

# Master of Social Work Student Handbook

College of Architecture, Urban and Public Affairs  
School of Social Work  
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This handbook delineates the policies determined  
by the Faculty of Florida Atlantic University  
for the Master of Social Work Program.  
MSW students are also subject to policies  
and regulations found in the University catalog.

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## Welcome from the Director

*I would like to take this opportunity, on behalf of our faculty and staff, to welcome you to FAU's School of Social Work. Whether you are considering a new career in social work or continuing in your chosen profession, you are entering into study at a time when there are many urgent social problems facing our country and the global world: poverty, human rights violations, social exclusion, child abuse and neglect, family violence, alcohol and drug addictions, mental illness, crime, barriers to health care, under funded schools and social welfare programs, and unemployment. The field of professional social work is one of the fastest growing careers in the nation. Graduate-level trained social workers provide more mental health services than psychologists, psychiatrists, or any other mental health profession in the United States. Further, with the sweeping reforms in social services and health care, social workers are needed in leadership roles. About four out of ten jobs were in state, county or municipal government agencies, primarily in departments of health, social services, child welfare, housing, education, and corrections as social services are privatized, more jobs are likely to shift to the private sector, where professional education and licensure are particularly important. Employment outlook for social workers is expected to increase faster than average for all occupations through the year 2006 (U.S. News & World Report, October 1998). To help meet these demands in south Florida and beyond, the School of Social Work offers programs of study, leading to a Master of Social Work.*

*Please feel free to contact me or any of my colleagues at the School of Social Work if you have any questions.*

*Thank you.*

*Dr. Michele Hawkins*

## **Mission and Goals of the School of Social Work**

The mission of the School of the Florida Atlantic University School of Social Work program is to serve the region, state and nation by preparing competent and effective beginning level General Practice social workers at the BSW level and advanced level (MSW) Clinical-Community professionals who will contribute to the implementation and development of social work knowledge and provide leadership in the development of service delivery systems. This mission is appropriate to the Council on Social Work Education's (CSWE) Policy, Section 1.1 in that our program prepares competent and effective leaders who have the ability to implement and develop social work knowledge and enhance social service delivery systems.

### **Goals of the Florida Atlantic University School of Social Work:**

The goals are derived from the mission of preparing competent and effective professional social workers at the BSW (beginning level) and MSW (advanced level) who will contribute to the implementation and development of social work knowledge and provide leadership in the development of service delivery systems. The program goals specifically recognize our profession's history, purposes, and philosophy as well as the knowledge, values and skills of the social work profession.

#### **The MSW program has 4 goals:**

Goal 1: Prepare MSW graduates for advanced work in clinical-community practice by teaching knowledge, skills and values for social work practice with children, adolescents, and families; adults and families; and elders and families in resolving or preventing social problems within the context of our community, state and nation.

Goal 2: Prepare MSW graduates for leadership positions in social service agencies in south Florida.

Goal 3: Prepare competent and effective advanced graduates for autonomous independent social work practice.

Goal 4: Prepare graduates for life-long learning and an appreciation for maintaining currency of the social work knowledge, values and skills in their practice.

### **MSW Program Objectives:**

Consistent with Goals 1, 2, 3, and 4 of the Florida Atlantic University School of Social Work MSW program, the faculty identified eight program objectives. The MSW program objectives are represented by (M1-M8). The objectives for the MSW program clearly reflect the knowledge, skills, and values of the social work profession and are

consistent with CSWE's Educational Policy, Section 3. The MSW program objectives while grounded in the liberal arts contain a coherent, integrated, professional foundation as well as an advanced level of knowledge and skills in an area of practice in social work.

Graduates of the Florida Atlantic University School of Social Work MSW program will be able to conduct social work practice using a Clinical-Community perspective. Clinical-community practice refers to the application, integration, and synthesis of liberal arts, foundation, and advanced social work knowledge, values and skills as applied to diverse client systems within their specific environments. Clinical-community practice is similar to the person-in-environment perspective, is complex, and requires a depth and breadth of social work knowledge, values, and skills in working with specific populations and practice settings. Community-clinical practice is similar to the person-in-environment perspective in that it is a holistic approach to working with client systems and their environments. It is complex in that social workers are required to make complex and complicated judgments based on their integration, analysis, and synthesis of social work knowledge, values and skills with specific populations such as children, adolescents, elders and their families and with a variety of practice setting such as mental health, child welfare and health-care. Therefore, our faculty developed the following focus areas within clinical-community practice: **1) Children, Adolescents and Families; 2) Adults and Families; and 3) Elders and Families.**

Upon successful completion of the MSW program, graduates will be able to:

- M1.** analyze, access and critically evaluate how social work values and ethics impact practice at an advanced level as they apply to Community-Clinical practice.
- M2.** define, design, demonstrate, appraise and critically evaluate effectiveness of clinical-community practice with individuals with diverse backgrounds in one of three focus areas: *Children/Adolescents and Families (CAF)*, *Adults and Families (AF)*, or *Elders and Families (EF)*. In south Florida, diverse populations include gay, lesbian, Haitian, Latino, African and Caribbean American, elders and families.
- M3.** define, design, demonstrate, appraise and critically evaluate effectiveness of advanced strategies in the Clinical-Community setting to reduce discrimination, oppression, and economic deprivation with both populations at risk and those experiencing social and economic injustice, including gay, lesbian, Haitian, Latino, African and Caribbean American elders and families in south Florida.
- M4.** compare and contrast theories and apply appropriate interventions while considering the reciprocal relationships between human behavior and the social environment across the life span in terms of biological, sociological, cultural, psychological, and spiritual development for advanced clinical-community practice in a one of three focus areas of *Children/Adolescents and Families*, *Adults and Families* or *Elders and Families*.
- M5.** identify and apply knowledge and skills necessary for successful clinical-

community practice, applying and integrating theories/models of social justice, empowerment, strengths and systems theory.

