Master of Social Work Program
Student Handbook

Fall 2017

Department of Social Work
College of Health Sciences & Human Services
csmb.edu/socialwork
I. MSW DEPARTMENT MISSION, GOALS, AND CORE COMPETENCIES ........................................ 6
   MSW Department Mission ........................................................................................................... 6
   MSW Vision ................................................................................................................................. 6
   MSW Department Goals ............................................................................................................. 6
   MSW Core Competencies ......................................................................................................... 7
   MSW Program Overview ........................................................................................................... 10
   Specialization and Practice Behaviors ..................................................................................... 11
   The Three-year MSW Course Pathway .................................................................................... 11
II. MSW FIELD EDUCATION ...................................................................................................... 15
   Field Program Overview ........................................................................................................... 18
   Criminal Records Statement, Background Checks, Fingerprints & TB tests ....................... 20
   Changes in Placement .............................................................................................................. 20
   Interruption of Field Sequence ............................................................................................... 21
III. ADMISSION ............................................................................................................................ 23
   Graduate Requirements ........................................................................................................... 23
   MSW Program Admission Requirements ............................................................................. 23
   MSW Prerequisites (completion with a C or higher grade or Pass) ....................................... 24
   Advanced Standing .................................................................................................................. 25
   Life or Work Experience .......................................................................................................... 25
   Criminal Records .................................................................................................................... 25
   Social Work Degrees Earned Outside of the United States .................................................... 25
   MSW Program Admission ....................................................................................................... 25
      Conditional Admission ........................................................................................................ 26
      Deferred Admission and Reapplication ............................................................................. 26
IV. ADVISEMENT ........................................................................................................................ 27
   Academic Advising as an Educational Tool and Individual Learning Plan ....................... 27
   Balancing Work & School ....................................................................................................... 28
   Advising Timeline .................................................................................................................... 28
   Change of Advisors .................................................................................................................. 29
   Waivers ..................................................................................................................................... 29
   Transfer of Credits .................................................................................................................. 30
Continuous Enrollment for Graduate Students ........................................................................31
Leave of Absence ....................................................................................................................31

V. EVALUATION OF ACADEMIC PERFORMANCE ..........................................................33
Standards for Professional Behavior and Class Policies .......................................................33
University Grading System ..................................................................................................36
Minimum Grades & GPA .......................................................................................................37
Change of Grade ..................................................................................................................37
Repeated Courses ................................................................................................................37
Academic Standing, Probation and Disqualification .............................................................37
Academic Dishonesty ............................................................................................................38

VI. EVALUATION FOR PROFESSIONAL PERFORMANCE ..............................................39
Fitness for the Profession Criteria .......................................................................................39

MSW students should aspire to demonstrate behavior consistent with the standards of the social work profession. In the MSW program, fitness for the profession is defined as student demonstration of the following professional responsibilities. ........................................................................39
1. Professional rapport and relationships with clients, supervisors, colleagues, instructors, and classmates. ........................................................................................................39
2. Professional ethics by adhering to the NASW Code of Ethics; ability to demonstrate integrity in relation to: ........................................................................39
   a) ethical practice; ............................................................................................................39
   b) confidentiality; ...........................................................................................................39
   c) respect for clients, supervisors, colleagues, instructors, and classmates; ..........39
   d) honesty of communication; .....................................................................................39
   e) documenting time; and .............................................................................................39
   f) following through on obligations and contracts. .....................................................39
3. Respect for clients’ rights and self-determination (see NASW Code of Ethics for exceptions). ..............................................................................................................39
4. Ability to communicate clearly, purposefully, and appropriately. ................................39
5. Ability to differentiate between personal and professional attitudes, values, and beliefs. 39
6. Ability to evaluate, modify, and explain practice decisions. .........................................39
7. Ability to take direction and assume responsibility for one’s own learning. ................39
8. Willingness to evaluate one's own professional goals, strengths, and limitations .......... 39
9. Application of concepts, information, and skills appropriately for use in effective problem-solving, intervention, and other social work practice .................................................. 39
10. Willingness to take appropriate risks in order to learn and grow professionally ............... 39
11. Ability to assess one's own impact on others ................................................................. 39
12. Respect for diverse cultures and lifestyles, and respectful attitudes toward race, culture, ethnicity, age, physical or mental abilities, gender, sexual orientation, religion, or other human diversities in classroom and field setting ............................................................................. 39
13. Ability to take responsibility for decisions ................................................................. 39
14. Ability to hear and consider viewpoints different from one's own .................................... 39

Student Status Review ............................................................................................................. 39
Student Behavior Issues ........................................................................................................... 40
The Student Status Review Committee Process ....................................................................... 42
Grievance and the Appeal Process ........................................................................................ 44
Termination from Fieldwork and the MSW Program ............................................................. 44

VII. STUDENTS’ RIGHTS AND RESPONSIBILITIES ........................................................................ 47

Student Responsibilities ........................................................................................................ 48

VIII. MSW STUDENT ASSOCIATION .................................................................................. 51

IX. CSUMB STUDENT SUPPORT SERVICES ....................................................................... 54

Campus Health & Wellness Center ....................................................................................... 54
Fees for CSUMB Students .................................................................................................... 54
Campus Service Center (CSC) .............................................................................................. 55
Financial Aid Services ......................................................................................................... 55
Library ....................................................................................................................................... 56
College Assistance Migrant Program (CAMP) ....................................................................... 56
Personal Growth and Counseling Center (PGCC) ............................................................... 56
Student Disability Resources (SDR) ................................................................................... 56
Student Housing and Residential Life (East Campus) ......................................................... 56
Alliance Residential Company ............................................................................................. 57
University Police .................................................................................................................. 57
University Student Clubs and Organizations ......................................................................... 57
Veterans Services ................................................................................................................. 57

Fall 2017
X. DEGREE REQUIREMENTS/ ACADEMIC POLICIES

Academic Performance Requirement
Completion of Field Practicum
Culminating Experience
Advancement to Candidacy
Application for Graduation
Time Limit for Completing the MSW Program

APPENDICES

National Association of Social Workers (NASW) Code of Ethics,
http://www.naswdc.org/pubs/code/default.asp

Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards,
http://www.cswe.org/File.aspx?id=13780
I. MSW Department Mission, Goals, and Core Competencies

**MSW Department Mission**

The mission of the Master of Social Work (MSW) program at California State University Monterey Bay (CSUMB) is to:

*Prepare advanced social work practitioners to meet the needs of multicultural, multilingual, and diverse populations; to be ethical leaders in community-based practice; and to advocate for social and economic justice. The MSW program also maintains a special focus on the community issues of the California Central Coast region.*

The key components of the mission are in concert with the university vision and statement ([http://about.csumb.edu/vision-statement](http://about.csumb.edu/vision-statement)) and mission statement ([http://about.csumb.edu/mission-statement](http://about.csumb.edu/mission-statement)) as well as the CSU mission ([http://www.calstate.edu/PA/info/mission.shtml](http://www.calstate.edu/PA/info/mission.shtml)). Furthermore, the MSW program will help expand the missions of CSUMB and CSU to reach out to the historically underserved student populations.

**MSW Vision**

The CSUMB MSW department will become the premier center for multicultural, multilingual social work education in service to and partnership with Central California Coast communities and peoples.

**MSW Department Goals**

To carry out the MSW program mission, five program goals are further developed to lay out the expected competency areas in clinical and cultural expertise, ethical leadership, critical thinking, conflict resolution, interdisciplinary collaboration, inclusive community process, and use of technology to provide culturally competent services, program planning, and policy development.

1. Prepare clinically and culturally competent social work practitioners to provide human services for the diverse populations;

2. Prepare social work practitioners to engage in scientific inquiry, critical thinking, and use of information technology to inform evidence-based practice;

3. Prepare advanced practitioners with social work values and ethics, conflict resolution, and ethical leadership;
4. Enhance collaboration and inclusive community process with community stakeholders and the service delivery systems; and

5. Advocate for social and economic justice by addressing policies that create socio-economic disparity, oppression, and discrimination.

Graduates of the MSW program should hold the skills commitment stated above to provide culturally competent and advanced practice to the underserved and unserved populations in the Central Coast area. By doing so, they help deliver the mission of the MSW program to the community and the social work profession.

**MSW Core Competencies**

The mission of the MSW department is to prepare students to become competent social work professionals to work with diverse populations and address community needs. To reach this mission, the department follows the nine core competencies inspired by the Council on Social Work Education (CSWE) within the curriculum and assessment plan.

The Foundation Curriculum introduces students to the generalist social work content and prepares them with a foundation of knowledge and skills needed for social work practice to advanced practice knowledge and skills in a specific area such as Children and Youth. At the advanced generalist level, students should demonstrate their abilities to apply what they learned from the foundation curriculum (generalist practice) and be able to apply both practice knowledge and skills specific to their area of interest.

**Core Competency 1: Demonstrate Ethical and Professional Behavior**

**Operational definition:** Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.
Core Competency 2: Engage Diversity and Difference in Practice

Operational definition: Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Core Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Operational definition: Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Core Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Operational definition: Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Core Competency 5: Engage in Policy Practice

Operational definition: Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the
role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

**Core Competency 6: Engage with Individuals, Families, Groups, Organizations and Communities**

**Operational definition:** Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

**Core Competency 7: Assess Individuals, Families, Groups, Organizations and Communities**

**Operational Definition:** Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

**Core Competency 8: Intervene with Individuals, Families, Groups, Organizations and Communities**
Operational Definition: Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

Core Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations and Communities

Operational definition: Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

MSW CURRICULUM

MSW Program Overview

The California Central Coast area has been historically underserved in both social work education and human services. In the CSU system, there are 17 accredited MSW programs. None of them exist in the Central Coast area. College graduates have to leave the Central Coast region if they plan to pursue an MSW degree. Local college graduates who leave for educational advancement seldom return to this region for career development. Local employers have faced a chronic shortage of professionally trained social workers due to recruitment and retention difficulties, turnover, expansion of service, and retirement.

The purpose of the CSUMB MSW program is to fulfill the local needs that have been historically neglected. It aims to prepare future generations of MSW-level social workers to serve the needs of local residents and communities of California’s Central Coast. The scope of the program focuses on the local issues with connections to world affairs that have an impact on the Central Coast area. The MSW program is devoted to provide quality graduate education, build alliances with social work employers, and
maintain strong relationships with the local communities of diverse cultural, ethnic, linguistic, and economic structures.

The uniqueness of the MSW program is characterized by the following core elements:

- Appreciation of diversity and multicultural experience with an emphasis on the underserved and unserved Latino/a immigrant populations of the Central Coast region;
- Development of essential clinical skills to effectively engage, assess, diagnose, and treat diverse, marginalized populations;
- A collaborative practice model across both public and private health, social services, and public safety sectors;
- Promotion of ethical leadership skills;
- Provision of local field placement and work-study opportunities that facilitate skill development in a wide range of settings;
- The use of technology to manage information and support effective service delivery, program planning, and policy development; and
- Strong partnerships with community agencies, incorporating input for continuous program improvement.

**Specialization and Practice Behaviors**

MSW students will develop competencies in foundation social work knowledge and skills and clinical practice consonant with the mission of our program. CSUMB’s MSW program currently has a single specialization, advanced generalist practice, utilizing a cross-cultural perspective to meet the needs of the region and the social work profession. Advanced year courses build upon the content of the foundation Generalist Practice curriculum. Students may also choose elective courses to complement their specialization learning and to deepen their practice competence.

**The Three-year MSW Course Pathway**

The three-year part time MSW program is designed for professionals already working in the public and private, nonprofit sectors, and for recent bachelor’s degree holders with related professional experience. It offers a three-year curriculum with late afternoon, evening and hybrid classes suitable for people working during the day. There are approximately three (3) classes per semester. Summer courses between the second and third year may be offered depending on student interest and need. Field education
requires a total of 960 hours, approximately 240 hours per semester (beginning in the second year of the program). The course pathway is listed in Table 2.

**The Two-year MSW Court Pathway**

The two year full time MSW program also requires 60 units and 960 hours in field education. With an identical curriculum requirement, full Time students typically enroll in five courses per semester over four semesters. Courses are offered both in the afternoons and evenings. This course pathway is listed in Table 3.

