

FORDHAM UNIVERSITY
GRADUATE SCHOOL OF SOCIAL SERVICE

Student Handbook
2014–2015



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INTRODUCTION

Welcome from the Dean

In my first year as Dean at Fordham University Graduate School of Social Service, I have had a wonderful year working with faculty, staff and students in a rich and supportive learning environment. The MSW program at Fordham ranks 11th among schools of social work across the country and offers the highest of quality curriculum and field experiences to its students. I am deeply committed to advancing the profession of social work and to the School's mission focused on human rights and social justice. At Lincoln Center, Westchester, On-line, and the Fordham/Molloy Collaboration, we have worked to continue the mission of the school. This year we have strengthened our international coursework in London, China and Peru. I hope you will consider some of these opportunities in the coming year.

As we continue our journey together here at GSS, I promise to do everything I can to provide a strong learning environment for you and the faculty you will work with. I have great confidence in your success here at Fordham and in your future career!

Welcome and I look forward to meeting you this year.

Sincerely,

Debra M. McPhee, PhD
Dean/Professor

Our Mission

The mission of the Fordham University Graduate School of Social Service is to educate students to promote human rights and social justice. The School strives to improve the well-being of people and communities through teaching culturally responsive, evidence-informed practice and engaging in research, policy advocacy and community partnership.

The School's commitment to excellence in education and scholarship is built on professional social work values and the Jesuit educational tradition with its focus on social justice. Located in the greater New York City metropolitan region, the School prepares social work professionals and instills in its students a commitment to the profession while helping them build the competencies necessary for them to effectively serve diverse populations.

Our History

For more than 150 years, Fordham University has been a part of the life of the community in and around New York City. Keeping with the tradition of the University, the Graduate School of Social Service was founded in 1916. It has been located in the Leon Lowenstein Center at Fordham's Lincoln Center campus in the borough of Manhattan since February 1969. The program was expanded to the University's Westchester campus at Marymount College in 1975 for the convenience of residents of Westchester County, counties north and west of Westchester, northern New Jersey and southern Connecticut. The campus moved to a new location in West Harrison in 2008.

Since 1997, we have offered a collaborative program on Long Island with Molloy College in Rockville Centre. Students in this program complete coursework at both the Molloy Campus in Rockville Centre and the Lincoln Center Campus in Manhattan. All locations are ideally situated for the University's major commitment to the greater metropolitan area's institutions, and to governmental and voluntary agencies.

In 2011 we initiated an on-line program which is available to students who live beyond a 50-mile radius of our three campuses.

Orientation Session

All students are required to attend the orientation scheduled for your campus. You will receive the dates of the Orientation Session in your admission packet. At your orientation meeting, many important issues are covered. While this handbook covers essential material, you will also be given information at the required Orientation session that you need to know.

Fordham's Website

General information about Fordham University can be found on the main Fordham webpage at www.fordham.edu. Specific information about Fordham University Graduate School of Social Service can be found at www.fordham.edu/gss.

Identification Cards

Everyone in the Fordham University community is required to have an ID card while on campus. New students are instructed on how to obtain an ID in your admissions packet. Continuing students use the ID card that was issued to them when they began the program. Molloy ID cards are also required for all students attending classes on Molloy's campus. There is a charge for lost identification cards - \$15 for the first time and \$25 thereafter. The request for a new card must be completed online.

My.Fordham.edu and Student E-Mail

Your My.Fordham.edu account is your portal to information about Fordham. Upon acceptance you will be directed on how to create your account. From there you have access to your registration, classroom assignments, personal information, and financial information. It is also your access to your Fordham email account, Blackboard, DegreeWorks and Tk20.

It is very important to check your Fordham email on a regular basis or set it up to be forwarded to your personal email. University offices will only send information to your Fordham account.

Fordham ID Number (FIDN)

Your FIDN is a random 8-digit number assigned to you at the time you enter the University system. Matriculated students will receive notification of their FIDN when they are accepted into the program. Non-Matriculated students will receive their FIDN after they register. After students set-up their my.fordham.edu account they can find their FIDN listed on the first page of the account. It is important to remember your FIDN number as it is how you will go through many of the Fordham systems. It is also important to have your FIDN available when communicating with any of the administrative or financial aid offices. Fordham no longer uses

Social Security Numbers and therefore your FIDN is how we access your information.

Blackboard

Blackboard is a web based teaching tool that many professors use. When you click on Blackboard from your my.fordham.edu account you will see what courses you are enrolled in. If a course is not listed it may be because the professor may not be using Blackboard at the current time. If you drop a course it can sometimes still appear on your list of classes. It will eventually disappear.

DegreeWorks

DegreeWorks is a tool that can help you see if you are following your Plan of Study and successfully progressing in meeting your degree requirements. You are asked to indicate your advanced year concentration preference on your admissions application and that is what is entered into the student system. If you change your concentration, please let Johnny Torres at Lincoln Center or Henry Davis at Westchester know. DegreeWorks only works if your concentration is correct. If it is blank, that needs to be corrected as well. Field work credit is awarded only after completing all required field hours, and the grade of IP* will always stay at the bottom of the report.

Tk20

Tk20 is a comprehensive data management system that allows students to be active online participants in multiple areas of their graduate school experience. You will be able to submit assignments when requested by your professors, your field work evaluation will be completed on it, and you will be able to set up a portfolio of your graduate work. The school will use this system to gather aggregate data on the competencies of our students regarding practice behaviors.

Academic Calendars

The GSS Academic Calendar is found online. It is also mailed to you by Dean Susan Egan in August. Please review it for important deadlines and holidays.

Class Schedules

Courses are scheduled so that you may attend classroom courses one day a week if you prefer to do so. Weekday, weeknight and Saturday options are available at both campuses. However, if you want a specific course you may need to attend a different day or campus. It is acceptable to take your courses over different days, times, and campuses, however it is recommended to limit your classroom time to no more than two days a week.

Registration

All students are required to attend an in-person registration at their campus the first time they register. Subsequent registration is done through your my.fordham.edu account. Currently registered students receive a registration mailing for summer and fall semesters in March. Spring registration information is sent via email in November. It is important to follow your plan of study when registering. Many courses have prerequisites. Your faculty adviser and the administrators at each campus are always available to answer questions.

Calendars and Postings

At the Lincoln Center campus, a monthly calendar is placed in the hallway on the seventh floor in multiple sites and can also be viewed on the GSS website. The calendar informs you of upcoming events, holidays, and other special dates. There are also informative bulletin boards on the south side of the seventh floor, between the men's and women's restrooms, and the east side of the seventh floor, across from the lockers near room 703. Even though you might not have classes on the floor, students are strongly advised to come to the seventh floor at Lowenstein on campus to view these postings.

At Westchester, important information is posted on bulletin boards in the hallway outside the GSS administrative offices. In addition, general information is posted outside the Common Ground Café on the lower level of the building and on <http://gssnewsandviews.blogspot.com>. At Westchester, a monthly calendar is posted by the administrative offices on the first floor.

At Molloy, please visit the administrative offices in the Social Work Department, Casey 014, and check the bulletin board for updates.

Notices and announcements are posted at all three campuses. Please be sure to check the bulletin boards regularly.

Cancellation of Classes

Sometimes bad weather may cause classes to be canceled at one or more campuses. All decisions to cancel classes or close the University due to adverse weather conditions come from the vice president for administration in conjunction with the vice president for Lincoln Center and the administrator at Westchester. Information will be available through two numbers directly linked to the University — (212) 636-7777 or (800) 280-SNOW. Announcements will also be made every 15 minutes on the University radio station — WFUV 90.7 FM. Closings are also posted on the Fordham website at www.fordham.edu and are often emailed as well. Due to different weather and other circumstances, classes may be canceled at one campus while continuing at another. Close attention should be paid to such distinctions when listening to radio reports or calling the snow numbers.

Other Ways to Keep Current

In addition to the website, Dean Egan at Lincoln Center has a Blackboard site for announcements, conferences, and events of interest to students. To enroll for the academic year please email Mr. Johnny Torres at jtorres@fordham.edu. Westchester has a blog which is available at www.gssnewsandviews.blogspot.com.

Immunizations

New York state law (#2165) requires that all matriculated students born on or after January 1, 1957 be immunized against measles, mumps and rubella. Proof of immunizations must be on file at the University Health Center. Graduate students must also sign a meningitis waiver form. Noncompliance results in fines and inability to register for classes. Students may be immunized at the University Student Health Center at Rose Hill for a nominal fee. Call (718) 817-4160 at the Rose Hill Campus for further information. There is also a Health Center at Lincoln Center on the second floor of the Residence Hall. Call (212) 636-7160 for further information. Students

who attended undergraduate school in New York State should request that their college send the proof of immunization to Fordham's Health Center.

Non-Matriculated Students

A non-matriculated student is one who has not yet been accepted or who may not yet have applied to the Admissions office to formally work toward their MSW degree. A student can take a non-matriculated class to see what course work is like before making a formal application to the MSW program. As a non-matriculated student, you have a 12-credit, four-course limit to be taken from the following choices: SWGS 6050 Human Rights & Social Justice, SWGS 6208 Human Behavior and the Social Environment I, SWGS 6209 Human Behavior and the Social Environment II, SWGS 6801 Social Work Research I and SWGS 6802 Social Work Research II, and SWGS 6006 Social Policy I: Policy & the Profession. Federal loans are not available for non-matriculated students.

Applying for Matriculation

As a non-matriculated student, you may apply for formal admission to matriculate in the MSW program through the Office of Admissions. Although admission to the MSW program is not automatic, the courses you take as a non-matriculated student will be applied to your MSW degree requirements if you are formally accepted into the program and if you have achieved a grade of "B" or better in these courses.

Student Participation

The Graduate School of Social Service is a member of the Fordham academic community. Members of the community — administrators, faculty and students — have a right to participate in the decision-making that informs the creation of policies affecting their community. Student involvement in the development of the school's policies and in its administration is an essential aspect of the educational process. Please let Student Congress know if you are interested in participating in curriculum meetings. Sharing experiences and common concerns can further vitalize your educational experience. Students should consider participating in student groups. An example of some of the student groups includes: Black Student Social Workers, LGBT Students, Hispanic/Latino Students, Global SW Student Organization, and Student Mentoring. If there is a group you are interested in forming, please let us know so that we can help facilitate it. Students, faculty and administrators have spearheaded the "Learned Lunches" at Lincoln Center and "Learn@Lunch" at Westchester with invited speakers addressing topics of interest at both campuses. Bring your lunch and join the discussion. Times and topics are posted on the monthly calendars.

Statement of Sexual Harassment Policy

Sexual harassment will not be tolerated in the University community. Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment is strongly urged to use the resolution procedures described herein. Failure to do so could impact your legal rights in the future. More detailed information can be found on the Fordham University website:

http://www.fordham.edu/student_affairs/deans_of_students_an/student_handbooks/graduate_guide/university_regulatio/statement_of_sexual__76814.asp

Non-Discrimination Policy

Fordham University is an academic institution that, in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other basis prohibited by law.

No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to address any complaints alleging discrimination. Students may contact staff in the Administration Building, Room 223, Rose Hill campus at 718-817-3112.

Fordham University does not knowingly support or patronize any organization that engages in discrimination. For further information the website address is:
http://www.fordham.edu/student_affairs/deans_of_students_an/student_handbooks/rose_hill_student_ha/university_regulatio/nondiscrimination_po_70918.asp

ACADEMIC PROGRAMS

The Fordham University Graduate School of Social Service's MSW is a 66-credit degree program. The minimum time required to secure the degree is two years. There are two exceptions: (1) if you have a bachelor's degree in social work within the last five years from a school accredited by the Council of Social Work Education, you may enter the program as an Advanced Standing Student and earn the degree in one year, and (2) if you have completed foundation requirements at another accredited school of social work (that is, if you are a transfer student), you may complete the degree in one year. BSW Advanced Standing Students are required to complete a 33-credit degree program at Fordham and will receive a Plan of Study that specifies their course requirements.

Foundation Phase

Approximately half of your courses are in the foundation curriculum, unless you entered the school as an advanced-standing student or transfer student and have already taken equivalent courses. Foundation courses provide you with an opportunity to view the field of social work as a whole. In the Foundation phase, students develop the skills to perform at a beginning level of generalist practice with individuals, families, groups, organizations and communities. To successfully complete the foundation phase and move into your advanced concentration phase, you must maintain a B average and have no incompletes or NGRs (no grade reported). You need to complete all foundation courses except Social Policy II: Analysis, Advocacy and Practice (SWGS6007) before progressing to the advanced phase. The Plans of Study for both the foundation and advanced phases are included in Appendix A.

