



University of New Hampshire
Department of Social Work

MSW Student Handbook

2017-2018

University of New Hampshire
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**UNH Department of Social Work
MSW Student Handbook
2017-2018**

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Introduction

The purpose of this MSW Student Handbook is to provide students with an overview of relevant program policies, procedures and resources. It is a supplementary document to the Bulletin of the University of New Hampshire Graduate School Catalog. Students should carefully read the more general policies and procedures outlined in the Graduate Bulletin in addition to the information contained in this handbook. Copies of the Graduate Bulletin can be obtained from the Graduate School office in Thompson Hall, or online at www.gradschool.unh.edu. Students should contact their advisor for additional information regarding MSW program policies and procedures. The M.S.W. program features an advanced generalist concentration. The four Fields of Practice are (1) Addictions; (2) Children, Youth, and Families; (3) Disability; (4) Health and Mental health; and students may also create a self-designed field of practice. A student may complete a Field of Practice if he/she completes two electives from a given FOP or may elect to take three electives from multiple fields of practice.

Notice of non-Discrimination

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. The Department of Social Work abides by all university policies regarding non-discrimination. All policies, including discrimination and discriminatory harassment policy, are posted on the Affirmative Action and Equity Office website. <http://www.unh.edu/affirmativeaction/index.html>.

UNH Graduate Social Work Program

Masters of Social Work Mission Statement

The mission of the Department of Social Work is to educate baccalaureate and masters students for effective professional social work practice that is responsive to the social welfare and social service needs of the people of New Hampshire, the New England region, and beyond. Consistent with the overall purposes of the profession, the Department educates social work professionals to work effectively with diverse individuals, families, groups, organizations, and communities to optimize human potential for productive participation in society.

The following program themes link the underlying philosophy of the program with the purposes and values of social work and the Core Competencies outlined in Appendix D.

The program emphasizes the following:

- Education for practice that is social systems and client/environment oriented - Social Work professionals must be knowledgeable about systems and interrelated aspects of the environment to work for constructive change.
- Education for practice that is strengths/empowerment-oriented - Practice must be flexible and responsive to strengths and recognize the dignity and integrity of individuals, families, groups and communities. People must be partners in designing the focus of services and, ultimately, the solutions that lead to greater health and independence.

- Education for practice that is sensitive and responsive to diversity and to human rights- To be effective, social work practice must be broad-based and flexible. Practitioners must consider a multiplicity of factors inherent in understanding behavior and creating change including: age, income level, gender, ability, education, sexual preference, marital or job status, cultural and ethnic heritage, and other factors. Social Workers must possess values, knowledge and skills to identify, accept and interact with a wide range of factors in order to meet the needs of the people served.
- Education for practice that is knowledge and research based - Social work practice must be solidly based on knowledge and research from social work and related fields. Furthermore, as practitioners, social workers must learn to develop and disseminate new knowledge.
- Education for practice that is change-oriented - Practice must work toward changes that promote individual well being and social justice.
- Education for practice that seeks to eliminate poverty and improve the quality of life for all – Quality of life is a measure of the well-being felt by an individual, group, or community. Understanding quality of life issues is critical for effective social work practice.

MSW Program Goals

The MSW Program provides a quality educational experience that prepares graduates for Advanced Generalist practice consistent with the purposes of the social work profession. The goals of the MSW Program are listed below.

- The primary goal of the MSW Program is to provide quality education to prepare graduates for Advanced Generalist practice consistent with the purposes of the social work profession,
- To develop knowledge and skills for effective advanced intervention with client systems of various sizes and types
- To prepare graduates to practice independently with diverse populations
- To prepare graduates to analyze and apply knowledge about the social contexts of social work practice, the changing nature of these contexts, the behavior of organizations, and the dynamics of change
- To instill in graduates the values and ethics that guide professional social workers in their practice
- To prepare graduates to evaluate and apply research findings and conduct evaluations of their own and other system's practice
- To prepare graduates for their responsibility to continue their professional growth and development.

Admission Policies and Procedures

Introduction

The Department of Social Work is part of the University of New Hampshire's College of Health and Human Services and as such is governed by University regulations regarding admissions, financial aid,

reporting and recording procedures, non-discrimination policies and student affairs. This section addresses admission procedures, including criteria and process of admission, transfer of credit and course waivers, proficiency examinations and advanced standing requirements. The student advising process is described, including students' rights and responsibilities, grievance procedures, and student organizations available for student participation.

Criteria and Process of Student Admission

The Department of Social Work admits students to the MSW program through the Graduate School of the University. The Department has an Admission Committee comprised of the Admission Coordinator, and other social work faculty. This committee reviews applications for admission after they have been "logged-in" and checked for completeness by the Graduate School admission office. The committee has responsibility for decisions about admission to the MSW Program. Applicants are notified of their admission status through the Graduate School.

Admission to the program is limited to graduates of accredited colleges and universities. Every student admitted must have earned a baccalaureate degree. No exceptions are made to this requirement. The MSW program, in compliance with CSWE Accreditation Standards, does not grant social work course credit for life experience or previous work experience. Students must have completed a broad liberal arts based academic program that includes study in the humanities, social sciences, math and sciences. The liberal arts background of students is determined by review of applicants' transcripts for undergraduate course work in these areas. In order to satisfy the requirement for a liberal arts perspective, students must complete undergraduate course work in at least six of the following eight areas: English composition and writing, mathematics, science, historical perspectives, fine arts, foreign cultures, social science, and philosophical perspectives and literature. The content areas are based on the general education standards of the University of New Hampshire, a program designed to provide a broad-based liberal education for UNH students. The Admission Coordinator documents compliance on the Liberal Arts evaluation form. Students who are otherwise appropriate MSW candidates, but who do not meet this standard may be admitted provisionally pending completion of the requisite liberal arts coursework. All liberal arts courses must be completed prior to or during the first year in the MSW program. Admission standards, criteria, processes and procedures are described both in the Graduate School catalog (accessible online at: <http://www.unh.edu/grad-catalog/choosecatalog.cfm>) and through the Social Work Department web site (at: <http://www.chhs.unh.edu/sw/index>). Information sessions are scheduled each fall to afford prospective applicants the opportunity to learn more about the program and admission requirements and procedures. Student recruitment focuses on social service agencies and schools and colleges in the New England area. Information sessions are offered both in Durham and in centrally-located Manchester, NH.

The application process seeks to determine if applicants have the potential for professional social work education, the personal and intellectual qualities necessary to complete the curriculum and the potential to graduate prepared for advanced practice in the field. Scores from standardized tests, such as the Graduate Record Examination (except for dual degree applicants), are not required but may be submitted to augment a prospective student's application. Letters of reference are considered along with a personal statement regarding the applicant's motivation for and interest in the social work profession. Applications are evaluated in four areas: academic record and transcript, letters of reference, personal statement addressing interest and motivation for the profession, and extent and quality of social work or human service experience. Significant volunteer and/or work experience in the field is strongly recommended. The Admission Committee may request an interview for purposes of clarifying course work and grades, work history, motivation or any other point that raises questions about the fit between a student and the MSW program.