**Elective Courses**

Students are required to complete a minimum of THREE elective courses from the following choices. Typically 5 or 6 electives are offered every calendar year and faculty are regularly adding elective offerings to this list; please see your adviser for more information.

Complete none, one, or up to two of the following Foundation elective courses:

- SW 561: Leadership & Administration
- SW 562: Social Work with Latino Families
- SW 563: Advanced Conflict Resolution
- SW 564: Trauma-Informed Social Work Practice
- SW 565: School Social Work
- SW 566: Crafting a Grant Proposal

Complete at least ONE of the following Advanced Practice elective courses:

- SW 610: Introduction to Behavioral Health
- SW 611: Introduction to Children, Youth & Families
- SW 612: Gerontological Social Work
- SW 660: Substance Abuse & Intervention
- SW 662: Advanced Family Therapy
- SW 663: Crisis Intervention
- SW 664: Advanced Psychotherapy
- SW 666: Integrated Health Care
- SW 669: Veterans & Military Families
### Table 2: The Three-Year MSW Course Pathway

<table>
<thead>
<tr>
<th>First Year, Fall 2017</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 501 Diversity and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>SW 510 Foundations of the Social Work Profession</td>
<td>3</td>
</tr>
<tr>
<td>SW 540 Cross-Cultural Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td>First Year, Spring 2018</td>
<td></td>
</tr>
<tr>
<td>SW 530 Generalist Practice: Community &amp; Policy Practice</td>
<td>3</td>
</tr>
<tr>
<td>SW 550 Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td>SW 570 Social Policy and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SW Elective Elective, if not taken during summer or winter</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9/12</td>
</tr>
<tr>
<td>Summer (Optional): Depending on student demand</td>
<td></td>
</tr>
<tr>
<td>SW Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Year, Fall 2018</td>
<td></td>
</tr>
<tr>
<td>SW 520 Social Work Generalist Practice: Individuals &amp; Families</td>
<td>3</td>
</tr>
<tr>
<td>SW Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td>SW 596** Generalist Field Practicum &amp; Integrative Seminar I (Monthly)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Winter (Optional): Depending on student demand</td>
<td></td>
</tr>
<tr>
<td>SW Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Year, Spring 2019</td>
<td></td>
</tr>
<tr>
<td>SW 530 Social Work Generalist Practice: Groups</td>
<td>3</td>
</tr>
<tr>
<td>SW 598** Generalist Field Practicum &amp; Integrative Seminar II (Monthly)</td>
<td>3</td>
</tr>
<tr>
<td>SW 670 Advanced Social Policy</td>
<td>3</td>
</tr>
<tr>
<td>SW Elective SW Elective, if not taken during summer or winter</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9/12</td>
</tr>
<tr>
<td>Summer (Optional): Depending on student demand</td>
<td></td>
</tr>
<tr>
<td>SW Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Year, Fall 2019</td>
<td></td>
</tr>
<tr>
<td>SW 600 Applied Social Work Research Project I</td>
<td>3</td>
</tr>
<tr>
<td>SW 696** Advanced Field Practicum &amp; Integrative Seminar I (Monthly)</td>
<td>3</td>
</tr>
<tr>
<td>SW 620 Advanced Generalist Practice: Engagement &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Winter (Optional): Depending on student demand</td>
<td></td>
</tr>
<tr>
<td>SW Elective Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Year, Spring 2020</td>
<td></td>
</tr>
<tr>
<td>SW 601 Applied Social Work Research Project II</td>
<td>3</td>
</tr>
<tr>
<td>SW 630 Advanced Generalist Practice: Intervention &amp; Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>SW 698** Advanced Field Practicum &amp; Integrative Seminar II (Monthly)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Total units required</td>
<td>60</td>
</tr>
</tbody>
</table>
Table 3: The Two-Year MSW Course Pathway

<table>
<thead>
<tr>
<th>First Year, Fall 2017</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 501</td>
<td>Diversity and Social Justice</td>
</tr>
<tr>
<td>SW 510</td>
<td>Foundations of the Social Work Profession</td>
</tr>
<tr>
<td>SW 520</td>
<td>Generalist Practice: Individuals &amp; Families</td>
</tr>
<tr>
<td>SW 540</td>
<td>Cross-Cultural Human Behavior in the Social Environment</td>
</tr>
<tr>
<td>SW 596*</td>
<td>Generalist Field Practicum &amp; Integrative Seminar I (Monthly)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year, Spring 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 530</td>
<td>Generalist Practice: Groups</td>
</tr>
<tr>
<td>SW 531</td>
<td>Generalist Practice: Community &amp; Policy Practice</td>
</tr>
<tr>
<td>SW 550</td>
<td>Social Work Research</td>
</tr>
<tr>
<td>SW 570</td>
<td>Social Policy and Analysis</td>
</tr>
<tr>
<td>SW 598*</td>
<td>Generalist Field Practicum &amp; Integrative Seminar II (Monthly)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Summer (Optional): Depending on student demand | |
| SW Elective | Elective | 3 |

<table>
<thead>
<tr>
<th>Second Year, Fall 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>SW 600</td>
<td>Applied Social Work Research Project I</td>
</tr>
<tr>
<td>SW 620</td>
<td>Advanced Generalist Practice: Engagement &amp; Assessment</td>
</tr>
<tr>
<td>SW Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>SW 696*</td>
<td>Advanced Field Practicum &amp; Integrative Seminar I (Monthly)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Winter (Optional): Depending on student demand | |
| SW Elective | Elective | 3 |

<table>
<thead>
<tr>
<th>Second Year, Spring 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 601</td>
<td>Applied Social Work Research Project II</td>
</tr>
<tr>
<td>SW 670</td>
<td>Advanced Social Policy</td>
</tr>
<tr>
<td>SW 630</td>
<td>Advanced Generalist Practice: Intervention &amp; Evaluation</td>
</tr>
<tr>
<td>SW Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>SW 698*</td>
<td>Advanced Field Practicum &amp; Integrative Seminar II (Monthly)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Summer (Optional): Depending on student demand | |
| SW Elective | Elective | 3 |

| Total units required | 60 |
II. MSW FIELD EDUCATION

Field instruction in the MSW Program is fully integrated with the academic curriculum and provides students with opportunities to apply social work knowledge and skills in agency settings. Field education is the “signature pedagogy” of MSW education. The field practicum sequence facilitates generalist and advanced practice competencies through the integration of classroom and field experience. The MSW coursework supports the integration of theory and practice at both the generalist and advanced generalist levels.

For three year students, field education begins in the second year after foundation courses have been completed and concludes in the third (final) year of the program. For two year students, field education begins in the first (foundation) year of the program. The generalist experience is defined to include both direct and indirect services. Theories, methods, practice components, field experience, and field seminars form the core of field education.

The Generalist Field Practicum & Integrative Seminar I & II (SW 596 & SW 598) center on building a generalist foundation for practice through experience with individuals, families, groups, organizations, and communities and are taken concurrently with SW 520, SW 530 and SW 531.

SW 596 is the first course in the GP sequence and emphasizes the development of professional identity and conduct, professional values and ethics, and the skills of client engagement, resource referral, collaboration, and communication. Co-requisite: SW 520

SW 598 is the second course in the GP sequence and provides additional depth of learning as students continue the internship established in SW 596 and build on the skills of generalist practice including client engagement, collaboration, and professional communication skills. SW 598 emphasizes cultural competence, advocacy, and practice evaluation skills with individuals, families, and groups. Co-requisite: SW 530

The Advanced Practice (AP) field practicum focuses on the development of advanced knowledge and skills needed for specialized areas of practice. The Advanced Field Practicum and Integrative Seminars (SW 696 & SW 698) introduce students to specialized social work practice with selected populations and are taken concurrently with Applied Research Project courses SW 600 and SW 601, and Advanced Practice Courses SW 620 and SW 630. Students will identify an unmet need in their agency and conduct an applied social work research project (SW 600 & SW 601).

SW 696 is the first course of the Advanced Field Seminar sequence and will facilitate the integration of cross-cultural knowledge and skills in a specialized area of practice through more advanced and complex learning opportunities in the field. The
seminar will emphasize prevention and intervention strategies to enhance client capacities as well as to advance skills in crisis intervention. Co-requisite: SW 600

SW 698 is the second course of the Advanced Field seminar sequence and will facilitate the integration of cross-cultural knowledge and practice in a specialized area through more advanced and complex learning opportunities. The seminar will emphasize continued skill building in intervention and intervention strategies to enhance client capacities as well as to advance skills in crisis intervention. Co-requisite: SW 601

Over the course of a two-year period (four-semester sequence), field education is expected to provide social work practice experience with at-risk populations in the neighboring counties including:

- Direct practice interventions with individuals, families, and small groups with a special emphasis on the underserved and unserved populations of the region;
- Indirect practice interventions focusing on community, organizational, or institutional change;
- Exposure to a range of theoretical models and practice approaches;
- Focus on developing clinical expertise in engagement, assessment, diagnosis, planning and treatment, and intervention in a specialized area of practice; and
- Conducting evidence-based practice and practice-informed research.

All of the above are to be presented and practiced within an environment of appropriate professional values and ethics with sensitivity and integration of effective multicultural practices in response to the range of diversity in the region.

Field instruction takes place in selected and approved agencies and organizations located throughout the tri-county area including both the public and nonprofit sectors. Field placement sites are approved on the basis of the quality and stability of professional practice, commitment to addressing social issues and to professional social work education, and ability to support the MSW curriculum and the learning process for MSW students.

Agency Field Instructors who are employed or contracted by the agency and who are approved by the MSW Program are the supervisor of record for the student. Field Instructors must have an MSW degree with a minimum of two years post-MSW work experience. Field Instructors work with MSW students and MSW Faculty Field Liaisons to assign tasks and activities that help students meet the core competencies of field education. Students also have an assigned Faculty Field Liaison who is responsible for the field seminar instruction and monitoring student progress in the field.

The Field Learning Agreement (FLA) specifies the tasks, assignments and reports that allow students to apply theories, frameworks, values, skills in field. It is completed in each fall semester of the field sequence. The FLA also incorporates the
core competencies of the MSW program. In addition, the Field Manual includes the major administrative policies and procedures of the MSW program regarding field education.

**Integration with Academic Courses**

Field instruction provides the opportunity for the student to engage in selected and organized activities, with or on behalf of clients, and apply the social work skills, knowledge, and values learned in the classroom. The knowledge includes social welfare policies and programs, the dynamics of cross-cultural human behavior across the life span, social work research methods, and a broad range of social work practice theories.

Integration of fieldwork and coursework is a process of exchange and dialogue among the student, the agency Field Instructor, and the MSW Faculty Field Liaison (field seminar instructors). Students are expected to share relevant course information with the Field Instructor. In addition, all MSW students are required to attend and participate in monthly field seminars (SW 596, SW 598, SW 696, & SW 698) designed to support and integrate the students’ field-based learning. Seminar activities include class discussion and case presentations that always apply the NASW Code of Ethics. Students must receive a grade of Credit for each field course before progressing to the next level in the field sequence.

In keeping with the MSW program’s mission, students are placed in public and nonprofit field settings and are given the opportunity to serve the unserved and underserved at-risk populations of the Central Coast area. The curriculum promotes the exploration of the field experiences in terms of providing culturally competent services that meet the needs of diverse populations and addressing social justice issues such as poverty, equal access to healthcare and education, oppression, and discrimination.

The Applied Social Work Research Project sequence (SW 600 & SW 601) in the advanced year provides an opportunity for students to integrate their learning experiences and to contribute to the social work knowledge base (including practice). The sequence guides students through the process of designing and conducting scientific inquiry that responds to a significant social work practice and/or policy problem identified in collaboration with the final field placement site assigned in the concurrent course, SW 696. Students utilize analytical models of assessment, prevention, intervention, and evaluation at the micro, mezzo, and macro level.