The Foundation Phase courses include the following:

- SWGS 6050 Human Rights and Social Justice
- SWGS 6006 Social Policy I: Policy & the Profession
- SWGS 6007 Social Policy II: Analysis, Advocacy and Practice *
- SWGS 6208 Human Behavior and the Social Environment I
- SWGS 6209 Human Behavior and the Social Environment II
- SWGS 6801 Social Work Practice in Research I
- SWGS 6802 Social Work Practice in Research II
- SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups Organizations & Communities
- SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups Organizations & Communities
- SWGS 6901 Field Work I for both Fall and Spring semesters

* This course can be taken during the advanced concentration phase

Student Advancement Policy

Advancement is the means by which faculty ensure that each person graduated from Fordham University Graduate School of Social Service has adequate skills, knowledge and judgment to assume the responsibilities of a professional social worker. Advancement of students from the

foundation phase to the advanced practice phase to graduation depends on maintaining a B (3.0) average with no NGR's or incompletes on your record. Evaluation of student progress in classroom courses and in field instruction is based on oral and written work and examinations that are established by course and field instructors, and on skills, competencies and personal behavior. Students must complete the program in no more than five (5) years of full and/or part-time study. All students must have a 3.0 grade point average to graduate.

There are times when the Admissions Committee accepts a student on a provisional basis. This means that the student must maintain a 3.0 grade point average in their first twelve credits, receiving at least a grade of B in each course. These 12 credits must be completed successfully before beginning field placement. If this condition is not met, the student will not be permitted to continue in the program.

Advanced Concentration Phase

In the advanced practice phase, you must select one of the three concentrations:

1. Clinical
2. Research
3. Leadership & Macro Practice – there are two Leadership Foci: Focus A is Human Service Leadership (HSL) and Focus B is Community-based Practice and Leadership (CPL)

The field work placement reflects, and is part of, the particular concentration selected.

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice is a foundation class that is a requirement for all students. Although it can be taken while students are in their foundation year, it is also the only foundation course that can be taken by students in their advanced year.

In addition to the concentration coursework, Advanced Standing Students need to take SWGS 6050 Human Rights and Social Justice and SWGS 6007 Social Policy II: Analysis, Advocacy and Practice. If an advanced standing student took two semesters of policy in their Bachelor's program they can replace the SWGS 6007 course with an elective.

The following is a summary of the concentration requirements:

Clinical Concentration Course Requirements:

- SWGS 6413 Clinical Social Work Practice I
- SWGS 6420 or 6421 Clinical Social Work Practice II
(choice of SWGS 6421 Children, Youth & Families OR
SWGS 6420 Adults & Families)
- SWGS 6415 Clinical Practice Seminar
- SWGS 6430 Advanced Clinical Assessment and Diagnosis I
- SWGS 6431 Advanced Clinical Assessment and Diagnosis II
- SWGS 6007 Social Policy II: Analysis, Advocacy and Practice (foundation course can be taken in advanced concentration phase)
- 2 Electives (BSW Advanced Standing students must take 6050 Human Rights and Social Justice in place of one elective)

Research Concentration Course Requirements:

- SWGS 6812 Advanced Research I
- SWGS 6813 Advanced Research II
- SWGS 7001 Statistics 1
- One Required elective - Choose from the following:
 - SWGS 7003 Qualitative Research (permission from the Director of the Doctoral Program required)
 - SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
 - SWGS 6616 Program & Proposal Development
- SWGS 6007 Social Policy II: Analysis, Advocacy and Practice (foundation course can be taken in advanced concentration phase)
- 3 Electives (BSW Advanced Standing students must take 6050 Human Rights and Social Justice in place of one electives)

Leadership and Macro Practice Course Requirements:

Focus A: Human Service Administration

- SWGS 6627 Leadership & Macro Practice I
- SWGS 6628 Leadership & Macro Practice II
- SWGS 6009 Social Policy Analysis for Macro Practitioners
- SWGS 6625 Philanthropy & Resource Development
- One Required Elective for Leadership & Macro Practice (Focus A) - Choose from the following:
 - SWGS 6624 International Social Development and Community Building in a Global Context
 - SWGS 6615 Supervision and Staff Development
 - SWGS 6605 Community Organization
 - SWGS 6616 Program & Proposal Development
 - SWGS 6705 Comparative International Social Welfare
- SWGS 6007 Social Policy II: Analysis, Advocacy and Practice (foundation course can be taken in advanced concentration phase)
- 2 Electives (BSW Advanced Standing students must take 6050 Human Rights and Social Justice in place of one electives)

Leadership and Macro Practice Course Requirements (continued):

Focus B: Community-based Practice and Leadership

- SWGS 6627 Leadership & Macro Practice I
- SWGS 6628 Leadership & Macro Practice II
- SWGS 6430 Advanced Clinical Assessment and Diagnosis I
- SWGS 6413 Clinical Social Work Practice I
- SWGS 6420 or 6421 Clinical Social Work Practice II
(choice of SWGS 6421 Children, Youth & Families OR
SWGS 6420 Adults & Families)

One Required Elective for Leadership & Macro Practice (Focus B) - Choose from the following:

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice (foundation course can be taken in advanced concentration phase)

1 Elective (BSW Advanced Standing students must take 6050 Human Rights and Social Justice in place of their elective)

Plans of study are found in Appendix A for the following concentrations:

Clinical
Research
Leadership & Macro Practice –Focus A Human Service
Leadership
Leadership & Macro Practice - Focus B is Community-based
Practice and Leadership (CPL)

and for the following time frames:

2 year plan of study
3-4 year plan of study
BSW Advanced Standing – 1 year plan of study
BSW Advanced Standing – 2 year plan of study
EESSP – Experienced and Employed Social Service Practitioners

The MSW Online Option

The MSW Online option is a part-time program leading to the MSW degree with a clinical concentration. This option is specifically designed for students who live in the tri-state area (New York, Connecticut and New Jersey). Student cohorts enter in fall and spring and follow the same curriculum as on campus students, except they take all their course work online. A hybrid

option (students take courses both on line and on campus) is available through the Fordham-Molloy College Collaborative Program only. Field placements are arranged within each student's geographic region.

There are no on campus visitation requirements for online students. A new student orientation will be offered for each new cohort at our campus location. Attendance at this orientation is strongly recommended although not required. A virtual new student orientation will also be hosted online for each new cohort. An online student resource manual that can be found in the Organizations tab on Blackboard that introduces students to the program, University policies and resources, and relevant information and tutorials specifically designed for students in the Online MSW Program. Online students follow the same guidelines and policies outlined in this GSS Student Handbook.

Online courses are eight weeks in length with students taking two consecutive courses during the fall and spring semesters and one course in the summer. Each course begins with a "Week 0", one week prior to the formal start of the course, which introduces students to the course material and instructor, and contains links to any additional downloads that may be required for that particular course. The courses are taught in an asynchronous format which means students need not log in at specific times. In some instances, however, an instructor might require an online class session at a specific time, or if the instructor offers supporting resources that are only available at a specific time.

Students and faculty access online courses through the Blackboard course management system. In addition to readings, lectures, PowerPoint and video presentations, students interact online by posting comments and observations on the class discussion board. Written assignments are submitted via Blackboard, and exams are proctored using an online proctoring service. Tk20 is used to submit the common assignments and view field evaluations.

Due to the condensed time frame of online courses (8 weeks) the policy for dropping/adding courses is:

Prior to 1st day of class of Week 1	100%
Prior to 2nd day of class of Week 1	50%
Prior to 3rd day of class of Week 1	25%
Thereafter	0%

Students having questions or concerns regarding a particular course should contact the instructor for that course. Questions or concerns about the program, academic advising, or course questions not resolved by the instructor, should be addressed to the Director of the Online MSW Program.

Summer Courses

The Graduate School of Social Service only has one summer session. It typically meets once a week for three and a half hour time blocks for eight weeks. However, some electives are offered

on a more intensive schedule so it is important to look at the summer session schedule carefully when choosing your course. These distinctions are made *only* on the schedules found on the GSS website. They are not noted on my.fordham. Students are limited to one course during the summer semester. There are two exceptions to this rule. The first exception is for students admitted in the Spring semester (known as Spring Admits). If you take SWGS 6208 HBSE I and SWGS 6050 Human Rights and Social Justice in the Spring semester you will be allowed to continue with both SWGS 6209 HBSE II and SWGS 6006 Social Policy I in the summer session. The second exception is that if the student has completed all requirements for graduation, he/she is allowed to take his/her last two electives to be considered for August graduation.

Summer session is optional. Students often use it to lighten up their full-time loads or to shorten the four-year program to three or three-and-one-half years. If you decide to take a summer session course, please note that in the summer the library and cafeteria hours are not as extensive, so you may need to adjust your schedule. Students are not eligible for student loans when taking only three credits unless they are simultaneously in a 14-hour/week internship. If this presents a problem, please contact Dean Susan Egan with questions at (212) 636-6605.

Prerequisites

Some courses must be taken in a particular sequence. You may not register for a course unless you have successfully completed the prerequisite requirements. Please refer to your plan of study. Only selected advanced level elective courses can be taken during the foundation phase, and you must have completed Human Behavior in the Social Environment I and II, Human Rights & Social Justice, and Social Policy I before taking these classes.

Transfer Credits

Requests for transfer of credits for course work completed at another Social Work program must be made in writing at the time of application. An official transcript along with course descriptions from that social work program should accompany the application. Foundation classes are evaluated for consistency with Fordham's course content, practice behaviors and social work competencies. The Admissions Committee utilizes a check list to award transfer credit. Transfer credit can be awarded for classes taken within 5 years and a grade of B or above was earned. A maximum of 12 credits are eligible for transfer. Your acceptance package will inform you of transferable credits. If you do not receive this information in your acceptance package please contact the Admissions office prior to registration. Transfer credit is never awarded for work or life experience. Students that have earned a BSW from a CSWE accredited program are eligible to apply for advanced standing. Advanced standing students can receive up to 33 transfer credits. These students enter the program as advanced year students. Please see more information about our Advanced Standing program in the Plans of Study section of our web site. Students who have completed a foundation year placement at another CSWE accredited social work program are also eligible for up to 33 transfer credits.

Course Waivers

A course waiver is granted to a beginning student who can document having successfully completed course content required in our MSW program. You should make waiver requests during the admission process. When a course waiver is granted, you are expected to enroll in other courses in order to earn the required total number of MSW course credits. You are merely

being waived from the course requirement — not the credit requirement. The Assistant Dean of Admissions will refer you to the appropriate faculty member if a course waiver is indicated.

Research Waivers: To waive only Research I, students must have received a grade of B or better in an undergraduate or graduate research course that covers research methodology and was completed within the past five years. To waive Research II, in addition to the above requirement, students must have received at least a grade of B for completing an empirical research project and report related to social work issues that utilized appropriate statistical analyses and must have familiarity with a statistical data analysis software program. Students who wish to waive both Research I and II must fulfill the above requirements for a research project, must have familiarity with a statistical data analysis software program, and must have at least B grades in two research courses completed within the past five years. One may be a statistics course. Applications for all waivers must be verified by a check of the transcript by the Director of Admissions or BASW Program Director for BASW students during the admissions process. Students are notified of a decision as soon as possible. The research waiver request form can be found in Appendix B.

Elective Courses

The number of electives you may take differs by your selected concentration in your advanced year. The Plans of Study clearly outline this. Some electives are required in a certain area and others are open to whatever your area(s) of interest (are).

Qualification in Substance Abuse

Substance abuse is defined broadly to include both alcohol and other substances. The qualification will incorporate content about multiple client populations and multiple service settings as they relate to alcohol/substance abuse.

Requirements

- Field Practicum: Advanced year in a substance abuse setting, with specific learning goals and assignments related to services and practice in substance abuse
- Integrative Seminar: A special section for advanced-year students placed in substance abuse settings
- Substance Abuse Elective Requirement: SWGS 6417 - Practice with Abusers of Alcohol and Other Substances

After completing these requirements, you will be considered to have met the educational hours required for the CASAC-T. However, the qualification is not equivalent to the CASAC credential. For further information, contact Dr. Linda White-Ryan at 914-367-3017.

Interdisciplinary Programs

If you have a dual interest in social work and another profession, then one of the following programs may match your professional goal. There are special requirements for each of these programs. If you are interested in pursuing any of these alternatives, contact the Assistant Dean of Admissions at 212-636-6601. Please note that while social work courses may be completed at Westchester, interdisciplinary courses are only offered at Lincoln Center.

Joint Degree Program in Social Work and Law

This program is designed for graduate students who wish to earn both a J.D. degree from the Fordham University School of Law and an MSW degree from the Graduate School of Social Service. Applicants interested in the combined law and social work degree must be admitted to both programs simultaneously. Due to requirements of the American Bar Association, the first year of study must be completed at the School of Law. Contact the Assistant Dean of Admission at 212-636-6601 for further information.

