



**NORTHERN MICHIGAN UNIVERSITY**  
DEPARTMENT OF SOCIAL WORK

# **Master of Social Work Student Handbook**

## Table of Contents

<b>0BINTRODUCTION</b> .....	4
<b>Vision</b> .....	4
<b>Department Mission</b> .....	4
<b>Program Mission</b> .....	4
<b>MSW Program Purpose</b> .....	4
<b>Goals</b> .....	4
<b>1BMASTER OF SOCIAL WORK PROGRAM DESCRIPTION</b> .....	7
<b>Program Options</b> .....	7
<b>2BADMISSIONS</b> .....	10
<b>Requirements</b> .....	10
<b>MSW Program Applications – Deadlines and Admissions Process</b> .....	11
<b>Transfer Students</b> .....	13
<b>Credit Transfer</b> .....	13
<b>International Applicants</b> .....	14
<b>Work Experience</b> .....	14
<b>Criminal History/Background Checks</b> .....	14
<b>3BRETENTION POLICIES</b> .....	15
<b>Program Completion Standards</b> .....	15
<b>Program Outline and Curriculum Map</b> .....	15
<b>Course Descriptions</b> .....	19
<b>Graduation Requirements</b> .....	24
<b>Advising</b> .....	24
<b>Terminations &amp; Withdrawals</b> .....	24
<b>Appeals Procedures</b> .....	25
<b>Other Policies/ Procedures</b> .....	26
<b>4BFIELD INSTRUCTION</b> .....	27
<b>Field Instruction Overview</b> .....	27
<b>Student-Placement Matching Process</b> .....	29
<b>Agency Selection Process</b> .....	30

<b>5B</b>	<b>FACULTY, STAFF, AND COMMUNITY PARTNERS.....</b>	<b>32</b>
	<b>Program Director .....</b>	<b>32</b>
	<b>Field Coordinator.....</b>	<b>32</b>
	<b>Faculty Liaison .....</b>	<b>33</b>
	<b>Agency .....</b>	<b>33</b>
	<b>Field Instructor .....</b>	<b>35</b>
	<b>Faculty Requirements.....</b>	<b>36</b>
<b>6B</b>	<b>NMU’S POLICIES AND PROCEDURES.....</b>	<b>37</b>
	<b>Non-Discrimination Policy .....</b>	<b>37</b>
	<b>Disability Law Compliance Policy .....</b>	<b>37</b>
	<b>Sexual Harassment Policy.....</b>	<b>38</b>
	<b>Retaliation .....</b>	<b>38</b>
	<b>Confidentiality .....</b>	<b>38</b>
	<b>Cooperation .....</b>	<b>38</b>
	<b>Reporting Research Involving Human Subjects.....</b>	<b>38</b>

# INTRODUCTION

## **Vision**

The Social Work Department will be recognized as an integral, mission driven asset to Northern Michigan University, our community (broadly defined) and the social work profession because:

- We deliver programs that are highly responsive to human services workforce trends and needs; and,
- We (students, alumni, faculty, and administrators) are proactive representatives of social work values in action.

## **Department Mission**

The Department's mission is to prepare competent professionals committed to advancing social justice, human rights, and the dignity and worth of diverse individuals, groups, families, service delivery systems and communities through social work practice, in a global context.

## **Program Mission**

The MSW program mission is "to prepare advanced practitioners of social work by extending the department's and profession's commitment to higher learning that promotes service, social justice, human rights, and dignity, worth and well-being of individuals, groups, families, organizations, and communities through specialized clinical and advanced generalist practice."

## **MSW Program Purpose**

To further our mission by educating *social work professionals prepared for advanced practice*. NMU's MSW Program aims to develop graduates with progressive competence by:

1. promoting the standards and values of the profession in the classroom;
2. providing special concentration content for clinical practitioners and in advanced generalist practice; and,
3. drawing on social work's signature pedagogy, field education, and allowing students hands-on opportunities to practice specialized skills.

## **Goals**

The goals of the MSW program are designed to translate the intent of the mission into specific statements that identify outcomes to be achieved and infer actionable steps that can be taken toward the achievement of those goals. These following goals are applicable to both program format options, traditional and global campus.

**Goal 1:** To develop graduates with progressive and specialized social work practice competence.

*Goal 1 Activities:*

G1 Activity 1 – First offering generalist practice course context and practice opportunities to ensure that all students, despite their undergraduate preparation, have foundational competence before they move forward into advanced specialized content and field placement;

G1 Activity 2 – Teach scientifically sound human behavior in the social environment content using a critical, empirical standpoint;

G1 Activity 3 – Promote the standards and values of the profession;

G1 Activity 4 – Draw on social work’s signature pedagogy, field education, and allowing students hands-on opportunities to engage with their community and practice generalist intervention model skills.

G1 Activity 5 – Provide special concentration content for clinical practitioners and in advanced generalist practice; and

G1 Activity 6 – Draw on social work’s signature pedagogy, field education, by facilitating hands-on practice opportunities in either clinical or advanced generalist practice roles.

**Goal 2:** To promote service and social justice in our community as students and faculty engage with client groups locally, regionally, nationally and globally.

*Goal 2 Activities:*

Besides being engaged in classroom learning,

G2 Activity 1 - students and faculty will engage in service activities that benefit vulnerable populations in the campus, local, regional, national and/or global communities;

G2 Activity 2 – students will apply their knowledge and practice skills in a field placement;

**Goal 3:** To add meaning and relevance to the scientific knowledge base through more faculty-led, student involved scholarship honoring the core values of the profession.

*Goal 3 Activities:*

G3 Activity 1 - faculty will consult and critically evaluate the scientific literature base in designing and delivering course content throughout the program.

G3 Activity 2 - students and faculty will engage in research activities that generate new, and/or tests existing, knowledge of human behavior in the social environment;

G3 Activity 3 - students and faculty will engage only in research that provides adequate protection of human subjects' rights and upholds their dignity and worth;

G3 Activity 4 - students and faculty will seek to disseminate and translate findings of their research activities in order to maximize the benefit of those findings to society.

**Goal 4:** To provide a comprehensive curriculum to allow students to seek, upon graduation, state licensure in their chosen area of specialized practice.

*Goal 4 Activities:*

G4 Activity 1 - Before graduating, students will select a concentration, either clinical or advanced generalist practice, and engage with both classroom content and field practice activities specialized toward their selected concentration.

G4 Activity 2 - Faculty who teach concentration courses will participate in continuing education opportunities to ensure that they deliver both clinical and macro content that is relevant, empirically-based and current.

# MASTER OF SOCIAL WORK PROGRAM DESCRIPTION

## **Program Options**

### **Admissions – Regular or Advanced Standing:**

The Master of Social Work (MSW) Program is designed to prepare students for advanced generalist social work practice. After completing foundational courses, students are able to select from two concentrations, Clinical Practice or Advanced Generalist. This program is designed to be a full-time, two-year (4 semester) program. Students who have previously earned a Bachelor of Social Work Degree from a CSWE accredited program may have the option of completing an accelerated, Advanced Standing curriculum track (3 semester)—special admission required.

#### **Total Credits Required for Degree**

- Advanced Standing **36**
- Regular Standing **50**

### **Program Delivery – Traditional or Global Campus**

We intend to deliver this program primarily in a traditional face-to-face format, with an option available to students residing at a distance to apply and enroll through the global campus and attend courses via Zoom. This would be a fully online, but synchronous program option limited to a predetermined number of students in each cohort. We also intend to deliver a limited number of courses with the program as fully online, asynchronous courses. These courses will also be made available to all students, traditional and global campus.

The MSW Program does have a few slots available for students who would like to complete the program entirely online—as **global campus** students. These slots are designed primarily for students who live in rural, remote parts of the Midwest. For these potential global campus students, commuting to NMU’s campus to meet in a traditional classroom would make attending our traditional program nearly impossible. These students are also aware that there may be opportunities for them to complete their 900 hours of required field placement in their nearby community.

Like all MSW program students, those enrolled in the program through Global Campus who are attending class at a distance via Zoom will be expected to complete field placements. As needed, the MSW Field Coordinator will work with these students to identify agencies that can accommodate field placements in their home communities, and make arrangements so that both the agency and the social work department can uphold all expectations as outlined in a written NMU affiliation agreement.