SW 600 is the first of two required courses in the Applied Social Work Research Project sequence of Advanced Practice. It provides students with guidance in developing and implementing the applied social work research project. Students have the opportunity to present and receive feedback on their research project documents throughout the semester. **Prerequisite: Candidacy for MSW degree. Co-requisite: SW 696**
SW 601 is the second of two required courses in the Applied Social Work Research Project sequence of Advanced Practice. It provides continued guidance in final implementation of the applied social work research project from SW 600. Students submit final written documentation and present orally and electronically at the MSW Practice Forum (Capstone). *Prerequisite: SW 600. Co-requisite: SW 698*

SW 620, Advanced Social Work Practice: Assessment and Engagement, and SW 630, Advanced Social Work Practice: Intervention and Evaluation, are the two required advanced practice courses that help students further develop their knowledge and skills for advanced generalist practice. SW 620 focuses on culturally sensitive clinical assessment, risk assessment, and diagnosis; case planning with the goals of motivational engagement; and working with diverse, non-voluntary clients. Course content is intended to help students deliver social work assessment and engagement practices that promote wellness and resilience across a range of populations at the individual, family, group, community and organizational levels. SW 630 builds on the theory and techniques of SW 620 with emphases on application and evaluation of effective intervention strategies with diverse clients in a wide range of settings. Case scenarios will be used intensively. Course content is intended to help students deliver social work intervention and evaluation practices that promote wellness and resilience across a range of populations at the individual, family, group, community and organizational levels.

**Field Program Overview**

*Hours*

The field sequence consists of a total of twelve (12) units of field practicum divided into two years of study. Students are required to complete a minimum of 480 hours of field practicum for each of the two years in the field sequence for a grand total of 960 field hours (minimum). Hours accrued in the field seminar are counted as part of the total number of required hours.

Students are required to complete 16 hours of field placement each week of the semester and must be able to commit to eight consecutive hours for each of the two days in placement. The specific days of the placement will be negotiated between the agency and student and will depend in part upon the needs of the agency and learning opportunities available for students on particular days of the week.

**Field Program Model**

It is recommended that Generalist Practice and Advanced Practice field placements be completed in different agencies in order to broaden the experience and skill set of the student. The Generalist Practice field course sequence centers on building a generalist foundation for practice through experience with individuals,
families, groups, organizations, and communities. After successfully completing the Generalist Practice field, MSW students are ready to progress to Advanced Practice field.

The Advanced Practice field course sequence focuses on advanced clinical social work practice skill building. Field courses are also directly linked with the Applied Social Work Research Project which is agency-based.

*Field Seminars*

All students are required to attend monthly field seminars, and other schedule trainings and events (See Field Calendar for schedule). The grading option for the field seminars is Credit/No Credit and will be based on their performance in the field as well as classroom performance and participation.

*Field Instruction*

All Field Instructors must have an MSW degree from an accredited social work program as well as a minimum of two years post-MSW experience, be employed (or contracted) by an agency serving as a placement site, and be available at the agency for students on the days they are in placement. It is estimated that each student needs approximately three hours of supervision time each week; one hour of individual supervision each week is the *minimum requirement* of the program. Group supervision may also be provided by the agency and may be in conjunction with other graduate students and/or staff of the agency.

*Collaborative Field Placements*

Sometimes an agency may not possess the resources to provide all the necessary learning experiences for the student. In such cases, two or more agencies may collaborate by mutual plan to provide an expanded field experience. Students may be rotated or assigned concurrently in two or more such services; however, the student is placed primarily in one agency/program which has the overall responsibility for field instruction and evaluation of the student. The Field Instructor at the primary agency assumes responsibility for approving the secondary learning experience and Task Supervisor, as well as reporting to the MSW program. Collaborative field placements may also be arranged for students interested in specialized fields of practice not supported by the primary agency.
Criminal Records Statement, Background Checks, Fingerprint & TB tests

All applicants to the CSUMB MSW program will be requested to disclose any criminal history involving arrests and/or convictions. This information is essential to have before the student’s entry into the Field Education Program in order to provide effective field placement planning assistance and to comply with state and federal law. Many agencies are required to obtain child abuse clearance for employees and interns to ensure adherence to the law and for safety reasons. Agencies may also need to conduct background and/or criminal history checks to meet requirements. Fees for fingerprints may be covered by the agency, but payment and process should be discussed so that both student and agency are clear. Students with a history of arrests or convictions need to know in advance this may prohibit placement in certain agencies, stipend programs, and even their continuation in the MSW Program. Any student with this situation shall notify the Field Education Coordinator as early as possible so that appropriate planning may be initiated. Some agencies may also require a TB test and clearance before the student may work directly with clients. Fingerprint, background checks, and TB tests are completely at the discretion of the field agency and are not a requirement of the MSW Program.

Changes in Placement

A change in field placement will not be permitted after it is initially approved and the student has started his or her placement. The only exception to this policy involves situations in which there are serious issues that cannot be resolved; the change of placement request may be initiated by student or agency. It is very difficult to develop an adequate learning experience for a student in a new placement at mid-semester or mid-year. If no appropriate placement can be located, the student may be required to repeat or continue the field placement experience in the following academic year and delay their graduation date. However, every effort will be made to support the student in a successful transition to a new site.

Requests for changes of placement must involve active participation and approval of the Field Instructor, the Faculty Field Liaison and the Field Education Coordinator. In such a case, the student is responsible for completion of the termination process in the agency, including termination contacts with all assigned clients. The original Field Instructor is also expected to submit a summary of the student’s field experience to date, which is shared with the student and becomes part of the student’s field record in the MSW program. In general, changes of placement will only be considered at the end of the first semester of the placement.
**Interruption of Field Sequence**

There may be other situations that interrupt the timely progression of the field sequence. This may include documented illness or hardship for the student, family member, or other unforeseen situation that disrupt the student’s progress in the program. When this occurs, it is likely the student will need to re-enroll in the field seminar and Generalist Practice courses with a new field placement in the following academic year which will **cause a delay in graduation**. The student may proceed with other courses, but cannot advance to the Advanced Practice field sequence until successful completion of SW 596 and SW 598 has been achieved. **Students who are unsuccessful in the second placement experience will be terminated from the MSW program.**

Issues of professional competence may also arise in the field practicum sequence. When this is the case, students may be eligible for a grade of Incomplete in order to extend the field experience with a goal of improving performance in order to meet the expected competency level. This is only an option when the agency Field Instructor and MSW Faculty Field Liaison both believe there is a good chance the student can improve his or her performance in the field to an acceptable level in the specified timeframe. The student and the MSW Faculty Field Liaison must complete a written contract/agreement that clarifies the specific tasks that need completion as well as the timeframe. Students must clear the Incomplete grade before proceeding to the next field course in the sequence.

In situations where extended time in the field is not expected to result in improved competence in the field, the student may be suspended from the field experience for the academic year and will not receive credit for the practicum. In this instance, the student will be required to enroll again the following academic year in both the field and practice sequences. **Students who are unable to be successful in the field practicum will be terminated from the program after a second failed placement due to issues of professional competence.**

MSW students are advised to consult with the MSW Field Manual for further requirements and procedures related to field education.

Before beginning field placement, students are provided with an orientation that covers general field information (internship hours, documentation of hours, field assignments, progress notes, evaluation, etc.), core competencies, professional conduct, and the expectations for student performance in the field.

The Faculty Field Liaison visits the field placement site to meet with the student and the Field Instructor at least twice per academic year. Under special circumstances, the Faculty Field Liaison will visit certain field sites more frequently to meet with the student and the Field Instructor. The purpose of the site visit is to have a formal meeting to discuss the student’s progress in the placement. The Field Instructor is
required to meet with the student to complete the Fall and Spring Field evaluations. The Field Instructor is also encouraged to discuss performance issues with the student and the Faculty Field Liaison as soon as the concern arises. In such cases, the Field Instructor will need to contact the Faculty Field Liaison.

Students cannot receive a final grade (Credit) for field seminar (SW 596, SW 598, SW 696 or SW698) without submitting complete and signed evaluations. Unsatisfactory evaluations may resolve the student failing the field seminar (No Credit) and being subject to academic disqualification.

If a student has other personal issues impacting his/her ability to successfully meet the requirements of the MSW program that become evident in the early weeks of the field placement, he/she may request withdrawal or a Leave of Absence (if eligible) from the MSW program.

Students must meet the greater university requirements for enrollment and registration and those policies and procedures are found at: https://csumb.edu/policy/enrollment-and-registration-policy
III. ADMISSION

Interested applicants must apply for admission via a 2 step process. Applicants first apply to CSUMB through CSU Mentor and then to the Master of Social Work (MSW) program.

Graduate Requirements
http://catalog.csumb.edu/general-information/admissions/graduate-requirements

CSUMB accepts only electronic applications. An electronic version of the CSU graduate application is accessible on the CSUmentor.edu website (http://www.csumentor.edu/). After completing the CSU Mentor Application, instructions will be sent to you in regards to completing the MSW Program Application (2nd step of the application process).

Special Notes to Applicants with Bachelor Degrees Awarded Outside of the United States. Detailed information for CSUMB prospective international students regarding Scholastic Eligibility, Foreign Credential Evaluation, Academic Major and Form I-20, English Proficiency, and Financial Statement/Educational Cost are available at http://admissions.csumb.edu/international-students. All transcripts of college work must be recorded or translated into English. Foreign Credential Evaluation and Equivalence is a detailed "course-by-course" report required for all programs.

Potential applicants still working towards completion of their Bachelor’s degree can visit http://www.assist.org/web-assist/welcome.html to assess which courses will transfer to CSUMB.

MSW Program Admission Requirements

The CSUMB MSW program adopts a cohort model and accepts applications for fall semesters only. Updated application materials are available on the program website at msw.csumb.edu.

Applicants from multicultural, multilingual, and diverse backgrounds are encouraged to apply.

1. An earned bachelor’s degree from a college or university accredited by the Western Association of Schools and Colleges (WASC) or an equivalent regional accrediting association;
2. A minimum undergraduate GPA (grade point average) of at least 3.0 (on a 4.0 point scale) in the last 60 semester or 90 quarter units (applicant whose GPA is below 3.0 should refer to the section on Conditional Admission);
3. A copy of official transcripts of all previous undergraduate and graduate work;
4. *Completion of the liberal arts (General Education) foundation. Applicants with a bachelor’s degree from a California State University or University of California
campus meet the requirement. Applicants who finished their college education outside of the California State University or University of California system need to fill out the Liberal Arts Foundation Worksheet (included in the application packet);

5. Completion of three prerequisites (with a C or higher grade or Pass): Human Biology, Statistics, and Computer Literacy (applicant who hasn’t completed the MSW prerequisites should refer to the section on Conditional Admission);

6. Completed MSW program application forms;

7. A personal statement describing applicant’s background, interest, goals, and suitability for the program and social work practice (refer to the guideline for personal statement in the application packet);

8. Resume (no more than 5 pages); and

9. Three letters of recommendation (including the completed Request for Reference and Rating of Applicant forms) commenting on applicant’s suitability for the program and social work practice.

*Liberal arts or General Education offers a broad knowledge base of behavioral and social sciences, humanities, and biological sciences to prepare students with a sufficient understanding of society, social problems, and human behavior. This understanding prepares students for the Generalist Practice of the MSW program. Applicants who do not have a bachelor’s degree in liberal arts or social work may have to take liberal arts courses prior to being admitted to the program.

**MSW Prerequisites (completion with a C or higher grade or Pass)**

**Biology** course content must include a biological perspective of human anatomy and/or development. Eligible courses are listed on the MSW program’s Website. This course must be completed prior to the student matriculating in their first fall semester.

**Statistics** includes Basic Statistics, Elementary Statistics, Introduction to Statistics, or Social Statistics. The statistics course or a subsequent research methods course must have been completed **within the last five years**. This course must be completed prior to the student matriculating in their first fall semester.

**Computer literacy** includes evidence (such as a transcript or a certificate of completion) of coursework or professional training and experience **within the last five years**. At a minimum, the prospective MSW students should be comfortable with using electronic spreadsheets, word processors, and presentation software (including Excel, Word, PowerPoint, Internet/Email, etc.). Applicants who are computer literate but cannot furnish a copy of transcript or certificate of completion must provide evidence of proficiency level such as a letter from supervisor at work, testing report from an adult school, etc.
**Advanced Standing**

The CSUMB MSW program does not offer advanced standing at this time.

**Life or Work Experience**

Prior work experience or internship experience in social work or related areas are preferred but not required to apply. Volunteer or paid work experience related to social work can be included in the personal statement as part of the application materials. No course credit will be granted for life experience or previous work experience (per CSWE Accreditation Standard 3.2.5).