A grade point average of 3.0 or higher, on a 4.0 scale, is required. Applicants with a lower GPA may be considered if there is other documentation of a high level of academic ability (a strong academic record in the junior and/or senior year, or strong grades in postgraduate course work prior to matriculation). This allows applicants who did not perform well in early years of academic study to be considered for admission based on significant improvement over time or recent successfully completed graduate course work. “Provisional” or “conditional” admission status and requisite expectations are described in letters of admission.

Students are admitted to the program each fall for Durham program and every other year for the Manchester program. The deadline for receiving applications for the next academic year is February 1 (Advanced Standing applications are due November 1st). In the Online program, students are admitted each fall, spring, and summer. Once admission folders are complete and have been routed from the graduate school office, they are reviewed by the Admission Coordinator and distributed for faculty review and evaluation. A numerical rating system for evaluating applicants is used. This system uses a four-point scale to evaluate each of the four areas considered for review: academic record, reference letters, personal statement (evaluated for both content and writing style), and social work-related volunteer or work experience. The Admission Committee discusses the decisions and congruence of rankings among committee members. The Graduate School is notified of acceptances and rejections and sends applicants letters of acceptance or rejection.

Internal Program Admissions

There are three distinct M.S.W programs: Durham, Manchester, and Online. After admission to one program, students have the option of transferring only ONCE to another program. Transferring to another program within the department requires permission from both program coordinators. Limited space is available online.

Transfer of Credit

A maximum of 12 credits taken by a student prior to matriculation (internal and external combined) may be applied to a degree program. Transfer credit forms are available in the UNH Graduate School forms webpage (www.gradschool.unh.edu/forms.html). Please note that it is the student’s responsibility to complete the Transfer of Credit forms. For courses taken external to UNH, students may request that a maximum of two courses, for up to 8 credit hours completed on the campus of an accredited institution authorized to grant graduate degrees, be transferred to count toward their graduate program. All courses presented for transfer must have been completed with a grade of B or better and must have been taken for graduate credit. Courses cannot be transferred for credit if used in earning another degree. Transfer of credits must be recommended by the program faculty and approved by the dean of the Graduate School. Students taking courses at another university for transfer after enrolling at UNH should obtain approval of their advisor and graduate dean prior to enrolling in the course.

For courses taken internally at UNH, a maximum of 12 credits completed by a non-degree student in UNH graduate courses (800- or 900-level) at UNH or UNH Manchester may, upon approval of the dean of the Graduate School and with faculty advisor and MSW Coordinator signatures, be applied to a student’s degree program. Each program’s faculty retain discretion regarding the maximum number of graduate credits that will be recommended for approval (not exceeding 12).

Generally, courses accepted in transfer from outside institutions meet elective requirements. Internal (UNH) transfer credits are most often granted for students who have taken MSW courses as a non-matriculated

student prior to formal admission. Only masters level courses successfully completed with a grade of B or better within the last five years are eligible for transfer.

Students may request a course waiver for required courses taken in another accredited MSW program. Students may be required to present syllabi, texts, assignments, and written course work related to the courses(s) for which a waiver is requested. Decisions are based on the similarity between the course presented for transfer and an existing UNH MSW course.

No Credit for Life or Work Experience

The MSW Program does not grant academic credit, course waivers, or field practicum credit for life experience or previous work experience. Previous work or field experience is evaluated and may strengthen a candidate's application for admission to the MSW program, but students may not receive academic credit for that experience.

Advanced Standing

Duplication and redundancy of content mastered in an accredited BSW Program is avoided by offering advanced standing status to students who have earned a BSW degree within the last five years. Applicants for advanced standing must meet all regular standards for admission and must have a minimum 3.2 overall grade point average. Advanced standing applicants are asked to submit a letter of reference from the undergraduate field coordinator and/or field supervisor, and demonstrate successful performance in the field practicum. Advanced Standing is also considered for an MSW applicant who has successfully completed one full year of a two year MSW Program from another accredited MSW Program. Individual course work is compared to ensure that each student completes all of the required components of the UNH MSW foundation (first) year course work. Including the summer coursework, Advanced Standing students complete a minimum of thirty-five (35) credits to graduate from the MSW program. The deadline for Advanced Standing admissions is November 1st of the year prior to admission.

Generally, students admitted to the program with Advanced Standing complete the full concentration (second) year course work. In the event students have not completed an undergraduate or graduate course equivalent to SW 926, Policy II, they are required to complete that course in lieu of one elective. In addition, students accepted for Advanced Standing are required to complete an intensive summer field internship and practice class, SW 900 Advanced Standing Seminar, prior to entry into the concentration year field placement and practice classes. For full time students, this occurs the summer of their admission to the program. For extended time students, the summer course work must be completed between the two academic years in the program, i.e. as they plan on entering the Concentration Year field placement and practice classes.

International students or others who have completed social work degree programs abroad may request a review of their work through the CSWE International Social Work Degree Recognition and Evaluation Service.

MSW Degree Requirements

An MSW candidate must complete 62 credit hours of 800- or 900-level courses including two, nine month long field internships, comprising a total of 1,240 hours in the field. Grades below the B- level in a graded course or a "fail" in a credit/fail course are considered failing grades for the purposes of determining academic standing. Repeating a course does not remove the original failing grade from the record. Graduate students receiving failing grades in 9 or more credits, received either in two courses or in one course taken twice, will be dismissed from the MSW program.

Sequential Outline of Required Courses

The department offers three program structures: a two-year full time, an extended-time program option in Durham, a three-year extended-time weekend program option in Manchester, and an online program with full and extended time options. Field placements are required during both years of the full-time program. Two year-long field placements are required for all students. Both years' field internships are to be taken concurrently with required practice and field seminar courses.

Generic Foundation Year courses, including a generalist first-year placement constitute the first full-time year in the program. During the second, Concentration Year, students enroll in practice and elective courses as well as a field placement in Advanced Generalist social work practice. Students may select electives in a specific field of practice. MSW electives will primarily focus on four fields of practice: (1) Health and mental health; (2) Addictions and substance abuse; (3) Children, youth, and families, (4) Disabilities; and students may also create a self-designed field of practice. A student may complete a Field of Practice if he/she completes two electives from a given FOP or may elect to take three electives from multiple fields of practice.

All students must take Practice and Field Internship courses together. A student may not take a practice course without enrolling in the concurrent field internship course (co-requisite) and a student may not be in a field internship without being in the concurrent practice course (co-requisite). Part time students must complete one academic year of coursework prior to entering a field placement.

Program Options

The **Durham program** offers the traditional model where students take required courses during the weekday and/or evenings on the UNH campus. A full time student would take five courses a semester. An extended time student would take at least two a semester. Classes are during a typical 14 week academic semester period. The **Manchester program** is on the UNH Manchester campus. Students take a total of three classes a semester and one class in the summer with each class being 6-8 weeks long.

The **Online program** model is 28 months long for full time with extended time options. The class schedule is based on eterns, eight week long classes and five eterns a year. Students take two courses at a time for the full-time track and 1 class at a time for an extended time track.