### **Concentration – Clinical or Advanced Generalist**

The program will offer two concentrations to students: 1) Clinical and 2) Policy, Planning and Administration (PPA). These options build on generalist practice content by focusing on specific groupings of clients and constituencies along the environmental spectrum. Using the person-in-

environment perspective, the Clinical concentration will emphasize practice with individuals, families and small groups, and the PPA concentration will emphasize practice with organizations and communities.

The **Clinical** specialization is designed to build on the competencies achieved in the generalist curriculum to prepare social workers to practice in clinical settings with individuals, families, and groups. The clinical concentration teaches specific skills using classroom instruction, adult learning theory, person-in-environment focus, and the signature pedagogy, field education, to teach skills necessary to provide clinical interventions. The curriculum integrates the generalist intervention model with more specific clinical interventions designed to activate the change process with individuals, families and groups. The generalist intervention model, as well as generalist skills such as advocacy and linking, will be incorporated into clinical curriculum through specific practice of clinical assessment and treatment, as well as the exploration of areas of specific clinical practice, evidence-based and promising practices, and diagnostics. The specialization continues to build on the values, practices and behaviors of generalist social work by referencing and practicing generalist skills in a clinical context both in the classroom and field placement. The clinical specialization will build on the emphasis on self-awareness and self-evaluation in practice introduced in generalist practice courses, to prepare students to provide effective and ethical clinical interventions. The clinical specialization curriculum will require clinically focused courses covering assessment, diagnosis, treatment, evaluation and psychopathology, as well as required field seminars and optional clinically focused electives. Practice course texts will be selected that continue to integrate skills learned in the generalist foundation year, and students will be required to discuss the ongoing practice of the generalist perspective in their field placement in field seminar courses.

In field placement, clinical students will be ensured by the oversight of a clinically trained MSW or equivalently trained social worker as a field instructor and MSW faculty liaisons with clinical practice expertise. Students will be encouraged through instruction in a field seminar course and creation of their learning agreement in collaboration with the field instructor and faculty liaison to incorporate generalist skills and knowledge into clinical practice. This may be accomplished by engaging in various roles beyond the clinical change process and working from the liberal arts, person-in-environment perspective as clinicians. The academic and field pedagogies in the clinical specialization will prepare students to enter the field with limited licenses able to effectively practice clinical work in therapeutic settings with individuals, families and groups.

The **Advanced Generalist** specialization is designed to build on generalist practice by providing more in-depth learning of the Generalist Intervention Model's application to micro, mezzo, and macro social work practice. According to Lavitt (2009), Advanced Generalist practice is rooted in 3 key criteria: multidimensional problem-setting, self-reflective leadership, and ethical advocacy. The Advanced Generalist specialization will help students develop their understanding of the complexity of client systems, leading to a more sophisticated application of advanced social work theories, skills, and values at all client levels (Roy & Vecchiolla, 2004). The Advanced Generalist specialization prepares students to provide services both in direct/clinical social work practice, as well as within indirect/macro systems and environments, and is ideal for students who want to be best prepared for intervention at all population levels of practice. Advanced Generalist social workers intervene not only to help the individual human

experiencing a social problem, but also work to address the larger social, economic, political, and environmental systems that cause injustice. Practice courses will be organized in progression consistent with the generalist intervention model from both micro and macro perspectives. Students selecting this specialization will have already achieved competency in either a BSW generalist field placement or a first-year MSW generalist field placement and therefore will be assigned to more advanced social work field placements. They may be assigned to work across a broad spectrum of clinical and/or macro agencies, with a focus on developing competence in all areas of practice.

These students' learning from a person-in-environment practice will be ensured by the oversight of an MSW trained social worker as a field instructor and MSW faculty liaisons with clinical and macro practice expertise. It is expected that students graduating with this specialization will be prepared for careers as direct clinical practitioners; clinical supervisors; mid-level and executive managers of social service and advocacy organizations; government and private regulators of social service agencies; community organizers; and/or legislative policy-makers. They will be trained to take on these roles while employing a model of practice and a set of ethical principles that are distinct to the social work profession.

Melissa R. Lavitt (2009) What is Advanced in Generalist Practice? A Conceptual Discussion, *Journal of Teaching in Social Work*, 29:4, 461-473, DOI: 10.1080/08841230903253267

Roy, A. W. & Vecchiolla, F. J. (2004). *Thoughts on an advanced generalist education: Models, readings and essays*. Eddie Bowers Pub. Co.

# ADMISSIONS

## Requirements

The following are the standards for admission to the MSW program at NMU:

### **Applicants who have not previously achieved a BSW must have:**

- A four-year undergraduate degree from a college or university recognized by a regional accrediting association
- A [personal statement](#) demonstrating interest in social work, career goals, commitment to values and ethics of the profession, and program preferences
- A Cumulative GPA of 3.00
- Graduate admission [application](#) and fee.
- Official transcripts from all previously attended post-secondary institutions.
- Two academic or professional letters of recommendation.

In addition, non-BSW applicants' transcripts will be reviewed by the program director to determine if there is sufficient preparation for MSW program content. Courses needed to demonstrate preparation are as follows:

- SW 100 Exploring Social Work (or at least a 3-credit equivalent course as determined by admissions committee)
- SW 230 Human Behavior in the Social Environment I (or at least a 3-credit equivalent course as determined by admissions committee)
- at least 10 credits in some combination of the following content areas
  - Lifespan Development
  - Psychology
  - Sociology
  - Social Work

### **Applicants who have previously achieved a BSW from a CSWE accredited program and wish to apply for advanced standing must have:**

- A BSW degree from a CSWE-accredited program, or recognized through its International Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors, ideally conferred no more than five years prior to the date of application
- A [personal statement](#) demonstrating interest in social work, career goals, commitment to values and ethics of the profession, and program preferences
- a cumulative GPA of 3.0 with no BSW courses falling below a B
- Graduate admission [application](#) and fee.
- Official transcripts from all previously attended post-secondary institutions.
- Two academic or professional letters of recommendation.

## **For all Regular and Advanced Standing Applicants:**

The graduate admissions committee within the MSW Program will review all applications in their entirety, and will offer full or conditional admission to the program based on each candidate's comparative strengths and weaknesses. Positions will be offered to a limited number of applicants per year. For GPA requirements, primary consideration will be given to the last 60 credits of undergraduate or graduate study, and to courses determined especially relevant to the field of social work.

## **MSW Program Applications – Deadlines and Admissions Process**

### **December 1 – Early Decision DUE**

#### *Regular Standing*

The Office of Graduate Studies forwards applications to MSW Program Director that meet minimum graduate admission requirements. The MSW Program Director reviews and sorts applications into 2 categories: “meets all MSW admission criteria” (*qualifying*) OR “does not meet 1 or more MSW admission criteria” (*non-qualifying*). The MSW Program Director provides all qualifying applicants’ admission documents to the members of the Admissions Committee, who then reviews applications that meet all criteria.

Each committee member will rank applications in commitment to the profession, undergraduate GPA, relevant social service experience, skills necessary for graduate school work, additional applicable academic work completed by the applicant, and history that may preclude applicant from acceptance into a field placement. (Criteria is described more comprehensively in the table below). The members of MSW Admissions Committee will begin by first assessing GPA to eliminate applicants that do not qualify based on this criterion, and will then rank applicants using a Likert scale in the categories of commitment to the profession, GPA, relevant social service experience, skills necessary for graduate school work, additional applicable academic work completed by the applicant, and history that may preclude applicant from acceptance into a field placement. Qualities that will be considered are variety and depth of professional and life experience, balance of academic and professional experience, strength of recommendation from both academic and professional experience, and quality and applicability of stated goals for social work profession. Then rankings will be compared among committee to select up to half of the agreed upon cap for the upcoming year’s Regular Standing cohort. The yearly cohort cap will be not exceed the ratio of 12:1 students to faculty. The number of students admitted under advanced standing will be capped based on the ratio of 12:1 student to faculty and will be approximately equal to the number of students admitted under regular standing.

