:

I: Incomplete. An incomplete may be given only when students have been in attendance and have done satisfactory work to within two weeks of the end of the quarter and have furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Incompletes in required courses during the foundation year must be converted into passing grades before students may enter the advanced curriculum. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. Incompletes received by graduate students do not automatically convert to a 0.0 but remain a permanent part of their record.

Students who accumulate more than two incompletes or carry incompletes beyond one quarter may be reviewed for satisfactory progress.

At UW Tacoma, the faculty determines the timeline for course completion if an Incomplete grade is issued to a student.

N: No grade. Used only for hyphenated courses and courses numbered 600 (Independent Study or Research), 601 (Internship), 700 (Master's Thesis), 750 (Internship), or 800 (Doctoral Dissertation). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or supervisory committee chairperson should change the N grade(s) to one reflecting the final evaluation.

S/NS: Satisfactory/not satisfactory. An MSW student may elect to be graded S/NS in any numerically graded course for which he or she is eligible, provided the student completes a minimum of 18 decimal graded credits. The choice must be indicated no later than the seventh week of the quarter. (As with all registration changes, a \$20 change fee will be charged beginning the second week of the quarter.) Only in very unusual cases may S/NS grades be converted to numeric grades or vice versa. The instructor submits a numeric grade to the Registrar's Office for conversion to S (numeric grades of 2.7 and above) or NS (grades lower than 2.7).

CR: Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

NC: Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The grade is awarded directly by the instructor and is not included in GPA calculations.

W: Withdrawal. Official withdrawal from a course may be done on line through the seventh week of the quarter. During the first

two weeks of the quarter no entry is made on the permanent academic record. The third week through the seventh week of the quarter, a W is recorded on the transcript. Refer to the Registration Guide information online or Enrollment Services after the seventh week of the quarter. Drop codes and/or permission or the Social Work Program may be necessary in order to withdraw from courses.

HW: Hardship Withdrawal. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades of W and HW do not count as completed credits nor in computation of the GPA.

X: Indicates that a grade was not submitted by instructor.

Please refer to the section on Graduation Requirements for more details such as the required number of numerically graded credits and minimum grade points.

Academic Standing and Scholarship

Good Academic Standing

In order to be in good academic standing, you must maintain a minimum cumulative University grade point average of 3.00 for all 400- and 500-level graded courses taken after attaining graduate status at the University of Washington. In addition, you must complete and pass all required Social Work classes with a minimum grade of a 2.7 or higher or "S" or "CR." Students who accumulate more than two incompletes or carry incompletes beyond one quarter may be reviewed for satisfactory progress.

Low Scholarship

Graduate students whose cumulative or quarterly grade point average falls below 3.00, or who fail to earn at least a 2.7 or "S" or "CR" in a required class are considered as low scholarship. Low scholarship may lead to a change-in-status action by the Graduate

School -- i.e., No Action, Warn, Probation, Final Probation, or Drop. If you fall below this standard of academic performance, you will be evaluated individually on a quarterly basis by the Director of the UW Tacoma Social Work Program. Please note that official actions are taken by the Dean of the Graduate School upon recommendation from the Director.

Students who fail a core foundation class may be required to repeat that class before continuing in the foundation curriculum.

The Registrar will record only those actions recommending Probation, Final Probation, and Drop.

To determine satisfactory performance or progress, the following criteria is used:

1. Performance in the fulfillment of degree program requirements;
2. Performance during informal course work and seminars; and

3. Research capability, progress and achievements.

In addition to the grade performance, students with incompletes or “x” grades in the Professional Foundation courses must successfully complete the courses *prior to beginning* the Advanced Curriculum.

Note: Action is taken for one quarter only and is reviewed each quarter. No action will appear on the transcript for any subsequent quarter unless a recommendation is made by the MSW Program to the Dean of the Graduate School.

Appeals

Students may appeal change in status directly to the Program Director. Appeals beyond this point should follow the process outlined in the “Standards of Conduct and Grievance Procedures” section of the manual.

Further details, including guidelines for change of status actions may be found in Graduate School Memorandum No. 16 -- “Continuation or Termination of Students in the Graduate School”. It may be accessed through the Graduate School Home Page at www.grad.washington.edu/index.html

Leaves of Absence and Withdrawals

If you find it necessary to interrupt registration, you may apply for “leave of absence” or withdrawal from the University, described below. We strongly suggest that you consult with your faculty or program adviser and/or the Program Director in making this decision.

Leaves of Absence

If you are *in good standing* (cumulative GPA of 3.00 or higher) and you plan to be away from the University and out of contact with the University faculty and facilities for at least one quarter, not to exceed four successive quarters, you must apply for “on-leave” student status. You must also meet the following requirements:

- You must submit a petition for on-leave status to the Graduate Program Coordinator. Please contact the MSW Program Adviser to obtain the appropriate form and procedure.

- You must have completed at least one quarter of work (in good standing) at the University prior to going on-leave.

While on on-leave status, you are permitted to use the University Library, but are not granted any of the other University privileges of a regularly enrolled or registered student. You pay a non-refundable fee to obtain on-leave status. This fee covers those academic quarters for which you have requested on-leave status.

