

# **Eastern Michigan University School of Social Work**

---

Graduate Program  
Student Policy Manual  
2011-2012, 4<sup>th</sup> Edition

**PLEASE NOTE: Current, updated policies, apply to all MSW students  
regardless of year they entered into the MSW Program**

## MSW PROGRAM CURRICULUM

<b>Fall Semester</b>	<b>YR. 1-FOUNDATION*</b>	
SWRK 502	The Social Work Profession, Services and Social Policies	3 credits
SWRK 506	Human Behavior in the Social Environment I: Individuals and Families	2 credits
<b>Winter Semester</b>		
SWRK 507	Human Behavior in Social Environment II: Groups, Organizations,& Communities	2 credits
SWRK 530	Social Work Research Methodology	3 credits
<b>Spring/Summer Semesters</b>		
SWRK 526	Practice with People of Color (HBSE/Practice) (Spring)	2 credits
SWRK 528	Practice with Women( HBSE/Practice) (Summer)	2 credits
<b>Fall Semester</b>	<b>YR 2 – FOUNDATION*</b>	
SWRK 521	Policy Analysis and Change	3 credits
SWRK 510	Generalist Practice I	3 credits
<b>Winter Semester</b>		
SWRK 520	Generalist Social Work Practice II	3 credits
SWRK 588	Field Professional Experience I	4 credits
<b>Spring/Summer Semesters</b>		
SWRK 589a	Field Professional Experience II a (Spring)	2 credits
SWRK 589b	Field Professional Experience II b (Summer)	2 credits
<b>Fall Semester</b>	<b>YR. 3- ADVANCED*</b>	
SWRK-610	Empowerment Practice (ADVANCED PROGRAM BEGINS: FIRST CLASS FOR ADVANCED STANDING)	2 credits
SWRK 623 SWRK 643 SWRK 653	<i>Concentration-Specific HBSE**</i> SWAG: Applied Psychosocial Aspects of Aging SWFS: Families in the Social Environment SWMH: Dynamics/Practice: Chemical Dependency Services (HBSE/Practice)	3 credits
<b>Winter Semester</b>		
SWRK 620 SWRK 640 SWRK 650	<i>Concentration-Specific Policy**</i> SWAG: Policy Issues and Older People SWFS: Policies Policy and Issues in Services to Families SWMH: Policy Issues in the Health Care Setting	3 credits
SWRK 624 SWRK 644 SWRK 652	<i>Concentration-Specific Practice**</i> SWAG: Working with Aging People SWFS: Family-Centered Practice SWMH: Dynamics/Practice: Mental Illness Services (HBSE/Practice)	3 credits
SWRK XXX	Electives	2-3 credits
<b>Spring/ Summer Semesters</b>		
SWRK XXX	Electives	2-3 credits
<b>Fall Semester</b>	<b>YR 4 – ADVANCED*</b>	
SWRK 630	Action Research	3 credits
SWRK 688	Field Experience III	4 credits
<b>Winter/Spring semesters</b>		
SWRK 689 (Winter)	Field Experience IV	4 credits
SWRK 690 (Spring)	Field Experience V	2 credits
SWRK-XXX	Electives (if needed)	2-3 credits

**SWFS-Family and Children Services; SWMH-Mental Illness and Chemical Dependency; SWAG-Services to the Aging**

**NOTE** \*\* Spring and Summer are 7 week semesters

\*\* Full Program (63 CR); Advanced Standing Program (35 CR)

\*\* Advanced Standing requires 11 elective credits; Full Program requires 8 elective credits

\*\*Full-time enrollment involves collapsing YR 1 & 2 (Foundation) into one year, and YR 3 & 4 (Advanced) into one year

## TABLE OF CONTENTS

Faculty/Program Administration Contact Information .....	3
Mission Statement.....	4
Curriculum .....	4-11
Overview.....	4
Concentrations .....	4
Length of time in Program .....	5
Part-time/Full-time Attendance .....	5
Request for Transfer from Part-time to Full-time Status.....	5
Program of Study (POS) .....	6
Coursework .....	6
Independent Study .....	7
Field Placement .....	8
Graduate Certificate/School Social Work Requirement.....	9
Biology Requirement .....	11
Graduate Advising.....	11-12
Table .....	12
Registration .....	13-14
Transfer Credits.....	13
Academic Load .....	13
Program and Course Requirements.....	14-17
Time Limitation .....	14
Class Attendance.....	14
Grades .....	14
Course Repeat .....	14
Incomplete Course Work .....	14
Grade Grievance .....	15
Conditional Non-degree Grade Requirement .....	15
Withdrawal .....	15
Stop Out Policy .....	16
Academic Probation .....	17
Student Performance or Conduct Dismissal Policy.....	17-22
Graduation .....	22-24
Applying for Graduation.....	22
Ceremonies .....	23
Diplomas.....	23
Transcripts.....	23
American Disabilities Act.....	24
Plagiarism/Definition and Guidelines.....	24
Financial and Needs-based Aid .....	24
Billing.....	25
Career Services.....	25
Harassment Policy.....	25
Alumni Association.....	25
Michigan Licensing.....	25
NASW Code Ethics.....	27-42

*Welcome To Eastern Michigan University's School of Social Work Master's Program! We desire to support your educational growth and development as you prepare to enter the field as a master level professional and leader. Please know that we are committed to your education. We are here to support you!*

**Faculty:**

Faculty members are the heart of any academic program. The faculty members of the School of Social Work have wide-ranging interests and abilities and are dedicated to the profession of social work. Brief faculty educational and professional biographies may be found on the School of Social Work website at: [http://www.emich.edu/sw/SWD\\_Old/professors/profs.htm](http://www.emich.edu/sw/SWD_Old/professors/profs.htm)

**Contact Information**

School of Social Work Main Office: 734.487.0393, 317 Marshall  
MSW Office: 734.487.6892, 206A Marshall  
Field Office: 734.487.4484, 206A Marshall  
The Graduate School: 734.487.0048, 202 Boone Hall

Ann R. Alvarez, School of Social Work Director  
Phone: 734.487.3800  
Email: [aalvare4@emich.edu](mailto:aalvare4@emich.edu)  
Office: 337 Marshall

Tana Bridge, MSW Program Director  
Phone: 734.487.3224  
Email: [tbridge@emich.edu](mailto:tbridge@emich.edu)  
Office: 206F Marshall

David Evoy, MSW Student Services Coordinator  
Phone: 734. 487-6807  
E-mail: [devoy@emich.edu](mailto:devoy@emich.edu)  
Office: 206A Marshall

Laura Davis, Director of Field Placement through August 31, 2011  
Phone: 734.487.4479 1418  
Email: [ldavis1@emich.edu](mailto:ldavis1@emich.edu)  
Office: 360 Marshall

Jennifer Fritz Kellman Director of Field Placement beginning September 1, 2011  
Phone: 734.487.1418  
Email: [jkellman@emich.edu](mailto:jkellman@emich.edu)  
Office: 206 I Marshall

Claudette Braxton, MSW Field Coordinator  
Phone: 734.487.4484  
Email: [claudette.braxton@emich.edu](mailto:claudette.braxton@emich.edu)  
Office: 206A Marshall

## Mission of the School of Social Work

The Eastern Michigan University Social Work Program is committed to the empowerment of impoverished, oppressed, vulnerable, and underserved populations; the creation of social welfare policy based on the strengths perspective; the advancement of community problem solving; and leadership in organizations and communities.

Graduates of the program will be committed and able practitioners who can work to alleviate social problems and enhance the competence of individuals, groups, and communities for engaging their environments to improve social functioning and to provide opportunities. The social work program prepares students for culturally competent and gender-sensitive practice.

The MSW Program prepares students for advanced practice serving one of three populations: family and children's services, services for persons with serious mental illness and/or chemical dependency, or services for the aging. The graduate program gives priority to applicants who, through their past experience, have demonstrated commitment to the stated Mission of the school, who have current employment in social service agencies, and who need a part-time program evenings/weekends.

## Curriculum

### Overview

The curriculum of the MSW program at EMU provides students with a set of skills which can be used at both the practice and leadership level with: individuals, families, groups, communities, organizations, and social policy. These skills will be used to promote social justice for society's most oppressed and vulnerable populations, including: families in poverty neglected and abused children, those with severe mental illness and/or chronic chemical dependency, and older persons at risk for institutional care, poverty, and illness. This program is accredited by the Council on Social Work Education (CSWE).