#### *Early Admissions Regular Standing and All Advanced Standing*

Applicants will be notified by the MSW Program Director no later than January 31<sup>st</sup> of their acceptance. If there are more qualifying applicants for early admission than the agreed upon cap, the remaining applications will be automatically included into the pool of regular admission

applications. Applicants are notified by February 1<sup>st</sup>, if their application is being included for standard admission decisions. Non-qualifying applicants are also notified if they are denied admission for not meeting one (1) or more of the admission criteria. Notifications for acceptance, deferral to the standard admissions pool, or denial for admission will be sent by email by the MSW Program Director. If there are any candidates for contingent admission, the Program Director will contact them via email to discuss their possible contingencies, and will move their application forward on to standard admission process, if the applicant agrees. *Possible contingencies may include the completion of courses prior to the start of the MSW program that help prepare non-BSW applicants for MSW curriculum as listed in the admission criteria.*

### **February 28 Standard Admission Regular Standing Applications DUE**

The Office of Graduate Studies forwards applications to MSW Program Director that meet minimum graduate admission requirements. The MSW Program Director reviews and sorts applications into 2 categories: “meets all MSW admission criteria” (*qualifying*) OR “does not meet 1 or more MSW admission criteria” (*non-qualifying*). The MSW Program Director will also review the non-qualifying applications for possible contingent admissions, such as those that need to complete a reasonable amount of courses to meet application criteria prior to the program start date. The Program Director will then forward all application materials for qualifying and contingent candidates to the MSW Admissions Committee.

The admissions committee members then review and rank applications for which all criteria have been met. Any applications forwarded from the early decision process are re-ranked by committee members alongside the full pool of standard admission applications. The committee members will rank applications on categories of commitment to the profession, undergraduate GPA, relevant social service experience, skills necessary for graduate school work, additional applicable academic work completed by the applicant, and history that may preclude the applicant from acceptance into a field placement. (Criteria is described more comprehensively in the table below). Then rankings will be compared among committee to fill all remaining MSW program slots (Regular Standing and Advanced Standing).

MSW Program Director will formally notify applicants by email of all admissions decisions no later than March 31<sup>st</sup>. This includes those admitted to Regular and Advanced Standing, those admitted with contingencies, and applicants denied admission. Those who have contingencies on their admissions will also be notified of their specific contingencies (i.e., conferring of their undergraduate degree, satisfactory completion of undergraduate preparatory courses) with their admission decision. Applicants who meet admission criteria, including with contingencies, but are not accepted, will be informed that they are on a waitlist. Applicants will be asked to accept or decline admission by April 15th. If there are spots remaining in the program, applicants on the waitlist will be informed of acceptance in order of ranking until the program is full.

Admitted students, even those with contingencies, will be able to enroll in courses as soon as the course schedule is released by the Registrar. However, The MSW Program Director will be responsible for monitoring students’ progress toward resolving any contingencies, and in the case that contingencies are not met satisfactorily or by the start of their corresponding semester,

the Program Director will advise students to drop their enrollment in MSW courses by the deadline set by the Registrar in order that they not incur tuition expenses for those courses. Admissions committee member ranking of applications are based primarily on a review of the following:

<b>Factor</b>	<b>As Assessed By</b>
Commitment to the mission of the Department of Social Work and the NASW Core Values	Personal statement and recommendation letters and forms
Undergraduate GPA on transcripts provided at the time of application	Graduate admissions application and transcript(s)
Relevant social service experience such as volunteering, paid employment, internship or research experience.	Personal statement and resume/CV
General characteristics and factors important to effective graduate school and/or work performance	Personal statement, recommendation letters, and forms
Additional academic work completed by the applicant following completion of an undergraduate degree, if applicable.	Updated transcript(s) provided by applicant following the application period
Criminal background or other factors that would preclude an applicant from being eligible for placement in a field site or social work licensure	MSW program application

### **Transfer Students**

Students currently or previously enrolled in another accredited master level social work degree program who are seeking admission as a transfer student are required to submit additional materials.

1. A brief written statement describing the reasons why they are requesting a transfer
2. A copy of their practicum/fieldwork evaluation(s), if applicable.
3. A recommendation from the applicant's current/former MSW program faculty advisor addressing their academic standing.

### **Credit Transfer**

This standard applies to both the Global and Traditional program options.

The following policy is designed to avoid redundancy in students' academic experience but maintain the integrity of the MSW program. This policy ensures that graduates possess the appropriate knowledge, values and ethics, and skills to practice social work upon graduation.

Students may apply to have previous MSW courses from a CSWE accredited program accepted toward the MSW Program. The program requires that courses have equivalent content to the NMU program. Students are required to submit their request in writing as part of their application to the MSW Program through the form posted on the graduate admissions webpage. Following submission of this form, the program director may request a copy of the course syllabi. All requests and submissions will be reviewed by the program faculty for equivalence status during the admissions process. Equivalency will be based on comparable course objectives that meet CSWE competency standards. Students must have received no lower than a C in these courses to receive credit. Students will be informed in writing from the admissions chair of the program's decision. Courses from other graduate programs not accredited by the CSWE will be assessed on an individual basis for transfer equivalency by the process above, but will only be considered for credits toward elective courses.

### **International Applicants**

International applicants must meet the minimum academic requirements for admission as set by the Office of Graduate Education and the academic program department. Applicants must provide credentials to satisfy U.S. immigration regulations. Applications for international students should be submitted one year prior to the date of expected attendance.

### **Work Experience**

Consistent with the Council on Social Work Education accreditation standards, no life or work experiences may be substituted for social work courses or fieldwork.

### **Criminal History/Background Checks**

The MSW program application will ask questions about applicants' past criminal history or other abusive/high-risk conduct. A criminal history or other background issue does not necessarily preclude admission to the MSW program, however, it may limit or prevent placement into field placement, which is required for the completion of an MSW degree. While the program will not require a background check, the majority of field sites will require a criminal background check (some at the student's expense), valid driver's license, drug screening, and professional references to be considered for field placement. The MSW Admissions Committee and MSW Program Director will evaluate an applicant's criminal history or other background issues based on factors such as the severity, pattern, and circumstances surrounding the behavior; time elapsed; indicators of rehabilitation; and current probation or parole status in order to assess the potential for field placement acceptance. Following submission of the MSW application, if actions cause a change in answer to conduct questions, you are responsible for informing the Department. Failure to inform the Department may cause a withdrawal of your application or revocation of admission.

# RETENTION POLICIES

## Program Completion Standards

Regular standing students will complete 900 hours of field placement over two years, with 400 hours in the first, generalist, year, and 500 hours in the second year. Advanced standing students will complete 500 hours over two semesters. During each of the four semesters, students will also complete 15 hours of seminar instruction. The first year for regular standing students is intended to provide generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities. This will be accomplished through the development, implementation, and completion of a learning agreement developed between the student, field agency, and social work program.

The advanced year of field education provides specialized practice opportunities for students to demonstrate social work competencies within an area of specialized practice. Students will select from one of two specialized practice areas: **Clinical** or **Advanced Generalist**. Students are placed in a field setting which enables them to engage in this type of advanced level practice. Students will create and complete an approved Learning Agreement that outlines how they will demonstrate social work competencies in the specialized practice area. Students in either program option (Clinical or Advanced Generalist) will learn to demonstrate social work competencies through in-person contact with clients and constituencies. Clinical placements will place particular emphasis on developing competency with individuals, families and groups. Advanced Generalist placements will emphasize competency with individuals, families groups, organizations and communities.