Program with the New York Theological Seminary

This collaborative program developed jointly by the School and the New York Theological Seminary enables students to earn both the MSW and the M.Div. degrees in five years. It is primarily designed for working women and men who are already serving in the ministry. The program is oriented to ministry in an urban context with diverse populations. Contact Dean Congress (phone: 212-636-6667, email; congress@fordham.edu) for further information.

Program with Blanton-Peale Graduate Institute

Special arrangements have been made with the Blanton-Peale Institute so that students who are in the Institute's training program and who meet the requirements of our MSW program can earn a degree while completing studies in psychotherapy or family therapy at Blanton-Peale. Courses in both settings and field instruction placement take place concurrently. Contact Dean Congress (phone: 212-636-6667, email; congress@fordham.edu) for further information.

Program with Mt. Sinai School of Medicine's Master of Public Health Program

Fordham GSS has a joint MSW and MPH degree program with Mt. Sinai School of Medicine's Master of Public Health Program. Mt. Sinai is located in Manhattan at East 99th Street. Contact Dean Congress (phone: 212-636-6667, email; congress@fordham.edu) for further information.

FIELD INSTRUCTION

Field instruction is a learning experience in a professional setting that enables you to integrate theory and practice. It takes place in a social work agency that works closely with our school to plan the individual learning opportunities for each student. A *Field Instruction Manual* is distributed to every student and agency supervisor when the student begins field placement.

When does Field Instruction Take Place?

Students typically begin foundation field instruction during their first year of the program (if in the two-year model) or their second year (if in the extended 3-4 year model). At the time of your foundation field instruction, you must be enrolled in: Generalist Social Work Practice I & II with Individuals, Families, Groups, Communities, & Organizations. At the time of your advanced year field instruction you must be enrolled in the practice classes for the specific concentration. Field instruction at Fordham is a year-long course and begins in the fall semester only.

Where does Field Instruction Take Place?

We use 1,000 agencies and institutions throughout the tri-state area. Cooperating agencies represent a cross section of social work practice and represent a wide range of programs.

Field Integrative Seminar Classes

All students in field instruction are required to participate in an integrative seminar. This seminar is considered part of field instruction. The integrative seminar meets ten times over the course of the academic year (11 times for students in the Fordham/Molloy collaboration). The seminar offers you the opportunity to share your experiences in the field and to further integrate course work and field work. Seminars are held on Wednesdays at the Lincoln Center and Westchester campuses with the exception of a few sections scheduled on Saturday mornings at Lincoln Center for students in the Fordham/Molloy collaboration. Seminars are offered during the morning and early evening at both campuses, with a later evening session also available at the Lincoln Center campus. Students select their preferred time on their placement planning forms and are assigned to specific sections by the Field Instruction Department. This is not a class that one formally registers for on my.fordham. Assignment to seminar is made according to the time you choose to attend, the geographic location of your placement, and in the advanced year, your concentration. Seminar assignments are posted at the Lincoln Center and Westchester campuses at the beginning of the fall semester. Seminar instructors serve as the student's faculty adviser for the academic year of the placement.

Sign Up for Field Instruction

If you are accepted as a full-time student, you will receive field instruction planning forms in your acceptance material from the Admissions Department through your VIP page. If you begin the program part time, entering your first placement in your second year of study, you will receive the planning forms at meetings held by the Field Instruction Department in January and February at the Lincoln Center and Westchester campuses. Notification of these meetings is made through announcements and postings at each campus, and, of course, on the monthly calendar.

Indicate the Hours

Students may do field placement at the rate of 14-hour or 21 hours per week. Students in 21 hour placements are in field until the first week in May each year, while students in 14 hour placements continue until the first week in August to meet the total hour requirements. Twenty-one hour placements are typically for students who can devote three full days per week to placement and are not working full-time. Fourteen hour placements are typically for students whose work and/or family obligations preclude the ability to devote three full days per week to placement. If you are a 14-hour student seeking evening/weekend hours, we require that you be available to work a minimum of 4 *consecutive* day-time hours during the Monday – Friday work week (example, 1-5 p.m. one day M-F). Students should *not* expect to be able to do field placement completely during the evenings, i.e. after 5 p.m., or only on the weekends (or any combination of these). Both 14 and 21-hour placements consist of 600 hours in placement and earn a total of 9 credits each year. You will make this choice on your field placement planning forms.

Students in the Employed Experienced Social Service Practitioners Program (EESSP) enter field placement in the final year of their program and do one placement 28 hours/week for a total of 900 hours and 15 credits at their place of employment. The year prior to entering field, EESSP students take a year-long Field Practicum Lab course for 3 credits (SWGS 6907). If you are an EESSP student and are in the field 28-hours weekly, field work extends from September through early May. Students eligible for the EESSP program indicate their interest at the time of their initial application to the MSW program.

If you are doing fieldwork during the daytime hours, choose any time convenient for yourself and the participating agency — provided no conflicts arise with your class schedule. If you need special evening hours, remember that the program requires you to be in field for four consecutive hours during the business day (9 a.m. – 5 p.m.). Saturday and Sunday hours do not satisfy this requirement. This ensures that you experience the life of the agency during normal working hours. The rest of your 14 hours may be arranged at times of convenience to you and your agency.

At Fordham our curriculum is structured so that field instruction only begins in September. Part one of the courses that are concurrent requirements with field are only offered in the fall, and part two of these courses are only offered in the spring.

Field Instruction Assignments

The Field Instruction Department staff and coordinators use the information you provide on your field planning forms, along with your resume to assign your first placement. Considerations such as current employment, past experience, hours of availability, and geography along with agency requirements are crucial in making foundation placement matches. Areas of interest and occupational goals are not factors in the foundation placement. Foundation placements are generalist practice placements. The goal is to facilitate learning of foundation level skills that are transferable to all settings and all populations.

Finding Out About Your Placement

Placement arrangements are made throughout the summer months. Some students will take longer than others to place for a variety of reasons. Typically, the student will be notified by email or telephone that a placement has been identified for them. Students will be provided with the name of the agency, the website (if there is one), the educational coordinator and his/her phone number, and directed to contact the agency. Most agencies require the student to visit the agency and meet the field instructor during the summer months. These visits are for confirming purposes only. Foundation students may not reject a placement match.

Student or Agency Special Needs

Increasingly, agencies are requiring that students submit evidence of a recent physical exam and/or certain tests or immunizations prior to placement. Students should be aware of this and ready to provide such information directly to the agency. Many agencies further require students to submit to background checks, be fingerprinted, or provide other information prior to finalization of a placement. Cooperation with these requirements is expected.

Work/Study Field Placements

Some students are able to meet their field instruction requirement through the social service agency where they are already employed in a social work capacity. If this is an option for you, you are asked to indicate this on your field planning forms, and to additionally submit a work/study proposal for your field placement. In order to qualify, you must have been employed by the agency *at least 6 months prior to the start of the placement*. The agency must be able to provide you with a new experience during your placement hours (you cannot get field work credit for what you already do every day), and they must provide you with a qualified MSW field instructor. The field instructor may not be your regular supervisor, must have at least 3 years post-MSW experience, must be licensed in accordance with the regulations of the state where you will complete your field work, and meet other training requirements. The field instruction department staff will review your proposal for suitability and discuss it with your director prior to approval.

Advanced Practice Field Work

You receive your planning forms for advanced placement when you attend one of the planning meetings held by the Field Instruction Department in late January. Daytime and evening meetings are held at the Lincoln Center and at the Westchester campuses in order to accommodate all students. At these meetings, you are oriented to the choices of concentrations in your advanced year, along with any special programs/initiatives that might be offered. The process by which advanced placements are made is reviewed in detail. You are also informed of the names of the coordinators with whom you will meet individually to discuss your interests and educational needs. The coordinator with whom you meet will be responsible for placing you. Students entering Fordham as advanced-standing students receive their field placement forms in their acceptance letters. Once the student submits their forms, a placement coordinator will contact them for an interview. Advanced standing students must also attend a mandatory field work orientation meeting during the summer at either campus.

Choices in the Advanced Placement Process

Your choice of concentration largely determines your field placement possibilities as agencies

make their requests based on the type of learning activities they are able to provide. Field placement involves the active participation of the Department of Field Instruction, you and the agency, which is generally independent of the school. Placements cannot be finalized without the consent of the school and the agency. You are requested not to contact agencies directly to arrange for your interview until advised to do so by your coordinator. In most instances, as an advanced practice student, you will interview with the agency placement to ensure that this is the right place for you. Once you have met with the agency, a joint agreement about placement is made. (For more detailed information about the advanced practice placement process, please consult the *Field Instruction Manual*.)

Field Instruction Grades

Field instruction carries nine credits for each academic year. For the purposes of payment, the credits are divided as five in the fall semester and four in the spring semester. The grade for field instruction is given after the completion of the 600 hours — in May for 21-hour-per-week students and in August for 14-hour-per-week students. The exception is EESSP field instruction, which carries 15 credits for the academic year, divided as eight credits in the fall semester and seven credits in the spring semester. The grade for EESSP students is given in May upon the completion of 900 hours in placement.

Field instruction is a year-long course and graded on a Satisfactory/Unsatisfactory basis. At the end of the first semester, if the student is progressing well, a grade of In Progress (IP) is given. Grades of Satisfactory (S) or Unsatisfactory (U) are given upon completion of the course. Dean Miner will only enter the mid-year and final grade when the evaluation is received. It is important to note that the fall semester grade of IP does not change after an S is received. The department of field instruction provides the student and field instructor with an evaluation tool for monitoring students' progress and learning needs. The field instructor submits written evaluations through Tk20 to the school at the end of each semester. The student has input into the evaluation process, and also completes a self-evaluation. While the written evaluation completed by the field instructor is the major indicator of progress in the course, the final course grade is determined by the student's adviser. (For more detailed information, please consult the *Field Instruction Manual*.)

If you have any questions or encounter problems in field instruction, please contact your faculty adviser first. Advisers consult directly with the Department of Field Instruction should further intervention or guidance be needed.

ADVISING

Every student at Fordham is assigned a faculty adviser. Whether you are a full-time, part-time or non-matriculated student, you need to keep in close touch with your adviser to be sure that you are planning the best course of study. Get to know your adviser: he or she is available to help with all aspects of your academic planning, for guidance, and to assist you in resolving any problems that may emerge in your academics or field placement as you complete your studies.

Who is Your Adviser?

If you are a non-matriculated student at Lincoln Center Dean Susan Egan is your adviser. Ms. Polly Kaplan is your adviser if you are matriculated, but not yet in your field work placement. In Westchester, Dr. Linda White-Ryan, Assistant Dean, is your adviser if you are non-matriculated or matriculated but not yet in field. At the Molloy College campus, Ms. Jennifer McKinnon is your adviser if you are non-matriculated or not yet in field. For on-line students, Dr. Dale Lindquist is your student adviser.

If you are in field, your faculty adviser who facilitates your field integrative seminar serves as liaison between you, the school and your agency.

If you are an EESSP student and you are taking the Field Practicum Lab, your adviser is your lab teacher.

If Your Circumstances Call for a Change of Plans

After you have completed a semester or more, you may find that you need to change your plan of study because of outside factors such as family or work responsibilities. Consult with your faculty adviser as soon as possible. You will also need to meet with Ms. Polly Kaplan or Dean Susan Egan at Lincoln Center or Dr. White-Ryan at Westchester to review these changes.

Planning for Your Advanced Year and Graduation

Students need to review their plan of study and consult with Ms. Polly Kaplan or Dean Susan Egan at Lincoln Center or Dr. White-Ryan at Westchester to make sure that the academic coursework has been planned so all requirements are met prior to graduation. DegreeWorks, advisers, and administrators at each campus are resources.

ATTENDANCE, LEAVES OF ABSENCE & WITHDRAWALS

Attendance

To gain the most from your education, you need to be in regular attendance in class and in field work. However, sometimes emergencies or illnesses can interfere with attendance. This is one of the times when you need your faculty adviser the most. If illness or hospitalization occurs, your adviser will consult with the Associate Dean of Student Services at Lincoln Center or the Assistant Dean at Westchester. Remember, excessive absences can jeopardize your academic standing. Each faculty member will clearly state their attendance expectations on their individual syllabi.

In field work, you are allowed a maximum of three absences during the year for illness or other

emergencies. If a situation occurs where you are ill for an extended period or another emergency requires your absence, you need to consult with your faculty adviser and field work supervisor. It may be possible to extend your field work to make up the necessary number of hours. See the *Field Work Manual* for more details on this.