An on-leave student returning to the University on or before the termination of the period of his or her leave must register via MyUW for the required quarterly classes in their curriculum template. This registration cancels any remaining leave period. On-leave quarters count toward the 6 year time limit to complete the MSW degree.

Withdrawal from the University

If you interrupt your registration for an undetermined period of time, you are considered to be withdrawn. A student previously registered in the MSW Program who has withdrawn and/or failed to maintain

continuous enrollment, but who wishes later to resume his or her

studies must submit a written request seeking readmission, meet with the Program Director and reapply to both the Graduate

School and the MSW Program. For timelines, fees and tuition forfeiture on withdrawing, a student should consult the

Registration Guide information online or the MSW Program Adviser.

Financial Assistance

Students wanting information on their financial aid can check their accounts during the year through MyUW Tuition Statement. If there appears to be "holds", contact the Financial Aid Office, 253.692.4400 for assistance.

The MSW Program requires all students who wish to be considered for any type of financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The closing date to submit a completed FAFSA is typically February 15. However, students should contact the Office of Enrollment Services, at 253.692.4400, for the most current and accurate information since deadlines are subject to change. The Office of Enrollment Services has the FAFSA forms available, and the financial aid staff can assist students with work-study questions, student loan information, and emergency loans. In addition, UW Tacoma

scholarships are frequently posted on the bulletin board across from GWP-102 and on the UW Tacoma web site at www.tacoma.washington.edu/enrollment/services/admissions/finaid/. Students are encouraged to seek these services and information, which can make the financial aspects of attending the graduate program less burdensome.

Summer financial aid recipients may need to fill out a supplemental Financial Aid Form prior to the beginning of summer quarter in addition to completing the FAFSA for that academic year. **If you plan to receive financial aid during summer quarter, you should consult with a Financial Aid Adviser.**

Inclement Weather Policy

In the event of inclement weather, please note the following steps for determining whether the campus is open, if your class will be held as scheduled, and/or the handling of assignments:

1. CALL THE SNOW #: 253-383-INFO or check the UW Tacoma home page <http://www.tacoma.washington.edu/>. This number will inform you on whether the campus has been closed.
2. CALL YOUR PROFESSOR'S OFFICE NUMBER. This number will inform you on whether the class will be held or

not, and/or the status of pending assignments. Individual professors will determine how final exams, papers, etc. will be submitted.

3. CALL THE PROGRAM OFFICE NUMBER: 253.692.5820. This number is to be used only after trying the first two numbers, or if you are unable to ascertain the status of whether your class(es) will be held, and/or you have a part-time instructor who does not have an office phone or contact number.

NOTE: It is important to remember that safety should always be considered when

deciding whether it is advisable to attend class(es) or not during periods of inclement weather.

Your Address - Please Keep It Current

It is critical that you keep your local address and telephone number updated with the University (Office of the Registrar, located in Enrollment Services, GWP-102). Without a current local address and telephone number, you may not receive periodic mailings or be contacted by the administration, faculty, or other campus staff.

You can update your address and telephone number with the University via MyUW, or by contacting Enrollment Services at 253.692.4400 or GWP-102

Release of Information from Student Files

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. However, the following information is considered public or “directory” information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change your authorization and allow release, you must go to Enrollment Services, GWP-102 and present photo identification.

The Program may routinely release the information noted above if you have not restricted your release through the Registrar.

If you need a hardcopy of your official UW transcript in the future, please fill out a Transcript Order form in the Office of Enrollment Services or at the Cashier’s Window. A processing fee will apply.

If you want prospective employers or schools to have any of the information noted earlier, then there can be no “holds” on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the MSW Program, you should remember to change the release with the Registrar or provide the Program with separate releases any time you use the University of Washington, or the Program, or its faculty for reference purposes.

Retaining Your Course Syllabi

It is strongly recommended that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialized area or if the state in which you practice requires this information. The University's official transcript shows some

generic titles for Social Work courses. Thus, the generic titles do not necessarily reflect the specific title or content of all of your courses, which makes it important for you to keep the course syllabi reflecting the course number and content.

You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

Graduation Requirements, Checklist and Ceremony

Graduate School Requirements

Each Master's student must meet the following Graduate School requirements. (Please see the Graduate Section in the UW or UW Tacoma Catalog for detailed information.)

Minimum Requirements: A minimum of 36 quarter credits of graduate course work, 18 of which must be for work numbered 500 or higher.

Numerical grades must be received in at least 18 quarter credits of course work taken at the University of Washington; a minimum grade-point average of 3.0 is required to graduate **and** a minimum grade of 2.7 must be earned in all courses counting for the degree.

- ◆ **Residence Requirement:** The residence requirement for the master's degree is 30 credits completed at the University of Washington, Tacoma. *(Note: all MSW concentration curriculum must be completed in the UW Tacoma Social Work Program.)*
- ◆ **Application to Graduate:** Graduate students **must** apply for the master's degree **no later than the end of the seventh week** of the quarter in which he or she expects to graduate. Students apply on-line:
www.grad.washington.edu/stsv/mastapp.htm. You will be notified of the Graduation Clearance Procedures in place by the Social Work Program in

advance. *Please check with the Program Adviser and Administrator for more specific information.* The graduate student **must be registered** either as a full- or part-time student (minimum of 2 credits) at the University for the quarter in which the requirements are met **and** the degree is conferred. To graduate in any quarter, students must complete all requirements for the degree **by the last day of final examinations for that quarter**.