**Criminal Records**

Applicants will need to disclose, if applicable, their prior criminal records as part of the application materials. While criminal history information is evaluated on a case-by-case basis, applicants should be aware of possible limitations on field placement opportunities, continuance in the MSW program, eventual jobs and career development, and professional licensing. Information on criminal history will not be included in the competitive application review process. If an applicant is qualified to be accepted to the program, his/her prior criminal history will result in a further review, including an interview, prior to a final admission decision. Overall, this advisement is not intended to discourage applicants from applying for the MSW program but to point out the possible impact of criminal history on MSW education (including field placement).

**Social Work Degrees Earned Outside of the United States**

International applicants who are awarded social work degrees outside the United States need to apply for social work degree equivalence through the International Social Work Degree Recognition and Evaluation Service of the Council on Social Work Education (CSWE) (the sole accrediting agency for social work education in the United States) BEFORE they apply for the CSUMB MSW program. A copy of the CSWE determination letter must be submitted to the MSW program.

Application instructions for social work education and degree equivalence are available at the following website: [http://www.cswe.org/CentersInitiatives/TrainingCareers/22207.aspx](http://www.cswe.org/CentersInitiatives/TrainingCareers/22207.aspx).

**MSW Program Admission**

Admission to the MSW program is based on a holistic evaluation of all application materials. The MSW Admissions Committee consists of CSUMB employees
who have a CSWE-accredited MSW degree and at least two years of post-MSW full-time work experience and/or a doctoral degree. Each applicant will receive a letter regarding the application decision (acceptance or denial) from the Chair of the Department of Social Work. Applicants who are not offered admission may consult with the MSW Outreach/Recruitment/Admissions Coordinator or the MSW Program Director to better prepare their next year’s application or to discuss whether social work is the right career choice.

**Conditional Admission**

Conditionally classified admission may be granted to applicants with strong applications (meeting the aforementioned admission requirements #1 and #3 through #9) and a GPA between 2.75 and 2.99 (on a 4.0 point scale) in the last 60 semester or 90 quarter units. In these situations, the applicant must submit GRE (Graduate Record Examination) scores as part of the application packet. The GRE scores (especially analytical writing) should indicate applicant's ability to complete graduate-level academic work. **GRE is NOT required for applicants who have a minimum GPA of 3.0 in the last 60 semester or 90 quarter units.**

Conditionally classified admission may also be granted to applicants who meet the admission requirements but have not completed the MSW prerequisites and/or their bachelor’s degree at the time of application. However, these prerequisites must be fulfilled before the start of the first fall semester.

**Deferred Admission and Reapplication**

The CSUMB MSW program does not grant deferred admission. Applicants who are accepted to the MSW program but do not begin as MSW students in the year that they are offered admission can request to have their application held on file for the following year. They must write a letter of request to the Chair of the Department of Social Work. This letter must be received at the MSW program office no later than the enrollment deadline for the following academic year.

The applicant will have to re-apply for CSUMB Graduate Education and pay the University Application Fee. Please note this process does not guarantee that the applicant will be offered admission in the next year. The application will be reconsidered in light of the next year’s applicant pool. Applicants requesting this process are not required but are encouraged to update their application file to include any new information that they believe will strengthen their application. This process only applies to the year immediately following the initial application.

If the MSW program office does not receive a letter requesting a hold on the application file or the letter is late, any future application would have to be completely resubmitted.
IV. ADVISEMENT

Academic Advising as an Educational Tool and Individual Learning Plan

Academic advisement is an integral part of the educational experience. Students are strongly encouraged to use advising to enhance their learning experience. Advisement has two major purposes: 1) to provide each student with a faculty member who knows the student’s educational interests and goals and who serves as a resource in assisting the student in his/her total educational experience; and 2) to provide the MSW program with a clear channel through which to periodically monitor student performance and progression in their study.

Each MSW student is assigned a Faculty Advisor (full-time social work faculty member) upon acceptance to the program. The faculty advisors assist MSW students in completing their Individual Learning Plan (ILP) that lays out courses that need to be completed to meet the MSW degree requirements. A copy of the ILP will be kept in the student’s file in the MSW program.

The faculty advisor will:

1. Assist students in assessing aptitude and motivation for a career in social work;
2. Consult with the student regarding short and long term educational goals;
3. Help the student assess her/his educational needs and objectives regarding the two field placements while considering potential resources;
4. Work closely with the student at the beginning of the educational experience to complete the ILP. The student keeps a copy of the plan and the advisor places the original in the student’s file to be updated each semester as needed;
5. Assist the student in choosing selected areas of study and electives to meet his/her goals;
6. Assist in locating campus resources and making referrals when appropriate;
7. Act as a mediator if a student is having academic difficulties with a course instructor. The student and the advisor meet to discuss how to address the problem. This procedure is intended to ensure that problems are not left unattended, that all possible assistance and support are made available to the student, and that all necessary actions are taken;
8. Is available to the student to discuss personal issues as they impinge on the student’s educational experience and, if indicated, make appropriate referrals to University and community resources. The student must meet the advisor at least once every semester to review academic progress; and
9. Provide suggestions, alternatives, and means whereby a student can move into another career choice as easily as possible.
The student must take responsibility for prompt and intentional communication with their Faculty Advisor. We encourage students to check their CSUMB email daily while enrolled in the program. Please refer to the first page of this Handbook for Faculty and Staff contact information.

**Balancing Work & School**

Undertaking a graduate MSW program requires a great time commitment. It is important to plan ahead with family, friends, and employers. Generally, students should expect to spend at least nine hours/week for each class they take. This means that students taking three courses should require about 27 hours/week including required reading, writing and editing assignments, collaborating with peers, attending class, and consulting with the instructor. Students will also have internship responsibilities 16 hours/week for two years. While there are a limited number of placements with weekend or evening hours, most placements take place on week days. The addition of an internship placement requires additional planning and often requires the need to flex work schedules or reduce hours. The MSW capstone year-long research project that students often find intellectually rigorous.

One possibility for reducing the workload is to take some courses during the summer or winter terms. These terms are considerably shorter and more intense than the traditional semesters. Furthermore, these options are taught through Extended Education and have a higher tuition rate than state-side classes. Students should consult their advisor about which courses are available during Summer or Winter terms.

**Advising Timeline**

1. The first contact between the students and their faculty advisor is expected to take place during an orientation meeting for incoming students in the fall semester of each year. This meeting will enable the students to become acquainted with their advisor prior to beginning their academic work.

2. At the beginning of the first semester of MSW work, student and advisor are responsible for initiating an individual meeting between them.

3. Faculty advisors meet with students on a regular basis to review the ILP in order to assess progress and to identify potential problems associated with performance in the classroom and the field. The students are strongly advised to meet with the advisors at least once every semester.

4. Advancement to second year of program.
5. Before completing the advancement to candidacy, student and advisor meet to discuss student’s Advanced Practice program and elective concerns.

6. In the last semester of study, the faculty advisor will review the graduation check and provide consultation regarding job seeking, preparation for job interviews, and career development.

**Change of Advisors**

Students may have the option to change advisors, if needed, by making a formal request to the Chair of the Department of Social Work. Such changes will take into consideration the student’s preferences to the degree possible. Reassignment is based on faculty workload and the agreement of the faculty member affected. Students may request in writing a change of advisors from the Chair of the Department of Social Work. The student may consult the Chair of the Department of Social Work prior to writing a formal request.

**Waivers**

Students admitted to the MSW program with a 3.0 GPA (of last 60 semester or 90 quarter units) may be eligible to take a waiver/proficiency examination for SW 510, SW 540, SW 550, and SW 570 if these students meet the following requirements:

1. The course is consistent with the mission, goals, and core competencies of the CSUMB MSW program;
2. The course must be accepted by the CSU Monterey Bay MSW program;
3. The courses must be taken within five calendar years immediately preceding the receipt of a bachelor degree;
4. The course should be of graduate or upper division levels with a grade B- or better; and
5. No more than six (6) semester units may be applied to the MSW degree at CSUMB.

The full titles of courses eligible for waiver are:

- SW 510 Foundations of the Social Work Profession (3)
- SW 540 Cross-Cultural Human Behavior in the Social Environment
- SW 550 Social Work Research (3)
- SW 570 Social Policy and Analysis (3)

In order to be eligible to take a waiver/proficiency examination, the student must hold a baccalaureate degree in social work from a CSWE-accredited social work program or in a major from a closely related field and have achieved a grade of B- or
better in a course similar to the course in which the waiver/proficiency examination is to be taken.

It is the student’s responsibility to submit a written request for course waivers and meet with the Program Director immediately after admission is granted and no later than two weeks before fall classes commence. A copy of course syllabi, textbooks, course materials, completed assignments or projects, transcript that includes the grade (B- or better) received for the course (transcript not required if the CSUMB MSW office has an official copy), and relevant evidence should be attached to the written request.

The MSW program faculty will review the submitted material and administer and grade the examination. The student must pass the examination with a grade of B- or better. Accommodation for special needs can be arranged upon request through the Student Disability Resources Office (phone: 831-582-3672, fax/TTY: 831-582-4024, student_disability_resources@csumb.edu).

The MSW Program Director will notify the student of the outcome of the exam before the add/drop deadline. If the student passes the examination successfully, he/she is required to enroll in a substitute course to maintain the 60-unit requirement for the MSW program. The student needs to consult with his/her academic advisor to identify appropriate substituted course(s) and register in a timely manner. The academic advisor will assist the student to do an Individual Learning Plan.

Transfer of Credits

Eligible MSW students can request transfer of MSW credit up to six (6) semester units toward the MSW degree requirement of CSUMB. Eligibility and procedure are stated below.

Previous MSW Coursework: Students with MSW-level course work in other CSWE-accredited MSW programs are advised to submit a written request for transfer of credits and meet with the Chair of the Department of Social Work immediately after admission is granted to determine if any aforementioned courses of the CSUMB MSW program (SW 510, SW 540, SW 550 & SW 570) are redundant with their MSW-level education elsewhere. A copy of course syllabi with required textbook information, course materials, and assignments should be attached to the request. An official transcript that includes the grade (B or better) received for the course (transcript not required if the CSUMB MSW office has an official copy) should also be attached to the written request.

The student’s academic advisor, in consultation with the Chair of the Department of Social Work, will review each course taken at other CSWE-accredited MSW programs to determine its acceptability to the CSUMB MSW program. Only comparable courses to the CSUMB SW 500-level courses, except practice and field
courses (SW 520, SW 530, SW 531, SW 596 & SW 598, will be granted for transfer of credits toward the MSW degree.

**The MSW program does not grant social work course credit for life experience or previous work experience, or in lieu of any course requirements or academic credits.**

*Continuous Enrollment for Graduate Students*

The MSW Program follows the University's Graduate Matriculation Policy, http://policy.csumb.edu/matriculation-policy-graduate-and-credential-students.

*Leave of Absence*

MSW students may request an educational leave of absence for “compelling and serious reason(s)”. For such consideration, the student must have attended at least one term at CSUMB before requesting the leave and must be in good academic standing. The student needs to consult with his/her academic advisor to work out a revised ILP before filing for leave of absence. Because many of the MSW courses require prerequisites or co-requisites to one another, an educational leave of absence will inevitably disrupt the 3-year course pathway and delay timely progression through the program.

A request for leave of absence must be filed and approved at the university’s Registrar Office prior to the period of absence; retroactive leave requests will not be approved. The deadline normally is the last Friday of the fall or spring planning week. The form can be downloaded at: http://ar.csumb.edu/sites/default/files/73/attachments/files/leave_of_absence.pdf.

It is the student’s responsibility to meet all the necessary application and registration deadlines for the semester in which he/she intends to resume courses. Failure to return from leave will be considered withdrawal from the university. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of re-enrollment.
V. EVALUATION OF ACADEMIC PERFORMANCE

Each course syllabus details requirements for evaluation of students’ academic performances. A syllabus is provided on the first day of class. The syllabus is the primary document of record for courses. It outlines general course information, weekly course content, readings, and assignments. Each syllabus has the statements of the Standards for Professional Behavior and Class Policies, and the University grading system.