Leave of Absence and Withdrawal

There are times when you may find it necessary to withdraw from a course. If you wish to withdraw from a course, you need to contact the associate dean at your campus. You will be asked to complete a form for the registrar. There will be no financial penalty for withdrawals prior to the start of the semester. Withdrawal from courses after the semester begins results in a W on your transcript, and you are charged on a pro-rated basis according to the date of withdrawal, with no refund given after the sixth week of class. The University policy regarding tuition refund, or “Institutional Charges,” is publicized on the University website under “Refund Policies and Procedures.”

http://www.fordham.edu/tuition_financial_a/student_accounts/refunding_credit_bal_92177.asp

If, as a matriculated student, you plan to take a one- or two-semester leave of absence, you should contact Dean Egan and write a letter informing her of your intent. The time on leave will not be charged against the five-year limit within which a matriculated student must secure the degree. Upon return, there is usually no need to reapply for admission, but you should contact Dean Egan to discuss your registration.

If you are a matriculated student who has not attended for more than two semesters and wish to return to the program, you must reapply through the Admissions office. If a formal leave of absence has been granted, it is likely that the re-application process will consist only of the application, an updated autobiographical statement and one current letter of reference. If you withdrew informally and wish to return, a full re-application is required, and you are not guaranteed re-entry into the program.

Re-entry after Educational Disruption

Following Fordham University protocol, students who have taken a leave of absence, withdrawn from classes for medical reasons or have had disruption in their educational program may be required to participate in the re-entry process. This process is managed by the Dean of Students, D. Keith Eldredge, located at the Lincoln Center Campus in cooperation with the Graduate School of Social Service and other relevant offices such as Counseling and Psychological Services and/or Student Health Services. The student may be required to present documentation verifying readiness to return to the MSW program. Mr. Eldredge’s office is Lowenstein 408 and he can be contacted at (212) 636-6250. For additional information, please go to the following link:http://www.fordham.edu/student_affairs/deans_of_students_an/student_handbooks/lincoln_center_stude/university_regulatio/mental_healthmedical_88856.asp

GRADING

Grading

To receive credit for a course, you must be in regular attendance throughout a semester and satisfactorily complete all course requirements. The minimum passing grade is the letter grade C.

You are considered to be in good standing when a B average (3.0) or better is maintained, and a grade of Satisfactory has been received for field instruction and Field Integrative Seminars.

Students will receive grades according to the policy adopted by the faculty. Grades for GSS are:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
76-79	C+
70-75	C
Below 70	F

Policy on the Use of “Incomplete”

- A grade of “incomplete” is generally to be discouraged and only employed when faculty conclude that a student is unable to complete assigned course work due to extenuating circumstance. An “incomplete” is a grade given at the request of the student in writing to the course instructor. A time frame acceptable to both the student and faculty must be agreed upon. It is recommended that this time frame not extend beyond four weeks after the final class of the semester. An INC will covert to an “F” if the INC is not removed within the required time period.
- If all work is not submitted during the semester and no arrangements for and incomplete have been made, an NGR (No Grade -Reported) can be given. NGRs will also convert to an “F” if not removed within the required time period.
- An instructor is under no obligation to accept work from a student after the mutually agreed upon time frame. It is the instructor’s decision whether to re-negotiate the contract. As in all matters related to grading, an instructor’s decision about a grade-related matter is final.
- If the instructor does not change the “incomplete” grade, the Office of the Registrar converts “incompletes” and NGRs to administrative “Fs” approximately six weeks after the end of the semester. The “F” remains on the student’s transcript unless changed by the original course instructor.
- No MSW student may progress into the advanced phase of study with either an “incomplete” or “NGR” or “F” grade(s) in any foundation course.

- When removing an “incomplete,” it is the instructor’s responsibility to complete the change of grade form and submit it to the school’s associate dean.

PLAGIARISM AND ACADEMIC INTEGRITY

University Policies of Academic Integrity

A university, by its nature, strives to foster and recognize originality of thought. Originality can only be recognized, however, when people acknowledge the sources of ideas and works that are not their own. Therefore, students must maintain the highest standards with regard to honesty, effort and performance. Violations of academic integrity include, but are not limited to, plagiarism, cheating on exams and false authorship and destruction of library materials needed for a course. This policy gives definitions and instances of violations of academic integrity, the procedures used to arrive at a judgment, possible sanctions and the processes of appeal. This policy will be enforced rigorously and without discrimination.

Violations of Academic Integrity:

- A. *Plagiarism:*** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. Examples of plagiarism include but are not limited to:
- Using the ideas of another person, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast or computer-mediated communication.
 - Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences.
 - Presenting borrowed material without placing quotation marks around borrowed material in the approved style. It is no defense to claim that one has “forgotten” to do so.
 - Presenting as one’s own an assignment, paper or computer program partially or wholly prepared by another person, whether by another student, friend, or by a business or on-line service that sells or distributes such papers and programs.
- B. *Cheating:*** Cheating occurs when individuals share course materials or information when it is unauthorized or prohibited. Examples of cheating include but are not limited to:
- Having or using unauthorized material at an examination, test or quiz, or copying another student’s assignment or laboratory report.
 - Permitting another student to copy an assignment, paper, computer program, project, examination, test or quiz.
 - Obtaining and/or using an examination, test or quiz prior to its administration.
 - Having another person act as proxy and take an examination, test or quiz.
- C. *Additional Violations of Academic Integrity:*** Additional violations of academic integrity include but are not limited to:
- Theft, destruction or tampering with library materials, audio and videotapes, computer hardware or software, or other materials necessary for a course.
 - The submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz.
 - The presentation of false identification or credentials in order to gain admission to a course, examination, test, quiz or degree program.
 - Submission of a paper or project to more than one course during the time in which a student is attending Fordham University, without explicit permission from the instructors.

ACADEMIC AND NON-ACADEMIC DIFFICULTY

Consultation

If a student has a concern about course or field instruction, the first step is to consult with one's adviser (see page 26). If the concern is related to field instruction, after an assessment of the situation with the student and the field instructor, the adviser would consult with the administrators in the field instruction department. Depending on the situation, a contract for change may be developed, or in extreme cases a field instructor or placement might be changed. In non-field academic concerns, the adviser would consult with the associate or assistant dean if a revision of the student's plan of study is indicated. This is often precipitated by a change in a student's health or financial situation.

Administrative Review Committee

An administrative review is held when a student's difficulties are viewed as serious in nature. An Administrative Review can consist of a meeting with one of the deans and the student to address the matter. These reviews may lead to a reduced course load, leave of absence from the program or recommendation for discontinuing the program. These reviews are precipitated when a student fails a course, falls below the minimum required cumulative grade point average of 3.0 or there is concern about academic integrity. In some cases, particularly when the concerns are related to field instruction, a committee may be convened to determine a remedial plan. Dr. Susan Egan, Associate Dean, chairs the Administrative Review Committee at Lincoln Center. Dr. Linda White-Ryan, Assistant Dean, chairs the Administrative Review Committee at Westchester. Dr. Egan and Dr. White-Ryan alternate chairing the Administrative Review Committee for the on-line students. In field-related administrative reviews, faculty advisers, field instructors and administrators of the field instruction department participate, one faculty member, and at Lincoln Center the Assistant Director of Student Services may participate. The Committee members may recommend a new educational agreement, change of field placement, a lengthening of the field placement or withdrawal from field instruction or school.

Committee on Academic Progress

There is an established procedure to determine if a student in academic difficulty in course work or field instruction should continue his or her enrollment in the MSW program, and often comes after an Administrative review. A faculty member, faculty advisor, or student can request a Committee on Academic Progress (CAP) in order to review the circumstances and to make a recommendation to the dean of the school as to whether de-matriculation is warranted.

The CAP is convened and chaired by Dr. Manoj Pardasani, Associate Dean, at Lincoln Center and Dr. Janna Heyman, Associate Dean at Westchester. Dr. Pardasani and Dr. Heyman alternate chairing the Committee on Academic Progress for the on-line students. The committee will always have five voting members, including the Associate Dean of the Graduate School of Social Service or the individual currently acting in that capacity, two faculty members of the Graduate School of Social Service and two students in the Graduate School of Social Service. While other individuals may be included, such as the director or associate director of field instruction, only the five above mentioned individuals are required to be present for a CAP to convene. No one participating in the CAP process should have any personal interest in the

outcome of the CAP. An outcome of the CAP can be: dismissal from the program, a recommended leave of absence or extended field work. After the committee deliberates and comes to a decision, the decision is communicated to the student both verbally and in writing. The student has 10 days to appeal the decision to the Dean of FUGSS. The Dean's decision of the appeal is sent in writing to the student.

TERMINATION FROM THE MSW PROGRAM

A student may be terminated from GSS for four reasons:

1. Failure to maintain a 3.0 GPA
2. Failure to meet performance requirements for Field Placement
3. Violation of Academic Integrity
4. Violation of University Code of Conduct

Failure to maintain a 3.0 GPA

FUGSS students, foundation and advanced, must maintain a 3.0 cumulative grade point average (GPA) to maintain good standing. The Associate Dean of Student Services is responsible for monitoring academic progress. This is done at the end of each semester by running reports for students' cumulative GPAs. When a student's cumulative GPA falls below a 3.0, these steps are followed:

1. Student is put on academic probation. Student and Faculty Adviser are notified in writing. This communication will be done by mail or e-mail.
2. Faculty Adviser meets with the student to develop a plan of correction. The faculty adviser and/or the Associate/Assistant Dean help(s) the student assess what the learning needs are. Recommendations such as reducing course load or accessing the resources of the University supports including the Writing Center or Counseling Center may be indicated.
3. The student's progress is monitored by the Office of Student Services as well as by the student's Faculty Adviser.

All communications and decisions with the students are documented and put in the student's file.

Failure to meet performance requirements for Field Placement

If a student fails to meet performance requirements associated with Field Placement these steps are followed:

1. The faculty adviser notifies the student and the Director/Associate Director of Field Instruction in writing regarding the specific performance concerns.
2. The Director of Field Instruction notifies in writing the Associate Dean of Student Services and/or Assistant Dean of Westchester regarding the specific performance concerns.
3. An Administrative Review is initiated and held. Recommendations of the Administrative Review may result in a decision that: **a)** no further action beyond the Administrative Review is necessary at that time, **b)** a plan is put into place to help resolve pending issues

or c) the concerns are significant and warrant convening a Committee on Academic Progress (CAP).

4. If a CAP is recommended, the FUGSS MSW Program Director is notified.
5. The FUGSS MSW Program Director chairs the hearings for students at Lincoln Center and for online students. In cases involving Westchester students the Program Director is notified but the Associate Dean of the Westchester campus chairs the CAP hearings.
6. A student who is to be the subject of a CAP hearing may request an advocate to be present at the CAP hearing. The advocate may be a FUGSS faculty member or a fellow student. Upon execution of an appropriate release by the student, the student's advocate will be afforded access to any records to which the student is entitled to have access.
7. The CAP always has five voting members, which includes:
 - The Chair, the FUGSS MSW Program Director or the Associate Dean of the Westchester.
 - Two faculty members of FUGSS.
 - Two MSW student representatives.

No one participating in the CAP process should have any personal interest in the outcome. All proceedings before the CAP are confidential.

8. The possible outcomes of the CAP hearings are:
 - a. No further action beyond the CAP discussion and proceedings are necessary at that time.
 - b. Revision of the Educational Agreement, plan of study, or a new field placement is warranted.
 - c. Termination of the student from the program. If the student is terminated written notification is sent to the student. The student has ten (10) days to appeal the decision in writing to Dean of FUGSS.
 - d. The Dean's decision of the appeal is sent in writing to the student and that decision is final.

All decisions and communications with the student is documented and put in the student's file.

Violation of Academic Integrity

MSW students are expected to uphold academic integrity at all times. The policy on academic integrity is attached to every master syllabus.

Criteria:

- Plagiarism
- Cheating
- Other (e.g. Theft, destruction or tampering with library materials, submission or presentation of a falsified excuse for an absence from a course requirement, presentation of false identification or credentials to gain admission to a course or exam or degree program, submission of a paper or project to more than one course during the at FUGSS)

Violations of academic integrity that are identified by the professor or other members of FUGSS are handled in the following manner:

1. Notification is sent to the FUGSS MSW Program Director (and the Associate Dean at the Westchester campus and the Director of the Online MSW when applicable), and the Associate Dean for Student Services.
2. In an Administrative Review the MSW Program Director, Associate Dean or On-line Campus Director meets with the student and the faculty member. The student's overall performance of the program and alleged violation is reviewed in detail.
3. If appropriate explanation and resolution can be reached in Administrative Review then a letter summarizing the meeting and the outcome is sent to the student and kept on file.
4. If no resolution is reached in Administrative Review and further assessment is required the MSW Program Director will convene a Committee on Academic Progress. The possible outcomes of the CAP hearings are:
 - a. No further action beyond the CAP discussion and proceedings are necessary at that time.
 - b. Revision of the Educational Agreement, plan of study, or a new field placement is warranted.
 - c. Termination of the student from the program. If the student is terminated written notification is sent to the student.
 - d. The student has ten (10) days to appeal the decision in writing to Dean of FUGSS.
 - e. The Dean's decision of the appeal is sent in writing to the student and that decision is final.