## Program Outline and Curriculum Map

A course listing is provided following the curriculum grids. Courses shared by different tracks or cohorts are color-coded:

- **Advanced Standing Foundational Courses**
- **Regular Standing Foundational Courses**
- **Clinical Concentration courses for both tracks**
- **Advanced Generalist Concentration courses for both tracks**
- **Electives and concentration fieldwork and capstone courses shared by all cohorts.**

**Advanced Standing Track Grids**

Total Track Credits = 36

<b>Advanced Standing: Clinical Concentration</b>					
Summer (Year 1)		Fall (Year 1)		Winter (Year 1)	
<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>
SW 519	3	SW 611	3	SW 612	3
SW 529	3	SW 613	3	SW 641	3
SW 549	2	SW 681	4	SW 682	4
SW 569	2	Elective	3	Elective	3
<b>Total Semester =</b>	<b>10</b>	<b>Total Semester =</b>	<b>13</b>	<b>Total Semester =</b>	<b>13</b>

<b>Advanced Standing: Policy, Planning and Administration</b>					
Summer (Year 1)		Fall (Year 1)		Winter (Year 1)	
<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>
SW 519	3	SW 614	3	SW 612	3
SW 529	3	SW 622	3	SW 621	3
SW 549	2	SW 681	3	SW 682	3
SW 569	2	Elective	3	Elective	3
<b>Total Semester =</b>	<b>10</b>	<b>Total Semester =</b>	<b>13</b>	<b>Total Semester =</b>	<b>13</b>

**Regular Standing Track Grids**

Total Track Credits = 50

<b>Regular Standing: Clinical Concentration</b>							
Fall (Year 1)		Winter (Year 1)		Fall (Year 2)		Winter (Year 2)	
<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>
SW 511	3	SW 512	3	SW 611	3	SW 612	3
SW 521	3	SW 551	3	SW 613	3	SW 641	3
SW 541	3	SW 561	3	SW 681	4	SW 682	4
SW 581	3	SW 582	3	Elective	3	Elective	3
<b>Total Semester =</b>	<b>12</b>	<b>Total Semester =</b>	<b>12</b>	<b>Total Semester =</b>	<b>13</b>	<b>Total Semester =</b>	<b>13</b>

<b>Regular Standing: Advanced Generalist</b>							
Fall (Year 1)		Winter (Year 1)		Fall (Year 2)		Winter (Year 2)	

Courses	Credits	Courses	Credits	Courses	Credits	Courses	Credits
SW 511	3	SW 512	3	SW 614	3	SW 612	3
SW 521	3	SW 551	3	SW 622	3	SW 621	3
SW 541	3	SW 561	3	SW 681	4	SW 682	4
SW 581	3	SW 582	3	Elective	3	Elective	3
Total Semester =	12	Total Semester =	12	Total Semester =	13	Total Semester =	13

### Advanced Standing: Clinical Concentration

36 credits

#### Advanced Standing Foundation Courses Credits

SW 519 Advanced Standing Clinical Methods	3
SW 529 Advanced Standing Indirect Practice Methods	3
SW 549 Advanced Standing Research Methods	2
SW 569 Advanced Standing Human Rights	2

#### Clinical Concentration Courses Credits

SW 611 Advanced Clinical Methods with Individuals	3
SW 612 Advanced Clinical Methods with Families and Groups	3
SW 613 Psychopathology	3
SW 641 Clinical Evaluation Methods	3
SW 681 Concentration Field Placement I	4
SW 682 Concentration Field Placement II	4
Electives*	6

### Advanced Standing: Advanced Generalist Concentration

36 credits

#### Advanced Standing Foundation Courses Credits

SW 519 Advanced Standing Clinical Methods	3
SW 529 Advanced Standing Indirect Practice methods	3
SW 549 Advanced Standing Research Methods	2
SW 569 Advanced Standing Human Rights	2

#### Advanced Generalist Concentration Courses Credits

SW 612 Advanced Clinical Methods with Families and Groups	3
SW 614 Clinical Assessment and Intervention with Individuals	3
SW 621 Policy and Program Planning	3
SW 622 Community Organizing	3
SW 681 Concentration Field Placement I	4
SW 682 Concentration Field Placement II	4
Electives*	6

### Regular Standing: Clinical Concentration

50 credits

<b>Regular Standing Foundation Courses</b>	<b>Credits</b>
SW 511 Clinical Methods with Individuals	3
SW 512 Clinical Methods with Couples, Families and Groups	3
SW 521 Leadership in Communities and Organizations	3
SW 541 Social Work Research Methods	3
SW 551 Policy Practice	3
SW 561 Human Rights	3
SW 581 Field Placement I	3
SW 582 Field Placement II	3

<b>Clinical Concentration Courses</b>	<b>Credits</b>
SW 611 Advanced Clinical Methods and Individuals	3
SW 612 Advanced Clinical Methods with Families and Groups	3
SW 613 Psychopathology	3
SW 641 Clinical Evaluation Methods	3
SW 681 Concentration Field Placement I	4
SW 682 Concentration Field Placement II	4
Electives*	6

**Regular Standing: Advanced Generalist Concentration** **50 credits**

<b>Regular Standing Foundation Courses</b>	<b>Credits</b>
SW 511 Clinical Methods with Individuals	3
SW 512 Clinical Methods with Couples, Families and Groups	3
SW 521 Leadership in Communities and Organizations	3
SW 541 Social Work Research Methods	3
SW 551 Policy Practice	3
SW 561 Human Rights	3
SW 581 Field Placement I	3
SW 582 Field Placement II	3

<b>Advanced Generalist Concentration Courses</b>	<b>Credits</b>
SW 612 Advanced Clinical Methods with Families and Groups	3
SW 614 Clinical Assessment and Intervention with Individuals	3
SW 621 Policy and Program Planning	3
SW 622 Community Organizing	3
SW 681 Concentration Field Placement I	4
SW 682 Concentration Field Placement II	4
Electives*	6

**Elective offerings include:**

AIS 535 Using Scholarly Library Resources in Support of Graduate Research	4
ED 551 Early Child Development	4
ED 554 Early Intervention Birth to Age Eight	4
ED 562 Introduction to Learning Disabilities	3

ED 566 Classroom Management: Methods for Students with Learning Disabilities	3
NAS 404 Research and Engagement in Native American Studies	4
NAS 484 Inclusion in the Classroom	4
NAS 485 Native American Education	4
NAS 488 Native American Community Engagement	4
PA 516 Organizational Theory	4
PA 521 Grant Writing for Public Administrators	2
PA 526 HRM in Public and Nonprofit Management	4
PA 562 Program Evaluation for Public and Nonprofit Agencies	2
PSY 445 Positive Psychology	4
PSY 453 Affective Neuroscience	4
PSY 457 Psychopharmacology	4
PSY 504 Behavioral Neuroscience	4
PSY 508 Program Evaluation	4
PSY 541 Advanced Developmental Psychology	4
PSY 561 Cognition: Advanced Theory and Methods	4
SW 523 Death, Dying and Grief	4
SW 531 Clinical Trauma Methods	3
SW 536 Prevention of Substance Use Disorders	3
SW 537 Substance Abuse Disorders and Treatment	3
SW 595 Special Topics in Social Work	1-4
SW 598 Directed Study	1-4
All 600 level SW prefix courses	

Graduate courses in other disciplines may be accepted as meeting elective requirements as approved by the MSW Program Director or designee.

## **Course Descriptions**

SW 511 Direct Methods with Individuals, 3 cr. (3-0-0), A-F

Prerequisite: Acceptance into MSW Program

Description: This course emphasizes a direct practice approach to social work, focused on techniques used during the intervention stage of a social work intervention. This course emphasizes knowledge and skill development relating to the direct-practice relationship, emphasizing work with individuals in a therapeutic setting.

SW 512 Direct Practice Methods with Couples, Families and Groups, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: Clinical Methods with Couples, Families and Groups emphasizes a direct practice approach to social work, primarily focused on techniques used during the intervention stage. This course emphasizes knowledge and skill development relating to the direct-practice relationship, emphasizing work with couples, families and groups in a therapeutic setting.

SW 519 Advanced Standing Clinical Methods, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: This course covers content from SW 511 and SW 512 in an accelerated format and was designed for students who've previously earned an undergraduate social work degree from a CSWE accredited institution and been admitted to the Advanced Standing MSW Track. Clinical Methods reviews the direct practice approach to social work, focused on techniques used during the intervention stage of a social work intervention. This course emphasizes knowledge and skill development relating to the direct-practice relationship, emphasizing work with individuals, couples, families and groups in a therapeutic setting. Students will review foundational methods essential to effective intervention, and a variety of evidence-based therapeutic intervention methods that can be used in each setting.

SW 521 Leadership in Communities and Organizations, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: This course is a primary building block in an advanced generalist social work curriculum with a focus on macro-practice with organizations and communities. The course provides students with the opportunity to practice engagement and assessment skills and helps them develop an understanding of themselves as leaders in the macro-social environment.

SW 529 Advanced Standing Indirect Practice Methods, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: This course is designed for students who've previously earned an undergraduate social work degree from a CSWE accredited institution and been admitted to the Advanced Standing MSW Track. This course combines content related to leadership in communities and organizations with public welfare policy analysis and advocacy.