- M6.** examine, formulate, propose and critically evaluate advanced social policies and services for clinical-community practice in order to advocate for social change consistent with social work values;
- M7.** develop, conduct, apply and effectively communicate empirically based knowledge to improve practice, policy and social service delivery as well as evaluating one's own practice.
- M8.** demonstrate practice competence integrating knowledge, skills, values and social work theories/models of social justice, empowerment, strengths and systems theory in the field education.

### **Children, Adolescents & Families (CAF)**

Students focusing in Children, Adolescents & Families (CAF) select advanced theory and practice with children and adolescents within the category of clinical-community courses and a context of practice course such as Advanced Family and Child Welfare Services: Practice, Programs, and Policy. In addition, students will choose three elective courses. These elective courses, together with psychopathology in clinical practice, administration and supervision, advanced evaluation for social work practice, and a field practicum within a chosen field of practice, form the core of the Children, Adolescents and Families focus area.

### **Adults and Families (AF)**

Students focusing in Adults and Families (AF) select advanced social work practice with adults within the category of clinical-community courses and a context of practice course such as Advanced Healthcare Practice and Policy. In addition, students will choose three elective courses. These elective courses together with psychopathology in clinical practice, administration and supervision, advanced evaluation for social work practice, and a field practicum within a chosen field of practice, form the core of the Adults and Families focus area.

### **Elders and Families (EF)**

Those students focusing in Elders and Families (EF) select advanced social work practice with elders within the category of clinical-community courses and a context of practice course such as Advanced Social Work Practice and Policy in Mental Health Settings. In addition, students will choose three elective courses. These elective courses together with psychopathology in clinical practice, administration and supervision, advanced evaluation for social work practice, and a field practicum within a chosen field of practice, form the core of the Elders and Families focus area.

**PROGRAM OF STUDY - REGULAR PROGRAM**  
MASTER OF SOCIAL WORK

**Two-Year Full-Time Program**

First Year - Fall Semester

Generalist Practice With Individuals	SOW 6305
Generalist Practice With Organizations & Communities	SOW 6306
Human Behavior & The Social Environment I	SOW 6105
Social Welfare History & Policy	SOW 6235
Foundation Field Instruction & Seminar I	SOW 6532

First Year - Spring Semester

Generalist Practice With Families & Groups	SOW 6324
Human Behavior & The Social Environment II	SOW 6106
Human Diversity	SOW 6132
Social Work Research	SOW 6404
Foundation Field Instruction & Seminar II	SOW 6533

Second Year - Fall Semester

Psychopathology in Clinical Practice	SOW 6125
Advanced Evaluation for Social Work Practice	SOW 6363
Advanced Year Field Instruction & Integrative Seminar I	SOW 6535
Required Concentration Course	
Elective	

Second Year - Spring Semester

Administration & Supervision	SOW 6377
Advanced Year Field Instruction & Integrative Seminar II	SOW 6536
Required Concentration Course	
Elective	
Elective	

**PROGRAM OF STUDY – REGULAR PROGRAM**  
MASTER OF SOCIAL WORK

**Four-Year Part-Time Program**

First Year - Fall Semester

Social Welfare History & Policy SOW 6235  
Human Behavior & The Social Environment I SOW 6105

First Year - Spring Semester

Human Diversity SOW 6132  
Social Work Research SOW 6404

First Year - Summer Semester (A & B)

Generalist Practice With Organizations & Communities SOW 6306  
Human Behavior & The Social Environment II SOW 6106

Second Year - Fall Semester

Generalist Practice With Individuals SOW 6305  
Foundation Field Instruction & Seminar I SOW 6532

Second Year - Spring Semester

Generalist Practice With Families & Groups SOW 6324  
Foundation Field Instruction & Seminar II SOW 6533

Third Year - Fall Semester

Psychopathology in Clinical Practice SOW 6125  
Advanced Evaluation for Social Work Practice SOW 6363

Third Year - Spring Semester

Administration & Supervision SOW 6377  
Elective

Summer Semester (A& B)

Elective  
Elective

Fourth Year - Fall Semester

Advanced Year Field Instruction & Integrative Seminar I SOW 6535  
Required Concentration Course

Fourth Year - Spring Semester

Advanced Year Field Instruction & Integrative Seminar II SOW 6536  
Required Concentration Course