M.S.W./M.S. Program: The Department of Social Work and Outdoor Education Program at the University of New Hampshire also offers an integrated dual degree program in Social Work and Kinesiology

(Outdoor Education Focus). In three years students are able to complete two graduate degrees, a Master's in Social Work (M.S.W.) and a Master's in Science (M.S.) in Kinesiology with a concentration in Outdoor Education to prepare them for a career in the field of adventure therapy. Students take classes simultaneously in both social work and kinesiology. For the MS in Kinesiology degree they are required to complete either a master's thesis or an advanced studies project during their third year of study, which is supervised by faculty in the outdoor education program in kinesiology. For the MSW degree students complete two internships at social service agencies, one during their first year of study and a second specialized internship with a focus on outdoor education/adventure therapy over the summer after their second year of the program. This specialized block placement internship concentrates on the utilization and application of adventure therapy in an agency setting.

J.D/M.S.W. Program: The Department of Social Work and the School of Law at the University of New Hampshire (UNH) offers a dual degree resulting in the JD/MSW. In four years, students are able to complete two graduate degrees, a Master in Social Work (M.S.W.) and a Juris Doctorate (JD) to prepare them for a career in law and social work. Students will complete 2 internships during the MSW program and will complete law internships during summers. This degree is designed for students who wish to pursue a career requiring knowledge of the law and social work. In particular, this degree will prepare students for careers that address social justice issues such as immigration, gender bias and discrimination, and domestic/sexual violence, to name a few. For additional information regarding this dual degree and for current course of study outlines, please contact Kim Kelsey at Kim.Kelsey@unh.edu.

MSW PROGRAM ADVANCED GENERALIST- DURHAM CAMPUS

FULL TIME COURSE OF STUDY

(rev. 7/2017)

Year 1, Semester 1

SW 820	Social Welfare Policy I
SW 830	Social Work Practice I
SW 840	Race, Culture & Oppression
SW 850	Human Behavior & the Social Environment I (HBSE I)
SW 880	Field Internship I (seminar and concurrent 2 days/week Internship for academic year)

Year 1, Semester 2

SW 831	Social Work Practice II
SW 851	Human Behavior & the Social Environment II (HBSE II)
SW 926	Social Welfare Policy II
SW 860	Research I: Research Methods in Social Work
SW 881	Field Internship II (seminar and 2 days/week internship Continued from Semester 1)

Year 2, Semester 1

SW 930	Advanced Generalist Social Work Practice III
SW 952	HBSE III
SW 962	Research II: Statistics and Data Analysis
Elective 1	One 3-credit elective
SW 982	Field Internship III (Seminar and concurrent 3 days/week internship for academic year)

Year 2, Semester 2

SW 931	Advanced Generalist Social Work Practice IV
SW 965	Research III: Program & Practice Evaluation
Elective 2	One 3-credit elective course
Elective 3	One 3-credit elective course
SW 983	Field Internship IV (Seminar and 3 days/week internship continued from Semester I)

**MSW PROGRAM
UNH-MANCHESTER**

THREE YEAR COURSE OF STUDY
(rev. 4/2013)

Year 1, Fall

SW 850	Human Behavior and the Social Environment (HBSE I)
SW 820	Social Welfare Policy I
SW 840	Race, Culture & Oppression

Year 1, Spring

SW 860	Research I: Research Methods in Social Work
SW 851	HBSE II
SW 926	Social Welfare Policy II

Year 1, Summer

Elective (four weeks in June)

Year 2, Fall

SW 962	Research II: Statistics and Data Analysis
SW 830	Social Work Practice I
SW 880	Field Internship I (Seminar and Concurrent 2 day/week Internship for academic year)

Year 2, Spring

SW 831	Social Work Practice II
SW 881	Field Internship II (Seminar and Concurrent 2 day/week Internship continued from Fall semester)
SW 952	HBSE III

Year 2, Summer

Elective (four weeks in June)

Year 3, Fall

SW 965	Research III: Program and Practice Evaluation
SW 930	Advanced Generalist Social Work Practice III
SW 982	Field Internship III (Seminar and concurrent internship for academic year)

Year 3, Spring

SW	Elective
SW 931	Advanced Generalist Social Work Practice IV
SW 983	Field Internship IV (Seminar and concurrent internship Continued from fall semester)

Note: Electives may also be taken on the Durham campus, on-line, or in other depts. Additional Manchester social work electives may also be offered occasionally at other times.

**This is a sample course guide for Online MSW students. The others can be found in the resource center. A list of complete courses being offered 2016-2017 are also in the resource center.

Online MSW Course Guide Summer 2016 Cohort

20 Required Courses for Program Completion
Schedule below assumes full time track of 2 courses per term

Summer 2016		Fall 2016		Spring 2017	
e-Term 5		e-Term 1	e-Term 2	e-Term 3	e-Term 4
SW 820: Policy I SW 850: HBSE I		SW 926: Policy II SW 851: HBSE II	SW 840: Race, Culture, Opp SW 860: Research Methods	SW 830: Practice I SW 880: Field I (1 st half)	Elective #1 SW 880: Field I (2 nd half)

Summer 2017		Fall 2017		Spring 2018	
e-Term 5		e-Term 1	e-Term 2	e-Term 3	e-Term 4
SW 831: Practice II SW 881: Field II		SW 962: Statistics SW 952: HBSE III	SW 930: Practice III SW 982: Field III (1 st half)	SW 965: Program Eval SW 982: Field III (2 nd half)	SW 931: Practice IV SW 983: Field IV (1 st half)

Summer 2018		Fall 2018	
e-Term 5		e-Term 1	
Elective #2 SW 983: Field IV (2 nd half)		Elective #3	

Reminders:

- Practice courses are co-requisites to first half of Field courses therefore they must be taken together
- Field courses span two e-terms with the exception of Field II in e-term 5, 2016 (course runs through the summer)
- Policy & HBSE courses must be taken in sequence
- SW 860 Research Methods must be taken prior to SW 962 Statistics
- SW 962 Statistics must be taken prior to SW 965 Program and Practice Evaluation
- Electives are in blue and may be taken online or on-campus and may be taken at any point in program
- You can search for available courses each term via courses.unh.edu

MSW PROGRAM ADVANCED GENERALIST- DURHAM CAMPUS
FOUR YEAR
EXTENDED COURSE OF STUDY
(rev. 7/2017)

Year 1, Semester 1

SW 820 Social Welfare Policy I
SW 850 Human Behavior & the Social Environment I (HBSE I)

Year 1, Semester 2

SW 851 Human Behavior & the Social Environment II (HBSE II)
SW 860 Research I: Research Methods in Social Work

Year 2, Semester 1

SW 830 Social Work Practice I
SW 840 Race, Culture & Oppression
SW 880 Field Internship I (seminar and concurrent 2 days/week
Internship for academic year)

Year 2, Semester 2

SW 831 Social Work Practice II
SW 926 Social Welfare Policy II
SW 881 Field Internship II (seminar and 2 days/week internship
Continued from Semester 1)

Year 3, Semester 1

SW 952 HBSE III
SW 962 Research II: Statistics and Data Analysis
Elective 1 One 3-credit elective

Year 3, Semester 2

SW 965 Research III: Program & Practice Evaluation
Elective 2 One 3-credit elective course