The program offers a "Full Program" consisting of a generalist practice foundation for students entering without Bachelor of Social Work (BSW) degrees from CSWE-accredited programs. The "Advanced standing Program" for students entering with Bachelor of Social Work (BSW) degrees from CSWE-accredited programs, consists of core required/concentration courses, and electives. The core courses consist of 16 credit hours of advanced content, including social justice work with oppressed populations, social policy, research, and field work. Each concentration (family and children's services, mental illness and chemical dependency services, and services for the aging) has required Human Behavior in the Social Environment (HBSE), policy, and practice courses and applies an empowerment approach to the field of practice and client populations.

### Concentrations

The MSW Program is a field of practice program. At the advanced level, course work and field placement must match the students' concentration. Currently, the following three concentrations offered include:

**Family and Children's Services:** This concentration prepares students to work in: community prevention program, child and family interventions, protective service, foster care, adoptions, juvenile outreach, youth residential facilities, domestic violence prevention, homeless shelters, and family court settings to name a few.

**Mental Illness and/or Chemical Dependency Services:** This concentration prepares students to work in a variety of community mental health settings, residential treatment agencies, psychosocial rehabilitation, substance abuse treatment programs, group homes, consumer run programs and clubhouses, advocacy groups, and family support services.

**Services for the Aging:** This concentration focuses on serving the needs of older persons in area agencies that work with aging senior centers, adult day care programs, home-based services, healthcare settings, protective services, Alzheimer’s programs, nursing homes, and caregiver support programs.

### **Length of the Program**

The length of time required to complete a MSW Degree depends upon undergraduate preparation:

**Full Program Students:** The program is designed for this part-time matriculation. Students with non social work bachelor degrees are eligible for the full program. Further, BSW students accepted into the program as a conditional non-degree student will also complete the full program. The full program is 63 credits of both FOUNDATION and ADVANCED level coursework and can be completed in 4 years, provided the student enrolls in 6 credits per semester.

**Advanced Standing Students:** Students may qualify for the advanced standing program if they: (1) hold a BSW degree from a program accredited by the CSWE, (2) have at least a 2.75 overall grade point average (GPA) from their undergraduate coursework, and (3) have at least a 3.0 GPA for their last 60 undergraduate credits. The advanced standing program is 35 credits of ADVANCED level coursework and can be completed in approximately 2 years if students enroll in 6 credits per semester with additional hours during the spring and summer.

### **Part-time ~ Full-time Attendance**

**Part-time Program:** The EMU MSW program is designed to be a part-time program. The Council on Social Work Education (CSWE) mandates that **all MSW requirements must be completed within four years of the date of entrance into the program** (See Program and Course Requirements: Time Limitation).

**Full-Time Program:** All students accepted into the MSW program are accepted as part-time students. Students may petition to attend full time (See Request to Transfer from Part Time to Full Time Status below).

Both advanced standing and full program students may apply to complete their MSW degrees on a full-time basis.

### **Request for Transfer from Part- Time to Full-Time Status**

Since our MSW Program is designed to be part-time, students wishing to attend on a full-time basis must follow the process outlined below, with the understanding that permission may be granted only to those students who meet the requirements and only on a space-available basis.

The deadline date to apply for this approval:

- January 15<sup>th</sup> for continuing students
- May 1<sup>st</sup> for newly admitted students

In order to obtain this approval, students must submit a petition/application with the following:

1. Letter to the Director requesting full-time enrollment and outline the reasons for this request. This letter must also include a statement that the student is available to do 16 hours of field placement during weekdays.
2. Documentation on agency letterhead from employer indicating that the student will either terminate their position or work 20 hours or less when attending school full-time. If the student is not employed, they must indicate their availability as mentioned in above point 1.

3. Current transcript to verify students are in good academic standing with no withdrawals, incompletes, or failing grades.

Students may either begin or change to full-time enrollment at specific times in their program: beginning of 1<sup>st</sup> year foundation courses or 3<sup>rd</sup> year of the full program which is the beginning of advanced courses for full program students. Advanced standing students must request full-time enrollment at the beginning of the program. For purposes of the MSW Program, “full-time enrollment” is defined as combining year one and two or year three and four of the Full Program, or year one and two of the advanced standing program.

Full-time students who fail, withdraw, or receive an incomplete grade on any course, will be immediately returned to part-time status without exception. In addition, students whose grade point average (GPA) falls below the required “B” will be placed on probation by EMU’s Graduate School as well as the School of Social Work (See Program and Course Requirements: Academic Probation).

### **Program of Study (POS)**

All students must have a “Program of Study” (POS). This POS is a contract between you and the School of Social Work that lists each class students must take sequentially for completion of the program. Further, it clearly outlines which semester and year each course must be taken. The POS serves two purposes: 1) It acquaints students with the degree requirements they must fulfill and provides them with a plan by which these requirements will be met, and 2) It is the instrument used in the “checkout” audit when students apply for graduation. MSW students create their POS at the required MSW new student orientation. This form is completed prior to the beginning of their studies, and must be signed by both the students and by an authorized faculty advisor, the MSW Program Coordinator, or the MSW Program Director. ***Students will be solely responsible for any unauthorized or undocumented changes in their course sequence.*** Students deciding to change their POS should meet with the Student Services Coordinator/MSW Director to make an informed decision.

Students should be aware that the MSW program has a ***fixed sequencing*** of courses and that all courses are offered only one time per year. This means that courses should be taken in the order in which they appear on the POS. Students are not allowed to take courses out of sequence. Any unauthorized or undocumented changes in the course sequence and/or confusion in the POS may result in administration problems, delays in completing the program, and interfere with the graduation process. ***It is the responsibility of the students*** to register for the correct courses in the sequence and scheduled semester identified in the POS. It is recommended that if a student decides to: (1) Stop out, (2) Withdraw from classes, (3) Receive an “Incomplete” or a grade below requirements, or (4) Change their course of study for any reason, make an informed decision by meeting with the Student Services Coordinator and/or MSW Program Director.

### **Coursework**

The Council on Social Work Education mandates that all MSW requirements be completed within four years of the date of entrance into the program. The Full Program requires 63 graduate credits. Students admitted into the Advanced Standing Program complete the program with 35 credits.

#### **Foundation Level Courses (31 Credits)**

SWRK 502 Social Work Profession, Services (3 credits)

SWRK 506 HBSE: Individuals and Families (2 credits)

SWRK 507 HBSE: Groups, Organizations and Communities (2 credits)

SWRK 510 Generalist Practice I (3 credits)

SWRK 520 Generalist Practice II (3 credits)

SWRK 521 Policy Analysis and Change (3 credits)  
SWRK 526 People of Color: A Strengths Perspective (2 credits)  
SWRK 528 Practice with Women (2 credits)  
SWRK 530 Social Work Research Methodology (3 credits)  
SWRK 588/589 Field Experience I and II (8 credits)

**ALL FOUNDATION COURSES MUST BE COMPLETED PRIOR TO ADVANCED LEVEL COURSES**

**Advanced Level Courses (15 Credits)**

SWRK 610 Empowerment: Social Justice and Social Change (2 credits)  
SWRK 630 Action Research (3 credits)  
SWRK 688/689/690 Field Experience III, IV, and V (10 credits)

**Advanced Concentration courses (9 Credits) - (Choose ONE Concentration Only)**

**Services to the Aging**

SWRK 620 Policy Issues and Older People (3 credits)  
SWRK 623/GERT 512 Psychosocial Aspects of Aging (3 credits)  
SWRK 624 Working with Aging People (3 credits)

**Family and Children's Services**

SWRK 640 Policies and Issues in Services to Families (3 credits)  
SWRK 643 Family and the Social Environment (3 credits)  
SWRK 644 Family Centered Practice (3 credits)

**Mental Illness/Chemical Dependency Services**

SWRK 650 Policy Issues in the Health Care setting (3 credits)  
SWRK 652 Dynamics and Practice in Mental Health Settings (3 credits)  
SWRK 653 Dynamics and Practice in Chemical Dependency Services (3 credits)

**Elective credits according to your program:**

**Advanced Standing:** 11 elective credits. **Full Program:** 8 elective credits

**Independent Study**

Independent studies are sponsored by full time faculty and lecturers. Students may contract with a full time social work faculty/lecturer to take a one, two, or three credit independent study course. They may enroll in this course at any time during the semester without penalty.

The Independent Study is designed for students who wish to study material in more depth than what is covered in existing courses or material that is not currently covered in existing courses. Students are required to design their own study proposals. They may obtain advice and assistance from faculty members. The study may also be used for empirical research or special training projects. *It is not to be used to study areas surveyed in existing courses.* Since each project is, in effect, a course for which credit is requested, ample time and thought should be given to the design of the program of study.

The Independent Study Proposal will provide the following information:

1. A detailed description of the work the student is proposing to accomplish.
2. The learning objectives of the project and the procedures of achieving these objectives prior to the end of the semester in order to permit time for evaluation.
3. A timeline indicating when various steps of the project will be accomplished and when final assignments/products are due.