SW 541 Social Work Research Methods, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: This course introduces the student to scientific research methods used in generalist social work practice. Topics include the role of concepts and theory, problem formulation and definition, hypothesis formulation, operationalization and measurement, research design and causality, data collection and data analysis, measures of central tendency, and report writing.

SW 549 Advanced Standing Research Methods, 2 cr. (2-0-0), A-F

Prerequisite: None

Description: This course reviews major concepts in scientific research methods for students who have previously earned an undergraduate social work degree from a CSWE accredited institution and been admitted to the Advanced Standing MSW Track. Topics are presented in an accelerated format and include the role of concepts and theory, problem formulation and definition, hypothesis formulation, operationalization and measurement, research design and causality, data collection and data analysis, measures of central tendency, and report writing.

SW 551 Policy Practice, 3 cr., (3-0-0), A-F

Prerequisite: None

Description: This course introduces public welfare policy through lecture, discussion of the purposes of public welfare, and describes the most important programs created by those policies. It introduces students to the underlying values, assumptions and philosophical perspectives as

well as the social, economic and political factors that have influenced the development of America's social welfare system, including its goals, policies and programs.

SW 561 Human Rights, 3 cr. (3-0-0), A-F

Prerequisite: None

Description: This course examines the phenomena of power, privilege and oppression and their effect on individuals, families and communities in the context of the values of social and economic justice and the social work profession. The course is intended to increase awareness of the intersectionality of multiple oppressions with a focus on race/ethnicity, gender, socioeconomic status and sexual orientation. Students will gain a beginning awareness of the influence of personal biases and values that impact practice with diverse groups.

SW 569 Advanced Standing Human Rights, 2 cr. (2-0-0), A-F

Prerequisite: None

Description: This course is designed for students who've previously earned an undergraduate social work degree from a CSWE accredited institution and been admitted to the Advanced Standing MSW Track. Since students will have foundational knowledge in social justice/human rights, and a beginning awareness of the influence of personal biases and values that impact practice with diverse groups, content is presented in an accelerated format. The course examines the phenomena of power, privilege and oppression using a framework of intersectionality with a focus on race/ethnicity, gender, socioeconomic status and sexual orientation.

SW 581 Field Placement I, 3 cr. (0-1-16), A-F

Prerequisite: None

Description: This course provides students with an opportunity to integrate foundation, theory, and practice course material into experiential learning under the supervision of a trained and experienced professional in a social work field.

SW 582 Field Placement II, 3 cr. (0-1-16), A-F

Prerequisite: None

Description: This course is a continuation of SW 581 and provides students with further opportunity to integrate foundation, theory, and practice course material into experiential learning under the supervision of a trained and experienced professional in social work.

SW 595 Special Topics in Social Work, 1-4 cr., A-F

Prerequisite: Graduate standing and consent of instructor

Description: The content of the course does not duplicate existing course content and provides the department with a mechanism for presenting unique and timely topics. Specific topics are announced via departmental and university publications.

SW 611 Advanced Clinical Methods with Individuals, 3 cr. (3-0-0), A-F

Prerequisite: SW 511 and SW 512 OR SW 519

Description: This course focuses on knowledge and skills necessary for clinical social work practice in therapeutic settings with individual clients across the lifespan. The course draws from applicable theoretical bases and builds on foundational skills addressed in SW 511 or SW 519. This course will address engagement through termination with individual clients,

emphasizing comprehensive clinical assessments and treatment interventions. Students will be exposed to practice with several treatment models grounded in current research with diverse populations in varied contexts.

SW 612 Advanced Clinical Practice with Families and Groups, 3 cr. (3-0-0), A-F

Prerequisite: SW 611

Description: This course focuses on knowledge and skills necessary for clinical social work practice in mezzo level therapeutic settings, emphasizing work with families and groups. The course draws from applicable theoretical bases and builds on foundational skills addressed in SW 511 and SW 512 (or SW 519) as well as clinical skills introduced in SW 611. This course will address engagement through termination with family systems, emphasizing treatment methodology based in family-focused theory and research. Additionally, the course will focus on clinical treatment with groups, exposing students to current evidence-based and best practice models for group intervention.

SW 613 Psychopathology, 3 cr. (3-0-0), A-F

Prerequisite: SW 511 and SW 512 OR SW 519

Description: This course explores major forms of emotional distress in adults, children, and youth, including classification trends, issues, and models. The course introduces clinical syndromes in terms of diagnostic methodology, research and social concerns and their implications for at risk groups.

SW 614 Clinical Assessment and Intervention with Individuals, 3 cr. (3-0-0), A-F

Prerequisites: SW 511 or SW 519

This course focuses on diagnosis and intervention in therapeutic settings with individual clients across the lifespan. The course draws from applicable theoretical bases and builds on foundational practice skills, with attention to psychopathology and common mental disorders. This course will address engagement through termination with individual clients, emphasizing broad and specific approaches to clinical assessment and interventions. Students will engage with several treatment models grounded in current research with diverse populations.

SW 621 Policy and Program Planning, 3 cr. (3-0-0), A-F

Prerequisite: SW 521 and SW 551 OR SW 529

Description: This course is designed for Advanced Generalist concentration students in the second year of their MSW program. Students will build on their knowledge of PPA to assess the social problems or needs of groups or communities, and organizations, and design both a policy and a program solution to address those needs and/or alleviate the social problem.

SW 622 Community Organizing, 3 cr. (3-0-0), A-F

Prerequisite: SW 521 and SW 551 OR SW 529

Description: This course is designed for Advanced Generalist concentration students in the second year of their MSW program. Students will build on their prior knowledge of PPA to develop specialized knowledge and skill in community organizing.

SW 641 Clinical Evaluation Methods, 3 cr. (3-0-0), A-F

Prerequisite: SW 541 OR SW 549

Description: This course is designed for students who are pursuing the clinical concentration track in the second year of the MSW program. The course builds on their prior knowledge of social work research methods for the generalist practitioner and provides more in-depth content in single-case and case-study research design methods. Students will draw on their work with clients in a clinical field placement setting to design and implement a research project for the purposes of evaluating the effectiveness of their clinical social work practice.

SW 681 Concentration Field Placement I, 4 cr. (0-1-16), A-F

Prerequisite: SW 581 and SW 582

Description: This course continues to provide students with an opportunity to integrate foundation, theory, and practice course material into experiential learning under the supervision of a trained and experienced professional in of social work. This will be the first of two courses that focus on the students' field placement in the selected area of specialization in the MSW program. In conjunction with approximately 250 hours in a social service agency, students will also be involved in 15 hours of seminar which will be held regularly throughout each semester of the students' field placement.

SW 682 Concentration Field Placement II, 4 cr. (0-1-16), A-F

Prerequisite: SW 681

Description: This course serves as a capstone experience designed to evaluate the student's performance of established social work professional competencies. This course is the final semester of experiential learning through field placement in a social service agency. In conjunction with approximately 250 hours in a social service agency, students will also be involved in 15 hours of seminar which will be held regularly throughout each semester of the students' field placement. Specific learning activities in field placement will correspond with the student's concentration (Clinical or Advanced Generalist).

## **Graduation Requirements**

In order to be retained in the MSW program, students must act within the professional standards outlined in the National Association of Social Workers (NASW) Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English.aspx>).

Graduates must meet the requirements of the Office of Graduate Education as outlined in the Graduate Bulletin in addition to the following:

- Complete the minimum number of credits for each degree track as stated in the graduate bulletin (Advanced Standing 36 credits, Regular Standing 50 credits)
- Maintain a 3.0 GPA
- Successfully complete SW 682

## **Advising**

Please reach out to Sarah Carlson ([sarahcar@nmu.edu](mailto:sarahcar@nmu.edu)) for academic advising and Caroline Cheng ([ccheng@nmu.edu](mailto:ccheng@nmu.edu)) for professional advising.