Standards for Professional Behavior and Class Policies

COURSE EXPECTATIONS AND NORMS

All MSW courses require student’s active participation. In order to enhance feelings of safety and to create a positive learning environment, the following are essential:

- You attend class and are prompt;
- You have read the assigned material and come to class prepared;
- You recognize your own biases and prejudices and respect others with whom you disagree;
- You do not ridicule or belittle others;
- You are committed to personal/professional growth and self-exploration;
- You resolve issues that you may have with other classmates or group members. If you are not sure how to accomplish this task, you should consult with the course instructor for possible strategies. It is not acceptable to miss class in order to avoid the group.
- You shall not bring children, pets, or other guests to class without written instructor permission beforehand.

ELECTRONIC DEVICES:

Please silence all cell phones and pagers (or keep them in silent mode). Using an electronic device (i.e., cell phone, iPhone, laptop/iPad, etc.) to send text messages and/or emails, engage in chats, cruise the Internet, or play games is prohibited during class.

Laptop use during class time is to be strictly limited to note-taking. Please be advised that reading required class material for any other class from your laptop during class time is not permitted. Browsing the Internet during class time is not permitted unless directed by the course instructor. Reading your emails during class time is not
permitted. Please make sure you adhere to this policy as the course instructor reserves the right to lower a student’s attendance/participation grade if it becomes apparent that the student is engaged in online activities other than note-taking.

If you have to use a laptop for taking notes, please be mindful that your typing might be disruptive to other learners in the class. You might want to check with peers who sit close to you or you might want to sit to the side in order to limit distractions to the class.

**ATTENDANCE:**

Attendance at all scheduled class sessions for the full period is required, as are being prepared for class discussions and participating in activities. Your interest, time, and commitment to the course as well as personal/professional development are highly valued. Arriving to class more than 30 minutes late is considered missing a class session. Students can miss one class session without being penalized. Those who miss two classes for any reason will forfeit the attendance/participation points (on-campus and online) EXCEPT in emergencies such as a death in the family or serious illness with doctor’s certification. While students’ practice of “self care” is highly encouraged, they will NOT be excused from class for non-emergency reasons (i.e., vacation, party, date night, extra-curricular activities, etc.).

**PARTICIPATION:**

Class time is used most productively if every student comes prepared to actively participate in class discussions. Assigned readings for the week should be completed prior to class. Students should be able to demonstrate critical thinking skills commensurate with graduate study. While debate and different perspectives are encouraged, it is anticipated that emotions may become involved in the process. Students must demonstrate respectful conduct (verbal and nonverbal) towards one another and the course instructor (please refer to the NASW Code of Ethics, section 2.01 Respect at [http://www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp)).

Students should be mindful that classrooms are considered public forums and are discouraged from sharing sensitive personal information during the classroom discussion. Students who repeatedly share too much personal information should expect to be referred to the Personal Growth and Counseling Center (PGCC) where these issues can be discussed confidentially.

Students must be physically present in order to participate in class. That is, if an individual student misses a class, it impacts both the attendance and participation of the student. Online attendance and participation will be tracked electronically via iLearn.
For hybrid courses: In addition to on-campus class sessions, on-line assignments and participation are required. See COURSE OUTLINE & SCHEDULE (in course syllabus) to view the weeks for online class sessions.

Criteria for Evaluating Participation: Points for participation are not based on the amount of verbal interaction/frequency of responses, but rather on the quality of one's contributions. A general guide for assessing student participation is provided below.

- **Outstanding Contributor:** Contributions in class reflect exceptional preparation. Ideas offered are always substantive; provide one or more major insights as well as direction for the class. Challenges are well substantiated and persuasively presented.

- **Good Contributor:** Contributions in class reflect thorough preparation. Ideas offered are usually substantive; provide good insights and sometimes direction for the class. Challenges are well substantiated and often persuasive.

- **Adequate Contributor:** Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive; provide generally useful insights but seldom offer a new direction for the discussion. Challenges are sometimes presented, fairly well substantiated, and are sometimes persuasive.

- **Unsatisfactory Contributor:** Contributions in class reflect inadequate preparation. Ideas offered are seldom substantive; provide few if any insights and fail to provide a constructive direction to the discussion. Integrative comments and effective challenges are absent.

Earning full points for attendance and participation requires missing no classes (including online sessions), having no late arrivals or early departures and being assessed in the “Outstanding Contributor” category. There is no substitute or make-up for attendance and participation.

As a matter of fairness and equity, anyone missing two (2) scheduled class sessions (including online sessions) loses a minimum of a full letter grade on the final course grade. Missing three (3) or more scheduled class sessions will result in a Fail for the course.

CLIENT CONFIDENTIALITY:

Classroom discussions of cases and sharing of field experiences are encouraged for the purpose of consultation, but students should be vigilant to maintain client confidentiality and avoid giving too much identifying information about clients. Students are not permitted to record or videotape in class at any time without prior permission from the course instructor. Privacy of case and/or field client information must be safeguarded by following the NASW Code of Ethics. Please refer to the NASW Code of Ethics, section 1.07 Privacy and Confidentiality at [http://www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp).

Fall 2017
**LATE SUBMISSION OF WORK:**

No late papers, presentations, or incomplete grades will be allowed (except in cases where you have made arrangements with course instructor in advance of an assignment). Email transmission of written work will not be accepted without prior approval.

**SCHOLASTIC HONESTY:**

MSW students are expected to conform to the rules of scholastic honesty as outlined in the University’s Academic Integrity Policy (available at http://policy.csumb.edu/academic-integrity).

**ACADEMIC SUPPORT:**

If you need assistance with writing or any other academic issue, please use the Cooperative Learning Center (CLC) on campus. For more information, go to https://csumb.edu/clc If you use the CLC, bring a copy of the assignment, a draft of your paper, course texts and/or style manuals, and questions for the writing assistant. CLC is located at the Library, Room 2125. To make an appointment, go to the website and click on “make an appointment,” call (831) 582-4104, or e-mail: clc@csumb.edu. The Center for Student Success (CSS) offers individual coaching and workshops on topics such as time management, test anxiety, note-taking, or stress management. To make an appointment, call (831) 582-3615 visit their website for more information, http://studentsuccess.csumb.edu/

**ADA, IDEA & ASSISTIVE TECHNOLOGY:**

Students who have documented disabilities (physical or learning) and wish to discuss their approved academic accommodations, or who would need assistance in the event of an emergency, should make an appointment with the course instructor or with the Student Disability Resource Office for available resources or assistance. The SDR office can be reached by (831) 582-3672 (phone), (831) 582-4024 (fax) or Student_Disability_Resources@csumb.edu (email).

**University Grading System**

The MSW program uses the University grading policy located at: http://catalog.csumb.edu/general-information/office-registrar/grading-policy Only Field courses are graded Credit/No Credit.
Students have access to their course grades within three weeks after each term at MyCSUMB. Students may also view their cumulative GPA online. Students requiring formal academic transcripts may request them from the Registrar’s office.

**Minimum Grades & GPA**

The university has determined that no graduate student should earn a grade lower than a B- to receive credit for any graduate class. Any student earning lower than a B- should repeat the course (see procedure below). Students should refer to the Academic Affairs policy at: [http://policy.csumb.edu/matriculation-policy-graduate-and-credential-students](http://policy.csumb.edu/matriculation-policy-graduate-and-credential-students)

**Change of Grade**

A change of grade may be made only in the case of a clerical or other administrative grading error. An appeal for a change of grade must be initiated by you as the student and must be approved by the instructor. Students seeking to challenge final assessments based on other grounds shall follow the policy and procedures set out in the Grade Appeal Policy.

**Repeated Courses**

Courses taken as part of a graduate, post baccalaureate, or credential program may be repeated only by petition and only when a grade of B- or lower was assigned. All grades in a course count toward the GPA and all attempted courses are recorded on a student’s official transcript. No course may be repeated more than once (two total attempts).

No more than two different, distinct courses may be repeated during a graduate or credential degree program.

**Petition process**: Repeat petitions must be approved by the chair of the program offering the course. Students are urged to meet with their academic advisor before repeating a course in order to develop strategies to be successful in the course. Approved petitions should be forwarded to the Office of the Registrar for processing.

**Academic Standing, Probation and Disqualification**

The MSW program follows the University’s [Graduate Matriculation Policy](https://csumb.edu/policy/academic-standing-policy) in Academic Standing, Probation and Disqualification (see https://csumb.edu/policy/academic-standing-policy). Students in the MSW program must maintain a GPA of 3.0 “B” or above and Credit for field seminars to continue in the program. The course instructor and/or the Program Director will notify advisors of any students receiving below a B-.
**Academic Probation:** MSW students will be placed on academic probation if their cumulative GPA falls below a 3.0 (B average) in a semester. The MSW program will notify a student and his/her academic advisor of Academic Probation. The student should consult with the academic advisor to determine student’s obligation and a plan to address the circumstances that cause disqualification.

**Academic Disqualification:** MSW students are subject to Academic Disqualification when the student’s cumulative GPA is below a 3.0 for a second consecutive term. Students who have been disqualified shall be notified by the college dean of the disqualification and of the right to petition the university for reinstatement.

Any academically disqualified student who has received a stipend through the Title IV-E Child Welfare Training Program or the CalSWEC Mental Health Stipend Program will be required to repay the total stipend amount awarded to date, plus interest.

A Veteran or eligible person who remains on probation for a GPA below a 2.0 beyond two semesters shall have his/her veteran’s benefits discontinued and any further certification of Veteran benefits shall be terminated.

**Reinstatement for Disqualification.** If disqualified, the MSW student should submit his/her reinstatement appeal to the MSW Program Director. The appeal should show good-faith effort to address the circumstances that caused disqualification and improve academic standing. The student may request a support letter from an MSW faculty member commenting if the student should continue in the program. The Program Director will meet with the student and forward his/her recommendation to the Department Chair. The Dean of The College of Health Sciences and Human Services will make a final decision and inform the student.

**Academic Dishonesty**

The MSW program follows the University’s Academic Integrity policy. Students suspected of a violation will be asked to sign an Academic Integrity Violation Report form and be referred to the CSUMB’s Office of Judicial Affairs.

Students who engage in dishonest behavior shall be charged with violating Title 5, California Administrative Code, §41301, under the Student Disciplinary Procedures for the California State University established by Executive Order 970 by the Chancellor (http://www.calstate.edu/eo/E0-970.html). A copy of these procedures may be obtained from the Office of the Vice President for Student Affairs or the Office of Judicial Affairs.

Fall 2017
VI. EVALUATION FOR PROFESSIONAL PERFORMANCE

Fitness for the Profession Criteria

MSW students should aspire to demonstrate behavior consistent with the standards of the social work profession. In the MSW program, fitness for the profession is defined as student demonstration of the following professional responsibilities.

1. Professional rapport and relationships with clients, supervisors, colleagues, instructors, and classmates.
2. Professional ethics by adhering to the NASW Code of Ethics; ability to demonstrate integrity in relation to:
   a) ethical practice;
   b) confidentiality;
   c) respect for clients, supervisors, colleagues, instructors, and classmates;
   d) honesty of communication;
   e) documenting time; and
   f) following through on obligations and contracts.
4. Ability to communicate clearly, purposefully, and appropriately.
5. Ability to differentiate between personal and professional attitudes, values, and beliefs.
6. Ability to evaluate, modify, and explain practice decisions.
7. Ability to take direction and assume responsibility for one’s own learning.
8. Willingness to evaluate one’s own professional goals, strengths, and limitations.
9. Application of concepts, information, and skills appropriately for use in effective problem-solving, intervention, and other social work practice.
10. Willingness to take appropriate risks in order to learn and grow professionally.
11. Ability to assess one’s own impact on others.
12. Respect for diverse cultures and lifestyles, and respectful attitudes toward race, culture, ethnicity, age, physical or mental abilities, gender, sexual orientation, religion, or other human diversities in classroom and field setting.
13. Ability to take responsibility for decisions.
14. Ability to hear and consider viewpoints different from one’s own.

Student Status Review

The SSRC in the MSW program is responsible for reviewing all student performance that violates appropriate expectations in the classroom or field setting. Social work students are expected to establish and maintain professional relationships at all levels, both within and outside the classroom (with faculty, staff, and students, and with individual clients, groups, the community, and others); adhere to standards of academic honesty; respect self and others; be able to communicate in ways that are...
non-exploitative of others; and adhere to the values and standards of the social work profession (NASW Code of Ethics).