## PROGRAM OF STUDY ADVANCED STUDY PROGRAM

### ADVANCED STANDING PROGRAM

#### One-Year Full-Time Program

##### Fall Semester

Psychopathology in Clinical Practice	SOW 6125
Advanced Evaluation for Social Work Practice	SOW 6363
Advanced Year Field Instruction & Integrative Seminar I	SOW 6535
Required Concentration Course	
Elective	

##### Spring Semester

Administration & Supervision	SOW 6377
Advanced Year Field Instruction & Integrative Seminar II	SOW 6563
Required Concentration Course	
Elective	
Elective	

### ADVANCED STANDING PROGRAM

#### Two-Year Part-Time Program

##### First Year - Fall Semester

Psychopathology in Clinical Practice	SOW 6125
Advanced Evaluation for Social Work Practice	SOW 6363

##### First Year - Spring Semester

Administration and Supervision	SOW 6377
Elective	

##### First Year - Summer Semester (A & B)

Elective	
Elective	

##### Second Year - Fall Semester

Advanced Year Field Instruction & Integrative Seminar I	SOW 6535
Required Concentration Course	

##### Second Year - Spring Semester

Advanced Year Field Instruction & Integrative Seminar II	SOW 6563
Required Concentration Course	

Required Concentration Course Selections	
Advanced Theory & Practice with Children & Adolescents	SOW 6556

Advanced Theory & Practice with Adults & Families  
Advanced Health Practice & Policy  
Advanced Social Work Practice with Elders

SOW 6348  
SOW 6605  
SOW 6646

## **Qualifying Exams**

Qualifying examinations are offered to allow students to waive credit for up to ten semester hours in the following areas: Social Welfare Policy and Services (3 credits), Human Behavior and the Social Environment I and II (3 credits each) and Research Methods (3). Students must apply to the Master's coordinator and be accepted to take the examinations, offered three times each academic year. Students must take ALL qualifying exams within the first two semesters of their entrance to the school. They must verify that, through previous coursework, they have mastered the course material. The Council of Social Work Education mandates that life or previous work experience cannot be used as justification for application for a qualifying exam. A student must earn a grade of "85" or above on a qualifying examination in order to have that course waived. By waiving credits, a student is able to graduate with fewer than 60 credits.

## **Scholastic Requirements**

As required by FAU policy, a MSW student who is involved in unethical practices in connection with any work required for a course will receive a grade of "F" for the course. Further penalties may be imposed in accordance with specific circumstances. For example, it is strictly prohibited, as an unethical practice, to submit as one's own work term papers, research, or professional papers or dissertations in which material provided by a professional research agency or by other persons is utilized. A graduate student who employs such assistance or other unethical practice in the research or writing of a thesis or dissertation shall be liable to expulsion from the university upon proper hearing by the School and Director.

### **Academic Standing**

Continuation in the program requires satisfactory progress toward degree completion. Satisfactory progress toward degree completion includes, but is not limited to, consecutive registration according to curriculum and program structure and achieving minimum academic standards as determined by the cumulative grade point average. Minimum academic standards are evidenced by maintaining a 3.0 cumulative GPA with no grade below a "C". Students must have 3.0 GPA to graduate.

### **Advanced Standing Students**

Students admitted with advanced standing will be allowed no more than one "C" during the program. Advanced standing students earning less than "B" average will be placed on academic probation. Failure to regain a minimum of a 3.0 cumulative GPA within one semester following the one in which the deficiency occurred will result in dismissal.

## **60-Credit Program Students**

Students admitted to the regular 60-credit program will be allowed no more than two “Cs” during their program. Students enrolled in this program who earn less than a “B” average will be placed on academic probation. Failure to regain a minimum of a 3.0 cumulative GPA within one semester following the one in which the deficiency was occurred will result in dismissal.

### **Grades below “C”**

Grades below “C” (e.g., “C-” to “F”) reflect unsatisfactory progress toward the degree. Students earning such grades are therefore subject to dismissal from the Master of Social Work degree program. Students may also be dismissed at any time if they are not making satisfactory progress toward completion of the degree.

Students transferring from another CSWE accredited MSW program may transfer a maximum of 30 graduate credits for the 60 credit program. No transfer credits are accepted for advanced standing programs. MSW courses completed at other universities will be evaluated as to their relevance and similarity to FAU courses. All courses that are applied to the degree must have been successfully completed within three years of entrance into the Florida Atlantic University program and the student must have earned a grade of “B” or above. A grade of “B-“ or below does not meet this requirement and is not accepted. No graduate credit is granted for correspondence, life experience, or extension work.

## **Professional Expectations of Student Behavior**

The School of Social Work at Florida Atlantic University is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional behavioral development for all students in the social work program. The School of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. The values of the profession are codified in the NASW Code of Ethics. Given this context, all students in the social work program will be expected to exhibit the following ethical standards of behavior.

- **Accountability:** Attend class, arrive on time, and return from break in a timely manner.

*Participate in group activities and assignments at a comparable level to peers. Complete work in a timely fashion and according to directions provided. Come to class prepared, with readings and other homework completed.*

- **Respect:** Treat all your peers, your instructors and all those you come in contact with, with dignity and respect at all times.

*Listen while others are speaking.  
Give feedback to peers in a constructive manner.  
Approach conflict with peers or instructors in a cooperative manner.  
Use positive and nonjudgmental language.*

- Confidentiality: Treat any personal information that you hear about a peer or an instructor as strictly confidential.

*Maintain any information shared in class, dyads or smaller groups within that unit.  
Use judgment in self-disclosing information of a very personal nature in the classroom. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.)  
Never use names of clients or disclose other identifying information in the classroom.*

- Competence: Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by your instructors. Constantly strive to improve your abilities.

*Come to class with books, handouts, syllabus, and pens  
Seek out appropriate support when having difficulties to ensure success in completing course requirements.  
Take responsibility for the quality of completed tests and assignment.  
Strive to work toward greater awareness of personal issues that may impede your effectiveness with clients.*

- Integrity: Practice honesty with yourself, your peers, and your instructors. Constantly strive to improve your abilities.

*Academic: Commit yourself to learning the rules of citing other's work properly.  
Do your own work and take credit only for your own work.  
Acknowledge areas where improvement is needed.  
Accept and benefit from constructive feedback.*

- Diversity: Strive to become more open to people, ideas, and creeds that you are not familiar with. Embrace diversity.

*Maintain speech free of racism, sexism, ableism, heterosexism, or stereotyping.  
Exhibit a willingness to serve diverse groups of persons.  
Demonstrate an understanding of how values and culture interact.*

- Communication: Strive to improve both verbal and written communication skills as these skills are used heavily in interactions with clients and peers and also with creating client records.

*Demonstrate assertive communication with peers and instructors.  
Practice positive, constructive, respectful and professional communications skills*

*With peers and instructor: (body language, empathy, listening)*

- Social Justice: Strive to deepen your commitment to social justice for all populations at risk.

*Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups.*

*Strive to learn about methods of empowering populations and enhancing social justice at micro, mezzo, and macro levels.*

## **Consequences**

The School of Social Work may terminate a student's participation in the program on the basis of professional non-suitability if the School's faculty determines that a student's behavior has constituted a significant violation or pattern of violations of the NASW Code of Ethics or Florida Atlantic University School of Social Work's Student Manual. These violations may include but are not limited to:

- Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
- Academic cheating, lying, or plagiarism. Behavior judged to be in violation of the NASW Code of Ethics.
- Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice.
- Inappropriate or disruptive behavior toward colleagues, faculty or staff (at the School or in the field placement).
- Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).
- Documented evidence of criminal activity occurring during the course of study.

## **MSW: Student Review Procedure**

Students enrolled in the MSW programs may encounter academic, e.g. an unacceptable low grade, or nonacademic problems. Professional or nonacademic behavior refers to "performance or behavior of students that provide relevant information regarding their likely performance as social work practitioners." CSWE (1994), Handbook of Accreditation Standards and Procedures, pgs. 89 & 127. Nonacademic termination is defined as failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice, inappropriate or disruptive behavior towards colleagues, faculty or staff at school or in field placement.

To assure that identified needs of the student are addressed without compromising the School's integrity or treating the student unfairly, a procedure is in place to assist the student. When the student or faculty member believes that challenges may be interfering with academic or behavioral performance, a Student Review Committee may be called. A Student Review Committee may be called by the MSW Program Coordinator upon a student's receipt of a grade below a "B" or other evidence of unsatisfactory or marginal work or behavior. The Student Review Committee provides a formal procedure to deal constructively with challenges. Challenges may range from poor academic performance, possible unsuitability for the profession or continued education in the profession, or a student's belief that he/she has been treated unfairly.

The Student Review Committee is convened and chaired by the MSW Program Coordinator. A request to convene a review may be made by the student, the student's advisor, or by any one of the student's instructors. The Coordinator notifies the student and other participants in writing of the date, time and place of the meeting and invites them to attend. Participants at the Student Review Committee shall be the student, the student's advisor, instructors and a representative of the Field Education office (when appropriate). Students who have an identified disability may request the presence of a representative of the Office of Disability Support Services.

Typically the Student Review Committee is presented with the concerns and provides each participant including the student, an opportunity to describe the challenge(s) and potential solution(s). The student may submit written material from any source for consideration by the Student Review Committee, if they are pertinent to the proceedings.

Based on the exchange at the review meeting, the Committee makes a recommendation to help the student successfully compete the program, when indicated. If a student believes she/he has a disability that has affected her/his ability to participate in the program, it is the responsibility of the student to contact the Office of Student Disabilities. No accommodations can be made for a disability without the involvement of this Office. The Review Committee recommends to the Director a plan to assist the student. If the Committee reaches a finding that is not unanimous, a statement of majority and minority finding is written. In some situations a Committee may recommend that a student be dismissed from the program. In any case, the student may appeal to the Director of the School of Social Work to review the Committee's recommendation. Florida Atlantic University's grievance procedures, 6c5-4.001 Honor Code, Academic Irregularities, and Students' Grievances are contained in the University Catalog.

## **MSW Degree Requirements**

The Master of Social Work degree is a 2-year, 60-credit program. It is designed for full-time or planned part-time students. Full-time students take 15 credits each semester, which includes course work within the classroom and a field practicum.

The M.S.W. contains two program options: the regular 60-credit program and the Advanced Standing Program. The regular 60-credit program consists of the Foundation

Year Curriculum (30 credits) and the Advanced Year Curriculum (30 credits). The Advanced Standing Program consists of the Advanced Year Curriculum (30 credits). In addition to these program options, student may enroll either full-time or part-time. Students designate the program for which they are applying. Requests for changes after being admitted must be made in writing and approved by the M.S.W. coordinator. Program options and associated academic progression are configured as follows:

**The regular M.S.W. program (60 credits).**

Students may enroll and progress as either:

Full-time –graduate within 2 years of initial program registration; or

Part-time—graduate within 4 years of initial program registration.

**The Advanced Standing Program (30 credits).**

Students may enroll and progress as either:

Full-time—graduate within 2 semesters of initial program registration; or

Part-time—graduate within 2 years of initial program registration

**Field Instruction**

*Refer to the School of Social Work Student Manual for Field Education*

**Academic Advising**

Faculty advising provides students with the opportunity to consult and interact with faculty outside the classroom, and to discuss any matters of interest or concern. All students are assigned a faculty advisor upon enrollment at FAU. The faculty advisor is responsible for:

- Advising students in planning a program of study, including approving course registration each semester.
- Addressing concerns students may have about their educational programs, academic activities, or personal problem impacting the academic curriculum.
- Monitoring all aspects of the student’s professional development, including ethical professional behavior, and for informing the student when they are in violation of academic standing policy.
- Referring students to appropriate campus resources.

**Ethical Conduct and Responsibility**

**Summary of Ethical Principles**

The following broad ethical principles are based on social work’s core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire. Students are responsible to obtain and review the NASW Code of Ethics.

In Summary:

- Service: Social workers' primary goal is to help people in need and to address social problems.
- Social Justice: Social workers challenge social injustice.
- Dignity and Worth of the Person: Social workers recognize the central importance of human relationships.
- Integrity: Social workers behave in a trustworthy manner.
- Competence: Social workers practice within their areas of competence and develop and enhance their professional expertise.

The main responsibility of CSWE is to promote and maintain the high quality of social work education. In addition, CSWE strives to stimulate knowledge and curriculum development, to advance social justice, and to strengthen community and individual well-being.

## **Formal Papers**

Formal papers must be prepared in accordance with a recognized academic writing style. The American Psychological Association is the professional organization of social scientists. Students are required to use the APA format to be consistent with social work education and the social work profession. The APA Manual is available in the FAU Library and in the FAU bookstores. Students may also access the Borst Guide to APA located at <http://www.lidl.net/~bill/aparev.htm>, on line on the NCSSS Web page.

## **Non-Exclusionary Language**

Florida Atlantic University's School of Social Work faculty acknowledges the importance of non-exclusionary language in recognition of gender equality. We are committed to the use of non-exclusionary language in written documents and in the classroom. Students are urged to commit themselves to use of non-exclusionary language in the classroom and in academic papers.

## **Grades of Incomplete**

A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, receive a grade of Incomplete (I). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average; it indicates a grade deferral and must be changed to a grade other than "I" within a specified time, not to exceed one calendar year from the end of the semester during which the course was taken. However, students will

not be able to register for subsequent class when they have an incomplete in a prerequisite course.

The “I” grade is used only when a student has not completed work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term. The instructor will record in writing, and file with the Director, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student’s responsibility to make arrangements with the instructor for the timely completion of this work.

## **Add/Drop/Withdrawal Procedures**

The academic adviser must approve any change in course registration. Adding and dropping courses can be processed through the adviser’s office. The end of the first week of classes (see Academic Calendar) is the last day for adding courses and changing sections. The student will receive no grade and the course will not appear on the academic record if the appropriate form is filed during the first four weeks of the semester. However, a withdrawal comment will be posted to the electronic record. The student will receive a grade of “W” in the course if the appropriate form is filed during the first through seventh weeks of the semester. After the eighth week of the semester, dropping courses or withdrawing from the University is not permitted without receiving an “F.” See the current University Catalog.

## **Termination Policy**

The School of Social Work’s policy for terminating a student’s enrollment in the MSW program for reasons of academic performance is outlined in the University Catalog. Continuation in the program requires satisfactory progress toward degree completion. Satisfactory progress toward degree completion includes but is not limited to consecutive registration according to curriculum and program structure and achieving minimum academic standards as determined by the cumulative grade point average. Minimum academic standards are evidenced by maintaining a 3.0 cumulative grade point with no grade below “C”. Students who earn less than a 3.0 grade point average are placed on academic probation. Failure to regain a minimum of a 3.0 cumulative grade point average within one (1) semester following the one in which the deficiency occurred will result in dismissal. Students must have a 3.0 grade point to graduate.

Students whose grade falls below a “C,” e.g., C- to F, reflect unsatisfactory progress toward the degree. Students earning such grades are therefore subject to dismissal from the Master of Social Work degree program. Students may also be dismissed at any time if they are not making satisfactory progress toward completion of the degree.

The School of Social Work may terminate a student’s participation in the program on the basis of professional non-suitability if the School’s faculty determines that a student’s behavior has constituted a significant violation or pattern of violations of the NASW Code

of Ethics or Florida Atlantic University School of Social Work's Professional Expectations of Student Behavior.

These violations may include but are not limited to:

- Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
- Academic cheating, lying, or plagiarism.
- Behavior judged to be in violation of the NASW Code of Ethics.
- Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice.
- Inappropriate or disruptive behavior toward colleagues, faculty or staff (at the School or in the field placement).
- Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).
- Documented evidence of criminal activity occurring during the course of study.

## **Voluntary Withdrawal from MSW Program**

If a MSW student withdraws from the MSW program for medical, personal, or other reasons, then that student is considered to have terminated his or her position in the program. If the student wants to re-enter the program, then the student must re-apply to the MSW program and the student's file will be considered by the MSW Admissions Committee. If the student re-applies to the program within 1 year of withdrawing, then the student does not need to re-submit all of the admissions materials. The student must submit a letter stating the reason for the withdrawal and updated information on work experience or course work. If the student re-applies to the program more than one year after withdrawing, then the student must re-submit the entire MSW application. Regardless of whether the student applies within one year or longer, the Admissions Committee will also invite written feedback from the student's professors prior to the withdrawal, for their feedback on the students' academic performance and professional behavior while in the MSW program, in order to assist with their decision-making.

## **Continuous Enrollment/Leave of Absence**

Continuous enrollment is required of all students enrolled in the MSW program unless an authorized leave of absence has been granted. Failure to maintain continuous enrollment or to obtain an official leave of absence is considered to be evidence that the student has withdrawn. The Office of Graduate Studies and Admissions approve leave of absence on the basis of the recommendation of the student's faculty advisor, department chair, and college dean. A student who stops attending class but does not drop or withdraw using the correct form and following the correct procedure will receive a grade of "F" in the course involved. See 2000/2001 Graduate Catalog page 49.

## **Student Class Load**

Full-time graduate students take 15 credits per semester. Part-time students must take six credits per semester. A part-time student wishing to change to a full-time student becomes eligible after completing the foundation curriculum.

## **Student Rights under the Americans with Disabilities Act (ADA)**

Students have rights and responsibilities under the Americans with Disability Act. Florida Atlantic University and the School of Social Work are dedicated to achieving compliance with State and Federal regulations involving the rights of students with disabilities. In complying with Section 504 of the Rehabilitation Act of 1973, Florida Atlantic University established the Office for Students with Disabilities (OSD), which is located SU 80, room133. According to the OSD, it is the student's responsibility to provide ample documentation to the OSD to receive accommodations from FAU due to a disability. Additionally, it is the student's responsibility to submit the "Request for Services" form to the OSD in a timely manner to be guaranteed the appropriate accommodations. Finally, students are required to utilize authorized accommodations responsibly and keep in close contact with the OSD personnel.

## **Office for Students with Disabilities**

Numerous adaptive technological aids and human support services are available to help meet the needs of students with varying disabilities. Among the adaptive technology aids provided are computers with screen readers and speech recognition systems, stand-alone readers, magnification devices, tape recorders, Braillewriters, wheelchair accessible desk, tactile aids and FM systems. The support services include reading, note-taking services, sign language interpreting, adaptive testing accommodations, and learning strategy tutoring. All disability related records are kept confidential and are not the student's written permission. For more information visit their Boca Campus office in Room SU133 or call 561-297-3880, or TTY 561-297-0358.

## **Graduation Procedure**

A student must apply for a degree on the appropriate form provide in the Office of the Registrar by the end of the third week of the semester in which the student expects to graduate.

It is the student's responsibility to meet all requirements for the degree.

## **Contacting Faculty and Staff**

Most faculty and staff may be contacted via voice mail, email, as well as traditional U.S. Postal Service. To find a university phone number and email address, check this link:

<http://home.fau.edu/phone/>.

## **Messages and Mail for Students**

Students are requested to provide email addresses, mail addresses and phone numbers to the program secretary. In this way faculty may contact students with messages and announcements.

## **OWL Cards**

The OWL Card Center issues the official picture identification card for FAU. All students are required to have an Owl Card. An Owl Card may be obtained by presenting an official government issued ID (driver's license, passport, military ID), current tuition payment receipt or proof of financial aid, scholarship or loan. An OWL Card is needed to use the University Library, recreation facilities, receive student discounts, obtain a meal plan, use computer labs and participate in the OWL Card Debit program. The OWL Card Center is located in the University Center room 129 on the first floor. The phone number is 561-297-2700. Hours: Monday- Friday, 8 a.m. - 4:45 p.m.

## **Traffic and Parking**

FAU parking decals are required and may be purchased at the Traffic and Parking Building (Bldg #49) on Broward Avenue; they may also be purchased at the Cashier's Offices on Davie, Broward, MacArthur, and Treasure Coast campuses. Please bring in the current vehicle registration, only cash or check is accepted. For more information call 561-297-2771. Hours of operation are: Monday – Thursday 7:00am to 6:00pm and Friday 7:00am – 5:00pm.

## **Change of Address, Name, Phone, Email...**

The Registrar's Office maintains a record of your latest information that is utilized by many other offices at FAU. To enable to University to contact you, it is essential that you keep the Registrar's Office informed of any changes.

Address changes may be made by:

- Sending an email to [address@fau.edu](mailto:address@fau.edu), Completion of Address Change Form on the FAU Web Site: [www@fau.edu](http://www@fau.edu)
- Mailing a letter to the Registrar's Office, 777 Glades Road, PO Box 3091, Boca Raton, FL 33431
- Faxing the letter to 561-297-2756
- Completion of address change form at the Registrar's Office

## **The Libraries**

The main library collection is in Boca Raton with additional collections at Davie, MacArthur, Treasure Coast (St. Lucie West Library), and downtown Fort Lauderdale (Broward County

Main Library) locations. The libraries offer a wide range of reference and informational services, including instruction on the use of all FAU library collections and those of the nine other State University System libraries.

### **Boca Raton Campus Library Hours**

Monday-Thursday, 8am-midnight; Friday, 8am-7pm; Saturday, 9am-8pm; Sunday, noon-midnight

### **MacArthur Campus Library Hours**

Monday-Thursday, 8:30am-10pm; Friday, 8:30am-5:30pm Saturday, 8:45am-4:30pm; Sunday, 12:30pm-9pm

### **Treasure Coast Campus Library Hours**

Monday-Thursday 9am-9pm; Friday 9am-5pm; Saturday 1pm-5pm

Call the hour's tape 561-297-3770 for more information on services and special holiday and intersession hours at Boca Raton. Call 561-779-8520 for Jupiter campus; 561-462-4623 for Port St. Lucie; 954-475-6648 for Davie; or 954-357-7444 for Fort Lauderdale.

## **The Media Center**

The Media Center, located on the second floor, west wing, of the Boca Raton Library building, room 215, is an audio-visual facility for student independent study. Materials in the Center include: CD-ROMs, DVDs, slide sets, compact discs, audio and videocassettes, and equipment for use in the Center. The Center is open: Monday-Thursday 8am-midnight, Friday 8am-9pm, Saturday 9am-9pm and Sunday noon-midnight. Hours will vary during certain holidays and intersession periods.

## **Banking Services**

Office Services administers the banking relationship with FAU. Bank Atlantic has a full-service branch located in the Student Services Building, West. In addition to the full-service branch, there are three ATMs located on the Boca Raton Campus, one on the Davie Campus, and one on the Jupiter Campus. Your OWL Card becomes your ATM card for all Bank Atlantic account holders. The Bank Atlantic number is 561-361-2889.

## **Bookstores**

The Boca Campus Bookstore is located behind the Health Center near the Breezeway. The Bookstore stocks all textbooks for courses offered on the Boca Campus, reference book and school supplies. Additionally, there are two bookstores located on the Broward campuses, in Davie and at the Tower, and also at the MacArthur and Treasure Coast campuses. Hours of operation are extended during the beginning of each semester. For more information please call 561-297-3720.

## **Counseling Center**

The Counseling Center helps students with social, emotional and academic concerns in a sensitive, caring and confidential manner. The staff consists of highly experienced licensed psychologists, clinical social workers, a board-certified psychiatrist, counseling specialists, alcohol and drug counselors, counseling specialists and counselors at advanced levels of training in psychology and social work. Appointments can be arranged by calling. The Counseling Center at the Boca Raton campus can be reached at 561-297-3540. The Center is located in the Student Services Building (above the Cafeteria) in Room 229S. The Counseling Center for Broward is located on the Davie Campus, 2912 College Avenue, Modular 381, 954-236-1210. The Counseling Center for the Northern Campuses may be reached at 561-799-8698 and is located on the MacArthur Campus in the Library/Classroom Building, Room 139.

## **Health Services**

Student Health Services provides students with quality primary/preventive health care, along with health and wellness education and first aid. Student Health Services is entirely supported through the nonrefundable student health fee, and offers services on the Boca Raton campus, as well as the Jupiter, Broward and Treasure Coast areas. All FAU students who are enrolled in the current semester are eligible for services at any location. Students must present a valid photo ID to utilize services.

### **Boca Campus**

Location: Student Services Building (SS-8W), Room 240

Hours: Monday & Thursday; 8am-6pm

Tuesday, Wednesday, and Friday: 8am-5pm

General Information: 561-297-3512 or to schedule an appointment: 561-297-2276.

### **Broward Campuses**

Location: Nova Southeastern Medical Facility. For information call the Student Affairs Office on the Davie Campus at 954-236-1236.

### **Jupiter Campus**

Location: Jupiter Medical Center, 1210 S. Old Dixie Hwy, call 561-744-4455.

### **Port St Lucie**

Location: Martin Memorial MediCenter of St. Lucie West, 1095 NW St Lucie Blvd, call 561-785-5500.

## **International Student and Scholar Services (ISSS)**

The Office of International Student and Scholar Services (ISSS) welcomes international students, scholars and their families in an effort to promote a culturally diverse learning environment and to enrich the quality of teaching and research at Florida Atlantic University. The ISSS has a close working relationship with numerous international student

cultural organizations on campus that assist with welcoming new students and cross-cultural appreciation. The office is located in the SU80 room. 214 and can be reached by phone: 561-297-3959; fax 561-297-2446.

## **Multicultural Affairs**

The Office of Multicultural Affairs provides programs and services designed to enhance the academic and personal development of FAU's diverse student population. These services include: the Academic Enhancement Program (tutorial), an evening Math/English instruction Lab, individual counseling services, the Book Loan Program, the FAU Mentor Program, and Scholarships and other services. For additional information call 561-297-3959 or stop by Student Services Building, Room 224.

## **Student Affairs**

The Division of Student Affairs exists to assist students in formulation and achieving their educational goals through formal and informal experiences and through interaction with the University Community. For information visit web sites: [www.fau.edu/student/activities](http://www.fau.edu/student/activities) for Student Development and Activities and [www.fau.edu/student/sa-home](http://www.fau.edu/student/sa-home) for Student Affairs.

## **Acolyte**

Acolyte is the FAU School of Social Work MSW student organization. Acolyte is dedicated to furthering academic excellence within the graduate program of the FAU School of Social Work, giving social support to the graduate social work student body, promoting the NASW Code of Ethics by example, increasing the understanding of the Social Work profession as well as promoting a positive image of Social Work as a profession, and providing members with a forum to foster advocacy for social change at university and community levels. Enrolled MSW students and their spouses, and faculty or staff of the MSW program are eligible for membership. For information on how to get involved, visit [www.fau.edu/divdept/caupa/ssw/organizations/acolyte.html](http://www.fau.edu/divdept/caupa/ssw/organizations/acolyte.html), or email [Acolyfefau@hotmail.com](mailto:Acolyfefau@hotmail.com).

## **FAU Graduate Student Association**

The Graduate Student Association (GSA) was founded in 1995 by students who believed that graduate students at Florida Atlantic University needed a collective voice to represent their needs and concerns. The GSA is comprised of graduate and professional students whose goals are to provide academic support in the form of grants for travel to conferences, to host cultural and academic programs, and to advocate for student interests within the University community. For information on how to get involved or to discuss matters that concern the graduate and professional student body at FAU, contact the Office of Graduate Studies and Admissions at 561-297-3624, web site: [www.fau.edu/academic/gradstud/gsa.htm](http://www.fau.edu/academic/gradstud/gsa.htm), or email [gsa@fau.edu](mailto:gsa@fau.edu).

## Global Internet Search Engines

Enter the word SCHOLARSHIP to do a global search

[Alta Vista](http://www.altavista.com/cgi-bin/query?pg=q&what=web) <http://www.altavista.com/cgi-bin/query?pg=q&what=web>

[Lycos](http://www.lycos.com/) <http://www.lycos.com/>

[Yahoo](http://www.yahoo.com/) <http://www.yahoo.com/>

## Social Work Organizations

[Association for Community Organization and Social Administration \(ACOSA\)](http://www.acosa.org) [www.acosa.org](http://www.acosa.org)

[Association for Gerontology Education in Social Work \(AGE-SW\)](http://www.agesocialwork.org) [www.agesocialwork.org](http://www.agesocialwork.org)

[Association for the Advancement of Social Work with Groups \(AASWG\)](http://www.aswg.org) [www.aswg.org](http://www.aswg.org)

[Association of Social Work Boards \(ASWB\)](http://www.aswb.org) [www.aswb.org](http://www.aswb.org)

[Clinical Social Work Federation \(CSWF\)](http://www.cswf.org) [www.cswf.org](http://www.cswf.org)

[International Federation of Social Workers \(IFSW\)](http://www.ifsw.org) [www.ifsw.org](http://www.ifsw.org)

[Institute for the Advancement of Social Work Research \(IASWR\)](http://www.cosw.sc.edu/iaswr/link.html) 202-336-8385

[www.cosw.sc.edu/iaswr/link.html](http://www.cosw.sc.edu/iaswr/link.html)

[Consortium for International Social Development \(IUCISD\)](http://www.iucisd.org) [www.iucisd.org](http://www.iucisd.org)

[Latino Social Workers Organization \(LSWO\)](http://www.lsw.org) 773-862-1979 [www.lsw.org](http://www.lsw.org)

[National Association of Black Social Workers \(NABSW\)](http://www.nabsw.org) 919-684-3505

[National Association of Social Workers \(NASW\)](http://www.naswfl.org) [www.naswfl.org](http://www.naswfl.org)

[National Membership Committee on Psychoanalysis in Clinical Social Work](http://www.naswfl.org)

Florida Ellyn Freedman, MSW, BCD (305) 866-9386 [ellynf@aol.com](mailto:ellynf@aol.com)

[North American Association of Christians in Social Work \(NACSW\)](http://www.nacsw.org) [www.nacsw.org](http://www.nacsw.org)

[Rural Social Work Caucus](http://www.uncp.edu/sw/rural) [www.uncp.edu/sw/rural](http://www.uncp.edu/sw/rural)

[School Social Work Association of America \(SSWAA\)](http://www.sswaa.org) [www.sswaa.org](http://www.sswaa.org)

[Society for Social Work and Research](http://www.sswr.org/index.html) <http://www.sswr.org/index.html>

[Society for Social Work Leadership in Health Care](http://www.sswlhc.org/index.asp) <http://www.sswlhc.org/index.asp>