## **Terminations & Withdrawals**

Students may be terminated or withdraw from the MSW program for the following:

- Inability to raise GPA to a 3.0 after a semester of probation
- Inability to secure an internship after three interviews due to student performance in the interviews
- Grades below 3.0 in two or more courses
- Inability to successfully complete fieldwork and/or practice courses
- Behavior inconsistent with the NASW Code of Ethics
- Not adhering to the Academic Integrity Policy from the NMU Student Handbook
- Violation of university, college or program policies

The Program Director, in consultation with the Social Work Department Head, may take any of the following courses of action:

1. Suspension of the student from the MSW Program for a specific period of time not to exceed one year or until the student meets academic or professional eligibility requirements.
2. Suspension of the student from the MSW Program pending completion of one or more specified tests or academic and/or professional evaluation procedures and subject to satisfactory results of such tests or procedures:
3. Academic or professional dismissal from the MSW Program. The director will notify the student, identifying specifically the standard or standards and the corresponding failure to comply on which such action is based.

Notice of any such action shall be communicated in writing to the student involved.

## **Appeals Procedures**

All students have the right to appeal grades, field placement evaluations and grades, denial of admission to field internships, denial of graduation, dismissal from the program and suspected discrimination.

There are written policies concerning academic appeals that a student must follow. In general, however, the following appeal and grievance procedures are once more addressed to assist you. If you receive a grade in a course that you dispute, you must see your instructor and discuss your concerns. If satisfaction is not received, the following levels of appeal can then be pursued in this order:

1. Professor or Advisor
2. Full Social Work Faculty
3. Chair, Department of Social Work
4. Dean, College of Arts and Sciences

Students have the right to appeal any decision made throughout the review process according to the university appeals policy.

Action of *academic or professional dismissal* by the MSW Program Director may be appealed to the Graduate Dean within 10 working days of the mailing of the Director's written notice of such action. The Graduate Dean will then work in consultation with the Department Head to appointment members to a Grievance Committee.

Membership on the Grievance Committee shall include department head plus two Social Work faculty (excluding those who serve on the Admissions Committee), and one external faculty member.

In response to student appeals of an academic or professional dismissal, the Grievance Committee will hold a hearing at which it will consider the issues raised, the information presented, and the action of the director. At such hearings the committee will then consider any matters presented by the student and the director of the Social Work Program. The committee will make a determination of the appeal based on the information presented at the hearing.

A student who wishes to have a hearing before the Grievance Committee shall be entitled to: receive a timely hearing by impartial\* persons;

1. be present at the hearing;
2. present his/her case through statements, questions, witnesses and other forms of evidence;
3. be accompanied by counsel of his/her choice; counsel shall be a member of the faculty, staff, or student body of the University. However, it should be understood that the student is to be the respondent to questions asked and to otherwise interact with the Committee directly;
4. refuse to answer questions;
5. make a record of the events of the hearing;
6. receive a written notice of the decision reached in response to the appeal.

The elected chair of the Grievance Committee shall give written notice of the committee's decision within 10 working days of the hearing. The decision of the committee shall be final.

\*The committee will consist of at least two faculty committee members other than the faculty that may have been directly involved with the dismissal or suspension action.

### **Other Policies/ Procedures**

Please reference the graduate bulletin for more information on retention policies at [nmu.edu/grad](http://nmu.edu/grad) or contact the Graduate Office at [graduate@nmu.edu](mailto:graduate@nmu.edu).

# FIELD INSTRUCTION

## **Field Instruction Overview**

Northern Michigan University's Social Work program was one of the first programs in Michigan accredited by the Council on Social Work Education (CSWE) in 1974 as a Bachelor of Social Work (BSW) Program. We have since expanded our mission and as of 2019 are providing a Master of Social Work (MSW) program in order to educate advanced social work practitioners. NMU's social work program has played an integral role in helping the university achieve its mission by giving students the knowledge and experience to become productive citizens in the regional and global community.

As a member of the Council on Social Work Education (CSWE), Northern Michigan University's MSW Program provides a field education program that meets professional and accreditation standards. These standards require a minimum of 900 clock hours of field instruction for a Master of Social Work (MSW) degree. NMU requires fourteen credit hours of field instruction for regular standing MSW students and eight credit hours for advanced standing students. In addition to the total field hour requirement, fifteen hours per semester will be spent in field placement seminar. Seminar will assist students in connecting the theoretical and conceptual knowledge developed in the classroom to the practical setting provided in a field agency. Satisfactory completion of all 900 hours is required in order to complete the MSW program. For advanced standing students, up to 400 hours of field work from the student's BSW program will be counted toward the total 900 MSW field placement hours.

Only students admitted to the MSW program are eligible for placement. Each student prepares a Learning Agreement with support from the Field Instructor; this Learning Agreement operationalizes how the student will address CSWE competencies during field placement. The Learning Agreement is reviewed each semester and revised as necessary. Students maintain a weekly log of activities, monitored by their Field Instructor and the Faculty Liaison to document hours and indicate specific activities in which they have engaged and made progress toward their learning agreement. Students also complete a self-evaluation each term of their competency development.

Regular standing students will complete 900 hours of field placement over two years, with 400 hours in the first year, and 500 hours in the second year. Advanced standing students will complete 500 hours over two semesters. During each of the four semesters, students will also complete 15 hours of seminar instruction. The first year for regular standing students is intended to provide generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities. This will be accomplished through the development, implementation, and completion of a learning agreement created between the student, field agency, and social work program.

The second or concentration year of field education provides specialized practice opportunities for students to demonstrate social work competencies within an area of specialized practice. Students will select from one of two concentration areas: **Clinical** or **Advanced Generalist**. Students are placed in a field setting which enables them to engage in this type of advanced level practice. Students will create and complete an approved Learning Agreement that outlines how they will demonstrate social work competencies in the specialized practice area. Students in either program option (Clinical or Advanced Generalist) will learn to demonstrate social work competencies through contact with clients and constituencies, appropriate to their concentration. Clinical placements will place particular emphasis on developing competency with individuals, families and groups. Advanced Generalist placements will emphasize competency with individuals, families, groups, organizations and communities.

For the Traditional Campus option, the MSW Field Director arranges placements by determining potential matches and arranging meetings between the student and social service agency. Students in the Global Campus program option will identify specific agencies in their community and initiate outreach requesting a placement. Global Campus students who are located in the Upper Peninsula of Michigan may receive additional support from the Field Director, as there may already be identified placement options in that area. If an agency is interested in hosting a student, the Field Director will discuss with an agency representative whether the location would be appropriate for a generalist, Clinical, or Advanced Generalist field placement. For both program options, representative(s) from the agencies interview their prospective student and determine whether they are willing to accept the field student for the following fall. One professional working at the agency agrees to serve as a Field Instructor. Field Instructors should have a Master of Social Work degree from a CSWE accredited program with two years of post-master's social work experience. Exceptions can be made with additional supervision provided by an external, assigned field instructor or NMU Social Work faculty member holding an MSW from a CSWE accredited university and two years of post-master's social work practice experience. The field instructor completes an evaluation form each semester that assesses the student's competency development. The NMU Faculty Liaison is ultimately responsible for assigning the semester grade, with input from the Field Instructor.

Both Traditional and Global campus students will be matched with an in-person field placement agency, meaning they will have opportunities to engage in in-person social work practice with clients and constituencies. Simulated contact will not be considered face-to-face, however, virtual contact is considered face-to-face. Virtual contact can be defined as synchronous contact that is face-to-face with clients. The Field Director will work with agencies within a preferred distance from where the student is studying, whether near the NMU campus, or remotely as part of the Global campus option. Students can complete their hours in virtual settings, but will not be allowed to complete their field placement agency hours through simulation.