All decisions and communications with the student is documented and put in the student's file.

Violation of the University Code of Conduct

As a member of the larger Fordham University community, MSW students must also meet the Code of Conduct standards of Fordham University. If a MSW student from FUGSS has been found responsible for violating a University rule under the Code of Conduct the University may impose a sanction or combination of sanctions. Violations include, but are not limited to harassment of another person, whether physical, sexual or verbal, either oral or written; physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person; and the unauthorized selling, purchasing, producing or possession of any lethal weapons, explosives, fireworks or incendiary device.

When a Code of Conduct Violation is alleged, a process begins with the University Dean of Students and the Graduate School of Social Service. The following steps are taken by the University Dean of Students:

1. There is a preliminary investigation to determine whether the situation can be handled informally by mutual consent without the initiation of a formal hearing.
2. When a hearing is indicated the process is as follows:
 - a. The student accused is notified in writing by the Dean of Students and shall have the opportunity for a hearing to discuss the violation(s).
 - b. The hearing is a meeting with the Dean of Students or designee and the student who will present his or her full and final version of the facts.

3. An accused student shall be free from student conduct sanctions pending conclusion of the hearing unless the Dean of Students determines there is a risk to the student or the university community.
4. When a student has been found responsible for violating a rule under the University Code of Conduct the sanction imposed can range from disciplinary reprimand, suspension from the University, to expulsion from the University. The Dean of Students informs the student of the sanction verbally and in writing.
5. The Associate Dean of Student Services at Lincoln Center and the Associate Dean of the Westchester campus work closely with the University Dean of Students in such incidents.

Full description of the Student Conduct System and the Student Conduct Sanctions can be found in the Graduate School Guide –
http://www.fordham.edu/student_affairs/deans_of_students_an/student_handbooks/graduate_guide/

Upon conclusion of the University assessment and process, the following steps are followed by the Graduate School of Social Service:

1. If the decision of the University Dean of Student is that student is permitted to remain in the University and return to the program, the Director of the MSW program convenes an Administrative Review.
2. The Administrative Review will review the University's decision with the student. The outcomes may be: a) resolution, b) additional actions recommended (such as by not limited to revision of plan of study), c) Initiation of a Committee on Academic Progress (CAP).
3. If a CAP is initiated the formal proceedings of the CAP process are followed (see above).

All decisions and communications with the student is documented and put in the student's file.

GRIEVANCES

Initiating a Grievance

If you believe that you have been treated unfairly as to enrollment in courses, treatment in the classroom, final course grades or academic probation, suspension or dismissal, you have the right to seek an impartial and formal review.

Informal Procedures: You must first make a complaint to the faculty member or administrator responsible for the treatment regarded as unfair. If a satisfactory resolution of the complaint is not obtained, you are expected to appeal promptly to the chairperson of the curriculum area pertinent to the matter in question. The chairperson may require that the complaint be made in written form. If satisfactory resolution is not obtained after conferring with the appropriate chairperson, you have the option of further appeal to the associate dean of the Graduate School of Social Service. The chairperson, the faculty member and the associate dean have a responsibility to act upon the appeal promptly.

Formal Procedures: If the informal appeals procedures outlined above do not result in resolution of the matter, you can request a formal investigation by the Academic Grievance Appeals Committee. This request must be made in writing, and it must provide details of the alleged unfair treatment, identifying the particular informal appeals procedures that were followed and explaining why these procedures did not resolve the matter. This request must be made to the committee within two weeks upon completion of the informal appeals.

The Academic Grievance Appeals Committee

The Academic Grievance Appeals Committee is made up of five members: The Associate Dean of Student Services at the Graduate School of Social Service, two faculty members and two students. A meeting of the committee is not official unless at least two faculty members and one student member are present.

The committee meetings are closed. Committee decisions are by majority vote. Each member of the committee has one vote with the exception of the Associate Dean of Student Services who, as chair of the committee, does not vote except in case of a tie. In judging the appeals, the committee weighs the evidence supplied by the student making the complaint, upon whom the burden of proof rests. The committee may call upon a member of the GSS community for testimony in person and/or in writing, and the faculty member or administrator against whom the formal complaint is made has the right to present evidence to the committee.

The committee's function is advisory. The chairperson of the committee will prepare a written report that explains the committee's findings and submit this report to the dean of the school. The committee may also offer recommendations toward appropriate remedies if deemed appropriate. It is the responsibility of the dean to make the final decision and to determine suitable compensation, if warranted.

Non-Academic Grievances

Social work students are encouraged to inform Dean Susan Egan at Lincoln Center or Dean Linda White-Ryan at Westchester if such incidents occur. They will facilitate your communication with Dean Eldredge or Ms. Coleman.

Persons who believe they are victims of discrimination prohibited by Title IX may elect to use an informal process to resolve their issue and/or a formal process. Complaints will be investigated immediately upon receipt. The investigation will be adequate, reliable and impartial. Both parties will have an equal opportunity to provide witnesses and other information to the investigator who will make his/her determination based upon the evidentiary standard of a preponderance of the evidence, i.e., a finding that it is more likely than not that the alleged misconduct occurred or did not occur. Remedial action appropriate to the nature and severity of any misconduct found will follow. Possible final sanctions range from a letter of reprimand to suspension or expulsion from the University or termination of employment by the University. Both the complainant and the accused will be advised in writing of the outcome of the process. A complainant or an accused person may appeal from a resolution achieved by either the informal or formal process. While the time to resolve a reported incident will vary from case to case, depending on the specific facts and circumstances, it is expected that in most cases complaints may be resolved, including time for appeal, within 60 days. A complete description of Title IX Grievance

Procedures for Complaints of Sex Discrimination (including Sexual Harassment), Sexual Assault and Violence, Stalking and Domestic Violence as well as the informal and formal grievance procedures can be found on the University's website at http://www.fordham.edu/student_affairs/deans_of_students_an/student_handbooks/graduate_guide/university_regulation/title_ix_grievance_p_88936.asp

Complaints of discrimination or harassment by students against other students should be brought to the Dean of Students at the Lincoln Center campus, Mr. D. Keith Eldredge, for handling. Dean Eldredge is located in Lowenstein 408 and can be contacted at 212-636-6250 or edlredge@fordham.edu.

All other complaints involving students and employees, only employees, or third parties should be brought to the Director of Institutional Equity and Compliance for handling. The Director of Institutional Equity and Compliance is the University's compliance officer for all forms of discrimination and is specifically designated as the University's Title IX Coordinator, responsible for the University's Title IX compliance efforts, including sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, domestic violence, retaliation and athletics. The Director of Institutional Equity and Compliance is Ms. Anastasia Coleman. She is located at the Rose Hill campus, Administration Building 114 and can be contacted at 718-817-3112 or acoleman11@fordham.edu.

GRADUATION INFORMATION AND CONTINUING OPPORTUNITIES

Completing Your Degree

Finishing papers for classes and completing your field work sometimes makes it hard to keep track of the additional steps required in order to receive your diploma. Pay special attention to the information below to check that you will meet the graduation requirements. Ms. Polly Kaplan at Lincoln Center and Dr. Linda White Ryan, Assistant Director at Westchester always welcome you to discuss any questions you have regarding requirements for graduation.

Candidate-for-Degree Request

All students must file a candidate-for-degree request. In the final semester of your plan of study, you must apply online. Due dates are on the academic calendar and are posted at all campuses. Filing the candidate-for-degree request begins the formal process for approval of your graduation and ordering your diploma. This must be completed even if you do not intend to participate in the graduation ceremony. After your application is submitted, your transcript will be reviewed carefully. You will be contacted only if you have not met all the requirements for graduation. In order to avoid any problems it is important that you follow your plan of study and that you keep abreast of what the degree requirements are. Please check DegreeWorks to see if you have met the requirements and review them with your adviser. *Please be reminded that students in a 14/hr week field placement or taking their last elective in Summer Session should file for August graduation.* Students are asked to ensure that their field work registration accurately reflects the number of hours being completed (14 or 21). Mis-registration can result in a delay of the approval process.

Graduation Ceremony

The Commencement Ceremony for February, May and August graduates is held in May. If you plan to participate in the graduation ceremony, you must order a cap and gown. Order forms are available at each campus in February and must be submitted in early April (the exact date will be on the order form). Tickets and invitations will be available for distribution in April, along with more detailed information.

If you are a February graduate, you will receive information about ordering your cap and gown and other graduation information in the mail.

If you are a current student, initial information is sent to you by Dean Susan Egan with your spring registration materials. Additional information is disseminated in Integrative Seminars on both campuses in the spring semester and by posted notices.

You are an August graduate if you are taking your last course in summer session and/or you are in a 14-hour-per-week field placement. You are encouraged to participate in the commencement ceremony in May, but you will not receive your diploma until mid September.

There will be graduation parties for you and your guests at each campus in May. Dates will be announced. Look for the postings. There is a charge for students and their guests, but the parties are subsidized by the school. These are great fun; plan to attend.

Speakers and Awards

There are a number of awards for graduating students. Detailed information is given out in the March Integrative Seminars. Students who believe they are deserving of an award should ask a faculty member or their faculty adviser to nominate them.

Each year, there are two student speakers at graduation — one from each campus. Student speakers are selected on the basis of merit. Students submit the names of possible candidates, along with a brief paragraph about the strengths of the student, to Dean Egan or Dean Heyman. You may nominate yourself.

Our Alumni Events

You will receive information about Fordham University Alumni events and those specific to the Graduate School of Social Service through the University's Alumni Office. Most of this information is sent electronically so it is important that you keep your email address current with that office. An Alumni Tab will be created on you're my.fordham.edu account.

The Westchester Campus has its own chapter of the Alumni Association.

All graduates are eligible for an alumni card RAMPASS that allows you building access and browsing privileges in the libraries. To receive one go to the University's homepage and click on Alumni. You can apply for a RamPass online.

Transcripts of Record

There are two types of transcripts:

Official Transcripts: are sent at your request to other universities, agencies, state or federal government and bear the official seal of the University. They may only be sent directly to you in a sealed envelope. Contact Enrollment Services at Lincoln Center either by telephone, (212) 636-6735, by going to the office at Lincoln Center or Rose Hill and filling out a form, or applying online. There is no fee. Requests are honored as quickly as possible in the order of application.

Unofficial Transcripts: are for your personal or general use and do not bear the official seal of the University. You can print your unofficial transcript from your my.fordham.edu account.

References

At the end of your advanced practice year, your adviser prepares a final report that goes into your record to be used as your field practice reference. Each adviser follows the same outline prepared by the field instruction department. The material covered is taken from your experience in both field placements as well as the adviser's personal knowledge of you. You may request that this reference be sent directly to an agency. Please contact Dean Egan's office to do so. We don't send anything out without your permission. You may also talk with your adviser about what will be going into this report, which is used as your final field work reference. This reference is not part of the official transcript, so be sure to request it separately if you should need to submit both an official transcript and a field practice reference.

Career Planning

Ms. Albaliz Tello is the Director of Career Development at Lincoln Center and Dr. Linda White-Ryan, Assistant Dean, is responsible for career coordination at Westchester. Ms. Kathleen Rund works with on-line students for career planning. Our career development coordinators at each

campus will be happy to help even after graduation with advice about resumes and answers to any other questions about your career path. A job board with current listings is maintained at www.fordham.edu/gsscareer. Consult it whenever you need up-to-date information.

Continuing Education

Many graduates find it exciting to continue learning at one's own pace and by choice. The school offers a post-master's continuing education program on a regular basis. Contact Dean Congress for more information about continuing education courses (congress@fordham.edu) . GSS Alumni can take a course in the MSW program on an audit basis for \$300. Contact Dean Egan's office about this option.

National Association of Social Workers (N.A.S.W.)

Keep your membership up as a graduate and enjoy the opportunity of having a continuing impact on your profession. It's a good way also to stay current about the issues that affect us as professionals in our work and the issues that affect our clients. There are a variety of committees at the local chapters and being involved is an excellent form of professional networking.