Application for the master's degree is solely the responsibility of the student.

The Graduate School does not allow any student to apply to graduate after the ninth week of the quarter (late fees apply after week seven). No exceptions are made to this policy.

- ◆ **Postponement of graduation:** Applications to graduate are valid for one quarter only. If you do not complete degree requirements during the quarter you apply for graduation, you must complete another degree request for the quarter in which you expect to complete requirements after meeting with your faculty adviser and program adviser.

Graduation Requirements for the School of Social Work and the UW Tacoma MSW Program

Minimum Requirements: Along with the other Graduate School requirements, all required courses must be completed with a passing grade (2.7 or higher OR Satisfactory OR Credit).

If you do not pass a required course, the course must be repeated. Another course may be substituted for a failed selective course. Students electing to take a course on a Satisfactory/Not Satisfactory (S/NS) basis must earn at least a 2.7 GPA in order to receive a grade of “Satisfactory.” Students who have been exempted from a required course do not have to take another course to replace it.

- ◆ **Related Credit Information:** The UW Tacoma Program allows each student to determine which courses are taken to fulfill the 18 numerically graded required credits. The following courses are graded on a credit/no credit basis and may not be used for the 18 credits:

Cultural Diversity and Societal Justice (T SOCW 504), Introduction to Practicum (T SOCW 523), Foundation and Advanced Practicum (*T SOCW 524* and *T SOCW 525*), Readings in Social Work (T SOCW 599) and some selectives (indicated by CR/NC in registration guide). ***Some students may need to take additional courses beyond the minimum requirements to fulfill this requirement.***

- ◆ Students are expected to use the “Graduation Checklist” in order to track degree progress. By using the list on a quarterly basis, students can easily determine progress for completing the degree.

Graduation Requirements Checklist – 3 Year MSW Program

- Students may take any of the courses indicated below by a “*” with a Satisfactory/Nonsatisfactory grading option instead of a numerical grade.
- In order to graduate, **18 of the required credits** must be graded numerically.
- Numerical grades of less than 2.7 or grades of NS or NC do not count toward the degree.
- All students must apply for graduation online by the seventh week of their last quarter. Students must be enrolled for at least 2 credits the quarter they intend to graduate. Consult with the Program Adviser and Administrator regarding procedures.

Professional Foundation

Course	Credit	Grade	Quarter/Yr Taken
<i>T SOCW 501 Social Policy and Economic Security*</i>	(3)		
<i>T SOCW 502 HB&SE I *</i>	(3)		
<i>T SOCW 503 HB&SE II *</i>	(3)		
<i>T SOCW 504 Cultural Diversity/Social Justice CR/NC</i>	(3)		
<i>T SOCW 505 Foundations of Social Welfare Research*</i>	(3)		
<i>T SOCW 510 Pr I – Introduction to Social Work Practice*</i>	(3)		
<i>T SOCW 511 Pr II – Intermediate Direct Service Practice*</i>	(3)		
<i>T SOCW 512 Pr III – Community & Organizational Practice*</i>	(3)		
<i>T SOCW 514 Pr V – Foundation Practice Skills*</i>	(3)		

Practicum

<i>T SOCW 523 Introduction to Practicum CR/NC</i>	(1)		
<i>T SOCW 524 Foundation Practicum CR/NC</i>	(2)		
(8 credits total)	(3)		
	(3)		
<i>T SOCW 525 Advanced Practicum CR/NC</i>	(3)		
(18 credits total)	(5)		
	(5)		
	(5)		

Course requirements are continued on next page.

Children, Youth and Family Concentration

Course	Credit	Grade	Quarter/Yr Taken
<i>T SOCW 531 Child and Family Policy and Services*</i>	(3)		
<i>T SOCW 532 Children, Youth and Family Practice I*</i>	(3)		
<i>T SOCW 533 Children, Youth and Family Practice II*</i>	(3)		
<i>T SOCW 535 Advanced Social Work Research for CYF Practice*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		

* Course can be taken as Satisfactory/Non-Satisfactory (S/NS) or for a decimal grade.

Graduation Requirements Checklist – Advanced Standing

- Students may take any of the courses indicated below by a “*” with a Satisfactory/Nonsatisfactory grading option instead of a numerical grade.
- In order to graduate, **18 of the required credits** must be graded numerically.
- Numerical grades of less than 2.7 or grades of NS or NC do not count toward the degree.
- All students must apply for graduation on line by the seventh week of their last quarter. Students must be enrolled for at least 2 credits the quarter they intend to graduate. Consult with the Program Adviser and Administrator regarding procedures.