## **Student-Placement Matching Process**

For the Traditional Campus option, the Field Coordinator is primarily responsible for locating, screening, matching, and confirming student placements. Global Campus students are responsible for locating and confirming interest from potential placement sites, and the NMU Field Coordinator is responsible for screening the field site and confirming student placements. For all program options, the placement process begins following acceptance into the MSW program, and is repeated before to the second year for Regular Standing students. During the winter semester prior to the start of a fall semester field placement, students complete an “Application for Field Education” that includes their background information and interests. The Field Coordinator will be available to students via email, phone, video conferencing and/or in-person meetings to assist in facilitating the field application process if needed. The formal process for student admission and matching are as follows:

- I. The student submits an Application for Field Education via email or USPS. This includes:
  - A. Application and Preference Form for Field Education
  - B. Resume
  - C. Cover letter summarizing application materials and intention for placement
- II. Following submission of materials, the Field Coordinator will notify the student via email if they have been accepted for the matching process or if more materials are need. Once they are accepted, the student and field instructor will schedule an in-person or video-conference pre-placement interview to discuss career goals, student interests, and identify any specific placement needs (e.g. location, conflicts of interest, disability accommodations).
- III. *Traditional Campus:* Following the interview, the Field Coordinator will identify potential placement options. The Field Coordinator will contact agencies to discuss their interest and ability to host a field student. If the agency is receptive, the agency will identify a field instructor or another contact person who will conduct a personal interview.
- IV. *Global Campus:* During the interview, the Field Coordinator will provide parameters and possible suggestions for acceptable placement sites. Students will then identify agencies within their local preferred area and contact agency representatives to determine interest in hosting a student. If they agency is receptive, the student will refer the agency representative to the Field Coordinator, who will screen the agency for its capacity to host an MSW student within their specific area of study. If determined to be appropriate, the Field Coordinator will identify a field instructor or other contact who will conduct a personal interview.
- V. Prior to the interview, the Field Coordinator will instruct the student to contact the agency representative with an updated resume and cover letter specific to the placement and request an interview. The agency will review the student information, and if the agency decides to move forward, they will schedule an interview with the

student. The student will be responsible for keeping the Field Coordinator abreast of communication with the agency.

- VI. During the agency interview, the student and field instructor discuss the agency's mission and goals, its function and populations served, the general nature of field assignments available to the student, scheduling expectations, any factors that might prohibit placement, necessary accommodations, and other matters relevant to the acceptance of the student for placement. This would include discussing the necessity for background checks, drug screens, and other preliminary procedures prior to placement if required by the agency.
- VII. Following the interview, the agency representative will contact the Field Coordinator and discuss any questions or concerns and will either accept or decline the student placement. If the agency is willing to accept the student for placement, a formal placement assignment will be made, and the field coordinator will contact the student via email confirming their placement assignment. If the agency declines placement, the Field Coordinator will contact the student and begin the placement process from step III or IV above.
- VIII. If a student engages in three failed interview attempts, the student may be removed from candidacy for field placement and would then be unable to complete the MSW program.

### **Agency Selection Process**

Field settings are selected primarily on the basis of capacity to prepare students for advanced social work practice by providing opportunities for students to demonstrate competencies outlined by the CSWE. The criteria for agency selection as a field site are:

- I. The capacity of the agency to provide learning experiences consistent with the CSWE competencies in specified area of practice (Generalist, Clinical, or PPA).
- II. Available supervision. Field agencies should provide a field instructor who holds an MSW from a CSWE accredited program and has a minimum of two years post-master's social work experience. Supervision may also be provided by an experienced human service supervisor with a closely related degree who agrees to consultation with an MSW qualified individual approved by the NMU Field Coordinator in order to reinforce a social work perspective. The consultant may be an NMU faculty or an individual identified in the community. The Field Director will establish a plan for consistent consultation with the Instructor and student prior to confirming placement in the agency. In some circumstances, the Field Coordinator may be able to identify a qualified field instructor from outside the agency who is able to provide supervision duties, if they agency cannot provide a field instructor but meets all other qualifications.
- III. Adequate facilities such as office space and technology for students to perform field

- related tasks.
- IV. The agency has demonstrated effectiveness in supervision of previous students. If the agency has not hosted a student in the past, the field coordinator may still consider this placement option based on the agency being able to describe a plan for an effective placement.
  - V. A safe working environment determined by evaluation of the field instructor, including personnel policies addressing safety and commitment to hosting the student as a learner, not independent employee.
  - VI. The agency's field supervisor(s) has/have participated in field instructor development activities.

Prior to placement of a student with an organization, the following documentation should be completed:

- I. **Agency Affiliation Agreement.** This document outlines the responsibilities of the agency and the university. Once executed, the agreement remains in effect until canceled by either party. It does not need to be renewed with each student each year.
- II. **Agency Data Form** which provides information about the activities and services provided by the agency. This information is stored in the NMU field data base to aid in matching field settings with prospective students. Updates will be requested by the Field Instructor if necessary during yearly reviews of the data forms.
- III. **Field Instructor Data Form** is completed on each agency staff person who will serve as a field instructor. The information requested documents the Field Instructor's academic and professional experience for compliance with CSWE requirements. Updates will be requested by the Field Instructor if necessary during yearly reviews of the data forms.
- IV. **Employment-Based MOU** is completed with an agency for each student it provides placement to if the student is also an employee of that agency. The purpose of this document is to ensure that agencies are clear in their understanding of policies regarding employment-based field placements.

# FACULTY, STAFF, AND COMMUNITY PARTNERS

## Role Descriptions and Responsibilities

### **Program Director**

The program directors teaching responsibility will be a maximum of 50%, leaving the remaining 50% of time dedicated to educational and administrative leadership to the Program.

### **Field Coordinator**

The Field Coordinator is primarily responsible for the overall coordination and administration of the field education program. It is the responsibility of the Field Coordinator and the Social Work Program Director to establish guidelines and procedures for the field education program. The Field Coordinator is responsible for planning, implementing, and evaluating all aspects of the field education experience. The Field Coordinator is responsible for developing field placements, placing students, monitoring student performance in the field as reported by Field Liaisons, evaluating the social work field education program, registering field agencies, and monitoring the effectiveness of the agency's ability to provide quality field education opportunities.

The Field Coordinator works with the Faculty Field Liaisons who are NMU faculty members assigned as the official instructors of field placement courses. The Field Coordinator assists Liaisons in developing individual student Learning Agreements, coordinating the administration of mid-year and end-of-year student evaluations, and providing consultative services to Faculty Liaisons as needed.

The Field Coordinator is responsible for recruiting and maintaining placement opportunities with field instructors and agencies. The Field Coordinator holds annual field instructor orientation sessions and training sessions for field instructors. The Field Coordinator maintains a continued dialogue with field settings and instructors through regular informational emails, phone calls, video-conferencing and in-person networking and visits.

The Field Coordinator is responsible for reviewing the effectiveness of the field education program and ensuring continued compliance with the educational objectives of the social work program and the Council on Social Work Education. Field education student evaluations serve as an outcome measure of the overall effectiveness of the social work program. The Field Coordinator organizes the field evaluation data and uses data collection to monitor field placement quality.

It has been determined that the MSW Field Education Director position will have at least 50% of their time assigned to carry out the administrative functions of field education for MSW students attending via all program options. The University determines a full-time teaching load to be 24 credits across the academic year, therefore the MSW Field Education Director will teach no more than 12 credits per academic year, 3-4 courses. This will allow for an equivalent of 12

credits assigned time to field education administrative leadership. The MSW Field Director's assigned time is spread throughout the full calendar year, allowing for the position to exercise flexibility in choosing which semesters will be more weighted to meet administration needs.

### **Faculty Liaison**

The NMU faculty member assigned to a field placement seminar course (SW 581, SW 582, SW 681, and SW 682), serves in the role of Faculty Liaison. This person has responsibility to monitor and evaluate the student's overall performance, make at least one agency visit per semester (or by video-conference for Global students), participate in field workshops and meetings, and manage problems related to field requirements. The Faculty Liaison will maintain contact with the Field Instructor by email, phone, video-conference or in person throughout the student's placement and will make a face-to-face or video-conference visit to the field agency during each placement semester. The agency visit involves the review of learning assignments and objectives, the learning contract, maintaining a safe learning environment, and other pertinent field education requirements. During agency visits, the Faculty Liaison reviews and evaluates the field experience with the Instructor. The Faculty Liaison will make additional visits to the agency during the placement semester when necessary and/or requested by a student or Field Instructor.