Year 4, Semester 1

SW 930 Advanced Generalist Social Work Practice III
SW 982 Field Internship III (Seminar and concurrent 3 days/week
internship for academic year)

Year 4, Semester 2

SW 931 Advanced Generalist Social Work Practice IV
SW 983 Field Internship IV (Seminar and 3 days/week internship continued
from Semester I)
Elective 3 One 3-credit elective course

MSW PROGRAM – DURHAM CAMPUS
ADVANCED STANDING

FULL-TIME COURSE OF STUDY (APPLIES TO AY 2014-2015)

Summer, Year 1 Year 1, Semester 1	SW 900: SW 840: SW 930: SW 952: SW 962: SW 982:	Advanced Standing Seminar Race, Culture & Oppression Advanced Generalist Social Work Practice III HBSE III Research II: Statistics and Data Analysis Field Internship III (Seminar & Concurrent Internship)
Year 1, Semester 2	SW 926: SW 931: SW 965: SW 983: Elective	Social Welfare Policy II (if needed-if not, then an elective) Advanced Generalist Social Work Practice IV Research III: Program & Practice Evaluation Field Internship IV (Seminar & Concurrent Internship) one 3-credit course

MSW PROGRAM – DURHAM CAMPUS-ADVANCED STANDING

PART-TIME COURSE OF STUDY (APPLIES TO FALL 2014 ADMITS)

Year 1, Semester 1	SW 840: SW 952: SW 962:	Race, Culture & Oppression HBSE III Research II: Statistics
Year 1, Semester 2	SW 926: SW 965: Elective	Social Welfare Policy II (if needed-if not then an elective) Research III: Program & Practice Evaluation one 3-credit course
Summer, Year 2	SW 900:	Advanced Standing Seminar
Year 2, Semester 1	SW 930: SW 982:	Advanced Generalist Social Work Practice III Field Internship III (Seminar & Concurrent
Year 2, Semester 2	SW 931: SW 983:	Advanced Generalist Social Work Practice IV Field Internship IV (Seminar & Concurrent Internship)

UNH Social Work / Kinesiology: Outdoor Education
Integrated Dual Degree MSW/MS Curriculum (rev. June '13)

Year 1, Semester 1

SW 820	Social Welfare Policy I	3 cr
SW 830	Social Work Practice I	3 cr
SW 850	Human Behavior & the Social Environment I (HBSE I)	3 cr
SW 880	Field Internship I (seminar and concurrent 2 days/week internship for academic year)	3 cr
KIN 882	Adventure Therapy: Therapeutic Practices of Adventure Programming	4 cr

Year 1, Semester 2

SW 831	Social Work Practice II	3 cr
SW 851	Human Behavior & the Social Environment II (HBSE II)	3 cr
SW 881	Field Internship II (seminar and concurrent 2 days/week internship continued from Semester 1)	3 cr
SW 926	Social Welfare Policy II	3 cr
	OR	
SW 897	Special Topics: Adventure Therapy: Facilitating and Processing the Experience	3 cr
KIN 883	Psychological Aspects of Adventure Education	4 cr
	OR	
KIN 887	Theory of Adventure Education	4 cr

Year 2, Semester 1

SW 840	Race, Culture & Oppression	3 cr
SW 930	Advanced Generalist Practice III	3 cr
SW 962	Research II: Statistics	3 cr
SW 952	HBSE III	3 cr
SW	Elective	3 cr
	OR	
KIN	Foundations of Adventure Education	4 cr

Year 2, Semester 2

SW 931	Advanced Generalist Practice IV	3 cr
KIN 886	Organization and Administration of Outdoor Education	4 cr
KIN 897	Advanced Research in Outdoor Education	2/3 cr
SW 926	Social Welfare Policy II	3 cr
	OR	
SW 865	Adventure Therapy: Facilitating and Processing the Experience	3 cr
KIN 883	Psychological Aspects of Adventure Education	4 cr
	OR	
KIN 887	Theory of Adventure Education	4 cr

Year 2, Summer

SW 982/983	Field III and Field IV (SUMMER BLOCK PLACEMENT)	8 cr
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Year 3, Semester 1

KIN 897	Advanced Research in Outdoor Education	3/4 cr
KIN 884	Foundations of Adventure Education	4 cr
	OR	
SW	Elective	3 cr

* PLEASE NOTE: Students will take on a course load of 17 credits during this semester which will require an extra fee.

Independent Study

Independent study courses provide students a way to pursue a particular body of knowledge unavailable in the general curriculum. Twenty-four completed credits in MSW coursework are a prerequisite. Independent study courses (SW 992) may be taken for 1-3 credits per semester with a limit of 6 credits. They are graded with a letter grade and credit hours for an independent study are determined based on the work plan put forth in the Independent Study Contract (Appendix A). The Independent Study Contract must be submitted to the MSW Program Coordinator for approval prior to the start of the relevant semester. The proposal must include the name of the faculty sponsor, whose permission the student must secure before submitting the proposal to the student's advisor, and then the MSW program coordinator. Students may not take independent study courses in place of core curriculum. Students must register for SW 992 before the end of the UNH Add/Drop period.

Electives

As noted in the Graduate Catalog, a significant portion of the MSW curriculum is required. Students will, however, be able to complete three elective courses. At least one of these courses must be taken from among the Department of Social Work course offerings. Students may also transfer a limited number of elective credits provided that the courses taken at other institutions or in other departments are graduate level, related to the MSW curriculum, completed within five years, and with a grade of "B" or better. Face to face students can take core courses (non-electives) in the program they are admitted to. All students do have a choice to take electives across programs. However, if a Durham or Manchester student wishes to take an online elective, they will need permission from the department administrator as limited spaces are available. No exceptions will be made for core courses.

As noted above, electives will primarily reflect four Fields of Practice: (1) Addictions; (2) Children, Youth, and Families; (3) Disability; (4) Health and Mental health. Students may also create a self-designed field of practice. A student may complete a Field of Practice if he/she completes two electives from a given FOP or may elect to take three electives from multiple fields of practice.

Filing Your Intent to Graduate

Your intent to graduate should be filed for the semester that you will be completed with your degree requirements. This semester may or may not correspond with the May ceremony. Students should wait until their official graduation date (whether that is September 1st, December 31st, or May) before they start using the MSW notation. This is to protect the student. Both the registrar's office and the National Clearinghouse of Graduates won't be able to verify a degree until after the graduation date. Please visit the UNH Graduate School to learn more about filing your intent to graduate: <http://www.gradschool.unh.edu/graduation.php#intent>

MSW Field Practicum

Introduction

The most important objective of the field practicum is to prepare students for competent social work practice. The field practicum enhances learning by providing opportunities for students to integrate and apply theories, research, values, methods and practice skills acquired throughout the curriculum to the reality of work with individuals, families, groups and communities. Both the practicum and concomitant seminar stress the importance of learning to recognize and respect the dignity and worth of diverse client systems regardless of race, color, gender, age, creed, ethnic or national origin, disability, political or sexual orientation.