When a student experiences academic difficulties in class, the course instructor confers with the student to identify remedial actions such as referral to campus services (tutoring, counseling, disability, etc.), extension of time to complete required assignments, etc. If the above efforts fail to reach the desired result, the course instructor refers the student to his/her academic advisor. The student and the academic advisor will collaboratively develop a plan for academic improvement.

If the issue is still not resolved, then a conference with the student’s academic advisor should be scheduled as soon as possible. The academic advisor will work with the student to try to resolve the situation with the particular faculty member. If the issue cannot be settled through the informal resolution process, a Student Status Review may be initiated by one of the parties.

If the issue is still not resolved, a conference with the student’s advisor should be scheduled as soon as possible. The advisor will work with the student, the Faculty Field Liaison, and the Field Instructor to then resolve the situation.

Concerns related to a field agency or student performance in the field require active participation and immediate attention. The concerns should be discussed early with the student, the student’s Field Inspector, and an assigned Faculty Field Liaison. A written plan must be developed to address the concerns in a reasonable timeframe.

The Student Status Review Committee shall be a standing committee of the MSW Program. To properly discharge its responsibilities and authority, the Committee will be representative of the faculty and shall consist of three (3) full-time faculty members (and alternates). Members of the Committee shall elect the Chair of the Committee. The Committee meets as needed, but at least once each semester. A quorum of the Committee (i.e., majority of Committee members) is necessary for the Committee to conduct its business.

**Student Behavior Issues**

The SSRC will review student performance and/or behavior in the following circumstances:

1. The student fails to correct deficits in his/her academic performance as stipulated in prior Individual Learning Plan.
2. Faculty members express concern over attitudinal, behavioral, or ethical considerations and question the student’s fitness for the profession of social work.
3. Impairment in social functioning and/or occupational functioning may be exhibited by a single discrete episode that clearly violates the University’s
expectations for Student Conduct Code (including illegal downloading and hazing) or the NASW Code of Ethics, state regulations defining professional misconduct, or by a pattern of recurring behavior which may include, but is not limited to:

a. Consistent inability or unwillingness to carry out program or field/internship responsibilities.

b. Frequent personal crises such that tasks, assignments, tests, appointments, and field activities are not completed in a timely manner and/or require rescheduling.

c. Exhibition of provocative behavior such that the behavior (i) alienates the student from others; (ii) disrupts class, meetings, or the flow of work in the field agency; or (iii) results in repeated complaints from the field instructor, students, faculty, or others in the academic or field/internship environment or related agencies.

d. Frequent misinterpretation or misrepresentation of others' communications or behaviors.

e. Frequent displays of attention-seeking behavior, which disrupt the academic or field/internship environment.

f. Displays of erratic, disorganized, incoherent, or unpredictable behavior

g. Lacks insight or is unable to perceive the negative consequences of own behavior.

h. Frequently blaming others or external factors for failures and difficulties in the academic or field/internship environment.

i. Taking the position of justifying deliberate hurt or mistreatment to another person.

j. Repeated failures to plan ahead or being impulsive, causing distress, disruption, or harm to others.

k. Verbal or physical aggression toward others.

l. Disorientation to person, place, or time, such that the school or field/internship responsibilities cannot be carried out.

m. Inability to sustain harmonious school and field/internship relationships as exhibited by recurring interpersonal conflicts.

n. Appearance of intoxication or impairment at the University or field agency.

o. Displays of behavior that result in a consensus among faculty and/or field placement personnel that the student would present a clear threat to others upon entering the professional field of social work.

The Student Status Review Committee Process

The steps of the Student Status Review Process are summarized below:

1. If a party desires to make a referral to the SSRC, they must notify the Committee Chair in writing, regarding the circumstances that relate to their concern. If the referral is received close to or during a break (i.e., Winter break or Summer term), it will be scheduled for the first SSRC meeting after classes resume.

2. A student, a student’s academic advisor, or any faculty member concerned about a student’s status may initiate the formal Student Status Review process. Anyone initiating the Student Status Review process must make the request in writing and turn it in to the Chair of the SSRC. A copy of the request shall be placed in the student’s file in the MSW program office. Students will be notified at least ten working days before the SSRC review concerning their continued status in the MSW program.

3. Students are permitted to present written testimony before the Committee. Written materials must be submitted to the Chair of the SSRC five working days before the meeting. Documentation may include letters of support and/or other written materials relevant to the student’s circumstances that have resulted in a student’s continuing status in the MSW program being reviewed by the SSRC.

4. A student whose continuing status in the MSW program is being reviewed by the SSRC may be present when facts about their circumstances are being presented to the Committee. The student may elect to bring another person for support; however, this person may not speak to the Committee. This person may not be a legal representative of the student.

5. Either the SSRC or the student may request that the student provide oral testimony before the Committee. Students may not offer additional written materials at the time of their oral presentation, but are limited to the written documentation they previously submitted (at least five working days before the SSRC meeting).

6. The SSRC is charged with conducting a full, fair, careful, and objective investigation of the situation, and with making every effort to resolve the situation to the satisfaction of all concerned without taking the matter further. A faculty member who initiates the review and who serves on the SSRC shall be temporarily replaced by an alternate and shall not vote on the matter before the Committee. However, the faculty member may provide testimony before members of the committee.

7. If the student’s referral is related to interaction with the Committee Chair, the Chair of the Department of Social Work will appoint another member of the Committee to act as Chair while the grievance is being discussed. If doing so would mean that a quorum of the Committee would not be achieved, the Chair of the Department of Social Work will appoint another faculty member to
temporarily serve on the Committee. The Committee Chair will not participate in
the deliberation of the case, but might provide testimony before members of the
Committee related to the student’s grievance.

8. An appointed faculty secretary will take minutes of the Student Status Review
proceedings. The student will be advised in writing during the Student Status
Review process of the date and location. It is the student’s responsibility to
obtain a copy of the minutes. Corrections to the minutes shall be made within six
working days from the date of the hearing. The student will be given a copy of
the minutes to sign or delineate disagreement.

9. After deliberating and considering the facts presented, the SSRC makes a
decision and recommendation to the Chair of the Department of Social Work
regarding what action should be taken by following the policies and procedures
of the MSW program, the Department, and the University. The Committee
decisions (in writing) will be forwarded to the Chair of the Department of Social
Work within three working days of the Student Status Review Committee
meeting. The SSRC may recommend one or more of the following actions
concerning student behavioral issues: (1) Dismissal from the MSW program, (2)
student referral to professional counseling or medical assistance to address
behavioral problems, or (3) Student- centered, uniquely tailored and
appropriate intervention.

10. Within five working days of the SSRC’s transmittal of their recommendation
to the Department Chair, the student will receive a written notice from the Chair of
their disposition. Notification will include: (1) the reason the Committee
reviewed the student’s continuing status; (2) the evidence the Committee
considered in reaching a decision related to the student’s appeal or continuing
status in the MSW program, (3) any elaboration of the Committee’s reasoning
deemed necessary by members of the SSRC, and (4) Disposition. The Chair of the
Department of Social Work will notify the student by email and will place a copy
of the disposition in the student’s file. Periodic re-reviews of a student’s status
may be indicated. Students will be given notice of these as per SSRC protocol.

The student may appeal the recommendation of the SSRC directly to the Social
Work Department Chair. If after appealing to the Social Work Department Chair the
student still does not feel the situation is resolved, they may appeal to the Dean of the
College of Health Sciences and Human Services.

**Grade Appeals**

The University’s Grade Appeal Policy lays out students’ rights in challenging
their grades if there are grounds such as instructor or clerical error, prejudice,
capriciousness, arbitrariness, or not being in alignment with established grading
criteria. This includes academic coursework grades as well as field performance grades.
The Grade Appeal Policy is available to view at: [http://policy.csumb.edu/grade.appeal](http://policy.csumb.edu/grade.appeal).
Grievance and the Appeal Process

The MSW program follows the University's Student Grievance Policy for student grievances NOT involving an academic assessment or grade appeal, harassment or discrimination, financial appeal, or challenges to student records.

Termination of Enrollment

The mission of the MSW program is to prepare students to serve as competent professionals who uphold the values and ethics of the profession. The program is structured in a manner to provide support for students so that termination is unlikely to occur. However, when prevention efforts have not been successful, students may be terminated from the program.

Reasons for which a student may be terminated from the MSW program may include any of, but not limited to, the following situations if the student:

- has a GPA that is below 3.0 for two semesters (academic disqualification);
- has repeat and deliberate incidents of academic dishonesty;
- receives No Credit in the field practicum;
- is dismissed from a field placement;
- exhibits behavior in class or in the field that is contradictory to the Fitness for the Profession Criteria;
- has serious difficulties accepting supervision in field/internship, thereby undermining his or her learning and also placing clients‘ well-being in jeopardy;
- has unresolved emotional problems that make it difficult for him or her to develop and maintain effective working relationships with clients; or
- fails to secure an approved field placement.

Termination from Fieldwork and the MSW Program

A grade of Credit in field practicum (including field seminar) is a requirement for continuation in the MSW program. Students who receive a grade of No Credit are dismissed from the field/internship and the MSW program immediately. As in all instances of assignment of a final grade, students have the option of appealing that grade according to the Grade Appeal policies and procedures.

A student who has received a grade of No Credit may reapply for admission to the MSW program after one year and is expected to demonstrate progress in the areas previously deemed unsatisfactory.

Any MSW student exhibiting any of, but not limited to, the following behaviors will be dismissed from the field program. The student, the Field Education Coordinator,
and the Faculty Field Liaison, with input from the Field Instructor, will review the circumstances and make a determination of the student’s status in the field program.

- Posing an imminent danger of harm to clients, other students, or other professionals in the agency;
- Deliberate disregard or violation of agency policies and/or procedures;
- A deliberate unethical breach of confidentiality such as violation of patient privacy, patient rights, and client confidentiality policies, violation of confidentiality policies regarding agency information or agency staff/personnel;
- Unexplained repeated absences with failure to notify the Field Instructor in the case of absence, or extended absence with no notification or prior approval by the Field Instructor and/or Faculty Field Liaison; and
- Other significant professional issues or ethical concerns such as dual relationships with clients, lying, or misrepresentation of facts.

Procedures for Implementing Termination from Fieldwork and/or the MSW Program

The procedures for implementing the termination process for academic and/or professional reasons include advising the student in writing of his or her status of a decision by the SSRC and of the opportunity for the student to appeal.

Specific steps in the termination procedure include:

1. A written request for student review with supporting material must be submitted to the Chair of the SSRC. Such request must specify student performance or conduct that necessitates the review; and
2. The Chair of the SSRC will forward the request and supporting material to members of the Committee. Within one (1) week, members of the SSRC will review the request and determine if the issues meet requisite conditions for student status review. If so, the Student Status Review process will follow.

Any member of the faculty, the Field Instructor, the Field Education Coordinator, or a student may initiate the termination process by communicating his or her concerns to the student’s academic advisor who will then confer with the student to inform him or her of concerns regarding performance, obtain the student’s perspective, clarify any information, and determine if the student might wish to withdraw. The faculty advisor shall prepare a written report that is presented to the student and the Program Director.

The Chair of the Department of Social Work, in consultation with faculty, refers the matter to the SSRC Chair who then communicates with involved parties (the student, the student’s academic advisor, faculty member(s), the Field Instructor, the Field Education Coordinator, etc.) to gather relevant information. The SSRC makes a decision regarding termination, no termination, or remedial action. The Chair of the
Department of Social Work communicates the Committee's decision with a written notice to the student. The student may appeal the decision to the Chair of the Department of Social Work whose decision is final. In all cases measures are taken to protect confidentiality and to treat the student with dignity and respect.
VII. STUDENTS’ RIGHTS AND RESPONSIBILITIES

MSW students have the right to be engaged in formulating policies and procedures that protect their student freedom and promote access to support services for their learning and growth. These opportunities cover three major areas: MSW program committees, campus support services, and the MSW Student Association.

MSW program committees such as Curriculum or Field provide opportunities for student representatives to attend the meetings and contribute their perspectives to the formulation of policies and procedures that may have an impact on students while they are pursuing study in the program. There is an MSWSA student representative assigned to each of these committees and all students are welcomed at these committee meetings.

Campus support services are available to all students. A complete listing of these support services can be found in Section IX. Student’s rights are protected through a number of University mechanisms and policies.