### **Agency**

As a participant in the education of the student, the field placement agency provides a setting in which the students can gain meaningful social work practice experience. The placement experience must be compatible with classroom teaching and enable students the opportunity to integrate theory with practice. The agencies providing field instruction for students reflect the diversity of social welfare problems and the client populations served by social workers. As a participant in the education of the student for social work practice, the field placement agency has the following responsibilities:

- I. NMU will provide a formal Agency Affiliation Agreement to be signed by an agency designated representative. The Agency Affiliation Agreement outlines the general requirements and standards for field education including the roles and responsibilities of the university, agency, and field student. Affiliation agreements remain in effect until cancelled by either the university or field organization.
- II. The agency ensures that they will provide opportunities for in-person contact with clients and constituencies that will satisfy completion of the competencies specific to the placement concentration (Generalist, Clinical or PPA).
- III. The agency's representative(s) conducts a personal interview with each student being considered for field study to determine if placement in that agency setting is appropriate. The agency will inform the Field Education Coordinator of the decision regarding the acceptance of the student for field placement. The agency has no obligation to work with students who are initially considered to be, or are later found to be, unsuited to the agency. Therefore, the agency, in consultation with the

- university, may request that the student be withdrawn from placement in the agency.
- IV. The agency provides the student with an agency orientation to familiarize the student with agency personnel policies and procedures.
  - V. The agency informs students of potential work hazards such as exposure to infectious diseases or other health hazards. The agency also will make known any required preventive measures such as hepatitis testing, TB testing, and necessary immunizations. The agency will make students aware of policies and procedures that address their safety in the placement setting.
  - VI. The agency ensures that under no circumstances will students prescribe medication or administer physical therapy. If a student's role within the agency requires them to assist in administering medication, this may be considered on a case-by-case basis and must be discussed with the faculty liaison and field coordinator. If it is determined to be appropriate, the agency must train the student under their medication administration policies and practices.
  - VII. The agency will allow Field Instructors to participate in trainings or workshops provided by the social work program.
  - VIII. The agency will make available physical facilities and other resources needed by the student to complete learning assignments as identified in the Learning Agreement. Ideally, the agency will provide the student with work space comparable to that provided to the regular staff.
  - IX. The agency reimburses students' travel expenses that arise in the course of providing agency services customarily given to staff. This does not include reimbursement for daily travel to and from the agency.
  - X. The agency will assist in the identification and selection of qualified social work staff to serve as Field Instructors. Field agencies should provide a field instructor who holds an MSW from a CSWE accredited program and has at least two years of post-MSW social work practice experience. Supervision may also be provided by an experienced human service supervisor with a closely related degree who agrees to consultation with a qualified social worker approved by the NMU Field Coordinator, in order to reinforce a social work specific perspective.
  - XI. The agency will provide time for weekly supervisory sessions between the Field Instructor and the student. The minimum expectation for supervision is one (1) hour per week. Field Instructors are also expected to be available between supervisory sessions for consultation as needed.

## **Field Instructor**

The social work program and approved field agencies engage jointly in the identification and selection of Field Instructors. Based on the standards of the Council on Social Work Education for field study, the agency staff member designated as a Field Instructor will hold an MSW from a CSWE accredited program with two years post-master's social work experience. Supervision may also be provided by an experienced human service supervisor with a closely related degree who agrees to consultation with a qualified social worker approved by the NMU Field Coordinator. All field supervisors should have demonstrated competence in practice, supervision, and a capacity for teaching social work. The Field Instructor has responsibility for providing educational guidance to the student in meeting the learning objectives and other requirements for field study. Specific responsibilities of the Field Instructor during field placement include the following:

- I. Assist and support the student in identifying learning objectives in the development of the Learning Agreement. Signed copies of the Learning Agreement will be forwarded to the Faculty Liaison by established deadlines.
- II. Provide structured learning experiences for the student necessary to meet these learning objectives. These assignments should reflect curriculum goals, outcome objectives and action plans.
- III. Maintain a supportive teaching role to help students integrate knowledge, skills, and values addressed in course work with the demands of practice.
- IV. The field instructor is responsible for notifying the field education program in a timely manner through the Field Liaison when a student's performance may jeopardize the successful completion of the field placement.
- V. Provide a mid-year and end-of-year (final) evaluation. A mid-year meeting with the student and field liaison will provide an opportunity to review the Learning Agreement and to modify and change that Agreement as necessary.
- VI. Model professional behavior and maintain a positive attitude toward the social work profession which fosters the student's professional identification and growth.
- VII. Provide weekly educational-focused meetings with the student.
- VIII. Complete Field Instructor Orientation offered by the Field Department prior to the placement beginning.
- IX. Complete and submit the Field Instructor Data Form to the Field Education Office.
- X. Provide the Field Education Office with feedback regarding their interest, time, and general availability to supervise students.

## **Faculty Requirements**

All faculty that teach practice courses in the MSW program are minimally required to hold an MSW from a CSWE accredited institution, as well as at least 2 years of post MSW experience in social work practice.

# NMU'S POLICIES AND PROCEDURES

## **Non-Discrimination Policy**

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

This Policy on Non-Discrimination is designed to express the University's intent and commitment to comply with the requirements of State and federal non-discrimination laws. This Policy and all other policies and procedures of Northern Michigan University shall be interpreted and applied co-extensively with such laws. This Policy shall not be interpreted as creating any legally enforceable rights, contractual or otherwise, that are greater than those existing under applicable non-discrimination laws. The prohibition against discrimination on the basis of sexual orientation does not apply to the University's relationships with outside organizations, including the federal government, the military, ROTC, and private employers. Nothing contained in this Policy shall be construed as prohibiting the University from applying bona fide occupational qualifications.

Limitations are appropriate if they are directly related to a legitimate University purpose, are required by law or rules of associations to which the Board of Trustees has determined the University will belong, are lawfully required by a grant or contract between the University and the state or federal government. Limitations of current facilities are excluded from this policy.

Complaints or inquiries related to this policy shall be directed to the Equal Opportunity Office or Human Resources. In the event of an alleged violation, the University's Discrimination/Complaint Procedures will be followed.

## **Disability Law Compliance Policy**

Northern Michigan University formally affirms its commitment to prohibit discrimination against individuals with disabilities in any aspect of University life including, but not limited to, physical plant access, employment, services, and the academic process. To this end, Northern Michigan University declares its intention to adhere to the Americans with Disabilities Act (ADA) and all other applicable federal and state disability laws.

The University shall offer appropriate and reasonable accommodations and shall establish and make known the procedures for obtaining those accommodations. Furthermore, the University shall offer consultation, assistance and problem resolution to the University community through

the office of the ADA Coordinator and shall provide information regarding other applicable University processes.

### **Sexual Harassment Policy**

Northern Michigan University is committed to its faculty, staff and students. Sexual harassment of any member of the University community is inconsistent with the University's desire to create the best possible living, learning, and work environment, and is therefore absolutely prohibited.

Harassment on the basis of sex is discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Michigan Elliot-Larsen Civil Rights Act. Federal and state laws prohibit sex discrimination in employment and in the utilization of educational facilities and services. Sexual harassment is considered to be sex discrimination and is therefore illegal.

### **Retaliation**

It is a violation of University policy to intimidate, discipline, discharge, or harass any individual because she or he has filed a complaint, instituted proceedings, assisted an investigation, or formally or informally objected to sexual harassment and/or discriminatory practices. If retaliation occurs, the incident should be reported either to the Equal Opportunity Office or Human Resources (faculty and staff) or to the Dean of Students Office (students).

### **Confidentiality**

The right to confidentiality, both of the complainant and of the respondent, will be respected insofar as it does not interfere with the University's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

### **Cooperation**

All members of the University community are expected to provide full and truthful cooperation to university officials during an investigation.

For additional information, please see the NMU Equal Opportunity Office Website:

<http://www.nmu.edu/equalopportunity/>

### **Reporting Research Involving Human Subjects**

Normally, social work field instruction is not included as part of a research project. However, in the event that research is being conducted in the field placement experience, human subject regulations may apply. Please contact the Office of Research and Development for details.

Office of Research and Development  
401 Cohodas  
Phone: 906-227-2300  
Fax: 906-227-2315  
[http://www.nmu.edu/grad\\_research/ord.htm](http://www.nmu.edu/grad_research/ord.htm)

The College of Graduate Studies is responsible for oversight for all grants and research conducted by employees and students at Northern Michigan University. The Dean serves as the Institutional Research Officer for the University. The Office of Research and Development administers internal grants and oversees external grants awarded to faculty, staff, and students.

Within this context, two committees serve with oversight responsibilities for the protection of human or non-human subjects used in research. The Institutional Animal Care and Use Committee (IACUC) oversees all care and use protocols for animals. The Human Subjects Research Review Committee (HSRRC) oversees all protocols involving the use of human subjects in research. External grants which university faculty, staff, or students apply for must be reviewed by this office prior to submission.