Field Practicum Structure and Hours

Field instruction is concurrent with classroom work. During the Foundation year first field placement students are required to spend two days per week in the field, in the second field placement students spend three days each week in the field. Students should read the UNH MSW Field Education Manual available online for structure, policies and procedures regarding Field Education. <https://chhs.unh.edu/sw/msw-field-education>

Field and Practice Co-requisites Policy

All students must take Practice and Field Internship courses together along with their field placement/internship. A student may not take a practice course without enrolling in the concurrent field internship course (co-requisite) and a student may not be in a field internship without being in the concurrent practice course (co-requisite). Part time students must complete one academic year of coursework prior to entering a field placement.

As noted above, Field I (SW 880) and Practice I (SW 830) are co-requisites, as are Field II (SW 881) and Practice II (SW 831). **During the first internship year, students should be aware of several important policies:**

- If a student fails his/her internship (Field I), then s/he must withdraw from Practice I. The student would then be required to re-take both Field I and Practice I the following academic year (and therefore begin a new year in field placement). Normally, Field I must be taken in the fall and Field II is in the spring.
- If a student fails his/her second semester internship (Field II), then s/he must withdraw from Practice II. The student would then be required to repeat the entire year of Field (SW 880 and SW 881) and would take Practice II again the following academic year. The student would not be required to repeat Practice I.
- If a student fails Practice I, s/he must withdraw from Field I. The student would then be required to re-take both Field I and Practice I the following academic year.

- If a student fails Practice II, s/he would be required to re-take Practice II the following year. Since Practice II is a prerequisite for Practice III, the student would need to pass Practice II prior to entering Practice III or Field III (which in most cases will mean that the student will require an additional year in the program).

For a Manchester and Online student who has completed Practice II but fails Field II:

- If a student is in the Online or Manchester program and has completed Practice II, he/she would be required to repeat the entire year of field (SW 880 and SW 881) but the student would NOT have to repeat Practice II.

MSW Master's Thesis Option

Aim: To provide MSW students the opportunity to explore specific research topics of interest over their last year of study. Prepare students for doctoral study, if desired.

Pre-requisites

1. Students must maintain good academic standing in their first year in the MSW program (3.0 or higher) to pursue.
2. Students must declare their intention to pursue the thesis option the semester before the beginning of their second year course work (30 credit hours if it is a part-time student) by notifying the MSW Program Coordinator in writing.
3. Students must find and confirm a Thesis Chair the semester before the beginning of their second year course work (30 credit hours if it is a part-time student);
 - a. Thesis Committee will be comprised of two active members (Chair and Member), plus an additional reader to give a subjective view of the paper.
 - b. Thesis Chair must be a full time SW faculty member and a member of the Graduate Faculty at UNH.
 - c. Second and third members may be faculty outside of SW as long as they are also members of the Graduate Faculty (This is What is Stated on the Grad School Site <http://www.unh.edu/grad-catalog/gi.cfm?thisid=195&masterid=190&headingid=125#195>)
 - d. The faculty has the right to refuse to be a part of the thesis as well as require a writing sample.
4. Students must obtain a copy of the *Theses and Dissertation Manual* from the Graduate School website and review for all requirements for completion of a thesis.

Completing the Thesis

5. In the fall of their final year, the student must present their Thesis proposal formally to their committee by October 1st, make all requested changes to the proposal, and receive written acceptance from the

committee to proceed with thesis.

6. Students must complete a minimum of 6-credit hours ideally over two consecutive semesters of SW 899 Master's Thesis. Students can complete a maximum of 10-credit hours of SW 899 and they have 6 years to complete the thesis. However, students must maintain continuous enrollment in the Graduate School until the thesis is complete. If this is not possible, students must consult the *Theses and Dissertation Manual* for policies related to enrollment.
7. Students will aim to present their research in the Spring semester at the Graduate Research Conference.
8. Students will formally present and defend their Thesis to their committee when completed and in order to fulfill the requirements of the thesis.
9. Students will follow the guidelines put forth by the graduate school *Theses and Dissertation Manual* surrounding due dates of the final thesis and publication guidelines for the thesis.

Student Advisement

Overview

Departmental advising is an ongoing process beginning at the time a student is accepted into the Program. Students are required to make contact with their faculty advisor early in their MSW career. The advising guide is a single-page chart of completed and projected course work in the program (Appendix B). It is the basis for ongoing advising with the student's academic advisor.

Although it is ultimately the students' responsibility to ensure they have met all necessary requirements for graduation, advisors work closely with students to monitor progress. Faculty advisors also may serve as field liaisons for academic advisees. In addition, advisors are available to discuss career issues with students. In short, advising responsibilities include:

1. regular meetings with advisees;
2. planning and scheduling both required and elective courses with students;
3. review of the student's field placement progress and preliminary consideration of field placement possibilities, which may best meet a student's educational and career goals;
4. discussion about social work as a career and particular interests or concerns students may wish to raise;
5. evaluating and, when appropriate, referring students for help with academic or personal problems including disability-related concerns;
6. availability to discuss post graduate plans including employment and career options;
7. review students' completion of MSW requirements and provide online certification of completion.

Professional Social Work Advising

Core faculty members in the Department provide all formal advising. All of these advisors have earned the MSW. Since all faculty advisors are core faculty, each is a regular participant in Department faculty and curriculum meetings. In addition, the Department Chair, Graduate Coordinator and Field Coordinator communicate regularly with faculty advisors to review departmental guidelines, advising procedures and expectations of students and advisors. Through these means, advisors are kept current and knowledgeable about the program.

Faculty Advising / Liaison

In preparation for entrance into the field practicum, the Field Coordinator meets with students to review the field placement process and application. After receipt of the field application and consultation with the faculty advisor, the Field Coordinator plans an appropriate field placement with the student. Once a placement has been selected, the student visits and then consults with the Field Coordinator for a decision about suitability. During the field placement, the field coordinator and field liaison carry primary responsibility for field advising. In some circumstances, the field liaison is also the student's academic advisor; in other cases, the student has an additional faculty member who serves as academic advisor only. The field liaison serves as a link between the department and the agency. *Please see the MSW Field Education Policy Manual for a more in depth description of field liaison responsibilities.*

Academic and Field Performance

Criteria for evaluating student academic performance are described in each course syllabus. This includes class attendance and participation, written assignments in and out of the classroom, research or position papers, in-class individual and group presentations, examinations and simulation performance. Letter grades for each course are assigned according to standards described annually in the Graduate Catalog and in the *UNH Student Rights, Rules & Responsibilities*.

The Field Supervisor, Field Liaison, Field Seminar Instructor and the Field Coordinator monitor field performance regularly during the semester. Required recordings, journals and other assignments provide additional, written documentation of the quality of a student's work. Once each semester, the Field Liaison visits the field site either face-to-face or through video conferencing to evaluate student progress with the student and Field Supervisor. Additional visits and/or meetings may be scheduled should there be a concern about student progress in the field. A written evaluation is completed by the Field Supervisor at the end of each semester (copy included in the Field Manual) and becomes a part of the student's record. During supervisor orientation sessions, the evaluation form and format are discussed in detail with supervisors. Supervisors are encouraged to make use of the evaluation throughout the semester during regular supervisory meetings so that written end-of-term evaluations contain no surprises.