4. Supplemental materials such as bibliography, an activities schedule, or mock tables will be appended, if appropriate.
5. If the project involves the use of agency facilities, documentation providing agency approval will be included in the proposal.

NOTE: The scope of the Independent Study is commensurate with the amount of credit sought. A regular course entails fifteen hours of class attendance for each hour of credit plus homework such as assigned readings, examinations, and additionally required work such as term papers or field projects.

**Process:**

1. Students should prepare three copies of the Independent Study Proposal, one for their supervising instructor, one for department files, and one for themselves.
2. Students should obtain and complete the cover sheet for Independent Study Proposals in the Social Work Office, 317 Marshall. They should have the cover sheet signed by the supervising instructor and approved by the MSW Program Director.
3. The completed proposal and cover sheet should be brought to the social work secretary who will then issue a section number and give the student permission to register.
4. The graduate school restricts the number of independent study credits to a total of 6 credits within the MSW degree.

**Field Placement**

The professional practicum is a critical component of graduate education in the MSW program. Social service agencies and the School of Social Work have joined in designing and providing opportunities for students to learn and practice in supervised field placement settings. In the field setting, students have the opportunity to make appropriate connections between practice, their values, and their knowledge base. The field placement experience is intended to assist students in integrating knowledge and skills from all areas of the curriculum. **PLEASE NOTE: *The Council of Social Work Education mandates that students not substitute work experience for required field placement courses. In addition, students may not make their own field placement arrangements.*** See MSW Field Manual for a more complete explanation of Field Placement policies.

To be allowed to enter and remain in field placement; students must maintain a minimum cumulative GPA of "B" (3.0) in their program. The MSW Program requires students to have a "B" or better in all required practice courses and a minimum of "C" in any other course work. Please note that all elective and other courses are included in this requirement.

The field placement consists of 900 hours of supervised field work in a social service setting designated by the Field Placement Director or Coordinator. Students complete 400 hours of field work in the foundation year of the program in an agency setting able to provide opportunities for learning generalist social work practice skills. In the advanced curriculum, students complete 500 hours of field work in an agency which can provide specialized experiences in the students' area of concentration. Students entering the program with a BSW and granted advanced standing must complete the advanced placement requirement of 500 hours.

Field placement hours are to be completed over the course of the Fall, Winter, and Spring semesters. Specific arrangements regarding field hours are to be negotiated between the Field Instructor and students in the field placement contract and approved by the Faculty Liaison. However, students cannot complete fewer than 12 hours or more than 20 hours per week in field placement.

To receive a passing grade of "B" or higher, students must satisfactorily fulfill all requirements and responsibilities in both the field placement and the field seminar. Failure to attend seminar and/or to be

in placement without proper notification and approval from the Field Instructor and Faculty Liaison will be grounds for dismissal from field placement and/or for a failing grade.

Students should review EMU policies concerning eligibility to receive an “Incomplete” grade. However, “Incomplete” grades are not normally awarded in field classes since seminar participation and field work must be performed concurrently. In the **exceptional** case where an “Incomplete” grade is awarded, students must repeat both their field placement as well as the accompanying field seminar in order to receive a grade. It **must be noted that Field hours accumulated in the Field Experience course where the “Incomplete” grade was received, will not be counted or rolled over when the course is repeated.**

Students who have had repeated absences in field seminar and/or field placement without a valid reason or without informing and receiving approval from the Field Instructor and Faculty Liaison may be terminated from placement and/or receive a failing grade. Please review “Student Performance and/or Conduct Dismissal Policy” for actions taken when serious concerns about student performance arise during the course of their field placement and seminar.

### **Graduate Certificates (Dual Enrollment)**

Below is a listing of graduate certificate programs that may be of interest to MSW students. Students may elect to apply to a graduate certificate program while working toward their MSW degrees. While some certificate courses may be counted as electives toward the MSW degree, certificate work is above and beyond the Master of Social Work curriculum. Students interested in applying for a graduate certificate program must make provisions to integrate whatever courses they can within their MSW Program of Study. **There may be scheduling conflicts with these certificates. It is the student responsibility to conform to their MSW Program of Study.** Students may need to return to school to complete their certificate after graduating from the MSW Program.

All students working on a MSW degree in addition to a Certificate (i.e. Gerontology, Dementia), are required by the Office of Admissions to submit a second application and fee to be enrolled in the Certificate Program. The certificate is considered a second diploma award.

For further information on applying to a graduate certificate program, please visit:

<http://www.emich.edu/admissions/graduatestudents/index.html>

**Community Building:** This certificate has a macro focus and is designed to develop competencies for understanding the community as a social system and improving the social bonds and leadership skills among members for the community. Competencies are developed in the areas of (1) community organizing and social action methods, (2) resource development, (3) legal and social environment, (4) research and program evaluation, and (5) networking, application, and external relations. This is a five-course program of 12-15 credit hours with coursework in multiple disciplines. For further information, please visit: <http://www.emich.edu/nonprofit/certificates.html>

**Public Policy Analysis:** This certificate is designed to meet the professional needs of state, local and nonprofit employees as well as private citizens with an interest in developing quantitative analytical skills for public policy issues. Students will learn about policy making process, impact, cost benefit and econometric analysis. The curriculum is designed to provide students with a solid foundation of knowledge in public policy analysis as well as offer enough flexibility for students to pursue individual interests. This is a six-course (16-17 credit hours) curriculum. For further information please visit:

<http://www.emich.edu/public/polisci/pubad/certificates.htm>

**Nonprofit Management:** This is designed to develop competencies and practical skills for building management capacity of a nonprofit organization in the areas of (1) financial management,

accountability, and legal issues; (2) budgeting and resource management; and (3) human resource management. This is a five-course (12-15 credit hours) curriculum with coursework in multiple disciplines. For further information, please visit: <http://www.emich.edu/nonprofit/certificates.html>

**Public Management:** This certificate is designed to meet the professional needs of state, local and nonprofit employees with general management responsibilities. The curriculum is designed to provide students with a solid foundation of knowledge in public management as well as offer enough flexibility for students to pursue individual interests. This is a five-course (13-15 credit hours) curriculum. For further information, please visit: <http://www.emich.edu/public/polisci/pubad/certificates.htm>

**Management of Public Healthcare Services:** This certificate is designed to meet the professional needs of managers working in the healthcare field including hospitals, public health departments, nursing homes, managed care agencies, insurance agencies, home healthcare systems, and private medical practices. The curriculum is designed to provide students with a solid foundation of knowledge in public healthcare services as well as offer enough flexibility for students to pursue individual interests. This is a five-course (14-15 credit hours) curriculum. For further information, please visit: <http://www.emich.edu/public/polisci/pubad/certificates.htm>

**Gerontology:** This certificate emphasizes positive aspects of aging and addresses realities and myths of growing old. The result is an education that enhances the student's ability to work with and care for older people effectively and compassionately. This is an 18 credit hour program with coursework in multiple disciplines. For further information, please visit: <http://www.emich.edu/gerontology/graduatecert.html>

**Dementia:** This certificate provides a theoretical framework and practical grounding in working with families and persons with dementia in the home, community-based programs, and 24-hour settings including: assisted living, adult foster home, nursing homes, and hospitals. This certificate is the first of its kind in the United States and is intended for health professionals and students who want to pursue a specialized career in working with persons with dementia. This is an 18 credit hour program. For further information, please visit: <http://www.emich.edu/alzheimers/certIntro.html>

**School Social Worker Approval Process:** The Michigan Department of Education requires certain skills and competencies of Social Workers before they can practice in a public school setting as a School Social Worker. Students in the MSW Program may choose the option to work towards obtaining **temporary approval** as a School Social Worker by taking the three School Social Work courses as electives. Further, they MUST complete a field placement in a child and family agency.

School Social Work students take **three required School Social Work courses in sequence, one course per semester, beginning winter term with the pre-requisite course and ending in summer term**. In order to obtain **temporary approval** to work as a School Social Worker, the applicant must:

1. Complete a MSW degree
2. Complete coursework in the following:
  - SWRK 670 Social Work Services in Schools (3 credits). Winter Term elective at EMU and pre-requisite for the next two courses
  - SWRK 671 School-Based Assessment of Children and Youth (2 credits). Spring Term elective at EMU
  - SWRK 672 School Social Work with Children with Educational Disabilities (2 credits). Summer Term elective at EMU
3. Complete a 500 hour field placement in a **setting with children and families** and be supervised by a social worker with two years post-MSW practice experience.

When these criteria are met, **the graduate** requests a **SSW: 310 form** from the EMU, MSW program office. The **Information of Requirements Form for School Social Work** must be completed at the time of request. Documentation must also be received that student has completed all coursework requirements. If the school social work coursework was taken at a different university, it is the MSW program from where the student graduated that provides the SSW: 310 form.