Title IX

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion, Veteran Status, disability, sex, gender, gender identity, gender expression or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination toward students or applicants for admission.

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (for example, in cases of sexual misconduct); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Campus Deputy Title IX Coordinator:

Wendy Smith
wensmith@csumb.edu
831-582-3510
Sand Hall
M-F, 8 a.m. to 5 p.m.
The MSW program follows the **CSU Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students.**

Students with documented disabilities have a right to academic accommodations and to assistance in the case of emergencies. The CSUMB **Student Disability Resource (SDR)** provides auxiliary aides and services (academic accommodations) to qualified students with disabilities. More information about the SDR is available at: [http://sdr.csumb.edu/sdr-home](http://sdr.csumb.edu/sdr-home). The Student Disability Resources (SDR) Student Handbook is available at [http://sdr.csumb.edu/current-clients/student-handbook.xml](http://sdr.csumb.edu/current-clients/student-handbook.xml).


The MSW Student Association actively works to protect student’s rights, promote student engagement, and provide opportunities for lending student voice to MSW Program matters. Section VIII outlines the MSW Student Association roles and responsibilities.

**Student Responsibilities**

Students have the responsibility to collaborate in making CSUMB a healthy and safe learning community. Students are thus expected to conduct themselves as mature citizens of the campus community. The CSUMB Academic Integrity Policy is available at: [https://csumb.edu/policy/academic-integrity-policy](https://csumb.edu/policy/academic-integrity-policy)

MSW students have a number of responsibilities as members of the MSW Program Community. These responsibilities align with the NASW Code of Ethics [http://www.naswdc.org/pubs/code/default.asp](http://www.naswdc.org/pubs/code/default.asp) and adhere to standards that we believe demonstrate fitness for the profession.

An MSW student who has repeatedly demonstrated behavior so contrary to the standards of the social work profession that he/she is deemed unfit for the profession will be subject to an SSRC referral and/or Administrative-Academic Disqualification. In such egregious cases, disqualification will begin with notice from the Department Chair to the student, which shall include an explanation of the basis for the action. The notice will be forwarded to the College Dean. The final decision to disqualify a student under these terms shall be made by the Dean of the College of Health Sciences and Human Services in consultation with the Provost; the Dean shall notify the student.
In the MSW program, fitness for the profession is defined as student demonstration of the following professional responsibilities. If any MSW student is consistently unable to meet these responsibilities, he/she is subject to Administrative-Academic Disqualification.

- Professional rapport and relationships with clients, supervisors, colleagues, instructors, and classmates.
- Professional ethics by adhering to the NASW Code of Ethics; ability to demonstrate integrity in relation to:
  a) ethical practice;
  b) confidentiality;
  c) respect for clients, supervisors, colleagues, instructors, and classmates;
  d) honesty of communication;
  e) documenting time; and
  f) following through on obligations and contracts.
- Respect for clients’ rights and self-determination (see NASW Code of Ethics).
- Ability to communicate clearly, purposefully, and appropriately.
- Ability to differentiate between personal and professional attitudes, values, and beliefs.
- Ability to evaluate, modify, and explain practice decisions.
- Ability to take direction and assume responsibility for one's own learning.
- Willingness to evaluate one’s own professional goals, strengths, and limitations.
- Application of concepts, information, and skills appropriately for use in effective problem-solving, intervention, and other social work practice.
- Willingness to take appropriate risks in order to learn and grow professionally.
- Ability to assess one's own impact on others.
- Respect for diverse cultures and lifestyles, and respectful attitudes toward race, culture, ethnicity, age, physical or mental abilities, gender, sexual orientation, religion, or other human diversities in classroom and field setting.
• Ability to take responsibility for decisions.

• Ability to hear and consider viewpoints different from one's own.

• Adherence to the university’s sexual harassment policy (http://catalog.csumb.edu/general-information/behavior-codes/sexual-harassment).
\textbf{VIII. MSW STUDENT ASSOCIATION}

The MSW Student Association allows students to form their support system and get involved in student leadership, elections, networking with other MSW student groups, and participation in NASW activities to advocate for social and economic justice.

All MSW students are by default members of the Master of Social Work Student Association (MSWSA). MSWSA is an active organization that serves to represent student interests and opinions in the policy-making process, to facilitate communication between students and faculty, to sponsor events that facilitate networking and cohesion among students, to foster linkages with other MSW student organizations on campus, and to participating in community services. The Association interfaces between the student body and the MSW program faculty and staff.

The MSW Program Director serves as the initial Faculty Advisor for the academic year to facilitate the setup of the student association. MSW faculty and staff will support the MSWSA with consultation, advisement, space, and time. The Academic Integrity Policy and Student Conduct Code define students’ acceptable behaviors in the learning community while interacting with other students on campus. The association maintains its website at: \url{http://msw.clubs.csumb.edu}. It is also linked to the MSW program’s website. Current MSWSA bylaws can be reviewed on the SW Department website.

Each year (in the spring semester), officers are elected to carry out the functions of the student association. The purposes of the MSWSA are to:

1. Improve communication between MSW students and the University-at-large;
2. Improve communication between MSW students and faculty;
3. Increase participation among MSW students in the decision-making processes that may affect their study and rights;
4. Collaborate with the MSW faculty and staff in planning activities and events that benefit the MSW students;
5. Increase community involvement and awareness through outreach programs; and
6. Network with the local chapter of NASW (California Chapter, Regional B).

The officers of the MSWSA are President, Vice President, Secretary, Treasurer, NASW Representative, Web Liaison, Curriculum Student Representatives, Field Student Representatives, Outreach & Recruitment Student Representative, Alumni Association Representative, Student Representative to the Community Advisory Board, Caucus Representative, IV-E Representative, and CalSWEC II Mental Health Representative.

MSWSA members select representatives from their cohort to serve on the following MSW program committees: Curriculum, Field, Assessment, and the
Community Advisory Board. Student representatives have the right to give input into decisions affecting program policies and procedures on behalf of all MSW students.

The function of each office is stated below:

**President:** The President represents the CSUMB MSW students and is responsible for communication with the Faculty Advisor (of MSWSA) and CSUMB Student Activities Office, scheduling rooms for monthly meetings and setting agendas, coordinating the Meet & Greet (new student orientation in August) and Field Forums with the MSW program, preparing the elections, and planning for graduation.

**Vice President:** The Vice President assumes the role as the official representative of the MSW students in the President’s absence or as the President’s designee. The Vice President also works closely with the Treasurer to plan and implement fundraising activities, social events, celebrations, student-faculty mixers, etc. that benefit CSUMB MSW students.

**Secretary:** The Secretary is responsible for recording meeting minutes, taking attendances, and distributing minutes to all members; making announcements via email, website, and any other medium that is appropriate; co-managing the association’s website, calendar, events, and archive of past minutes with the Web Liaison; and checking the snail mailbox (assigned by the CSUMB Student Activities Office at Otter Student Center – Building 12). The MSW program’s office also reserves a mailbox for the MSWSA.

**Treasurer:** The Treasurer prepares requests for funding from the CSUMB Student Activities Office, oversees the budget, keeps track of the bank account, submits financial reports, and helps coordinate activities and events with the Vice President.

**National Association of Social Workers (NASW) Representative:** This is a liaison position between NASW California Chapter Regional B and CSUMB MSW students. The representative attends the local NASW member/dinner meetings, keeps close contacts with the local NASW group, organizes NASW Lobby Days, and encourages students to join NASW.

**Web Liaison (Webmaster):** The Web Liaison takes a leading role in creating the MSWSA’s website (linked to the MSW program’s web pages). Both the Web Liaison and the Secretary co-manage the association’s web and work closely with the university authorized Web manager of the MSW program.

**Curriculum Student Representatives:** One student from each year. The representatives act as the voice for MSW students in curriculum-related matters and forward constructive suggestions for improving the MSW curriculum. They attend the
monthly MSW Curriculum Committee meetings. They also need to keep in close contact with the faculty chair of the committee.

**Field Student Representatives:** One student from each year. The representatives act as the voice for MSW students in field-related matters and forward constructive suggestions for improving the MSW field experience. They attend the MSW monthly MSW Field Advisory Committee meetings. They also need to keep close contacts with the faculty chair of the committee.

**Outreach & Recruitment Student Representative:** This student representative coordinates with the Admissions Coordinator to plan and participate in recruitment activities, share learning experience in the MSW program with prospective students, and encourage student diversity through community outreach.

**CSUMB Inter-Club Council (ICC) Representative:** Information about the CSUMB ICC can be found at this link: https://csumb.edu/icc

**Alumni Association Representative** This position is a liaison between current students and the MSW Alumni Association (MSWAA). The representative assists MSWAA to coordinate events and projects including alumni mentoring program, Career Fair, Speaker’s Series, etc.

The following positions are not voted for in the general election:

**Caucus Representative** (to be filled in the future). This is an informal position for students interested in supporting and advocating for special interest caucuses. One student for each caucus.

**Title IV-E Representative.** This representative is voted into office by the IV-E students.

**CalSWEC (Mental Health) Representative.** This representative is voted into office by the CalSWEC MH students.
IX. CSUMB Student Support Services

Cooperative Learning Center

If you need assistance with writing or any other academic issue, please use the Cooperative Learning Center (CLC) on campus. For more information, go to https://csumb.edu/clc. If you use the CLC, bring a copy of the assignment, a draft of your paper, course texts and/or style manuals, and questions for the writing assistant. CLC is located at the Library, Room 2125. To make an appointment, go to the website and click on “make an appointment,” call (831) 582-4104, or e-mail: clc@csumb.edu. The Center for Student Success (CSS) offers individual coaching and workshops on topics such as time management, test anxiety, note-taking, or stress management. To make an appointment, call (831) 582-3615 visit their website for more information, http://studentsuccess.csumb.edu/

Campus Health & Wellness Center
Web site: http://health.csumb.edu/campus-health-center

The Campus Health Center (CHC) provides urgent, primary, and ancillary care (including occupational medicine), as well as referral services to students, faculty, staff, their dependents, and guests of the CSUMB community. The staff of medical professionals is dedicated to meeting patient needs and promoting wellness and independence. Although our primary focus is to serve CSUMB/CSU students, medical care is available to the general public on a fee-for-service basis - payment is the patient’s responsibility.

Fees for CSUMB Students
- No costs for "Basic" level medical services and some diagnostic lab tests performed at the CHC (as defined in Executive Order #943 - office visits, exams, in-house lab tests).
- Discounted rates for medications, lab tests, immunizations, allergy injections (note: X-rays are available at discounted rates through an off-site Doctors on Duty Clinic, http://www.doctorsonduty.com).
- No Cost for medical records - please allow a minimum of 24-hours of records on site and 7-10 working days for records archived off-site.
- A $10.00 fee will be charged for all missed appointments.
- Charges for BCPs and other medications vary.
- No sale of over-the-counter medications or devices (other than standard condoms) and can ONLY refill prescriptions that were originally prescribed at this clinic.
Fees for CSUMB Dependents of Students
- Reasonable fees for all services
- Not covered as part of the Student Health Fees
- Supplemental student health insurance plans may be purchased to provide coverage for dependents and/or spouse

Campus Service Center (CSC)
Building 47, First Floor, Web site: http://onestop.csumb.edu/, Phone: (831) 582-5100, Fax: (831) 582-5110, TTY: (831) 582-3372, Email: onestop@csumb.edu,

The Campus Service Center ("The CSC") provides forms, information, and front counter support for Admissions & Recruitment, Records & Registration, Financial Aid, and Cashiering. The CSC distributes parking permits (Prices), Otter ID Cards and paychecks.

Financial Aid Services
Financial Aid Office, Building 47, and Web site: CSUMB.EDU/financialaid, Phone: 831-582-5100, Fax 831-582-3782 E-mail: financial_aid@csumb.edu

The Financial Aid Office offers information regarding a variety of resources to help meet CSUMB Cost of Attendance. Financial Aid Counselors are available to assist with specific questions regarding student loans, scholarships, and grants. For financial aid consideration, students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) before March 2nd.

Cost of Education: Information of the cost of attending CSUMB is available at https://csumb.edu/catalog/tuition-fees This Web site is updated regularly.