When a field supervisor notes "Pass with Concern" in the first semester field evaluation, the responsible Field Coordinator will schedule a meeting to address the concerns noted in the Field Evaluation. The following individuals will be asked to participate in this meeting: (1) the responsible Field Coordinator, (2) the MSW Program Coordinator, (3) the Field Supervisor, and (4) the Field Liaison. This meeting(s) must take place prior

to the third week of the second semester. During this meeting a specific plan of action will be determined. This plan is known as a Remediation plan and should include: (1) the development of a specific contract that describes remedial activities; (2) scheduling another field liaison visit early in the second semester, (3) identifying follow up plans, and (4) discussion with agency/supervisor about changes expected in order for the student to pass during the second semester.

Policy on Incompletes

In view of the high expectations of the MSW Program, and the importance of sequenced coursework over the course of the curriculum, the Department will apply the following policy to determine when students may register for successive courses while carrying unresolved incompletes.

1. Students carrying two or more incompletes will not be permitted to enroll in additional courses in the MSW Program.
2. Students carrying an incomplete who wish to register for a higher-level course in the same sequence (e.g., HB/SE, practice, research) must resolve the incomplete prior to the last day to register for the relevant semester. The same policy applies to courses with prerequisites.

Student Rights and Grievance Procedure

Within the College of Health and Human Services, the Department of Social Work's policies and practices concerning students' rights and responsibilities are in full compliance with University and CSWE standards. The rights of the individual to pursue learning and to express his or her view responsibly are of paramount importance in an academic environment. Students have the right to participate in institutional governance and policy formation as defined by the appropriate University governing bodies.

Student Representation

Student representation on various committees is an integral part of the Department's continued commitment to solicit student input on policies and other academic affairs. Each year students are selected as representatives to Department Faculty Meetings, Department Advisory Council and Field Advisory Committee. Student representation is also sought for other Department committees. Student representation provides a valuable perspective and students are encouraged to be actively involved in all committee activities.

Students with physical, emotional or learning disabilities

Students who have physical, emotional or learning disabilities are referred to the University's Student Accessibility Services (SAS) for Students office (<https://www.unh.edu/studentaccessibility>) In addition to offering assistance with academic concerns, SAS may arrange transportation or other necessary accommodations for students with documented disabilities. Contracts signed by a student with a disability, course faculty and a SAS representative insure that student needs are met.

Assessment of Student Satisfaction

Assessment of student satisfaction is accomplished through a number of channels, both formally and informally. Students are given an opportunity to rate their satisfaction with coursework and the course instructor through an anonymous course evaluation. A composite of these evaluations for all social work courses is available to students at the library reference desk.

Students are assigned faculty advisors upon enrolling in the program. The purpose of student advisement is to orient students to the curriculum, the campus and support services. Faculty advisors meet with their advisees individually upon request to discuss various issues related to student concerns, class performance, professional development and selection of electives. This relationship provides regular feedback of students' level of involvement and satisfaction with the program. Full-time students are reassigned to new faculty advisors each year, while every attempt is made to keep part-time students with a single faculty advisor until their first field placement.

Financial aid matters are referred to the Office of Financial Aid (<http://financialaid.unh.edu>); housing questions to the University Housing Office (www.unh.edu/housing/) and students in personal crisis are referred to the University Counseling Center (www.unhcc.unh.edu) the University Chaplain's office or other resources.

In addition to serving as academic advisors, faculty and departmental administration support an open-door policy for student questions and concerns. Many students take advantage of the Department's informal atmosphere by simply stopping by to discuss matters that concern them.

Student Grievance Procedure

Students in the MSW Program have access to University grievance and complaint procedures that may be used to resolve issues related to student complaints about academic issues, faculty or peer conduct, or student development. The process for academic and non-academic grievances is described in the UNH *Student Rights, Rules and Responsibilities*. Students, as well as other members of the community, are encouraged to resolve conflicts informally before pursuing grievance or complaint procedures. When informal means do not resolve an issue, students may pursue grievance and complaint procedures in accordance with Department and University policy.

The Department Policies and Academic Standards Committee provides Departmental review and decision-making for student or faculty grievances prior to involvement with University procedures. The Department is committed to due process for students.

The University has established special procedures to address concerns related to sexual harassment. Students having a concern related to a faculty or staff member or an individual in a field agency are encouraged to seek resolution with the individual(s) involved and are encouraged to contact their faculty advisor, the Field Coordinator, and/or Department Chair as appropriate. If there is not a satisfactory resolution, students may contact either the Dean and/or Affirmative Action office. If the matter is not resolved at this level, final appeal may be made to the Provost and Vice President for Academic Affairs. (See *Student Rights, Rules and Responsibilities*, ("Sexual Misconduct, p 83). This information is published and disseminated annually to the University community in the form of a student handbook, *Student Rights, Rules and Responsibilities*.

Department Academic Standards Committee

The role of the Social Work Department Academic Standards Committee is to review and make decisions regarding all requests for variance in social work academic or student affairs policy made by either faculty or students. It also serves as the Department Appeals committee for student grievances or in cases of termination of social work student status for professional incompetence, unprofessional conduct and/or ethical misconduct.

Membership: The Academic Standards Committee is comprised the MSW Program Coordinator, the BSSW Program Coordinator, two additional department faculty members, one BSSW student and one MSW student. The faculty advisor (or other faculty member of the student's choosing) may be present in a non-voting capacity to present the student's petition.

Petition Process: MSW students requesting an exception to academic or student affairs policy or filing a complaint or grievance must complete a petition stating their request or concern with accompanying rationale. The Petition for Exception to Academic Policy form is available from the UNH Graduate School forms web page (http://www.gradschool.unh.edu/pdf/frm_pet_exp_ap.pdf). All petitions must include a statement from the student's advisor including the advisor's recommendation. When the petition involves a decision of the faculty advisor, petitions should be presented to the MSW program coordinator. During the academic year, the committee makes every effort possible to meet within two weeks of receiving the petition. Students or faculty are informed in writing about the outcome of their petition with a copy of the decision placed in the student's academic file. For any variance in policy, it is the student's responsibility to work with the academic advisor, (or another faculty member of their choice in case of program termination) to prepare a complete petition including all supporting documentation. Petitions must be legible and submitted in a timely manner – within 2 weeks of the notification of the failing grade.

Professional Competency and Ethical Behavior Issues

Students enrolled in the social work program are expected to maintain academic integrity, professional conduct and adhere to the ethical standards delineated in the NASW Code of Ethics and the University of New Hampshire Student Rights and Responsibilities Handbook.

Beyond mastering a body of knowledge, a social worker must possess professional attitudes, skills and ethical principles. A clear understanding of behavioral standards that demonstrate a commitment to the dignity and worth of all members of the Department, University and greater community is considered essential. Since the NASW Code of Ethics applies to students as well as professionals, every new student is provided a copy of the Code at new student orientation. Additional copies of the Code of Ethics are available in the Social Work Department office. Upon review of the Code, students sign a statement agreeing to abide by the principles outlined in the Code of Ethics. The statement must be signed by the third week of the semester. These signed statements are kept on file in the student's record.

The UNH Student Rights, Rules and Responsibilities Handbook (www.unh.edu/student/rights) clearly outlines community behavioral expectations and students are responsible for knowing and adhering to its contents, including rules covering plagiarism, cheating and academic dishonesty.