When a graduate begins a position as a School Social Worker, **it is the graduate's responsibility** to contact the MSW Program Office to secure the SSW: 310. This process provides students with temporary approval for their first year of employment. After one school year as a School Social Worker, it is the responsibility of students and their employer to contact the state to obtain **permanent approval**. Failure to do so could have a negative impact on the graduate's ability to become a fully approved School Social Worker. The entity that grants permanent approval to work as a School Social Worker is the Michigan Department of Education, and **not** Eastern Michigan University.

### **Biology Requirement**

Any student who is conditionally admitted into the MSW program needing to fulfill the biology requirement must do so in order to obtain full degree status. This requirement must be completed during the student's first semester of studies. To fulfill this requirement a student has two options:

1. The student can take Human Biology at EMU or another college/ university. After receiving a passing grade of a C or better, the student would present a copy of their transcript to the Student Services Coordinator.
2. The student can take Human Biology on-line through the Continuing Education Department, Kent School of Social Work, University of Louisville. The student can register for this course contacting the Kent School of Social Work Continuing Education Department at (502) 852-4769 or by going to: <http://louisville.edu/kent/continuing-education>. Once the course is completed, the student will submit verification of course completion to the Student Service Coordinator.

Once verification is secured by the Student Service Coordinator, the School of Social Work will submit a Change of Status request to the Admissions Office. Students should contact the MSW Office with any questions regarding their admission status.

### **Graduate Advising**

All MSW students are assigned an Eastern Michigan University e-mail account ("emich.edu"). **ALL** communications from the School of Social Work, the MSW Program, the Academic Advisor, School of Social Work faculty, and from the University, will be made through this Eastern Michigan University electronic mail address.

MSW students are assigned an academic advisor when they begin the program. In an effort to support the advising process, the MSW Office is prepared to provide consultation for any complicated situations, offer "back-up" advising if a student is having difficulty contacting their advisor, and assist with Graduate School forms, such as petitions, transfer of credit from other universities, and other items. If students are having any difficulties in the Program, need to withdraw, "stop out" for any reason, or need some extra support, please contact the MSW Office as soon as possible. Please contact this office for any changes in the POS.

The Program Office is available to support students in being successful in the program and reaching their final goal of graduation.

<b>Faculty Advisors</b>	<b>MSW Office/ MSW Director</b>
Offer individual advising regarding career goals and questions, progress in the program, identifying any potential barriers to graduation, etc.	Provides approval and completes forms to transfer credits from another university and to waive any foundation courses based on prior BSW
Provide support and problem-solving with advisees regarding academic difficulties or concerns about the program	Provides approval for full-time enrollment or to re-enter the program after stopping-out
Provide support regarding a personal crisis if interfering with school; problem-solve if necessary regarding current options related to managing course and school responsibilities	Assists with petitions to waive EMU Graduate School policies regarding length of time to complete the program, # of special topic number courses, etc.
	Review student's Program of Study (POS) at the time of advisee's application for graduation and provide a signature and date on it (Records Office expects Application for Graduation forms to be submitted with a POS reviewed and signed within 30 days of the application)
	Provides "back-up" advising when faculty advisor is on sabbatical, difficult to contact, or student has an urgent issue that needs attention.
Discuss with student any major program-related decisions (e.g., changing concentrations, stopping out of school, changes in POS, taking electives at other Departments/Universities, changing to full-time or part-time enrollment, etc.	Makes decisions on changing conditional admission to full admission once all criteria are met.
Refer student to ACCESS services if medical condition or disability potentially requires accommodation.	Assists with forms needed to change concentrations, re-enter the program after an interruption of enrollment, major revision of POS, etc.
	Alerts faculty advisor if any advisee is on academic probation, experiencing difficulties in the program, etc.
	Signs off on graduate audit forms, and resolves any outstanding issues blocking graduation.
	Processes paperwork for state approval for School Social Work
	Provides information regarding state social work licensing and process paperwork to verify student status in the program
	Orients students and faculty to MSW and Graduate School policies, procedures, curriculum, etc.
	Maintains contact with students who have stopped out of the program
	Provides information about campus resources, job postings, and events through the on-line "listserve" and the MSW bulletin board
	Perform all Academic Reviews

## Registration

Graduate students must register online for main campus and off-campus classes using their “my.emich.edu” accounts. Registration will be blocked if students have past due accounts with the University. Instructions for registration are provided in the class schedule book published each semester or can be found online at: <http://www.emich.edu/students/onlineregistration.html>

Courses MUST BE taken in the order in which they appear on their program of study. Students are not allowed to take courses out of sequence due to pre-requisite requirements. **Any unauthorized or undocumented changes in the course sequence and/or confusion in the Program of Study is not acceptable. If students register for classes not within their plan of study, they may be subject to non-refundable charges/tuition to drop the course. Further, moving out of sequence may interfere with graduation process and may result in administration problems. If you need to alter your plan of study see the Student Services Coordinator or Director of the MSW program.**

Certain University-wide upper division 400-level undergraduate courses are identified in the Graduate Catalog as available for graduate credit. Authorization for graduate credit must be obtained before enrolling in such courses. The form must be approved by the instructor and the student’s advisor and then returned to the Graduate School for signature. The deadline for obtaining this authorization is the last day of the second week of class. The Graduate/Senior Request to Enroll in 400/500 Level Courses form can be obtained from the Graduate School office or online at: <http://www.emich.edu/registrar/gradenfm.htm>

Tuition is assessed for all credit hours for which a student is registered. Graduate tuition is assessed for all 500-900-level courses. Tuition rates per credit hour are subject to review at each June Board of Regents meeting and may increase. The most current information regarding tuition and fees can be found online at: <http://www.emich.edu/controller/sbs/tutfee.htm>

### **Transfer of Credit**

Many MSW students have taken courses from other universities. To be eligible for transfer to this program, graduate courses must meet the following requirements:

1. Course(s) must not have been taken more than six years prior to the student’s graduation date\*
2. Course(s) must have been completed with a grade of a “B” or better
3. Course(s) must be from an accredited social work program
4. Course(s) must be approved by EMU’s MSW office as relevant to the MSW program
5. Student must be in good standing at their previous university

Request for Transfer of Credit forms can be obtained from the Graduate School office or online at: <http://www.emich.edu/registrar/grtrcred.htm>

\*It may be possible to petition the Graduate School to have coursework over six years old used toward your MSW. Please see the MSW office for further assistance.

### **Academic Load**

Six hours of graduate credit per semester completes part-time status. The part-time load for spring and summer sessions is three credit hours. Students enrolled full-time in the MSW program (e.g., over six credits in a semester) must receive prior approval from the MSW Program Director. Since financial aid may require a certain number of credits each semester, students are responsible to ensuring compliance with requirements. Please contact financial aid for specifications and requirements for aid.

## Program and Course Requirements

### Time Limitation

The Council on Social Work Education (CSWE) mandates that all MSW requirements must be completed within four years from the date of entrance into the program. Students under extraordinary, unavoidable, extenuating circumstances may file a written petition to the MSW Program Director for an extension to this requirement. However, only petitions from students who have a consistent outstanding academic performance history with no “Incompletes”, “withdrawals”, “stop-outs”, or “fail” grades will be considered for this extension. Under no circumstances students will be allowed more than six years to complete their MSW Program of Study. Students who wish to temporarily stop-out during their program must notify the MSW Office in writing. This request would need to be submitted to the MSW Program Director (See “Stop-out” policy).

### Class Attendance

Students are expected to attend all of their classes and adhere to instructors’ course outline. Course instructors will explain their attendance policies early in the term. Excessive absences will lead to lowered or failing grades and are brought to the attention of the student and the faculty advisor by the course instructor. Students who find it necessary to be absent from classes in order to observe major religious holidays may arrange with their instructors to make up missed work, including examinations. If satisfactory arrangements cannot be made with the instructor, students may appeal to the Director of the School of Social Work.

### Grades

Each instructor establishes their grading criteria. It is critical for students to know that in order to remain in the Master’s program; they must meet both graduate school and School of Social Work requirements.

- Letter grades are awarded from “A” through “E,” with a “C” as the lowest passing grade in the MSW program.
- Students are expected to maintain a minimum cumulative GPA of “B” (3.0) during their entire MSW program. Students not maintaining a GPA of 3.0 are placed on probation. Students remaining on probation for more than two semesters will be dismissed from the School of Social Work.
- Students must achieve a “B” or better in all practice courses in order to be approved for field placement and to use the practice courses to meet graduation requirements.
- Students receiving grades lower than a “C” in ***any course meeting their credit requirement*** for graduation, or lower than a “B” in a social work practice course, must repeat each course ***in the required sequence*** prior to entering (or continuing) Field Placement and in order to graduate from the program. Graduate level courses cannot be taken on a pass/fail basis.