Advanced Curriculum: Children, Youth and Family Concentration

Course	Credit	Grade	Quarter/Yr Taken
<i>T SOCW 531 Child and Family Policy and Services*</i>	(3)		
<i>T SOCW 532 Children, Youth and Family Practice I*</i>	(3)		
<i>T SOCW 533 Children, Youth and Family Practice II*</i>	(3)		
<i>T SOCW 535 Advanced Social Work Research for CYF Practice*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		
<i>T SOCW 536 Children, Youth and Family Selective*</i>	(3)		
<i>T SOCW 597 Social Welfare Research*</i>	(2)		
<i>T SOCW 598 Integrative Seminar*</i>	(5)		

Practicum

<i>T SOCW 525 Advanced Practicum CR/NC</i>	(3)		
(18 credits total)	(5)		
	(5)		
	(5)		

* Course can be taken as Satisfactory/Non-Satisfactory (S/NS) or for a decimal grade.

Commencement & Hooding Ceremonies

University of Washington Tacoma

Commencement Ceremony: The University of Washington Tacoma holds one Commencement ceremony for all UW Tacoma graduates, including MSW Program students at the end of spring quarter. Information, including tickets for guests (if required), is provided online each spring quarter. A cap, hood and gown are required for this ceremony. UW Tacoma graduation ceremonies are coordinated by the UW Tacoma Office of Advancement, to which students may address inquiries.

Information about graduation is distributed via e-mail and the UW Tacoma web site. Students who are graduating have the responsibility to check email or the web and acquire this information and contact the Social Work Program office if they have questions.

Caps and gowns: All degree applicants will receive information about ordering academic apparel. Announcements will be made via e-mail during spring quarter.

Hooding Ceremony: The Social Work Program Hooding Ceremony (established 2007) will take place typically during the 2-weeks preceding the UW Tacoma Commencement ceremony. A cap, hood and gown are required for the Hooding Ceremony. At the Hooding Ceremony, a master's hood with the velvet band of citron indicating a degree in Social Work and lined with the colors of the University of Washington is placed over each MSW student's head by Social Work Program Faculty. Hooding is a symbolic gesture of honor in recognition of the MSW's advanced academic achievement.

Diplomas: These are mailed to students about 4-5 months after graduation. In the meantime, if an employer requests verification of graduation, either the MSW Program can provide a letter or you may contact the Registrar at 253.692.4400.

Computing, Web Page and Electronic Communication

MyUW and UWNetID

MyUW (www.myuw.washington.edu):

MyUW is your web portal to University of Washington information, UW email, and personal services (includes web registration, checking your grades, tuition statement, and other personal information). MyUW is an easy-to-use tool for finding the resources you need to fulfill your goals at the university. You can "personalize" it to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

A **UWNetID** (with password) is required to access your personal services, web registration, and UW email. For security, your UWNetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network.

MyUW includes links to the UW Library catalog, reference tools such as an encyclopedia and a dictionary, a calendar of campus events, a continuously updated *General Catalog*, the UW student directory, a scholarship directory and the academic calendar (deadlines for adding or dropping courses, registration dates). The last item is particularly useful because it includes the minute-to-minute enrollment status of courses -- so that during registration for the next quarter, for example, you can check classes to see if they are open *before* you register. With the exception of access to your personal information and web registration, you may also access many of these resources through the UW's website (www.washington.edu) or UW Tacoma's website (www.tacoma.washington.edu.) **A UW NetID will be required to complete your graduation application on line.**

Social Work Program Web Page

The UW Tacoma Social Work Program web site can be accessed at www.tacoma.washington.edu/social.

The web site provides program and course information as well as news and updates pertaining to the Social Work Program, academic and practicum program manuals, policies and required forms are all readily available on our web site. Links to social welfare related web sites are also provided. You may access the School or Program website from computers anywhere in the world, as long as they have an Internet connection.

Note: The information is subject to change since various documents, such as quarterly registration materials, are added to these menus throughout the year.

Computer Access

The University of Washington Tacoma houses its own Computer Labs in the Walsh and Gardner Building, Room WG-108 and the Cherry Parkes Building, Room CP-005, where students have free access to IBM and Macintosh compatible computers and laser printers running a variety of Windows software, including Word and Excel. A number of other software packages,

including electronic mail and statistical analyses are also available as well as an Access station for users with special needs. Tutorials and training are available that assist with learning how to use the different computer software. For further information, please call the Computer Lab at 253.692.5611.

Electronic Mail Account and Electronic Communications

As a student of the University of Washington, you are provided with an email account at no charge. For details on how to create your UW email account, visit www.washington.edu/computing/email. Typically, students set up a UW email account at the time they establish a UW NetID. If you need assistance creating your account, visit a UW Tacoma computer lab in WG-108 or CP-005 and a staff member can assist you.

All Social Work students are required to maintain a UW email account, be subscribed to the official UW Tacoma MSW listserv, and check their email at least twice each week. The MSW Program uses email as the major means to distribute important information about school programs, class information, deadlines, and other announcements.