Behavioral violations of the codes of conduct contained in the NASW Code of Ethics or the Student Rights, Rules and Responsibilities Handbook may be grounds for termination. If it is determined that a student is not living up to appropriate academic or professional standards, faculty will make every effort to resolve the

issue quickly and directly with the student and may recommend remedial actions, such as taking time off from studies, postponing upper-level coursework, repeating a course, or seeking professional counseling. However, when informal discussion between faculty and student is unproductive, faculty may recommend a student be terminated from the program.

Criteria for termination include, but are not limited to, the following:

1. Failure to meet generally accepted standards of professional and student conduct, personal integrity or emotional stability required for professional practice as outlined by the NASW Code of Ethics and/or UNH's Student Rights, Rules and Responsibilities Handbook.
2. Persistent inappropriate or unprofessional behavior toward clients, colleagues, faculty or staff at the University or in the field.
3. Consistent failure to demonstrate the effective interpersonal skills necessary for forming professional relationships (e.g., boundary violation, discriminatory attitudes or violating a client's right to self-determination, failure to comply with field placement policies or process etc.)
4. Consistent with the Americans with Disability Act (ADA), being unwilling to seek appropriate advice/counseling to address impairments that interfere with the students' ability to function. Also, consistent with ADA, the Department reserves the right to refuse to place students in field work if their physical or mental health status suggests such action is warranted to safeguard clients, agencies, the student him/herself, other students, faculty or staff.

Termination Procedure

Once a student is accepted into the program, it is expected that academic and professional standards will be maintained. In addition to mastering a body of knowledge, a social worker must possess professional attitudes, skills, and ethical principles. Occasionally, students may not be living up to academic or professional standards. Based on faculty review and recommendation, remedial action, including counseling out of the program, may be considered. Initially, it is the Faculty Advisor's role to address the nature and causes of problematic performance with a student. With any decision or recommended sanction, the student has a right to appeal the decision in accordance with the procedures designated in the MSW Student Handbook and/or *Student Rights, Rules and Responsibilities Academic Policies Section*, (p 37). The appeal should be completed within 2 weeks of the notification of the failing grade.

University policies, procedures, and structures for handling both academic and nonacademic concerns are extensive. Informal discussion and third party mediation are recommended as first steps in dealing with disputes or conflicts. The formal, structured judicial system includes due process, a right to co-representation, time frames for written notice and response, and several levels of appeal.

Student Status

Continuous Registration

Unless a leave of absence is granted, graduate students are required to maintain continuous enrollment each semester until their degree is formally awarded. Continuing enrollment may be maintained by registering for course credits, research or Continuing Enrollment (GRAD 800).

Time Limit

All graduate work for any master's degree must be completed within six years from the date of matriculation (enrollment) in the program. Progress toward the degree will be carefully monitored by the faculty advisor and the Graduate School to ensure that adequate advancement is made toward program completion and that any stipulations noted at the time of admission are removed.

Leave of Absence

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. The procedure for an approved leave of absence requires that students submit a request, available at www.gradschool.unh.edu/forms.html, along with appropriate documentation, prior to the term for which the leave is requested. The dean of the Graduate School, upon recommendation of the student's adviser and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately. Students on an approved leave of absence are exempt from paying the continuing enrollment fee. Graduate students who do not return from a leave of absence in the allotted time frame will have their degree status discontinued.

Withdrawal

A student may withdraw from the Graduate School during any semester by obtaining a withdrawal form from the Graduate School. This form should be signed by the student's adviser and the dean of the Graduate School. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Administrative Separation for Reasons of Health-Related Behaviors

The dean of students, or the associate dean of the Graduate School, or designee, in consultation with Health Services, and/or Counseling Center, Student Accessibility Services, Behavioral Intervention Team, and Affirmative Action and Equity Office (ADA Compliance) may temporarily separate a student for reasons relating to seriously impaired mental/physical health when such student's health-related behaviors (1) pose a significant risk of substantial harm to health, safety or property of him or herself or other members; of the University community, (2) and/or when the student's health-related behaviors significantly disrupt the ability of other University community members to fulfill the University's mission.

Examples of such behaviors include but are not limited to (a) continuing disruptive behaviors after being told by a University official to stop (b) behaviors that indicate the student may be out of touch with reality or unaware of the consequences or effects of his or her behaviors, (c) threat of or harm to self or others.

Administrative withdrawal is not intended to be a substitute for other procedures as found in the Code of Conduct or Academic Policies. Such action may not be used as a means of excluding qualified students with disabilities. The dean of students or associate dean of the Graduate School or designee shall provide the student with a written statement of reasons for the temporary separation and invite the student to meet.

The purpose of this meeting shall be to provide the student with an opportunity to challenge the separation and request reconsideration. The dean of students or associate dean of the Graduate School or designee may require documentation of readiness to return from a licensed attending medical authority and/or licensed psychologist, and consult with the appropriate University official(s) before lifting the separation. The student may be accompanied at the meeting by a member of the University community.

The student must schedule a meeting within ten (10) calendar days of receiving the written statement. If the student fails to request a meeting with the dean of students or associate dean of the Graduate School within ten (10) calendar days of beginning the temporary separation, or if the temporary separation is upheld either at the meeting and the student fails to appeal, or upheld upon appeal, the temporary separation shall be changed to an administrative withdrawal.

Within three (3) calendar days of the conclusion of this meeting the dean of students or associate dean of the Graduate School shall send a letter to the student; informing him/her of the outcome. The student may appeal the determination to the vice president for student and academic services, the dean of the Graduate School, or his/her designee. The appeal request must be received by the vice president for student and academic services by no later than five calendar days after the student receives the letter from the dean of students or associate dean of the Graduate School.

Students who withdraw for health reasons, whether voluntarily or are separated by administrative action, must apply for readmission through the Graduate School. Readmission shall be contingent upon receipt by the appropriate director(s) or their agents, of documentation regarding readiness to return from a licensed attending medical authority, and/or licensed psychologist; to the extent the withdrawal was for a condition that requires ongoing treatment, readmission may also be contingent upon documentation of the prescribed treatment course and the plan for implementation thereof. Readmission may also include a personal interview with either the vice president or dean of the Graduate School or his/her designee.

For graduate students, the dean of the Graduate School will make the final decision based on the information received, in consultation with the appropriate University official(s). (*University Senate, April 26, 1976, updated by the dean of students, June 2009.*)

Readmission

Students who withdraw, who have their degree status discontinued, or whose time limit has expired and subsequently desire to resume their academic program are required to apply for readmission. Readmission forms are available at www.gradschool.unh.edu/forms.html. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period

during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Change in Degree

Students who wish to pursue a degree program other than the one for which admission was originally granted must complete the appropriate application for a change in degree. These forms are available at www.gradschool.unh.edu/forms.html. The dean of the Graduate School will notify the student of the decision after consulting with the appropriate departments.

Student Organizations

Graduate students are an integral part of the University community. The Graduate School and the Graduate Student Organization (GSO) of the University work in concert to provide graduate students with access to facilities and organizations that meet their diverse needs and interests. The GSO's goal is to foster the continual improvement of graduate student life at UNH; to establish and maintain an effective means of communication between graduate students, faculty and administration; and to make possible graduate student participation in the decision-making process for establishing policies and setting priorities.

The MSW student organization at UNH is the GSSW (Graduate Students of Social Work). MSW students are the primary participants but by University policy the organization is open to all UNH students. A member of the Department faculty serves as advisor to the organization.

Student Financial Aid

There are several forms of financial assistance available to graduate students through the Graduate School and the Department of Social Work. To be eligible for any assistance, the student must first be admitted to a graduate degree program. The Graduate School administers several fellowship and scholarship programs.

The Social Work Department provides support in the form of graduate assistantships and assistantships on grant related projects to a limited number of MSW students. Past student assistants have assisted faculty with tasks such as data collection and entry, statistical analysis, literature reviews, and classroom teaching. Work-study, loans and other financial awards are handled through the UNH Financial Aid Office. Ongoing efforts will continue in order to provide support for students otherwise unable to take advantage of graduate education. Please visit the UNH Financial Aid Website at www.unh.edu/financial.aid for further information or call (603) 862-3600.

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Appendix A: SW 992

Independent Study Contract

**This contract is for doing an INDEPENDENT STUDY with _____,
(Faculty sponsor)
UNH Department of Social Work.**

STUDENT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Number of credits requested: _____

Note: You must register for SW 992 before the end of the UNH Add/Drop period.

The following agreement has been made:

The Independent Study which I propose is attached to this form. The proposal includes:

- 1) a description of the following: focus, problem, and issue.
- 2) the method of gathering data about the focus (required readings, face-to-face interviews, etc.)
- 3) a possible reference list
- 4) how I plan to demonstrate accomplishment of the proposal (a paper, booklet, photographs, hours in an agency, etc) i.e., the final project
- 5) the due dates for required readings and final product
- 6) style of procedure for sponsor advising: regular meetings? independent, but "on-call" conferences?

NOTE: Changes in this contract must be negotiated with the Faculty Sponsor and agreed to by the student's academic advisor. Independent Studies may be taken for 1-3 credits per semester. A total of 6 credits of Independent Study is the limit for MSW students. Twenty-four credits in MSW course work is a prerequisite.

This form, signed by the Faculty Sponsor and Academic Advisor, must be turned into the MSW Program Coordinator before the start of the relevant semester.

Faculty Sponsor: _____

Date: _____

Student Advisor: _____

Date: _____

MSW Coordinator: _____

Date: _____

Appendix B: Advanced Standing MSW Advising Guide

(rev 06/15)

Student Name: _____ Entrance Date: _____

Advisor: _____

FIELD PLACEMENT I (N/A)

FIELD PLACEMENT II

Agency Name: _____

Supervisor: _____

Major Requirements: *All AS MSW students are required to complete a minimum of 35 credits including the following courses:*

Summer Year 1 Required

<u>Course</u>	<u>Grade</u>	<u>Summer/Yr</u>
SW 900	_____	_____

Year I Required for Full Time Students:

<u>Course</u>	<u>Grade</u>	<u>Sem/Yr</u>	<u>Course</u>	<u>Grade</u>	<u>Sem/Year</u>
SW 840 RCO	_____	_____	SW 926 Policy II	_____	_____
SW 952 HBSE III	_____	_____	SW 965 Prog/Prac Eval	_____	_____
SW 962 Statistics	_____	_____	Concentration Elective	_____	_____
SW 930 Practice III	_____	_____	SW 931 Practice IV	_____	_____
_____	_____	SW 983 Field IV	_____	_____	_____
_____	SW 982 Field III	_____	_____	_____	_____

Graduation Review: _____

Advisor's Signature

Date of Review

Appendix C: MSW Advising Guide

Student Name: _____ Entrance Date: _____

Advisor: _____

FIELD
PLACEMENT I

Agency Name: _____

Supervisor: _____

FIELD
PLACEMENT II

Agency Name: _____

Supervisor: _____

Major Requirements: All MSW students are required to complete the following courses:

<u>Course</u>	<u>Grade</u>	<u>Sem/Yr</u>	<u>Completed</u>
SW 850 HBSE I			
SW 851 HBSE II			
SW 952 HBSE III			
SW 820 Policy I			
SW 926 Policy II			
SW 840 RCO			
SW 860 Research			
SW 962 Statistics			
SW 965 Prog/Prac Eval			
SW 830 Practice I			
SW 831 Practice II			
SW 930 Practice III			
SW 931 Practice IV			
SW 880 Field I			
SW 881 Field II			
SW 982 Field III			
SW 983 Field IV			
Elective			
Elective			
Elective			

Graduation Review: _____
 Advisor's Signature _____ Date of Review _____

Appendix D: Professional Licensing Information

Professional Licensing Information, available at:
<http://www.socialworkers.org/nasw/ethics/boards.asp>

New Hampshire

Board of Mental Health
Practice
49 Donovan St.
Concord , NH 03301
(603) 271-6762
www.state.nh.us/mhpb

Maine

State Board of Social Work
Licensure
35 State House Station
Augusta , ME 04333
(207) 624-8603
www.maineprofessionalreg.org

Vermont

Office of the Secretary of
State, Licensing & Reg.
109 State St.
Montpelier , VT 05609-
1106
(802) 828-2191
www.sec.state.vt.us

Massachusetts

Division of Registration
100 Cambridge Street
Boston , MA 02202
(617) 727-3073
www.state.ma.us/reg/boards/sw

Appendix E: SW 899

Thesis Project Contract

This contract is for doing a Thesis Project with _____,
(Faculty sponsor)
UNH Department of Social Work.

STUDENT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Number of credits requested: _____

Note: You must register for SW 899 before the end of the UNH Add/Drop period.

The following agreement has been made:

The Thesis Project Study which I propose is attached to this form. The proposal includes:

- 1) a description of the following: focus, problem, and issue.
- 2) the method of gathering data about the focus (required readings, face-to-face interviews, etc.)
- 3) a possible reference list
- 4) how I plan to demonstrate accomplishment of the proposal (a paper for publication, a thesis document, a presentation to social work faculty) i.e., the final project
- 5) the due dates for required readings and final product
- 6) style of procedure for sponsor advising: regular meetings/ "on-call" conferences?

NOTE: Changes in this contract must be negotiated with the Faculty Sponsor and agreed to by the student's academic advisor. Thesis studies must be...taken for 6 credits. Twenty-four credits in MSW course work is a prerequisite.

This form, signed by the Faculty Sponsor and Academic Advisor, must be turned into the MSW Program Coordinator before the start of the relevant semester.

Faculty Sponsor: _____

Date: _____

Student Advisor: _____

Date: _____

MSW Coordinator: _____

Date: _____

Appendix F: Social Work Competencies

From Council on Social Work Education (CSWE); Educational Policy & Academic Standards (EPAS) 2015

Competency 1: Demonstrate Ethical and Professional Behavior

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.

Competency 2: Engage Diversity and Difference in Practice

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.

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

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.

Competency 4: Engage In Practice-informed Research and Research-informed Practice

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.

Competency 5: Engage in Policy Practice

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..

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

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.

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

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.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

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 inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration.

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

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.