### Course Repeat

Eastern Michigan University Graduate School’s policy on repeating courses permits students who receive grades of “B-, C+, C, C-, and E,” to repeat a course if they so desire. Each course in the MSW curriculum may only be repeated once. Students may repeat no more than two different Social Work courses in which they achieve less than a “C” grade. Students receiving a grade below a “C” in a required social work course that they are repeating and/or in a third required social work course, will be dismissed from the program.

A course should be repeated if it is out of date (more than ten years old and cannot be validated).

### Incomplete Course Work

An incomplete (I) grade is awarded only when a student’s work has been of acceptable quality (C or better for undergraduate students, B or better for graduate students), but the required amount of work

has not been completed due to illness, necessary absence or other satisfactory reasons. A student should never be awarded an incomplete for poor work or willful non-attendance of class. Departmental offices will maintain information about the work that the student must complete in order to remove an incomplete and receive a grade for the class. An incomplete must be replaced by a grade within one calendar year from the end of the semester or session in which the grade was given. The initiative for removal of an incomplete rests with the student. If not converted by the end of the one-year period, the incomplete will remain as a permanent part of the student's record. **Incomplete grades received in graduate-level thesis or independent study-type courses are not governed by these regulations.** The time for replacement of an incomplete grade may be extended with written approval. Graduate students must have the recommendation of the instructor, department head and approval of the Graduate Dean. The incomplete policies can be found in the graduate catalogs:

[http://www.emich.edu/registrar/registration\\_info/grade\\_policy/gradeschedule\\_policies\\_procedures\\_fa10.pdf](http://www.emich.edu/registrar/registration_info/grade_policy/gradeschedule_policies_procedures_fa10.pdf)

### **Grade Grievance**

Grades and expectations of students in social work courses will be determined by the individual instructor of each course and outlined in the course syllabus. As per University Policy, a student may pursue a grade grievance for any final grade that he/she believes was assigned capriciously or unfairly. Basis for a grievance does not include disagreement with assignments or with grading policies provided in the syllabus by the course instructor. Students should review the University's student conduct and grade grievance procedures. Grade grievances are not coordinator through the MSW Program Office. Students should review the University policy regarding grade grievances please refer to the online Graduate Catalog, at: <http://www.catalog.emich.edu>

### **Conditional Non-Degree Student Grade Requirements**

Conditional Non-Degree status is awarded only to Full Program-Part Time applicants. This is regarded as a probationary period; allowing a student the opportunity to demonstrate their ability to be successful in the program.

Students must demonstrate that they can maintain graduate course work by **earning a "B" in all** of their courses **in addition to** maintaining a **3.0 G.P.A.** within the first and second semester of their approved Program of Study with no withdrawals, incompletes, or stop-outs (with or without notice). Conditional students who receive an incomplete grade, withdraw from class, stop out (with or without notice), and/or fall below the minimum 3.0 G.P.A. **and/or** receive a grade lower than a "B" in any of the courses within the first or second semester of course work will not be awarded full admission into the MSW Program. Students that meet the requirement will automatically be removed from conditional status. The Program Office will file the necessary paperwork with the Graduate School on the student's behalf.

### **Withdrawal**

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. Nonattendance and/or nonpayment of tuition *do* not constitute withdrawal or absolve a student of academic or financial responsibility.

Students considering withdrawal should consult with their instructor(s) and should not stop attending class before receiving official notification that their withdrawal has been approved. If a student stops attending class without officially withdrawing and/or does not take the final examination, University policy requires that the instructor assign a grade of 'E' for the course. Students who believe they have received an unearned 'E' grade and who wish to appeal must do so during the following semester; no later appeals will be heard. Policies governing the refund of tuition and fees are to be found in the

Tuition and Fees section of the graduate catalog. The class schedule book should be consulted for the calendar regulating withdrawals.

***Withdrawal from All Classes:*** Students may withdraw from all classes (withdraw from the University) before the first day of exams and receive a grade of W for all courses. This transaction is handled by the Office of Records and Registration. Such withdrawal may necessitate the updating of a student's admission status, and students in their first semester must notify their academic department and the Office of Admissions before re-enrolling.

For University policy regarding incomplete ("I") grades or withdrawing from a class, please refer to the Graduate Catalog, at: <http://www.emich.edu/public/catalogs/2005-2007/grad/20051gfront.pdf>

**NOTE:** Students who withdraw from one or more courses must meet with the MSW Program Coordinator to revise their Program of Study.

### **Stop-out Policy**

The School of Social Work will consider all requests for stop-out (temporary withdrawal from the program) for students in good standing. Good standing means students who have a minimum "B" and/or 3.0 grade point average, no "Incomplete" or "E" grades, and no withdrawals. Stop-out forms are available in the Social Work Office.

Students deciding to "stop-out" of the program must notify the MSW Office in writing. Notification includes:

- 1) Their plan and reason for stopping out
- 2) Tentative plan for resuming the program
- 3) Contact information

**\*\*If stopping out in the middle of a semester, students must follow the university policies related to withdrawing and contact both their current instructors and the MSW Office.**

Requests for stop-out that would require an extension in the four year time limit of matriculation will be considered. All requests for stop out requiring extension of the four year program will be reviewed and approved on a case by case basis by the MSW office. ***Please note that as per accreditation standards under no circumstances students will be allowed more than six years to complete their MSW Program.*** Therefore, if the stop-out should result in the students needing more than four years to complete their degree, students must request a waiver of the CSWE time limit.

**Returning to the Program:** Students returning to the program after a period of stopping out must complete the University's "Change of Enrollment Form." In addition, students must submit a written petition to the MSW Program Director requesting to be re-admitted to the Program. This petition must be attached to the University's "Change of Enrollment Form." Student must include in this petition:

- a) Readiness to return
- b) plan for completing the program
- c) description of supports or changes that will allow for successful matriculation
- d) Accommodations that may be needed to complete the program. Please note that special accommodations will need to be arranged through the Office of Disability Services.

Students who stop attending classes longer than one semesters (spring and summer equals one semester) without having completed the official "Stop-Out" request will be dropped from the MSW

Program. Students in this situation, who wish to return to the MSW Program, must submit a written petition to the MSW Program Director requesting to be re-admitted into the Program. This petition must be attached to the University's "Change of Enrollment Form." Student must include in this petition points "a-e" listed above.

**Under no circumstances are "stopped out" students allowed to register for Social Work graduate courses without first making an appointment to meet with the MSW Program Director or the MSW Student Services Coordinator. If re-admission is approved, students must meet with the Student Services Coordinator to establish a new Program of Study prior to registering for classes.**

**Please note:** All re-entering students must apply for re-admission by April 15 for Fall enrollment and September 1 for Winter enrollment. If a re-entering student is scheduled for a field class in the immediate semester of return, application to the field program must be made by May 1 for Fall enrollment or September 15 for Winter enrollment.

### **Academic Probation**

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate hours at EMU before being subject to academic probation. Students are notified about their status in writing each semester by the Graduate School. Enrollment is only permitted on a semester-by-semester basis until the probation is removed. While the Graduate School allows students to be on probation three enrollment periods (three semesters) to return to good standing, **the MSW Program requires students to achieve a 3.0 in two enrollment periods (two semesters)**. Probationary students who do not return to good standing in the MSW Program by the end of the second enrollment periods (spring and summer sessions equal one enrollment period) will be dismissed from the MSW Program and are so notified in writing.

## **Student Performance and/or Conduct Dismissal Policy**

### **RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF GRADUATE SOCIAL WORK STUDENTS**

*In situations where the School of Social Work policy differs from the EMU Graduate School policy, the School of Social Work policy supersedes the Graduate School policy.*

The University and the School of Social Work expect performance and conduct of all students which is consistent with the law and all relevant University policies and rules, including the University Student Code of Conduct and the National Association of Social Workers (NASW) Code of Ethics. Any single violation to the Code of Ethics can lead to dismissal from the School of Social Work.

### **Definitions**

#### **Non-Academic Behaviors Resulting in University Disciplinary Action**

In addition to any actions taken by the School of Social Work, any conduct by a social work student that is a violation of the University Student Code of Conduct will be referred to the Student Judicial Services office for campus disciplinary action. The Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, including possible dismissal from the University. Conduct violations by a student off-campus in university related activities (e.g. field placement, international field placement and course work) will be handled the same as if the violation had occurred on-campus.