Note: All MSW students are automatically subscribed to the UW Tacoma MSW listserv prior to the start of Autumn Quarter.

uwtmsw@u.washington.edu:
social work program info line

Computing Rules at the UW

The following is excerpted from the UW website:

www.washington.edu/computing/rules/guidelines.html

Email Guidelines: Your use of email must meet the same common sense standards you would apply to your use of campus telephones and campus mail. Further, your use must not interfere with the operation of the computers and networks or with the work of others.

- DO NOT send email to someone who has requested that you not do so.
- DO NOT send frivolous or excessive messages, either locally or off campus.
- DO NOT create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the information).
- DO NOT flood another system, network, or user account with email.
- DO NOT send email to someone you do not know, just because you see them logged in or like their name.

- DO NOT send email to individuals or groups who you could not reasonably expect to welcome email from you. If you have any doubt, ask their permission before adding them to any list.
- DO NOT obscure the true identity of the sender of email or forge email messages.
- It is your responsibility to determine the purpose of an electronic mail list (e.g., a LISTPROC or LISTSERV) before subscribing or sending messages to the list. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.
- DO NOT send to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- DO NOT continue to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- DO NOT harvest email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to subscribe to your list.
- DO NOT harvest email addresses from an institution's directory or through the use of tools such as finger.
- DO NOT subscribe anyone to an email list except with the individual's permission.

Please refer to the following website for detailed rules on email and computer usage at the UW:

www.washington.edu/computing/rules.html

UW Tacoma Faculty / Staff / Student Email Policy

The following policy statements concern the conditions under which faculty, staff, and students are expected to use the University of Washington email system. They do not prevent faculty, staff, or students from also using that system for other purposes, e.g., limited private use. These policies have been recommended by the All Directors group and approved by the UW Tacoma Vice Chancellor for Academic Affairs.

- Faculty and staff are expected to use their UW NetID email accounts to disseminate information to students and communicate with their colleagues and students on internal business.
- NetID accounts are created for students upon admission to the university; and students are required to activate their email addresses for their NetID accounts before the first day of classes.
- Faculty and staff will use only the University of Washington student email system to communicate information relating to coursework, policies, event announcements, etc.
- Faculty and staff are not obligated to respond to students using non-UW email accounts.
- Students may be held accountable for any information contained within the official email communications, including

instructor notices of changes in schedules and assignments.

Although students may configure their UW emails to automatically forward to another email account, they should be advised that some email systems may be unable to handle large email files and may block delivery of UW email attachments.

Personal Computers

If you would like to connect your personal computer to the UW network, then you need a broadband connection (DSL, broadband cable), a modem & telephone line connection and/or a wireless network card. In the campus dorms, you can connect directly to the network with no modem is required.

You may want to purchase a University of Washington Internet Connectivity Kit (UWICK) cd at the University Bookstore. This cd has an automated software installation program on it, which will install all of the communications programs you need to connect to UW computers from home.

A handout with instructions for connecting from home is also available at the computer lab. For further information, you can also check out the UW's website at: <http://www.washington.edu/uware/>.

For UW students there is no charge for using the University computers over a modem if you are within the local telephone calling area, which in this case extends from Everett to Tacoma. If your call to the University computers is long-distance, you will be charged regular long-distance rates.

Resource Guide Summary

Campus Resources

Division of Student Affairs

Division of Student Affairs at the University of Washington Tacoma. Our staff is committed to providing personalized attention to all students from the time they aspire to attend UW Tacoma until the successful completion of their degree. Student Affairs will provide the co-curricular and personal support necessary to accomplish the critical processes students must complete to achieve success. Below are a few of the areas they represent. For a complete overview of their division please consult the web.

www.tacoma.washington.edu/studentaffairs/

- Associated Students of UW Tacoma (ASUWT)
- Career Development and Education
- Childcare Assistance Program
- Disability Support Services
- Student Health and Wellness (Counseling Center)
- Student Centers (*oUWTpost in the Mattress Factory building and the Longshoreman's Hall at 17th and Market Streets*)
- Fitness Center

Diversity Resource Center

The University of Washington Tacoma opened its Diversity Resource Center (DRC) in 2005. The Center offers materials on diversity issues and coordinates campus events related to diversity in the campus community. The center is located in WCG-102. For more information about the DRC, contact, Diversity Resource Center Coordinator, at (253) 692-4776 or divrescn@u.washington.edu.

UW Tacoma Safety & Security Escorts

The UW Tacoma Safety and Security Office is concerned for the safety of everyone on campus. Services include safety escorts, and vehicle lockout assistance. For your safety, the University of Washington Tacoma encourages students, faculty, staff, and visitors to use the Campus Safety Escort Program. The service operates Monday through Thursday from 5:00pm to 10:30pm, except holidays, Breaks and Summer quarter. The program is staffed with contracted security personnel. This service is free of charge to anyone who requests it. Dial #300 or #333 from any campus phone to request an escort.

Additional Resources

To learn about additional campus resources, visit the UW Tacoma website.

www.tacoma.washington.edu/

Scholarship Funding Information

Funding Sources on the Internet

The UW Graduate School web page provides links to general funding information.

Website: www.grad.washington.edu/fellow/hotlist.htm

Note: Many sources of funding are limited to full-time students only. As a UW Tacoma MSW student you will be enrolled part-time. Be certain to look at the criteria carefully when researching funding opportunities.