Licensing

New York, New Jersey and Connecticut all have different requirements for certification or licensing after you have your MSW. New York and New Jersey have licensing for those who have just earned an MSW. In New York you may take the New York State LMSW exam after you have graduated. New Jersey students may take the exam (same test but called LSW) in their final semester. Workshops on test taking strategies and Content Review Sessions by faculty are held often during the spring semester and early summer at both Westchester and Lincoln Center campuses. Announcements and sign-up sheets will be posted well in advance so that you can make whatever arrangements are necessary to attend. In addition, practice tests are available. You can borrow laptop computers with an advanced refundable \$40 deposit (please contact Dean Pardasani at Lincoln Center or Dean Heyman at Westchester) or you may go to the computer labs on the 7th Floor in Lincoln Center and the second floor in Westchester to take practice exams at the designated computers. A test computer is available at the Molloy campus as well. Contact Jennifer McKinnon.

International Opportunities for Study Abroad

Fordham GSS offers some exciting study abroad opportunities for MSW students entering their advanced year. In 2013-2014, programs included study abroad in London, China, and Peru. The London and China programs were offered during the summer session. Please look on the Bulletin Boards and website to find out more about these opportunities.

RESOURCES FOR STUDENTS

We make every effort to facilitate the learning experience. We hope you will find these resources user friendly and helpful to you as you progress through and complete the requirements for your MSW.

Financial Aid

Financial Aid information is on-line. Please refer back to it for a description of the Federal Family Education Loan, New York State TAP, and Tuition Remission from the Graduate School of Social Service. Some points to remember:

- The FAFSA (Free Application for Federal Student Aid) must be done annually. This is the needs assessment used to determine which loan you are eligible to receive. You must include information you put on your income tax report — an incentive to do your taxes early!
- The application for Tuition Remission is due March 31. The application is only the first step — a decision cannot be made about an award until the FAFSA results are in. Use the Internet to complete loan applications.

Log on to Fordham's Web site — www.fordham.edu — click onto financial aid, and follow the directions. You can also find information on the GSS homepage. If you need access to a computer with Web access, use computers on campus.

Please note that a full-time student takes at least 12 credits per semester. However, students registered for field instruction and taking 11 credits in the fall and 10 credits in the spring are also full time. If you are in the latter category, you will automatically be certified as full time on the University's system for financial aid. You may obtain a detailed information sheet entitled "Instructions for Application for Financial Aid" from the Admissions office, (212) 636-6600, Room 842, 33 West 60th Street at Lincoln Center; at the Enrollment Services Office or in Room 144 at the Westchester Campus.

We make every effort to inform you of other scholarship opportunities by posting them on the bulletin boards. Also, the Admissions office compiles and publishes a list of available sources for financial assistance: please pick up a copy or view them on the school's website.

Office of Disability Services

The Office of Disability Services at Fordham University helps to ensure equal educational access and opportunity for all members of our community. In the Jesuit tradition of *cura personalis*, members of the ODS staff work individually with each student to understand his or her strengths and limitations in order to develop their most effective and comprehensive accommodation plan.

In addition to working in a direct service capacity with our students, the Office of Disability Services also collaborates with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with documented disabilities is provided. As a University, Fordham will offer reasonable and appropriate auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services, and facilities once documentation is submitted to ODS and an intake appointment is conducted to

develop an accommodation plan directly with the student in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

The Office of Disability Services believe that their policies and mission carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

"No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Please the Office of Disabilities for documentation guidelines according to type of disability. The website address is:
[http://www.fordham.edu/campus_resources/student_services/disability_services_/](http://www.fordham.edu/campus_resources/student_services/disability_services/)

Housing

If you are not from the metropolitan area, you may need some help with housing.

At the Lincoln Center Campus: Talk with the Admissions Office for more information, (212) 636-6600.

Off-Campus Housing, Lincoln Center: There is graduate housing on the West Side of Manhattan. The Admissions Office will be of help to you. From time-to-time there is also limited dorm space. Additionally, apartments, shares and sublets are posted on the off-campus housing bulletin board located outside of the Student Activities Office on the fourth floor of the Lowenstein building, Room 408. The school does not inspect or supervise the off-campus housing on this list. If you are interested in posting information, you should complete an off-campus housing form available in Room 408. Listings must be submitted by mail or in person (no listings will be taken by phone). Notices will be posted not longer than 30 days.

Off-Campus Housing, Westchester: Several hotels/motels are available in the area.

- Hampton Inn (special student rates with proof of registration or student ID), 200 Westchester Road, Westchester, N.Y. (914) 592-5680
- Westchester Courtyard by Marriott (special rates for Fordham students), 475 White Plains Road, Westchester, N.Y. (914) 631-1122
- Renaissance Westchester Hotel, White Plains, N.Y. (914) 694-5400

Alternative Housing

- YWCA Residence (has a variety of options; call for information), 69 North Broadway, White Plains, N.Y. (914) 428-1130 .

Libraries

The library will be one of the most important places for you as you progress through the program. Pick up a *Library Handbook* or one of the self-instructional guides available at each campus to learn more about how to use the library to your best advantage. Check the Library literature rack for this, or ask a librarian about availability.

Students enrolled in classes at Fordham Graduate School of Social Service have use of the libraries at each campus. You must have a valid student ID card to enter the libraries. Students may also use other college/university facilities by obtaining a METRO Referral card from the reference desk. Westchester residents may use any Westchester library or the Library Resource Center on campus.

Library orientations are scheduled at the beginning of each semester at Lincoln Center and Westchester. (Information is posted on the bulletin board.) This orientation reviews location of the collections, use of search facilities (the Fordham University catalogue is on-line) and literature review packages (i.e. Lexus/Nexus, psych lit, sociofile, social work abstracts).

Required readings for all foundation and advanced practice courses are on reserve or on e-reserve. Readings for elective courses may also be on reserve at the request of your professor. Check with your professor.

Journal articles and books from any of the three campuses can be obtained within three days through inter-library loan. Materials can be obtained as well from other colleges/universities through an intra-library loan. See a librarian for more information.

Library Hours, Fall and Spring Semesters

Lincoln Center (Lowenstein Building of Fordham University), Quinn Library: Monday–Thursday, 9:00 a.m.– 2 a.m. / Friday, 9:00 a.m.– 8 p.m. / Saturday, 9 a.m.– 7 p.m. / Sundays (during the semester) noon– 2 a.m. / Holidays and summer: check library schedule.

Westchester Campus: Library Resource Center: Monday through Thursday, 10:00 a.m. – 9 p.m./ Friday CLOSED / Saturday, 8:30 a.m. – 5:30 p.m. / Sunday CLOSED. The library has reduced hours during intercession and summer semester. The Library Resource Center is located on the ground level and features a 30,000-volume library, access to the electronic databases of the University and individual study/learning stations.

The loan period for circulating books to students is 28 days. Student IDs must be shown at the circulation desk when borrowing a book. There is no limit to the number of items that may be charged out at one time.

Reserve Materials: To obtain materials which have been placed on reserve, you must fill out a reserve request slip and present it, along with a current Fordham ID, to the library staff at the reserve desk. Reserve materials cannot be removed from the library.

Hours during Intercessions, Summer Sessions & Recesses: To obtain up-to-date library hours during Christmas recess, spring break, the periods between spring, summer, and fall sessions, and/or summer sessions, call the reference desk at the library. The Quinn Library number at Lincoln Center is (212) 636-6050; the Library Resource Center in Westchester is (914) 367-3060.

Computer Centers

Computers are available on campus if you don't have a computer at home or need to do some work on a computer while at school. All Fordham University students are charged a \$100 technology fee each semester. This fee gives you access to the computer labs on campus and also access to the University's system from your computer at home or work. You can access the library and the Internet and can contact faculty, administration and other students through email. A *Student Technology Reference Guide* is e-mailed to registered students in the summer or can be obtained from the computer centers at school.

At Lincoln Center there is a computer lab available to students in Room 712, with 18 computers and two laser printers, when classes are not in session. These computers are IBM compatible and operate in a Windows environment. There is also a Computer Center located inside of Quinn Library on the Street Level. At Westchester the computer labs are rooms 217 and 220. The Library Resource Center also has computer stations.

The Fordham University Instructional Technology website has helpful information at http://www.fordham.edu/campus_resources/fordham_it/. If you should need help, you can contact IT Customer Care at helpIT@fordham.edu or 718-817-3999.

Media Centers

All classrooms are SMART classrooms and there is also the capacity to video-teleconference at both campuses. Media Services at Lincoln Center is in room 418, (212) 636-6313 and Media Services at Westchester is located in room 219. Mr. Robert Blanchette and his staff are available to assist students and professors. Mr. Craig DeMatteis is available to help on-line students.

Writing Workshops

Writing consultants who conduct workshops for students and provide individual consultation on literature review, research, organization and style of graduate-level assignments are available at each campus. Lincoln Center students may contact Dr. Dana Holman at (212) 636-6636 or by email at holman@fordham.edu Westchester's writing consultant is Alison Dye (alisondyeinkingston@gmail.com). Both consultants are knowledgeable and helpful. Don't hesitate to ask for individual help or attend a workshop. Hours and sign-up procedures are posted prominently at each campus. Dr. Holman has written a book on *Competent Writing for Social Workers* and it can be purchased at each campus for \$10.

Career Services

The Director of Career Development, Albaliz Tello, at the Lincoln Center campus offers students an important resource. Besides keeping up-to-date on employment trends in social work, the director offers workshops on resume writing, interviewing, and networking skills. The director may be reached at (212) 636-7639. Dr. Linda White-Ryan is also available at the Westchester Campus. When you are about to graduate and after, you will find the job board with current listings at www.fordham.edu/gssccareer very helpful. Consult it whenever you need up-to-date information.

Job Fair

Each spring, usually in April, job fairs are held for students in the Graduate School of Social Service in both Westchester County and Manhattan. This is a wonderful opportunity for you to learn about the many social agencies that may have positions open in the greater metropolitan area. You will want to bring your resume. Sometimes, you'll find Fordham graduates there representing their agencies. It's a good time to network. The job fair is organized by the career development coordinator in conjunction with other schools of social work in our area. Information is posted well in advance about exact dates, place and time.

Helpful Hints

With so much going on in your life, it's sometimes hard to keep track of all the details. We hope that the following information will be helpful to you. Some information, such as hours of food service, can change depending on holidays or semester breaks so it is always good to keep an eye out for the information that is posted.

General Fee

Students are billed a general fee that covers registration, student activities, add/drops, graduation processing and accident insurance. The accident insurance supplements any insurance you already have and covers treatment for accidents wherever they might occur. If you are in need of a broader health insurance policy, one is available at an additional cost through the University. Information about that option is mailed to registered students during the summer or can be obtained from the Student Activities office in Room 408 at Lincoln Center or by calling them at (212) 636-6250.

Health Insurance

Students must opt out if they have their own health insurance that meets the university's requirement. If students do not have their own active health insurance that meets the university's requirements, students are automatically bill each semester for the health insurance plan (SHIP) with the university. For more information please call Fordham University Health Service at 718-817-4160. Additional information can be accessed at the following link:
http://www.fordham.edu/campus_resources/student_services/student_health_servi/insurance_92293.asp

Malpractice Insurance

As a student in field work placement, you are covered by a malpractice policy. The cost for this policy is \$30 per year, which is charged to you when you register for field instruction. This policy is only in effect during your internship hours. When you graduate and are no longer an intern, you may want to obtain your own liability policy. If you are a member of N.A.S.W., you are able to apply for liability insurance through its group plan.

Address Change

Students whose permanent or local addresses change during the year should notify Dean Egan's office at Lincoln Center or Dean Heyman's office at Westchester, and the Field Work office at Lincoln Center at (212) 636-6610. After graduation, notification should be sent to the alumni office at Lincoln Center. Be sure to specify that you graduated from the Graduate School of Social Service.

Athletic Facilities

Athletic facilities are available on both the Rose Hill and Lincoln Center campuses upon presentation of an ID card. At Lincoln Center, the gym is located on the second floor of McMahan Hall.

ATM Machines

At Lincoln Center, an automated teller machine is located on the ground level of the Lowenstein building near the bookstore. At Westchester, an ATM machine is located in the Common Ground Café.

Bookstore Hours, Lincoln Center

The University Shop and Bookstore at the Lincoln Center campus are on the street level of the Lowenstein building in the corridor to the left (west) of the escalators. The hours vary during the year, however, they will be posted in prominent places. Typical hours are 9 a.m.–5 p.m.

Bookstore, Westchester and On-Line

At Westchester and for the on-line option, texts are ordered online and delivered to students homes at no charge.