#### **Academic Behaviors and/or Performance Resulting in Action by the School of Social Work**

The EMU School of Social Work will consider performance and/or behavior of students that provide relevant information as to their likely performance as social workers as an academic student progress matter. Certain behaviors or performance will be considered grounds for academic discipline, in accordance with the procedures outlined in this document, when the student's behavior or performance raises concerns about the student's ability to perform satisfactorily in the profession of social work.

Academic disciplinary action may be initiated when a student exhibits the following behavior and/or performance in one discrete episode that is a violation of law or of the NASW Code of Ethics or standards for the practice of social work OR when a student exhibits a pattern of recurring behavior which may include, but is not limited to the following:

- Performance and/or behaviors that demonstrate poor interpersonal skills and an inability to effectively communicate with others, often evidenced by repeated complaints from the field supervisor, other students, or Social Work faculty
- Unethical, threatening or unprofessional conduct
- Performance and/or Behaviors that place clients at risk during field placement, including current substance abuse; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; or stealing from clients
- Performance and/or behavioral displays of mental or emotional difficulties that represent a risk to others
- Consistent inability or unwillingness to carry out academic or field placement responsibilities
- Frequent excuse making when tasks, assignments, tests, and appointments are not completed in a timely manner or require rescheduling
- Consistent non-attendance in classes, at field placement and other required Program functions
- Lack of insight into negative consequences of own behavior and frequent blame of others or external factors for failures and difficulties in the academic or field placement environment
- Inability to tolerate different points of view, constructive feedback or supervision
- Dishonest academic practices, including but not limited to, plagiarism, cheating, fabrication, aiding and abetting deception or dishonesty, and the falsification of records or official documents
- Verbal or physical aggression or threatening behavior
- Sexual or racial harassment or harassment concerning sexual orientation

This is inclusive of all behavior related to the status of students in the School of Social Work, interactions with clients, agency staff, faculty, and students.

## **Procedures for Handling Academic Behavior and/or Performance Issues**

### **Academic Review Process**

Any concern about a particular student's academic behavior and/or performance is brought to the attention of the MSW Director. The MSW Director will consult with the student's Advisor on the presenting concern(s). After consulting, the student will either be granted a Preliminary Review or a Full Academic Review.

#### ***STEP 1: Preliminary Review***

The MSW Director will notify the student and schedule a formal meeting with the student, the student's Advisor, and the person raising the concern about the student's behavior and/or performance. It must be noted that a substitute will be assigned by the Director of the School of Social Work in the extenuating circumstances when the person(s) raising the concern(s) about the student's behavior

and/or performance is/are unable to attend this meeting. The purpose of this meeting is an effort to assist the student in receiving due process.

Process of Meeting:

The MSW Director will facilitate this meeting. During this meeting, the person(s) bringing forth the concern will present the concern and any supporting documentation/evidence. The student will also present their perspective of the concern and any documentation/evidence. All parties will have the opportunity to ask clarifying questions. The student is advised to have the services of the Ombund's Office present. However this is a student decision and arrangements are made by the student.

Outcome:

At the completion of the meeting, the MSW Director and Advisor will review the concern and other pertinent information about the student's performance throughout their course of study and arrive at a decision. They may (1) decide that the concern does not rise to the level of an "Academic Review;" nor any further action; (2) set up a plan for remediation of the problem(s) with the student's input; (3) may decide that a formal Academic Review is necessary; and/or (4) Counsel the student out of the program.

If a student does not agree with the recommendation given, they can request a Full Academic Review within 10 days of the Preliminary Review. The request must be received in writing or e-mail.

In the event that the student fails to attend this scheduled formal meeting, those attending may go forward with the suggestion to perform a full "Academic Program Review" and will inform the student, in writing, of this decision.

**STEP 2: Full Academic Review:**

A Full Academic Review is warranted when it 1. a student rejects the recommendation made from the Preliminary Review; 2. It is deemed the next step by the MSW Director and Advisor at the completion of the Preliminary Review; 3. The concerns are so grave and initial evidence indicates that the First Step of Preliminary Review does not seem appropriate.

Notice to Student:

The MSW Director will notify the student, in writing, at least one week before the review date, that there will be a formal Academic Review by the Review Committee. The notice will be sent via e-mail and to the student's last known address registered with the University and will set forth the following:

1. The date, time and place of the review meeting
2. The allegations against the student, stated with specificity and detailed particulars
3. The student's rights during the review meeting
4. The possible evidence to be presented and witnesses likely to be called during the review

Composition of Review Committee:

The MSW Director will convene the Review Committee, consisting of the MSW Program Director, the faculty Advisor, one additional social work faculty representative plus a faculty alternate, and two representatives plus an alternate from the Social Work student body. The review committee, by majority vote, will elect one member to serve as chair of the committee. A review committee member must have no prior involvement in the case (with the exception of the MSW Director and Advisor), must be impartial and able to render a just and fair decision. A member not able to do so should disqualify him/herself from the review. In addition, the student undergoing review may challenge any member of the review committee on grounds of prejudice or impartiality and request the removal of that particular member from the review meeting. If this occurs, the review committee shall deliberate in private to determine, by majority vote (excluding the member being challenged), whether the member should be removed from that particular case. If the vote is to remove the member, the review will continue with a committee of the remaining members. It is recommended that the student secure the support and representation from the Ombund's Office.

Process of Meeting:

During the review, the individual/s (or substitute thereon) that raised concerns about the student's behavior or performance will summarize the concerns. The student and/or his/her Advocate will have the right, within reason, to question anyone presenting information to the committee during the review. In addition, the student will have the opportunity to speak on his/her behalf, bring witnesses to testify at the review, and present any written or other type of evidence to be considered by the Review Committee. Once this process is completed, the student, his/her advocates, and the individual(s) and/or their representatives who raised the concerns about the student's behavior or performance will be dismissed.

Outcome:

The committee will determine whether or not the allegations have been substantiated by "clear and convincing" evidence. If the committee determines that the evidence is lacking, the case will be dismissed. If the evidence is sufficient, the committee will make a recommendation about the student, which can include, but *is not limited to*: (1) requiring that a course be satisfactorily repeated; (2) suspending a student for a specified or unspecified length of time with or without stipulated conditions for re-admission to the Social Work program; or (3) permanently dismissing the student with no opportunity to return to the program.

The MSW Program Director will notify the student, in writing, of the decision within five calendar days of the review by e-mail and mail.

Right to Appeal:

Within ten days of the date that the committee's notification is sent to the student, the student may appeal, in writing, to the Director of the School of Social Work. The Director may accept, reject or modify the decision of the committee. The Director's decision is final.

**Graduate Scholastic Performance**

**Grade Point Requirements:** Once admitted into the Social Work program, Graduate School policy requires that a student must maintain a 3.0 GPA. If the GPA falls below 3.0, the student will immediately be placed on probation. The student must meet with either his/her Advisor or the MSW Director to develop a plan to raise the GPA to the required 3.0 minimum. Any additional supports or resources needed to assist the student in raising his/her GPA will be identified and recommended, and the MSW Office is available for ongoing consultation and support to the student during the "School academic probation" period for the next two semesters. The student will then have up to two additional enrollment periods (Spring/Summer equals one enrollment period) to raise the GPA to the 3.0 minimum. Not raising the GPA by the end of two enrollment periods will result in dismissal from the MSW program. In addition, MSW Program policy requires that students have a minimum GPA of 3.0, no incompletes, a "B" or better in all practice courses, and a minimum "C" grade in **all** courses used to meet the requirements of the degree. These courses include Social Work courses and electives. The student's progress in the Program and graduation can be delayed until the GPA and social work course grades meet the required minimum.

**Individual Course Grade Requirements:** MSW students must achieve a minimum letter grade of "B" in all practice courses, and a minimum "C" grade in **all** courses used to meet the requirements of the degree. According to Graduate School policy, students who receive a grade below a "C" in any social work course will be allowed to repeat any given course one time only. In total, students may repeat no more than two different School Work required courses due to receiving less than a "C" or a "B" grade in the case of practice courses. Students who receive less than a "B" grade in their practice courses cannot

progress to field placement or to more advanced course work until the course in which less than a “B” grade was received is successfully repeated, in sequence, as dictated by the Program of Study.

Students who receive a grade below a “C” in a required social work course they are repeating may be dismissed from the program. Similarly, students who receive a grade below a “C” in a second required social work course will be placed on “Academic Probation” and will be dismissed from the social work program if they receive a grade in a third required social work course below a “C”.

Students receiving an “E” grade in any graduate level course (i.e., required social work course or an elective course) will result in “School Academic Probation”, following a meeting with their Advisor and/or the MSW Director to decide upon a plan for improvement and to identify any needed supports. A second grade of “E” in any graduate level course may result in dismissal from the program.

Students who are currently on academic probation will not be granted approvals for: a) extensions beyond the one year limit for prior incompletes, (b) full-time enrollment status, (c) an extension to complete the program beyond the Graduate School’s required four-year time of completion, and/or d) waivers for any SSW Graduate School policies.

Students who are not able to complete the program within 6 years of active enrollment including Stop-Out time will be dismissed from the MSW Program once reaching the point of not being able to complete all requirements within this time limit.

A record of more than two incompletes not finished within the one year deadline may result in dismissal from the Program, unless there are extenuating circumstances. It is the students’ responsibility to create a plan for completion of this work with their advisor if they are facing this situation.

**NOTE:** In cases where a student’s deficient grade in a course reflects extenuating circumstances that should have resulted in a withdrawal from the course, the student may request the support of the School or Ombund’s Office for a retroactive withdrawal.

**Field Placement Requirements:** In order to complete the MSW degree, students must have attained a “B” or better in all practice and field classes at the foundation and advanced levels. Students who do not achieve a “B” in any semester of field placement will be required to repeat both, the field seminar and the field placement, which they may do only once. A student receiving an “E” in field placement and or the field seminar may be immediately dismissed from the program without the option of repeating the field placement or the field seminar. A student who does not achieve a “B” when repeating a semester of field placement and/or the field seminar will be dismissed from the program.

When students are experiencing difficulties or concerns in a Field Placement, and before the Field Office may consider replacement for a student, the following procedures must be followed:

1. Faculty Liaison meets individually with the student and helps problem solve
2. Faculty Liaison visits agency and meets with the Field Supervisor and the student to engage in problem-solving and to establish appropriate monitoring

When problems cannot be resolved with the above steps, one and/or more of the following solutions will take place:

- a) Faculty Liaison completes “Field Placement Review Request Form” and forwards to the Field Director
- b) Field Director discusses situation with Faculty Liaison and/or Field Coordinator and/or Field Agency personnel
- c) Field Director decides if changes are needed in current placement, if student needs new placement, or if student cannot be replaced by Field Office

- d) Student may be terminated from field placement for violations of the NASW Code of Ethics
- e) Students needing new field placement should not expect to take/roll over field hours accumulated in one agency to another agency
- f) Students not being replaced in field placement may receive an “E” in the particular field experience course
- g) Students may be referred for an Academic Review

### **Procedures for Handling Scholastic Performance Issues**

Students will be notified in writing by the MSW Program Director of their academic status as it pertains to “School academic probation” or “dismissal”. Students placed on School academic probation must set up a meeting with the Student Services Coordinator to develop a remediation plan that is submitted to the MSW Program Director and placed in the student’s file.

Students dismissed from the program because of a scholastic performance deficiency may request that the SSW Director review the dismissal. Students must submit the request, in writing, to the SSW Director within 10 calendar days of being notified of the dismissal. The SSW Director will schedule a meeting with the student and the student’s Advisor as soon as possible. The SSW Director will notify the student, in writing, within two weeks of the review meeting whether the dismissal is being upheld. The SSW Director’s decision is final.

### **Graduation**

#### ***Applying for Graduation***

It is the students’ responsibility to see that all the requirements for graduation have been met. To be eligible for graduation, students must:

- remain in good academic standing in their Program of Study,
- have a “B or better in all their required practice courses,
- have a minimum of “C” in any other social work courses used to meet credit requirements,
- maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU and in their Program of Study,
- complete all the coursework required for graduation

Graduate degrees are conferred in the semester in which students complete the requirements for graduation as outlined in their Program of Study (i.e. June, August or December). Candidates for graduation must submit applications on or before the deadline for each semester. Deadlines are generally within the first two weeks of the semester (earlier in the spring and summer sessions). Failure to apply for graduation will result in a delay in graduation date (receipt of the degree). The Graduation Application for Graduate Students form can be obtained from:

- The front of any class schedule book
- The Office of Records and Registration, 303 Pierce Hall
- Online at <http://www.emich.edu/registrar/grgradap.htm>

A non-refundable fee (please check current fee) is due with the application and both must be submitted to the Cashier’s Office, 201 Pierce Hall. Students who file for graduation but fail to complete their degree requirements in a timely manner must notify the Office of Records and Registration **IN WRITING** and submit a new graduate application for a subsequent semester (no additional fee is required). Failure to apply for graduation will result in a delay in graduation date and receipt of the degree.

The Application for Graduation Form also requires students to attach a copy of their Plan of Study that has been reviewed and signed by their Advisor or a MSW Office staff person and dated within 30 days of their application. This is a “pre-check” to make sure students have completed all requirements. The

Records office will also complete a Graduate Audit and inform students if there are any outstanding requirements. The areas of most confusion for students are completing the correct number of electives. What works best is to fill out the actual elective courses on the Program of Study, write the number of credits for each course and which semester each course was completed.

Students should expect to receive their degree verification letter within three to four weeks after the close of the semester in which their degree is conferred. If students need verification for work or job search purposes that they have completed all of their MSW requirements before they actually receive their transcript and degree in the mail, contact the MSW Office for a letter that confirms that the student has completed all the requirements for the degree.

### **Graduation Ceremonies**

Once students have applied to graduate, the Office of Records and Registration will send them information about commencement tickets, event logistics, and details for ordering cap and gown, which may be purchased at the Bookstore on EMU Campus, located in the Student Center. EMU holds commencement ceremonies in December and April of each school year. If students are finishing their work during the spring or summer terms, their name will appear in the December commencement program and they may return to participate in the graduation ceremonial event. If students want to participate in the April graduation, they must notify the Office of Records and Registration which will send commencement information to students as long as they have six or fewer credit hours to complete on their Program of Study. The student's name will not be in the program, but students can walk across the stage and celebrate with family and friends.

### **Diplomas**

The diploma will be mailed to students approximately eight to nine weeks after their degree is conferred to their diploma mailing address on record with the University. The diploma will be printed off-site on parchment style paper with raised ink, measuring 11.14 inches. The student's legal name (as it appears on their application for graduation), degree name, and honors earned (if applicable) will appear on their diploma. Unclaimed original diplomas are maintained at the Registrar's Office, 303 Pierce Hall. For more information, contact the Office of the Registrar at 734.487.4111 or by e-mail at: [records@emich.edu](mailto:records@emich.edu)

***Ordering an Additional Diploma:*** Students may order a duplicate copy of their diploma or request a replacement diploma as a result of a name change. To do this, they must fill out the Request for Replacement Diploma form and return it to the Cashier's Office, 201 Pierce Hall with the appropriate fee (Please check current fee for graduate diplomas). Students will allow eight to nine weeks for delivery. The form can be obtained at:

<http://www.emich.edu/registrar/forms/requestforreplacementdiploma.pdf>

### **Transcripts**

Students can request an official transcript in person, by mail, or online. Please check current fee. Requests are processed in the order in which they are received. Allow five business days from when the request is received in the transcript department, for the request to be processed and the transcripts to be mailed. Transcripts can be sent overnight once processing is complete via the United States Postal Service for an additional cost per address (please check current fee for this service). No transcripts are mailed on days that the University is closed, please plan accordingly. **Requests will not be honored for anyone with past due financial obligations to the University.** To access more specific instructions and obtain the Transcript Request form, please visit:

<http://www.emich.edu/registrar/trans.htm>

### **American Disability Act**

Eastern Michigan University complies with American Disability Act provisions through its Disability Resource Center (DRC). The DRC provides academic accommodations for students in both classroom and testing situations and serves as a resource for faculty and staff regarding accommodations. Students with disabilities must register with EMU's DRC, and provide class instructor(s) with official disability documentation prior to or at the beginning of the course. Students are encouraged to take an active role as their own advocate and to make use of the services available to them on campus. For additional information contact:

DRC Office

734.487.1849

Web site: <http://www.emich.edu/drc/>

### **Plagiarism: Definition and Guidelines**

Academic dishonesty/plagiarism occurs when someone takes credit for work produced by another and includes, but is not limited to:

- Representing any work of another person, including materials from professional literature, as one's own product and achievement. This includes but is not limited to:
- Quoting from another work without indicating the fact by quotation marks or indention and acknowledging the source
- Paraphrasing without proper acknowledgment of the source
- Using the work of another student
- Giving or receiving unauthorized aid in any assignment or examination
- Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor
- Representing interactions of clients in written case materials that did not in fact happen or presenting untrue statements in such materials
- Fabricating data that are claimed to be real

Academic dishonesty/plagiarism is a serious ethical violation. Students who violate these provisions may receive a failing grade and may be grounds for dismissal (see Dismissal Policy section of this manual). Academic dishonesty/plagiarism and the appearance of dishonesty/plagiarism are avoided if proper bibliographic citations are included whenever the work of another is used.

### **Financial and Need Based Aid**

Various types of financial aid are available to graduate students including: assistantships, fellowships, scholarships, work study jobs, and loans. Further information about these programs can be found online through the Office of Financial Aid at: <http://www.emich.edu/finaid/> and online through the Graduate School at:

[http://www.gsr.emich.edu/\\_pages\\_grad/gradstudents/gradstudents\\_subdir/financialaid/financialaid\\_subdir/g\\_finan\\_asst\\_opt.html](http://www.gsr.emich.edu/_pages_grad/gradstudents/gradstudents_subdir/financialaid/financialaid_subdir/g_finan_asst_opt.html)

To apply for need-based aid, graduate students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA should be filed in January of each year, prior to fall enrollment. Graduate students who are admitted to a graduate degree program will be notified of their eligibility for financial aid from financial aid. Need-based aid is automatically awarded for fall and winter semesters.

Students who need financial aid for spring and summer sessions must file an additional application (available in the Office of Financial Aid or its website) beginning February 15 of each year. For further information or to apply for federal and state need-based aid, please visit FAFSA online at: <http://www.fafsa.ed.gov/> . Please contact the financial aid office for all your financial aid questions.

### **Billing**

Students can access their billing information online from their my.emich.edu accounts via e-bill. E-bill is a 24x7 service offered to students and their families for viewing bills, making payments, setting up payment plans, and managing student accounts. To access the e-bill login webpage, please visit the website below and have your University ID and PIN numbers available:

[https://ebill.emich.edu/C20704\\_tsa/web/login.jsp](https://ebill.emich.edu/C20704_tsa/web/login.jsp)

### **Career Services**

EMU Career Services Center provides a variety of services to enrolled students and alumni to assist with planning careers, developing job search skills, and securing employment upon graduation. You are encouraged to visit the CSC throughout your college stay to take advantage of its numerous service and programs. For further information, please visit:

<http://www.career.emich.edu/>

### **Harassment Policy**

Should students have questions regarding situations involving harassment, they may contact the Director of the School of Social Work at 734-487-0393.

Eastern Michigan University has a policy on equal employment opportunity and non discrimination. In addition, the School of Social Work adheres to the Code of Ethics which can be found at the end of this handbook. Sexual harassment, as in the case of harassment based: on age, race, color, religion, national origin, sexual orientation, or disability, is regarded as a violation of the EMU policy on harassment as well as the NASW Code of Ethics. All students and employees are expected to deal fairly and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment. The complete EMU policy on sexual harassment is found at the following link.

<http://www.emich.edu/hr/sexualharassmentpolicy.pdf>

### **Alumni Association**

When students graduate, students should apply to become members of the EMU Alumni Association. The EMU Alumni Association is not a dues-paying organization. To activate membership, students must complete the EMU Alumni Association Membership form at:

[http://www.emich.edu/alumni/association/mem\\_form.html](http://www.emich.edu/alumni/association/mem_form.html)

### **Michigan Licensing**

As of July 1, 2005, social workers in Michigan are required to be licensed.

All BSW and MSW students wishing to be licensed by the State of Michigan must follow the procedure listed below.

- To obtain the required licensure application packets, please visit the Michigan Department of Community Health (MDCH) website at [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense).
- Once at the MDCH home page, you will click Social Worker in the light blue box on the left-side of the page. At this page, scroll to *Forms and Applications*, select (click) the appropriate application packet. The application packet with instructions is 16 to 18 pages in length.

As per the Licensure Instructions:

“It is your responsibility to have all the required documentation sent to the Board of Social Work. Questions regarding your application can be directed to the Michigan Board of Social Work at 517-335-0918 three weeks after the date you sent the application. Applications submitted without the

applicant's signature and date will be returned. Please allow 6-8 weeks processing time"  
([www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense)).

The State requires two forms completed by EMU:

1. The Certification of Social Work Education Form (2 pages)
2. Official copy of your transcripts

Complete the first page of the Certification of Social Work Education Form and a Transcript Request Form. The Transcript Request Form is available on line to print off at <http://www.emich.edu/registrar/formslibrary/index.php>. You will then need to deliver (in person or by mail) these two forms along with a **\$5 transcript fee** to:

Eastern Michigan University  
Cashier's Office  
201 Pierce Hall  
Ypsilanti, Mi 48197  
(734) 487-3331

The Transcript Department will complete the Certification of Social Work Education Form, process the transcript and then mail both to the State of Michigan as required.

The Application for a MSW/BSW License must be completed and sent to the State of Michigan along with the applicable fees. Please do not send any documents to the School of Social Work, this will only delay your application process.

## **NASW Code of Ethics**

The National Association of Social Workers Code of Ethics provides the core values and imperatives of the profession. It gives guidance to the design of our curriculum and to the field work that confirms a social worker's place as a professional. Therefore, we have placed the Code here as a resource and a reminder of our task and our principles. The Code was taken from:

<http://www.socialworkers.org/pubs/code/default.asp>

### **Ethical Principles**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social worker should aspire.

**Value:** Service

**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice

**Ethical Principle:** Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships

**Ethical Principle:** Social workers recognize the central importance of human relationships. Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organization, and communities.

**Value:** Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner. Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

### **Ethical Standards**

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

## **1. Social Workers' Ethical Responsibilities to Clients**

### **1.01 Commitment to Clients**

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others).

### **1.02 Self-Determination**

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

### **1.03 Informed Consent**

(a) Social workers should provide service to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable

alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interest by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse services.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

#### **1.04 Competence**

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide service in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

#### **1.05 Cultural Competence and Social Diversity**

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

#### **1.06 Conflicts of Interest**

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interest to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there are a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social worker should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving service or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

### **1.07 Privacy and Confidentiality**

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients' circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social worker should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work license.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

### **1.08 Access to Records**

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in the clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

### **1.09 Sexual Relationships**

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social worker – not their clients, their clients' relatives, or other individuals with whom the client maintain a personal relationship – assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers – not their clients – who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

### **1.10 Physical Contact**

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

### **1.11 Sexual Harassment**

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **1.12 Derogatory Language**

Social workers should not use derogatory language in their written or verbal communication to or about clients. Social workers should use accurate and respectful language in all communication to and about clients.

### **1.13 Payment for Services**

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in the social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

### **1.14 Clients Who Lack Decision-Making Capacity**

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

### **1.15 Interruption of Services**

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

### **1.16 Termination of Services**

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b). Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

## **2. Social Workers' Ethical Responsibilities to Colleagues**

### **2.01 Respect**

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communication with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

### **2.02 Confidentiality**

Social workers should respect confidential information shared by colleagues in the course of the professional relationship and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exception related to it.

### **2.03 Interdisciplinary Collaboration**

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

### **2.04 Disputes Involving Colleagues**

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social worker's own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

### **2.05 Consultation**

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interest of clients.

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

## **2.06 Referral for Services**

(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to the professionals should disclose, with clients' consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

## **2.07 Sexual Relationships**

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

## **2.08 Sexual Harassment**

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **2.09 Impairment of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.10 Incompetence of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.11 Unethical Conduct of Colleagues**

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedure for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague had acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

### **3. Social Workers' Ethical Responsibilities in Practice Settings**

#### **3.01 Supervision and Consultation**

(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

#### **3.02 Education and Training**

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

#### **3.03 Performance Evaluation**

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

### **3.04 Client Records**

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

### **3.05 Billing**

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

### **3.06 Client Transfer**

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

### **3.07 Administration**

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

### **3.08 Continuing Education**

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for which they are responsible. Continuing

education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

### **3.09 Commitments to Employers**

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.

(e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

### **3.10 Labor-Management Disputes**

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.

(b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

## **4. Social Workers' Ethical Responsibilities as Professionals**

### **4.01 Competence**

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

#### **4.02 Discrimination**

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

#### **4.03 Private Conduct**

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

#### **4.04 Dishonesty, Fraud, and Deception**

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

#### **4.05 Impairment**

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

#### **4.06 Misrepresentation**

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

#### **4.07 Solicitations**

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

(b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

#### **4.08 Acknowledging Credit**

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

### **5. Social Workers' Ethical Responsibilities to the Social Work Profession**

#### **5.01 Integrity of the Profession**

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of

#### **5.02 Evaluation and Research**

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

## **6. Social Workers' Ethical Responsibilities to the Broader Society**

### **6.01 Social Welfare**

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social,

economic, political, and cultural values and institutions that are compatible with the realization of social justice.

### **6.02 Public Participation**

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

### **6.03 Public Emergencies**

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

### **6.04 Social and Political Action**

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

National NASW website: <http://www.socialworkers.org/default.asp>

NASW Michigan chapter: <http://www.nasw-michigan.org/index.htm>