UW Tacoma Scholarship Opportunities

Watch for campus announcements regarding UW Tacoma scholarships to offset the cost of tuition. To view current postings and download application forms, visit www.tacoma.washington.edu/enrollment/services/admissions/finaid/scholarships

Grants & Funding Services for UW Graduate Students (GFIS)

Cooperative Project of the Graduate School and University of Washington Libraries to support UW graduate students who are seeking any type of general or research funding.

(206) 616-3084, gfis@u.washington.edu
Website: www.lib.washington.edu/Gfis/

Opportunities For Involvement

Advisory Council

The UW Tacoma Social Work Program Advisory Council meets 2-3 times per academic year. Membership includes, Social Work Program faculty, staff, students, practicum field supervisors and community members. The Advisory Council provides input to strengthen curriculum development, develop program goals and objectives for learning and other related areas. If you would like to get involved, please contact the program Director.

Phi Alpha Honor Society

A national honor society for social work students, founded in 1960, Phi Alpha's purpose is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. For more information on the Xi Pi Chapter at UWT visit www.tacoma.washington.edu/social under "Resources for MSW Students".

Student Social Work Organization

The Student Social Work Organization (SSWO) is one of the most active organizations on campus, winning the UW Tacoma Outstanding Student Organization of the Year in 2003-2004, and again in 2005-06!

The SSWO's mission is to "empower individuals, groups and communities towards social change by listening, advocating for social justice and serving our community with competence and integrity." Contact the Office of Student Involvement to get involved.

Social Welfare Action Alliance

National organization of social workers, carrying on a tradition of progressive, activist social work. Student memberships and journal subscription available.
National Co-chair: Marilyn Moch, 206-324-3063, email mochcihri@aol.com.
Membership Contact: SWAA, Columbus Circle Station, P.O. Box 20563, New York, NY 10023. Website: www.swaaction.org.

National Association of Social Workers (NASW)

Only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.

State chapter: 522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084, email: info@nasw-wa.org
Chapter Website: www.nasw-wa.org/
National address: 750 First Street NE, Ste 700, Washington, DC 2002-4241
Website (includes on-line membership application): www.naswdc.org/
Toll-free number for membership information: 1-800-742.4089

Social Work Q's

Social and support group for gay, lesbian, bisexual, transgendered, two-spirit, queer and questioning students at the SSW.
Faculty/Staff contact: Taryn Lindhorst tarynlin@u.washington.edu
Website: www.ssw.washington.edu/glbqtq

UW Tacoma's Queer Straight Alliance (QSA) student organization provides opportunities for support as well.

UW Alumni Association

Provides programming and events linking alumni and students.

206-543-0540 or 1-800-AUW-ALUM
Website: www.washington.edu/alumni

Employment Information

Career Development and Education

Mattress Factory Building, Room MAT-352
253.692.4421

Career Development and Education provides a number of services to UW Tacoma students including: career and internship planning, job search and networking strategies, resume development, and interviewing. In addition, they maintain job and internship listings, employer information, a career library and a variety of career handouts. They also sponsor an annual career fair and provide career assessment services.

Appointments with a Career Peer Advisor can be made by calling 253.692.4421, or emailing Student Development at uwtsd@u.washington.edu.

Note: The Social Work Program bulletin board and uwtdmsw listserv will occasionally post employment or volunteer opportunities for interested individuals to view.

Additional Educational Opportunities

Social Work Continuing Education

Offers a year-round schedule of non-credit professional development programs.
Contact the UW Extension for information.
UW Extension at 5001 25th Ave. N.E., 206-543-2310, swce@u.washington.edu or visit their web site at: ssw.washington.edu/ce.

Key Bank Professional Development Center

The mission of the **KeyBank Professional Development Center** is to expand access to the resources of the University of Washington, Tacoma by offering advanced, non-degree education to individuals and organizations in the South Puget Sound region. As a self-sustaining unit, the Center

offers an array of seminars, workshops and courses to enhance the knowledge and skills of community members.

Child Welfare Training and Advancement Program (Title IV-E)

The Child Welfare Training and Advancement Program (CWTAP) is a federally funded stipend program for students interested in obtaining a Master of Social Work degree and in making a career commitment to public child welfare practice. Contact CWTAP at 253.692.4530 for more information.

Standards of Conduct and Grievance Procedures

UW Student Conduct Code

The following is an abbreviated version. The complete code is available from the Office of the Vice President for Student Affairs, Schmitz 476, or the Washington Administrative Code, Chapter 478-120 (in the UW Tacoma Library).

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- academic and professional honesty and integrity,
- refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- intentionally and substantially disrupting teaching
- physical abuse or threat of harm
- sexual offenses, such as rape, sexual assault or harassment
- malicious damage to or misuse of property
- refusal to comply with lawful order to leave the campus
- possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

Academic Performance and Conduct, Which May Result in a Review and Possible Dismissal from the UW Tacoma MSW Program

Students may be terminated from the School of Social Work for any of the following:

1. Failure to meet or maintain academic standards as established by the University and the School of Social

Work and the UW Tacoma MSW Program in Tacoma. (This is automatic and may take place without a review or further procedure.)

2. Academic cheating, lying, or plagiarism.

3. Behavior judged to be in violation of the NASW Code of Ethics (available at www.naswdc.org/pubs/code/default.asp on the World Wide Web) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington (available at apps.leg.wa.gov/RCW/default.aspx?cite=18.130.180.*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the UW Tacoma MSW Program and became known after admission.
5. Failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the UW Tacoma MSW Program.

* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the SW and UW Tacoma Libraries. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library or in the Government Publications section of Suzzallo, Allen and accessible via the UW Tacoma Library.

Academic Honesty: Cheating and Plagiarism

What is academic misconduct?

Academic misconduct occurs if you present as your own work something that you did not do, or if you intentionally present incorrect data. It is also considered academic misconduct if you help someone else present work that is not his or her own.

Plagiarism

One of the most common forms of cheating is *plagiarism*, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and identify the source of the quotation.
2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with an in-text citation, note, or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).

- **Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*
- **Unacceptable borrowing of words:** *An ape who knew sign language unsettled linguists and startled animal behaviorists.*

- **Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*
 - **Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*
5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
 6. *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in

work that is not your own or to use parts of another student's paper.

Note: *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.*

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins.

Standards for Essential Abilities and Attributes for Admission and Continuance in the MSW Program

Essential Abilities and Attributes for Admission to and Continuance in the School of Social Work MSW Program, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the practice of social work.

Acquisition of competence as a social worker is a lengthy and complex process that will be subverted by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum. Students in the MSW Program at the University of Washington, Tacoma are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practica and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications

for admission and faculty responsible for evaluating students' classroom and practicum performance.

Motor Abilities. The social work student must have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. The Disability Support Services office may be consulted regarding reasonable accommodations.

Sensory Abilities. The social work student must have the ability through his/her senses to participate in classes and practicum placement. The student must acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. The Disability

Support Services office may be consulted regarding reasonable accommodations.

Communication Skills. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-awareness. The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals; and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment. The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work, which are the dignity, and worth of every individual and his/her right to a just share of the society's resources.

Knowledge Base for Social Work Practice. The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

Objectivity. The social work student must be objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy. The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she

must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy. The social work student must be resistant to the undesirable effects of stress and avoid burnout by exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

Acceptance of Diversity. The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients.

Interpersonal Skills. The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity and the demonstration of respect for, and consideration of others.

Professional Behavior. The social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time.

Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The UW Tacoma MSW Program as well as the University encourage the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

Contact information for the parties mentioned in this section are listed at the end.

Academic grievance

An academic grievance may be resolved by discussing the issue with the faculty member concerned, secondly with your faculty adviser, thirdly with the Ombudsman and fourthly with the Director. For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor or Liaison; secondly with the Practicum Coordinator; and thirdly with the Ombudsman; and fourthly with the Director.

The Director of the MSW Program may refer an academic grievance to Review Committee (described in the pages that follow this section) or an appropriate University office.

Graduate School academic grievance procedure: Having exhausted the avenues for resolution within the MSW Program, a graduate student with a complaint of unfair treatment involving academic policies may approach the Graduate School. If resolution

is not reached through informal conciliation by the Graduate School, the student may file a formal complaint seeking resolution by the Graduate School Academic Grievance Committee. (*For complete procedural details, refer to the Graduate School Memorandum No. 33, available at www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm.)*)

Discrimination/unfair treatment grievance

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the MSW Program and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

Within the UW Tacoma MSW Program: Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under "Academic Grievance."

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

Within the University: Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice President for Student Affairs or the University Complaint Investigation & Resolution Office (UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice President for Student Affairs; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

Resource Persons Within the MSW Program and the University

UW Tacoma Social Work Program

Director

Rich Furman
WCG-203A
253.692.4848
e-mail: refurman@u.washington.edu

Dean of the School of Social Work

Edwina Uehara
Room 210C/4516 University Way
206.685.2480, Room 210C
eddi@u.washington.edu

Vice Chancellor for Academic Affairs (UW Tacoma)

Beth Rushing
GWP-312D

253.692.5648
e-mail: brushing@u.washington.edu

Practicum Coordinator

UW Tacoma MSW Program
Tom Diehm
WCG-203J
253.692.5823
email: tdiehm@u.washington.edu

Director of Practicum (MSW)

UW Seattle School of Social Work
Leon Preston
SWS 112E
206-543-3881,
ltp3@uw.edu

University Ombudsman

Susan Neff
301 HUB
206.543.6028
e-mail: sneff@u.washington.edu

UW Tacoma Ombudsman

Susan Neff
GWP-428
253.692.4476
e-mail: sneff@u.washington.edu

Graduate School Student Services

G-1 Communications Building
206.543.5900
e-mail: gsstusrv@u.washington.edu

Division of Student Affairs

Cedric Howard
MAT-206
253-692-4501
email: saffairs@u.washington.edu

University Complaint Investigation and Resolution Office (UCIRO)

1415 NE 45th, Room 405
206.616.2028
email: uciro@u.washington.edu

For the complete legal statement, refer to the U of W Operations Manual, Vol. 2, D46.4 (available in the UW Tacoma Library).

The University of Washington reaffirms its policy of equal opportunity regardless to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with

University of Washington policy and applicable federal and state statutes and regulations.

In addition to adhering to the University of Washington Equal Opportunity Statement, the MSW Program provides equal opportunity in education without regard to political orientation.

Reasonable Accommodation Statement

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

For information or to request disability accommodation contact: Disability Support Services at 253.692.4501, TDD 253.692.4413 or e-mail at dssuwt@u.washington.edu.

MSW Program Conflict Resolution and Behavioral Review Committee

The University of Washington Tacoma (UWT) Social Work Program Conflict Resolution and Behavioral Review Committee is a body of faculty who are available to mediate conflicts between and among students, faculty, and staff that cannot be resolved by those directly involved in the controversy. This Committee has served as a useful tool to assist in problem-solving, to educate one another on a variety of issues and to serve a behavioral review function when necessary. This is an internal Social Work Program Committee and other University procedures can and will be used when appropriate.

To meet the Program's gate-keeping responsibilities, this Committee may be called to review a student's behavior if other avenues of resolution are ineffective or if the concern is of such seriousness to consider a recommendation to the Program Director for

removal from the program. Failure of a student to meet the Standards for Essential Abilities for Continuance in the Social Work Program may result in a review by this Committee.

In all instances, individuals or groups should attempt to resolve the conflict with those involved. Please refer to the BASW Program Manual and to the MSW Program Manual for a discussion of resolution of grievances. This Review Committee is an **additional resource** if a mutually acceptable resolution cannot be reached through other means. Students, faculty or staff may request to convene a Review Committee meeting by completing the form available at www.tacoma.washington.edu/social/resources/student_resources_msw.cfm.

UW Policy on Non-Discrimination and Affirmative Action

For complete policy details, please refer to Volume 4, Part I, Chapter 2 of University of Washington Handbook (www.washington.edu/faculty/facsenate/handbook/Volume4.html).

The University of Washington, as an institution established and maintained by the people of the State, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

University policy:

- Prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.
- Prohibits any member of the University community, including, but not limited to, the faculty, staff, or students, from discriminating against or unlawfully harassing a member of the public on any of the above grounds while engaged in activities directly related to the nature of their University affiliation.
- Prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation.

UW Policy on HIV

For complete policy details, please refer to Executive Order No. 60 of the President, Revised September 24, 1996, University Handbook (www.washington.edu/faculty/facsenate/handbook/04-06-10.html).

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other

health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center Information Hotline: 206-685-AIDS or the HIV/STD Information Hotline: 206-205-7837. Additional information is available at (depts.washington.edu/hhpccweb/qa-detail.php?QandAID=55&ClinicID=1).

Guide to University of Washington, Tacoma

Web site links are available at
www.tacoma.washington.edu

The Office of Enrollment Services

Room: GWP 102
Phone: 253.692.4400

- Registration Guides
- transcript request forms
- new and replacement student ID cards
- UW Tacoma undergraduate applications
- grade information
- low and high scholarship information
- residency classification information
- statement of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- statements of degree
- international services--information for international students and visiting scholars, including immigration regulations
- Web registration information and assistance
- registration for time conflicts and S/NS
- late registration and late adds

- re-registration if canceled
- hardship withdrawal petitions
- registration and tuition fees petitions
- withdrawal for the quarter
- address changes
- name changes
- reinstatement for prior quarters (if canceled for non-payment of tuition for example)
- student health insurance coverage applications

Financial Aid

- Shari King, Financial Aid
- Bruce Metzger, Financial Aid and Veteran Affairs
- Student Loans
- Emergency Student Loans
- Workstudy opportunities
- Tuition Payment Plan installments
- Financial Aid Consortium Agreements
- Scholarship Information
- Veteran's Benefits

Directory of Important Numbers at UW Tacoma

Campus Safety and Security	DOU-180	253.692.4416 or 253.692.4888 <i>For escort services Dial #300 from any campus phone</i>
Career Services	MAT 352	253.692.4421
Computer Lab	WG 108 or CP 005	253.692.5611
Copy/Mail Center	MAT 053	253.692.5787
Counseling Services	MAT 253	253.692.4522
Chancellor and Dean, Office of	GWP 312	253.692.5646
Disability Support Services	MAT 253	253.692.4522
Enrollment Services	GWP 102	253.692.4400
Financial Aid	GWP 102	253.692.4400
Library	Library	253.692.4442
UW Tacoma Registrar	GWP-102	253.692.4400
Social Work Program	WCG 203	253.692.5820
Office of Student Involvement	MAT 103	253.692.4481
Division of Student Affairs	MAT 206	253.692.4501
University Book Store	1754 Pacific Ave.	253.692.5784
Teaching and Learning Center	KEY 202	253.692.4417

When using campus phones, dial the last 5 digits of numbers listed above, i.e. 2-5820 for Social Work.

A complete campus directory is accessible via www.tacoma.washington.edu.