Campus Ministries

At Lincoln Center, the chaplain's office and the chapel are located on the second floor, Rooms 217 and 221, respectively. The schedule of Masses and other services is posted outside the chapel and on the Lowenstein plaza. Carol Gibney, the Associate Director of Campus Ministry at Lincoln Center, is a resource for GSS students. Her contact information is cgibney@fordham.edu or (212) 636-6318.

At Westchester, contact Joan Cavanagh, Associate Director of Campus Ministries (914-367-3420). Members of the Campus Ministry team are available for pastoral counseling. Students and alumni of all faiths are invited to prayer, retreat days, consciousness-raising events and celebrations, and fellowship.

Campus Entertainment, Lincoln Center

A limited number of Twofers (two-for-one ticket vouchers) for Broadway theaters and discounted movie tickets for some cinemas are available in Room 408. An ID card is required. There are also frequent art and photography exhibits by Fordham students shown on the street level at Lincoln Center.

Counseling Centers

At Lincoln Center the Counseling Center is located on the second floor of McMahan Hall, (212) 636-6225. Hours: Monday–Thursday, 9 a.m.–7 p.m./ Friday, 9 a.m.–5 p.m. The Counseling Center offers personal counseling and testing. It is staffed by mental health professionals, a consulting psychiatrist, and several doctoral students in clinical and counseling psychology. The Center maintains an extensive list of private practitioners and agencies offering mental health and counseling services for students and their families who may wish to seek services outside the University. The Rose Hill counseling center can be reached at (718) 817-3725. Students should

call for an intake appointment. All services are confidential.

At Westchester there is a Mental Health Counselor on campus. The office hours will be Tuesdays and Thursdays from 2:30pm-7:30pm in Room 145 and can be reached at 914-367-3733 or llinn@fordham.edu.

Food Services, Lincoln Center

The Lowenstein Cafeteria, located on the plaza level of the Lowenstein Building, is open Monday–Thursday, 8 a.m.–8 p.m./ Friday, 8 a.m.–5 p.m.; Saturday, 10 a.m.–4:00 p.m. Since hours vary with holiday and summer schedule changes, it is always good to double check the postings outside the cafeteria entrance. In addition to the cafeteria on campus, there are many delicatessens and restaurants to explore in the area.

Food Services, Westchester

Students will have access six days per week to hot and cold food and beverages at the ground-level Common Ground Café, and everyday access to modern food and beverage vending machines. A spacious student lounge area is available for dining.

Lockers

Lockers at Lincoln Center are available on a first-come, first-served basis. Lockers are rented at a nominal fee in the Student Activities office, Room 408, Lincoln Center. Please be advised that the University is not responsible for the contents of the lockers. A list of policies and procedures will be given to you when registering for a locker.

Parking, Lincoln Center

There is discounted parking for Lincoln Center students with proper validation from the Student Activities office at the following garages:

Prior Parking	West 61st St. (betw. Columbus & Broadway)
Allie Garage	425 West. 59th St. (betw. 9th & 10th Ave.)
Central Parking	345 West 58 th Street
Holiday Inn at 57th Street	440 West 57th St. (betw. 9th & 10th Ave.)
Lincoln Center Parking	150 West 66th Street.(between Broadway & Columbus)

Parking, Westchester Campus

In Westchester, students may purchase a parking monitor through their my.fordham.edu accounts. If lost, the monitor must be officially reported to security or law enforcement.

Security

The following are security phone numbers:

Lincoln Center

John Carroll, University Director of Security: (718) 817-2222

Kenneth McCarthy: (212) 636-6076

Main Security Desk: (212) 636-6075

Main Security Desk, Dorm: (212) 636-7111
Emergency Number at Lowenstein: ext. 8111

Westchester

Main Security Desk: (914) 367-3333

University Health Services

The Lincoln Center Health Services is located in McMahon Hall (155 West 60th Street), Room 203. Telephone: (212) 636-7160. Hours: Monday and Thursday, 10:30 a.m.–noon and 1–5:30 p.m. / Tuesday, 11 a.m.–12:30 p.m. and 1–7 p.m. Doctor's Hours: Monday, 3–5 p.m. / Thursday, 1–3 p.m.

You may make appointments at the health center or at the Office of Residential Life. There is no charge for visits to the health center. However, if laboratory tests are needed, you assume the responsibility to pay the charges and will be billed directly by the lab. Medications are dispensed at a nominal fee. In the event of an emergency, students are transported to a local emergency room (usually Roosevelt Hospital, a block from campus) and again are responsible for any cost incurred. The Rose Hill Health Center is located in the Thebaud Annex. The telephone number is (718) 817-4160. Call for hours and doctor availability. Students may use either facility.

GSS Student Handbook

The University reserves the right to modify or change any or all policies, in whole or part, at any time.

APPENDIX A: PLANS OF STUDIES

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Clinical Concentration Two Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	16 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6413 Clinical Practice I	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	17 credits

Spring Semester

Clinical Practice II ¹	3 credits
SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	
SWGS 6415 Clinical Practice Seminar	3 credits
SWGS 6431 Advanced Clinical Assessment and Diagnosis II	3 credits
Elective	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	16 credits

¹For Clinical Practice II, students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Clinical Practice I, Clinical Practice II, and Clinical Practice Seminar need to be taken concurrently with field.

Curriculum changes may take place in the future.

Clinical Concentration Three or Four Year Plan of Study

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	10 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6413 Clinical Practice I	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

Clinical Practice II ¹ SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	3 credits
SWGS 6415 Clinical Practice Seminar	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

FOURTH ACADEMIC YEAR

Fall Semester

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
Elective	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6431 Advanced Clinical Assessment and Diagnosis II	3 credits
Elective	<u>3 credits</u>
Total	6 credits

¹For Clinical Practice II, students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Clinical Practice I, Clinical Practice II, and Clinical Practice Seminar need to be taken concurrently with field.

Curriculum changes may take place in the future.

Clinical Concentration Advanced Standing Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

Fall Semester		Spring Semester	
SWGS 6413 Clinical Practice I	3 credits	Clinical Practice II ¹ SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits	SWGS 6431 Advanced Clinical Assessment and Diagnosis II	3 credits
SWGS 6050 Human Rights & Social Justice	3 credits	SWGS 6415 Clinical Practice Seminar	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy & Practice or Elective ²	3 credits	Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>	SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	17 credits	Total	16 credits

¹For Clinical Practice II, students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

Note: Clinical Practice I, Clinical Practice II, and Clinical Practice Seminar need to be taken concurrently with field.

Curriculum changes may take place in the future.

Clinical Concentration Advanced Standing Plan of Study Over 2 Years

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6430 Advanced Clinical Assessment & Diagnosis I	3 credits
Total	6 credits

Spring Semester

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice or Elective ²	3 credits
SWGS 6431 Advanced Clinical Assessment & Diagnosis II	3 credits
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6413 Clinical Practice I	3 credits
Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

Clinical Practice II ¹ SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	3 credits
SWGS 6415 Clinical Practice Seminar	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

¹For Clinical Practice II, students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

Note: Clinical Practice I, Clinical Practice II, and Clinical Practice Seminar need to be taken concurrently with field.

Alternatively, Advanced Standing students following a 2-year plan of study may complete their Field Work in the First Academic Year as long as they are willing to take the following schedule:

First Academic Year, Fall Semester: SWGS 6050, SWGS 6430, SWGS 6413, SWGS 6902

First Academic Year, Spring Semester: SWGS 6421/6420, SWGS 6415, SWGS 6902

Second Academic Year, Fall Semester: Elective and SWGS 6007 or Elective²

Second Academic Year, Spring Semester: SWGS 6431

Curriculum changes may take place in the future.

Experienced and Employed Social Service Practitioners (EESSP)

Clinical Concentration

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6007 Social Polciy II: Analysis, Advocacy and Practice	3 credits
SWGS 6907 Field Practicum Lab	<u>0 credits</u>
Total	9 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
Elective	3 credits
SWGS 6907 Field Practicum Lab (continued)	<u>3credits</u>
Total	12 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6413 Clinical Practice I	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
Elective	3 credits
SWGS 6908 Combined Field Work II	<u>8 credits</u>
Total	17 credits

Spring Semester

Clinical Practice II ¹ SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	3 credits
SWGS 6431 Advanced Clinical Assessment and Diagnosis II	3 credits
SWGS 6415 Clinical Practice Seminar	3 credits
SWGS 6908 Combined Field Work II (continued)	<u>7 credits</u>
Total	16 credits

¹For Clinical Practice II, students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Clinical Practice I, Clinical Practice II, and Clinical Practice Seminar need to be taken concurrently with field.

Curriculum changes may take place in the future.

Research Concentration Two Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	16 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6812 Advanced Research I	3 credits
SWGS 7001 Statistics 1	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6813 Advanced Research II	3 credits
Required Elective ¹	3 credits
Elective	3 credits
Elective	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	16 credits

¹Choose from the following list for your required elective:

- SWGS 7002 Statistics 2*
- SWGS 7003 Qualitative Research*
- SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
- SWGS 6616 Program & Proposal Development

(*Permission from the Director of the Doctoral Program required)

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Advanced Research I and Advanced Research II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Research Concentration Three or Four Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	10 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6812 Advanced Research I	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy & Practice	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6813 Advanced Research II	3 credits
SWGS 7001 Statistics 1	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

FOURTH ACADEMIC YEAR

Fall Semester

Required Elective ¹	3 credits
Elective	<u>3 credits</u>
Total	6 credits

Spring Semester

Elective	3 credits
Elective	<u>3 credits</u>
Total	6 credits

¹Choose from the following list for your required elective:

- SWGS 7002 Statistics 2*
- SWGS 7003 Qualitative Research*
- SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
- SWGS 6616 Program & Proposal Development

(* Permission from the Director of the Doctoral Program required)

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Advanced Research I and Advanced Research II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Research Concentration Advanced Standing Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

Fall Semester		Spring Semester			
SWGS6812	Advanced Research I	3 credits	SWGS6813	Advanced Research II	3 credits
SWGS7001	Statistics I	3 credits		Required Elective ¹	3 credits
SWGS 6050	Human Rights and Social Justice	3 credits		Elective	3 credits
SWGS 6007	Social Policy II: Analysis, Advocacy and Practice or Elective ²	3 credits		Elective	3 credits
SWGS 6902	Field Work II	<u>5 credits</u>	SWGS 6902	Field Work II (continued)	<u>4 credits</u>
Total		17 credits	Total		16 credits

¹Choose from the following list for your required elective:

- SWGS 7002 Statistics 2*
- SWGS 7003 Qualitative Research*
- SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
- SWGS 6616 Program & Proposal Development

(*Permission from the Director of the Doctoral Program required)

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

Note: Advanced Research I and Advanced Research II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Research Concentration Advanced Standing Plan of Study Over 2 Years

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6812 Advanced Research I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6813 Advanced Research II	3 credits
SWGS 7001 Statistics 1	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice or Elective ²	3 credits
Required Elective ¹	<u>3 credits</u>
Total	6 credits

Spring Semester

Elective	3 credits
Elective	<u>3 credits</u>
Total	6 credits

¹Choose from the following list for your required elective:

- SWGS 7002 Statistics 2*
- SWGS 7003 Qualitative Research*
- SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
- SWGS 6616 Program & Proposal Development

(*Permission from the Director of the Doctoral Program required)

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

Note: Advanced Research I and Advanced Research II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Experienced and Employed Social Service Practitioners (EESSP)

Research Concentration

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6907 Field Practicum Lab	<u>0 credits</u>
Total	9 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
Elective	3 credits
SWGS 6907 Field Practicum Lab (continued)	<u>3 credits</u>
Total	12 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6812 Advanced Research I	3 credits
SWGS 7001 Statistics 1	3 credits
Elective	3 credits
SWGS 6908 Combined Field Work II	<u>8 credits</u>
Total	17 credits

Spring Semester

SWGS 6813 Advanced Research II	3 credits
Required Elective ¹	3 credits
Elective	3 credits
SWGS 6908 Combined Field Work II (continued)	<u>7 credits</u>
Total	16 credits

¹Choose from the following list for your required elective:

- SWGS 7002 Statistics 2*
- SWGS 7003 Qualitative Research*
- SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)
- SWGS 6616 Program & Proposal Development

(* Permission from the Director of the Doctoral Program required)

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Advanced Research I and Advanced Research II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Human Service Leadership (Focus A) Two Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	16 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6625 Philanthropy & Resource Development	3 credits
Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
SWGS 6009 Social Policy Analysis for Macro Practitioners	3 credits
Required Elective for Leadership & Macro Practice (Focus A) ¹	3 credits
Elective	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus A)

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership & Macro Practice area are open to all students at the school.