Types of Aid: https://csumb.edu/financialaid/types-aid
- Scholarships & Stipends – The Department of Social Work currently awards nearly 1 million dollars in scholarship and stipend funds to our MSW students annually:
  - CalSWEC Title IV-E Stipends for Child Welfare
  - CalSWEC MHSA Stipends for Integrated Behavioral Health
  - MHSA Prop 63 Stipends
  - HRSA Scholarships for Disadvantaged Students
  - School Social Work Stipend Program
  - 100 Who Care Scholarships
- Grants:
  - State University Grant (SUG) and CSUMB Housing Grant might be appropriate for graduate students.
- Loans

Fall 2017
• Work Study:
  • Federal Work-Study
  • Student Assistant Employment (CSUMB Career Development Office, 831-582-3845)
• Other Type of Aid:
  • Veteran's Benefits
  • Presidential Fee Waiver

Library
Information and use of the library are available at http://library.csumb.edu/.

College Assistance Migrant Program (CAMP)
http://eosp.csumb.edu/early-outreach-and-support-programs/college-assistance-migrant-program

The College Assistance Migrant Program (CAMP) at California State University, Monterey Bay is a federally funded program designed to meet the needs of students with migrant and seasonal farm-working backgrounds.

Personal Growth and Counseling Center (PGCC)
Web site: http://pgcc.csumb.edu/pgcc-home Phone: (831) 582-3969, Fax: (831) 582-4384, E-mail: counseling_center@csumb.edu

The multi-disciplinary staff at the PGCC are dedicated to improving the quality of CSUMB students’ lives and aiding them in achieving academic success. The PGCC provides high quality crisis intervention, counseling, consultation, educational outreach programs, support groups, and referrals all designed to help students.

Student Disability Resources (SDR)
Web site: http://sdr.csumb.edu/sdr-home Phone: (831) 582-3672, Fax: (831) 582-4024

The Student Disability Resources (SDR) Student Handbook consists of three parts: Student Responsibilities, Faculty Responsibilities, and Disability-related Complaints. The Handbook can be viewed at: http://sdr.csumb.edu/current-clients/student-handbook.

Student Housing and Residential Life (East Campus)
East Campus Housing Office (ECHO) (Family/Grad Student/Senior Class Level Apartments)
Full-time graduate students (enrolled in at least 8 units) are eligible for campus housing. A student must be a matriculated student making academic progress toward the completion of a degree. Eligibility checks are done each semester to ensure students are in compliance. Students must supply proof of enrollment to meet their eligibility requirements.

New students apply online at this Web site: http://housing.csumb.org/.


LiveScan and Fingerprinting Services (http://police.csumb.edu/live-scan-service). The CSU Monterey Bay Police Department offers both Live Scan and Ink (or "hardcard") fingerprinting. We provide fingerprinting services to students, faculty, staff, auxiliary employees, and to the general public.

Online Anonymous Tip Form. In an on-going effort to provide the highest level of service and convenience to the community, the CSUMB Police Department now offers community members the opportunity to provide tips regarding crimes in the community online and anonymously (http://police.csumb.edu/online-anonymous-tip-form).

University Student Clubs and Organizations
CSUMB Student Activities Office maintains a list of student organizations at http://activities.csumb.edu/.

Veterans Services
VA Benefits Counselor office hours are 8am - 5pm Monday through Friday. To schedule an appointment call 831/582-3561 or send an E-mail request directly to the counselor at: veteran_services@csumb.edu. Web site: http://ar.csumb.edu/veterans-services.
The CSUMB Veteran Services Office provides VA Educational Benefits Certification as well as admissions information and academic counseling. Students planning to attend CSUMB should contact the Veterans Benefits Counselor Giselle Young BEFORE the beginning of their first semester to be advised on how to file for benefits. Continuing students with VA benefit eligibility will need to submit a VA Enrollment Certification Request form as soon as they have finalized their registration each semester in order to ensure that there is no break in benefits.
X. DEGREE REQUIREMENTS/ ACADEMIC POLICIES

To be eligible for the MSW degree, the social work graduate students must have completed the following minimum requirements:

- Completion of all required, concentration, field and elective coursework specified in the MSW program curriculum for a total of 60 semester units including the 960 hours of required field practicum in approved sites.

- No fewer than 21 semester units shall be completed in residence. Units for selected courses may be approved for credit by submission of appropriate evidence and documentation that the student has satisfied the associated core competencies and no more than 25% of the units required shall be in courses organized primarily for undergraduate students.

**Academic Performance Requirement:** The MSW program requires a grade point average of 3.0 (B) or better in all courses taken, except for courses with no letter grade assigned.

**Completion of Field Practicum:** Students generally complete two separate agency internships (a minimum of 960 total hours) and four semesters of integrative field seminars in partial fulfillment of the graduation requirement. MSW students are placed into human service agencies and organizations approved by the MSW program that can best meet the student’s educational needs. MSW interns will work and receive MSW-level supervision in a field agency 16 hours a week for 15 weeks per semester.

**Culminating Experience** (per California Administrative Code of Regulations, Title 5, Section 40510). Satisfactory completion of the culminating experience depends on successfully finishing an Applied Social Work Research Project. Students will work on a significant social work practice and/or policy problem in their final internship. They are encouraged to consult with their academic advisor before pursuing research interests. Foundation- and advanced-year research classes will also prepare students for the culminating experience. Components of the project should include the following: (1) Case study description of the project --identifying and defining the social work practice or policy problem and key stakeholders and their role in the problem; (2) student’s major assumptions and significance of the study; (3) goals and objectives of the study; (4) theory used to inform study; (5) literature review of sources used for the study; (6) methodology used to gather data; (7) analysis of the data; (8) results, lessons learned, connection to core competencies; (9) conclusion and recommendations; and, (10) oral and/or electronic presentation at the MSW Capstone Forum.

Fall 2017
Copies of all presentation must be submitted to the MSW Program Office on or before the date of the Capstone Forum in order to ensure a timely confirmation of the MSW Degree.

**Advancement to Candidacy**

In the fall semester of their final year in the MSW program, the Advance to Candidacy form will be completed by the Department of Social Work personnel. Students’ academic advisor will review and approve the Advance to Candidacy Form. The MSW Program office will send the Advance to Candidacy Forms to the Registrar's office. After Advance to Candidacy forms are submitted, students must complete the CSUMB Graduation Application form and send to Student Services for review and approval.

**Application for Graduation**
(http://ar.csumb.edu/master-degree-candidate)

The university has a filing for graduation process (stated below). Timely submission of an official Application for Graduation (form) with the $40 processing/diploma fee is required of all Graduate degree candidates.

1. MSW candidates should check the "Important Deadlines" link (http://ar.csumb.edu/deadlines-and-fees) for specific application periods, deadlines, and fee information.

2. Candidates should complete the GRADUATION APPLICATION form online and print it out (http://ar.csumb.edu/master-degree-candidate). They must bring the completed application form and a copy of their current Individual Learning Plan (ILP) to their academic advisor. The academic advisor will review each ILP and make any necessary adjustments. After the student and advisor have agreed on all course designations and a projected graduation date, the advisor will approve the ILP and Graduation Application. If the ILP is not approved, the student will need to make the necessary adjustments to their ILP coursework and obtain the appropriate advising approval before any documents can be submitted for evaluation. All graduation applications and ILPs must have original signatures when submitted to the RECORDS office. Photocopies are not accepted and will be returned to the student following an e-mail reminder that all documentation must be re-submitted with the appropriate signatures in original ink.
3. Turn in the Graduation Applications with approved ILPs attached to the Campus Service Center (1st floor building 47) with the appropriate fees by the required deadline date.

4. A Graduation Counselor will also check for the following:
   a. Continuous Enrollment;
   b. All CSU/CSUMB GPA, unit and additional degree requirements; and
   c. Terms you attained Classified Standing and Advanced to Candidacy.

5. It is each student’s responsibility to review their graduation evaluation and keep the Records Office informed of any changes to their progress toward completion of their degree.

Final Degree Check Evaluation & Confirmation. Once final grades have been posted for the student's graduation term, a final evaluation/review will be completed by the Graduation Counselor to determine degree eligibility.

If ALL degree requirements are met, the student’s degree is awarded. An official CSUMB diploma is sent to their "diploma mailing address" via certified mail approximately 4 months after the end of the term. Once the degree has been awarded, no changes can be made to the student's academic record (such as removal of an old Incomplete grade or grade changes of any kind).

If ALL degree requirements have NOT been met, the student will be notified via CSUMB email of any outstanding degree requirements with further instructions. It is highly recommended that student receiving this notification make contact with their Graduation Counselors with any questions upon receipt of this notice.

The CSUMB Commencement Ceremony. The Commencement Ceremony (often referred to as Graduation), http://ar.csumb.edu/graduation-0 occurs only once per academic year in the month of May. Graduation candidates are eligible and invited to participate in the commencement ceremony only ONCE. Candidates who apply late or move their graduation date following the publication deadlines may miss the printing deadline to have their name listed in the commencement program.

**Time Limit for Completing the MSW Program**

All coursework leading to the MSW degree must be completed within 7 years from first enrollment in the program. The California Code of Regulations (Section 40510(b)(2), Title 5, Education) requires that no more than seven years may elapse between the day you complete the first course in a master's degree program and the date you complete all requirements for the degree.
Validation of Expired Coursework. In conjunction with an approved extension of the time limit for completing your master’s degree, MSW students must validate expired courses by registration, examination, or other appropriate means. Expired courses are those taken seven years or more prior to the date of graduating with your master’s degree. MSW students must submit any request for an extension and permission to validate courses for credit through their graduate advisor to the program director.
APPENDICES

National Association of Social Workers (NASW) Code of Ethics,  
http://www.naswdc.org/pubs/code/default.asp

Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards,  
http://www.cswe.org/File.aspx?id=13780
## INDEX

Academic Advising as an Educational Tool and Individual Learning Plan ........................................... 24
Academic Dishonesty ............................................................................................................................... 35
Academic Standing, Probation and Disqualification ............................................................................ 34
Advancement to Candidacy .................................................................................................................. 54
Advising Procedures .............................................................................................................................. 24
Appeal, the Process ................................................................................................................................. 40
Application for Graduation ................................................................................................................... 54
Balancing Work & School ..................................................................................................................... 25
Change of Advisors ................................................................................................................................. 26
**Change of Grade** ............................................................................................................................... 34
Changes in Placement ............................................................................................................................... 18
Conditional Admission ............................................................................................................................ 23
Continuous Enrollment for Graduate Students ...................................................................................... 28
Core Competencies ................................................................................................................................. 6
Course Numbers, Titles and (units) .......................................................................................................... 12
Criminal Records ................................................................................................................................. 17, 22
Deferred Admission and Reapplication .................................................................................................. 23
Field Education ....................................................................................................................................... 13
FITNESS FOR THE PROFESSION CRITERIA ...................................................................................... 29
**Grade Appeals** .................................................................................................................................. 40
Grievance and the Appeal Process ......................................................................................................... 40
Interruption of Field Sequence ............................................................................................................ 18
Leave of Absence .................................................................................................................................... 28
Life or Work Experience .......................................................................................................................... 22
Minimum Grades & GPA ........................................................................................................................... 34
**MSW CURRICULUM** ........................................................................................................................... 9
MSW Prerequisites ................................................................................................................................. 21
MSW Program Admission Requirements ............................................................................................... 20
MSW Student Association ......................................................................................................................... 43, 46
Program Goals .......................................................................................................................................... 5
Program Mission ......................................................................................................................................... 5
**Repeated Courses** ............................................................................................................................... 34
Social Work Degrees Earned Outside of the United States .................................................................... 22
Standards for Professional Behavior and Class Policies ......................................................................... 30
Student Behavior Issues .......................................................................................................................... 37
Student Conduct ........................................................................................................................................ 37, 46
Student Status Review ............................................................................................................................. 36-42
STUDENT SUPPORT SERVICES .......................................................................................................... 49
STUDENTS’ RIGHTS AND RESPONSIBILITIES .................................................................................... 43
Termination from Fieldwork and the MSW Program ............................................................................. 41
**Termination of Enrollment** ................................................................................................................ 40
The Three-year Course Pathways ........................................................................................................... 10-11
Time Limit for Completing the MSW Program ....................................................................................... 55
Transfer of Credits .................................................................................................................................... 28
Waivers ....................................................................................................................................................... 26

---

Fall 2017