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Human Service Leadership (Focus A) Three or Four Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	10 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
SWGS 6009 Social Policy Analysis for Macro Practitioners	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

FOURTH ACADEMIC YEAR

Fall Semester

SWGS 6625 Philanthropy and Resource Development	3 credits
Elective	<u>3 credits</u>
Total	6 credits

Spring Semester

Required Elective from Leadership and Macro Practice (Focus A)*	3 credits
Elective	<u>3 credits</u>
Total	6 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus A)

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership & Macro Practice area are open to all students at the school.

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Human Service Leadership (Focus A) Advanced Standing Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

Fall Semester		Spring Semester	
SWGS 6627 Leadership & Macro Practice I	3 credits	SWGS 6628 Leadership & Macro Practice II	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits	SWGS 6609 Social Policy Analysis for Macro Practitioners	3 credits
SWGS 6625 Philanthropy & Resource Development	3 credits	Required Elective for Leadership & Macro Practice (Focus A) ¹	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy & Practice or Elective ²	3 credits	Elective	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>	SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	17 credits	Total	16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus A)

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

All electives offered by the Leadership & Macro Practice area are open to all students at the school.

Note: Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Human Service Leadership (Focus A) Advanced Standing Plan of Study Over 2 Years

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
SWGS 6009 Social Policy Analysis for Macro Practitioners	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6625 Philanthropy & Resource Development	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy & Practice or Elective ²	<u>3 credits</u>
Total	6 credits

Spring Semester

Required Elective for Leadership & Macro Practice (Focus A) ¹	3 credits
Elective	<u>3 credits</u>
Total	6 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus A)

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

²Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

All electives offered by the Leadership & Macro Practice area are open to all students at the school.

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Experienced and Employed Social Service Practitioners (EESSP)

Leadership & Macro Practice Concentration:

Human Service Leadership (Focus A)

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I 3 credits

SWGS 6050 Human Rights and Social Justice 3 credits
Total 6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II 3 credits

SWGS 6006 Social Policy I: Policy & the Profession 3 credits
Total 6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I 3 credits

SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities 3 credits

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice 3 credits

SWGS 6907 Field Practicum Lab 0 credits
Total 9 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II 3 credits

SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities 3 credits

Elective 3 credits

SWGS 6907 Field Practicum Lab (continued) 3 credits
Total 12 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I 3 credits
Elective 3 credits

SWGS 6625 Philanthropy and Resource Development 3 credits

SWGS 6908 Combined Field Work 8 credits
Total 17 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II 3 credits

SWGS 6009 Social Policy Analysis for Macro Practitioners 3 credits

Required Elective from Leadership and Macro Practice (Focus A)¹ 3 credits

SWGS 6908 Combined Field Work (continued) 7 credits
Total 16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus A)

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

GSSS-4/27/12

Leadership & Macro Practice Concentration: Community-based Practice and Leadership (Focus B) Two Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	16 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6413 Clinical Practice I	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	17 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
Required Elective for Leadership and Macro Practice (Focus B) ¹	3 credits
Clinical Practice II ²	3 credits
SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families	
Elective	3 credits
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus B)

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership and Macro Practice area are open to all students at the school.

²Clinical Practice II – Students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I, Leadership & Macro Practice II, Clinical Practice I and Clinical Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Community-based Practice and Leadership (Focus B) Three or Four Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I	<u>5 credits</u>
Total	11 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6901 Field Work I (continued)	<u>4 credits</u>
Total	10 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6413 Clinical Practice I	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
SWGS 6902 Field Work II	<u>5 credits</u>
Total	14 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
Clinical Practice II ¹	3 credits
SWGS 6621 Children, Youth & Families OR SWGS 6620 Adults & Families	
SWGS 6902 Field Work II (continued)	<u>4 credits</u>
Total	10 credits

FOURTH ACADEMIC YEAR

Fall Semester

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
Elective	<u>3 credits</u>
Total	6 credits

Spring Semester

Required Elective from Leadership and Macro Practice(Focus B) ^{2*}	3 credits
Total	3 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus B)

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership and Macro Practice area are open to all students at the school.

²Clinical Practice II – Students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

*For students who utilize financial aid, this elective should be moved to an earlier academic year in order to meet qualifications.

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I, Leadership & Macro Practice II, Clinical Practice I and Clinical Practice II need to be taken concurrently with field.

Leadership & Macro Practice I and Leadership & Macro Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership Concentration: Community-based Practice and Leadership (Focus B) Advanced Standing Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission.

Fall Semester	Spring Semester
SWGS 6627 Leadership & Macro Practice I 3 credits	SWGS 6628 Leadership & Macro Practice II 3 credits
SWGS 6050 Human Rights and Social Justice 3 credits	Required Elective for Leadership & Macro Practice (Focus B) ¹ 3 credits
SWGS 6413 Clinical Practice I 3 credits	Clinical Practice II ¹ 3 credits
	SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families
SWGS 6430 Advanced Clinical Assessment and Diagnosis I 3 credits	SWGS 6007 Social Policy II: Analysis, Advocacy and Practice or Elective ³ 3 credits
SWGS 6902 Field Work II <u>5 credits</u>	SWGS 6902 Field Work II (continued) <u>4 credits</u>
Total 17 credits	Total 16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus B)

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership and Macro Practice area are open to all students at the school.

² Clinical Practice II – Students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

³ Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

Note: Leadership & Macro Practice I, Leadership & Macro Practice II, Clinical Practice I and Clinical Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Leadership & Macro Practice Concentration: Community-based Practice and Leadership (Focus B) Advanced Standing Plan of Study Over 2 Years

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6050 Human Rights and Social Justice 3 credits

SWGS 6430 Advanced Clinical Assessment and Diagnosis I 3 credits

Total 6 credits

Spring Semester

Required Elective for Leadership & Macro Practice (Focus B) ¹ 3 credits

SWGS 6007 Social Policy II: Analysis, Advocacy and Practice or Elective² 3 credits

Total 6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I 3 credits

SWGS 6413 Clinical Practice I 3 credits

SWGS 6902 Field Work II 5 credits

Total 11 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II 3 credits

Clinical Practice II² 3 credits
 SWGS 6421 Children, Youth & Families **OR**
 SWGS 6420 Adults & Families

SWGS 6902 Field Work II (continued) 4 credits

Total 10 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus B)

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership and Macro Practice area are open to all students at the school.

² Students who have had two semesters of Policy in their BSW program can replace Policy II with an elective.

¹Clinical Practice II – Students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Leadership & Macro Practice I, Leadership & Macro Practice II, Clinical Practice I and Clinical Practice II need to be taken concurrently with field.

Curriculum changes may take place in the future.

Experienced and Employed Social Service Practitioners (EESSP)

Leadership & Macro Practice Concentration:

Community-based Practice and Leadership (Focus B)

This Plan of Study is based on the time frame selected by the student at the time of admission.

FIRST ACADEMIC YEAR

Fall Semester

SWGS 6208 Human Behavior and the Social Environment I	3 credits
SWGS 6050 Human Rights and Social Justice	<u>3 credits</u>
Total	6 credits

Spring Semester

SWGS 6209 Human Behavior and the Social Environment II	3 credits
SWGS 6006 Social Policy I: Policy & the Profession	<u>3 credits</u>
Total	6 credits

SECOND ACADEMIC YEAR

Fall Semester

SWGS 6801 Social Work Practice in Research I	3 credits
SWGS 6321 Generalist Social Work Practice I with Individuals, Families, Groups, Organizations & Communities	3 credits
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	3 credits
SWGS 6907 Field Practicum Lab	<u>0 credits</u>
Total	9 credits

Spring Semester

SWGS 6802 Social Work Practice in Research II	3 credits
SWGS 6322 Generalist Social Work Practice II with Individuals, Families, Groups, Organizations & Communities	3 credits
Required Elective from Leadership and Macro Practice(Focus B) ^{2*}	3 credits
SWGS 6907 Field Practicum Lab (continued)	<u>3 credits</u>
Total	12 credits

THIRD ACADEMIC YEAR

Fall Semester

SWGS 6627 Leadership & Macro Practice I	3 credits
SWGS 6413 Clinical Practice I	3 credits
SWGS 6430 Advanced Clinical Assessment and Diagnosis I	3 credits
SWGS 6908 Combined Field Work	<u>8 credits</u>
Total	17 credits

Spring Semester

SWGS 6628 Leadership & Macro Practice II	3 credits
Clinical Practice II ¹ SWGS 6621 Children, Youth & Families OR SWGS 6620 Adults & Families	3 credits
Elective	3 credits
SWGS 6908 Combined Field Work (continued)	<u>7 credits</u>
Total	16 credits

¹ Choose your required elective from the following list for Leadership & Macro Practice (Focus B)

- SWGS 6625 Philanthropy and Resource Development
- SWGS 6009 Social Policy Analysis for Macropractitioners
- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization
- SWGS 6806 Program Evaluation
- SWGS 6616 Program & Proposal Development
- SWGS 6705 Comparative International Social Welfare

All electives offered by the Leadership and Macro Practice area are open to all students at the school.

²Clinical Practice II – Students choose either SWGS 6421 Children, Youth & Families **OR** SWGS 6420 Adults & Families

Note: Generalist Social Work Practice I and Generalist Social Work Practice II need to be taken concurrently with field. Leadership & Macro Practice I, Leadership & Macro Practice II, Clinical Practice I and Clinical Practice II needs to be taken concurrently with field.

Curriculum changes may take place in the future.

APPENDIX B: RESEARCH WAIVER REQUEST FORM

WAIVER FOR RESEARCH METHODS I AND II

To avoid redundancy in student's education, qualified students are allowed to waive one or both of the Foundation research courses. We have implemented a standard procedure so that we are not faced with the problem of having students request a waiver in mid-year. All waiver applications, for either Research I and/or Research II must be submitted to one of the Research Sequence Chair in advance of enrolling in the class.

Transfer credit: Please note that waivers do not apply to students who receive transfer credit, which is given at the time of admission. Students wanting transfer credit for a previous research course should submit a request to the Dean of Admissions (gssadmission@fordham.edu). Waivers are not necessary for Research I, or Research I and II, if transfer credit is approved by the Dean of Admissions. A waiver is appropriate only for students who are not eligible for transfer credit, but believe they may have fulfilled the requirements for a waiver.

Criteria for Waiver

To waive only Research I, students must have received a grade of B or better in an undergraduate or graduate research course that covers research methodology and was completed within the past five years. To waive Research II, in addition to the above requirement, students must have received at least a grade of B for completing an empirical research project and report related to social work issues that utilized appropriate statistical analyses and must have familiarity with a statistical data analysis software program. Students who wish to waive both Research I and II must fulfill the above requirements for a research project, must have familiarity with a statistical data analysis software program, and must have at least B grades in two research courses completed within the past five years. One may be a statistics course. Applications for all waivers must be verified by a check of the transcript by the Director of Admissions or, BASW Program Director for BASW students, prior to enrolling in Research I. Students are notified of a decision as soon as possible so they can enroll in another course if they qualify for the waiver.

Application Procedure

1. Applications are electronically submitted to the Research Sequence Chair for review: Dr. Cathy Berkman (berkman@fordham.edu)
2. The Research Sequence Chair will check with the Director of Admissions for MSW students and with the BASW Program Director for BASW students to verify that the student has a grade of at least B in the appropriate research courses and that they were taken within the past five years.
3. The Research Sequence Chair will notify the student and the Assistant Dean of Admissions decision.

COMPLETE THE APPLICATION ON THE NEXT PAGE.
DO NOT INCLUDE THIS PAGE IN THE APPLICATION
SAVE THE APPLICATION AS A WORD FILE NAMED:
Lastname Research Waiver Request

APPLICATION FOR RESEARCH I AND/OR RESEARCH II WAIVER

Name:

Email:

Daytime Phone #:

Date Submitted:

Waiver requested for:

ONLY Research I _____

ONLY Research II _____

BOTH Research I & II _____

RESEARCH COURSES:

1. Course Title:

School:

Semester (Fall/Spring/Summer):

Year:

Grade: # of Credit Hours:

2. Course Title:

School:

Semester (Fall/Spring/Summer):

Year:

Grade: # of Credit Hours:

FOR RESEARCH I WAIVER SUBMIT:

1. Syllabus for each of the research course(s) listed above

FOR RESEARCH II WAIVER COMPLETE THE FOLLOWING:

Title of Research Project:

Grade Received:

Statistical Software Used for Data Analysis:

Submit the following materials for a Research II Waiver. All materials must be either a **Word file or **PDF** file:**

1. Syllabi for the research courses listed above
2. Copy of the research paper

FOR FACULTY USE ONLY

Research I: Approved ___ Not Approved ___

Research II: Approved ___ Not Approved ___

Not Requested ___

Reviewed by:

Date:

Comments: